

NOTICE OF EXECUTIVE SESSION
OF THE
BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools
Elkhart, Indiana

Date: Tuesday, April 12, 2022

Time: 5:45 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:

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

Location: Elkhart High School
Executive Principal's Conference Room
2608 California Road
Elkhart, Indiana 46514



Superintendent of Schools

Posted and electronically delivered to School Attorney and News Media on Thursday, April 7, 2022 and electronically delivered to Board Members on Thursday, April 7, 2022.

PUBLIC WORK SESSION
OF THE
BOARD OF SCHOOL TRUSTEES
Elkhart Community Schools
Elkhart, Indiana

NOTICE OF MEETING LOCATION & TIME CHANGE

Date: Tuesday, April 12, 2022
Time: 6:15 p.m.
Location: Elkhart High School Auditorium
2608 California Road
Elkhart, Indiana 46514



Superintendent of Schools

Posted and electronically
delivered to School Attorney and
News Media on Thursday,
April 7, 2022 and electronically
delivered to Board Members
on Thursday, April 7, 2022.

The Board's meeting site is accessible to all persons. Any person requiring accommodation or assistance should contact the Secretary to the Board of School Trustees with the School Corporation's administrative office, located at 2720 California Road, Elkhart, Indiana 46514, at 574-262-5506.

MEETING
OF THE
BOARD OF SCHOOL TRUSTEES
Elkhart Community Schools
Elkhart, Indiana

NOTICE OF MEETING LOCATION CHANGE

Date: Tuesday, April 12, 2022
Time: 7:00 p.m.
Location: Elkhart High School Auditorium
2608 California Road
Elkhart, Indiana 46514



Superintendent of Schools

Posted and electronically
delivered to School Attorney and
News Media on Thursday,
April 7, 2022 and electronically
delivered to Board Members
on Thursday, April 7, 2022.

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AGENDA FOR
BOARD OF SCHOOL TRUSTEES
REGULAR MEETING

Elkhart Community Schools
Elkhart, Indiana

April 12, 2022

CALENDAR

Apr	12	5:45 p.m.	Executive Session, Elkhart High School, Executive Principal's Conference Room
Apr	12	6:15 p.m.	Public Work Session, Elkhart High School Auditorium
Apr	12	7:00 p.m.	Regular Board Meeting, Elkhart High School Auditorium
Apr	19	8:00 a.m.	Public Work Session – RFP for Demographic and Feasibility Study Interviews, J.C. Rice Educational Services Center
Apr	26	6:00 p.m.	Public Work Session, J.C. Rice Educational Services Center
Apr	26	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
- E. CONSENT ITEMS:

- Minutes – March 22, 2022 – Public Work Session
- Minutes – March 22, 2022 – Regular Board Meeting
- Minutes – March 31, 2022 – Public Work Session
- Claims
- Gift Acceptances
- Fundraisers
- Extra-Curricular Purchases
- Conference Leave Requests
- Personnel Report

- F. OLD BUSINESS
- G. NEW BUSINESS

Hawthorne Elementary Repurposing - the Administration requests Board action to repurpose Hawthorne Elementary from a K-6 building to a Pre-K Center and to implement a redistricting of attendance boundaries for the following elementary schools: Beardsley Elementary, Mary Beck Elementary, Mary Daly Elementary, Hawthorne Elementary, Monger Elementary, Riverview Elementary, and Roosevelt Elementary.

Administrative Regulation JC – School District Boundaries – the Administration presents proposed revisions of Administrative Regulation JC – School District Boundaries for final consideration.

Board Policy 3422.07S – Executive Assistants’ Compensation Plan

The administration presents proposed revisions to 3422.07S – Executive Assistants’ Compensation Plan and asks to waive 2nd reading.

Board Policy 3422.12S - Employees in Miscellaneous Positions Compensation Plan

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

2021-2022 School Calendar – The Administration presents a proposed revision to the 2021-2022 School Calendar.

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

Administrator Conflict of Interest – Elkhart Community School’s administrator discloses potential conflict of interest statement.

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

March 22, 2022

Elkhart High School Auditorium, 2608 California Road, Elkhart, Indiana
46514 – at 6:56 p.m.

Place/Time

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

Absent: Babette S. Boling

ECS Staff Present:	Steve Thalheimer Lisa Ernsberger
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The Board was presented details on the Middle School High Ability plan.

The meeting adjourned at approximately 7:09 p.m.

Topics
Discussed
Adjournment

APPROVED:

Signatures

Absent

Dacey S. Davis, President

Babette S. Boling, Member

Troy E. Scott, Vice President

Roscoe L. Enfield, Jr., Member

Douglas K. Weaver, Secretary

Kellie L. Mullins, Member

Anne M. VonDerVellen, Member

MINUTES
OF THE REGULAR MEETING
OF THE BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools
Elkhart, Indiana

March 22, 2022

Elkhart High School Auditorium, 2608 California Road, Elkhart,
Indiana 46514 – at 7:22 p.m.

Place/Time

Roll Call

Board Members Present:	Dacey S. Davis	Roscoe L. Enfield, Jr.
	Troy E. Scott	Kellie L. Mullins
	Douglas K. Weaver	Anne M. VonDerVellen

Absent: Babette Boling

Board president Dacey Davis called the regular meeting of the Board of School Trustees to order.

Call to Order

Board president Dacey Davis recommended a motion to remove two agenda items under new business, Hawthorne Elementary Repurposing and Administrative Regulation JC – School District Boundaries. Ms. Davis asked for Board comment. The motion was approved by Doug Weaver and seconded by Kellie Mullins. The motion passed by a vote of 6 – 0.

Amended Agenda

Board member Rocky Enfield recited the Elkhart Promise.

The Elkhart Promise

Ms. Davis discussed the invitation to speak protocol.

Board secretary Doug Weaver presented the Moment of Pride. Mr. Weaver spoke about the AF JROTC drill and color guard team competition in Dayton, Ohio over the weekend. The varsity team was amazing to watch walking away with a third-place trophy. They also had two individuals earn a third and seventh place finish in an individual competition consisting of two hundred plus cadets. The team got to visit the Air Force Museum prior to heading home.

Moment of Pride

Mr. Weaver shared his experience in attending the AF JROTC Military Ball and how wonderful it was to see the cadets in their dress formals. Many came with their mothers and grandmothers as their dates. What a testimony of how this program has built the confidence and self-esteem within these cadets. Watching them embrace and support one another was simply amazing to see.

By unanimous action, the Board approved the following consent items:

Minutes – March 8, 2022 – Public Work Session
Minutes – March 8, 2022 – Regular Board Meeting

Payment of claims totaling \$5,996,481.52 as shown on the March 22, 2022, claims listing. (Codified File 2122-121)

The following donations were made to Elkhart Community Schools (ECS): Donation of several bags of gently used clothes for distribution to our students from Jon and Kelli Rogers; \$750 from MORryde International, Inc. to the ElkLogics Robotics extra-curricular club/team for the purchase of supplies, snacks, and equipment for team students; \$10,000 from Richard and Babette Boling to the ETI building fund; sixteen (16) reels of 3D filament with an owner estimated value of \$6,300 from L&W Engineering, care of Luis Sanchez, to the Elkhart Area Career Center (EACC); and \$646.01 given anonymously to pay ECS students' negative lunch/breakfast balances.

Proposed school fundraisers in accordance with Board policy. (Codified File 2122-122)

Accepted the following extra-curricular purchase requests: Elkhart High School (EHS) Athletic Department EC Fund to purchase eight (8) Kwik Goal Academy Soccer Goals in the amount of \$9,875 and EHS Athletic Department EC Fund to purchase Dr. DishCT – Shooting Machine in the amount of \$6,470.

Submission of the following grants: Community Investment Grant hosted by Community Foundation of Elkhart County from West Side Middle School (WSMS) in the amount of \$3,000; Community Foundation of Elkhart County Mini-Grant by Community Foundation of Elkhart County from Student Services in the amount of \$3,500; Connect Parents to Instructional Technology hosted by Indiana Michigan Power from Student Services Department Parent Outreach in the amount of \$5,000; PLTW School Grant hosted by Project Lead the Way from EHS – School of Engineering, Technology, and Innovation in the amount of \$2,400; IDOE Digital Learning Grant hosted by Indiana Department of Education for District Special Education Assistive Technology in the amount of \$49,680; Indiana Adult Education – IELCE hosted by Indiana Department of Workforce Development from Adult Education Program in the amount of \$126,748; Indiana Adult Education – ABE hosted by Indiana Department of Workforce Development from Adult Education Program in the amount of \$444,095; PLTW Biomedicine hosted by Project Lead the Way from EHS – School of Health and Public Safety in the amount of \$2,400;

Consent Items

Minutes

Payment of Claims

Gift Acceptance

Extra-Curricular Purchases

Grants

Perkins Basic Grant hosted by Governor's Workforce Cabinet from EACC in the amount of \$748,143; and Data Action Mini Grant hosted by the SOURCE from Student Services administration in the amount of \$2,000. (Codified File 2122-123)

Confirmed the following overnight trip request: EHS Jobs for America's Graduates (JAG) to travel to Indianapolis, Indiana on March 17 - 18, 2022 for a competition at JAG's State Career Development Conference.

Conference leave requests in accordance with Board policy for staff members as recommended by the administration on the March 22, 2022 listings. (Codified File 2122-124)

Consent agreement regarding unpaid time for a certified staff member. (Codified File 2122-125)

Employment of the following three (3) certified staff members:
Wiaan DeBeer - language arts at Freshman Division, 4/12/22
Linda Ponterio - psychologist at ESC, 3/14/22
Shannon Simon - art at Freshman Division, 3/14/22

Leave for the following two (2) certified staff members on dates indicated:
Amanda Balk - grade 2 at Bristol, beginning 8/8/22 and ending 5/26/23
Renee Ruocco - grade 1 at Daly, beginning 8/8/22 and ending 5/26/23

Resignation of the following three (3) certified staff members on dates indicated:
Taylor Feller, kindergarten at Hawthorne, 5/27/22
Joshua Shattuck, social studies at EHS, 5/31/22
Paul Steury, science at Elkhart Academy, 5/27/22

Retirement of the following certified staff member:
Elizabeth Keiling, grade 4 at Beck, 5/27/22 with 22 years of service.

Appointment of a classified administrator on dates indicated:
Leslie Crothers-Wood, assistant human resources, 3/21/22

Overnight Trip Requests

Conference Leave Requests

Personnel Report

Certified Agreement

Certified Employment

Certified Leaves

Certified Resignations

Certified Retirement

Classified Administrative Appointment

Retirement of a classified employee, effective on the date indicated:	Classified Retirement
Judith Lund, paraprofessional at Pinewood, 6/3/22 with 20 years of service	
Employment of the following three (3) classified employees, effective on the dates indicated:	Classified Employment
Clara Hadley – permanent substitute at Elkhart Academy, 3/21/22	
Marquisha Perry – bus helper at Transportation, 3/14/22	
Mary Kathryn Taylor – paraprofessional at Beardsley, 3/1/22	
Resignation of the following six (6) classified employees, effective on the dates indicated:	Classified Resignations
Catherine Boudreau – food service at EHS, 5/27/22	
Linda Harper – bus driver at Transportation, 3/18/22	
Deborah Moriarty – registered nurse, 3/4/22	
Gayle Sotelo-Martin – bus driver, 4/1/22	
Christina Stewart – paraprofessional, 3/26/22	
Iesha Young-Cates – food service, 3/8/22	
Reassignment of classified employee Shannan Simon, secretary at the Freshman Division, to a certified position effective 3/14/22.	Classified Reassignment
By unanimous action, the Board approved proposed revisions to Board Policy 5340.01 – Student Concussions and Sudden Cardiac Arrest as presented during the March 8, 2022 Board meeting with an additional change in language allowing for the notification of parents, regardless of age, when a student experiences symptoms of cardiac arrest. Doug Thorne, district counsel/chief of staff, also informed the Board he is working with the athletic department to develop a training protocol on the use of automatic external defibrillators (AED). In response to Board inquiry during the previous meeting, the district health coordinator is responsible for the maintenance of these machines across the district.	Board Policy 5340.01
By unanimous action, the Board approved proposed revisions to new Board Policy 3432.01ACS – Family Care Leave with additional suggestions made during the previous Board meeting. Mr. Thorne informed the Board that language was added to allow a thirty (30) calendar day continuous leave or a twenty (20) day intermittent leave which will be based on the employees needs at the time.	Board Policy 3432.01ACS
By unanimous action, the Board approved the cash tuition rates for the 2022-2023 school year. Kevin Scott, chief financial officer, stated the rate for students in grades K-12 will be \$6,900. (Codified File 2122-126)	Transfer Tuition Rates

The Board received a financial report for the month of February 2022 and found it to be in order. Mr. Scott informed the Board the Education Fund will see a funding reduction over the next four months due to the February enrollment count, but with the 2021-2022 increase in funding from the state, revenues will still track as expected.

Financial Report

Mr. Scott provided an insurance update reporting the February 2022 claims are significantly lower than last month; claims were also over \$300,000 less compared to 2019. In response to Board inquiry, the claims include run off claims from last year and Anthem's deeper discounts are helping to reduce costs.

Insurance Update

Seven (7) audience members voiced concerns of student bullying across the district and the lack of action from the administration to effectively address complaints of bullying.

From the Audience

Superintendent Thalheimer recognized the impact a student death has on all members of the school community. In response to those asking what is being done, Dr. Thalheimer reported bullying protocols were a large part of the previous week's leadership team meeting. Based on the current vulnerability of students, the district is looking to add an additional layer of risk assessment for those students who report being bullied. Dr. Thalheimer reported on March 23, there will be a principal meeting to review bullying investigation processes and to share successful interventions for bullying. The district is also looking at how to better spell out and teach expectations for behavior, including bullying. Dr. Thalheimer also said the district is revising the crisis response and communication plans in response to staff or student suicide which will be embedded in school safety plans. Lastly, Dr. Thalheimer reminded families that if a building is not responsive to a bullying report or a parent/guardian feels the investigation into bullying was not conducted satisfactorily, then they should report this to Student Services or the Superintendent's Office.

From the Superintendent

Board President Davis explained the repurposing of Hawthorne was removed from the agenda allowing for further consideration before making a final decision. As the administration moves through the review process, updates will be provided.

From the Board

The meeting adjourned at approximately 8:02 p.m.

Adjournment

APPROVED:

Signatures

Dacey S. Davis, President

Troy E. Scott, Vice President

Douglas K. Weaver, Secretary

Absent

Babette S. Boling, Member

Roscoe L. Enfield, Jr., Member

Kellie L. Mullins, Member

Anne M. VonDerVellen, Member

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

Elkhart Community Schools
Elkhart, Indiana

March 31, 2022

Elkhart High School Auditorium, 2608 California Road, Elkhart – at 6:02 p.m.

Place/Time

Board Members Present:	Dacey S. Davis Douglas K. Weaver	Anne M. VonDerVellen Kellie L. Mullins Roscoe L. Enfield, Jr.
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Roll Call

Via Electronic Communication:	Troy E. Scott	Babette S. Boling
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ECS Staff Present:	Steve Thalheimer Tony Gianesi Kevin Scott Beth Williams Tara White Tracey Kizyma	Brad Sheppard Tony England Sarita Stevens Mindy Higginson Meredith Warnock
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Via Electronic Communication:	Doug Thorne
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The Board reviewed and discussed the repurposing of Hawthorne from a K-6 building to a Per-K Center and the redistricting of attendance boundaries for the following elementary schools: Beardsley Elementary, Mary Beck Elementary, Mary Daly Elementary, Hawthorne Elementary, Monger Elementary, Riverview Elementary, and Roosevelt Elementary.

Topics
Discussed

The meeting adjourned at approximately 9:28 p.m.

Adjournment

APPROVED:

Signatures

Dacey S. Davis, President

Babette S. Boling, Member

Troy E. Scott, Vice President

Roscoe L. Enfield, Jr., Member

Douglas K. Weaver, Secretary

Kellie L. Mullins, Member

Anne M. VonDerVellen, Member



ELKHART AREA CAREER CENTER

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

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

FROM: BRANDON EAKINS *BE*

DATE: MARCH 21, 2022

RE: DONATION APPROVAL - EACC

Cummins Onan - Elkhart has donated (4) A063B869 generators with an owner estimated value of \$5,472.00 and (1) 5EGMBE-5270C generator with an owner estimated value of \$618.00. These items will be used in our Motorcycle/Outdoor Power Technology classes.

These generators will be useful in the classrooms as they will be used by students for training purposes.

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

Cummins Onan - Elkhart
Attn: Jennifer Pendley
5125 Beck Dr.
Elkhart, IN 46516



INSTRUCTIONAL LEADERSHIP

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

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

FROM: DR. BRADLEY SHEPPARD

DATE: MARCH 22, 2022

GIFT ACCEPTANCE – MUSIC DEPARTMENT

Kate Irelan has offered to donate one (1) Nippon 4/4 violin and bow (no serial number) and one (1) Schroetter 16" viola and bow to the music department of the Elkhart Community Schools.

Quinlan & Fabish Music Company has examined the instruments and finds them to be in good condition. The fair market value of the violin is \$450.00 and viola \$500.00.

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

**Kate Irelan
60180 County Road 113
Elkhart IN 46517**



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

DATE: March 29, 2022

TO: Dr. Steve Thalheimer
Board of School Trustees

FROM: Brian Buckley/Jacque Rost
Elkhart High School Athletic Department

RE: Donation Approval – Tubbs

A donation in the amount of \$1,000.00 has been given to the Elkhart High School softball team from Phyllis Tubbs. This donation will help with the growth of the softball program.

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:

Ms. Phyllis Tubbs
Union, MI 49130-9709



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

DATE: March 24, 2022

TO: Dr. Steve Thalheimer
Board of School Trustees

FROM: Brian Buckley/Jacque Rost
Elkhart High School Athletic Department

RE: Donation Approval – Windy

A donation in the amount of \$6,470.00 has been given to the Elkhart High School Basketball Program from Mr. Matt and Dr. Jill Windy. This donation will help with the purchase of a new shooting practice machine.

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:

Mr. Matt and Dr. Jill Windy
3929 E. Jackson Blvd.
Elkhart, IN 46516

School/Organization	Fundraising Activity Description/Purpose	Date(s) of Activity	Date Submitted	Sponsor(s)
EHS - Girls Lacrosse	The team will sell spring flowers to help with the cost of new uniforms and equipment.	3/31/2022 - 4/30/2022	3/21/2022	Heather Ashton
EACC - Culinary Arts II	Students will host a pop-up bakery at Nourish Produce. Proceeds will be used to help fund the Senior Dinner.	4/1/2022 - 4/30/2022	3/29/2022	Margarita McClain
EACC - Culinary Arts II	Students will prepare pastries for PHM Education Foundations 25th anniversary. These funds will be donated to World Central Kitchen.	5/21/2022	3/29/2022	Margarita McClain
	Please note the following fundraisers are presented for confirmation only.			

ELKHART COMMUNITY SCHOOLS
Elkhart, Indiana

April 7, 2022

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 AMOUNT	ITEM	
EHS - Athletic Dept EC Fund	Wall of Fame interactive Kiosk	\$16,295.00
WSMS - Vocal Music EC Fund	Choir Promotional Apparel	\$571.40

ELKHART COMMUNITY SCHOOLS

Elkhart, Indiana

DATE: April 7, 2022

TO: Dr. Steve Thalheimer, Superintendent

FROM: Dr. Bradley Sheppard 

RE: **Conference Leave Requests**
April 12, 2022 - Board of School Trustees Meeting

The following requests for excused absences are recommended for approval:

2021 - 2022 CONFERENCES	EXPENSES	SUBSTITUTE
FOR CONFIRMATION ONLY: (RECEIVED TOO LATE FOR PRIOR APPROVAL)	EXPENSES	SUBSTITUTE
FUTURE BUSINESS LEADERS OF AMERICA STATE LEADERSHIP CONFERENCE In the scope of my duties as Indiana FBLA's State Chair, I coordinate the State Leadership Conference in the spring which is also the state competition for FBLA members. All costs are reimbursed by FBLA, Inc. including substitute pay. Indianapolis, IN *Attendance is subject to local health guidelines* March 8 - 11, 2022 (4 day's absence) JULIE JERZAK - ELKHART HIGH SCHOOL (0-0)	\$0.00	\$0.00
SKILLSUSA I will be driving a bus to the state competition for SkillsUSA. Indianapolis, IN *Attendance is subject to local health guidelines* April 8 - 9, 2022 (0 day's absence) DALTON BOGAERT - EACC (0-0)	\$100.00	\$0.00
	<i>N/A</i>	<i>N/A</i>
	<i>Joint School Vocational</i>	<i>N/A</i>
	\$100.00	\$0.00
2021 YEAR-TO-DATE EDUCATION FUNDS	\$27,056.18	\$1,520.00
2022 YEAR-TO-DATE EDUCATION FUNDS	\$8,129.17	\$1,140.00
2021 YEAR-TO-DATE OTHER FUNDS	\$83,090.98	\$3,705.00
2021 YEAR-TO-DATE ADJUSTMENTS	\$0.00	\$0.00
2022 YEAR-TO-DATE OTHER FUNDS	\$57,992.01	\$3,800.00
2022 YEAR-TO-DATE ADJUSTMENTS	-\$2,547.75	\$0.00
GRAND TOTAL	\$173,720.59	\$10,165.00

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

CLASSIFIED

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

Heather Bowers
Began: 2/7/22

Pierre Moran/Secretary
PE: 4/11/22

Brenda Egick
Began: 2/14/22

Feeser/Custodian
PE: 4/11/22

Emily Grimes
Began: 2/1/22

Cleveland/Assistant Secretary
PE: 3/28/22

David Harrel
Began: 2/10/22

Woodland/Custodian
PE: 4/6/22

Sirlexiah Patrick
Began: 2/8/22

North Side/Food Service
PE: 4/4/22

Mark Paustian
Began: 1/31/22

Transportation/Mechanic
PE: 3/28/22

Connor Reynolds
Began: 1/28/22

Beardsley/Custodian
PE: 3/24/22

Terri Rohr
Began: 1/31/22

Osolo/Feeser/Custodian
PE: 3/28/22

Whitney Shupert
Began: 2/7/22

Eastwood/Food Service
PE: 4/11/22

Diana Whetstone
Began: 1/27/22

Cleveland/Food Service
PE: 3/23/22

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

Shelley Carpenter
Began: 3/22/18

Transportation/Bus Driver
Resign: 3/21/22

Sherrie Frantz
Began: 2/15/22

Bristol/Paraprofessional
Resign: 3/15/22

Willie Grant
Began: 10/12/20

Transportation/Bus Helper
Resign: 4/8/22



Monique Harris
Began: 10/25/96

Riverview/Custodian
Resign: 3/25/22

Justin Hicks
Began: 4/15/19

WVPE/Workforce Development Reporter
Resign: 4/22/22

Kimberly Stutzman
Began: 9/23/19

Bristol/Social Worker
Resign: 5/27/22

Stacy Wright
Began: 5/2/07

Transportation/Bus Driver
Resign: 4/4/22

c. Retirement - We report the retirement of the following classified employee:

Julie Weaver
Began: 11/10/03

Cleveland/Paraprofessional
Retire: 5/27/22
18 Years of Service

d. Unpaid Leave – We recommend an extension to an unpaid leave for the following employee:

Barbara Foster
Began: 3/23/22

Freshman Division/Paraprofessional
End: 5/27/22



BEARDSLEY

- North: East on Bristol Street from Cassopolis Street to Independence Street.
- East: South on Independence Street extended (both sides) to the St. Joseph River.
- South: West on the St. Joseph River to the Elkhart River; south on the Elkhart River to Jackson Boulevard; west on Jackson Boulevard to Main Street; south on Main Street to Tyler Street (both sides); west on the railroad tracks to 6th Street.
- West: North on 6th Street to W. Franklin Street; west on W. Franklin Street to Vistula Street; northwest on the St. Joseph River to Bower Street; west on Bower Street (neither side) to N. Michigan Street; north on N. Michigan Street (neither side) to Mishawaka Street; east on Mishawaka Street extended to Cassopolis Street; north on Cassopolis Street to Bristol Street.

Additional Boundary:

The following addresses are included as a part of the Beardsley attendance area: 330, 334, 342, 350, 402, and 412 Chapman Avenue; 1214, 1215, and 1217 Delaware Street.

BECK

North: East on the railroad tracks from Sixth Street (extended)~~from Prairie Street~~ to the Elkhart River.

East: South on the Elkhart River to E. Lusher~~Indiana~~ Avenue.

South: West on E. Lusher~~Indiana~~ Avenue to ~~the~~ Morehouse Avenue~~railroad tracks~~. North on Morehouse Avenue to E. Indiana Avenue. West on E. Indiana Avenue to Benham Avenue. North on Benham Avenue to Park Avenue. West on Park Avenue (extended) to Sixth Street.

West: North on Sixth Street to the railroad tracks ~~to Prairie Street~~.

BRISTOL

- North: East on the state line from County Road 19 to the Washington-York Township line.
- East: South on the Washington-York Township line to the Washington-Jefferson Township line.
- South: West on the Washington-Jefferson Township line to County Road 17.
- West: North on County Road 17 to the St. Joseph River; east on the St. Joseph River to County Road 19 extended; north on County Road 19 (neither side) to the state line.

CLEVELAND

- North: East on the state line from the Elkhart-St. Joseph County line to .5 of a mile west of County Road 5 (Edwardsburg Road).
- East: South (excluding all of the Michiana Trailer Park and Roberts Manor) to County Road 2; east on County Road 2 (both sides) to County Road 5 (Edwardsburg Road); southeast on County Road 5 (neither side) to County Road 4; southwest on County Road 4 (both sides) to County Road 101; south on County Road 101 (neither side) to the Toll Road; east on the Toll Road to County Road 5; southeast on County Road 5 (neither side) to the intersection of County Roads 5 and 6; west on County Road 6 (both sides) to John Weaver Parkway; south on a line from the intersection of County Road 6 and John Weaver Parkway to the intersection of County Road 10 and Starner Avenue; west to the intersection of County Road 8 and County Road 1; south on County Road 1 (both sides) to County Road 108; east on County Road 108 (both sides) to County Road 101; south on County Road 101 (neither side) to County Road 12; east on County Road 12 (neither side) to County Road 3; south on County Road 3 (neither side) to old U.S. 20; west on old U.S. 20 (neither side) to the entrance of Lexington Industrial Park; south to the St. Joseph River.
- South: West on the St. Joseph River to the Elkhart-St. Joseph County line.
- West: North on the Elkhart-St. Joseph County line from the St. Joseph River to the state line.

DALY

- North: East on W. Beardsley Street from Nappanee Street to N. Michigan Street.
- East: South on N. Michigan Street to Bower Street (both sides); east on Bower Street (both sides) to the St. Joseph River; south on the St. Joseph River to the intersection of W. Franklin and Vistula Street; east on W. Franklin Street to S. 6th Street; south on S. 6th Street to the railroad. ~~west on W. Franklin Street to S. Shore Drive (neither side); west on W. Franklin Street from S. Shore Drive to Oakland Avenue; south on Oakland Avenue to the railroad.~~
- South: West on the railroad to Nappanee Street.
- West: North on Nappanee Street to the St. Joseph River; west, north and east to include Rainbow Bend Boulevard, Aspin Drive, and Gruber Lane, north on Nappanee to W. Beardsley Street.

EASTWOOD

- North: East on the state line from County Road 11 to County Road 19.
- East: South on County Road 19 (both sides) to the St. Joseph River.
- South: West on the St. Joseph River to a point just west of the property line extended of 23499 Greenleaf Boulevard.
- West: North to .5 of a mile north of Bristol Street (on a line just west of the property line extended of 23499 Greenleaf Boulevard); west .25 of a mile; north to County Road 8 extended; west to Puterbaugh Creek; north on Puterbaugh Creek to County Road 6, continue north to the state line (excluding the Hidden Lake Reserve); west on Stateline Road to County Road 11.

FEESER

- North: East on the state line from .5 of a mile west of County Road 5 (Edwardsburg Road) to the intersection with Dolph Road.
- East: South on Dolph Road (neither side) to N. Shore Drive; continue south to the intersection of County Road 4 and the Osolo Township Ditch; south on the Osolo Township Ditch to the Toll Road.
- South: West on the Toll Road to a point at the interchange which is north of the intersection of Cumberland and Oakwood Avenues; south to the intersection of Oakwood and Cumberland Avenues; southwest diagonally to the intersection of Cassopolis Street (Indiana 19) and County Road 6; west on County Road 6 (both sides including Merlin Isle and Creekside) to County Road 5.
- West: Northwest on County Road 5 to the Toll Road; west on the Toll Road to County Road 101; north on County Road 101 (both sides) to County Road 4; northeast on County Road 4 (neither side) to County Road 5; northwest on County Road 5 (both sides) to County Road 2; west on County Road 2 (neither side) to a line which intersects with the state line .5 of a mile west of where County Road 5 intersects the state line.

HAWTHORNE

~~North: East on the railroad from Nappanee Street to Oakland Avenue; north on Oakland Avenue to W. Franklin Street; east on W. Franklin Street to South Shore Drive; east on W. Franklin Street (both sides) to Collins Court; east on W. Franklin Street to S. 6th Street; south on S. 6th Street to the railroad tracks; west on the railroad tracks (north side only) to 11th Street extended; east on W. Indiana Avenue to S. 6th Street.~~

~~East: South on S. 6th Street to W. Wolf Street; east on W. Wolf Street to Benham Avenue; south on Benham Avenue to W. Lusher Avenue; east on W. Lusher Avenue to Prairie Street; south on Prairie Street to Hively Avenue.~~

~~South: West on Hively Avenue to a point 225 feet east of Benham Avenue; south to approximately 425 feet north of Mishawaka Road; west to Benham Avenue, continue west .2 of a mile on a parallel to Mishawaka Road; north and east to Benham Avenue to include the Biblical Seminary; north on Benham Avenue to Hively Avenue; west on Hively Avenue to Compton Avenue extended; north on Compton Avenue extended to Carlton Avenue; west on Carlton Avenue to 6th Street; south on 6th Street to Hively Avenue; west on Hively Avenue to Oakland Avenue; north on Oakland Avenue to the north property line of Oaklawn Center; east to the west property line of Southdale Drive; north to the south property line of Sunrise Drive (south); west to Oakland Avenue; south on Oakland Avenue to the south property line of the Armory (966 feet north of Hively Avenue); west to 15th Street extended; north on 15th Street extended to Leininger Avenue; west on Leininger Avenue (both sides) to 17th Street; south on 17th Street to an east west alley extended; west on the alley extended to 18th Street; north on 18th Street to Leininger Avenue; west on Leininger Avenue (both sides) to Nappanee Street.~~

~~West: North on Nappanee Street to railroad.~~

MONGER

North: East on ~~W.E. Lusher~~~~Indiana~~ Avenue from S. ~~Main~~~~Sixth~~ Street to the Elkhart River.

East: South on the Elkhart River to Clayton Street extended; south to Bontrager Avenue ~~(extended).~~

South: West on Bontrager Avenue ~~(extended) extended~~ to DeCamp Avenue ~~(extended)~~; north on DeCamp Avenue ~~(extended)~~ to Hively Avenue; west on Hively Avenue ~~to~~ approximately 225 feet east of Benham Avenue; south to approximately 425 feet north of Mishawaka Road; west to Benham Avenue, continue west .2 miles on a parallel to Mishawaka Road; north and east to Benham Avenue to include the Biblical Seminary; north on Benham Avenue to Hively Avenue; west on Hively Avenue to Compton Avenue (extended); north on Compton Avenue (extended) to Carlton Avenue; west on Carlton Avenue to S. 6th Street.~~to Prairie Street.~~

West: North on ~~Sixth Street~~~~Prairie Street~~ from W. Hively Avenue to Lusher Avenue.; ~~east on Lusher Avenue to Main Street; northwest on S. Main Street to Indiana Avenue.~~

Additional Boundary:

The following addresses are included as a part of the Monger attendance boundary: 326, 334, 336, 354, 402, 422, and 500 Wagner Avenue.

OSOLO

- North: East on County Road 6 (neither side) from County Road 5 to Cassopolis Street (Indiana 19); northeast to the intersection of Oakwood and Cumberland Avenues; north to the Toll Road (at the interchange); east to the Osolo Township Ditch; north on the Osolo Township Ditch to County Road 4, continue north to the intersection of N. Shore Drive and Dolph Road; continue north on Dolph Road (both sides) to the state line; east on the state line to County Road 11, continue east (neither side) to a point north of the intersection of County Road 6 and Puterbaugh Creek (approximately .3 of a mile east of County Road 11).
- East: South (including Hidden Lake Reserve as well as Brighton, Fairgrove and Windrow Drive) to the intersection of County Road 6 and Puterbaugh Creek, continue south on Puterbaugh Creek to County Road 106.
- South: West on County Road 106 (both sides) to County Road 11 (including all of Woodland Estates); south on County Road 11 (both sides) to Homewood Avenue extended. West on Homewood Avenue extended to Berkley Avenue. South on Berkley Avenue extended (both sides) to Country Club Drive extended. West on Country Club Drive extended (neither side) to Johnson Street; South on Johnson Street to Bristol Street; west on Bristol Street to Edwardsburg Road.
- West: North on Edwardsburg Road; northwest on Edwardsburg Road extended (neither side, not any of Zentz Drive) to the intersection of County Roads 5 and 6.

PINEWOOD

- North: East on Country Club Drive extended (both sides) from Johnson Street to Berkley Avenue extended; north on Berkley Avenue extended (neither side) to Homewood Avenue; east on Homewood Avenue extended to County Road 11; north on County Road 11 (neither side) to County Road 106 (excluding all of Woodland Estates); east on County Road 106 (neither side) to Puterbaugh Creek; south on Puterbaugh Creek, continue east on County Road 8 (both sides) to County Road 13; east to .25 of a mile east of County Road 13; south to .5 of a mile north of Bristol Street; east to .5 of a mile east of County Road 13.
- East: South to the St. Joseph River (on a line just west of Dawn Avenue and crossing Greenleaf Boulevard just west of 23499 Greenleaf Boulevard).
- South: West on the St. Joseph River to Independence Street extended.
- West: North on Independence Street extended (neither side) to Bristol Street; west on Bristol Street to Johnson Street; north on Johnson Street to Country Club Drive.

RIVERVIEW

- North: East on the St. Joseph River from the Elkhart River to Middleton Run Road.
- East: South on Middleton Run Road to .14 of a mile north of Middlebury Street; east, south and west on an irregular line back to Middleton Run Road at Middlebury Street, (this includes lot one and part of lot two in Fair Acres Addition, and adjacent land totaling 8.4 acres.); south on Middleton Run Road to .12 of a mile south of Middlebury Street.
- South: West to Hall Manor Addition; south to Bryant Street; west to Hall Avenue; south to .25 of a mile south of Middlebury Street; west .33 of a mile to Toledo Road, (excluding approximately four acres of land on either side of Rowe Street.); west on Toledo Road (neither side) to Outer Drive; north on Outer Drive about 200 feet; east 200 feet and north to Middlebury Street; west on Middlebury Street to the east city limits (approximately in line with Clayton Street and Parker Avenue including Buildings 300, 500, 700, and 900 in the Woodwind community); south to Indiana Avenue extended; west to the Elkhart River; north and west on the Elkhart River to the railroad tracks; west on the railroad track to Main Street.~~west on the railroad tracks to Prairie Street; south on Prairie Street (west side only) to the railroad tracks; west on the railroad tracks to Main Street.~~—
- West: North on Main Street to W. Jackson Boulevard; east on W. Jackson Boulevard to the Elkhart River; north on the Elkhart River to the St. Joseph River.

Additional Boundary:

The following addresses are included as a part of the Riverview attendance boundary: 315, 319, 327, 331, 335, 337, 341, 355, 403, 411, 423, and 503 Chapman Avenue; 314, 330, 340, and 410 Wagner Avenue; 1310 and 1311 Delaware Street.—

ROOSEVELT

North: East along the railroad tracks from S. Nappanee Street to S. 6th Street;
south on S. Sixth Street to W. Indiana Avenue; east on West Indiana Avenue to
Prairie Street; continue east on E. Indiana Avenue to Morehouse Street
(extended).~~East on the south side of railroad tracks from 11th Street extended to~~
~~E. Indiana Avenue; West on E. Indiana Avenue to Main Street.~~

East: South ~~on~~ on Morehouse Street (extended) ~~S. Main Street~~ to E. Lusher Avenue.

South: West on East Lusher Avenue to Prairie Street. Continue west on W. Lusher
Avenue to Sixth Street; south on S. 6th Street to W. Hively Avenue; west on W.
Hively Avenue to Southdale Drive; north on Southdale Drive (both sides) to the
south property line of Sunrise Drive (south); west to Oakland Avenue; south on
Oakland Avenue (both sides) to the south property line of the Armory (966 feet
north of Hively Avenue); west to 15th Street extended; north on 15th Street
extended to Leininger Avenue; west on Leininger Avenue (both sides) to 17th
Street; south on 17th Street to an east-west alley extended; west on the alley
extended to 18th Street; north on 18th Street to Leininger Avenue; west on
Leininger Avenue (both sides) to Nappanee Street. ~~West on Lusher Avenue to~~
~~Benham Avenue.~~

West: North on Nappanee Street to railroad tracks.
~~North on Benham Avenue to Wolf Avenue; west on Wolf Avenue to S. 6th Street; north on S. 6th~~
~~Street to W. Indiana Avenue; west on W. Indiana Avenue to 11th Street extended.~~

WOODLAND

- North: East on County Road 6 (neither side) from the John Weaver Parkway to the intersection of County Roads 5; southeast on Edwardsburg Avenue extended (both sides, including all of Zentz Drive but not any of the Bristol Street apartments) to W. Bristol Street; east on W. Bristol Street to Cassopolis Street.
- East: South on Cassopolis Street to Mishawaka Street extended.
- South: West on Mishawaka Street extended to N. Michigan Street; south on N. Michigan Street (both sides) to W. Beardsley Street; west on W. Beardsley Street to Nappanee Street; south on Nappanee Street, west and south excluding Rainbow Bend Boulevard, Aspin Drive and Gruber Lane, to the St. Joseph River; west on the St. Joseph River to a point south of the entrance of the Lexington Industrial Park on old U.S. 20.
- West: North to the entrance of the Lexington Industrial Park on old U.S. 20; east on old U.S. 20 (both sides) to County Road 3; north on County Road 3 (both sides) to County Road 12; west on County Road 12 (both sides) to County Road 101; north on County Road 101 (both sides) to County Road 108; west on County Road 108 (neither side) to County Road 1; north on County Road 1 (neither side) to County Road 8; east to the intersection of County Road 10 and Starner Avenue; north to the intersection of John Weaver Parkway and County Road 6.

NORTH SIDE MIDDLE SCHOOL

- North: East on the state line from Cassopolis Street to a point on State Line Road due north of the intersection of Lake Shore Drive and County Road 4.
- East: South from a point on State Line Road due north of the intersection of Lake Shore Drive and County Road 4 to said intersection: south and east on Lake Shore Drive (neither sides) to a point due north of the intersection of County Roads 15 and 104; south from that point to the intersection of County Roads 15 and 104; south on County Road 15 to Bristol Street (County Road 10); east on Bristol St to a point 135 feet east of the intersection of Meadowbank Drive and Bristol Street (County Road 10); south from that point to the St. Joseph River; west on the St. Joseph River to Main Street; south on Main Street to Prairie Street; south on Prairie Street to Indiana Avenue.
- South: West on Indiana Avenue to Oakland Avenue.
- West: North on Oakland Avenue (neither side) to Franklin Street; east on Franklin Street to the junction of Franklin Street and S. Shore Drive; north to the St. Joseph River; east and north on the St. Joseph River to the Sherman Street Bridge; west on Bower Street (neither side) to Michigan Street; north on Michigan Street (neither side) to Edwardsburg Avenue; northwest on Edwardsburg Avenue extended (neither side - not any of Zentz Drive, but including the Bristol Street Apartments) to the intersection of County Roads 5 and 6; east on County Road 6 (neither side - not any of Merlin Isle or Creekside) to Cassopolis Street; north on Cassopolis Street to the state line.

PIERRE MORAN MIDDLE SCHOOL

- North: East on the state line from a point due north of the intersection of Lake Shore Drive and County Road 4 to the Washington-York Township line.
- East: South on the Washington-York Township line to the Washington-Jefferson township line.
- South: West on the Washington-York Township line to the Washington-Concord Township line; north on the Washington-Concord Township line (County Road 17) to the St. Joseph River; west on the St. Joseph River to Middleton Run Road extended; south on Middleton Run Road to .14 of a mile north of Middlebury Street; east, south, and west on an irregular line back to Middleton Run Road at Middlebury Street (this includes lot one and part of lot two in Fair Acres Addition and adjacent land totaling 8.4 acres.); south on Middleton Run Road to .12 of a mile south of Middlebury Street; west to Hall Manor addition; south to Bryant Street; west to Hall Avenue; south to .25 of a mile south of Middlebury Street; west .33 of a mile to Toledo Road (excluding approximately four acres of land on either side of Rowe Street); west on Toledo Road (neither side) to Outer Drive; north on Outer Drive about 200 feet; east 200 feet and north to Middlebury Street; west on Middlebury Street to the east city limits (approximately in line with Clayton Street and Parker Avenue, including Buildings 300, 500, 700, and 900 in the Woodwind community); south to Indiana Avenue extended; west on Indiana Avenue extended to the Elkhart River; south on the Elkhart River to Clayton Avenue extended; south on Clayton Avenue to Bontrager Avenue; west on Bontrager Avenue extended to DeCamp Avenue extended; north on DeCamp Avenue extended to Hively Avenue; west on Hively Avenue to a point 225 feet east of Benham Avenue; south to approximately 425 feet north of Mishawaka Road; west to Benham Avenue, continue west .2 of a mile on a parallel to Mishawaka Road; north and east to Benham Avenue to include the Biblical Seminary; north on Benham Avenue to Hively Avenue; west on Hively Avenue to Compton Avenue extended; north on Compton Avenue extended to Carlton Avenue; west on Carlton Avenue to 6th Street.
- West: North on 6th Street to Indiana Avenue; east on Indiana Avenue to Prairie Street; north on Prairie Street to Main Street; north on Main Street to the St. Joseph River; east on the St. Joseph River to a point on the river which is due south of a point 135 feet east of the intersection of Meadowbank Drive and Bristol Street (County Road 10); west on Bristol Street (County Road 10) to County Road 15; north on County Road 15 (extended) to Lake Shore Drive; west and north on Lake Shore Drive (both sides) to County Road 4; north from the intersection of Lake Shore Drive and County Road 4 to the Indiana State Line.

WEST SIDE MIDDLE SCHOOL

North: East on the state line from the intersection of the Elkhart-St. Joseph County and the state line to Cassopolis Street.

East: South to the intersection of Cassopolis Street and County Road 6; west on County Road 6 (both sides - including Merlin Isle and Creekside) to County Road 5; southeast on Edwardsburg Avenue extended (both sides - including all of Zentz Drive but not any of the Bristol Street apartments) to Michigan Street; south on Michigan Street (both sides) to Bower Street; east on Bower Street (both sides) to the St. Joseph River; south and west on the St. Joseph River and across the river to the junction of South Shore Drive and Franklin Street; west on Franklin Street to Oakland Avenue; south on Oakland Avenue (both sides) to Indiana Avenue; east on Indiana Avenue to 6th Street; south on 6th Street to Hively Avenue.

South: West on Hively Avenue to Oakland Avenue; north on Oakland Avenue to the north property line of Oaklawn Center; east to the west property line of Southdale Drive; north to the south property line of Sunrise Drive south; west to Oakland Avenue; south on Oakland Avenue to the south property line of the Armory (966 feet north of Hively Avenue); west to 15th Street extended; north on 15th Street extended to Leininger Avenue; west on Leininger Avenue (both sides) to 17th Street; south on 17th Street to an east-west alley extended; west on the alley extended to 18th Street; north on 18th Street to Leininger Avenue, west on Leininger Avenue (both sides) to Nappanee Street; north on Nappanee Street to St. Joseph River; west on the St. Joseph River to the Elkhart-St. Joseph County Line.

West: North on the Elkhart-St. Joseph County line to the state line.

~~CENTRAL-ELKHART~~ HIGH SCHOOL

- North: ~~East on the state line from the Elkhart-St. Joseph County line~~ East on the state line from a point north of the intersection of County Road 6 and Puterbaugh Creek (about .3 of a mile east of County Road 11) to the Washington-York Township line.
- East: South on the Washington-York Township line from the state line to the Washington-Jefferson Township line.
- South: West on the Washington-Jefferson Township line to the Washington-Concord Township line; north on the Washington-Concord Township line to the St. Joseph River; west on the St. Joseph River to Middleton Run Road; south on Middleton Run Road to .14 of a mile north of Middlebury Street; east, south, and west on an irregular line back to Middleton Run Road at Middlebury Street (this includes lot one and part of lot two in Fair Acres Addition and adjacent land totaling 8.4 acres); south on Middleton Run Road to .12 of a mile south of Middlebury Street; west to Hall Manor Addition; south to Bryant Street, west to Hall Avenue; south to .25 of a mile south of Middlebury Street; west .33 of a mile to Toledo Road (excluding approximately four acres of land on either side of Rowe Street), west on Toledo Road to Outer Drive, north on Outer Drive about 200 feet; east 200 feet and north to Middlebury Street; west on Middlebury Street to the east city limits (approximately in line with Clayton Street and Parker Avenue including Buildings 300, 500, 700, and 900 of the Woodwind community); south on the east city limits to Indiana Avenue extended; west on Indiana Avenue extended to the Elkhart River; south on the Elkhart River to Clayton Street extended; south to Bontrager Avenue; west on Bontrager Avenue to DeCamp Avenue extended; north on DeCamp Avenue extended to Hively Avenue; west on Hively Avenue to a point 225 feet east of Benham Avenue; south to approximately 425 feet north of Mishawaka Road; west to Benham Avenue, continue west .2 of a mile on a parallel to Mishawaka Road; north and east to Benham Avenue to include the Biblical Seminary; north on Benham Avenue to Hively Avenue; west on Hively Avenue to Compton Avenue extended north on Compton Avenue extended to Carlton Avenue; west on Carlton Avenue to 6th Street. South on Sixth Street (both sides) to W. Hively Avenue. West on W. Hively Avenue to Southdale Drive; north on Southdale Drive (both sides) to the south property line of Sunrise Drive (south); west to Oakland Avenue; south on Oakland Avenue to the south property line of the Armory (966 feet north of Hively Avenue); west to 15th Street extended; north on 15th Street extended to Leininger Avenue; west on Leininger Avenue (both sides) to 17th Street; south on 17th Street to an east-west alley extended; west on the alley extended to 18th Street; north on 18th Street to Leininger Avenue; west on Leininger Avenue (both sides) to Nappanee Street.
to Nappanee Street; north on Nappanee Street to the St. Joseph River; west on the St. Joseph River to the Elkhart-St. Joseph County line.
- West: ~~North on the Elkhart-St. Joseph County line from the St. Joseph River to the state line. North on 6th Street to Marion Street; west on Marion Street to 700 W. Marion Street; north to Franklin Street; west on Franklin Street to 8th Street; north on 8th Street extended to the St. Joseph River; north and east on the St. Joseph River to Cassopolis Street extended; north on Cassopolis Street extended to Country Club~~

~~Drive; east on Country Club Drive (both sides) and Medford Street extended (both sides) to Independence Street; north on Independence Street extended to the Osolo Township Ditch; northeast on the Osolo Township Ditch to County Road 8 extended to the west from Puterbaugh Creek; east to the intersection of County Road 8 and Puterbaugh Creek (including all of the Highland Mobile Home Park), north on Puterbaugh Creek to County Road 6, continue north to the state line (approximately .3 of a mile east of County Road 11).~~

ELKHART MEMORIAL HIGH SCHOOL – FRESHMAN DIVISION

- North: East on the state line from the Elkhart-St. Joseph County line to the Washington-York Township line.~~East on the state line from the Elkhart-St. Joseph County line to a point north of the intersection of County Road 6 and Puterbaugh Creek (approximately .3 of a mile east of County Road 11).~~
- East: South on the Washington-York Township line from the state line to the Washington-Jefferson Township line.
~~South to County Road 6, continue south on Puterbaugh Creek to County Road 8; west to the Osolo Township Ditch (not any of the Highland Mobile Home Park); southwest on the Osolo Township Ditch to Independence Street extended, south on Independence Street extended to Medford Street; west on Medford Street extended (neither side) and Country Club Drive (neither side) to Cassopolis Street; south on Cassopolis Street extended to the St. Joseph River; west and south on the St. Joseph River to 8th Street extended; south on 8th Street extended to Franklin Street; east on Franklin Street to 700 W. Franklin Street; south to Marion Street; east on Marion Street to 6th Street, south on 6th Street to Hively Avenue.~~
- South: West on the Washington-Jefferson Township line to the Washington-Concord Township line; north on the Washington-Concord Township line to the St. Joseph River; west on the St. Joseph River to Middleton Run Road; south on Middleton Run Road to .14 of a mile north of Middlebury Street; east, south, and west on an irregular line back to Middleton Run Road at Middlebury Street (this includes lot one and part of lot two in Fair Acres Addition and adjacent land totaling 8.4 acres); south on Middleton Run Road to .12 of a mile south of Middlebury Street; west to Hall Manor Addition; south to Bryant Street, west to Hall Avenue; south to .25 of a mile south of Middlebury Street; west .33 of a mile to Toledo Road (excluding approximately four acres of land on either side of Rowe Street), west on Toledo Road to Outer Drive, north on Outer Drive about 200 feet; east 200 feet and north to Middlebury Street; west on Middlebury Street to the east city limits (approximately in line with Clayton Street and Parker Avenue including Buildings 300, 500, 700, and 900 of the Woodwind community); south on the east city limits to Indiana Avenue extended; west on Indiana Avenue extended to the Elkhart River; south on the Elkhart River to Clayton Street extended; south to Bontrager Avenue; west on Bontrager Avenue to DeCamp Avenue extended; north on DeCamp Avenue extended to Hively Avenue; west on Hively Avenue to a point 225 feet east of Benham Avenue; south to approximately 425 feet north of Mishawaka Road; west to Benham Avenue, continue west .2 of a mile on a parallel to Mishawaka Road; north and east to Benham Avenue to include the Biblical Seminary; north on Benham Avenue to Hively Avenue; west on Hively Avenue to Compton Avenue extended north on Compton Avenue extended to Carlton Avenue; west on Carlton Avenue to 6th Street. South on Sixth Street (both sides) to W. Hively Avenue. West on W. Hively Avenue to Southdale Drive; north on Southdale Drive (both sides) to the south property line of Sunrise Drive (south); west to Oakland Avenue; south on Oakland Avenue (both sides) to the south property line of the Armory (966 feet north of Hively Avenue); west to 15th Street extended; north on 15th Street extended to Leininger Avenue; west on Leininger Avenue (both sides) to

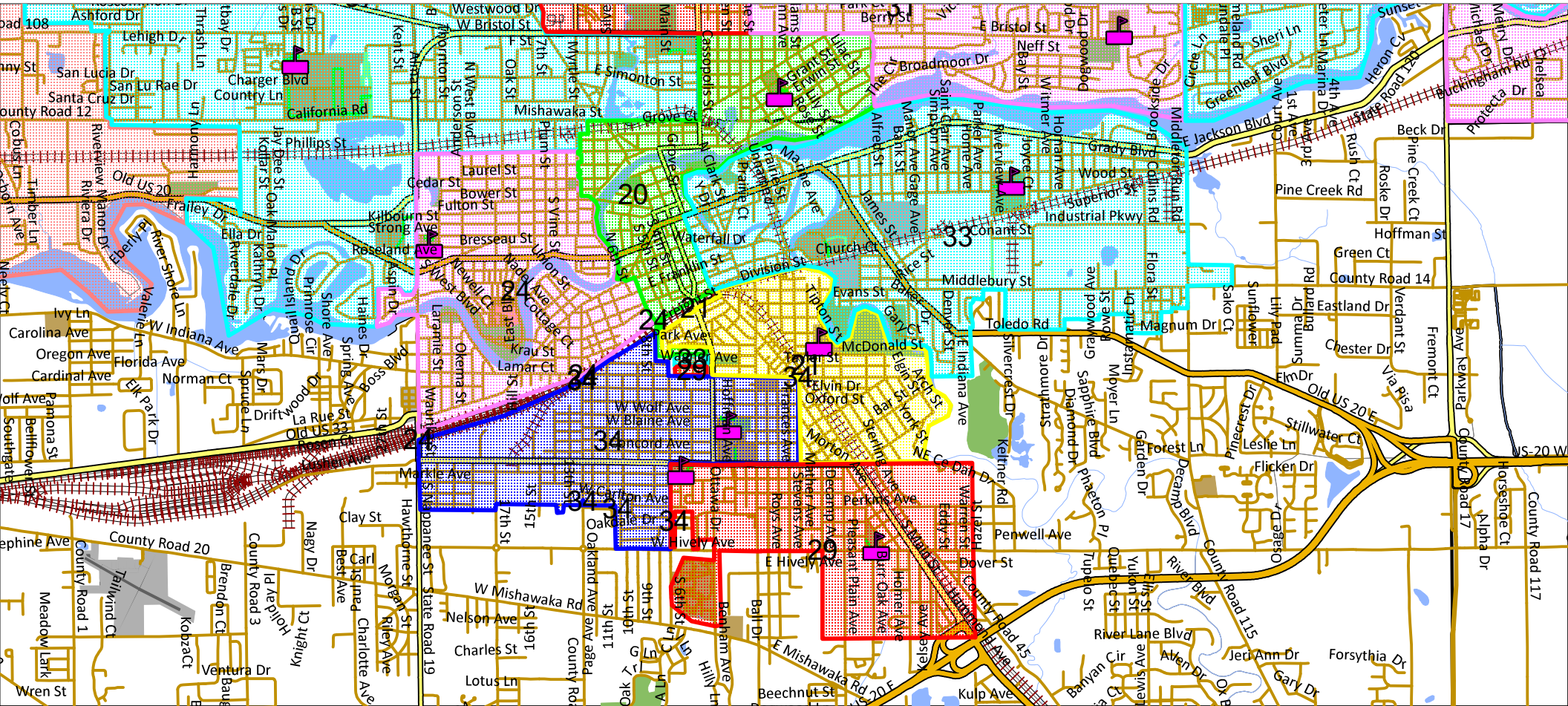
17th Street; south on 17th Street to an east-west alley extended; west on the alley extended to 18th Street; north on 18th Street to Leininger Avenue; west on Leininger Avenue (both sides) to Nappanee Street.

to Nappanee Street; north on Nappanee Street to the St. Joseph River; west on the St. Joseph River to the Elkhart-St. Joseph County line.

~~West on Hively Avenue to Oakland Avenue; north on Oakland Avenue to the north property line of Oaklawn Center; east on the west property line of Southdale Drive; north to the south property line of Sunrise Drive (south); west to Oakland Avenue; south on Oakland Avenue to the south property line of the Armory (966 feet north of Hively Avenue); west to 15th Street extended; north on 15th Street extended to Leininger Avenue; west on Leininger Avenue to 17th Street; south on 17th Street to an east-west alley extended; west on the alley extended to 18th Street; north on 18th Street to Leininger Avenue; west on Leininger Avenue to Nappanee Street; north on Nappanee Street to the St. Joseph River; west on the St. Joseph River to the Elkhart-St. Joseph County line.~~

West: North on the Elkhart-St. Joseph County line from the St. Joseph River to the state line.

~~November 13, 2018~~ April 12, 2022



Book	Policy Manual
Section	3000 Personnel
Title	PROPOSED REVISED EXECUTIVE ASSISTANTS' SALARY SCHEDULE
Code	po3422.07S
Status	
Adopted	December 20, 2016
Last Revised	December 14, 2021
Last Reviewed	April 12, 2022

3422.07S - EXECUTIVE ASSISTANTS' SALARY SCHEDULE

The Board of School Trustees hereby adopts the following wage schedule for Executive Assistant positions, effective January 1, 2022. In addition, the three percent (3%) employee contribution to PERF will be paid by the Elkhart Community Schools.

Annual Base Salary Amount

Each year the Superintendent and/or his/her designee(s), and the Executive Assistants on this schedule shall meet and determine a recommendation to the Board regarding the annual base salary and policy changes affecting these staff members. The year shall be January 1 to December 31.

Salary Factor Range and Review

- A. Each Executive Assistant shall be assigned a salary factor range which shall serve as a range for salaries applicable to that given position. This salary factor range is intended to reflect the actual degree of responsibility in a particular assignment, as well as the expected minimal amount of time required to perform the responsibilities. Such salary factor range takes into account both qualitative and quantitative aspects of a particular assignment.

Salary Factor Range*	Assignment
.80 - .97	Executive Assistant to District Counsel/Chief of Staff
.80 - .97	Executive Assistant/Human Resources
.80 - .97	Executive Assistant/Student Services
.80 - .97	Executive Assistant/Instructional Leadership

* Apply factor to base amount of \$60,805

Upon an individual's assignment as an Executive Assistant, the Director of Human Resources, with input from the Superintendent and the staff member's immediate supervisor, shall:

1. determine "recognized" previous experience in the Elkhart Community Schools.
2. determine the staff member's placement on the salary factor range on the basis of previous experience in the Elkhart Community Schools and other experience and training.

- B. The placement on the salary factor range shall be reviewed annually by the immediate supervisor(s) of the Executive Assistant and any recommendation for change shall be submitted to the Superintendent for review and a final decision regarding range placement.
- C. Any Executive Assistant, acting in his or her own behalf, may appeal the established salary factor or the salary factor range. Such appeal shall first be made to the staff member's immediate supervisor(s). If said appeal results in an unsatisfactory

decision to the appellant, then an appeal may be made to the Superintendent. The Superintendent's decision shall be final.

Performance Award

Executive Assistant will be eligible for an annual performance award up to \$1,000. The performance award will be based upon the Executive Assistant's accomplishments in the performance of duties exceeding normal expectations. Administrators who supervise Executive Assistants are to make a recommendation to the Superintendent for an award. All awards must be approved by the Superintendent prior to payment.

Dependent Textbook Fee Stipend

Elkhart Community Schools will reimburse employees \$50.00 per student enrolled in the Elkhart Community Schools, for textbook fees paid by the employee to Elkhart Community Schools for instructional materials. Evidence of payment shall be submitted to the Business Office by May 1, and the reimbursement will occur on or before June 15.

Insurance

A. Health

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.

B. Life

All Executive Assistants shall be provided a group term life insurance policy with a face value equal to the annual salary of each staff member rounded up to the next thousand dollars multiplied by two (2). The Board will pay ninety percent (90%) of the annual cost of the insurance.

The retiring Executive Assistants may participate in the group term life insurance policy through age seventy (70) (with the exception that such coverage shall not include accidental death or dismemberment) in a face amount as indicated in the preceding paragraph by paying 100% of the group rate premium in excess of that provided in Section 4, Retirement Benefits, paragraph B, Life Insurance.

C. Disability

All Executive Assistants who qualify shall be provided a long-term disability insurance policy. Such policy will provide payment of not less than sixty-six and two-thirds (66 2/3) percent of salary after a waiting period of ninety (90) calendar days of disability. The Board will pay ninety percent (90%) of the annual cost of the insurance.

D. Liability - Automobile

The employer shall provide primary liability insurance coverage for Executive Assistants who drive school corporation automobiles while performing job duties and responsibilities and secondary liability insurance coverage for Executive Assistants who drive their personal automobiles while performing job duties and responsibilities. Such secondary coverage will begin above the minimum liability required by law or after the executive secretary's liability insurance limit has been reached, whichever is higher, and will extend to the maximum limit of insurance carried by the corporation.

Definitions and Eligibility Requirements for Retirement, Severance, Disability and Death Benefits

A. Definitions

1. "Retirement" is defined as the mutually agreeable cessation of the employment relationship between an Executive Assistant and Elkhart Community Schools by such individual who had made written application for PERF benefits.
2. "Severance" is defined as the mutually agreeable cessation of the employment relationship between an Executive Assistant and Elkhart Community Schools.

B. Eligibility Requirements

1. Retirement

Any Executive Assistant who had ten (10) years or more of recognized service and has reached the age of fifty-five (55), or has twenty (20) years or more of recognized service and has reached the age of fifty (50) years, and who is

serving in such capacity at the time of retirement, will be eligible for retirement benefits provided the following conditions are met:

The staff member shall notify his or her supervisor in writing of his or her intent to retire no later than twelve (12) months before the effective date of such retirement. This notice may be waived by the Superintendent.

2. Severance

Any Executive Assistant who has completed at least six (6) months of active employment with Elkhart Community Schools will be eligible for severance benefits if he or she submits a written resignation to the Director of Human Resources which specifies the last date of employment and which is delivered to the Director of Human Resources at least twenty (20) working days prior to the last day of employment.

3. Disability or Death Prior to Age Fifty (50)

- a. The staff member who becomes permanently disabled (physically or mentally) or dies prior to age fifty (50) and has met the ten (10) year requirement shall be paid severance benefits under this policy. Benefits will be paid at the time of disablement and in the case of death, benefits will be paid to the decedent's estate or designated beneficiary.
- b. **Death** - In addition to the severance benefits provided for in other sections of this policy, upon the death of the staff member, their estate or designated beneficiary shall receive an amount equal to the number of days of accumulated sick leave times the staff member's daily salary.

The surviving unmarried dependent spouse of any Executive Assistant shall be entitled to participate in the basic group health insurance program until eligible for Medicare by paying 100% of the premium.

Retirement Benefits

A. Health Insurance

An Executive Assistant who retires from the Elkhart Community Schools and who satisfies the provisions of Section 3-B-1 of this policy may use the amounts held in his/her separate VEBA account, established pursuant to applicable resolutions adopted by the Board of School Trustees and this policy, to pay the full cost of health insurance offered by the Board to its employees provided the following conditions are met:

1. Immediately following retirement, the Executive Assistant and spouse, if any, shall have the option of remaining in the Corporation's current group health insurance plan if all of the following conditions are met as of the date of severance and thereafter.
 - a. While the retired Executive Assistant and spouse, if any, remain enrolled in the health insurance plan, the retired Executive Assistant and spouse shall pay the entire insurance premium applicable to the insurance coverage, with the premium payment to be made monthly for each succeeding year.
 - b. Within ninety (90) days of the retirement date, the Executive Assistant has provided a written request to Elkhart Community Schools for continuing insurance coverage for the Executive Assistant and spouse, if any.
2. When a retired Executive Assistant becomes eligible for Medicare, the Executive Assistant's eligibility to continue to participate in the Corporation's group health insurance plan shall terminate, if not earlier terminated according to applicable law. (The same termination of eligibility shall also apply when a retired Executive Assistant's spouse first becomes eligible for Medicare.) It is acknowledged that the parties intend these provisions to comply with the applicable Federal and state laws that establish an eligible Executive Assistant's right to continue health insurance for the Executive Assistant and spouse.

B. Life Insurance

The retiring staff member may participate in the group term life insurance policy through age seventy (70) (with the exception that such coverage shall not include accidental death or dismemberment) in an amount equal to the life insurance, as per Section 2-I-B, by paying 100% of the group rate premium for life insurance in excess of that provided in the following schedule:

1. Period through age sixty-five (65) - equal to last salary
2. Period age sixty-six (66) through seventy (70) - \$10,000

3. Beyond age seventy-one (71) - 0

C. Additional Benefits

1. A retiring executive assistant, who has worked in another classified group and was promoted to the position of executive assistant, is eligible to receive retirement and severance benefits accrued prior to becoming an executive assistant; however, the total benefits paid shall not exceed the maximum benefits set forth in this policy.
2. A retiring executive assistant will be paid his/her daily rate multiplied times the number of years of service in the Elkhart Community Schools.
3. A maximum of thirty-five (35) accumulated days of unused personal leave will be paid to an executive assistant who retires, dies, or becomes totally permanently disabled while employed by Elkhart Community Schools. Vacation days earned in the current year shall also be paid prior to retirement, or upon disability termination or death of the employee. In the event of death, the above benefit shall be paid to the decedent's estate.
4. In addition to the above benefits, the actual number of days of accumulated sick leave, not to exceed a maximum of twelve (12) days or forty-five percent (45%) of the accumulated sick leave days, whichever is greater, shall be paid to an administrative assistant at the time of retirement, or the executive assistant's beneficiary in the event of the death of an administrative assistant eligible for retirement.

Disability Benefits

A. Health Insurance

1. A disabled staff member who is not otherwise eligible for retirement or severance, who severs employment as a result of his/her disability may participate in all or any part of the health insurance program (except long-term disability) until eligible for Medicare at the same cost as for other Executive Assistants.
2. Any future increase in health insurance premiums as a result of this benefit until eligible for Medicare will be calculated annually as a part of the staff member's fringe benefits.
3. This benefit will be discontinued if the disabled staff member becomes employed on a full-time or calendar year basis, or if through other employment qualifies for health insurance benefits. The Board reserves the right to request the employment status of the disabled staff member.

B. Life Insurance

The disabled staff member may participate in the group term life insurance policy through age seventy (70) (with the exception that such coverage shall not include accidental death and dismemberment) in an amount equal to the life insurance, as per Section 2-I-B, by paying 100% of the group rate premium for life insurance in excess of that provided in the following schedule:

1. Period through age sixty-five (65) - equal to last salary
2. Period age sixty-six (66) through seventy (70) - \$10,000
3. Age seventy-one (71) and beyond - 0

C. Financial Benefits

The staff member who qualifies for disability benefits will be given the following benefits:

1. Executive Assistants shall be compensated for 1) unused personal business days in the current year of employment, 2) unused vacation days in the current year of employment, and 3) unused vacation days from the previous year of employment.
2. One-half percent (.5%) of the highest salary received times the number of years of recognized service in Elkhart Community Schools prior to becoming an Executive Assistant, and
3. Two percent (2.0%) of the highest salary times the number of years employed as an Executive Assistant.

Death Benefits

A. Health Insurance

The surviving unmarried dependent spouse of any Executive Assistant shall be entitled to participate in the basic group health insurance program until eligible for Medicare by paying 100% of the premium.

B. Financial Benefits

The estate of the Executive Assistant who qualifies will be given the following benefits:

1. One-half percent (.5%) of the highest salary received times the number of years employed in the Elkhart Community Schools prior to becoming an Executive Assistant, and;
2. Two percent (2.0%) of the highest salary times the number of years employed in an Executive Assistant. In addition, upon the death of the Executive Assistant, the estate or designated beneficiary shall receive an amount equal to the number of days of accumulated sick leave times the Executive Assistant's daily salary.

VEBA (Voluntary Employee Benefit Account)

- A. The Board of School Trustees has established a VEBA (Voluntary Employee Benefit Accounts) pursuant to § 501(c)(9) of the Internal Revenue Code. An Executive Assistant must meet the requirements of Section 3-B-1 and retire from employment with Elkhart Community Schools to be vested in the VEBA account.
- B. Executive Assistants employed by Elkhart Community Schools shall be entitled to a contribution equal to one-half percent (1.5%) of each Executive Assistant's salary. This one-half percent (1.5%) contribution will be deposited into the VEBA account on a monthly basis as the base salary is paid.

The terms and conditions for the administration of said VEBA accounts shall be as follows:

1. The amount contributed for each Executive Assistant will be invested in a separate account. There will be no commingling of accounts and each Executive Assistant may determine how his/her account shall be invested among the investment options made available by the vendor for the VEBA.
2. Until such time that an Executive Assistant has retired and satisfied the eligibility requirements set forth in this policy, the Executive Assistant shall have no access to the assets held in his/her separate VEBA account.
3. If an Administrator or Executive Assistant retires or otherwise terminates employment before satisfaction of the requirements set forth in this policy, the terminated Administrator or Executive Assistant's VEBA account shall be forfeited. Forfeited amounts shall be reallocated at the end of each plan year only among the then remaining separate VEBA accounts. Therefore, the VEBA accounts of the following Administrators and Executive Assistants will not share in the reallocation of a forfeiture of a VEBA account:
 - a. Administrators and Executive Assistants who forfeited their VEBA accounts in the same year;
 - b. Administrators and Executive assistants who previously forfeited their VEBA accounts; and
 - c. Administrators and Executive Assistants who have attained the age of fifty-nine (59) and terminated employment in or before the year of the reallocated forfeiture.

Furthermore, VEBA accounts of Administrators and Executive Assistants who have attained the age of fifty-nine (59) but who have not terminated employment share in the reallocated forfeiture, but on a reduced actuarial basis.

4. Following retirement and the satisfaction of the requirements set forth in this policy, a retired Executive Assistant may use the amounts held in his/her separate VEBA account, for example, to pay health insurance premiums, term life insurance premiums, and to be reimbursed for unreimbursed medical expenses of the Executive Assistant, spouse, and dependents. Furthermore, following the death of an Executive Assistant who had otherwise satisfied the requirements of this policy, any amounts remaining in the deceased administrator's VEBA account may continue to be used to pay these premiums and expenses of the Executive Assistant's spouse and dependents. At no time may the VEBA make loans to an employee, his/her spouse, or his/her dependents.

Physical Examination and Reports

Executive Assistants may undergo a complete physical examination on a schedule established by the Superintendent.

Absences

When unable to report for work, it is the employee's responsibility to notify and give the reason for absence to his/her immediate supervisor as soon as possible. This notice is to be given at least one-half (1/2) hour before the time that the employee regularly reports for work, except for bus drivers, who should give at least one (1) hour's notice. Upon return to work, the employee shall file a report of absence. Deductions for absence will be made at the daily rate unless covered by an available benefit.

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.

Illness Absence and Leaves

Indiana laws regarding Worker's Compensation. Worker's Compensation benefits will begin after seven (7) calendar days at a rate of sixty-six and two-thirds percent (66-2/3%) of the employee's average wage rate. The employee's share of the health/life insurance premium must be paid in advance to the Business Office or insurance will be terminated. An employee may receive full pay by using available illness absence, personal business, and/or vacation benefits.

Personal Leave

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

If an employee retains all three (3) personal leave days at the end of the year, he/she can roll two (2) of the three (3) days to the following year to equal five (5) personal leave days. The remaining unused personal leave day shall accumulate for retirement. In the event the employee intends to use five (5) consecutive days, the executive assistant must provide thirty (30) calendar days written notice requesting the use of said consecutive days to their immediate supervisor.

Effective January 1, 2020, at the end of each calendar year, if the executive assistant does not elect to roll two (2) personal leave days into the following year, all unused personal leave days shall accumulate for retirement.

Support Staff Personal Leave - Procedures

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.

Executive Assistants may take personal business leave at any time upon the approval of the supervisor or authorized designee.

Bereavement

Each Executive Assistant 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 in order to attend to matters related to the death of the family member. 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 teacher'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 the 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 s/he shall present the check or a copy of the check to the payroll office, whereupon a deduction equal to the per diem pay will be made for each day of paid absence from the next payroll check. Upon return from temporary training or leave, the employee will be restored to a comparable position without loss of vacation, sick leave, or other benefits of employment.

Health Leave

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

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

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

Health Leave – Procedure

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

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

The cost of any such examination will be paid by the employer. In the event an employee is incapacitated, a family member or legal guardian may submit the request for health leave, and any required documentation.

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

Jury and Witness Duty Pay

A. Jury Duty

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

B. Witness Duty

In the event an employee is subpoenaed to serve as a witness, except in cases noted below, and gives testimony before a court of law or governmental administrative agency, the employee shall be granted absence to witness for the time during the working day which the employee is required to be present. Such absence, up to three (3) days for any one (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 Human Resources. In the event the employee is pregnant, the leave may be requested to begin any time between thirty (30) days after the Director of Human Resources is notified of the pregnancy and thirty (30) days after the birth of the child. For employees who are not pregnant, the leave may be requested to begin any time within thirty (30) days of the date the child is expected in the home. In cases of emergency the thirty (30) day notification period may be waived. Leaves may be requested for a period not to exceed one (1) year, and are non-renewable.

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

Adoptive Leave

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

Maternity Leave

Elkhart Community Schools shall grant three (3) weeks of paid maternity leave for a vaginal birth and four (4) weeks of paid maternity leave for a cesarean birth. This leave time shall be in addition to available illness absence days provided under this policy; it shall not, however, add to the duration of a traditional absence related to childbirth as determined by the treating physician.

Vacations and Holidays

Executive Assistants shall be eligible for fifteen (15) 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 as an Executive Assistant, or when previous employment provided relatively comparable or executive secretarial experience, an Executive Assistant shall be eligible for twenty-five (25) days of vacation each year.

Vacation days will be available to the staff member 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.

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. Executive Assistants shall be paid for the following holidays:

New Year's - two (2) days

Martin Luther King Jr. Day

Presidents' Day

Memorial Day

Independence Day - two (2) days

Labor Day

Thanksgiving

Friday immediately following Thanksgiving Day

Christmas - two (2) days

Specific dates for items A-1, 5, & 9 must be approved by the immediate supervisor

B. 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.

Revised 3/28/17

Revised 12/12/17

Revised 8/14/18

Revised 12/18/18

Revised 12/10/19

Revised 1/14/20

Revised 11/24/20

Revised 2/9/21

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	December 14, 2021
Last Reviewed	April 12, 2022

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, 2022. 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	25.29 - 30.92
Transportation Trainer/Dispatcher	21.28 - 24.66
<u>Food Service Supervisor of Truck Drivers</u>	<u>21.29 - 24.66</u>
Food Service Truck Driver	17.35 - 20.37
Food Service Receiving/Supply	17.35 - 20.37
Supervisor of Building Services	22.33 - 27.19
Food Service Support Specialist	19.48 - 26.76
Assistant to the Food Service Director for Secondary Schools	19.48 - 26.76
Food Service Bids & Commodity Coordinator	18.61 - 28.35
Executive Chef & Culinary Event Coordinator	18.61 - 28.35
Assistant to the Food Service Director for Elementary Schools	19.48 - 26.76
Production Coordinator	21.28 - 24.66
Transportation Route/Driver Coordinator	21.28 - 24.66
Transportation Clerk	16.59 - 18.11
Adult/Community Education Non-Contract Teachers	32.06 *
Building Community Education Coordinator	29.23 - 36.22
Radio Station Staff Announcer	10.72 - 14.69
Radio Station Development Assistant	12.25 - 18.82
School Security Officer	31.87
Federally Funded Pupil/Program/Parent Support Person	21.25 - 30.36
Federally Funded Building Translator/Interpreter	21.25 - 30.36
Federally Funded Building Translator/Parent Liaison	16.94 - 20.92
School Parent/Community Liaison	21.25 - 30.36
District Translator	21.25 - 30.65
Evening Events Supervisor	16.40

Asst. Site Coordinator—21st Century Community Learning Center	15.00
Federally Funded After-School-Community Education Organized Activities Leader	14.00 15.00
Federally Funded After-School-Community Education Organized Activities Assistant	9.39 10.39
Deaf/Hard of Hearing Educational Interpreter	17.73 - 31.97
Early College Data Specialist	26.00 - 29.53
EACC Testing Specialist	26.00 - 29.53
21st Century Community Education Program Manager	29.83 - 37.98
Campus Security – I	13.53 - 21.68
Campus Security – II	15.57 - 23.72
Farm Technician	16.30 - 21.30

* 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	54,867 - 94,250
Radio Station Development Director	51,886 - 76,332
Radio Station Business Account Manager	41,847 - 75,134
Radio Station Program Director	41,847 - 62,095
Radio Station Senior Reporter and Assignment Editor	36,731 - 51,809
Radio Station Operations Manager	30,280 - 46,910
Radio Station Morning Edition Host	33,792 - 50,753
Radio Station Promotions Manager	34,635 - 49,460
Radio Station Membership Manager	43,727 - 57,629
Radio Station Business/Workforce Development Reporter - IPB News	34, 820 - 49,430
Olweus Bullying Prevention Program Coordinator	49,825 - 62,170
Adult and Community Education Program Manager	68,875 - 79,663
Campus Life Coordinator	68,975—79,763
Building Services Manager	70,485 - 90,865
Energy and Risk Management Specialist	55,200 - 75,580
Data and Assessment Manager	68,975 - 79,763
Data Specialist	42,584 - 64,489
Communication Specialist	42,584 - 64,489
Staff Accountant	45,010 - 57,238
School Psychologist Intern	41,000
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 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.

Dependent Textbook Fee Stipend

Elkhart Community Schools will reimburse employees \$50.00 per student enrolled in the Elkhart Community Schools, for textbook fees paid by the employee to Elkhart Community Schools for instructional materials. Evidence of payment shall be submitted to the Business Office by May 1, and the reimbursement will occur on or before June 15.

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

Maternity Leave

Elkhart Community Schools shall grant three (3) weeks of paid maternity leave for a vaginal birth and four (4) weeks of paid maternity leave for a cesarean birth. This leave time shall be in addition to available illness absence days provided under this policy; it shall not, however, add to the duration of a traditional absence related to childbirth as determined by the treating physician.

Holidays and Vacations Definitions

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

Holidays

In order to receive holiday pay, an employee must be in an active pay status 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

Revised 8/10/21

Revised 9/14/21



SCHOOL CALENDAR: JULY 2021 – JUNE 2022

Calendar grid for July 2021. Days 1-3 are marked with '1', '2', '3' respectively.

Calendar grid for August 2021. Days 9, 10, 11, 12 are marked with a star. Day 12 is also marked with a star.

Calendar grid for September 2021. Days 27 and 28 are marked with a red box.

Calendar grid for October 2021. Days 15, 20, 21 are marked with a diamond. Days 18, 19 are marked with a circle.

Calendar grid for November 2021.

Calendar grid for December 2021. Days 6 and 22 are marked with a red box.

Calendar grid for January 2022. Days 2, 9, 16, 23, 30 are marked with an 'X'.

Calendar grid for February 2022. Day 18 is marked with a diamond.

Calendar grid for March 2022. Days 7 and 18 are marked with a red box.

Calendar grid for April 2022. Days 7 and 18 are marked with a red box.

Calendar grid for May 2022. Days 16 and 27 are marked with a red box.

Calendar grid for June 2022.

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
4/11-5/6 Kindergarten Registration runs April 11 – May 6
18 eLearning Day/District Staff Professional Development

May

- 16 eLearning Day/Building Staff Professional Development
17 Kindergarten Kick-off – Elementary Schools
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 = Students' first day
Diamond = 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.
X = School Out of Session (during the Instructional school year)
K = Kindergarten Kick-off
Circle = 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.



TECHNOLOGY SERVICES

PHONE: 574-262-5676



ELKHART COMMUNITY SCHOOLS

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

To: Dr. Thalheimer

Board of School Trustees

From: Jason Inman

Date: April 8th, 2022

Subject: Common School Fund Loan

The Indiana Department of Education makes available low-interest loans for technology projects via the Common School Fund. Based upon current enrollment, ECS qualifies for a loan of \$1,130,835.00. The Business Office seeks Board approval to take advantage of these below-market interest rates to fund technology purchases that cannot be financed by other sources of available revenue. A loan from the Common School Fund will allow us to continue our refresh program for student and teacher mobile devices as we provide 1:1 instruction at all grades. The State Board of Education has designated several millions of dollars for technology loans. I am including a budget summary with additional information.

EDUCATIONAL TECHNOLOGY PROGRAM
Application Period March 9, 202 through April 13, 2022
PUBLIC SCHOOL CORPORATIONS ONLY

Mail to: CommonSchoolFund@doe.in.gov

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

Date of Petition April 8th, 2022

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

Amount requested from the Common School Fund (technology) \$ 1,130,835.00
Anticipated term 4 Years years

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

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

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

Does the corporation meet this requirement? Yes No

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

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

11,303.85 multiplied by \$100 = \$ 1,130,835.00
Grade K-12 Advancement Base
ADM (Maximum allowed per Board policy)

4. Project Cost Breakdown

- a. Technology \$ 1,130,835.00
- b. Other project cost (please specify) \$ _____
- c. Other project cost (please specify) \$ _____
- d. Total project cost (sum lines a through c) \$ 1,130,835.00

Sources of funds used to finance the project

- e. Common School Technology Loan \$ 1,130,835.00
- f. Other \$ _____
- g. Total sources of funds (sum line e plus line f) \$ 1,130,835.00

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

NOTES:

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

5. Technology project description

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

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

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

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

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

8. If the school corporation has received a Common School Loan for Technology in the last three years, how much was received and how were the funds used? \$ 7,098,969.00

In 2019, two loans totaling \$2,422,093 were used to complete our 1:1 deployments and achieve full 1:1 status at all grade levels. In 2020, the district received a total of \$2,375,538 to refresh freshmen, teacher, and 1st & 5th grader devices. In 2021, the district received \$2,301,338 to update classroom technology and continue the iPad 1:1 Refresh program.

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

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

10. If the school has received a School Technology Advancement Account (STAA) loan in the last three years, how much did the school receive and how were the funds used? \$ 721,260

The school district received STAA loans of \$242,480, \$249,280, and \$229,500 in 2019, 2020, and 2021. These funds allowed us to enhance instructional spaces in several classrooms throughout the school district.

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

Certification

Superintendent, School Corporation

President, School Board

ATTEST:

Secretary, School Board

STATE OF INDIANA)
)
_____ COUNTY)

Subscribed and sworn before me this _____ day of _____, _____.

Printed Name _____

My Commission expires: _____, _____.

County of Residence: _____

Spring 2022 Common School Fund Loan

Location	Description	Cost per Unit	Units	Total
Elkhart Freshman Division	iPad with AppleCare+	\$ 383.00	1,200	\$ 459,600.00
Elkhart Freshman Division	Asset Inventory Tags and Casing	\$ 8.00	1,200	\$ 9,600.00
Elkhart Freshman Division	iPad Case	\$ 99.00	1,200	\$ 118,800.00
Teachers	iPad with AppleCare+	\$ 383.00	300	\$ 114,900.00
Teachers	Asset Inventory Tags and Casing	\$ 8.00	300	\$ 2,400.00
Teachers	iPad Case	\$ 99.00	300	\$ 29,700.00
Teachers	Docks	\$ 126.00	20	\$ 2,520.00
All Buildings	JAMF MDM Renewal	\$ 92,000.00	1	\$ 92,000.00
Teachers	Apple Macbook Laptops	\$ 999.00	40	\$ 39,960.00
Teachers	PC Laptops	\$ 919.00	177	\$ 162,663.00
All Buildings	iPad Chargers	\$ 38.00	1,011	\$ 38,418.00
EHS & Freshman Division	Canvas Studio	\$ 20,000.00	1	\$ 20,000.00
All Buildings	Refresh old projectors with installation	\$ 3,098.00	13	\$ 40,274.00
Total Project Cost				\$1,130,835.00

Common School Fund

Loan types and definitions

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

Availability of advancements

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

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

Amount available each period

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

Maximum allowed per applicant

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

Loan agreements

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

Repayment period

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

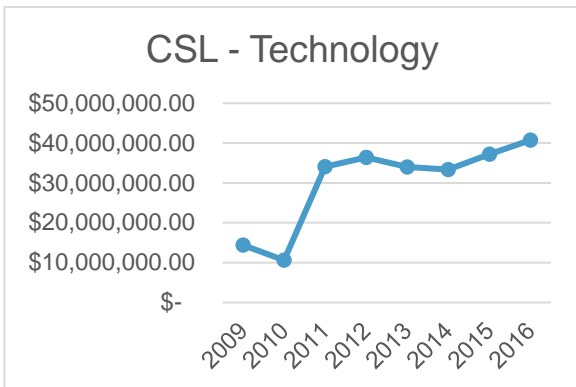
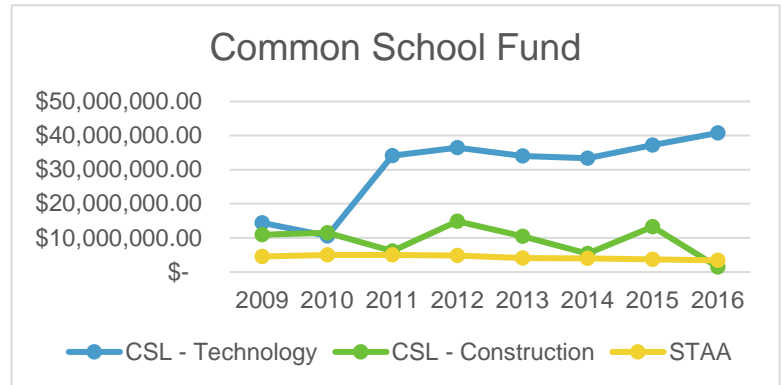
Payment

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

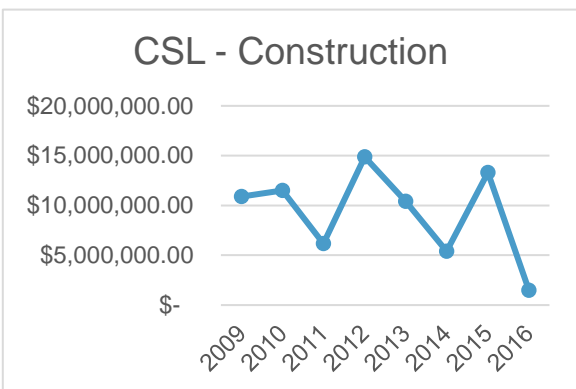
Common School Loan Fact Sheet

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

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

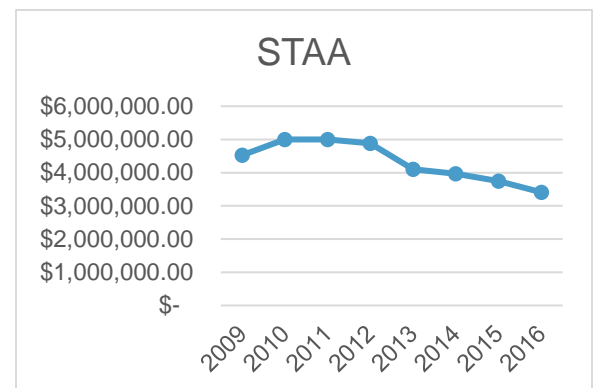


- Technology loans continue to increase over time. While available funds are split equally between technology and construction, technology requests tend to be overwhelmingly higher than construction requests and those funds available for construction are reallocated to technology.



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

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





UNIFORM CONFLICT OF INTEREST DISCLOSURE STATEMENT

State Form 54266 (4-10) / Form 236
STATE BOARD OF ACCOUNTS

Indiana Code 35-44-1-3

A public servant who knowingly or intentionally has a pecuniary interest in or derives a profit from a contract or purchase connected with an action by the governmental entity served by the public servant commits conflict of interest, a Class D Felony. A public servant has a pecuniary interest in a contract or purchase if the contract or purchase will result or is intended to result in an ascertainable increase in the income or net worth of the public servant or a dependent of the public servant who is under the direct or indirect administrative control of the public servant; or receives a contract or purchase order that is reviewed, approved, or directly or indirectly administered by the public servant. "Dependent" means any of the following: the spouse of a public servant; a child, stepchild, or adoptee (as defined in I.C. 31-3-4-1) of a public servant who is unemancipated and less than eighteen (18) years of age; and any individual more than one-half (1/2) of whose support is provided during a year by the public servant.

The foregoing consists only of excerpts from I.C. 35-44-1-3. Care should be taken to review I.C. 35-44-1-3 in its entirety.

1. **Name and Address of Public Servant Submitting Statement:** Leslie F. Crothers - Wood
53876 Pine Tree Pl Elkhart, IN 46514
2. **Title or Position with Governmental Entity:** Assistant Director of
Human Resources
3. a. **Governmental Entity:** Elkhart Community Schools
b. **County:** Elkhart
4. **This statement is submitted (check one):**
 - a. as a "single transaction" disclosure statement, as to my financial interest in a specific contract or purchase connected with the governmental entity which I serve, proposed to be made by the governmental entity with or from a particular contractor or vendor; or
 - b. as an "annual" disclosure statement, as to my financial interest connected with any contracts or purchases of the governmental entity which I serve, which are made on an ongoing basis with or from particular contractors or vendors.
5. **Name(s) of Contractor(s) or Vendor(s):** _____

6. **Description(s) of Contract(s) or Purchase(s)** (Describe the kind of contract involved, and the effective date and term of the contract or purchase if reasonably determinable. Dates required if 4(a) is selected above. If "dependent" is involved, provide dependent's name and relationship):
Dependant - Mark A Wood - Husband

7. **Description of My Financial Interest** (Describe in what manner the public servant or "dependent" expects to derive a profit or financial benefit from, or otherwise has a pecuniary interest in, the above contract(s) or purchase(s); if reasonably determinable, state the approximate dollar value of such profit or benefit.):

I may be sitting in meetings discussing
compensation for support staff + my husband is
a support staff employee.

(Attach extra pages if additional space is needed)

8. **Approval of Appointing Officer or Body** (To be completed if the public servant was appointed by an elected public servant or the board of trustees of a state-supported college or university):

I (We) being the _____ of
(Title of Officer or Name of Governing Body)

_____ and having the power to appoint
(Name of Governmental Entity)

the above named public servant to the public position to which he or she holds, hereby approve the participation to the appointed disclosing public servant in the above described contract(s) or purchase(s) in which said public servant has a conflict of interest as defined in Indiana Code 35-44-1-3; however, this approval does not waive any objection to any conflict prohibited by statute, rule, or regulation and is not to be construed as a consent to any illegal act.

Elected Official Office

9. **Effective Dates** (Conflict of interest statements must be submitted to the governmental entity prior to final action on the contract or purchase.):

_____ Date Submitted (month, day, year) _____ Date of Action on Contract or Purchase (month, day, year)

10. **Affirmation of Public Servant:** This disclosure was submitted to the governmental entity and accepted by the governmental entity in a public meeting to the governmental entity prior to final action on the contract or purchase. I affirm, under penalty of perjury, the truth and completeness of the statements made above, and that I am the above named public servant.

Signed: 
(Signature of Public Servant)

Date (month, day, year): 3-21-2022

Within fifteen (15) days after final action on the contract or purchase, copies of this statement must be filed with the State Board of Accounts, Indiana Government Center South, 302 West Washington Street, Room E418, Indianapolis, Indiana, 46204-2765 and the Clerk of the Circuit Court of the county in which the governmental entity executed the contract or purchase. A copy of this disclosure will be forwarded to the Indiana State Ethics Commission.