

AGENDA FOR
BOARD OF SCHOOL TRUSTEES
REGULAR MEETING

Elkhart Community Schools
Elkhart, Indiana

February 22, 2022

CALENDAR

Feb	22	6:00 p.m.	Public Work Session, J.C. Rice Educational Services Center
Feb	22	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center
Feb	24	8:00 a.m.	Executive Session, J.C. Rice Educational Services Center
Feb	24	1:00 p.m.	Public Work Session, J.C. Rice Educational Services Center
Feb	25	8:00 a.m.	Public Work Session, J.C. Rice Educational Services Center
Mar	8	6:00 p.m.	Public Work Session, J.C. Rice Educational Services Center
Mar	8	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 – February 8, 2022 – Public Work Session
- Minutes – February 8, 2022 – Regular Board Meeting
- Minutes – February 18, 2022 – Public Work Session
- Claims
- Gift Acceptance
- Fundraisers
- Grant Submission
- Conference Leave Requests
- Personnel Report

F. OLD BUSINESS

COVID Update

RFP for Demographic and Feasibility Study – The Administration presents Request for Proposal for Demographic and Feasibility Study, for Board approval.

G. NEW BUSINESS

Board Policy 5340.01 – Student Concussions and Sudden Cardiac Arrest – the Administration presents proposed revisions of Board Policy 5340.01 – Student Concussions and Sudden Cardiac Arrest, for initial consideration.

Board Policy 5540 – The Schools and Governmental Agencies – the Administration presents proposed revisions of Board Policy 5540, for initial consideration.

Board Policy 7540.03 – Network and Internet Acceptable Use and Safety – the Administration presents proposed revisions of Board Policy 7540.03 – Network and Internet Acceptable Use and Safety, for initial consideration.

Financial Report – January

Insurance Update

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

February 8, 2022

J.C. Rice Educational Services Center, 2720 California Road, Elkhart – at
6:04 p.m.

Place/Time

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

ECS Staff Present:	Steve Thalheimer Tony Gianesi Bill Drehmel Pam Melcher	Jason Inman Jamie Snyder Jon Chevalier
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The Board was presented an update from the Operations Department regarding technology, food service, safety and security, building services, and transportation.

Topics
Discussed

The meeting adjourned at approximately 7:16 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

MINUTES
OF THE REGULAR MEETING
OF THE BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools
Elkhart, Indiana

February 8, 2022

J.C. Rice Educational Services Center, 2720 California Road, Elkhart – at 7:25 p.m.

Place/Time

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

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

Call to Order

Board president, Dacey Davis, recited the Elkhart Promise.

The Elkhart Promise

Ms. Davis discussed the invitation to speak protocol.

Tony England, assistant superintendent of exceptional learners, presented the Moment of Pride. Mr. England highlighted several of his employees who have received special recognitions. He congratulated Trisha Hutchison, para job-coach (intense), who was the recipient of the Advocate of the Year award from the ICEC (Indiana Council for Exceptional Children). Next he shared a video recognizing Julene Fitch, visual impairment teacher, who received the Starfish Award from PATINS (Promoting Achievement through Technology and Instruction for all Students). Mr. England also commended the following staff who have taken on leadership roles in their field on a state-wide level: Traci Henn, special education-secondary teacher, named president elect of ICEC; Lindsey Brander, supervisor of special services, named representative assembly for ICEC; Lindsey Cox, supervisor of special services, named PR representative NER for ICASE (Indiana Council of Administrators of Special Education); and Lisa Ernsberger, director of high ability, named committee representative for IAG (Indiana Association for the Gifted). Mr. England expressed pride in his staff and how they continue to stretch themselves to give ECS students their all.

Moment of Pride

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

Consent Items

Minutes – January 25, 2022 – Public Work Session
Minutes – January 25, 2022 – Regular Board Meeting

Minutes

<p>Payment of claims totaling \$7,286,136.92 as shown on the February 8, 2022, claims listing. (Codified File 2122-102)</p>	<p>Payment of Claims</p>
<p>The following donation was made to Elkhart Community Schools (ECS): Donation of \$25,000 from Patrick Industries, Inc., care of Todd Cleveland, to the ETI Building Fund and 250 heavy duty winter stocking caps with a donor value of \$2,500 from Steve Szklarek to Woodland Elementary School.</p>	<p>Gift Acceptance</p>
<p>Proposed school fundraisers in accordance with Board policy. (Codified File 2122-103)</p>	<p>Fundraisers</p>
<p>Submission of the following grants: INSWWA Mini-grants and Scholarships hosted by INSSWA from Community Projects Regarding Blacks and Suicides in the amount of \$2,000. (Codified File 2122-105)</p>	<p>Grant</p>
<p>Confirmed the following overnight trip requests: EHS girls' swimming and diving team to travel to Indianapolis, IN on February 11 - 12, 2022 for state competition; EHS girls' gymnastics team to travel to Logansport, IN on February 11 - 12, 2022 for gymnastics invite; EHS wrestling team to travel to Fort Wayne, IN on February 11 - 12, 2022 semi-state competition; EHS varsity winter guard to travel to Indianapolis, IN on February 12 - 13, 2022 for competition; EHS wrestling team to travel to Indianapolis, IN on February 18 - 19, 2022 for state competition; EHS boys' swimming and diving team to travel to Indianapolis, IN on February 25 - 26, 2022 for state competition; and EHS AFJROTC drill team to travel to Dayton, OH on March 11 - 13, 2022 for competition.</p>	<p>Overnight Trip Requests</p>
<p>Conference leave requests in accordance with Board policy for staff members as recommended by the administration on the February 8, 2022 listings. (Codified File 2122-104)</p>	<p>Conference Leave Requests</p>
<p></p>	<p>Personnel Report</p>
<p>Approval for the recommendations of the Superintendent, made pursuant to Board Policy 3421.01A, for administrator compensation. The proposed increases and/or one time payments are all within the ranges set forth in the aforementioned policy. (Codified File 2122-106)</p>	<p>Administrator Compensation</p>
<p>Employment of the following certified staff members for the 2021-2022 school year, effective on dates indicated:</p>	<p>Certified Employment</p>
<p style="text-align: center;">Lauren Schmidt - internship coordinator at EHS, 2/14/22</p>	<p></p>

Resignation of the following certified staff member, effective on dates indicated: Michelle Neukom – Grade 2 at Cleveland, 2/22/22	Certified Resignation
Employment of the following three (3) classified employees, effective on dates indicated: Jennifer Gonzalez – paraprofessional at Pinewood, 2/4/22 Amber Lundgren – paraprofessional at Pinewood, 2/1/22 Tyler Troyer – custodian at Monger, 2/3/22	Classified Employment
Resignation of the following four (4) classified employees, effective on dates indicated. Dawn Bonney – food service at Beardsley, 1/24/22 Carla Raeder – food service at Bristol, 2/11/22 Charlena Thompson – bus driver at Transportation, 2/11/22 Louise Young – bus helper at Transportation, 2/1/22	Classified Resignations
Retirement of the following two (2) classified employees, effective on dates indicated: Rebecca Crockett – bus driver at Transportation, 2/8/22 Martha Ramos – technical assistant at Beardsley, 2/25/22	Classified Retirements
Leave for classified employee, Jennifer Geers, registered nurse at EHS, beginning 1/10/22 and ending 2/22/22.	Classified Leave
Rescission of resignation for classified employee, Danae Brenneman, bus driver at Transportation.	Rescind Resignation
Dr. Thalheimer reported COVID numbers were very high last month, but have since improved greatly. We are currently back to levels similar to that of the end of November, which has helped to relieve staffing issues.	COVID Update
The Board was presented Administrative Regulation KI – Application for Fundraiser Approval as initially presented at the January 25 th regular meeting. Doug Thorne, district counsel/chief of staff, informed the Board that the business office was researching online payment providers approved by the State Board of Accounts. Kevin Scott, chief financial officer, clarified the district does currently offer online payment, on a limited basis, but needs to work through components to ensure proper internal controls are in place. When additional revisions are made, the administration will bring the administrative regulation again for Board review.	Administrative Regulation KI
By unanimous action (Weaver and Enfield abstained), the Board adopted a Resolution regarding the Use of Benefit Time for Support Staff Employees in Relation to Inclement Weather eLearning Days. Mr.	Resolution

Thorne stated the resolution will allow the chief financial officer to pay support staff, who are not eligible to work on inclement weather eLearning days, using district granted emergency inclement weather benefit days (in lieu of Academy Days), in order to compensate said employees for their loss of income on said days. The resolution will be retroactive to February 1, 2022 and will sunset on May 27, 2022. (Codified File 2122-107)

By unanimous action, the Board approved proposed revisions and waived second reading to Board Policy 3421.01A – Professional Staff Contracts and Compensation Plans (Administrators). Mr. Thorne stated the only change made to the policy was an increase to the rate of pay for time worked outside of contract for ten and a-half (10.5) and eleven (11) month administrators and building principals; maximum of five (5) days.

Board Policy
3421.01A

By unanimous action, the Board approved proposed revisions and waived second reading to Board Policy 3421.04A – Professional Staff Fringe Benefits (Administrators). Mr. Thorne stated the changes made to the policy did not change the content, they just made the current language clearer.

Board Policy
3421.04A

By unanimous action, the Board approved proposed revisions and waived second reading to Board Policy 3421.04A – Leaves of Absences. Mr. Thorne stated the changes made brings the personal leave policy language in line with that of the teachers’ master contract.

Board Policy
3430.01A

Superintendent Thalheimer presented to the Board a proposed Request for Proposal for Demographic and Feasibility Study for initial consideration. Board members offered several suggestions and determined there was a need for further discussion in a future meeting.

RFP for
Demographic
and Feasibility
Study

An audience member spoke against the repurposing of Hawthorne Elementary School.

From the
Audience

An audience member spoke against the repurposing of Hawthorne Elementary School as well as expressed concerns about transportation.

Superintendent Thalheimer expressed appreciation for the City Council’s support of education via a resolution in opposition to HB1134.

From the
Superintendent

Board member Rocky Enfield recognized the EHS wrestlers heading to semi-state competition this weekend; the EHS swimmer advancing to state competition; and the EHS girls basketball team currently playing in sectional game.

From the Board

Board president Dacey Davis thanked parents for coming out to the public meetings regarding Hawthorne and stressed what they think and feel is important. She reiterated Board members just wanted to do right by their constituents.

Board member Kellie Mullins shared that the EACC Culinary students are partnering with Nourish Produce in Granger and selling tasty snacks from 11 a.m. – 3 p.m. this Saturday.

Board member Doug Weaver spoke against HB1072 regarding referendums and the requirement for those school districts that pass a referendum have to share referendum dollars with charter schools in their district.

Board member Doug Weaver recognized Joey Shane, Memorial graduate, who was named the general manager for the New York Giants.

The meeting adjourned at approximately 8:17 p.m.

Adjournment

APPROVED:

Signatures

Dacey S. Davis, President

Troy E. Scott, Vice President

Douglas K. Weaver, Secretary

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

February 18, 2022

J.C. Rice Educational Services Center, 2720 California Road, Elkhart – at 8:05 a.m.			Place/Time
Board Members Present:	Dacey S. Davis Troy E. Scott Douglas K. Weaver	Anne M. VonDerVellen	Roll Call
Via Electronic Communication:		Babette S. Boling Kellie L. Mullins	
Absent:		Roscoe L. Enfield, Jr.	
ECS Staff Present:	Steve Thalheimer Tony Gianesi Kevin Scott	Brad Sheppard Doug Thorne	
The Board reviewed and discussed the signage for the Elkhart Aquatics Center and RFP for Demographic and Feasibility Study.			Topics Discussed
The meeting adjourned at approximately 10:46 a.m.			Adjournment
APPROVED:			Signatures
<hr/> Dacey S. Davis, President		<hr/> Babette S. Boling, Member	
<hr/> Troy E. Scott, Vice President		<hr/> Roscoe L. Enfield, Jr., Member	
<hr/> Douglas K. Weaver, Secretary		<hr/> Kellie L. Mullins, Member	
		<hr/> Anne M. VonDerVellen, Member	



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: 2/15/22

TO: Dr. Steven Thalheimer
Board of School Trustees

FROM: Cary Anderson (Principal)
SMSgt Rutledge (Teacher/Sponsor)

RE: Donation Approval

Elkhart Central High School received a donation of \$500.00 from Mrs. Julie Weaver.
The donation is for the AFJROTC, in support of the March 19, 2022 Military Ball.

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:

Mrs. Julie Weaver
56004 Jayne Drive
Elkhart, IN 46514



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: February 7, 2022

TO: Dr. Steve Thalheimer
Board of School Trustees

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

RE: Donation Approval – LCI

A donation in the amount of \$2500.00 has been given to the Elkhart High School Cheerleading Program from LCI. This donation will help with the continued growth and progression of our cheerleading 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:

LCI
PO Box 2888
Elkhart, IN 46515



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: February 10, 2022

TO: Dr. Steve Thalheimer
Board of School Trustees

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

RE: Donation Approval

Elkhart High School received a donation of \$1000 from the Elkhart County Symphony Orchestra. The donation is in support of the EHS Orchestras in support of clinicians and private lessons.

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:

Elkhart County Symphony Association, Inc.
P.O. Box 144
Elkhart, IN 46515

Thank you for considering this request.



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: February 7, 2022

TO: Dr. Steve Thalheimer
Board of School Trustees

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

RE: Donation Approval – John Himschoot

A donation in the amount of \$1000.00 has been given to the Elkhart High School Volleyball Program from John Himschoot. This donation will help with the continued growth and progression of our volleyball 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:

John Himschoot
1035 Grinnell St. Apt. 2203
Granger, IN 46503



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

February 7, 2022

To: Superintendent
From: Greg Stover *GS*
Re: Gift Acceptance

Scott Hackett, from Lowe's, is donating 5 Craftsman tool cabinets, 8 tape measure box cutter combos and 3 packages of screwdrivers, valued at \$1500.00 for the ETI building, to be used where needed.

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:

Scott Hackett
Lowe's
110 cr 6 w
Elkhart, In. 46514



ELKHART COMMUNITY SCHOOLS



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

**TO: BOARD OF SCHOOL TRUSTEES
SUPERINTENDENT STEVE THALHEIMER**

FROM: KEVIN SCOTT

DATE: FEBRUARY 16, 2022

SUBJECT: GIFT ACCEPTANCE

The following donation was made to Elkhart Community Schools for the ETI Building Fund from:

The Liegl Family Foundation, Inc. c/o Mr. Pete Liegl Bristol IN 46507	\$25,000
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I am requesting approval from the Board of School Trustees to accept this donation and an appropriate letter of acknowledgement and appreciation be sent.

KS/dls



ELKHART COMMUNITY SCHOOLS



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

**TO: BOARD OF SCHOOL TRUSTEES
SUPERINTENDENT STEVE THALHEIMER**

FROM: KEVIN SCOTT

DATE: FEBRUARY 15, 2022

SUBJECT: GIFT ACCEPTANCE

The following donation was made to Elkhart Community Schools for the ETI Building Fund from:

Thor Industries, Inc.	\$37,500
601 East Beardsley Ave.	
Elkhart IN 46514	

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

KS/dls



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: 2/14/22

TO: Dr. Steven Thalheimer
Board of School Trustees

FROM: Cary Anderson (Principal)
Sgt Scott Rutledge (Teacher/Sponsor)

RE: Donation Approval

Elkhart Central High School received a donation of \$1,000.00 from the Get Wet for a Vet, Inc. organization. The donations are in support of the AFJROTC and will be used to purchase supplies, snacks and equipment for the program students.

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:

Get Wet for a Vet, Inc
1307 E Jefferson Blvd
Mishawaka, IN 46545



OSOLO ELEMENTARY SCHOOL
24975 COUNTY ROAD 6 EAST • ELKHART, IN 46514
PHONE: 574-262-5590



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

DATE: February 17, 2022

TO: Dr. Steve Thalheimer
Board of School Trustees

FROM: Kristine Weimer, Principal
Kami Brenneman, Social Worker

RE: Donation Approval

Osolo Elementary School has received a donation of \$500 from Coulter Specialty Painting and Finishing to go towards our Angel Tree Gift Giving for the holidays. This money will be used to purchase coats, boots and clothing items for students in need at Osolo.

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:

Coulter, LLC
Attn: Samuel Martin Snemis
209 York Dr.
Middlebury, IN 46540

School/Organiz ation	Fundraising Activity Description/Purpose	Date(s) of Activity	Date Submitted	Sponsor(s)
Mary Feeser - Student Council	Student council will host a chapstick sale and proceeds will be used towards the neighborhood lending library.	2/23/2022 - 2/25/2022	2/3/2022	Kerry Gianesi
Mary Feeser - Student Council	Student council will host a carnation flower sale and the proceeds will be used towards the neighborhood lending library.	3/7/2022 - 3/17/2022	2/3/2022	Kerry Gianesi
Mary Feeser - Student Council	Student council will host a pencil sale and the proceeds will be used towards the neighborhood lending library.	5/7/2022 - 5/11/2022	2/3/2022	Kerry Gianesi
	Please note the following fundraisers are presented for confirmation only.			

What is the title of the grant?	What is the name of the granting agency/entity?	Please list school/entity applying.	Individual/contact applying for the grant?	What is the amount applied for?	How will the grant funds be used and who will oversee the management of the grant?	Please explain how the grant funds will be used to support the district vision, focus, and goals.	Please outline the grant budget for the funds requested.	What is the grant submission deadline?
American Rescue Plan-Homeless Children and Youth Relief Fund	Indiana Department of Education	Student Services	Sarita Stevens	\$ 93,500.00	To assist homeless students and their families. Managed by the Assistant Superintendent of Student Services. <i>This was a state allocation from the IDOE from their Cares fund. The award was decided by the state based on our last year's McKinney Vento - Homeless Student report. After they sent the awards letter, they sent the budget outline to complete according to our student's needs.</i>	The grant will assist in giving all students equal opportunity for readiness to learn.	Salary - \$13,000 Professional services - \$7,500 Other purchased services - \$36,500 General supplies \$6,000 Other \$30,500	1/28/2022
Perkins Assessment Grant	Indiana Governor's Workforce Cabinet	EACC	Brandon Eakins	\$ 8,600.00	Fund costs associated with industry recognized certifications. <i>This was a non-competitive grant without an application process</i>	Career Pathways with rigorous curriculum preparing students for college and careers.	Assessment costs-100%	2/16/2022

	\$18,315.40	\$570.00
2021 YEAR-TO-DATE EDUCATION FUNDS	\$27,056.18	\$1,520.00
2022 YEAR-TO-DATE EDUCATION FUNDS	\$5,602.57	\$760.00
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	\$49,235.74	\$3,515.00
2022 YEAR-TO-DATE ADJUSTMENTS	-\$2,547.75	\$0.00
GRAND TOTAL	\$162,437.72	\$9,500.00

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

ELKHART COMMUNITY SCHOOLS
Elkhart, Indiana

DATE: February 11, 2022
 TO: Dr. Steve Thalheimer
 FROM: Brandon Eakins **BE**
 RE: **Conference Leave Requests Paid Under Carl D. Perkins Grant
 February 22, 2022 - Board of School Trustees Meeting**

2021-2022 CONFERENCES	EXPENSES	SUBSTITUTE
Health Sciences Conference Collaboration with other Healthcare Instructors across the state as we begin to implement NLPS. Information will be shared with my co-workers during PLC days. Lafayette, IN March 11, 2022 Michele Zachary (1-3) Joleen Smith (1-3) Loreena Storer (1-3) Instructional Leadership	\$181.34	\$0.00
TOTAL	\$181.34	\$0.00
2021-22 YEAR-TO-DATE PERKINS FUNDS	\$19,461.14	\$0.00
GRAND TOTAL	\$19,642.48	\$0.00



HUMAN RESOURCES

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

TO: DR. STEVEN THALHEIMER
FROM: MRS. MAGGIE LOZANO
DATE: FEBRUARY 22, 2022

PERSONNEL RECOMMENDATIONS

CERTIFIED

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

Thomas Dosmann	EHS/Business Education
Larry Kissinger	EHS/Mathematics
Rebecca Milnes	Pierre Moran/Art

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

Daniel Burton	Pierre Moran/Music	17 Years of Service
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- c. **Resignation** – We report the resignation of the following employees:

Nicole Gray Began: 8/13/12	Daly/Grade 2 Resign: 5/27/22
Brooke Patterson Began: 2/24/20	Beardsley/Kindergarten Resign: 5/27/22

- d. **Change in Maternity Leave** – We report a change in a maternity leave for the following employee:

Jordan Deuel Begin: 2/22/22	Daly/Special Education End: 4/8/22
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CLASSIFIED

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

Staci Childs
Began: 12/3/21

Cleveland/Food Service
PE: 2/14/22

April McBride
Began: 12/13/21

Technology/Data Specialist
PE: 2/7/22

Austin McBride
Began: 12/15/21

Technology/Support Tech
PE: 2/8/22

Lakayla Moore
Began: 12/1/21

Transportation/Bus Helper
PE: 2/14/22

Anna Prawat
Began: 11/30/21

North Side/Paraprofessional
PE: 2/11/22

Collette Sharp
Began: 12/6/21

Eastwood/BCBA
PE: 2/17/22

Lorna Smith
Began: 12/6/21

West Side/Paraprofessional
PE: 2/17/22

Katie Wallace
Began: 12/6/21

EHS/Secretary
PE: 2/17/22

Tiffany West
Began: 12/1/21

EHS/Registered Behavior Technician
PE: 2/14/22

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

Naily Luzardo Soto
Began: 8/12/20

Hawthorne/Paraprofessional
Resign: 2/25/22

Michael Schmidt
Began: 9/7/21

Riverview/Paraprofessional
Resign: 2/3/22

Charlotte Sutton
Began: 11/4/13

Freshman Division/Food Service
Resign: 2/2/22

Wenzday Thimons
Began: 9/27/21

Cleveland/Registered Behavior Technician
Resign: 2/25/22



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

Elizabeth Decker
Began: 2/24/92

ECS/Secretary
End: 3/1/22
Years of Service: 30

d. **Termination** – We report the termination of the following employees:

Adrian Murray
Began: 11/1/21

Transportation/Bus Helper
End: 2/22/22
Policy: 3139.01S

Chantyle Zilm
Began: 10/26/21

Osolo/Food Service
End: 2/22/22
Policy: 3139.01S

e. **Unpaid Leave** – We recommend an unpaid leave for the following employee:

Lisa Swartzell-Guerra
Began: 2/15/22

Riverview/Food Service
End: 4/1/22



RFP Specifications

RFP Name: Elkhart Schools Demographic, Enrollment, and Capacity Services

Release Date: February 23, 2022

Due Date: March 25, 2022

Address Inquiries To: Dr. Steve Thalheimer, Superintendent

Phone: 574-262-5526

Email: sthalheimer@elkhart.k12.in.us

Elkhart Community Schools wants to ensure the best utilization of capital and human resources in completing our mission. Elkhart Community Schools (the “District”) seeks sealed proposals from qualified demographic and school planning professionals to assist the District in completing a demographic, enrollment, and building capacity study. The District seeks to understand past and future trends in local demographics, community perceptions, economic growth, and student enrollment in order to identify future resource needs and potential challenges the District might face in the next 5-10 years.

The District is interested in the following services:

A. Enrollment Analysis and Student Projections

Goals:

- To identify what are the key drivers/factors of enrollment in a school district and in Elkhart schools. Why do students choose Elkhart Schools over the competition?
- To understand the impacts School Choice has had on our district and is projected to have in the future.
- To provide meaningful information about how the demographics of the District are changing and what factors have impacted past trends.
- To identify future enrollment trends and potential disruptions (?) that may occur.
- To improve the accuracy of enrollment projections over a five-year to ten-year period.

Consultant tasks:

1. Obtain information from all applicable municipal, county, and regional planning departments for housing developments, economic development, and other information important to the long-term projections, including school district data from the State (Enrollment, Transfer Report, Student Outcomes). Please describe the process you will use, including the various contacts you will make and the information you plan to gather. Also, explain how the information will be used in the engagement. How will you determine when to set up face-to-face meetings versus virtual meetings, telephone calls, or emails? What other activities will you do to become sufficiently familiar with the region to accurately model enrollment?
2. Analyze the role of population movement upon the district. What is the role of mobility within the District as well as migration into and out from the District? What continue to be the impacts of migration from larger urban areas like Chicago and Detroit? Will you use census data in your analysis? If so, what information will you use and how will it be used in the model?

3. Summarize the main drivers in enrollment and what are the critical factors for retaining and attracting students.
4. Analyze and project trends in school enrollment, including:
 - a. The role of public school choice
 - b. The role of charter schools
 - c. The role of virtual schools
 - d. The role of home-schooled students

Understand transfer enrollment (incoming and outgoing) based on demographics.

Who are these students, where do they live, and why are they leaving Elkhart Schools? Why are students transferring into Elkhart Schools? What grade levels do parents choose to leave or enter our district? What is our attrition rate per cohort? What is unique about those grade levels? What attrition rate would be considered standard?

5. Prepare a ten-year history of enrollment trends with analysis of the main drivers of this trend. What critical factors have contributed to enrollment declines?
6. Prepare five-year and ten-year projections for each school. Please indicate what factors will be used as inputs and the outputs that are generated by the projection. Provide a schedule showing a sample of past projections made by your firm for other clients similar to Elkhart Community Schools with comparisons of actual enrollment for those same periods and how reliable such projections proved.
7. Supplemental Questions for Consideration:
 - a) How are new properties being marketed? What is the perception of the District among realtors and employers as they attempt to draw people to the area?
 - b) How many people commute to work in ECS boundaries from outside the district? Why do people migrate into Elkhart County and the District to work, but choose not to live here and send their children to Elkhart schools?
 - c) What long-term future residential development plans might be on the horizon? What areas and demographics are developers targeting and why?
 - d) What demographics have recent development projects focused on and why?
 - e) How might changes in commercial properties influence tax base and population changes? What new industry (i.e. Amazon) is anticipated to affect residency and to what degree?
 - f) How have other similarly situated school Districts around the country addressed similar demographic changes?
 - g) For near-term developments and operating in a school choice environment, how many students can we really expect to be entering our schools, and at what grade levels would they enroll? How should we think about this from a percentage standpoint?
8. What percentage of a school population chooses to go elsewhere when a building is closed or repurposed? What factors are considered when determining that number?

B. Capacity Analysis

Goals:

- To identify the maximum and functional capacities of each school.
- To account for maximums and minimums within existing rooms within each building, the size of the rooms, and special programs offered within each building.

Consultant tasks:

1. Please describe how you would calculate capacity information for schools. What is a standard estimate of class size and how much excess capacity is typically allowed for? In addition to the information listed above, what additional information do you need? Please attach a sample of a capacity report that you might recommend to the District. This will be used for evaluation purposes. Once engaged, the selected consultant may choose an alternative approach based on additional information provided by the District.
2. Provide a model that the District can maintain going forward. Please describe the model you would develop.
3. Provide an overview of the school District's educational programs that highlights any special facility needs including any instructional practices or planned curriculums that require special design features, or any change in the type of use of each facility

C. Boundary Analysis

Goal:

- To identify multiple boundary adjustment options and possible school mergers to balance projected enrollment with functional capacity over the next ten years.

Consultant tasks:

1. Prepare various alternatives to balance the projected enrollment with capacity. Provide examples showing the format of past recommendations, including any maps and supplementary information. Provide the rationale of pros and cons of each option (This should include cost impacts on facility changes, transportation, and staffing).
2. Discuss the steps you might follow to create various options. What information will be required? What outputs are created for each option?
3. Specifically, prepare an analysis of combining middle schools and/or of moving sixth grades from current elementary schools to the middle schools. What impacts would this have for facilities, transportation, and for both certified and support staff?
4. The selected Consultant may be asked to prepare other alternatives in grade configuration for buildings or building utilization based on feedback from the District or input from stakeholders.
5. Develop options the District could use to address increased/decreased student enrollment with its current property/facilities.

D. External Factors Impact Analysis

Goal:

- To identify what other pertinent external factors might impact enrollment or capacity.

Consultant task:

1. Please describe how you would determine what external factors would potentially impact student enrollment or capacity that the District has not requested or considered.

E. Deliverables

The District would expect upon completion of the scope of work the following products:

- A. Enrollment Analysis and Student Projections
 - a. Overall analysis of demographic and student trends over the previous 10 years as well as the next 10 years, including anticipated impact of industry, housing, migration, and other factors included in the Consultant Tasks.
 - b. Five and ten year projections of student enrollment by building
- B. Capacity Analysis
 - a. Classroom count and capacity by school with explanation of standards for utilization informing the capacity provided based upon Consultant Tasks
- C. Boundary Analysis
 - a. Possibilities for combining elementary schools based on capacity and proximity
 - b. Possibilities for combining middle schools based on capacity
 - c. Possibilities for moving sixth grade classrooms to middle schools and ramifications upon elementary capacity
 - d. Summary of cost/saving analysis based upon Consultant Tasks
- D. External Factors Impact Analysis
 - a. Presentation of any factors or considerations not included in the basic fact finding

Such information would be presented to the Superintendent in a written report also available in digital format. Additionally, the information would be presented to the Board of School Trustees in a public meeting. For purposes of this RFP, the Consultant is not expected to attend subsequent meetings. Please indicate the cost if asked to attend other meetings.

PROPOSAL REQUIREMENTS

The proposal must contain the following sections in the order presented below. Proposals that do not include these sections will be considered non-responsive and as such will not be considered.

A: Vendor Signature and Proposal Form (Appendix A)

Fill out completely the Proposal Cover Sheet

B: Letter of Interest

The proposal should be introduced with a letter of interest that includes a synopsis of services and highlights the capacity to perform the work. The letter should be signed by an authorized representative.

C: Profile, Experience and References

Outline history, scope of services, experience and references. Provide related work experience, education, training, and any other pertinent data that would demonstrate competence and experience in this type of work. Provide the name, title, experience, qualifications, and contact information of the individual who would serve as the representative to the District. Provide a list of Indiana and/or regional school Districts for which the Proposer has provided services.

D: Proposed Solution Meeting Specifications/Requirements & Timeline

Fully address how the specifications and requirements will be met. Provide any applicable details and processes that will be utilized to meet the needs identified. What is

the anticipated timeline for completion of Consultant Tasks and final product Deliverables?

E: Cost Proposal

The Vendor is to provide a firm fixed cost proposal. The firm fixed cost will include a sum total for the scope of services with a detailed line item cost for the following elements:

- a. Enrollment Analysis and Student Projections
- b. Capacity Analysis
- c. Boundary Analysis
- d. External Factors Impact Analysis

Cost proposal is to be inclusive of expenses required to perform the services as outlined. Such expenses shall include:

- Gathering, analyzing, and presenting all data
- Research and analysis for preparation of study
- All sub-consultant fees
- Printing
- Travel required
- Meetings
- Prompt communication
- If there are services that the Vendor is not able to conduct or complete, please list "NO BID" as the cost for that section.
- List any additional fees that are not listed in the elements above that may be required to complete the services as outlined.

F: Litigation History

List and describe all litigation/violations in the last five years. State the beginning and end date, each lawsuit, case, or proceeding and the judgment or resolution or anticipated judgment or resolution.

G: E-Verify and Federal Work Authorization Affidavit (Appendix B)

Completed Federal Work Authorization Program (E-Verify) Affidavit

SELECTION PROCESS SPECIFICATIONS

- A. Upon receipt and after opening, all proposals will be evaluated by the District. Additional information (i.e. copies of similar reports conducted for other clients) necessary to the evaluation process may be requested from the Vendor, where appropriate.
- B. If needed, the District will select two (2) and up to three (3) Vendors for the interview selection process, which will be scheduled beginning April 11, 2022.
- C. By submitting a RFP, the Vendor specifically agrees that the decision of Elkhart Community Schools is final and binding and the Vendor agrees to all terms set forth in this RFP.
- D. Many factors will be considered in evaluating each RFP, including, but not limited to: references in the public school sector, prior experience or history with the District, the degree to which all specifications will meet or exceed the requirements, the extent to which the proposal best fits the needs of the District, cost, and other reasonable criteria.

SEALED ENVELOPE SPECIFICATIONS

- A. Two (2) copies of the proposal must be received in a sealed envelope at Elkhart Community Schools J. C. Rice Education Center no later than 11:00 A.M. EST on March 11, 2022.
- B. All proposals should be submitted on 8 1/2" by 11" paper, single sided, with consecutive page numbers. Proposals should be prepared simply and economically, providing a concise delineation of the capabilities proposed to satisfy the requirements of the RFP. Completeness and clarity of content shall be emphasized. Unnecessarily elaborate bindings, brochures, descriptions, or other expensive presentation materials are not required beyond what is being requested in this RFP. Proposals may be submitted in black and white rather than color. In addition, upon request, an electronic PDF copy of the proposal should be made available.
- C. Clearly written on the outside of the sealed envelope must be the words "Elkhart Schools Demographic, Enrollment, and Capacity Services"
- D. Proposals are to be received at:
 - Elkhart Community Schools
 - Attn: Steve Thalheimer
 - 2720 California Road
 - Elkhart, IN 46514

It shall be the responsibility of the Vendor to ensure that their proposal has been received by the District prior to the opening date and time. The Vendor should not assume that envelopes that have been delivered by the US Postal Service, UPS, or FedEx are in the correct hands for the bid opening.

- E. All costs incurred in the preparation of the proposal shall be the sole responsibility of the Vendor.

TERMINATION

- A. Any Agreement derived from this RFP may be terminated by either party upon thirty (30) days advance written notice to the other party. Provided, however, any work or service hereunder is in progress, but not completed as of the date of termination, then said Agreement may be extended upon written approval of the District until said work or services are completed and accepted. Termination by the District for cause, default or negligence on the part of the firm shall be excluded from the foregoing provision. Termination costs, if any, shall not apply. The thirty (30) days advance notice requirement is waived in the event of Termination for Cause.

INDEMNIFICATION

- A. To the fullest extent permitted by the law, the Vendor shall indemnify, defend with legal counsel acceptable to the District, and hold harmless the District, its Board of Education, Board Members, agents and employees from and against claims, damages, losses and expenses, including but not limited to attorney's fees, arising out of or resulting from personal injury, bodily injury, sickness, disease, or death, failure to make payment to suppliers, or injury to or destruction of tangible property, but only to the extent caused by

the acts or omissions of the Vendor, or anyone directly or indirectly employed by the Vendor, or anyone for whose acts the Vendor may be liable.

- B. By responding to this RFP all Vendors acknowledge and agree that the District cannot and will not agree to indemnify, defend or hold harmless the Vendor in any manner.

VENDOR REQUIREMENTS

- A. The Vendor shall possess all current permits and licenses for operation.
- B. No Vendor staff members may be under the influence of alcohol and/or drugs while in the performance of their duties with the District. Rudeness, vulgar or obscene language or inappropriate physical contact will not be tolerated.
- C. The Vendor shall not offer any gratuities, favors, or anything of monetary value to any official, employee, or agent of the District, including any committee member, for the purpose of influencing consideration of this RFP.
- D. The Vendor must have been in business for a minimum of five years.
- E. The Vendor will not assign any of the rights, duties, or payments arising under any agreement to any third party without the prior written consent of the District.
- F. The Vendor will disclose if any owners of their company are currently employed by or related to people employed by Elkhart Community Schools, including persons who may sub for the District.
- G. It is the intent of this RFP and specifications to select a Vendor(s) for the fulfillment of this RFP. The District, however, is under no obligation to assign, reward or select any Vendor in response to the RFP.
- H. The Vendor will comply with all relevant and applicable federal, state, and local employment laws, rules, and regulations.
- I. Every provision of law and clause required by law to be inserted in any agreement with the District will be deemed to be inserted and the Agreement will be read and enforced as though it were included.
- J. No Vendor will perform services or deliver products without a District purchase order.

INSURANCE

- A. A proof of a standard liability coverage policy in the face amount of \$1,000,000 is to be provided to the superintendent's office of Elkhart Community Schools prior to commencement of work on this project.

BILLING & PAYMENT PROCEDURES

- A. An invoice for the full amount of the fee agreed upon plus a completed W9 shall be submitted along with the final report at the time the report is delivered to Elkhart Community Schools. Payment will be made by ECS within thirty (30) days of receipt of invoice.

PROPOSAL COVER SHEET

RFP Name: Elkhart Schools Demographic, Enrollment, and Capacity Services

Release Date: February 9, 2022

Due Date: March 11, 2022

RETURN TWO (2) COPIES OF PROPOSAL NO LATER THAN March 11, 2022, by 11:00 AM EST

Mail to: Elkhart Community Schools
Attn: Steve Thalheimer
2720 California Road
Elkhart, IN 46514

The Proposer hereby declares understanding, agreement and certification of compliance to provide the services in accordance with all terms and conditions, requirements and specifications of the original Request for Proposal (RFP) and as modified by any addenda thereto.

SIGNATURE REQUIRED FOR RFP TO BE CONSIDERED COMPLETE

Authorized Signature _____

Date _____

Agent's Name _____

Title _____

Firm Name _____

Main Address _____

City _____

State _____

Zip Code _____

Phone Number _____

Fax Number _____

E-Mail Address _____

E-Verify Affidavit

Pursuant to Indiana Code 22-5-1.7-11 and Board Policy PO8121, a Contractor entering into a contract with Elkhart Community Schools (“District”) is required to enroll in and verify the work eligibility status of all its newly-hired employees through the E-Verify program. The Contractor is not required to verify the work eligibility status of all its newly-hired employees through the E-Verify program if the E-Verify program no longer exists.

The undersigned, on behalf of the Contractor, being first duly sworn, deposes and states that the Contractor does not knowingly employ an unauthorized alien. The undersigned further affirms that, prior to entering into its contract with the District, the undersigned Contractor will enroll in and agrees to verify the work eligibility status of all its newly hired employees through the E-Verify program.

(Contractor): _____

By (Written Signature): _____

(Printed Name): _____

(Title): _____

Important - Notary Signature and Seal Required in the Space Below

STATE OF _____

SS:

COUNTY OF _____

Subscribed and sworn to before me this _____ day of _____, 20 ____.

My commission expires: _____ (Signed) _____

a. Residing in _____ County, State of _____

Book	Policy Manual
Section	5000 Students
Title	PROPOSED REVISED STUDENT CONCUSSIONS AND SUDDEN CARDIAC ARREST
Code	po5340.01
Status	
Adopted	November 22, 2016
Last Revised	March 27, 2018
Last Reviewed	February 22, 2022

5340.01 - **STUDENT CONCUSSIONS AND SUDDEN CARDIAC ARREST**

It is the policy of the Board the risk of student injury be considered and addressed in the planning and implementation of every student activity sponsored by the Board. The Board therefore directs and requires, before beginning practice for an interscholastic and/or intramural sports activity, including cheerleading, the coach of the activity shall provide to each student athlete and his/her parent (unless the student is at least age eighteen (18) or is an emancipated minor) an information sheet on Concussion and Head Injury and an acknowledgement form issued by the Indiana Department of Education ([IDOE](#)). Additionally, the Board shall require the student athlete and his/her parent (unless the student is at least age eighteen (18) or is an emancipated minor) to [either electronically sign and submit or](#) sign and return the form acknowledging the receipt of information from the [IDOE Indiana Department of Education](#) on Concussions and Head Injury.

The Board also directs and requires, before beginning practice for an interscholastic and/or intramural sports activity, [including cheerleading, marching band, or other extracurricular activity in which students have an increased risk of sudden cardiac arrest as determined by the IDOE,](#) the coach of the activity [or marching band leader](#) shall provide to each [applicable student-athlete](#) and his/her parent (unless the student is at least age eighteen (18) or is an emancipated minor) an information sheet on Sudden Cardiac Arrest and acknowledgement form issued by the [IDOE Indiana Department of Education](#). Further, the Board shall require the [applicable student-athlete](#) and his/her parent (unless the student is at least age eighteen (18) or is an emancipated minor) to [either electronically sign and submit or](#) sign and return to the coach [or marching band leader](#) the form acknowledging the receipt of the information from the [IDOE Indiana Department of Education](#) on Sudden Cardiac Arrest.

The [athletic and music departments-coach](#) shall maintain an original [or electronic copy](#) of the signed acknowledgement for each student and shall not allow the [applicable student-athlete](#) to participate in the [activity sport](#) until [either](#) the [electronically signed or](#) signed acknowledgement form from the parent and student is properly executed and returned.

A student athlete who participates in an interscholastic and/or intramural sports activity, including cheerleading, and is suspected of sustaining a concussion or head injury in a practice or game shall be removed from play at the time of the injury and may not return to play until s/he has been seen and evaluated by a licensed health care provider trained in the evaluation and management of concussions and head injuries, the coach receives a written clearance from the licensed healthcare provider who evaluated the student athlete confirming s/he can safely return to participation in the sport or activity, and not less than twenty-four (24) hours have passed since s/he was removed from play.

[The athletic department A-coach](#) shall maintain the original of the written clearance from the health care provider for the student athlete to return to play for no less than three (3) years after the student reaches age eighteen (18).

[An applicable A](#)-student [athlete](#) who participates in an interscholastic and/or intramural sports activity, [including cheerleading, marching band, or other extracurricular competitive or noncompetitive activity in which students have an increased risk of sudden cardiac arrest as determined by the IDOE,](#) and is suspected [as determined by a game official, coach of the applicable student's team, licensed athletic trainer, physician assistant, advanced practiced registered nurse, licensed physician, marching band leader, or other official designated by the applicable student's school](#) of experiencing a symptom of sudden cardiac arrest in a practice or [an above activity game](#) shall be removed from practice or play at the time the symptom is identified, and the parent or legal guardian of the [applicable student athlete](#) shall be notified of the [applicable student's athlete's](#) symptoms (unless the student is at least age eighteen (18) or is an emancipated minor). [An applicable A](#) student [athlete](#) who has been removed from practice or play may not return to practice or play until the coach [/sponsor, marching band leader, or other official designated by the applicable student's school](#) has received verbal permission from a parent of the student (or from the student if the student is at least age eighteen (18) or is an emancipated minor) for him/her to

return to practice and play. Within twenty- four (24) hours after giving verbal permission for the applicable student ~~athlete~~ to return to practice and play, the parent (or the student if the student is at least age eighteen (18) or is an emancipated minor) must provide the coach, marching band leader, or other official designated by the school with a written statement confirming the student has permission to return to practice and play.

A coach The athletic and music departments shall maintain the original of the written statement confirming the student has permission to return to practice and play for no less than three (3) years after the student reaches age eighteen (18).

Each coach or marching band leader of an interscholastic and/or intramural sports activity, ~~including~~ cheerleading, marching band, or other extracurricular activity shall participate in a ~~receive~~ training course on concussions, sudden cardiac arrest (including the symptoms), and cardiopulmonary resuscitation as determined by the IDOE, ~~and the use of an automated external defibrillator.~~

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Legal

I.C. 20-34-7

Book	Policy Manual
Section	5000 Students
Title	PROPOSED REVISED THE SCHOOLS AND GOVERNMENTAL AGENCIES
Code	po5540
Status	
Adopted	November 22, 2016
Last Reviewed	February 22, 2022

5540 - **THE SCHOOLS AND GOVERNMENTAL AGENCIES**

The Board is committed to protect students from individuals not associated with the School Corporation seeking access to students at school, but also recognizes its responsibility to cooperate with law enforcement agencies and the Department of Child Services (DCS). ~~Child Protective Services of the Welfare Department.~~

When such agencies request permission to interrogate a student at school, the principal shall attempt to inform the student's parents, unless directed not to do so by the representative of the agency.

The Elkhart Community Schools encourages all law enforcement personnel to interrogate juveniles other than during school hours whenever possible, except in instances which are school related.

When ~~DCS Child Protective Services~~ or a law enforcement agency states a legitimate purpose, such as exigent circumstances as defined by State law for questioning or examining a student while the student is entrusted to the Corporation, ~~the child's well-being would be endangered by questioning the student outside of school time,~~ the principal or representative shall be present throughout the proceedings, unless ordered not to be present by a representative of the agency or a court of law.

If the agency makes a request to interview a student at school along, this request will only be granted under the following circumstances:

1. the agency employee presents their official credentials as a department caseworker, or other proof of employment with the department upon arrival at the school; and
2. the agency employee has a written statement that the agency has parental consent or a court order, or exigent circumstances consistent with State law to interview a student at school. This statement shall not disclose any of the facts of the allegations or evidence and therefore may be transmitted to the Corporation electronically.

If an electronic statement is submitted regarding need for an agency employee to interview a student at school, this statement shall not be maintained in the student's file and the Corporation shall protect the student and the student's family's confidentiality regarding the written statement and the interview.

When an agency removes a student from school, the principal shall notify the student's parent and the Superintendent before the time the student would normally arrive home on that day.

No student shall be released to an agency, other than a law enforcement agency or Child Protective Services, without written parental permission, except in the event of emergency or for the protection of life or property as determined by the principal.

As used in this policy, "student" means any person enrolled in classes other than adult education classes, and is not limited to persons under eighteen (18) years of age.

The Superintendent shall prepare guidelines to promote understanding and cooperation between staff members and students and these agencies.

Book	Policy Manual
Section	7000 Property
Title	PROPOSED REVISED NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY
Code	po7540.03
Status	
Adopted	November 22, 2016
Last Reviewed	February 22, 2022

7540.03 - NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY

The Superintendent's implementation of guidelines and procedures describing responsible and acceptable use of technology, networks, and information shall include, but not be limited to the following notifications to Users. It is the School Board's expectation that the Superintendent will tailor the format of the information to be appropriate to its intended audience, such as: Employees, Students, or Families.

- A. Philosophy and Purpose
- B. A description of Scope from Policy 7540
- C. A statement regarding the Limited Educational Purpose of the corporation's technology systems from Policy 7540
- D. Notification that the Use of System is a Privilege from Policy 7540
- E. A description of expectations and limitations regarding Technology Privacy from Policy 7540.01
- F. The following notice regarding technology protection measures

The Corporation has implemented the use of technology protection measures which are specific technologies that will protect against (e.g. filter or block) access to visual displays/depictions that are obscene, child pornography, and materials that are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Corporation or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The technology protection measures may not be disabled at any time that students may be using the Network, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Corporation utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that a determined user may be able to gain access to services on the Internet that the Corporation has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/Guardians assume risks by consenting to allow their child to participate in the use of the Internet. Parents/Guardians of minors are responsible for setting and conveying the standards that their children should follow when using the Internet. The Board supports and respects each family's right to decide whether to apply for independent student access to the Internet.

- G. The following notice regarding instruction to be provided students regarding technology safety:

Pursuant to Federal law, staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified below. Furthermore, staff members will monitor the online activities of students while in school. This monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

1. safety and security while using email, chat rooms, social media, and other forms of direct electronic communications;
2. the dangers inherent with the online disclosure of personally identifiable information;
3. the consequences of unauthorized access (e.g., "hacking"), cyberbullying and other unlawful or inappropriate activities by students online; and
4. unauthorized disclosure, use, and dissemination of personal information regarding minors.

Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the Internet. Students (and their parents if they are minors) are required to sign an agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

- H. Guidance for Responsible Use of Technology, including the following:

The Board believes that technology users have the same responsibilities while using Board technology that are expected in any other school activity. Responsible use of technology is legal, ethical, academically honest, respectful of the rights of others, and consistent with the Board's mission.

While online, students should not reveal personal information such as name, age, gender, home address or telephone number, and are encouraged not to respond to unsolicited online contacts and to report to a teacher or supervisor any online contacts which are frightening, threatening, or otherwise inappropriate. Students shall not be required to divulge personal information for access to a non-corporation managed technology.

The Board prohibits the sending, receiving, viewing, or downloading of materials that are harmful to minors on computers and other technology related devices owned or leased by the Corporation or connected to the Corporation's computer network.

Users will become familiar with and follow all laws, including copyright laws and fair use guidelines.

Users accessing information or communicating using Board technology shall be responsible for knowing what information is confidential under law or Board policy, and that the transmission of confidential information in error may result in discipline to the user transmitting the confidential information.

- I. A list of Unacceptable Uses, including, but not limited to the following:

1. Users will not use the school corporation system to access, review, upload, download, store, print, post, or distribute;

- a. pornographic, obscene or sexually explicit material or other visual depictions that are harmful to minors;
- b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
- c. materials that use language or images that are inappropriate to the educational setting or disruptive to the educational process or information or materials that could cause damage or danger of disruption;
- d. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute bullying, harassment, or discrimination, unless used as primary source material for the study of a subject under the direct supervision of a teacher;

2. Users will not use external proxy servers or other means of bypassing the corporation's Internet content filter to gain access to these materials.

- J. Users will not use the school corporation system to knowingly or recklessly post false or defamatory information about a person or organization, nor to bully or harass another person, nor to engage in personal attacks, including prejudicial or discriminatory attacks.
- K. Users will not use the school corporation system to engage in any illegal act or violate any local, state or federal statute or law.
- L. Users will not use the school corporation system to vandalize, damage or disable the property of another person or organization; will not make deliberate attempts to degrade or disrupt equipment, software or system performance by spreading computer viruses or by any other means; will not tamper with, modify or change the school corporation system software, hardware or wiring or take any action to violate the school corporation system's security; and will not use the school corporation system in such a way as to disrupt the use of the system by other users.
- M. Users will not use the school corporation system to gain unauthorized access to information resources nor to access another person's materials, information or files without the implied or direct permission of that person.
- N. Users will not use the school corporation system to post private information about another person or to post personal contact information about themselves or other persons including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords.
- O. Users will not attempt to gain unauthorized access to the school corporation system or any other system through the school corporation system, nor attempt to log in through another person's account, nor use computer accounts, access codes or network identification other than those assigned to the user.
- P. Users will not use the school corporation system to violate copyright laws, or usage licensing agreements, nor otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.
- Q. Users will not use the school corporation system for the conduct of a business, for unauthorized commercial purposes, or for financial gain unrelated to the mission of the school corporation. Users will not use the school corporation system to offer or provide goods or services or for product advertisement. Users will not use the school corporation system to purchase goods or services for personal use without authorization from the appropriate school corporation official.
- R. Users will not use the school corporation system to access any material or resource which results in the school corporation receiving an unauthorized billing. Any financial obligation incurred by a User through the Internet is the sole responsibility of the staff member, the student, or the student's parents.
- S. Users will not use excessive data storage or network bandwidth for non- school related purposes. This includes unauthorized file downloads, Internet radio or video, peer-to-peer file sharing, chat rooms, games, instant messenger services, or the transfer of unusually large or numerous files or e-mail messages.
- T. Users may access the school corporation's wireless network using personal property if such access is approved by the appropriate Corporation official subject to the terms and provisions of that network. However, Users may not use personal property to gain access to the school corporation's wired network without proper authorization from a corporation official.

The aforementioned principles and guidelines are extended to networks and information technology resources outside of the school corporation which are accessed through the corporation network via the Internet. Networks or information technology resource providers outside of the corporation may, in turn, impose additional conditions of appropriate use which the user is responsible to observe when using those resources.

A student or employee engaging in the foregoing unacceptable uses of the Internet when off school corporation premises also may be in violation of this policy as well as other school corporation policies. Examples of such violations include, but are not limited to, situations where the school corporation system is compromised, if a school corporation employee or student is negatively impacted, or if the educational setting or educational process is disrupted. (First Amendment Rights do apply in these situations, however.) If the school corporation receives a report of an unacceptable use originating from a non-school computer or resource, the school corporation may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct including, but not limited to, suspension or cancellation of the use or access to the school corporation computer system and the Internet and discipline under other appropriate school corporation policies, including suspension, expulsion, exclusion, or termination of employment.

If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school corporation official. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. A student may also in certain rare instances access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher.

- A. Information regarding the consequences associated with *Violation of this Policy* from Policy 7540
- B. Disclosure regarding *Limitations on School Corporation Liability* from Policy 7540
- C. A "*Responsible and Acceptable Use of Technology*" signature form for students and parents, including, but not limited to the following:

As a condition of using the Elkhart Community Schools' computer system and network, I understand and agree to the following:

- A. I (My child) will comply with Board Policy 7540.03 which governs responsible and acceptable use of the technology, networks, and information of the Elkhart Community Schools.
- B. I hereby knowingly and voluntarily agree that Elkhart Community Schools shall have the right to review any material stored on any system provided by the school corporation to edit or remove any material.
- C. In consideration for (my child) using the Internet and having access to public networks, I hereby release Elkhart Community Schools, its officers, employees, and agents from any and all claims and damages arising from misuse, or inability to use Internet, loss of personal information or data, or information retrieved through the use of the corporation's technical resources.
- D. I understand that any violation of Board Policy 7540.03 is unethical and may constitute a violation of law. Should any violation of the policy and/or criminal code be committed, I understand and agree that my (child's) access privileges are subject to revocation, school disciplinary action up to and including expulsion may be taken, and/or appropriate legal action may be taken.

(Student Name)/(Student Signature)/(Date)

I understand that any violation of Board Policy 7540.03 is unethical and may constitute a violation of law. Should any violation of the policy and/or criminal code be committed, I understand and agree that my [child's] access privileges are subject to revocation, school disciplinary action up to and including expulsion may be taken, and/or appropriate legal action may be taken.

As the parent or guardian of this student, I agree that my child will abide by Board Policy 7540.03 relating to acceptable use of the school corporation computer system and the Internet. I understand that this access is designed for educational purposes. However, I also recognize it is impossible for the school corporation to restrict access to all controversial materials and I will not hold the school corporation or its employees or agents responsible for materials acquired on the Internet.

I further agree that I will assume full responsibility for any and all costs, financial and otherwise, that may be incurred by the student while using Elkhart Community Schools-provided access to the Internet when such costs have not been authorized or approved by the school corporation.

I hereby give permission to issue an account for my child and certify that the information contained on this form is correct.

(Parent Name) / (Parent Signature) / (Date)

ACCOUNT BALANCES/INVESTMENT DETAIL
January 2022

CASH:

Petty Cash	\$	500.00
Lunch Change Fund		2,010.00

BANK ACCOUNTS:

Teachers Credit Union	\$	2,975,640.26
Lake City Bank – Accounts Payable		(726,601.50)
Lake City Bank – Payroll Account		(6,514.85)
Lake City Bank – Flex Account		75,777.20
Lake City Bank – Merchant Account		-
Lake City Bank – Prepaid Lunch		108,867.17
Lake City Bank – Deposit Account		38,517,017.12
Lake City Bank – Book Rental		-
BMO Harris Bank (UMR insurance)		407,420.00

INVESTMENTS:

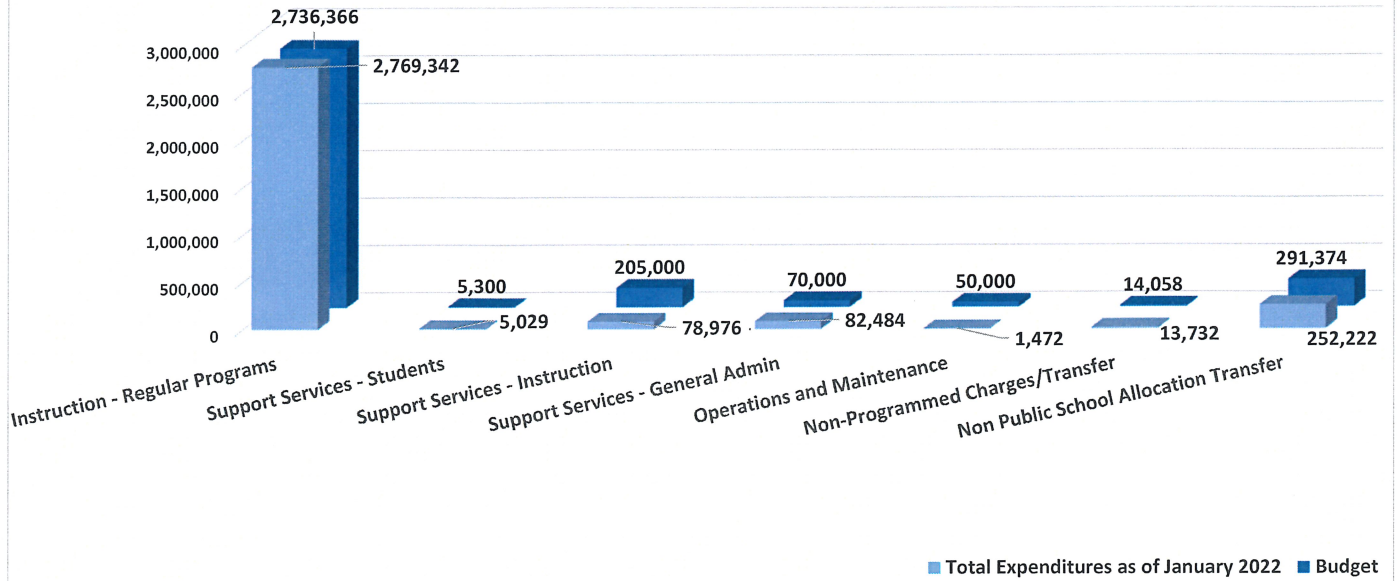
Certificate of Deposit		-
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\$ 41,354,115.40

ESSER I Utilization Review

<i>Total Expenditures as of January 2022</i>	<i>Total % of Allocation Expended</i>	<i>Account</i>	<i>Budget</i>	<i>% of total Budget</i>
2,769,341.51	101.21%	Instruction - Regular Programs	\$2,736,365.57	81.15%
5,028.75	94.88%	Support Services - Students	\$5,300.00	0.16%
78,975.92	38.52%	Support Services - Instruction	\$205,000.00	6.08%
82,484.12	117.83%	Support Services - General Admin	\$70,000.00	2.08%
1,472.00	2.94%	Operations and Maintenance	\$50,000.00	1.48%
13,732.16	97.68%	Non-Programmed Charges/Transfer	\$14,057.60	0.42%
252,221.55	86.56%	Non Public School Allocation Transfer	\$291,374.40	8.64%
3,203,256.01	94.99%		\$3,372,097.57	100.00%

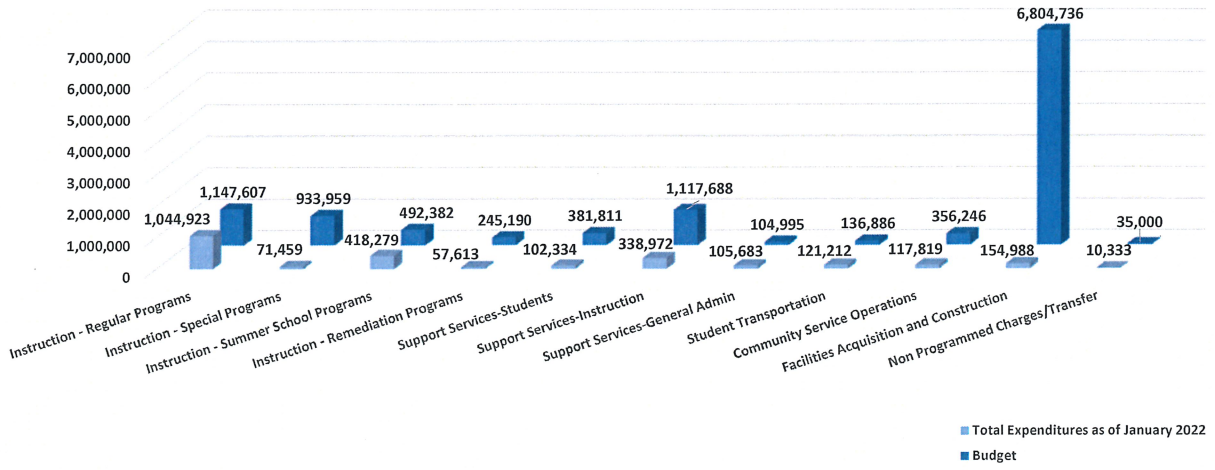
ESSER I - Expenditure to Budget as of 1/31/22



ESSER II - Utilization Review

<i>Total Expenditures as of January 2022</i>	<i>Total % of Allocation Expended</i>	<i>Account</i>	<i>Budget</i>
\$1,044,923.12	91.05%	Instruction - Regular Programs	\$1,147,607.00
\$71,459.22	7.65%	Instruction - Special Programs	\$933,959.00
\$418,279.05	84.95%	Instruction - Summer School Programs	\$492,382.00
\$57,613.05	23.50%	Instruction - Remediation Programs	\$245,190.00
\$102,334.46	26.80%	Support Services-Students	\$381,811.00
\$338,971.95	30.33%	Support Services-Instruction	\$1,117,687.89
\$105,683.07	100.66%	Support Services-General Admin	\$104,995.00
\$121,211.77	88.55%	Student Transportation	\$136,886.00
\$117,819.00	33.07%	Community Service Operations	\$356,246.00
\$154,988.18	2.28%	Facilities Acquisition and Construction	\$6,804,736.00
\$10,333.40	29.52%	Non Programmed Charges/Transfer	\$35,000.00
2,543,616.27	21.64%		\$11,756,499.89

ESSER II - Expenditure to Budget as of 1/31/22



ESSER III - Utilization Review

YTD Expenditures as of January 2022	Total % of Allocation Expended	Account	Budget	% of Total Budget
1,936,944.57	41.35%	Instruction - Regular Programs	\$4,683,726.72	17.74%
543,822.76	138.49%	Instruction - Special Programs	\$392,690.00	1.49%
36,426.94	100.42%	Instruction - Adult/Continuing Ed Programs	\$36,274.00	0.14%
823.14	0.06%	Instruction - Summer School Programs	\$1,398,625.00	5.30%
68,110.26	4.44%	Instruction - Remediation Programs	\$1,534,501.00	5.81%
339,218.13	15.22%	Support Services Students	2,228,127.00	8.44%
1,786,215.69	32.78%	Support Services - Instruction	5,448,285.00	20.63%
43,118.47	10.64%	Support Services - General Admin	405,203.00	1.53%
447,659.23	12.59%	Operations and Maintainance	3,555,243.00	13.47%
249,850.67	27.41%	Student Transportation	911,601.00	3.45%
271,621.38	28.33%	Community Service Operations	958,804.00	3.63%
745,775.25	29.53%	Facilities Acquisition and Construction	\$2,525,707.00	9.57%
0.00	0.00%	Non-Programmed Charges Transfer	\$2,324,642.00	8.80%
\$6,469,586.49	24.50%		\$26,403,428.72	100.00%

ESSER III - Expenditure to Budget as of 1/31/2022

