

ELKHART COMMUNITY SCHOOLS  
BOARD OF SCHOOL TRUSTEES  
Elkhart, Indiana

Organizational Meeting

January 11, 2022

**AGENDA**

1. Call to Order/Pledge
2. Election of President, Vice President and Secretary
3. Conflicts of Interest
4. Resolution of the Board of School Trustees
5. Adjournment



# 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:** Roscoe L. Enfield, Jr.  
1635 N. Bay Drive, Elkhart, IN 46514
2. **Title or Position with Governmental Entity:** \_\_\_\_\_  
Member, Board of School Trustees
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):** Kathleen Enfield (spouse) is a secretary with Elkhart Community  
Schools
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):  
Employee Compensation

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.):

As a spouse of an employee and current member of the Elkhart Community Schools' Board of Trustees, approving employee compensation contributes to our family's household income.

*(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*): \_\_\_\_\_ January 11, 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.



# 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:** Troy E. Scott  
30564 Raintree Drive, Elkhart, IN 46514
2. **Title or Position with Governmental Entity:** Secretary, Board of School Trustees
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):  
Employee Fringe Benefit Packages  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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.):

As a current member of the Elkhart Community Schools' Board of Trustees,  
 approving employee fringe benefit packages could affect my insurance premiums.

*(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): \_\_\_\_\_ January 11, 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.



## 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:** Douglas K. Weaver  
56004 Jayne Drive, Elkhart, IN 46514
2. **Title or Position with Governmental Entity:** \_\_\_\_\_  
Member, Board of School Trustees
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):** Julie Weaver (spouse) is a paraprofessional  
with Elkhart Community Schools
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):  
Employee Fringe Benefit Packages

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.):

As a spouse of an employee and current member of the Elkhart Community Schools' Board of Trustees, approving employee fringe benefit packages contributes to our family's household income.

(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): \_\_\_\_\_  
January 11, 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.

**ELKHART COMMUNITY SCHOOLS**  
**Elkhart, Indiana**

**January 2022 Resolution of the Board of School Trustees of**  
**Elkhart Community Schools**

Be it resolved that the following items are hereby approved by the Board of School Trustees of Elkhart Community Schools:

- 1) The Treasurer of Elkhart Community Schools (ECS), IC 20-26-4, shall be Kevin Scott, effective appointment date to appointment date.
- 2) The Deputy Treasurer of Elkhart Community Schools, IC 20-26-4, shall be Erica Purvis, effective appointment date to appointment date.
- 3) The copy fee for records obtained through the Secretary to the Board of School Trustees of Elkhart Community Schools for the year of 2022 shall be ten (10) cents per page.
- 4) The officers and members of the Board of Finance shall be the same as the officers and members of the Board of School Trustees.
- 5) The Board of School Trustees compensation for 2022 shall not exceed: \$1,800.00 per year IC 20-26-4-7 (1); and a per diem rate of \$50.00 for other meetings per NEOLA 0144.1.
- 6) The Cash Management Provider for 2022 shall be Lake City Bank.
- 7) The ECS School Board shall appoint Barnes & Thornburg as Legal Counsel.
- 8) The Elkhart Truth and Goshen News shall be designated for 2022 for the advertisement of legal Notices to the public.
- 9) Mileage rate reimbursement shall be the IRS rate effective January 1, 2022 of \$.585 per mile.
- 10) The Board approves the Bond amounts as follows:

Corporation Treasurer	\$200,000
Deputy Treasurer	\$25,000
4 High School ECA Treasurers	\$20,000
5 High/Middle School Cafeteria Mgrs	\$10,000
5 other Treasurers	\$10,000
45 other ECA Treasurers	\$5,000



ADOPTED: January 11, 2022

---

Roscoe L. Enfield, Jr.  
President

---

Babette S. Boling  
Member

---

Dacey S. Davis  
Vice President

---

Kellie L. Mullins  
Member

---

Troy E. Scott  
Secretary

---

Anne M. VonDerVellen  
Member

---

Doug K. Weaver  
Member

ATTEST:

---

Troy E. Scott  
Secretary, Board of School Trustees

ELKHART COMMUNITY SCHOOLS  
BOARD OF SCHOOL TRUSTEES  
Elkhart, Indiana

Board of Finance Annual Meeting

January 11, 2022

**AGENDA**

1. Call to Order
2. Adoption of Resolution  

BE IT RESOLVED that the Board of Finance does hereby authorize the Treasurer of the Elkhart Community Schools to invest funds from the depository balance instead of from a specific fund balance in accordance with the provisions established by Indiana Code 5-13-9-6.
3. Review 2021 Investment History and Investment Policy as stipulated in I.C. 5-13-7-7.
4. Financial Indicators
5. Adjournment

**ELKHART COMMUNITY SCHOOLS  
2021  
INVESTMENT HISTORY**

<b>Investment Date</b>	<b>Maturity Date</b>	<b>Interest Rate</b>	<b>Institution</b>	<b>Principal</b>	<b>Interest</b>
----------------------------	--------------------------	--------------------------	--------------------	------------------	-----------------

\*No investment activity during 2021

Book	Policy Manual
Section	6000 Finances
Title	INVESTMENT INCOME
Code	po6144
Status	Active
Adopted	November 22, 2016

#### 6144 - **INVESTMENT INCOME**

The School Board authorizes the Treasurer and/or designee to make investments of available monies from the several funds of the Corporation.

The purpose of the investments is to maximize the returns on the Corporation's excess cash balances consistent with safety of those monies and with the desired liquidity of the investments.

All investments must mature or be redeemable within two (2) years of the date of purchase.

The Treasurer is authorized to contract with a depository for the operation of a cash management system under the following conditions:

- A. the contract is in writing
- B. the contract provides for the investment of funds
- C. the depository keeps all records concerning investment cash management
- D. the investments are made in accordance with State law
- E. the contract, which cannot exceed two (2) years, is awarded using the Corporation's bidding procedure

Money in the several funds of the School Corporation may be commingled for the purpose of making an investment.

The Board may authorize the Board's investing officer to invest in certificates of deposit from depositories that have been designated by the State Board of Finance as a depository for State funds under I.C. 5-13-9-5 but have not been designated by the Corporation's Board of Finance established by Board Bylaw 0151.1. This authorization shall be in the form of a resolution approved by the Board. Such resolution must provide that the authority to invest in these certificates of deposit granted by the resolution expires on a date that is not later than two (2) years after the date of the Board's vote adopting the resolution.

#### © Neola 2013

Legal	I.C. 5-13-9, 20-26-5-4
	I.C. 5-13-9 –Deposit and investment of public funds
	I.C. 5-13-9-5(a) – Authorization to invest in certificates of deposit
	I.C. 20-26-5-4 – Specific powers
	I.C. 36-1-2-10 – "Municipal corporation" defined to include "school corporation"
	I.C. 36-1-2-13 – "Political subdivision" defined to include "municipal corporation"
	State Board of Accounts Public Schools Manual Part 14



**BUSINESS OFFICE**

\*\*\*\*\*

**ELKHART**  
COMMUNITY SCHOOLS

INTERNAL MEMO

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

**FROM: KEVIN SCOTT**

**DATE: 1/11/2022**

**SUBJECT/FISCAL INDICATORS**

---

House Enrolled Act 1315 (2018) established the Fiscal and Qualitative Indicators Committee, under the direction of the state's Distressed Unit Appeal Board (DUAB). Through public hearings and meetings in June-October 2018, the Committee developed indicators used to evaluate the financial condition of school corporations.

Indiana Code 5-13-7-8 requires Superintendent or designee to provide a report to the Board of Finance to assess the financial condition of the school corporation using the state's Fiscal Indicators as a reference. The information attached along with this cover memo satisfy the requirement.

As reflected in the Indicator charts that follow, Elkhart Schools from a financial perspective has been on track in terms of fiscal health improvement. While our enrollment had been on the downward trend, it slowed significantly in the fall of 2021. Relatively stable enrollment coupled with a significant increase in state funding will allow 2021 to also reflect improving financial strength.

Please contact me if you have questions regarding information provided in this report.

## FIC About Us

### About Us

House Enrolled Act 1315(ss), as passed by the Indiana General Assembly and signed into law by Governor Eric J. Holcomb on May 14, 2018, established the Fiscal and Qualitative Indicators Committee (“Committee”). The Committee was established to make the following determinations:

1. The determination of the fiscal and qualitative indicators to be used for evaluating the financial condition of each school corporation.
2. The determination of the information that is to be presented on the DUAB's Internet website in regards to the indicators.
3. The determination of how frequently to update:
  - the fiscal and qualitative indicators being used to evaluate the financial condition of school corporations; and
  - the presentation of information on the DUAB's Internet website.

The Committee is composed of the following individuals:

- Peter Miller, Distressed Unit Appeal Board Appointee, Chair of Committee
- Melissa Ambre, Department of Education Appointee
- Neil Broshears, State Budget Agency Appointee
- Chase Lenon, State Board of Accounts Appointee
- Josh Jacoboski, Department of Local Government Finance Appointee
- Tyler Brown, Management Performance Hub Appointee
- Rob James, Indiana Association of School Business Officials Appointee

Additional Committee Information:

- [Contact Us \(/duab/fiscal-indicators-committee/fic-contact-us\)](#)
- [Committee Meetings \(/duab/fiscal-indicators-committee/fic-meeting-information\)](#)

# School Corporation Fiscal Indicators

School Corporation (ID):

ELKHART COMMUNITY SCHOOL CORPORATION

2720 California Rd, Elkhart, IN, 46514  
<http://www.elkhart.k12.in.us/>

Most Recent Audit as of July 1, 2021: <https://www.in.gov/sboa/WebReports/B54442.pdf>  
Additional audit reports may be found at <https://secure.in.gov/apps/sboa/audit-reports/#/>

2020-21 Fall Student Count (Average Daily Membersh 11,682

[Learn more about student demographics of the school corporation](#) ►

2021 Net Assessed Value: **\$3,567,583,339**

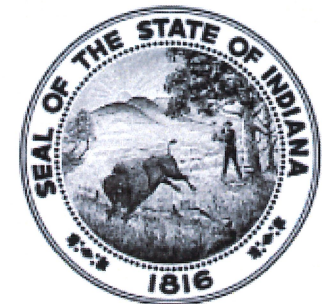
2019 Estimated Population: **77,331**

## **\*\*NOTICE\*\***

School fund structure was modified in 2019. The General Fund, Capital Projects Fund, Transportation Fund, Bus Replacement Fund and certain specialty operating funds were eliminated and replaced with an Education Fund and an Operations Fund. Additional updates also were made to the chart of accounts at that time.

It is important to note that many funds have specific purposes as required either by State statutes or State or Federal grant requirements. As such, a school corporation's ability to transfer between funds or utilize fund balances and revenue for uses other than the purposes directed for a particular fund may be restricted.

For description of funds included by fund classification, please refer to the Data Sources document - <https://www.in.gov/duab/files/School-Corporation-Fiscal-Indicators-Data-Sources.pdf>



## Average Daily Membership ("ADM")

ADM is the number of eligible students enrolled in a school corporation on a particular day ("count day") designated by the State Board of Education. ADM is utilized in the State funding formula to determine the amount of tuition support that the State of Indiana will provide to the school corporation. Increasing or decreasing ADM will impact the amount of funding available to the school corporation.

Since 2014, two count days have occurred - one in September and one in February. For all years displayed but 2018 and 2019, tuition support was adjusted based on each count. For years 2018 and 2019, the February count did not impact tuition support, but the counts are displayed on this indicator for informational purposes.

Beginning with the fall count date for the 2019-2020 school year, school corporations differentiated between students that receive instruction in-person and students that receive instruction virtually. The level of tuition support differs for those students attending virtually. For the 2020-2021 school year, students receiving instruction virtually due to COVID-19 are included in the in-person count for the purposes of this indicator, as tuition support funding for these students is the same as students attending in-person.

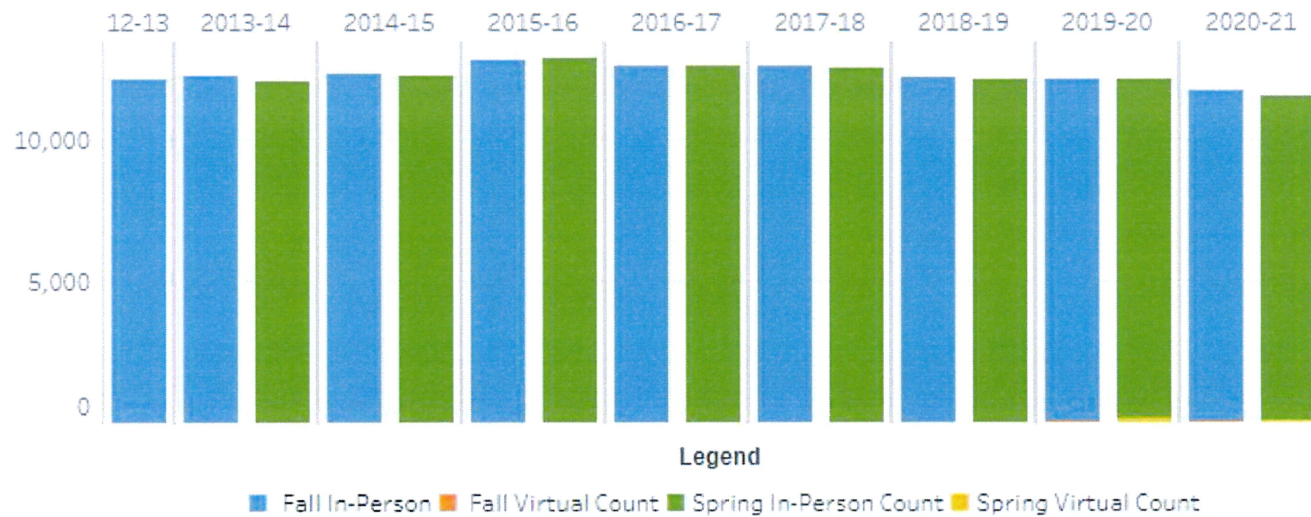
Time Of Year

(All) ▼

Virtual v In Person

(All) ▼

### Average Daily Membership ("ADM")





## Fund Balances

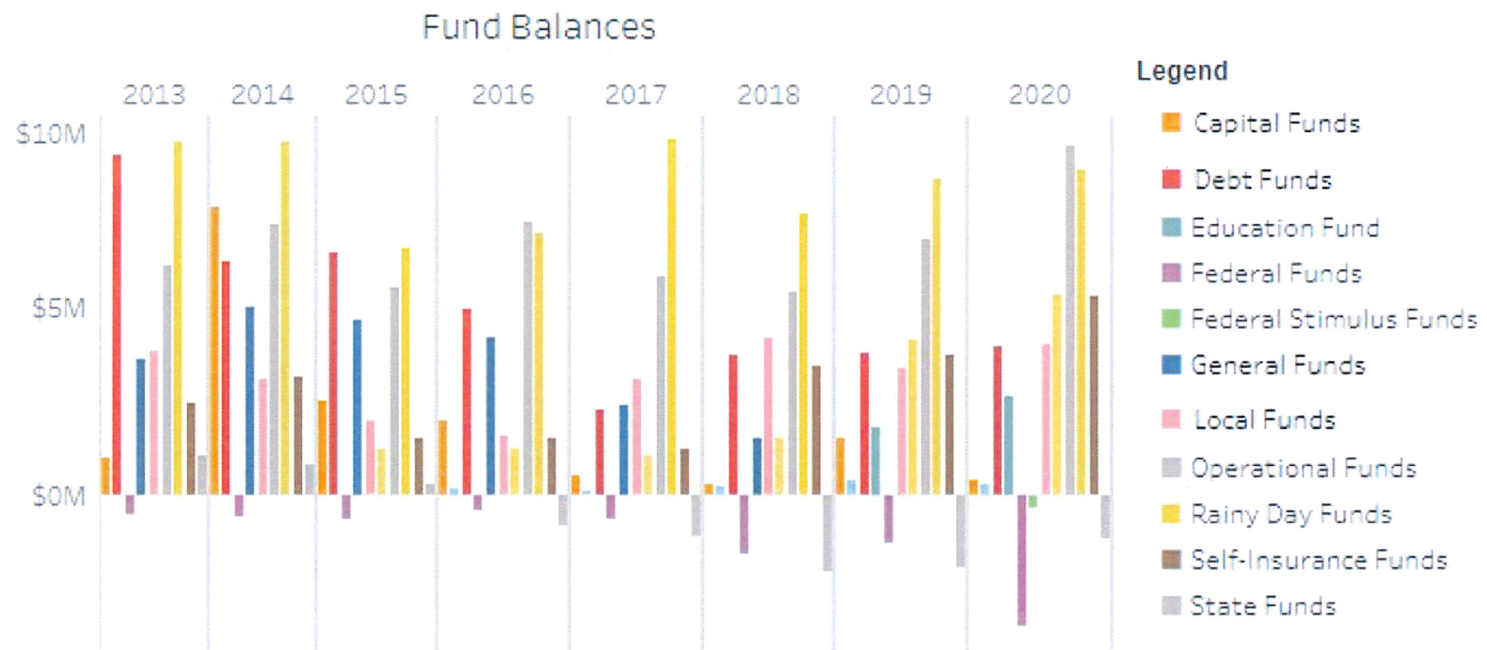
Fund Balances as of December of the calendar year listed.

Select Funds by Fund Classification:

(All) ▼

Classification v Sum

Classification ▼

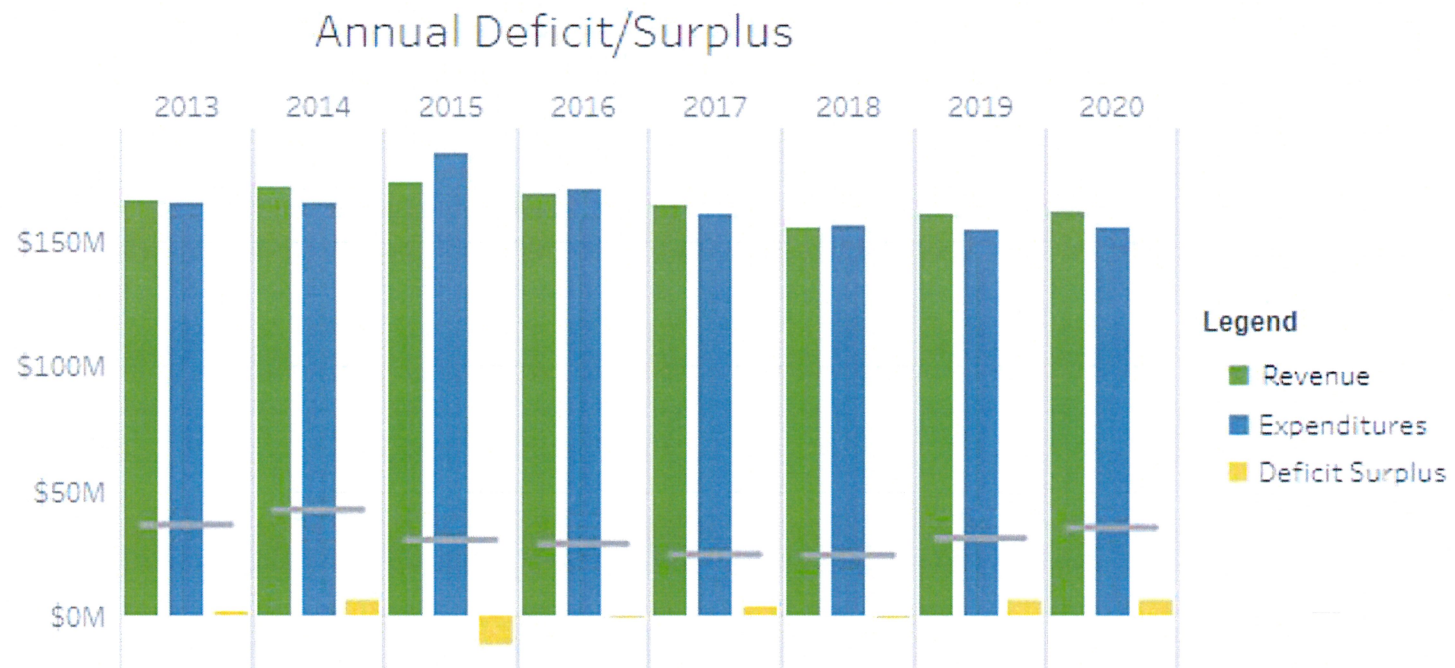


## Annual Deficit/Surplus

This indicator provides a comparison of revenue to expenditures on a calendar year basis, including whether the school corporation had an operating deficit or surplus for that year. Fund balance is also included to assist in identifying situations in which the school corporation utilized existing fund balances to fund expenditures.

Select Funds by Fund Classification:

(All) ▾

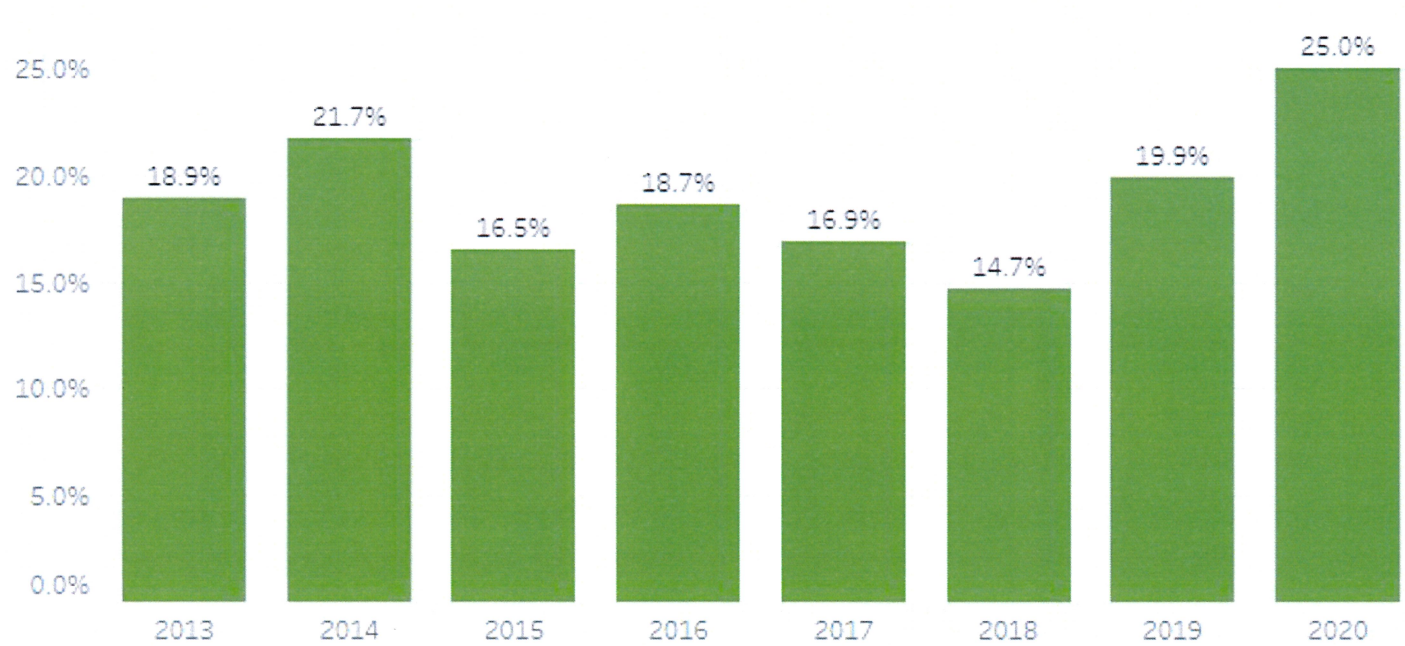


### Fund Balances as Percent of Operations Expenditures

This indicator considers the ability of the school corporation to maintain operations in the event of delays in revenue by utilizing existing fund balance to fund operations. Fund balances for this metric include the Education Fund, General Fund, Operating Referendum Fund, Operational Funds, and Rainy Day Fund

Select Funds by Fund Classification:

Fund Balances As Percent Of Expenditures

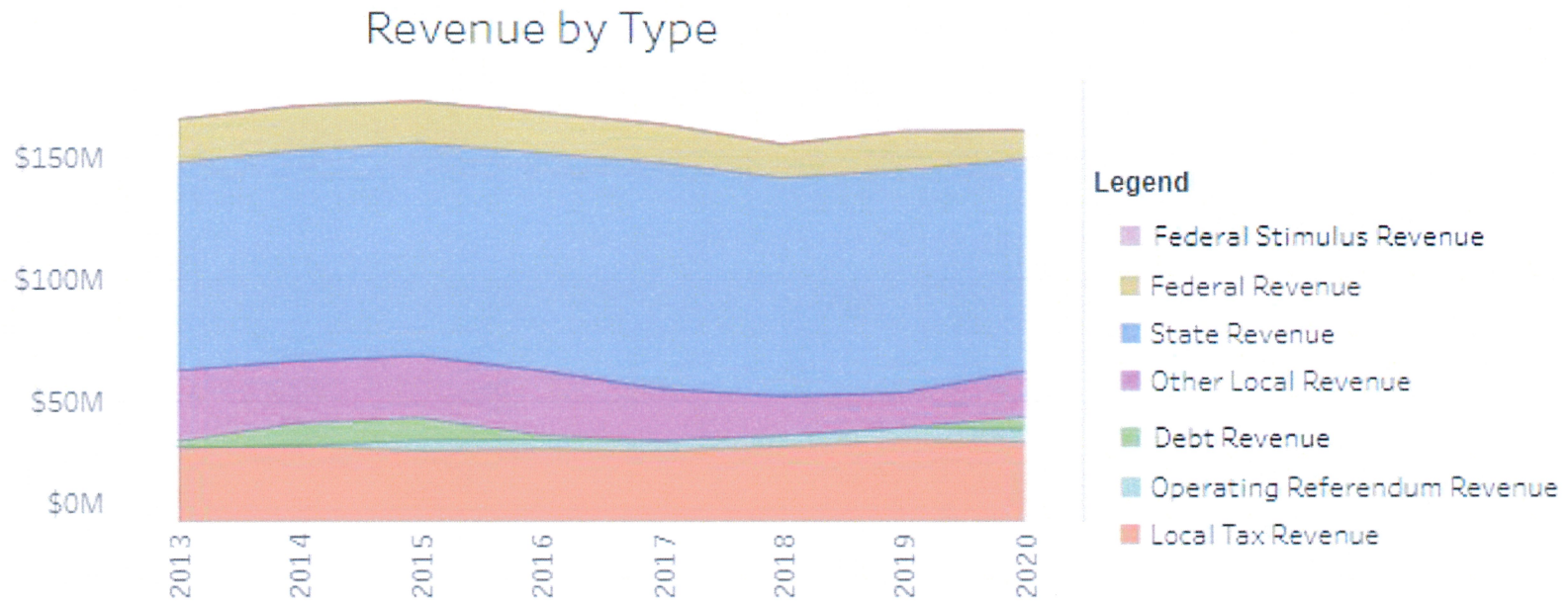


## Revenue by Type

Local Tax revenue includes property tax, income tax, and other taxes as applicable. Other local revenue will include revenue sources such as rental income and sale of property. Debt revenue includes bond and loan proceeds. State revenue includes tuition support and other grants received from the State. Federal revenue includes grant funding received from the Federal government.

Select Funds by Fund Classification:

(All) ▼



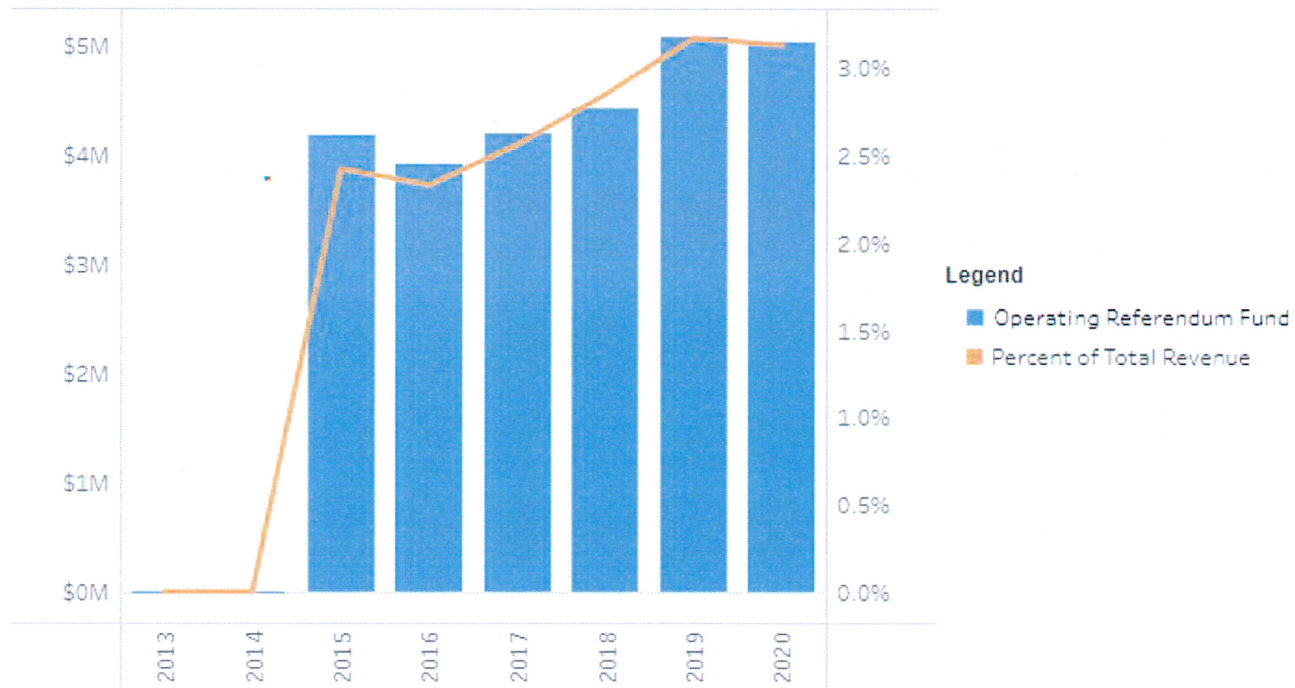
## Operating Referendum Revenue as Percent of Total Revenue

For those school corporations that have successfully obtained an operating referendum, this indicator provides data on the importance of the referendum revenue to the school corporation's revenue picture. For additional information, visit the Department of Local Government Finance's Referendum Information page (<https://www.in.gov/dlgf/8789.htm>).

Select Funds by Fund Classification:

(All) ▾

### Operating Referendum Revenue as Percent of Total Revenue



AGENDA FOR  
BOARD OF SCHOOL TRUSTEES  
REGULAR MEETING

Elkhart Community Schools  
Elkhart, Indiana

January 11, 2022

CALENDAR

Jan	11	5:45 p.m.	Executive Session, J.C. Rice Educational Services Center
Jan	11	6:15 p.m.	Public Work Session, J.C. Rice Educational Services Center
Jan	11	7:00 p.m.	Organizational Meeting, J.C. Rice Educational Services Center
Jan	11	Immediately following	Finance Meeting, J.C. Rice Educational Services Center
Jan	11	Immediately following	Regular Board Meeting, J.C. Rice Educational Services Center
Jan	25	6:00 p.m.	Public Work Session, J.C. Rice Educational Services Center
Jan	25	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 – December 21, 2021 – Regular Board Meeting
  - Claims
  - Gift Acceptance
  - Personnel Report

F. OLD BUSINESS

COVID Update

G. NEW BUSINESS

Board Policy 3422.14S - Employees in Technology Services Positions Compensation Plan  
The administration presents proposed revisions to 3422.14S – Employees in Technology Services Positions Compensation Plan and asks to waive 2nd reading.

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

Sale of iPads – The Business Office seeks authorization for the sale of iPads having reached the end of their lifecycle.

H. INFORMATION AND PROPOSALS

From Audience

From Superintendent and Staff

From Board

I. ADJOURNMENT

MINUTES  
OF THE REGULAR MEETING  
OF THE BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools  
Elkhart, Indiana

December 21, 2021

J.C. Rice Educational Services Center, 2720 California Road, Elkhart – at 7:00 p.m.			Place/Time
Board Members Present:	Roscoe L. Enfield, Jr. Dacey S. Davis Troy E. Scott	Kellie L. Mullins Anne M. VonDerVellen Douglas K. Weaver	Roll Call
Via Electronic Communication:		Babette S. Boling	
President of the Board, Rocky Enfield, called the regular meeting of the Board of School Trustees to order.			Call to Order
Board member, Anne VonDerVellen, recited the Elkhart Promise.			The Elkhart Promise
Mr. Enfield discussed the invitation to speak protocol.			
By unanimous action, the Board approved the following consent items:			Consent Items
Minutes – December 14, 2021 – Public Work Session Minutes – December 14, 2021 – Regular Board Meeting			Minutes
Payment of claims totaling \$5,020,582.14 as shown on the December 21, 2021, claims listing. (Codified File 2122-77)			Payment of Claims
The following donations were made to Elkhart Community Schools (ECS): Donation of \$500 from OBECO, Inc. to continue the growth of EHS Boys’ Wrestling Program; and 12,000 backpack blinkers for distribution to all students from Monteith Tire with a donor value of \$25,000.			Gift Acceptance
Proposed school fundraisers in accordance with Board policy. (Codified File 2122-78)			Fundraisers
Conference leave requests in accordance with Board policy for staff members as recommended by the administration on the December 21, 2021 listing. (Codified File 2122-79)			Conference Leave Requests



<p>Overnight Trip Request from Elkhart High School for 21 cheerleaders to travel to Orlando, FL on February 11-15, 2022, to participate in the National High School Cheerleading Championship.</p>	<p>Overnight Trip Request</p>
<p>Resignation of certified staff member, Claire Troyer, grade 1 at Osolo, effective 12/22/21.</p>	<p>Personnel Report</p>
<p>Settlement agreements regarding retention for two (2) classified employees. (Codified File 2122-80)</p>	<p>Certified Resignation</p>
<p>Employment of the following eight (8) classified employees, effective on dates indicated:          Yesenia Alvarez - EL Community Translator at West Side, 12/13/21          JoeyAnne Blossom - food service at West Side, 12/20/21          Tanita Bynum - food service at Osolo, 12/14/21          Jimena Gomez - secretary at West Side, 12/20/21          Taylor Johnson -RBT Paraprofessional, 12/20/21          William Patterson - adult education at EACC, 12/20/21          Rebekah Shaw - paraprofessional at Daly, 12/20/21          Chantyle Zilm - food service at Osolo, 12/20/21</p>	<p>Classified Agreements</p>
<p>Retirement of classified employee Joseph Johnson, custodian at Roosevelt, effective 1/4/22 with 13 years of service.</p>	<p>Classified Employment</p>
<p>Resignation of the following three (3) classified employees, effective on dates indicated:          Bryan Dufour - custodian at Building Services, 1/4/22          David Murray - business account manager at WVPE, 12/20/21          Jeri Strebinger - food service at Feeser, 11/29/21</p>	<p>Classified Retirement</p>
<p>By unanimous action, the Board authorized the renewal of Bus Driver/Helper Retention, Referral, and Sign On Bonus Payments. (Codified File 2122-81)</p>	<p>Classified Resignations</p>
<p>By unanimous action, the Board awarded the bid for Fuel for 2022 to Ceres Solutions/North Central CO-OP, as the most responsive and most responsible bidder. (Codified File 2122-82)</p>	<p>Renewal of Bonus Payments</p>
<p>Board member, Babette Boling, joined the meeting virtually.</p>	<p>Fuel Bid for 2022</p>
	<p>Board Member Arrived</p>

By unanimous action by roll call, the Board awarded the bid for the Transportation Fuel Center to R Yoder, Inc. of Nappanee, Indiana as the lowest and best, most responsive and responsible bidder, with a bid of \$1,358,000. The project includes the construction of a new fuel island on the Kent Street property to replace the existing fuel island and underground fuel storage tanks. The new fuel island will consist of two above ground storage tanks, new fuel pumps, and a canopy covering the pumps. Funding for the project will come from the bonds for the Elkhart High School Master Campus Plan project. (Codified File 2122-83)

Transportation  
Fuel Center Bid

By unanimous action by roll call, the Board approved the increased scope of work and authorized the Business Office to contract with Elevate K12 for the Second Semester. The increase is primarily driven by the additions of periods to be taught at Pierre Moran. The estimated total annual cost will be \$324,200. (Codified File 2122-84)

Elevate K12  
Contract

By unanimous action by roll call, the Board approved the Agreement for ESSER Project – Installation and Guaranteed Energy Savings Contract for Daly, West Side and Elkhart High School for a total of \$7,691,360 and the Performance Guaranteed Agreement with a minimum energy savings of \$89,802 per year in utility costs. The project is funded by ESSER funds and focuses on improving HVAC systems that in turn improve indoor air quality, ventilation and learning environment. (Codified File 2122-85)

ESSER Project  
Agreement

By unanimous action by roll call, the Board adopted a Resolution to Transfer Amounts from the Education Fund to Operations Fund. (Codified File 2122-86)

Fund Transfer  
Resolution

By unanimous action by roll call, the Board adopted a Resolution to transfer funds to Rainy Day Fund. (Codified File 2122-87)

Rainy Day Fund  
Resolution

The Board received a financial report from Kevin Scott, Chief Financial Officer, for the period January 1 – November 30, 2021. The Board found the report to be in order.

Financial Report

Mr. Scott stated claims for November are higher than last year, primarily due to COVID restrictions in the previous year.

Insurance  
Update

Dr. Thalheimer expressed his appreciation to all staff in light of the year’s challenges and wished everyone a good holiday break.

From the  
Superintendent

Board members wished everyone a Merry Christmas and happy new year.

From the Board

The meeting adjourned at approximately 8:30 p.m.

APPROVED:

\_\_\_\_\_  
Roscoe L. Enfield, Jr., President

\_\_\_\_\_  
Dacey S. Davis, Vice President

\_\_\_\_\_  
Troy E. Scott, Secretary

\_\_\_\_\_  
Babette S. Boling, Member

\_\_\_\_\_  
Kellie L. Mullins, Member

\_\_\_\_\_  
Anne M. VonDerVellen, Member

\_\_\_\_\_  
Douglas K. Weaver, Member

Adjournment

Signatures



ELKHART AREA CAREER CENTER

\*\*\*\*\*

**ELKHART**  
COMMUNITY SCHOOLS

INTERNAL MEMO

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

**FROM: BRANDON EAKINS** BE

**DATE: DECEMBER 17, 2021**

**RE: DONATION APPROVAL - EACC**

John Martens has donated a 2004 Honda CRV, VIN #JHLRD78414C033026, with an owner estimated value of \$750.00, to be used in our Automotive cluster.

This vehicle will be very useful as it 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:

John Martens  
58264 County Road 33  
Middlebury, IN 46540



**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: December 20, 2021

TO: Dr. Steve Thalheimer  
Board of School Trustees

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

RE: Donation Approval – Rydson Swim Donation

A donation in the amount of \$400.00 has been given to the Elkhart High School Swimming Program from the Mary Abigail Rydson Memorial Fund through the Community Foundation of Elkhart County. This donation will help with the continued growth and progression of our swimming 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:

Mr. and Mrs. Matthew T. Rydson  
540 Sunset Blvd.  
Melbourne Beach, FL 32951



**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: December 20, 2021

TO: Dr. Steve Thalheimer  
Board of School Trustees

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

RE: Donation Approval – OBESCO, INC.

A donation in the amount of \$500.00 has been given to the Elkhart High School Cheerleading Program from the OBECO, INC. This donation will help with the continued growth and progression of our cheer 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:

OBECO, INC.  
Attn. Jason Obendorf  
P.O. Box 2561  
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: January 6, 2022  
TO: Dr. Steve Thalheimer  
Board of School Trustees

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

RE: Donation Approval – anonymous

An anonymous donation in the amount of \$300.00 has been given to the Elkhart High School Girls Track program. This donation will help with the continued growth and progression of our girls' track program.

We are requesting approval from the Board of School Trustees to accept this donation.







**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: January 6, 2022

TO: Dr. Steve Thalheimer  
Board of School Trustees

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

RE: Donation Approval – Edward F. Camp Wealth Management

A donation in the amount of \$500.00 has been given to the Elkhart High School Cheerleading Program from Edward F. Camp Wealth Management. This donation will help with the continued growth and progression of our cheer 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:

Edward F. Camp Wealth Management  
3835 Edison Lakes Parkway, Suite 300  
Mishawaka, IN 46545



**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: January 6, 2022  
TO: Dr. Steve Thalheimer  
Board of School Trustees

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

RE: Donation Approval – MORryde International

A donation in the amount of \$200.00 has been given to the Elkhart High School Cheerleading Program from MORryde International Inc. This donation will help with the continued growth and progression of our cheer 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:

MORryde International Inc.  
PO Box 579  
Elkhart, IN 46515



**TO: DR. STEVEN THALHEIMER**  
**FROM: DR. DENISE SEGER**  
**DATE: JANUARY 11, 2022**

**PERSONNEL RECOMMENDATIONS**

**CERTIFIED**

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

**Sara Strack**

**Feeser/Grade 3**

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

**Michael Fritschi**  
Began: 8/11/21

**EHS/Business Education**  
Resign: 12/22/21

**Joshua Nice**  
Began: 8/1/07

**Daly/Principal**  
Resign: 2/25/22

**Allison Schrock**  
Began: 8/25/20

**Daly/Grade 5**  
Resign: 12/22/21

**Clarence Thomas**  
Began: 8/30/21

**Freshman Division/Social Studies**  
Resign: 12/22/21

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

**Mackenzie Bontrager**  
Begin: 1/31/22

**Beck/Grade 3**  
End: 3/11/22

- d. **Agreement** – We recommend the approval of a settlement agreement regarding unpaid time.

**CLASSIFIED**

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

**Michael Chastain**  
Began: 10/27/21

**Pierre Moran/Custodian**  
PE: 12/28/21

**Sherri Macigewki**  
Began: 10/29/21

**Commissary/Food Service**  
PE: 12/23/21

**Sarah Yoder**  
Began: 11/15/21

**Bristol/Registered Nurse**  
PE: 1/10/22

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

**Carrie Fought**  
Began: 8/12/20

**Daly/Food Service**  
Resign: 12/13/21

**Sarah Fox**  
Began 10/19/21

**Riverview/Registered Behavior Technician**  
Resign: 12/23/21

**c. Death** – We regretfully report the death of the following employee:

**Deanne Eick**  
Deceased: 12/21/21

**Roosevelt/Paraprofessional**  
2 Years of Service

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

**Brittnee Taylor**  
Began: 2/28/22

**Hawthorne/Food Service**  
End: 5/27/22

**Joseph Temple**  
Began: 12/29/21

**PRIDE Academy/Technical Assistant**  
End: 1/12/22

**Charlena Thompson**  
Began: 1/31/22

**Transportation/Bus Driver**  
End: 2/11/22





HUMAN RESOURCES

\*\*\*\*\*

**ELKHART**  
COMMUNITY SCHOOLS

INTERNAL MEMO

**TO: DR. STEVEN THALHEIMER**  
**FROM DR. DENISE SEGER**  
**DATE: JANUARY 11, 2022**

**ADDENDUM TO PERSONNEL REPORT**

**CERTIFIED**

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

**Allison Schrock**

**Daly/Grade 5**

Book Policy Manual

Section 3000 Personnel

Title PROPOSED REVISED EMPLOYEES IN TECHNOLOGY SERVICES POSITIONS COMPENSATION PLAN

Code po3422.14S

Status

Adopted December 13, 2016

Last Revised December 14, 2021

Last Reviewed January 11, 2022

Prior Revised Dates 12/14/2021; 1/12/2021

**3422.14S - EMPLOYEES IN TECHNOLOGY SERVICES POSITIONS COMPENSATION PLAN**

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

POSITION	HOURLY WAGE RANGE
Support Technician	17.89 - 27.23
Service Desk Coordinator	17.89 - 27.23
Data Systems Analyst	17.89 - 27.23

POSITION	YEARLY SALARY RANGE
Manager of Infrastructure Services	68,975 - 100,259
Senior Technical Support Manager	71,132 - 101,359
Manager of Enterprise Application Services	68,075 - 99,359
Network Administrator	49,557 - 68,975
Telecommunications System Administrator	49,557 - 68,975
Deployment Administrator	49,557 - 68,975
<b>Systems Administrator</b> <del>Infrastructure Services</del> <b>Coordinator</b>	49,557 - 68,975
LMS & Student Data Integration Specialist	49,557 - 68,975
Application Developer	49,557 - 68,975
EAS Support Specialist	48,657 - 68,075

**Fringe Benefits**

Placement shall be determined on verified past experience. Policies which are applicable to all other classified employees shall be applicable to these positions.

**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 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. **Information Technology Skills/Certification Training**

In order to properly serve our schools, Elkhart Community Schools must ensure that its technology service employees are professionally educated, trained, and certified within the industry and with those products and services which the district provides. Throughout the term of employment, Elkhart Community Schools expects its technology service employees to undergo training on behalf of Elkhart Community Schools to advance their skills, to update or gain new certifications, and/or to remain current with industry developments.

Elkhart Community Schools will pay for the costs of training pursuant to the following requirements:

1. Training must be completed successfully. Training leading to certification must result in obtaining said certification.
2. The training must be approved in advance. Such training may be requested by technology service employees, or may be directed by the Director of Technology.
3. The "INFORMATION TECHNOLOGY SKILLS/CERTIFICATION TRAINING" request form must be prepared and submitted in advance of such training. Requested training will be subject to the approval of the Director of Technology.

In consideration for Elkhart Community Schools' agreement to pay for training costs, technology service employees requesting such training agree to repay Elkhart Community Schools for the costs of training on a pro-rated basis, rounded to the nearest month, in the event that the technology service employee leaves the employ of Elkhart Community Schools within two years following the completion of any such training. At the discretion of the Director of Technology, this requirement may be waived with consideration to whether the technology service employee is continuing his or her employment within an information technology field.

The Director of Technology shall develop the forms necessary for implementation of this section of Board Policy.

### D. **Severance Benefits**

Technology Services Employees 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 **Technology Services 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 fifty-five (55) 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. 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 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 Technology Services Employee who retires at age fifty-five (55) or older with ten (10) or more consecutive years of service, or a Technology Services Employee who dies with ten (10) or more consecutive years of service is eligible to select one 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 this employee booklet.
- e. During the month of January, any Technology Services 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 for 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.

### **E. Change in Support Staff 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 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 any one (1) calendar year. Such absence shall result in no loss of wages. When the employee has received the military pay he/she shall present the check or a copy of the check to the payroll office, whereupon a deduction equal to the per diem pay will be made for each day of paid absence from the next payroll check. Upon return from temporary training or leave, the employee will be restored to a comparable position without loss of vacation, sick leave, or other benefits of employment.

## **Health Leave**

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

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

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

### **Health Leave - Procedure**

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 Human Resources from the appropriate administrator.

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

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

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

## **Personal Leave**

Full-time 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. A personal leave request form shall be completed and submitted to the appropriate administrator to accompany the payroll report for the period in which the absence occurs. If an employee retains all three (3) personal business days at the end of the year, he/she can roll two (2) of the three (3) days to the following year to equal five (5) personal business days. The remaining unused personal business day shall accumulate for retirement at the end of the year. In the event the employee intends to use five (5) consecutive days the employee must provide thirty (30) calendar days written notice requesting the use of said consecutive days to their immediate supervisor.

If an employee does not elect to roll two (2) personal business days into the following year, all unused personal leave will accumulate for retirement.

### **Personal Leave - Procedure**

Request for personal leave shall be made by completing the classified personal leave request form and giving such form to the employee's supervisor, or authorized designee, no less than twenty-four (24) hours in advance. In the event of an unforeseen emergency beyond the control of the employee, which makes it impossible to give the twenty-four (24) hours advance notice, the employee shall notify the employer as soon as reasonably possible. When such is the case, the written request shall be completed no later than the first day of return from the absence.

Except for emergencies, personal business hours shall not be used for the sole purpose of extending the school vacation periods of Thanksgiving, Winter Recess, Spring Break, or Summer Break, or the day preceding fall recess in the event that day is scheduled as a parent-teacher conference day, as defined by the school calendar, unless the employee complies with the following procedure:

- A. Once every three (3) years, an employee may use personal business hours to extend a holiday or vacation period described above by exchanging two 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 Technology Services Employees will be granted excused absence when they are subpoenaed to serve on the jury. Such absence shall result in no loss of wages. When the employee has received her/his jury duty check, the check or copy of the check shall be presented to the payroll office, whereupon a deduction equal to jury duty pay will be made from the next payroll check.

#### **Witness Duty**

In the event an employee is subpoenaed to serve as a witness, except in cases noted below, and gives testimony before a court of law or governmental administrative agency, the employee shall be granted absence to witness for the time during the working day which the employee is required to be present. Such absence, up to three (3) days for any one case, shall result in no loss of wages. For cases involving extended absence to witness, the superintendent may grant additional 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 that the employee is pregnant, the leave may be requested to begin any time between thirty (30) days after the Director of Human Resources is notified of the pregnancy and thirty (30) days after the birth of the child. For employees who are not pregnant, the leave may be requested to begin any time within thirty (30) days of the date that the child is expected in the home. In cases of emergency the thirty (30) day notification period may be waived. Leaves may be requested for a period not to exceed one (1) year, and are non-renewable.

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

#### **Adoptive Leave**

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

#### **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**

As used in this policy, the term "full-time employee" means an employee who is employed on a twelve-month basis and who has a regular workday of four (4) or more hours.

### **Holidays**

In order to receive holiday pay, an employee must be in an active pay status on the day before and after the holiday.

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:

- A. New Year's - two (2) days
- B. Martin Luther King, Jr. Day
- C. Presidents' Day
- D. Memorial Day
- E. Independence Day - two (2) days
- F. Labor Day
- G. Thanksgiving Day two (2) days
- H. Christmas Day - two (2) days

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 of these days, in which case an alternate day will be determined.

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.

Thanksgiving Day and the day following will be paid holidays.

Presidents' Day will be a paid holiday.

### **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 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 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. The Superintendent's designee shall have the authority to place employees on the above-described schedule in such a way as to give credit for years of experience to employees whose prior employment was for a contractor which assigned that employee on a full-time basis to the School District.

Revised 1/1/17

Revised 12/12/17

Revised 5/22/18

Revised 12/18/18

Revised 12/10/19

Revised 11/24/20



# 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:** Steven Thalheimer  
201 Forest Court; Goshen, IN 46526-5495
2. **Title or Position with Governmental Entity:** Superintendent - Elkhart Central High School
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):** Andrea Thalheimer (spouse)  
\_\_\_\_\_  
\_\_\_\_\_
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):  
Andrea Thalheimer (spouse) is employed by Elkhart Community Schools as a substitute teacher  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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.):

The compensation earned by my spouse, Andrea Thalheimer, as a substitute teacher with Elkhart Community Schools, contributes to our family's household income

(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 Board of School Trustees of  
 (Title of Officer or Name of Governing Body)

Elkhart Community Schools 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.

Roscoe L. Enfield, Jr., Board President

Dacey S. Davis, Board Vice President

Troy E Scott, Board Secretary

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):

January 11, 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.



**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:** January 6th, 2021  
**Subject:** iPad Sales

---

The attached list of ECS iPads have reached the end of their life cycle for our 1:1 program. The Business Office seeks Board approval to sell these 581 iPads that were purchased with Common School Loan funding. A number of companies have approached us about purchasing the devices at a nominal buy back price and we will solicit the best value possible. The revenue received will be used to further fund the district 1:1 program.

[Click for Attachment](#)