

NOTICE OF EXECUTIVE SESSION
OF THE
BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools
Elkhart, Indiana

Date: Friday, July 15, 2022

Time: 8:00 a.m.

Purpose: Reference Indiana Code Section 5-14-1.5-6.1-(b)-

- (9) To discuss a job performance evaluation of individual employees. This subdivision does not apply to a discussion of the salary, compensation, or benefits of employees during a budget process.

Location: DFLP Offices
4200 Middlebury Street
Elkhart, Indiana 46516



Superintendent of Schools

Posted and electronically
delivered to School Attorney and
News Media on Tuesday,
July 12, 2022 and electronically
delivered to Board Members
on Tuesday, July 12, 2022.

AGENDA FOR
BOARD OF SCHOOL TRUSTEES
REGULAR MEETING

Elkhart Community Schools
Elkhart, Indiana

July 12, 2022

CALENDAR

July	12	6:00 p.m.	Public Work Session, J.C. Rice Educational Services Center
July	12	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center
July	26	6:00 p.m.	Public Work Session, J.C. Rice Educational Services Center
July	26	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center

A. CALL TO ORDER

B. THE ELKHART PROMISE

C. INVITATION TO SPEAK PROTOCOL

D. MOMENT OF PRIDE

E. CONSENT ITEMS:

Minutes – June 28, 2022 – Public Work Session
Minutes – June 28, 2022 – Regular Board Meeting
Claims
Conference Leave Requests
Personnel Report

F. OLD BUSINESS

Board Policy 3421.01A – Professional Staff Contracts and Compensation Plans (Administrators) – The administration presents proposed revisions to 3421.01A – Professional Staff Contracts and Compensation Plans (Administrators) as presented during the June 28, 2022 Board meeting.

Board Policy 3422.06S – Secretarial/Business Compensation Plan – The administration presents proposed revisions to 3422.06S – Secretarial/Business Compensation Plan as presented during the June 28, 2022 Board meeting.

G. NEW BUSINESS

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

Financial Report – Annual Report

Resolution – Mid-Year IRS Mileage Adjustment

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

June 28, 2022

J.C. Rice Educational Services Center, 2720 California Road, Elkhart – at 6:02 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 England Gail Draper	Lindsey Brander Matt Garber
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The Board received information about the change in PRIDE framework/rubric as well as an overview and analysis of State test data (IREAD, ILEARN, WIDA Access).

Topics
Discussed

The meeting adjourned at approximately 7:25 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

June 28, 2022

J.C. Rice Educational Services Center, 2720 California Road, Elkhart
- at 7:34 p.m.

Place/Time

Board Members Present:	Dacey S. Davis Troy E. Scott Douglas K. Weaver	Babette 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 member Babette Boling recited the Elkhart Promise.

The Elkhart Promise

Ms. Davis discussed the invitation to speak protocol.

Brenda Mueller, agriscience program specialist, presented the Moment of Pride. Ms. Mueller spoke about the tremendous growth of the Agriscience Program at the Elkhart Area Career Center (EACC) which has doubled in size between 2019 to 2021. Program instruction is inquiry-based through an interactive classroom/laboratory working hand in hand with experimental, service and/or work-based learning through the implementation of a Supervised Agricultural Experience (SAE) Program as well as premier leadership, personal growth, and career success through engagement in FFA, PAS, or NYFEA programs and activities. Classroom instruction has expanded to include six (6) sections in the 2021-22 school year and another eight (8) sections in the 2022-23 school year. The Agriculture Community Center and Environmental Learning Lab (ACCELL) has expanded how the property is used and how often people are out there. DNR has expanded their signage and presence offering ride-along internships for students. The farm is site certified for the Indiana Registry of Soil Scientists, FFA supported, and enables ECS students to work with their scientists. The farm has grown to include a large greenhouse which is almost fully operational. This group partners with Church Community Services (CCS), harvesting a garden which provides for the community. Other areas of growth include the addition of the alpaca, rabbits, chicks, and ducks. The students host an annual Fall Fest at the farm which will include a pumpkin patch with hayride and corn maze this year. The farm is also being considered for a Purdue and Indiana State weather station.

Moment of Pride

Dwight Moudy, Elkhart County Indiana Farm Bureau, spoke of Cowboy Ethics Indiana which focuses on the principles and values of a cowboy through the Code of the West. He reinforces cooperation and team work through fun games requiring kids to work together to win/achieve a common goal. Interaction is big and it includes math and reading based learning. He visited twenty-two (22) classrooms this year. In 2022, senior FFA students will be visiting elementary classrooms to read to students. Mr. Moudy also participates in Ag Day which is a wonderful opportunity for ECS students to see animals such as chickens, calves, pigs, horses, alpacas, etc. as well as learn to use tools. This day provides students a whole new sense of what is in the world.

Ms. Mueller introduced the FFA officers: Alexis King (not present), president and district vice president, who was unable to attend the meeting as she was at a leadership conference in Washington D.C.; Matthew Santos-Barrera, vice president; Angelica Carrillo, secretary; Anastazia Skipper, treasurer; Grace Hurtle (not present); sentinel; Hunter Brown, reporter; Kami Bell, historian; and Grace Wolf, student advisor. Each officer provided a brief description of their job responsibilities. In closing, Ms. Mueller expressed how proud she was of her students and the growth of the program. They had a great year and she was pleased to present the moment of pride.

In response to Board inquiry, students shared they joined the Agriculture Program for a variety of reasons including that they wanted to go to vet school, had a passion for horses, to further their knowledge of agriculture, provided them a friend group, and wanted to be an agriculture science teacher. One common theme was the wonderful supportive friend group they have established through the program. Ms. Mueller added the program had six (6) seniors accepted into Purdue University and one (1) was a direct admittance into the Veterinary program.

In response to Board inquiry, Ms. Mueller confirmed ECS and EACC both partner with many agricultural based companies for internships.

Board member Troy Scott spoke of how proud he was of the students' accomplishments through the Agriculture program noting he witnesses their impressive growth every time he drives by the farm.

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

- Minutes – May 27, 2022 – Public Work Session
- Minutes – June 14, 2022 – Public Work Session
- Minutes – June 14, 2022 – Regular Board Meeting

Payment of claims totaling \$3,072,587.10 as shown on the June 28, 2022, claims listing. (Codified File 2122-157)

Consent Items

Minutes

Payment of Claims

Accepted the following extra-curricular purchase requests: West Side instructional band fund to pay for a band directors stand and music equipment rack in the amount of \$1,885.96.

Extra-Curricular Purchases

The following donations were made to Elkhart Community Schools (ECS): Donation of \$500 from Robert Martin to Elkhart High School (EHS) volleyball program to be used to assist with the growth of the volleyball program and \$500 from Welch Packaging Group, Inc. to the EHS boys' soccer program to be used for the continued growth and progression of the boys' soccer team.

Gift Acceptance

Personnel Report

Administrative appointment of the following four (4) certified employees:

Administrative Appointments

Jeremy Bechtel – assistant principal at Woodland, 8/1/22
Jamie Krempec – assistant principal at Riverview, 8/1/22
Elizabeth Stroven – principal at Daly, 8/1/22
Amy Szakaly – assistant principal at Monger, 8/1/22

A consent agreement regarding retention for a certified staff member. (Codified File 2122-158)

Certified Consent Agreement

A memorandum of understanding regarding an extended leave for certified staff member. (Codified File 2122-159)

Memorandum of Understanding

Employment of the following twenty-five (25) certified staff members, effective on dates indicated:

Certified Employment

Timothy Adams – counselor at Pierre Moran, 8/1/22
Megan Anagnos – speech pathologist at PACE, 8/8/22
Arianna Bontrager – special education at Pierre Moran 8/8/22
Ian Bossnack – math at EHS, 8/8/22
Karl Columbus III – math at West Side, 8/8/22
Sarah Curl – grade 3 at Pinewood, 8/8/22
Alexis Davis – language arts at Elkhart Academy, 8/8/22
Christine Erlacher – grade 4 at Eastwood, 8/8/22
Jennifer Hamm – grade 1 at Eastwood, 8/8/22
Hannah Hanson – kindergarten at Pinewood, 8/8/22
Jennifer Higgins – grade 6 at Pinewood, 8/8/22
Mallory Hill – social studies at North Side, 8/8/22
Laramie Keim – special education at PACE, 8/8/22
Danielle Kijak – special education intern at Exceptional Learners, 8/8/22
Camiel Laurie – grade 3 at Roosevelt, 8/8/22
Emily Leinbach – grade 5 at Daly, 8/8/22

Mirlym Milfort – grade 6 at Monger, 8/8/22 Katie Mullet – kindergarten at Riverview, 8/8/22 Paige Neff – grade 4 at Daly, 8/8/22 Sara Okones – kindergarten at Cleveland, 8/8/22 Tailor Schultheis, special education intern at Exceptional Learners, 8/8/22 Kaylee Shrimplin – grade 6 at Pinewood, 8/8/22 Aaron Steensma – law enforcement at Career Center 8/8/22 Rodesha Wildrick – grade 4 at Pinewood, 8/8/22 Angela Williams – grade 2 at Roosevelt, 8/8/22	
Resignation of the following five (5) certified staff members on dates indicated: Sammuel Brown – grade 6 at Woodland, 5/27/22 Cory Bures – social studies at West Side, 5/27/22 Amanda Corda – social studies at North Side, 5/27/22 Brianna Reddy – grade 2 at Cleveland, 6/15/22 Sara Smith – assistant principal at West Side, 6/16/22	Certified Resignations
Rescission of resignation of the following certified staff member: John Taylor – science at ETHOS	Rescind Resignation
Unpaid Leave for the following two (2) certified staff members on dates indicated: Jordan Deuel – special education at Daly, beginning 8/8/22 and ending 5/25/23 John Taylor – science at ETHOS, beginning 8/8/22 and ending 5/25/23	Certified Leaves
Employment of the following classified employee on date indicated: Anetta Dalhouse – custodian at EHS, 6/27/22	Classified Employment
Resignation of the following five (5) classified employees, effective on the dates indicated: Molly Gannaway – paraprofessional at Beck, 5/27/22 Elizabeth Miller – paraprofessional at Eastwood, 5/27/22 Lorna Smith – paraprofessional at West Side, 5/27/22 Nicholas Srmek – paraprofessional at PACE, 5/27/22 Akyah Taylor – paraprofessional at EHS, 5/27/22	Classified Resignations
Reassignment of the following two (2) classified employees to certified positions on dates indicated: Michaela Butcher, psychologist intern at Exceptional Learners, 8/8/22 Tailor Schultheis – campus security at Freshman Division, 8/8/22	Classified Reassignments

<p>By unanimous action, the Board approved Board Policy 0167.3 – Public Participation at Board Meetings including suggestions discussed during the June 14, 2022 Board meeting. Mr. Thorne, district counsel/chief of staff, informed the Board that language was added to clarify public meetings included both the work session and board meeting, provide the presiding officer discretion to extend time for public comment to accommodate requests, and make clear the public must register their intent to participate in writing.</p>	<p>Board Policy 0167.3</p>
<p>By unanimous action, the Board approved Board Policy 5460.01 – Commencement Exercises as presented during the June 14, 2022 Board meeting.</p>	<p>Board Policy 5460.01</p>
<p>By a vote of 2 in favor (Boling, Enfield) – 5 opposed (Davis, Scott, Weaver, VonDerVellen, Mullins) the Board elected to not waive the second reading of Board Policy 3421.01A – Professional Staff Contracts and Compensation Plans (Administrators); therefore, this policy will be considered for final action during the July 12, 2022 meeting. Doug Thorne informed the Board changes included adding the position of director of English learners and eliminating the high school assistant athletic director position.</p>	<p>Board Policy 3421.01A</p>
<p>By a vote of 1 in favor (Boling) – 5 opposed (Davis, Scott, Weaver, VonDerVellen, Mullins) (Enfield abstained) the Board elected to not waive the second reading of Board Policy 3422.06S – Secretarial/Business Compensation Plan adding the position of English learner’s secretary; therefore, this policy will be considered for final action during the July 12, 2022 meeting.</p>	<p>Board Policy 3422.06S</p>
<p>By unanimous action, the Board approved and waived second reading to Board Policy 3422.08S – Paraprofessionals’ Compensation Plan adding an hourly differential for Exceptional Learners paraprofessionals who are RBT certified but not serving in an RBT position.</p>	<p>Board Policy 3422.08S</p>
<p>By unanimous action, the Board approved and waived second reading to Board Policy 3422.12S – Employees in Miscellaneous Positions Compensation Plan updating a job title and adding two positions, transition specialist and scheduling coordinator. Mr. Thorne explained the title change was made to reflect the true responsibilities of the position. Further, the transition specialist is currently a certified position which has recently become vacant and moving this position to a classified position will allow more flexibility in the targeting of specific qualities. The scheduling coordinator position is replacing the administrator position of high school assistant athletic director. In response to Board inquiry, Tony England, assistant superintendent of exceptional learners, clarified further the transition specialist position change to a classified position allows more flexibility as there are many</p>	<p>Board Policy 3422.12S</p>

qualified people with licenses in other areas who may not be a certified teacher. This position is very important as they assist intense students who are transitioning into the community and aide parents in seeking support for their student after graduation.

By unanimous action, the Board approved an increase in the price of school meals for the 2022-2023 school year; breakfast for elementary students will be \$2.10, an increase of \$.15; middle school students will be \$2.30, an increase of \$.15; and for high school students \$2.35, which is an increase of \$.15. Lunch prices for elementary students will be \$3.00, an increase of \$.15; for middle school students \$3.25, an increase of \$.15. Lunch prices for high school students will increase by \$.15 to \$3.35. The cost for extra milk will remain the same at \$.75. Breakfast prices for elementary staff will be \$3.50, an increase of \$.95; middle school staff will be \$3.50, an increase of \$.60; and for high school staff \$3.50, which is an increase of \$.45. Lunch prices for elementary staff will be \$5.00, an increase of \$1.20; middle school staff will be \$5.00, an increase of \$.80; and for high school staff \$5.00, which is an increase of \$.75. The reduced breakfast and lunch prices will remain the same as last year – \$.30 for breakfast and \$.40 for lunch. In response to Board inquiry, Pam Melcher, director of food service, shared that \$.36 is provided by federal funding for each meal. In response to Board inquiry, Mrs. Melcher agreed to notify the Board should the federal government attach additional requirements to the funding of school meals. She will also be notifying families of these changes through ECS’s website, sending out the free/reduced meals application, and an all call. (Codified File 2122-160)

By unanimous action, the Board authorized the submission of a School Technology Advancement Account Application in the amount of \$226,167. In response to Board inquiry, Jason Inman, Director of Technology Services, explained that funds will be used to update ECS oldest classroom projector systems and license academic technologies that enhance teaching and learning. (Codified File 2122-161)

By unanimous action, the Board approved Adams Remco as the vendor for the district copy machine and printer contract. (Codified File 2122-162)

The Board received a financial report from Kevin Scott, chief financial officer, for the period January 1 – May 31, 2022. The Board found the report to be in order.

The Board received an insurance update for the month of May 2022. Mr. Scott reported the insurance claims experience has continued to perform very well.

Meal Prices

School
Technology
Advancement
Account (STAA)
Application

Copy Machine
and Printer
Contract

Financial
Report

Insurance
Update

Audience member voiced concerns regarding bullying, the need to improve district communication with parents, and their continued desire to work with ECS to make things better.

From the Audience

Audience member spoke of her concern for her son's safety and his struggle with being bullied at school.

Superintendent Thalheimer updated Board members about the upcoming facility review by SitelogIQ. This summer, architects and engineers will be in all buildings to evaluate building function/use and interviews with principals and 12 month administrators will begin. Also, Dr. Del Jarman will be reaching out to all Board members via email to arrange a meeting with the Board and to request more input regarding what that meeting should look like.

From the Superintendent

Dr. Thalheimer thanked Sarita Sevens, assistant superintendent of student services, for her service to ECS. She was a valuable member of the ECS administrative team, he learned a lot from her and wishes her the best.

Board secretary Doug Weaver spoke about the need for the administration to follow-up with audience members who comment during the public meetings to insure their issues are taken care of.

From the Board

The meeting adjourned at approximately 8:58 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

ELKHART COMMUNITY SCHOOLS

Elkhart, Indiana

DATE: July 7, 2022
 TO: Dr. Steve Thalheimer, Superintendent
 FROM: Dr. Bradley Sheppard *Bradley Sheppard*
 RE: **Conference Leave Requests**
July 12, 2022 - Board of School Trustees Meeting

The following requests for excused absences are recommended for approval:

2021 - 2022 CONFERENCES	EXPENSES	SUBSTITUTE
JAMF NATION USER CONFERENCE 2022, JNUC 2022 This conference will improve my knowledge of the device management system we use for iPads. In turn, I will be able to better support students and their devices which will create a better learning environment. Any information that I learn at this conference will be shared with the rest of the technology services team through trainings. Jamf helps bolster our 1:1 iPad program. The conference helps me manage the iPads and understand new features that would help teachers/parents. The conference also allows me to connect with peers to even have a greater understanding of settings or situations. This information will be shared with the entire IT department. San Diego, CA <i>*Attendance is subject to local health guidelines*</i> September 26 - 30, 2022 (5 day's absence) DECOOK, JEFFREY - KENT ST (0-0) DECOOK, STEPHEN - KENT ST (0-0)	\$4,466.00 Operations Fund Operations Fund	\$0.00 N/A N/A
FOR CONFIRMATION ONLY: (RECEIVED TOO LATE FOR PRIOR APPROVAL)	EXPENSES	SUBSTITUTE
AP PHYSICS I - COLLEGE BOARD Required by College Board to orient teacher to curriculum, student and teacher resources and other essential elements of the course. Elkhart, IN (Virtual attendance) <i>*Attendance is subject to local health guidelines*</i> June 13 - 17, 2022 (0 day's absence) DANIEL WALSH - ELKHART HIGH SCHOOL (0-0)	\$750.00 Title II, Part A, FY20	\$0.00 N/A
	\$5,216.00	\$0.00
2021 YEAR-TO-DATE EDUCATION FUNDS	\$27,056.18	\$1,520.00
2022 YEAR-TO-DATE EDUCATION FUNDS	\$11,994.57	\$1,330.00
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	\$90,007.65	\$3,895.00
2022 YEAR-TO-DATE ADJUSTMENTS	-\$2,547.75	\$0.00
GRAND TOTAL	\$209,601.63	\$10,450.00

(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: June 29, 2022
 TO: Dr. Steve Thalheimer
 FROM: Brandon Eakins *BE*
 RE: Conference Leave Requests Paid Under Carl D. Perkins Grant
 July 12, 2022 - Board of School Trustees Meeting

2022-2023 CONFERENCES	EXPENSES	SUBSTITUTE
UNOH Update Seminar 2022 I will gather information on NATEF Certifications and different welding styles. Lima, OH July 20 - July 23, 2022 John Kraus (0-0) Program/Industry Specific Career and Technical Ed.	\$360.88	\$0.00
TOTAL	\$360.88	\$0.00
2022-23 YEAR-TO-DATE PERKINS FUNDS	\$0.00	\$0.00
GRAND TOTAL	\$360.88	\$0.00



HUMAN RESOURCES

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

TO: DR. STEVEN THALHEIMER
FROM: MS. MAGGIE LOZANO
DATE: JULY 12, 2022

PERSONNEL RECOMMENDATIONS

CERTIFIED

- a. **Administrative Appointment** – The administrative recommends confirmation of the following administrative appointment effective August 1, 2022:

Kerry Leader

West Side/Principal

- b. **New Certified Staff** – We recommend the following new certified staff for employment in the 2022-23 school year:

Ashley Fogarty

Exceptional Learners/Special Ed Intern

Cortney Freedline

Career Center/Medical Assisting

Deana Gregory

Freshman Division/FACS

Arthur Hughes

Elkhart High Arts & Communication/Art

Lori Huntzinger

Pinewood/Grade 1

Erin Phend

North Side/Mathematics

Angel Sherrod

Roosevelt/Grade 3

Charles Wolter

Pinewood/Grade 6

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

Cassie Conrod
Began: 8/15/17

Career Center/Veterinary
Resign: 8/5/22

Brenda Cruz
Began: 8/11/08

West Side/ENL
Resign: 5/27/22

Matthew Gish
Began: 8/14/18

Pinewood/Art
Resign: 5/27/22

Whitney Grandison Alexander
Began: 8/14/18

Roosevelt/Intervention
Resign: 5/27/22

Traci Henn
Began: 2/22/21

Pierre Moran/Special Education
Resign: 6/30/22

Jerry Miller
To begin: 8/8/22

Woodland/Grade 6
Resign: 6/28/22

Erin Petersen
Began: 10/29/19

West Side/Special Education
Resign: 5/27/22

Regina Roberson
Began: 7/28/15

Freshman Division/Early College Counselor
Resign: 6/6/22

Madalyn Roth
Began: 8/10/20

West Side/Science
Resign: 5/27/22

Jeanette Schena
Began: 8/13/19

Beardsley/Kindergarten
Resign: 5/27/22

Barry Singrey
Began: 8/14/18

Freshman Division/Academic Dean
Resign: 6/15/22

Hilary Singrey
Began: 8/14/18

Monger/Grade 6
Resign: 5/27/22

Caroline Veraldo
Began: 8/9/21

Cleveland/Grade 4
Resign: 5/27/22

Kristine Weimer
Began: 8/22/05

Osolo/Principal
Resign: 6.15/22

CLASSIFIED

- a. **Agreement** – We recommend the approval of an agreement regarding ancillary services.
- b. **New Hires** – We recommend regular employment of the following classified employees:

Caitlin Mangrum
Began: 5/10/22

ETI/Custodian Supervisor
PE: 7/5/22

Justin Tylka
Began: 5/16/22

ESC/Mail Copy Center Clerk
PE: 7/11/22



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

Sondia Branscomb

Began: 1/16/18

Roosevelt/Substitute

Resign 5/27/22

Valerie Moore

Began: 7/1/18

ESC/Supervisor Acct, Audits, & Investments

Resign: 6/30/22

Cathy Snyder

Began: 10/15/19

Woodland/Paraprofessional

Resign: 5/27/22

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

Cathy Skipper

Began: 9/22/03

Transportation/Assistant Supervisor

Retire: 7/13/22

18 Years of Service

e. **Reassignment** – We recommend the approval of reassignment of the following classified employee to certified position:

Ashley Fogarty

Eastwood/Paraprofessional



Book	Policy Manual
Section	3000 Personnel
Title	PROPOSED REVISED PROFESSIONAL STAFF CONTRACTS AND COMPENSATION PLANS (ADMINISTRATORS)
Code	po3421.01A (as presented during the June 28, 2022 BST meeting)
Status	
Adopted	December 13, 2016
Last Revised	February 8, 2022
Last Reviewed	July 12, 2022

3421.01A - **PROFESSIONAL STAFF CONTRACTS AND COMPENSATION PLANS (ADMINISTRATORS)**

Administrative Salary Schedule

Salary - Low	Salary - High	Position
106,893	130,647	Assistant Superintendent of Exceptional Learners
106,893	130,647	Assistant Superintendent of Instruction
106,893	130,647	Assistant Superintendent of Student Services
106,893	130,647	Chief Operating Officer
105,893	129,426	Chief Financial Officer
105,894	129,426	Director of Elkhart Area Career Center
105,894	129,426	District Counsel/Chief of Staff
105,894	129,426	Executive High School Principal
95,904	117,216	Director of Elementary Curriculum
95,904	117,216	Director of Human Resources
95,904	117,216	Director of Technology
95,904	117,216	Director of Federal Programs
85,914	105,006	Director of Transportation
85,914	105,006	Director of Food Services
93,906	114,774	Elkhart Area Career Center Principal
85,914	105,006	Elementary Principal
93,906	114,774	Middle School Principal
85,914	105,006	Director of Literacy
85,914	105,006	High School Principal School of Study
85,914	105,006	Supervisor of Special Programs
76,923	94,017	Alternative Programs Principal
86,913	106,227	High School Athletic Director
76,923	94,017	Assistant Director of Human Resources
76,923	94,017	Controller
76,923	94,017	Director of English Learners
76,923	94,017	Director of Counseling
76,923	94,017	High School Assistant Principal

76,923	94,017	Middle School Assistant Principal
76,923	94,017	Supervisor of Accounting, Audits, and Investments
68,931	84,249	Director of Communication
68,931	84,249	Director of Inclusion
68,931	84,249	Elementary Assistant Principal
68,931	84,249	Principal of School Without Walls/Elementary Academy
68,931	84,249	Supervisor of Student Services/Attendance Officer
68,931	84,249	Director of School Safety, Security, and Risk Assessment
60,769	75,496	High School Assistant Athletic Director

The Superintendent or his/her designee is directed by the Board to conduct a bi-annual analysis of administrative salaries to ensure pay equity exists for those administrators subject to the provisions of this policy.

Placement of Newly Employed Administrators on the Administrator Salary Schedule

The Superintendent shall place newly employed administrators on the salary schedule by application of the rubric set forth in the table below:

Hiring Rubric	Column A Times Factor	Column B Possible Points
Education	max 12 2	24
BA with Licensure	5	
MA with Licensure	8	
Ed.S with Licensure	10	
Ph.D with Licensure	12	
Experience	max 2	30
	15	
3-5 years	5	
6-10 years	10	
10+ years	15	
Environment	max 13 2	26
Coming from District Unlike ECS	4	
Coming from District Like ECS	8	
Coming From ECS	13	
Superintendent Discretion	max 10 2	20
Total Points		100

The points awarded to the incoming administrator in Column B translate to the percentage of the range which would be applied. For example:

The range of salaries for elementary principals may vary by \$19,000 from the lowest possible salary to the highest possible salary for administrators in this category. A newly employed principal may have the following characteristics:

Education	MA = 8 points x 2	16 points
Experience	5 years = 5 points x 2	10 points
Environment	Like Elkhart Schools = 8 x 2	16 points
Discretion	Using no discretion	0 points
Total Points		42 points

For the purpose of this rubric, environment shall be defined as urban districts with demographics similar to Elkhart Community Schools.

The incoming administrator would then receive a percentage of the total variance between the lowest and highest possible salary equivalent to the points earned. In the example described above, the incoming administrator's initial salary would be \$7,980 above the lowest possible salary for an administrator in that category.

Position Value Matrix

A committee of three (3) administrators appointed by the Superintendent shall utilize the position value matrix, set forth below, in order to make a recommendation to the Superintendent regarding the appropriate placement of any newly created administrative position on the Corporation's Administrative Salary Schedule, and for the reclassification of any currently existing administrative position whenever there has been a substantial change in responsibilities for such position.

Component	Minimal	Low	Medium	High
Expertise and Education <i>(Total Points Available 40)</i>	10 POINTS Position involves complicated procedures, skills, or equipment that are integrated within the overall departmental operation, but does not require much experience. Position description indicates a Bachelor's Degree is preferred.	20 POINTS Position requires a college level education in a professional or technical field, advanced skills, and a vocational level knowledge of a professional field. Position description indicates a Bachelor's Degree is required but might also require further credentials or certifications.	30 POINTS Position requires college level education in a professional or technical field, broadened by extensive related work experience. Position description indicates a Master's Degree is required.	40 POINTS Position requires professional, technical, or managerial expertise in at least one field, developed through extensive experience, training and education to the point of being an authority in the Corporation. Position description indicates a requirement for education beyond a Master's Degree.
Decision-Making Discretion and Impact <i>(Total points Available 60)</i>	15 POINTS Decisions made by this position usually directly affect the quality, quantity, and timeliness of work produced by this position itself, those	30 POINTS Decisions made by this position usually directly affect the success of a major department or school in meeting its objectives. Decisions are	45 POINTS Decisions made by this position usually directly affect the success of the District in meeting its objectives and mission. The majority of decisions are related to program and	60 POINTS Decisions made in these positions regularly affect the short- and long-term success of the District. Decisions are balanced roughly between those related to strategic

	<p>closely engaged in related work (work unit), or, at times, by those in different work units. The majority of decisions made by this position relate to how the work should be done (work execution), but some relate to work planning.</p>	<p>roughly balanced between planning and execution.</p>	<p>resource planning, allocation, and adjustment.</p>	<p>plans and program/resource planning and allocation. Effects of decisions are characterized by a high visibility inside and outside the organization.</p>	
<p>Interpersonal Relations <i>(Total Points Available 20)</i></p>	<p>5 POINTS</p> <p>Position requires the normal courtesy and respect for others expected of any employee. Contact is primarily with coworkers and supervisors.</p>	<p>10 POINTS</p> <p>Position requires the normal courtesy and respect for others expected of any employee, plus a moderate degree of tact. Contact is with employees, students, and the public on primarily routine requests or inquiries.</p>	<p>15 POINTS</p> <p>Position requires more than normal courtesy and respect for others. Position requires sufficient tact and diplomacy to effectively handle regular contact outside of the organization on difficult or sensitive matters; job might alternatively, require extensive interaction with students.</p>	<p>20 POINTS</p> <p>Position requires, in addition to tact and diplomacy, the ability to persuade and motivate others, both inside and outside the organization, to take desired action. Position is characterized by regular interaction with the Board of Education and the public on complex and highly sensitive matters.</p>	
<p>Supervision <i>(Total Points Available 20)</i></p>	<p>5 POINTS</p> <p>Directly supervises non-administrative positions, does not have any direct reports, and/or completes limited work on cross-departmental projects.</p>	<p>10 POINTS</p> <p>Directly supervises employees and administrators mainly with Minimal Expertise and Education and/or Supervision requirements. Position maintains supervisory capacities consistent with those of Asst. Principals at the Elementary or Middle School Level.</p>	<p>15 POINTS</p> <p>Directly supervises employees and administrators mainly with Low Expertise and Education and/or Supervision requirements. Position maintains supervisory capacities consistent with those of Elementary/Middle School Principals, or School of Study Principals.</p>	<p>20 POINTS</p> <p>Directly supervises administrators, especially those with 1) Medium Expertise and Education and/or Supervision requirements, and 2) responsibility for large and complex departments or facilities. Position maintains supervisory capacities</p>	

				consistent to or greater than those of High School Principals.
Fiscal Responsibilities <i>(Total Points Available 20)</i>	5 POINTS Position monitors a minimal budget, at most.	10 POINTS Position may monitor a small-to-moderate budget.	15 POINTS Position monitors a budget comparable to that of an Elementary or Middle School.	20 POINTS Position monitors a budget comparable to that of a High School or of a District.
Complexity <i>(Total Points Available 40)</i>	10 POINTS Job tasks and conditions are diverse and considerable discretion is allowed and required to accomplish them utilizing a variety of procedures within a framework of general instructions.	20 POINTS The work objective and the fundamental principles of the job's discipline (teaching, accounting, social work, personnel, etc.) are the framework within which decisions are made and tasks are accomplished. The job tasks focus on the objective rather than the procedures used.	30 POINTS Goals, policies, and Board directives are fairly specific; however, this position must use considerable judgment in determining how to get work done or solve the problem. Job is characterized by rapidly changing issues, problems, and requirements dealing with the matters of significant and strategic importance to the district.	40 POINTS Within the framework of general Board policy, strategic planning, and long-range goals, this position is responsible for pointing the way by establishing more specific goals and objectives. This position is responsible for initiating changes in Board policy, district priorities, etc. in response to a variety of input from both inside and outside the organization.

Annual Base Salary Amount

Each year, two (2) representatives of the Board, two (2) representatives of the administrative staff, the Superintendent, and Chief Financial Officer shall meet and determine a recommendation to the Board regarding allocation of funds toward salary range, fringe benefits, and funds for performance awards. A school year shall be July 1 through June 30.

Salary Ranges, Placement, and Appeal

Annually, the Superintendent, utilizing input from various sources where applicable, will establish a salary for each administrator. Such salary shall be established within the salary range for each position on the Administrative Salary Schedule. After establishing such salaries, the Superintendent shall report such recommended salaries to the Board.

An administrator who is not satisfied with their salary placement may schedule a meeting with the Superintendent to discuss his or her concerns.

An administrator employed on a less than a twelve (12) month contract shall be eligible to be reimbursed for up to five (5) days for time worked beyond the term of his or her contract. The rate of pay shall be \$200 per day so long as the reason for working is shown on the list below.

- A. Required conference/training attendance
- B. Interviewing prospective employees
- C. Curriculum work
- D. Other, with prior approval of the Superintendent

To receive reimbursement, the administrator must prepare a properly completed payroll form and submit it to the Superintendent for approval. Additional days beyond five (5) may be utilized only with prior approval of the Superintendent.

Length of Administrative Contract

Each administrator who is to continue to be employed shall be recommended by the Superintendent for re-employment. The length of contract may be for a period not to exceed three (3) years with compensation review to be made on an annual basis.

Revised 12/12/17

Revised 3/10/20

Revised 8/10/21

Book Policy Manual
 Section 3000 Personnel
 Title PROPOSED REVISED SECRETARIAL/BUSINESS COMPENSATION PLAN
 Code po3422.06S (as presented during the June 28, 2022 BST meeting)
 Status
 Adopted December 13, 2016
 Last Revised March 8, 2022
 Last Reviewed July 12, 2022

3422.06S - **SECRETARIAL/BUSINESS COMPENSATION PLAN**

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

		II	II.3	II.6	III	III.3	III.6	IV	IV.3	IV.6	V
1	0 – 55 days	13.19	13.39	13.62	13.83	14.14	14.47	14.79	15.30	15.76	18.07
2	55 days – 1 year	13.48	13.72	14.01	14.30	14.75	15.20	15.65	16.11	16.57	18.89
3	1 year plus	13.83	14.15	14.47	14.79	15.25	15.72	16.06	16.52	17.04	19.37
4	2 years plus	14.30	14.75	15.20	15.65	16.03	16.42	16.84	17.30	17.79	20.10
5	3 years plus	14.79	15.23	15.65	16.07	16.57	17.14	17.67	18.14	18.62	20.94
6	4 years plus	15.65	16.03	16.42	16.84	17.34	17.90	18.45	18.93	19.40	21.71
7	5 years plus	16.06	16.57	17.14	17.67	18.31	18.95	19.57	20.03	20.52	22.83

*subject to Sections B-1 and B-2 of this policy.

Those secretaries who work in the evening on a regular basis shall be paid an additional twenty-five cents (\$.25) per hour for evening hours.

Secretarial Classifications

The following job classifications will be in effect for the wage schedule listed above, subject to other sections of this policy:

Classifications

V	Secretarial	Business
	Classified Human Resources Administrative Assistant to Superintendent/Board of School Trustees Secretary to Assistant Superintendent of Exceptional Learners Secretary to Assistant Superintendent of Student Services	Certified Payroll Classified Payroll Insurance
IV	Secretarial	Business
	Director of Career & Technical Ed. Administrative Assistant to Executive Principal** Secretary/Human Resources Data Specialist – Instructional Leadership Treasurer (High School)** Freshman Academy Principal**	Building Services Office Manager Payroll Assistant Accounts Payable EACC – WVPE Office Manager Director of Transportation CFO/COO Secretary

III Secretarial EACC Principal EACC Central Office Elementary Principal High School Athletics High School Vice/Assistant Principal High School Registrar Middle School Principals Elkhart Academy Student Services Secretary District Registrar Exceptional Learners Secretary Receptionist Media Services Center Coordinator *Federal Programs Instructional Leadership English Learners High School Counseling** School of Study** High School Student Office**	Business Business Office/Purchasing Director of Food Service Food Service Secretary Safety & Security Mail/Copy Center PACE Program EACC - Office**
II Secretarial	Business
Adult & Community Ed. Office Assistants High School Receptionist High School Media Center Middle School Assistant	Food Services Assistant

*Subject to reclassification if this position becomes funded from the General Fund.

**** Effective June 14, 2021**

There will be an increase equal to the base increase for any secretary who by placement of the classifications listed in A of this section would receive less than the base increase raise.

A. Commencement of Employment

Upon a secretary's commencement of employment with the Elkhart Community Schools, such secretary may, at the discretion of the superintendent/authorized designee, be placed at any of the first six (6) steps of the salary schedule. The secretary will serve a fifty-five (55) calendar day probationary period.

A secretary will proceed to the next step when she/he accumulates the time normally required to qualify for progression to the next step of the wage schedule, unless performance is such that the immediate supervisor recommends the step movement be withheld. This recommendation shall be made at the end of the probationary period of no more than eight (8) weeks, nor fewer than six (6) weeks, prior to the anniversary date of the secretary in question.

B. Transfer of Job Classification

At the discretion of the employer, a secretary may be assigned to fill another secretarial position vacancy without the need to post the vacancy, so long as both positions are within the same department, and both positions are in the same job classification. In the event that a secretary transfers from one (1) job classification to another, the secretary will normally be placed on probation in the new position, but will continue to receive benefits. The provisions as written above shall be applicable except when a presently employed secretary who is at the top step is transferred, and in that case, the transferred secretary may be placed at her/his present step position by the Director of Human Resources.

C. Reclassification of Positions

The administration retains the authority to reclassify positions when it determines that it is in the best interest of the Corporation.

In addition, the Secretarial Negotiations Committee may, during their annual discussions with the administration, propose the reclassification of secretarial positions.

D. Secretarial Career Increment Schedule

The amounts as listed will be added to the salary of any secretary whose years of employment in the Elkhart Community Schools would

qualify for such.

Years Regularly Employed in Elkhart Community Schools	Hourly Increment
five (5) or more, but less than ten (10)	\$.20
ten (10) or more, but less than fifteen (15)	\$.30
fifteen (15) or more, but less than twenty (20)	\$.50
twenty (20) or more	\$.70

Mentor Program

Effective January 1, 2020, any secretary who is assigned to serve as a mentor shall be given a stipend of \$600 per calendar year. Mentors shall be assigned at the sole discretion of the Director of Human Resources at the time a secretary is assigned to a new position.

Substitute Coverage for a Nurse

Effective January 1, 2022, when a nurse has been absent from a building for an extended period of time (i.e. more than five (5) consecutive school days) and substitute coverage has not been provided for the nurse assigned to said building, the secretary designated by the principal to provide coverage for the nurse may claim up to one (1) hour of overtime each day for the purpose of completing duties the secretary was unable to complete during the normal workday as a result of providing coverage for the nurse.

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.

Fringe Benefits

Income Protection and Annuities

The Elkhart Community Schools provide the opportunity for regular classified employees to purchase income protection and tax-sheltered annuities. This is done by specifications and through a company or broker approved by the Board of Schools Trustees of the Elkhart Community Schools.

Insurance

In addition to the basic salary schedule, the Elkhart Community Schools contributes toward a policy for each regular classified employee, working thirty (30) or more hours per week, who is a member of the group hospitalization, major medical and life insurance program approved by the Board of School Trustees. Eligible employees' may select one (1) of the plans provided by the Board.

The amount of life insurance coverage is an amount equal to the employee's annual salary or wages rounded up to the next thousand dollars. The Board will contribute ninety percent (90%) of the premium cost of a group long-term disability insurance policy for employees who work thirty (30) or more hours per week.

Severance Benefits

Secretarial 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.

A. 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 the use of all personal leave and unused vacation days.

B. Retirement, Death, or Disability - The benefits listed below are in addition to those in Section A.

1. As used in this section, "retirement" shall be defined as a resignation by a secretarial employee who is age sixty (60) and has ten (10) or more consecutive years of employment; or who is fifty-five (55) years of age or older and has fifteen (15) or more consecutive years of employment; or who is fifty (50) years of age or older and has twenty (20) consecutive years of employment in the Elkhart Community Schools.

2. The Board will contribute \$3,000 per year to be applied to the single or family plan insurance premium until age sixty-five (65) for each secretary, age sixty (60) or beyond, who retires with notice received in the office of the Superintendent three (3) months in advance. In the event of an emergency, relief from the required three (3) month notice may be granted at the Superintendent's discretion.

In addition, for the secretary who has fifteen (15) years of experience, is age fifty-five (55), and has been participating in the group health and life insurance program for at least the last five (5) years, the employee, by paying 100% of the annual premium until age sixty (60), and by paying \$1,250 less than 100% of the annual premium until age sixty-five (65), may continue in the group insurance plan until age sixty-five (65).

Also, this benefit will be discontinued if the retired secretary becomes employed on a full-time school year or calendar year basis, or if through other employment qualifies for health insurance benefits. The employer reserves the right to request the employment status of the retired secretary.

3. A retiring secretary will be paid his/her daily rate multiplied times the number of years of service in the Elkhart Community Schools.
4. A maximum of thirty-five (35) accumulated days of unused personal leave will be paid to a secretarial employee who retires, dies, or becomes 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 above benefit shall be paid to the decedent's estate.
5. In addition to the above benefits, the actual number of days of accumulated sick leave, not to exceed a maximum of twelve (12) days or forty-five percent (45%) of the accumulated sick leave days, whichever is greater, shall be paid to a secretarial employee at the time of retirement, or to the secretary's beneficiary in the event of the death of a secretary eligible for retirement.

Change in Support 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 3413S.

Absences

When unable to report for work, it is the employee's responsibility to notify and give the reason for absence to his/her immediate supervisor as soon as possible. This notice is to be given at least one-half (1/2) hour before the time that the employee regularly reports for work, except for bus drivers, who should give at least one (1) hour's notice. Upon return to work, the employee shall file a report of absence. Deductions for absence will be made at the daily rate unless covered by an absence policy. (No absence report is necessary on emergency closing days when payment is not to be received.)

All classified employees employed four (4) or more hours are entitled to certain illness and leave benefits. Absences for all classified personnel in addition to the days to which they are entitled shall be considered to be unexcused, except those for which prior approval has been granted. Any absence of an employee may, at the discretion of the employer, be subject to proper and sufficient verification satisfactory to the employer. Three (3) days' unexcused absences in any one (1) school year shall be considered excessive and shall be grounds for suspension or termination. Upon written request received by the appropriate administrator, at least two (2) weeks in advance (except in emergencies), unpaid absences of five (5) or less consecutive working days may be approved. The best interests of the school corporation will be considered.

Absences and Leaves Personal/Family Illness Absence Full-time Secretaries

Full-time secretaries will be allowed the number of hours equal to one (1) workday per month of employment for personal illness/family illness absence. This will provide ninety-six (96) hours of personal illness/family illness absence annually. Unused personal illness/family illness absence may accumulate to a total of the number of hours equal to 215 days as personal illness days.

School-year Secretaries

- A. Regular school year classified employees will be awarded twelve (12) days of personal illness/family illness leave each calendar year.
- B. Any unused hours will accumulate as personal illness absence to a total of the number of hours equal to 150 workdays. Use of accumulated sick leave by a school year employee terminates at the close of the school year. It cannot be used again unless the employee is employed for the following school year or employed at a later date.

All Secretaries

The Elkhart Community Schools may request a doctor's approval to return to work following an illness.

Family Illness Leave

- A. As used in this section, "immediate family" shall mean the employee's spouse, life partner, children, siblings, parents, parents-in-law, brother- or sister-in-law, son- or daughter-in-law, grandparents, grandchildren, great-grandparents, stepparents, stepchildren, or any member of the family unit living in the employee's household, any person for whom the employee is the legal guardian, or for whom the employee is exercising rights authorized pursuant to a Power of Attorney. "Life Partner" shall mean an individual whose close association

with the employee is the equivalent of a family relationship. "Family unit" shall mean any person related to the employee, genetically or by marriage, or any person for whom the employee is the legal guardian.

- B. A secretary shall be entitled to the number of hours equal to two (2) paid days for family illness leave per calendar year, provided that such leave shall be for the sole purpose to care for a member of the secretary's immediate family who becomes seriously ill and requires both medical attention by a licensed physician and the care and attention of the secretary. Such medical attention provided may be requested to be verified by a licensed practicing physician. Unused family illness will accumulate as illness absence.
- C. When an emergency medical condition of an employee's immediate family necessitates personal care by the employee for an extended period of time (days), the employee may annually use ten (10) or less days of personal illness to provide such care. This is in addition to family illness provisions already provided.

Job-Related Injury

An employee injured in the performance of his/her duties is eligible for Worker's Compensation. The employee is required to complete an injury report form on the day of the injury and to visit the designated medical facility as directed by the employer. Time required for the employee to recuperate from any personal injury arising out of and in the course of employment responsibility shall be governed by Indiana laws regarding Worker's Compensation. Worker's Compensation benefits will begin after seven (7) calendar days at a rate of sixty-six and two-thirds percent (66-2/3%) of the employee's average wage rate. The employee's share of the health/life insurance premium must be paid in advance to the Business Office or insurance will be terminated. An employee may receive full payment by using available illness absence, personal business, and/or vacation benefits.

Personal Leave

Secretarial/Business staff members 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 a secretary does not elect to roll two (2) personal business days into the following year, all unused personal leave will accumulate for retirement.

Secretarial/Business 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.

For less than twelve (12) months secretaries, except for emergencies, personal business hours shall not be used for the sole purpose of extending the school vacation periods of Thanksgiving, Winter Recess, Spring Break or Summer Break, or the day preceding fall recess in the event that day is scheduled as a parent-teacher conference day, as defined by the school calendar, unless the employee complies with the following procedure:

- A. Once every three (3) years, an employee may use personal business hours to extend a holiday or vacation period described above by exchanging two (2) personal business hours for each personal business hour taken adjacent to the holiday or vacation period.
- B. The employee must give notice, in writing, to the Office of the Superintendent ten (10) working days in advance of taking said day.
- C. All emergency requests for personal business immediately preceding or immediately following vacation periods shall be granted only upon approval of the Superintendent or designee. For the purpose of determining when an emergency exists, "emergency" shall be defined as an unforeseen event that prohibits the employee from attending to his/her assigned duties.

For twelve (12) month secretaries, personal business leave may be taken at any time upon the approval of the supervisor or authorized designee.

No personal leave will be granted for participation in any strike or work stoppage or other concerted action by an employee or employee group.

Attendance Incentive Program

For the purpose of this attendance incentive program, the year will run from January 1st through December 31st.

During the month of January, any secretary who has perfect attendance throughout the prior year, other than vacation, bereavement, or personal leave, shall be paid the sum of \$500. Any employee who is absent for any reason for five (5) or less days throughout the prior year, other than vacation, bereavement, or personal leave days, shall be paid the sum of \$250.

Bereavement

Each regular classified employee 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 the 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.

When requested, additional bereavement day(s) with or without pay may be granted by the Superintendent or designee.

A secretary shall be entitled to up to one (1) paid day per year, to be taken in increments of no less than two (2) hours for an absence, to attend the funeral of a close friend, upon the condition that the requested absence must not create a serious problem in the secretary's work setting.

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 a temporary leave of absence not to exceed fifteen (15) days in any one (1) calendar year. Such absence shall result in no loss of wages. When the employee has received the military pay s/he shall present the check or a copy of the check to the payroll office, whereupon a deduction equal to the per diem payments will be made for each day of paid absence from the next payroll check. Upon return from temporary training or leave, the employee will be restored to a comparable position without loss of vacation, sick leave, or other benefits of employment.

Health Leave

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

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

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

Health Leave – Procedure

An employee with at least one (1) year's service, who has used all of his/her personal illness, personal leave, FMLA Leave, and vacation benefits, may be placed on a health leave.

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

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

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

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

Jury and Witness Duty Pay

A. Jury Duty

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

B. Witness Duty

In the event an employee is subpoenaed to serve as a witness, except in cases noted below, and gives testimony before a court of law or governmental administrative agency, the employee shall be granted absence to witness for the time during the working day which the employee is required to be present. Such absence, up to three (3) days for any one (1) case, shall result in no loss of wages. For cases involving extended absence to witness, the Superintendent may grant additional days. When the employee is in receipt of his/her witness duty check, a copy of the check shall be presented to the payroll office, whereupon a deduction equal to witness duty pay will be made from the next payroll check. The employee will not be paid when such testimony is given in any litigation in which the employee is a party, or employee relations-related litigation involving the employer of any other school employer unless the employer subpoenas the employee to testify. However, if the employee has been named as a party as a result of the employee's performance of duties as an ECS employee, such employee shall not be subjected to the foregoing prohibition.

Parental Leave

A leave, without pay, may be granted to any expectant parent upon written request of the employee to the Director of Human Resources. In the event the employee is pregnant, the leave may be requested to begin any time between thirty (30) days after the Director of Human Resources is notified of the pregnancy and thirty (30) days after the birth of the child. For employees who are not pregnant, the leave may be requested to begin any time within thirty (30) days of the date the child is expected in the home. In cases of emergency, the thirty (30) day notification period may be waived. Leaves may be requested for a period not to exceed one (1) year, and are non-renewable.

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

Adoptive Leave

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

Maternity Leave

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

Holidays and Vacations

Definitions

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

Holidays

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

- A. Full-time employees shall be paid for the following holidays when they occur on days which would have been worked if it were not for that special day, subject to the provisions below:

New Year's - two (2) days (See Sec. A.1.)

Martin Luther King Jr. Day

Presidents' Day (See Sec. A.4.)

Memorial Day

Independence Day - two (2) days (See Sec. A.2.)

Labor Day

Thanksgiving - two (2) days (See Sec. A.3.)

Christmas - two (2) days (See Sec. A.1.)

1. During the winter break (when schools are closed) four (4) days will be allowed as follows:

a. When January 1 and December 25 fall on a weekday, they shall be paid holidays, and a classified employee may, subject to approval of the immediate supervisor, select either but not both, December 24 or December 26 as a holiday with pay, and may, subject to approval of the immediate supervisor, select either but not both, December 31 or January 2 as a holiday with pay. To be eligible for either of the above selections, a classified employee must make such request to the immediate supervisor no later than December 10.

b. When January 1 and December 25 fall on a weekend, then both the Friday before and the Monday after shall be paid holidays, unless schools are open on one (1) of these days, in which case an alternate day will be determined.

2. When any holiday is celebrated on a weekend, it will be a paid holiday on the Friday preceding or the Monday following, unless school is in session.

3. Thanksgiving Day and the day following will be paid holidays.

4. Presidents' Day will be a paid holiday.

B. School-year classified employees shall be paid for the following holidays when they occur on days which they would have worked if it were not for that special day, subject to the provisions above:

Martin Luther King Jr. Day

Presidents' Day

Memorial Day

Labor Day

Thanksgiving - two (2) days (See Sec. A.3.)

Christmas - one (1) day (if celebrated on a weekend, it will be paid holiday on the Friday preceding or the Monday following.

Vacations

- A. A full-time employee, who has, as of December 31, been employed by the Elkhart Community Schools for less than one (1) calendar year, shall be entitled to one (1) working day vacation with pay during the calendar year, for each full month of employment completed, provided no more than ten (10) vacation days may be accrued. Vacation benefits may not be utilized prior to accrual and approval from the Administrator.
- B. A full-time employee, who has, as of December 31 of each year, been employed by the Elkhart Community Schools for that entire calendar year, shall be entitled to ten (10) working days vacation with pay during the next calendar year.
- C. A full-time employee, who has, as of December 31 of each year, been employed by the Elkhart Community Schools for five (5) consecutive years, is entitled to fifteen (15) working days vacation with pay during the next calendar year.
- D. A full-time employee, who has, as of December 31 of each year, been employed by the Elkhart Community Schools for fifteen (15) consecutive years, is entitled to twenty (20) working days vacation with pay during the next calendar year.
- E. A full-time employee, who has, as of December 31 of each year, been employed by the Elkhart Community Schools for twenty (20) consecutive years, is entitled to twenty-five (25) working days vacation with pay during the next calendar year.
- F. Years shall be considered "consecutive" so long as any interruption of service did not include other employment.
- G. For the sole purpose of determining vacation benefit eligibility; employees who transfer from a school-year position to a twelve (12) month position will be granted years of service based on the following conversion formula. **NOTE: the years of service conversion is only applicable for the purpose of vacation benefits. This computation does not replace the total years of service invested with Elkhart Community Schools for the purposes of Retirement benefits or Staff Recognition.**

The employee's employment record with Elkhart Community Schools for all positions held will be considered. Using the number of paid hours per day, multiplied by the number of paid days per school year, divided by 2080 to obtain the number of years equivalent to a twelve (12) month position. The total number of equivalent years will be rounded up to the nearest whole number.

The calculated number of years of service will be used in determining the total number of day's vacation which such full-time employee is entitled to receive under this policy. The employee will receive the total amount of awarded vacation days effective the January following their date of conversion. Prior to completing one (1) full year of service, the employee will be entitled to a prorated amount of vacation days based on the calculation formula referenced in the paragraph above.

H. Dates requested for use as vacation days shall be submitted to the immediate supervisor prior to the first day of requested vacation, and shall be subject to the approval of the immediate supervisor.

When vacation days for secretaries have been requested and approved but are not able to be used due to administrative directive, an extension of up to three (3) months will be granted for the use of such day(s).

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. Should a full-time employee be unable to use accumulated vacation days during this period, any unused days shall be transferred to accumulated personal illness days.

J. A school-year employee will not be entitled to paid vacation days.

Revised 1/10/17

Revised 3/28/17

Revised 5/23/17

Revised 7/25/17

Revised 12/12/17

Revised 2/17/18

Revised 5/8/18

Revised 11/13/18

Revised 12/18/18

Revised 3/12/19

Revised 12/10/19

Revised 1/14/20

Revised 11/24/20

Revised 1/12/21

Revised 3/9/21

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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: June 24th, 2022
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 1,913 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](#)

Annual Financial Report

County Number 43

School Corporation Number 2305

School Corporation Name Elkhart Community Schools

Any questions regarding this report should be directed to:

Contact Person's Name Kevin Scott

Title Chief Financial Officer

Telephone Number (574) 262-5500

When emailing the Annual Financial Report to the Department of Education, attach this cover sheet.

Receipts Comparisons
Calendar Year 2021

Receipt Accounts	2021 Approved Budget Receipts	2021 Actual Receipts
<u>EDUCATION FUND</u>		
1000 Local Sources	\$ 1,256,537.00	\$ 805,836.41
3000 State Sources	86,356,638.00	85,403,859.88
6000 Other Items	10,000.00	-
TOTAL	\$ 87,623,175.00	\$ 86,209,696.29
<u>REFERENDUM FUND</u>		
1000 Local Sources	\$ 5,822,991.00	\$ 6,068,451.86
TOTAL	\$ 5,822,991.00	\$ 6,068,451.86
<u>DEBT SERVICE FUND</u>		
1000 Local Sources	\$ 10,736,395.00	\$ 11,436,726.41
4000 Federal Sources	\$ -	\$ 6,669.12
TOTAL	\$ 10,736,395.00	\$ 11,443,395.53
<u>RETIREMENT/SEVERANCE BOND FUND DEBT SERVICE FUND</u>		
1000 Local Sources	\$ 3,328,920.00	\$ 3,544,224.72
5000 Other Financing Sources	\$ -	\$ 5,880.00
TOTAL	\$ 3,328,920.00	\$ 3,550,104.72
<u>EXEMPT DEBT SERVICE FUND</u>		
1000 Local Sources	\$ 1,270,931.00	\$ 1,362,899.52
TOTAL	\$ 1,270,931.00	\$ 1,362,899.52
<u>OPERATIONS FUND</u>		
1000 Local Sources	\$ 23,700,351.00	\$ 20,759,963.10
2000 Intermediate Sources	530.00	530.04
3000 State Sources	14,000.00	-
4000 Federal Sources	10,000.00	-
5000 Other Financing Sources	10,800,000.00	11,630,000.00
6000 Other Items	40,000.00	3,759.22
TOTAL	\$ 34,564,881.00	\$ 32,394,252.36

Receipt Accounts	2021 Approved Budget Receipts	2021 Actual Receipts
RAINY DAY FUND		
5000 Other Financing Sources	\$ -	\$ 1,500,000.00
TOTAL	\$ -	\$ 1,500,000.00
GRAND TOTAL	\$ 143,347,293.00	\$ 142,528,800.28

Expenditures Comparisons
Calendar Year 2021

Expenditure Accounts	2021 Approved Budget Expenditures	2021 Actual Expenditures
<u>EDUCATION FUND</u>		
11000 Instruction/Regular Programs	\$ 45,057,230.99	\$ 43,480,078.22
12000 Instruction/Special Programs	11,871,527.95	10,019,984.03
13000 Instruction/Adult/Continuing Education	364,827.40	269,546.48
14000 Instruction/Summer School	215,315.00	242,562.64
15000 Enrichment Programs	8,000.00	13,292.39
16000 Remediation	106,300.00	60,291.61
17000 Payments to Governmental Units in State	1,481,990.00	1,432,025.85
21000 Support Services/Pupils	6,365,393.59	6,276,870.24
22000 Support Services/Instruction	2,546,103.64	1,797,540.45
24000 Support Services/School Administration	7,353,081.00	7,015,029.75
25000 Central Services	2,530.00	1,438.84
30000 Operation of Non-instructional Srvcs.	992,020.00	676,289.99
60000 Non-programmed Charges	-	11,630,000.00
TOTAL	\$ 76,364,319.57	\$ 82,914,950.49
<u>REFERENDUM FUND</u>		
11000 Instruction/Regular Programs	\$ -	\$ 45.19
21000 Support Services/Pupils	-	12,644.34
25000 Central Services	64,000.00	66,525.40
26000 Operation and Maintenance of Plant Srvcs	-	273,008.63
27000 Student Transportation	5,134,350.00	2,029,768.44
30000 Operation of Non-instructional Srvcs.	609,250.00	129,425.70
60000 Non-programmed Charges	-	208,689.50
TOTAL	\$ 5,807,600.00	\$ 2,720,107.20
<u>DEBT SERVICE FUND</u>		
50000 Debt Services	\$ 10,559,630.00	\$ 10,267,758.26
TOTAL	\$ 10,559,630.00	\$ 10,267,758.26
<u>RETIREMENT/SEVERANCE BOND</u>		
<u>FUND DEBT SERVICE FUND</u>		
50000 Debt Services	\$ 3,050,515.00	\$ 3,050,515.00
TOTAL	\$ 3,050,515.00	\$ 3,050,515.00

Expenditure Accounts	2021 Approved Budget Expenditures	2021 Actual Expenditures
<u>EXEMPT DEBT SERVICE FUND</u>		
50000 Debt Services	\$ 1,379,000.00	\$ 1,379,000.00
60000 Non-programmed Charges	\$ -	\$ 5,880.00
TOTAL	\$ 1,379,000.00	\$ 1,384,880.00
<u>OPERATIONS FUND</u>		
23000 Support Services/General Administration	\$ 1,126,707.45	\$ 942,999.66
25000 Central Services	6,270,948.85	5,958,614.27
26000 Operation and Maintenance of Plant Srvc	12,093,784.02	13,226,255.05
27000 Student Transportation	7,292,257.39	6,795,735.34
30000 Operation of Non-instructional Srvc.	757,011.00	153,420.83
40000 Facility Acquisition and Construction	5,953,349.61	5,137,923.04
60000 Non-programmed Charges	-	1,500,000.00
TOTAL	\$ 33,494,058.32	\$ 33,714,948.19
<u>RAINY DAY FUND</u>		
11000 Instruction/Regular Programs	\$ 4,000,000.00	\$ -
25000 Central Services	\$ -	\$ 78,000.00
60000 Non-programmed Charges	-	1,343,799.33
TOTAL	\$ 4,000,000.00	\$ 1,421,799.33
GRAND TOTAL	\$ 134,655,122.89	\$ 135,474,958.47

Certified Salary Schedule
in effect June 30, 2021

Salary Range	Bachelors # of Persons	Masters # of Persons	Doctorate # of Persons
\$20,000 - 25,000			
\$25,000 - 30,000			
\$30,000 - 35,000			
\$35,000 - 40,000			
\$40,000 - 45,000	257	12	
\$45,000 - 50,000	77	32	
\$50,000 - 55,000	45	40	
\$55,000 - 60,000	30	71	
\$60,000 - 65,000	3	53	
\$65,000 - 70,000		58	
\$70,000 - 75,000	8	112	1
\$75,000 - 80,000		13	
\$80,000 - 85,000			
\$85,000 - 90,000			
\$90,000 - 95,000			

Total number of certified part-time employees: 4

Total number of certified full-time employees: 862

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A. Salary Payment

1. Teachers employed for the full school year shall be paid in twenty-six (26) payments. The first paycheck shall be issued to each contracted teacher within three (3) weeks of the start of the school year. A teacher who notifies the Human Resources Department in writing by July 1 prior to the next school year may be paid his/her salary over twenty-two (22) payments. Teachers who have previously requested twenty-two (22) payments may provide notification to the Human Resources Department of the desire to return to twenty-six (26) payments using the same procedure. The method of payment cannot be changed by either party during any school year. The contracted salary of a teacher will be issued in equal pays every other Friday, with certain exceptions. At no time will a teacher receive more than twenty-six (26) pays in any calendar year.
2. Newly employed, full-time teachers will be eligible to receive an advance of forty (40%) percent of their first regular pay one week prior to the scheduled pay date for teachers, subject to the following guidelines:
 - a. They must have signed a contract.
 - b. All tax forms and other required documentation must be completed and on file.
 - c. A written request must have been filed on or before the teacher's first contracted work day.
 - d. The advance will be deducted in equal installments in the first two (2) contract payments for that teacher.

B. Association Deductions

1. The authorization for deduction of Association dues and/or legal assessments shall be on a continuing basis unless revoked in writing by the employee through the Association President and employer prior to September 1. This continuing authorization shall permit changes in the amount of dues adopted by the respective governing bodies of the Association.
2. The employer shall deduct the authorized sum in twenty (20) or sixteen (16) equal semi-monthly payments and remit to the Association within five (5) work days of the paycheck date, starting with the first check in November, from the regular salary checks of each teacher signing and delivering such assignment. Upon termination of a contract, the employer shall deduct all unpaid Association dues and/or legal assessments from the remaining paychecks.
3. A teacher who is hired after October 15 and who selects to have dues and/or legal assessments deducted shall have said monies deducted in equal installments during the remaining pay periods.
4. A teacher who chooses to revoke deduction authorization for Association dues shall provide written notice to the employer on the duplicate form provided to the employee by the Association. The employer will within five (5) work days of receipt of said notice inform the Association in writing of receipt of such notice.

C. Granting of Experience Credit for New Teachers

1. The hiring range for a Technology Integrator will be \$37,650 - \$52,950.

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2. Any newly employed teacher will be placed on the Career Pathway Schedule according to recognized years of experience, but no years beyond five (5) will be recognized.
 - a. When the newly employed teacher also fills an added pay position, at the discretion of the employer, additional levels on the Career Pathway Schedule may be recognized.
 - b. At the discretion of the employer, a newly employed teacher in an area of limited supply may be granted levels on the Career Pathway Schedule.
 - c. Whenever the employer exercises such discretion for a newly employed teacher, written notification shall be given to the Association President prior to the execution of the newly employed teacher's contract.
3. Experience Credit for Verified Teaching Experience

Experience credit on the Career Pathways Schedule, Appendix A, will be granted by the employer for prior verified teaching experience only after the employer determines such teaching experience is equivalent to teaching experience in the Elkhart Community Schools. The employer will consider the following factors:

- a. Certification prior to the verified teaching experience.
- b. Experience will be in an equivalent commissioned and/or accredited educational institution.
 - i. Elementary or secondary school;
 - ii. Employment as a long-term substitute teacher for Elkhart Community Schools;
 - iii. College or university; and
 - iv. Head Start or accredited pre-school (NECPA or NAEYC).
- c. Class load of prior teaching experience substantially the same as position applied for.
- d. Number of hours taught per week substantially the same as position applied for.
- e. Length of work year substantially the same as position applied for.
- f. The prior experience is helpful to the teaching assignment applied for.

Experience credit for verified teaching experience may be granted by the employer for a teacher who is employed after December 31, 2021. Any adjustment made shall become effective and awarded as a part of a current contract, and shall not be retroactive. Reasons for denial of such credit shall be furnished upon request, and shall not be arbitrary or capricious.

4. Experience Credit for Career Center Teachers

The following shall apply only to those teachers assigned to the Elkhart Area Career Center who hold an Occupational Specialist license.

- a. All professional instructional staff members must qualify for an appropriate teaching license. A copy of said license must be on file with the Director of Human Resources. Teachers with an

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Occupational Specialist license shall be placed on the Career Pathway Schedule.

- b. The Director of Human Resources shall have the final decision on all matters concerning recognition of teaching and/or work experience submitted for initial placement.
- c. Work experience submitted for initial placement on the Career Pathway Schedule shall be certified in writing by the private or public sector employer prior to initial employment of the teacher by the Board.
- d. Work experience shall be defined as employment in a skilled trade, business, or industry, applicable to the position for which the teacher is to be employed.
- e. A teacher may be granted experience levels on the Career Pathway Schedule in the amount of one year of experience granted for each full year of completed teaching experience, and/or one year of experience each year of approved work experience. No more than five (5) years of experience will be recognized except pursuant to the exceptions established in Article Six C-2.

5. Granting of Experience Credit for Military Service

A teacher will be placed on a level on the Career Pathway Schedule in the amount of one (1) year of experience credit granted for completion of each full year of verified honorable military service, or verified alternate service, provided any such service fulfilled an existing legal military obligation. Notwithstanding the above, no more than four (4) years of experience credit shall be granted for such service.

6. Upon issuance of an initial regular teacher's contract, a conference between the employer and prospective teacher shall be held at which time the prospective teacher shall have an opportunity to identify, at that time, all rights under this Article. Any claim shall be subject to verification. The teacher shall have the burden of proof in establishing such claim or claims under this Article.

D. Schedule Placement When Prior Work Experience is a Requirement

1. When a current ECS teacher is assigned to or transfers to a position where prior work experience is a requirement to fill the position, the teacher shall be granted experience levels on the Career Pathway Schedule in the amount of one (1) year experience for every two (2) years of approved work experience. No more than ten (10) years of work experience will be recognized.
2. Work experience shall be defined as employment in a skilled trade, business, or industry, applicable to the position for which the teacher is to be employed. Work experience must be certified in writing by the private or public sector employer in order to be recognized. Any salary adjustment made shall become effective and awarded as a part of a current contract, and shall not be retroactive.

E. Granting of Academic Credit to New Teachers

1. A teacher who earns academic credit subsequent to the completion of a Bachelor's Degree program but prior to being hired by Elkhart Community Schools may receive credit for such course work. Such academic courses must be within the area of the teacher's current assignment, or be related to and helpful in the teacher's current

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assignment, and should increase the instructional skills of the teacher. A teacher may not receive credit for workshops or other activities completed prior to being hired by Elkhart Community Schools. Credits for academic courses completed prior to being hired by Elkhart Community Schools will be subject to the approval of the Director of Human Resources.

2. For Career Center teachers: college, university, and trade or technical school credit, in addition to what's required for teacher licensing, may be applied to the Career Pathway Schedule.

F. Compensation Plan

Salary Range

The salary range, not including current year increases or TRF contributions, of a teacher employed with Elkhart Community Schools ranges from \$37,650 to \$73,850.

Eligibility

In order to receive an increase in compensation, teachers, with the exception of first and second year teachers, pursuant to I.C. 20-28-9-1.5(d), must not have received an evaluation rating for the prior school year of ineffective or needs improvement.

Advancement

Eligible teachers shall advance from level to level on the Career Pathway Schedule by satisfying the following factors:

1. Evaluation (67%) – teachers must not have received an evaluation rating of ineffective or improvement necessary for the prior school year.
2. Experience (33%) – teachers who have taught more than one hundred twenty (120) days in the previous school year.
3. Increase base salary to \$41,000
4. All current levels in the Career Pathway Schedules A & B shall increase \$3,350.
4. Teachers with one or more continuous years of ECS experience since July 1, 2020 will advance five (5) levels on either Schedule A or B (\$500).
5. Dual Credit Stipend of \$1,250 per semester for teachers providing instruction in dual credit courses.

Redistribution of Compensation Plan Allocation

Any funds otherwise allocated for teachers who were rated ineffective or improvement necessary will be equally redistributed to all teachers rated effective or highly effective. The redistribution will be in the form of a stipend paid on the last pay date in June.

Per Diem Rate

The Per Diem or Daily Rate for a bargaining unit member shall be determined by dividing the base salary for a bargaining unit member by 184.

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Compensation for Part-Time Teachers

Compensation for part-time teachers will be determined by dividing the average number of student contact minutes the bargaining unit member is working, plus fifteen (15) minutes before and after student contact time, each day divided by 340. The report time for the teacher shall be adjusted accordingly and the additional thirty (30) minutes shall be used by the teacher on a part-time contract for collaboration, consultation, and preparation.

Compensation for Teachers with Extended Contracts

Compensation for teachers with extended contracts shall be determined by adding the teacher's base salary to the teacher per diem rate for each 7.5 hour day worked beyond 184 days.

G. Emergency Closing of Schools

If a teacher finds that he or she cannot report for assignment because of hazardous road conditions, substitute wages only will be deducted from such teacher's salary unless personal leave is taken.

H. Temporary Differential

At the discretion of the Superintendent or designee with prior notification to the Association President or Designee, temporary differentials will be paid in addition to the regular Career Pathway Schedule for the following reasons:

1. Responsibility – a teacher approved for a temporary differential for an assigned temporary responsibility will be paid a differential, at the teacher's professional hourly rate, while he or she carries that responsibility.
2. Extra Work – a teacher approved for a temporary differential for assigned work, with the exception of curriculum development, beyond his or her normal load will be paid a differential, at the teacher's professional hourly rate, while he or she performs that extra work.
3. Orientation --
 - a. New Teachers: Orientation of new teachers will be paid at the professional development rate.
 - b. New Assignment: A teacher who has been given a different assignment during the school year may be given release time for a period of orientation at the discretion of the Superintendent. A teacher entering the system during the school year or one who has been given a different assignment during the school year may be paid for a period of orientation when it has been authorized by the Superintendent.
4. The duties described above are listed for informational purposes only; the rate of pay is the only thing that has to be the subject of negotiations.

I. Additional Instructional Responsibility

1. Elementary and Secondary

When no substitute is available to replace an absent teacher, then a teacher in the building may be assigned, by the building administrator, the responsibility and shall be compensated at a rate of .001 of the Bachelor's base salary per hour for each hour in half-hour increments when he or she is fulfilling such assigned responsibility, other than his or her normal assignment. Except for a teacher who is assigned the sole

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responsibility of instructing all students of an absent teacher, when the assignment is for three (3) or more hours, the pay shall be at the rate of .003 of the Bachelor's base salary per day, or the minimum daily substitute deduction, whichever is greater. The exception shall be *elementary personnel who do not have a regular student assignment*. ECS and ETA agree the italicized language will not be in effect beginning the Monday following ratification by the Board of School Trustees through and including the last student attendance day for the current school year, thereby allowing all bargaining unit members to be eligible for pay under the provisions set forth in this section.

2. Secondary

In the event a full-time secondary teacher is assigned for an extended period of time, usually a semester or a year, as a required duty, additional classroom instruction beyond that teacher's normal instructional load (e.g. 8 block schedule), such teacher shall be compensated (at minimum) at a rate equal to said teacher's daily rate divided by five (5) for each additional period of required instruction beyond the normal teaching load. Beginning June 15, 2021, in the event of an irregular instructional load (e.g. 4 block schedule), the compensation rate set forth above will be adjusted proportionally to reflect the increase in instructional responsibilities. Compensation shall include all of the workdays falling within the period for which there is an additional assignment.

3. Portions of this section unrelated to wages are practices of the school; as such, this language was not bargained and is included for information purposes only.

J. Mentor Stipend

The Employer will pay a total of six hundred (\$600) dollars as a stipend to mentor a teacher new to the district. The stipend may be divided among a maximum of four (4) mentor teachers. This stipend is not included in the compensation plan and as such is not subject to the provisions of Indiana Code 20-28-9-1.5.

K. Extended Contractual Compensation

A teacher shall not be required to work without pay prior to or after the dates specified on the individual teacher's Regular Teacher's Contract for which teaching or additional services are to be rendered. When a teacher is requested to work prior to or after the dates specified on the individual teacher's Regular Teacher's Contract for which teaching, or additional services are to be rendered, the teacher shall be paid, for each full day worked, his or her per diem rate; or for each hour worked, his or her hourly rate, as computed on the existing Career Pathway Schedule, Appendix A.

L. Professional Development Rate

Teachers will be paid twenty-six (\$26) dollars per hour for participation in voluntary professional development activities occurring outside of the teachers' contracted workday. Such activities shall be calculated for purposes of compensation in half-hour increments.

Portions of the section unrelated to wages are practices of the school; as such, this language was not bargained and is included for information purposes only.

M. Added Pay Schedule

1. All continuing additional pay assignments shall be compensated in accordance with Appendix B. Part B.1 will be for the Added Pay/Extra

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Duty positions and Part B.2 will be for the Added Pay/Included Duty positions. The Added Pay Schedule does not impose an obligation on the employer to fill any vacant positions.

2. For included duty positions, the added pay position is not severable from the regular teacher's contract unless mutually agreeable. The continued employment of such teacher is based on the satisfactory evaluations of duties related to both parts of the individual contract. This shall be applicable to included duty positions as follows:
 - a. Positions in Appendix B.2 have responsibilities which are an integral part or an extension of a related instructional assignment and are not severable from the assignment.
 - b. Positions in Appendix B.2, the teacher accepts as a condition of initial employment. This includes the high school football and boys basketball coaches who shall be informed, as verified in writing, the coaching position is a part of their regular teacher's contract. (This shall only be applicable to teachers initially hired after the 1980-81 school year.)
3. A teacher with an Added-Pay/Extra-Duty position may choose to split the pay and responsibilities of the position with one other teacher on a fifty/fifty (50/50) basis. Such a split requires the approval of the building administrator and the District Counsel/Chief of Staff. The ETA President shall receive a copy of all positions approved for such a split within ten (10) work days of the position being filled.
4. With the exception of included duty positions and positions with responsibilities throughout the school year (e.g. class sponsor, department chair, MTSS, etc.), compensation for added pay positions will be paid to teachers holding said positions in four (4) equal payments during the season. A proposed payment schedule for the following school year for added pay positions, other than non-seasonal positions, shall be published by the Business Office on or before May 25 and provided to the Association President at least 10 days before publication.
5. In the event an employee with an added pay assignment experiences an extended absence during the time when the employee is expected to perform the primary duties related to the added pay assignment, the employee's compensation shall be prorated for the time they performed the assignment.
6. 2022 Higher Learning Commission Standards Eligibility
 - a. Content Area Teachers

Teachers who have completed Master's level course work in a content area satisfying the 2022 Higher Learning Commission Standards related to courses resulting in college credit for students shall be entitled to additional compensation set forth under Appendix B and identified as "Dual Credit Qualified".

Teachers will become eligible for this stipend when, during the course of their post graduate work, they have successfully completed eighteen (18) graduate credit hours in a core subject area (e.g. mathematics, economics, African History, Creative Writing, Chemistry, French, etc.) in addition to a Master's degree in a different subject, or obtained a Master's Degree in a core subject area. In both instances, the graduate degree or 18 hours of graduate coursework must be in a subject for which dual credit courses exist.

ARTICLE SIX
SALARY

Occasionally, teachers may have these credentials in more than one core subject area. In a circumstance such as this, the teacher would be eligible for the "Dual Credit Qualified" stipend for each of those areas.

Teachers who believe they meet the criteria allowing receipt of this added pay should submit evidence in the form of transcripts from the degree granting institution to the Human Resources Department. The transcripts will then be reviewed by district administrators in order to determine whether the submitted evidence meets the requirements of the Master Contract.

b. EACC Teachers

CTE Teachers assigned to the Elkhart Area Career Center who meet the criteria set forth below will be entitled to additional compensation set forth under Appendix B and identified as "Dual Credit Qualified":

- Successfully completed a predetermined number of years in the field with evidence of ongoing industry approved professional development.
- Earned and maintained industry recognized credentials related to the field of training.
- Completed bachelor's and beyond post-secondary education, paired with industry documented employment in the field of study.

**ADDED PAY SCHEDULE
2021 - 2022 SCHOOL YEAR**

B-1. ADDED PAY/EXTRA DUTY

	INDEX 2021-2022	AMOUNT 2021-2022	Year (Y) Fall (F) Winter (W) Spring (S) Claim (C)
BASE	32,059		
SYSTEM-WIDE ASSIGNMENTS			
Academic Dean Stipend	0.12000	3,850	Y
National Board Certification (\$500 each)		500	Y
Cooper Science Lab Coordinator	0.04000	1,285	Y
Athletic Training Coordinator	0.04000	1,285	Y
Science Fair Coordinator	0.04500	1,445	W
Assistant Science Fair Coordinator	0.02250	725	W
Science Mentor Coordinator	0.03000	965	W
MTSS Coordinator	0.08000	2,565	Y
MTSS Team Member	0.04000	1,285	Y
Alternative Programs Lead Teacher	0.14000	4,490	Y
Blind/Low Vision/Braille	0.12000	3,850	Y
Building Level High Ability Coordinator	0.04000	1,285	Y
District Wellness Coordinator	0.03000	965	Y
Building Wellness Coordinator	0.01500	485	Y
New Teacher Mentor		600	C
**Contest Advancement		200	C
LEAD TEACHER:			
PACE	0.03500	1,125	Y
School Psychologist	0.12000	3,850	Y
Speech Pathologist	0.12000	3,850	Y
Content Area Specialist:			
Mathematics			
- Grades 9 - 12	0.15000	4,810	Y
- Grades 7 - 8	0.14000	4,490	Y
- Grades 3 - 6	0.15000	4,810	Y
- Grades K - 2	0.15000	4,810	Y
Language Arts			
- Grades 9 - 12	0.15000	4,810	Y
- Grades 7 - 8	0.14000	4,490	Y
- Grades 3 - 6	0.15000	4,810	Y
- Grades K - 2	0.15000	4,810	Y
Social Studies			
- Grades 9 - 12	0.15000	4,810	Y
- Grades 7 - 8	0.14000	4,490	Y
- Grades K - 6	0.15000	4,810	Y
Science			
- Grades 9 - 12	0.15000	4,810	Y
- Grades 7 - 8	0.14000	4,490	Y
- Grades K - 6	0.15000	4,810	Y
Special Education			
- Grades 9 - 12	0.15000	4,810	Y

- Grades 7 - 8	0.14000	4,490	Y
- Grades K - 6	0.15000	4,810	Y
Intense Interventions (SPED)			
-K - 6	0.14000	4,490	Y
-7 - 12	0.14000	4,490	Y
English Language Learners (ELL)			
- Grades 7 - 12	0.15000	4,810	Y
- Grades K - 6	0.15000	4,810	Y
Physical Education/Health			
- Grades K - 12	0.14000	4,490	Y
Art			
- Grades K - 12	0.14000	4,490	Y
Library/Media			
- Grades 7 - 12	0.14000	4,490	Y
World Languages			
- Grades 9 - 12	0.14000	4,490	Y
Business			
- Grades 9 - 12	0.14000	4,490	Y
Counseling			
- Grades 7 - 12	0.14000	4,490	Y
Family and Consumer Science (FACS)			
- Grades 9 - 12	0.14000	4,490	Y
Engineering and Technology			
- Grades 9 - 12	0.14000	4,490	Y
Agricultural Science			
- Grades K - 12	0.14000	4,490	Y
Hourly Employment			
Building Rental Manager		14.50	C
Curriculum Development	0.00090	28.85	C
Data Coordinator		35.00	C
Technology Coordinator		35.00	C
Intramurals		7.25	C
Health Programs & Other Programs from 8-D-2	0.00100	32.06	C
Evening High School Coordinator	0.00100	32.06	C
Homebound or Adult Continuing Education (BS-0 rate on Certified Hiring Schedule)	0.00113	36.23	C
HIGH SCHOOL ASSIGNMENTS			
Schools of Study Lead Teachers			
School of Arts and Communication	0.12000	3,850	Y
School of Business and International Relations	0.12000	3,850	Y
School of Engineering, Technology, and Innovation	0.12000	3,850	Y
School of Health and Public Safety	0.12000	3,850	Y
School of Human Services	0.12000	3,850	Y
School of Natural Resources	0.12000	3,850	Y
Freshman Division Lead Teachers			
Freshman Academy Lead Teachers	0.03500	1,125	Y
Elkhart Academy Lead Teacher			
Elkhart Academy Lead Teachers	0.12000	3,850	Y
Athletics			
Cross Country Coach	0.12000	3,850	F
Cross Country Assistant Coach	0.06000	1,925	F
Crew Coach	0.15000	4,810	S
Assistant Crew Coach	0.07500	2,405	S
Archery Coach	0.10000	3,210	S

Assistant Archery Coach	0.05000	1,605	S
Lacrosse Coach	0.15000	4,810	S
Lacrosse Assistant Coach	0.07500	2,405	S
Coed Dive Coach	0.10000	3,210	W
E-Sports Coach	0.07500	2,405	Y
Unified Track Coach	0.10000	3,210	S
Unified Track Assistant Coach	0.05000	1,605	S
Unified Football Coach	0.07500	2,405	F
Unified Football Assistant Coach	0.03750	1,205	F
Football Cheerleader Coach	0.15000	4,810	F
Football JV Cheerleader Coach	0.07500	2,405	F
Football Freshman Cheerleader Coach	0.07500	2,405	F
Basketball Cheerleader Coach	0.15000	4,810	W
Basketball JV Cheerleader Coach	0.07500	2,405	W
Basketball Freshman Cheerleader Coach	0.07500	2,405	W
Boys Athletics			
Assistant Basketball Coach	0.15000	4,810	W
Freshman Basketball Coach	0.10000	3,210	W
Assistant Football Coach	0.15000	4,810	F
Freshman Football Coach	0.10000	3,210	F
Baseball Coach	0.15000	4,810	S
Assistant Baseball Coach	0.07500	2,405	S
Freshman Baseball Coach	0.07500	2,405	S
Track Coach	0.15000	4,810	S
Assistant Track Coach	0.07500	2,405	S
Golf Coach	0.10000	3,210	S
Assistant Golf Coach	0.05000	1,605	S
Wrestling Coach	0.15000	4,810	W
Assistant Wrestling Coach	0.07500	2,405	W
Freshman Wrestling Coach	0.07500	2,405	W
Swimming Coach	0.15000	4,810	W
Assistant Swimming Coach	0.07500	2,405	W
Tennis Coach	0.14000	4,490	F
Assistant Tennis Coach	0.07000	2,245	F
Freshman Tennis Coach	0.07000	2,245	F
Soccer Coach	0.18180	5,830	F
Assistant Soccer Coach	0.09090	2,915	F
Freshman Soccer Coach	0.09090	2,915	F
Girls Athletics:			
Basketball Coach	0.30000	9,620	Y
Assistant Basketball Coach	0.15000	4,810	W
Freshman Basketball Coach	0.10000	3,210	W
Swimming Coach	0.15000	4,810	W
Assistant Swimming Coach	0.07500	2,405	W
Volleyball Coach	0.15000	4,810	F
Assistant Volleyball Coach	0.07500	2,405	F
Freshman Volleyball Coach	0.07500	2,405	F
Gymnastics Coach	0.15000	4,810	W
Assistant Gymnastics Coach	0.07500	2,405	W
Track Coach	0.15000	4,810	S
Assistant Track Coach	0.07500	2,405	S
Golf Coach	0.10000	3,210	F
Assistant Golf Coach	0.05000	1,605	F

Softball Coach	0.15000	4,810	S
Assistant Softball Coach	0.07500	2,405	S
Freshman Softball Coach	0.07500	2,405	S
Soccer Coach	0.18180	5,830	F
Assistant Soccer Coach	0.09090	2,915	F
Freshman Soccer Coach	0.09090	2,915	F
Tennis Coach	0.14000	4,490	S
Assistant Tennis Coach	0.07000	2,245	S
Freshman Tennis Coach	0.07000	2,245	S
Athletic-Related Assignments:			
Ticket Manager	0.10000	3,210	Y
Sports Information Director	0.10000	3,210	Y
Athletic Trainer	0.24000	7,695	Y
Supervisor and Instructor of Student Trainers	0.04000	1,285	Y
Supervision Manager	0.06800	2,185	Y
Cheer Block Sponsor	0.03000	965	Y
Booster Club Sponsor	0.03000	965	Y
Non-Athletic Assignments:			
<i>(using 2022 Higher Learning Commission Stds.)</i>		500	Y
AP Instructor (per semester)		500	C
EHS Activities Director	0.15000	4,810	Y
Freshman Division Activities Director	0.03500	1,125	Y
Theatre Director	0.15000	4,810	Y
Assistant Theatre Director	0.07500	2,405	Y
Forensics Coach	0.14000	4,490	Y
Assistant Forensics Coach	0.06800	2,185	Y
Speech Coach	0.11000	3,530	Y
Assistant Speech Coach	0.05000	1,605	Y
Mock Trial Coach	0.02000	645	S
ElkLogic Robotics Coach	0.15000	4,810	Y
ElkLogic Robotics Assistant Coach	0.07500	2,405	Y
Marching Band Color Guard Director	0.12000	3,850	F
Marching Band Assistant Color Guard Director	0.06000	1,925	F
Winter Color Guard Director	0.12000	3,850	W
Winter Color Guard Assistant Director	0.06000	1,925	W
Pep Band	0.04000	1,285	W
Marching Band Percussion Director	0.08500	2,730	F
Marching Band Percussion Assistant Director	0.04250	1,365	F
Winter Percussion Director	0.10000	3,210	W
Winter Percussion Assistant Director	0.05000	1,605	W
Musical Pit Orchestra Director	0.04000	1,285	W
Musical Vocal Director	0.04000	1,285	W
Co-Curricular Jazz			
Jazz Choir	0.02500	805	Y
Jazz Band	0.02500	805	Y
Jazz String	0.02500	805	Y
Extra Curricular Jazz			
Jazz Choir	0.05000	1,605	Y
Jazz Band	0.05000	1,605	Y
Jazz String	0.05000	1,605	Y
Art Café	0.04100	1,315	Y
Move to Stand	0.02000	645	Y
Sigma Beta Upsilon	0.01350	435	Y

Key Club	0.02000	645	Y
Academic Competition Teams (Full Squad Competing Teams)	0.07700	2,470	Y
Elkhart Academy PRIDE Ambassador Sponsor	0.03000	965	Y
National Honor Society	0.03000	965	Y
National Honor Society Assistant	0.01500	485	Y
Student Government Sponsor	0.03000	965	Y
Student Government Assistant Sponsor	0.01500	485	Y
Senior Class Sponsor	0.02800	900	Y
Senior Class Assistant Sponsor	0.01400	450	Y
Junior Class Sponsor	0.03500	1,125	Y
Junior Class Assistant Sponsor	0.01750	565	Y
Sophomore Class Sponsor	0.02000	645	Y
Sophomore Class Assistant Sponsor	0.01000	325	Y
Freshman Class Sponsor	0.02000	645	Y
Freshman Class Assistant Sponsor	0.01000	325	Y
MIDDLE SCHOOL ASSIGNMENTS:			
Building Department Chairpersons			
English, Mathematics	0.08800	2,825	Y
Science, Social Studies, ELL	0.04700	1,510	Y
Special Education	0.08800	2,825	Y
Art, FACS, Industrial Arts, Media, Music, Physical Education/Health	0.03500	1,125	Y
Athletics			
Eighth Grade Basketball Coach	0.10000	3,210	W
Eighth Grade Assistant Basketball Coach	0.03750	1,205	W
Seventh Grade Basketball Coach	0.10000	3,210	W
Seventh Grade Assistant Basketball Coach	0.03750	1,205	W
Eighth Grade Track Coach	0.05500	1,765	S
Eighth Grade Assistant Track Coach	0.03750	1,205	S
Seventh Grade Track Coach	0.05500	1,765	S
Seventh Grade Assistant Track Coach	0.03750	1,205	S
Eighth Grade Soccer Coach	0.07500	2,405	F
Eighth Grade Assistant Soccer Coach	0.03750	1,205	F
Seventh Grade Soccer Coach	0.07500	2,405	F
Seventh Grade Assistant Soccer Coach	0.03750	1,205	F
Eighth Grade Lacrosse Coach	0.07500	2,405	S
Eighth Grade Assistant Lacrosse Coach	0.03750	1,205	S
Seventh Grade Lacrosse Coach	0.07500	2,405	S
Seventh Grade Assistant Lacrosse Coach	0.03750	1,205	S
Eighth Grade Volleyball Coach	0.07500	2,405	F
Eighth Grade Assistant Volleyball Coach	0.03750	1,205	F
Seventh Grade Volleyball Coach	0.07500	2,405	F
Seventh Grade Assistant Volleyball Coach	0.03750	1,205	F
Cross Country Coach	0.07500	2,405	F
Assistant Cross Country Coach	0.03750	1,205	F
Swimming Coach	0.05500	1,765	W
Football Eighth Grade Cheerleader Coach	0.07500	2,405	F
Football Seventh Grade Cheerleader Coach	0.07500	2,405	F
Basketball Eighth Grade Cheerleader Coach	0.07500	2,405	W
Basketball Seventh Grade Cheerleader Coach	0.07500	2,405	W
Boys Athletics			
Eighth Grade Feeder Football Coach	0.10000	3,210	F
Eighth Grade Feeder Assistant Football Coach	0.05000	1,605	F
Seventh Grade Feeder Football Coach	0.10000	3,210	F

Seventh Grade Feeder Assistant Football Coach	0.05000	1,605	F
Wrestling Coach	0.07500	2,405	W
Assistant Wrestling Coach	0.03500	1,125	W
Non-Athletic Assignments:			
Middle School Jazz Band	0.05000	1,605	Y
Middle School Jazz Choir	0.05000	1,605	Y
Middle School Jazz Orchestra	0.05000	1,605	Y
Theatre Director	up to 0.05000	550 to 1,605	Y
Yearbook Sponsor	0.03000	965	Y
Debate Coach	0.01000	325	Y
Move to Stand	0.02000	645	Y
Academic Competition (Full Squad Competing Teams)	0.05000	1,605	Y
Robotics Coach	0.05000	1,605	Y
Junior Honor Society	0.01500	485	Y
Student Council	0.01500	485	Y
Science Fair Coordinator	0.01700	550	W
ELEMENTARY ASSIGNMENTS:			
Athletics			
System-wide Athletic Director	0.24000	7,695	Y
Boys Basketball Coach	0.04850	1,555	W
Boys Softball Coach	0.02100	675	S
Boys Track Coach	0.01500	485	F
Boys Football Coach	0.04850	1,555	S
Boys Soccer Coach	0.04850	1,555	F
Boys Volleyball Coach	0.04850	1,555	S
Lacrosse Coach	0.03200	1,030	S
Girls Volleyball Coach	0.04850	1,555	F
Girls Basketball Coach	0.04850	1,555	W
Girls Softball Coach	0.02100	675	S
Girls Track Coach	0.01500	485	F
Girls Soccer Coach	0.04850	1,555	S
Assistant Basketball Coach	0.02425	780	W
Assistant Softball Coach	0.01050	340	S
Assistant Track Coach	0.00750	245	F
Assistant Football Coach	0.02425	780	S
Assistant Soccer Coach	0.02425	780	F
Assistant Lacrosse Coach	0.01600	515	S
Assistant Volleyball Coach	0.02425	780	S
Football Cheerleader Coach	0.02500	805	S
Basketball Cheerleader Coach	0.02500	805	W
Non-Athletic Assignments:			
Drumming	0.04800	1,540	Y
Safety Patrol Sponsor	0.01700	550	Y
Science Fair Coordinator	0.01700	550	W
Robotics Coach	0.05000	1,605	F
Academic Competition (Full Squad Competing Teams)	0.05000	1,605	VARIABLES
Oratorical	0.02400	770	S
Student Council	0.00750	245	Y
UNIFIED SPORTS			
Special Olympics Coordinator (hourly rate)		7.50	Y
Special Olympics Basketball Coach - Traditional	0.04100	1,315	W
Special Olympics Middle/Elementary School Coach - Unified	0.04100	1,315	S
ELKHART AREA CAREER CENTER			

Lead teacher at EACC Annex	0.10000	3,210	Y
Vocational Club Coordination Sponsor	0.05000	1,605	Y
Vocational Advisors	0.01500	485	Y
Attendance at State Competition		500	C
Attendance at National Competition		1,000	C
Approved Equipment Repair, Maintenance or Procurement (hourly rate)	0.00100	32.06	C
Guidance Chairperson	0.07000	2,245	Y
Student Enterprise Program Sponsor	0.04100	1,315	Y
National Honor Society Sponsor	0.03000	965	Y
B-2 ADDED PAY/INCLUDED DUTY			
SYSTEM-WIDE ASSIGNMENTS			
6 th Grade Band	0.04800	1,540	Y
6 th Grade Orchestra	0.04800	1,540	Y
Psychologist	0.06800	2,185	Y
HIGH SCHOOL ASSIGNMENTS			
Boys Football Coach	0.30000	9,620	Y
Boys Basketball Coach	0.30000	9,620	Y
Director of Bands	0.18000	5,775	Y
Lead Band Director Freshman Division	0.13010	4,175	Y
Assistant Band Director	0.09000	2,890	Y
Head Band Director Competitive Marching Band	0.15000	4,810	Y
Assistant Band Director Competitive Marching Band	0.07500	2,405	Y
Director of Orchestras	0.12000	3,850	Y
Lead Orchestra Director Freshman Division	0.10000	3,210	Y
Assistant Orchestra Director	0.06000	1,925	Y
Director of Choirs	0.12000	3,850	Y
Lead Choir Director Freshman Division	0.10000	3,210	Y
Assistant Choir Director	0.06000	1,925	Y
Yearbook Sponsor	0.14000	4,490	Y
Publication Sponsor	0.14000	4,490	Y
Media Specialist	0.04700	1,510	Y
MIDDLE SCHOOL ASSIGNMENTS:			
Activities Director	0.17000	5,455	Y
Media Specialist	0.03000	965	Y
Middle School Band	0.10000	3,210	Y
Assistant Middle School Band	0.05000	1,605	Y
Middle School Orchestra	0.10000	3,210	Y
Assistant Middle School Orchestra	0.05000	1,605	Y
Middle School Choir	0.10000	3,210	Y
Assistant Middle School Choir	0.05000	1,605	Y
ELEMENTARY ASSIGNMENTS			
Elementary Music	0.01000	325	Y
** Contest Advancement - This provision is applicable for all extra-curricular and co-curricular programs with officially			

Non-certified Employee Classifications
and Range of Pay Rates 2021-2022

Classifications	Range of Pay Rates
I. Instructional and Supplementary Pupil Services	
A. Para- No B.A. or B.S. degree in education	\$10.99 - \$14.87
B. Para - B.A. or B.S. degree in education	\$12.01 - \$14.87
C. Exceptional Learners	\$12.01 - \$19.75
D. Technical Assistants	\$15.54 - \$18.63
II. Cafeteria and Food Services	
A. Director of Food Services	\$85,914 - \$105,006
B. All Other Food Service Employees	\$9.56 - \$20.09
C. Food Service Truck Driver	\$17.35 - \$20.37
D. Food Service Receiving/Supply	\$17.35- \$20.37
E. Food Service Supervisor of Truck Drivers	\$21.29 - \$24.66
F. Food Service Bids & Commodity Coordinator	\$18.61 - \$28.35
G. Culinary Event Coordinator	\$18.61 - \$28.35
H. Food Service Support Specialist	\$19.48 - \$26.76
I. Production Coordinator	\$21.28 - \$24.66
J. Asst. Food Services Director for Schools	\$19.48 - \$26.76
III. Health Services	
A. Nurses	
Registered Nurses	\$37,135 - \$45,608
Licensed Practical Nurse	\$17.41 - \$23.89
B. Therapists	
Occupational Therapist	\$49,681 - \$69,337
Occupational Therapist Asst.	\$47,751 - \$57,087
Physical Therapist	\$45.72 - \$59.47
Physical Therapist Asst.	\$47,751 - \$57,087
Sepech Language Pathology Asst.	\$25.24 - \$35.83
Board Certified Behavior Analyst	\$49,681 - \$69,337
C. Social Workers	\$35,125 - \$50,246
IV. Office/Clerical/Secretarial	\$13.19 - \$22.83
V. Executive/Administrative/Accounting	
A. Building Services Manager	\$70,485 - \$90,865
B. Director of Communication	\$68,931 - \$84,249
C. District Counsel/Chief of Staff	\$105,894 - \$129,426
D. Chief Financial Officer	\$106,893 - \$130,647
E. Chief Operating Officer	\$105,893 - \$129,426

E. Supervisor of Accounting, Audits and Investments	\$76,923 - \$94,017
F. Controller	\$76,923 - \$94,017
G. Executive Assistant	\$45,244 - \$60,805
H. High School Athletic Director	\$86,913 - \$106,227
I. Asst. Director of Human Resources	\$76,923 - \$94,017
J. Director of Human Resources	\$95,904 - \$117,216
K. Director of Technology	\$95,904 - \$117,216
L. Supervisor of Student Services/Attendance Officer	\$68,931 - \$84,249
M. Director of Safety, Security and Risk Assessment	\$68,931 - \$84,249
VI. Maintenance/Custodial/Warehouse/Security/Transportation	
A. Building Custodians	\$15.55 - \$21.29
B. Bus Drivers	\$20.93 - \$24.20
C. Other	
Asst Supervisor of Transportation	\$25.29 - \$30.92
Transportation Route/Driver Coordinator	\$21.28 - \$24.66
Transportation Trainer/Dispatcher	\$21.28 - \$24.66
Supervisor of Building Services	\$22.33 - \$27.19
Head Custodial Pool	\$18.16 - \$20.04
Maintenance	\$19.57 - \$21.29
Mechanics	\$22.87 - \$34.93
Bus Helpers	\$11.56 - \$14.38
Plumber, HVAC, Electrician	\$30.30 - \$36.74
Transportation Clerk	\$16.59 - \$18.11
Campus Security - I	\$13.53 - \$21.68
Campus Security - II	\$15.57 - \$23.72
School Security Officer	\$31.87
Farm Technician	\$16.30 - \$21.30
VII. Computer Services	
Support Technician	\$17.89 - \$27.23
Service Desk Coordinator	\$17.89 - \$27.23
Data Systems Analyst	\$17.89 - \$27.23
Manager of Infrastructure Services	\$68,975 - \$100,256
Senior Technical Support Manager	\$71,132 - \$101,359
Network Administrator	\$49,557 - \$68,975
Telecommunications System Administrator	\$49,557 - \$68,975
Deployment Administrator	\$49,557 - \$68,975
Infrastructure Services Coordinator	\$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
Manager of Enterprise Application Services	\$68,075 - \$99,359

Non-certified Employee Classifications
and Range of Pay Rates 2021-2022

Classifications	Range of Pay Rates
I. Instructional and Supplementary Pupil Services	
A. Para- No B.A. or B.S. degree in education	\$10.99 - \$14.87
B. Para - B.A. or B.S. degree in education	\$12.01 - \$14.87
C. Exceptional Learners	\$12.01 - \$19.75
D. Technical Assistants	\$15.54 - \$18.63
II. Cafeteria and Food Services	
A. Director of Food Services	\$85,914 - \$105,006
B. All Other Food Service Employees	\$9.56 - \$20.09
C. Food Service Truck Driver	\$17.35 - \$20.37
D. Food Service Receiving/Supply	\$17.35- \$20.37
E. Food Service Supervisor of Truck Drivers	\$21.29 - \$24.66
F. Food Service Bids & Commodity Coordinator	\$18.61 - \$28.35
G. Culinary Event Coordinator	\$18.61 - \$28.35
H. Food Service Support Specialist	\$19.48 - \$26.76
I. Production Coordinator	\$21.28 - \$24.66
J. Asst. Food Services Director for Schools	\$19.48 - \$26.76
III. Health Services	
A. Nurses	
Registered Nurses	\$37,135 - \$45,608
Licensed Practical Nurse	\$17.41 - \$23.89
B. Therapists	
Occupational Therapist	\$49,681 - \$69,337
Occupational Therapist Asst.	\$47,751 - \$57,087
Physical Therapist	\$45.72 - \$59.47
Physical Therapist Asst.	\$47,751 - \$57,087
Sepech Language Pathology Asst.	\$25.24 - \$35.83
Board Certified Behavior Analyst	\$49,681 - \$69,337
C. Social Workers	\$35,125 - \$50,246
IV. Office/Clerical/Secretarial	\$13.19 - \$22.83
V. Executive/Administrative/Accounting	
A. Building Services Manager	\$70,485 - \$90,865
B. Director of Communication	\$68,931 - \$84,249
C. District Counsel/Chief of Staff	\$105,894 - \$129,426
D. Chief Financial Officer	\$106,893 - \$130,647
E. Chief Operating Officer	\$105,893 - \$129,426

E. Supervisor of Accounting, Audits and Investments	\$76,923 - \$94,017
F. Controller	\$76,923 - \$94,017
G. Executive Assistant	\$45,244 - \$60,805
H. High School Athletic Director	\$86,913 - \$106,227
I. Asst. Director of Human Resources	\$76,923 - \$94,017
J. Director of Human Resources	\$95,904 - \$117,216
K. Director of Technology	\$95,904 - \$117,216
L. Supervisor of Student Services/Attendance Officer	\$68,931 - \$84,249
M. Director of Safety, Security and Risk Assessment	\$68,931 - \$84,249

VI. Maintenance/Custodial/Warehouse/Security/Transportation

A. Building Custodians	\$15.55 - \$21.29
B. Bus Drivers	\$20.93 - \$24.20
C. Other	
Asst Supervisor of Transportation	\$25.29 - \$30.92
Transportation Route/Driver Coordinator	\$21.28 - \$24.66
Transportation Trainer/Dispatcher	\$21.28 - \$24.66
Supervisor of Building Services	\$22.33 - \$27.19
Head Custodial Pool	\$18.16 - \$20.04
Maintenance	\$19.57 - \$21.29
Mechanics	\$22.87 - \$34.93
Bus Helpers	\$11.56 - \$14.38
Plumber, HVAC, Electrician	\$30.30 - \$36.74
Transportation Clerk	\$16.59 - \$18.11
Campus Security - I	\$13.53 - \$21.68
Campus Security - II	\$15.57 - \$23.72
School Security Officer	\$31.87
Farm Technician	\$16.30 - \$21.30

VII. Computer Services

Support Technician	\$17.89 - \$27.23
Service Desk Coordinator	\$17.89 - \$27.23
Data Systems Analyst	\$17.89 - \$27.23
Manager of Infrastructure Services	\$68,975 - \$100,256
Senior Technical Support Manager	\$71,132 - \$101,359
Network Administrator	\$49,557 - \$68,975
Telecommunications System Administrator	\$49,557 - \$68,975
Deployment Administrator	\$49,557 - \$68,975
Infrastructure Services Coordinator	\$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
Manager of Enterprise Application Services	\$68,075 - \$99,359

VIII. Other

Radio Station Manager	\$54,867 - \$94,250
Radio Station Development Director	\$51,886 - \$76,332
Radio Station Business Account Manager	\$41,847 - \$75,134
Radio Station Program Director	\$41,847 - \$62,095
Radio Station Senior Report and Assignment Editor	\$36,731 - \$51,809
Radio Station Operations Manager	\$30,280 - \$46,910
Radio Station Morning Edition Host	\$33,792 - \$50,753
Radio Station Promotions Manager	\$34,635 - \$49,460
Radio Station Membership Manager	\$43,727 - \$57,629
Radio Station Business/Workforce Development Reporter	\$34,820 - \$49,430
Radio Station Staff Announcer	\$10.72 - \$14.69
Radio Station Development Assistant	\$12.25 - \$18.82
Radio Station News Director/Reporter	\$45,000 - \$60,000
Adult/Community Education Non-Contract Teachers	\$32.06*
Building Community Education Coordinator	\$29.23 - \$36.22
Federall Funded Pupil/Program/Parent Support Preson	\$21.25 - \$30.36
Federall Funded Building Translator/Interpreter	\$21.25 - \$30.36
Federall Funded Building Translator/Parent Liaison	\$16.94 - \$20.92
School Parent/Community Liaison	\$21.25 - \$30.36
District Translator	21.25 - \$30.65
Evening Events Supervisor	\$16.40
After-School Community Education Organized Activities Leader	\$14.00
After-School Community Education Organized Activities Asst.	\$9.39
Deaf/Hard of Hearing Education Interpreter	\$17.73 - \$31.97
Early College Data Specialist	\$26.00 - \$29.53
EACC Testing Specialist	\$26.00 - \$29.53
21st Century Community Education Program Manager	\$29.83 - \$37.98
Olweus Bullying Prevention Program Coordinator	\$49,825 - \$62,170
Communication Specliaist	\$42,584 - \$64,489
Energy and Risk Management Services	\$55,200 - \$75,580
Data and Assessment Manager	\$68,975 - \$79,763
Data Specialist	\$42,584 - \$64,489
Staff Accountant	\$45,010 - \$57,238
School Psychologist Intern	\$41,000
21st Century Community Learning Coordinator	\$2,500 (per semester)

Total Number of non-certified part-time employees: 103

Total Number of non-certified full-time employees: 672

Certified Administrative Staff
in effect June 30, 2022

	Lowest Salary	Highest Salary	Average Salary	Number of Personnel
Administrative Staff	69,880.00	180,000.00	99,377.00	57

Student Enrollment
October 1, 2021

Grade Level	Enrollment
Pre-School Ages 0 -2 (PW)	
Pre-Kindergarten Ages 3 - 5 (PK)	257
Kindergarten	849
Grade 1	927
Grade 2	853
Grade 3	894
Grade 4	874
Grade 5	897
Grade 6	949
Grade 7	962
Grade 8	999
Grade 9	920
Grade 10	886
Grade 11	861
Grade 12	783
Grade 12+/Adult (13)	28
TOTAL	11,939

Assessed Valuation and Tax Rates
Calendar Years 2021 and 2022

	2021	2022
Assessed Valuation	3,567,583,339	3,781,100,298
Tax Rate - Education Fund	N/A*	N/A*
Tax Rate - Referendum Fund	0.1315	0.0000
Tax Rate - Debt Service Fund	0.2803	0.2436
Tax Rate - Retirement/Severance Bond Debt Service Fund	0.0842	0.0673
Tax Rate - Operations Fund	0.5811	0.5889
Tax Rate - Exempt Debt Service Fund	0.0279	0.0278

Payments in Excess of \$2,500 Made to Vendors

Calendar Year 2021

Vendor Name	Education Fund Amount	Operations Fund Amount	Total Amount
Internal Revenue Service	3,753,986.01	767,650.59	4,521,636.60
Indiana State Teachers' Retirement F	3,239,890.17	37,673.89	3,277,564.06
Public Employees Retirement Fund	1,154,229.36	1,352,516.63	2,506,745.99
Indiana Michigan Power		2,364,534.79	2,364,534.79
Gibson Insurance Agency Inc		1,155,029.53	1,155,029.53
Tepe Sanitary Supply Co		662,858.25	662,858.25
Ceres Solutions Cooperative		529,115.74	529,115.74
Beacon Health System		527,113.00	527,113.00
Symmetry Energy Solutions LLC		519,371.90	519,371.90
KB Mechanical Inc		437,196.50	437,196.50
Cumberland Therapy Services	427,746.38		427,746.38
Soliant Health	404,096.52		404,096.52
ONB Benefits Administrations	173,637.50	217,990.99	391,628.49
Advanced Imaging	19,702.25	348,972.30	368,674.55
Bashor Children's Home	327,493.50		327,493.50
Indiana HRA Plan	289,509.02	25,830.92	315,339.94
Lattimer Lawn Care		315,283.00	315,283.00
Datena Construction Inc		311,458.77	311,458.77
CIGNA	215,538.01	38,542.59	254,080.60
Palmer Hamilton LLC		250,048.70	250,048.70
Delta Dental Plan of Indiana	212,157.60	35,983.96	248,141.56
Northern In Public Svc		245,977.59	245,977.59
Two Cubed Solutions LLC		224,907.05	224,907.05
C D W-G	9,580.70	203,270.91	212,851.61
Goshen Comm Schools	188,893.81	15,859.85	204,753.66
Himco Waste-Away Ser Inc		182,857.13	182,857.13
Pemberton Davis		177,505.16	177,505.16
Key Government Finance Inc		163,490.93	163,490.93
Low LL Associates		161,007.56	161,007.56
Maxim Healthcare Staffing	157,392.84		157,392.84
C & E Excavating Inc		157,160.00	157,160.00
City of Elkhart		305,787.86	305,787.86
Lochmandy Mtr Sales Inc		141,960.65	141,960.65
Power Brake & Spring Co		138,047.16	138,047.16
PowerSchool Group LLC		135,576.59	135,576.59
Midland Engineering Co		130,944.69	130,944.69
Kendall Electric Inc		119,278.36	119,278.36
Constantine Flooring Center		107,058.85	107,058.85
Quinlan & Fabish Music Co	12,680.01	93,404.05	106,084.06
Network Solutions Inc		92,455.34	92,455.34
Nichols Paper & Supply Co		85,694.84	85,694.84
Follett School Solutions LLC	42,683.37	42,998.24	85,681.61
Amazon Capital Services	55,057.83	27,799.07	82,856.90
Quill Corporation	53,376.94	28,976.69	82,353.63

Mid-City Supply Co Inc		80,939.84	80,939.84
Granite Telecommunications LLC		80,384.21	80,384.21
School Specialty LLC	33,592.35	46,127.28	79,719.63
Camfil USA Inc		78,148.08	78,148.08
Rigg's Mowers & More Inc		77,143.30	77,143.30
Electronic Strategies Inc	755.97	73,891.52	74,647.49
Shoff Security Sers Inc		70,636.70	70,636.70
U.S. Postal Service	30,958.08	38,339.66	69,297.74
Auto Owners Insurance Co		67,815.00	67,815.00
Elkhart County Election Board		67,523.44	67,523.44
Suez WTS USA Inc		65,780.00	65,780.00
Hochstetler, Paul D Jr		63,504.00	63,504.00
Mackin Educational Resources	62,634.34		62,634.34
Advanced Medical Personnel	60,186.12		60,186.12
Schwartz Electric Inc		57,182.59	57,182.59
Long's Lock Shop		57,078.45	57,078.45
P & H Services		56,703.84	56,703.84
Pondurance LLC		56,619.00	56,619.00
Lindstedt, John L	326.25	53,964.49	54,290.74
Zonar Systems		54,205.32	54,205.32
Star Flooring		52,640.00	52,640.00
Jones Petrie Rafinski Corp		51,164.66	51,164.66
Indiana University	50,668.90		50,668.90
Stanbury Uniforms Inc		50,000.00	50,000.00
Big B's Tree Service		49,475.00	49,475.00
Central Michigan Paper		46,170.93	46,170.93
Educational Furniture		43,786.40	43,786.40
Sideline Sports LLC		43,540.00	43,540.00
Edblox Inc	42,900.00		42,900.00
Bell Techlogix		41,270.25	41,270.25
Menards	4,035.88	35,368.22	39,404.10
enFocus Inc		39,000.00	39,000.00
Harper, Nancy N	38,441.25		38,441.25
T K Miller Group Inc		38,162.25	38,162.25
BMO Harris Bank	13,902.62	23,937.25	37,839.87
Presidio Networked Solutions		37,800.00	37,800.00
Whiteford, Kenworth		37,344.25	37,344.25
Frontline Technologies		37,171.54	37,171.54
CBIZ Valuation Group LLC		37,000.00	37,000.00
Transportation Sector		36,643.92	36,643.92
Premium Concrete Services Inc		34,171.94	34,171.94
Mc Allister Fire and Sound		33,878.70	33,878.70
Zendesk Inc		32,860.47	32,860.47
Superior Groundcover Inc		32,400.00	32,400.00
Beacon Athletic Training		31,750.00	31,750.00
Elkhart Clinic LLC		31,736.00	31,736.00
Schindler Elevator Corp		31,369.05	31,369.05
Elkhart County Treasurer		31,189.50	31,189.50
Monteith's Best-One-Goshen		30,751.72	30,751.72
Indiana Employment Sec Div	25,606.57	4,631.62	30,238.19
Standard For Success LLC		27,706.00	27,706.00
Project Lead the Way	23,790.44	3,665.06	27,455.50

Lewandowski, Emily M	27,289.51		27,289.51
Frontier		27,272.99	27,272.99
Adtech Systems Inc		27,190.00	27,190.00
Fulcrum Management Solutions		26,460.00	26,460.00
Geers Forklift Service/Repair		25,299.46	25,299.46
Casey's Erosion & Seed		24,698.04	24,698.04
Wilson Print & Graphics	818.87	23,819.98	24,638.85
Griffen P & H Inc		24,448.83	24,448.83
J Lake Architecture & Design		23,685.00	23,685.00
Midwest Transit Equipment Inc		23,659.64	23,659.64
Indiana Assn Of Sch Principal	840.00	22,214.00	23,054.00
Transfinder Corporation		23,050.00	23,050.00
Selking International		23,046.25	23,046.25
Lab Computers Inc	22,664.00		22,664.00
Stran Promotional Solution		22,562.16	22,562.16
Hydronic & Steam Eq Co		22,283.67	22,283.67
Weber Psychoeducational Assmt	21,910.00		21,910.00
Johnson Controls		21,617.03	21,617.03
Grainger W W Inc		21,550.40	21,550.40
Intrado Interactive Services		21,501.00	21,501.00
Active Internet Technologies L		21,450.00	21,450.00
Crisis Prevention Institute	16,396.00	4,799.00	21,195.00
MapleNet Wireless		21,003.00	21,003.00
I D N H Hoffman Inc		20,834.63	20,834.63
Marcia Brenner Associates LLC	3,718.75	17,063.80	20,782.55
Raptor Technologies LLC		20,697.71	20,697.71
Unity School Bus Parts		20,266.45	20,266.45
Ridge Company		20,049.96	20,049.96
Medical Communication (MCA)	20,000.00		20,000.00
Kerlin Bus Sales		19,953.94	19,953.94
Blick Art Materials	19,451.51	360.64	19,812.15
UncommonX		19,500.00	19,500.00
Damar Services Inc	19,372.57		19,372.57
Bugsy's Elkhart		19,245.00	19,245.00
Chase Industrial Controls		19,167.84	19,167.84
A-One Signs & Graphics	369.50	18,771.81	19,141.31
Fox Fire Safety Inc		19,049.44	19,049.44
Progress Software Corporation		18,907.50	18,907.50
Yoder Oil Company		18,592.65	18,592.65
Voice Data Systems LLC		18,157.50	18,157.50
4 T Door Systems Inc		18,064.50	18,064.50
Linde Gas & Equipment Inc		17,478.92	17,478.92
National Business Furniture	10,287.13	6,717.94	17,005.07
Lifeline Youth Ministries	16,429.00		16,429.00
Creative Financial Staffing		16,317.45	16,317.45
Specialty Sys Of So Bend		16,242.49	16,242.49
Krueger International Inc		15,989.30	15,989.30
M S D Of Wabash County	15,797.63		15,797.63
Crossing National The Inc	15,737.50		15,737.50
Lake City Bank	922.32	14,528.75	15,451.07
School Nurse Supply Inc	15,252.82		15,252.82
Van Eck, Stacey	15,240.50		15,240.50

Barnhart Crane & Rigging Co		15,005.00	15,005.00
Grovec Iverson C		14,850.00	14,850.00
Valparaiso Auto & Trailer		14,798.00	14,798.00
OverDrive Inc	14,375.00		14,375.00
SecureW2		13,590.00	13,590.00
DISA Global Solutions INC		13,440.32	13,440.32
N C S Pearson Inc	13,418.25		13,418.25
Card Imaging	140.00	13,128.00	13,268.00
Osterloo, Roma	13,000.00		13,000.00
Mike's Fencing Unltd Inc		12,847.00	12,847.00
Barnes & Noble Inc	12,837.58		12,837.58
Bandit Signs and Graphics	345.85	12,394.15	12,740.00
Schuster Sheet Metal Inc		12,698.50	12,698.50
Quality Logo Products Inc	550.11	12,140.00	12,690.11
ACM Engineering & Environmental		12,664.00	12,664.00
Elkhart Education Foundation	12,500.00		12,500.00
Johnson Controls Fire		12,267.92	12,267.92
Cogent Communications Inc		12,250.00	12,250.00
Barnes & Thornburg LLP		12,194.50	12,194.50
Education Logistics Inc		12,120.18	12,120.18
Jolgren, Verner H	11,142.83		11,142.83
Horizon Education	11,134.57		11,134.57
Capitol Consulting Solutions		11,000.00	11,000.00
Kimball Midwest		10,745.86	10,745.86
Motor Electric Inc		10,674.67	10,674.67
Turf Tank		10,500.00	10,500.00
Wasabi Technologies Inc		10,239.79	10,239.79
Green Wave Computer Recycling		10,180.00	10,180.00
Demco Inc	7,297.41	2,770.61	10,068.02
Shug and Sons LLC		10,057.06	10,057.06
Glass Doctor		10,056.63	10,056.63
Hicks, Stephen Alan		10,023.00	10,023.00
Jones, Michelle D	9,701.15		9,701.15
Humanex Ventures LLC		9,500.00	9,500.00
Conversion Components Inc		9,477.54	9,477.54
Interstate Power Systems Inc		9,458.51	9,458.51
Indiana School Boards Assoc		9,325.00	9,325.00
Uline Inc	3,011.99	6,287.76	9,299.75
Abes Plumbing Company Inc		8,900.00	8,900.00
Herff Jones Inc	8,633.86		8,633.86
Bristol Municipal		8,621.95	8,621.95
186 Elkhart Truth		8,607.67	8,607.67
Welch Packaging Group Inc		8,606.00	8,606.00
Awnings Unlimited Inc		8,500.00	8,500.00
UniFirst Corporation Loc 099		8,494.44	8,494.44
Ferguson Enterprises LLC		8,189.06	8,189.06
LinkedIn Corp		8,124.75	8,124.75
Vernier Software	7,974.47		7,974.47
Emergency Radio Service LLC		7,908.52	7,908.52
M C Equipment Inc		7,862.49	7,862.49
Treetop Products Inc		7,850.88	7,850.88
Vex Robotics Inc	7,816.36		7,816.36

Statement of Indebtedness
Calendar Year 2021

Indebtedness	Principal Outstanding
Temporary Loans	
School Bonds	
Emergency Loans	
School Bus Loans	
Holding Company - Public and Private	\$60,855,000.00
Veterans' Memorial Loans	
Common School Loans	7,748,332.35
Indiana Bond Bank/Anticipated Notes	
Retirement/Severance Bond Debt	15,515,000.00
Bank Loans or DLGF Approved Debt	
Qualified School Construction Bonds (ARRA)	
Qualified Zone Academy Bonds (ARRA)	
TOTAL	\$84,118,332.35
Outstanding Encumbrances - All Funds (Include purchase orders, vendor contracts, letters of commitment, leases)	\$4,857,451.91

I hereby certify that the annual financial report is true and accurate in every respect to the best of my knowledge and belief. I further certify that all contracts, vouchers, and bills for all payments made by the school corporation are in its possession and open to public inspection.

Date _____ Signature _____

Secretary, Board of School Trustees
Elkhart Community Schools
2720 California Road
Elkhart, Indiana 46514

**ELKHART COMMUNITY SCHOOLS
Elkhart, Indiana**

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

Per the Master Contract (Article 5, I, 2), be it resolved that the IRS adjusted mileage rate of \$0.625 is hereby approved by the Board of School Trustees of Elkhart Community Schools and is effective July 1st, 2022. This rate supersedes the rate set by the IRS and approved by the Board as of January 1st of this year.

ADOPTED: July 12, 2022

President

Member

Vice President

Member

Secretary

Member

Member

ATTEST:

Secretary, Board of School Trustees