

NOTICE OF EXECUTIVE SESSION
OF THE
BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools
Elkhart, Indiana

Date: Tuesday, June 14, 2022

Time: 5:45 p.m.

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

(2) For discussion of strategy with respect to any of the following:

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

Location: J.C. Rice Educational Services Center
2720 California Road
Elkhart, Indiana 46514



Superintendent of Schools

Posted and electronically delivered to School Attorney and News Media on Wednesday, June 8, 2022 and electronically delivered to Board Members on Wednesday, June 8, 2022.

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

Date: Tuesday, June 14, 2022
Time: 6:15 p.m.
Location: J.C. Rice Educational Services Center
2720 California Road
Elkhart, Indiana 46514



Superintendent of Schools

Posted and electronically
delivered to School Attorney and
News Media on Wednesday,
June 8, 2022 and electronically
delivered to Board Members
on Wednesday, June 8, 2022.

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

AGENDA FOR
BOARD OF SCHOOL TRUSTEES
REGULAR MEETING

Elkhart Community Schools
Elkhart, Indiana

June 14, 2022

CALENDAR

June	14	5:45 p.m.	Executive Session, J.C. Rice Educational Services Center
June	14	6:15 p.m.	Public Work Session, J.C. Rice Educational Services Center
June	14	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center
June	28	6:00 p.m.	Public Work Session, J.C. Rice Educational Services Center
June	28	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 – May 24, 2022 – Public Work Session
- Minutes – May 24, 2022 – Regular Board Meeting
- Claims
- Fundraisers
- Extra-Curricular Purchases
- Gift Acceptance
- Conference Leave Requests
- Grants
- Overnight Trips
- Personnel Report

- F. OLD BUSINESS
- G. NEW BUSINESS

Board Action on Vendor for Demographic and Feasibility Study

The Administration recommends the Board approve SitelogIQ as the vendor for the district demographic and feasibility study in the amount of \$93,750.

Board Policy 0167.3 – Public Participation at Board Meetings

The administration presents proposed revisions to Board Policy 0167.3 – Public Participation at Board Meetings for initial consideration.

Board Policy 3422.03S – Bus Drivers’ Compensation Plan

The administration presents proposed revisions to Board Policy 3422.03S – Bus Drivers’ Compensation Plan and asks to waive 2nd reading.

Board Policy 3422.04S – Bus Helpers’ Compensation Plan

The administration presents proposed revisions to Board Policy 3422.04S – Bus Helpers’ Compensation Plan and asks to waive 2nd reading.

Board Policy 5460.01 – Commencement Exercises

The administration presents proposed revisions to Board Policy 5460.01 – Commencement Exercises for initial consideration.

Food Service Bids - The Business Office recommends Board approval of the bid award of food, commodities, fresh produce, supplies, bakery supplies and dairy supplies.

New Course Offerings – The administration presents the following proposed new course offerings for Board review: Computer Science III: Cybersecurity; Principles of Fashion and Textiles; Textiles, Apparel, And Merchandising; Principles of Early Childhood Education; Early Childhood Education Curriculum; Principles of Human Services; Principles of Culinary and Hospitality.

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

May 24, 2022

J.C. Rice Educational Services Center, 2720 California Road, Elkhart – at 6:01 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 Brian Buckley Jacqueline Rost	Betsy Tepe Jeremy Satterfield Derrick Thomas
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The Board received an update from district athletic personnel as a follow-up to the February retreat as well as an update on district accessible educational materials from the Department of Exceptional Learners.

Topics
Discussed

The meeting adjourned at approximately 7:09 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

May 24, 2022

J.C. Rice Educational Services Center, 2720 California Road, Elkhart
– at 7:16 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

Roll Call

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

Call to Order

Board member Anne VonDerVellen recited the Elkhart Promise.

The Elkhart Promise

Ms. Davis discussed the invitation to speak protocol.

SSAC member Aryan Patel presented the Moment of Pride. Mr. Patel focused on the EHS boys' track and unified track teams as both ended their season as Sectional Champions. Being a part of a team provides so many lifelong lessons well beyond high school including lifelong relationships, communication skills, making goals, supporting community, and having a sense of belonging. It also provides many health benefits i.e. creating healthy habits, maintaining a healthy weight, developing time management skills, lowering risk of depression and having support from coaches. These are all lessons and skills students will carry forward into their future schooling, personal lives, and jobs. The unified track team specifically offers an opportunity for all students to experience a team atmosphere, helps everyone from any background, creates support for special needs students, focuses on social inclusion, and builds understanding. Being a part of a team is something everyone should experience and the unified track team is an awesome vehicle which provides a fully inclusive team atmosphere for all students. Mr. Patel recognized the following Sectional Champions: 4x100 team; R. Gates – 200m; N. Edwards – long jump; T. Williams – discus; and unified track team.

Moment of Pride

In closing, Mr. Patel shared with the Board that he had an interview with WSBT News regarding the Schools of Study and how ETI specifically helped to guide him towards the field of engineering. In the fall, he will be attending Purdue University to pursue a degree in engineering.

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

Minutes – May 10, 2022 – Public Work Session
Minutes – May 10, 2022 – Regular Board Meeting

Payment of claims totaling \$6,325,072.67 as shown on the May 10, 2022, claims listing. (Codified File 2122-147)

Proposed school fundraisers in accordance with Board policy. (Codified File 2122-148)

Accepted the following extra-curricular purchase requests: Elkhart High School (EHS) Athletic Department extra-curricular fund to purchase a GameStrat Router System in the amount of \$1,475 and EHS Athletic Department extra-curricular fund to purchase a SimpliFaster Freelap Pro Timing System in the amount of \$1,999.

The following donations were made to Elkhart Community Schools (ECS): Donation of \$500 from Mary Jo Sartorius to EHS Unified Track program to help purchase t-shirts for participants; \$541.13 from the Elkhart Central Class of 1983 to EHS Tennis program for the purchase of a bench in honor of former teacher and tennis coach, Russ Busse; \$3,000 from Linda Homo to Pierre Moran Middle School (PMMS) Athletic Department for the support and continued growth of the track program; \$10,000 from Phyllis Tubbs to EHS Athletic Department for athletic equipment and uniforms; \$1,806 from various members of the Elkhart community to PMMS Athletic Department for the track program; and \$500 from Welter Foundation, care of Jack and Angie Welter, to EHS Volleyball team for the purchase of training equipment and other miscellaneous costs associated with this program.

Conference leave requests in accordance with Board policy for staff members as recommended by the administration on the May 24, 2022 listings. (Codified File 2122-149)

Retirement of the following certified staff member:
Louanne Nommay, Media at North Side, 5/27/22 with 44 years of service.

Resignation of the following nineteen (19) certified staff members on dates indicated:
Courtney Bean – grade 5 at Riverview, 5/27/22

Consent Items
Minutes
Payment of Claims
Fundraisers
Extra-Curricular Purchases
Gift Acceptance
Conference Leave Requests
Personnel Report
Certified Retirement
Certified Resignations

Michelle Bohlmann – grade 1 at Eastwood, 5/27/22
Kailey Campos – grade 2 at Bristol, 5/27/22
Asa Ennis – special education at Riverview, 5/27/22
Alicia Harvill – grade 5 at Pinewood, 5/27/22
Carlie Johnson – grade 1 at Pinewood, 5/27/22
Courtney Lamie – grade 1 at Riverview, 5/27/22
Victor Muniz III – kindergarten at Eastwood, 5/27/22
Jay Squibb – social studies at Pierre Moran, 5/27/22
Eliza Stotlzfus – grade 5/6 at Roosevelt, 5/27/22
John Taylor – science at ETHOS, 5/27/22
Lindsey Turner – grade 4 at Pinewood, 6/14/22
Jennifer Vascil – special education at Riverview, 5/27/22
Jennifer Wagtowicz – kindergarten at Riverview, 5/27/22
Melanie Watson – ENL at Beardsley, 5/27/22
Stevi Weaver – language arts at EHS, 5/27/22
Wendy Weaver – grade 4 at Hawthorne, 5/27/22
Jason Westbrook – world languages at Freshman Division,
5/27/22
Amber Williams – grade 3 at Daly, 5/27/22

Employment of the following five (5) classified employees:

Montgomery Kelly – food service at Eastwood, 5/16/22
Stephanie Sharpe – food service at Daly, 5/17/22
Mazio Stevens – paraprofessional at Riverview, 5/13/22
Paul Taylor, Jr. – bus driver at Transportation, 5/16/22
Carol West – food service at Freshman Division, 5/24/22

Classified
Employment

Resignation of the following seven (7) classified employees,
effective on the dates indicated:

Rebekah Altiere – chef at Food Service, 5/16/22
Dannae Brennehan – bus driver at Transportation,
5/27/22
Staci Childs – food service at Cleveland, 5/11/22
Kiesha Gates – food service at Feeser, 5/27/22
LaVerne Hadley – food service at Freshman Division,
5/27/22
Earline Hunt – bus helper at Transportation, 5/27/22
Christine Mather – paraprofessional at Pierre Moran,
5/27/22

Classified
Resignations

Retirement of the following two (2) classified employees,
effective on the date indicated:

Linda McCreary – paraprofessional at Woodland, 5/27/22
with 10 Years of Service
Michelle Yoder – secretary at EHS, 6/22/22 with 25 Years
of Service

Classified
Retirements

<p>Extension of unpaid leave for the following classified employee: Lisa Swartzell-Guerra – food service at Riverview, beginning 2/15/22 and ending 5/27/22</p>	<p>Classified Unpaid Leaves</p>
<p>Unpaid Leave for the following classified employee: Tanita Bynum – food service at Osolo, beginning 5/9/22 and ending 5/27/22 Laura Walterhouse – paraprofessional at Freshman Division, beginning 5/11/22 and ending 5/27/22 Marlene Worthington – food service at West Side, beginning 2/28/22 and ending 8/1/22</p>	<p>Classified Revision of Resignation</p>
<p>Revision of resignation for the following classified employee: Catherine Boudreau, food service at EHS, 6/2/22</p>	<p>Resolution</p>
<p>By unanimous action, the Board adopted a Resolution to Waive I.C. 20-30-2-3 and 20-30-2-2.7 Mandated 180 Student Days in response to guidance provided from the IDOE regarding the three (3) eLearning day limit imposed by recent legislation. (Codified File 2122-150)</p>	<p>Financial Report</p>
<p>The Board received a financial report for the month of April 2022 and found it to be in order. Kevin Scott, chief financial officer, shared the cash balance as of the end of April was \$39,819,487. As a part of the operations recap, Mr. Scott pointed out a couple unusual items including bus purchases and the third/final payment for a server on the equipment line. In conclusion, Mr. Scott informed Board members of the results from the iPad sales approved by the Board on November 9, 2021 which generated \$123,520.</p>	<p>Insurance Update</p>
<p>The Board received an insurance update for the month of April 2022. Mr. Scott reported that compared to this time last year, claim experience is ahead by one million dollars which is helped by significantly better discounts from Anthem compared to our previous company.</p>	<p>From the Audience</p>
<p>Two (2) audience members voiced concerns regarding bullying, the need to improve district communication with parents, and their continued desire to work with ECS to make things better.</p>	<p>From the Superintendent</p>
<p>Superintendent Thalheimer informed the Board and audience of the upcoming summer camps, community programs, and athletic camps being offered by ECS and our community partners. He encouraged families looking for programs to keep their kids active, engaged, and learning through the summer months to look on the ECS website where online registration is available.</p>	

Dr. Thalheimer thanked all staff and expressed his gratitude for their commitment to students and engaging in all the hard work that was asked of them this school year. There was a lot asked of staff in covering shortages, learning new curriculum, and the final stage/successful completion of the one high school on two campuses. It is a real testament to everyone in our buildings.

Dr. Thalheimer reminded Board members of the special work session scheduled for Friday, May 27, 2022 for the follow-up RFP interviews.

The meeting adjourned at approximately 7:37 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

School	Fundraising Activity Description/Purpose	Date(s) of Activity	Date Submitted	Sponsor(s)
EHS - Volleyball	The team will send laundry soap & cleaning products to raise funds for individual player packets.	8/6/2022 - 8/15/2022	5/24/2022	Jacquie Rost
WSMS - Music Dept.	Students will sell items from a brochure through Century Resources to raise funds to purchase music, instruments, and other items needed for music class.	9/27/2022 - 10/12/2022	5/27/2022	Stephanie Rappatta and Tim Carnall
FFA & ACCELL	Students will sell eggs, produce, plant starters. Proceeds will be used for agriculture projects, animals, plants and class outings.	6/20/2022 - 10/3/2022	6/1/2022	Brenda Mueller
Monger - Third Graders	Family and friends will have the opportunity to sponsor a student for a monthly Scholastic book club.	7/1/2022 - 9/9/2022	6/3/2022	Lisa Baugh
	Please note the following fundraisers are presented for confirmation only.			

ELKHART COMMUNITY SCHOOLS
Elkhart, Indiana

June 1, 2022

TO: Dr. Steven Thalheimer
Board of School Trustees

FROM: Kevin Scott

SUBJECT: Extra-Curricular Purchase

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

SCHOOL/ACCOUNT	ITEM	AMOUNT
WSMS - Athletic Acct.	Athletic Awards	\$550.00

Crown Trophy #93

13576 E. McKinley Highway
Mishawaka, IN 46545

Estimate

Date	Estimate #
5/18/2022	1285

Name / Address
WEST SIDE MIDDLE SCHOOL Ordered by: Derrick Thomas

			Project
Description	Qty	Rate	Total
7 x 9 Classic Wood Full Plate Plaque	13	25.00	325.00
5 x 7 Classic Wood Full Plate Plaque	15	15.00	225.00
		Subtotal	\$550.00
		Sales Tax (7.0%)	\$0.00
		Total	\$550.00



BRISTOL ELEMENTARY SCHOOL
705 INDIANA STREET • BRISTOL, IN 46507
PHONE: 574-848-7421

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

To: Board of School Trustees
Superintendent Steve Thalheimer

From: Timothy Pedley, Principal

Date: May 25, 2022

Subject: Gift Acceptance

Please accept the donation of Six Cannon EOS Rebel T6 Digital SLR Cameras by Jeffrey Roth, Vice-President of Marketing at Barletta Boats valued at \$340.00 each, to Bristol Elementary School. The cameras will be used for a photography club, with members taking pictures of school events.

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

Jeffrey Roth, Barletta Boats
51687 County Road 133
Bristol IN 46507

/tjl



ELKHART AREA CAREER CENTER

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

TO: DR. THALHEIMER
BOARD OF SCHOOL TRUSTEES

FROM: BRANDON EAKINS *BE*

DATE: MAY 20, 2022

RE: DONATION APPROVAL - EACC

Gerencer Motorsports has donated a Quicksilver brand ATV mower with an owner estimated value of \$1,000.00. This mower will be used in our Motorcycle/Outdoor Power Technology classes.

This donation will be useful in the classrooms as the mower will be used by students for training purposes.

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

Gerencer Motorsports
Attn: Koleman Gerencer
29520 Lakefield Ct.
Elkhart, IN 46514



ELKHART AREA CAREER CENTER

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

TO: DR. THALHEIMER
BOARD OF SCHOOL TRUSTEES

FROM: BRANDON EAKINS *BE*

DATE: MAY 19, 2022

RE: DONATION APPROVAL - EACC

U.S. Fish & Wildlife Service has donated \$326.03 to be used towards the purchase of native plant plugs for the habitat improvement project to restore 0.5 acres of diverse native prairie at the Agriculture Learning Center and Environmental Learning Lab (ACCELL).

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

U.S. Fish & Wildlife Service
Attn: Jared O'Brien
4320 W Toto Rd.
North Judson, IN 46366



ELKHART AREA CAREER CENTER

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

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

FROM: BRANDON EAKINS BE

DATE: MAY 19, 2022

RE: DONATION APPROVAL - EACC

Indiana Department of Natural Resources has donated \$500.00 to be used towards educational signage for the habitat improvement project to restore 0.5 acres of diverse native prairie at the Agriculture Learning Center and Environmental Learning Lab (ACCELL).

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

Indiana Department of Natural Resources
Attn: Jessica Merklng
1353 South Governors Dr
Columbia City, IN 46725



ELKHART AREA CAREER CENTER

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

TO: DR. THALHEIMER
BOARD OF SCHOOL TRUSTEES

FROM: BRANDON EAKINS BE

DATE: MAY 19, 2022

RE: DONATION APPROVAL - EACC

Pheasants Forever, Inc. has donated \$320.00 to be used towards the native pollinator seed mix for the habitat improvement project to restore 0.5 acres of diverse native prairie at the Agriculture Learning Center and Environmental Learning Lab (ACCELL).

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

Pheasants Forever, Inc.
Attn: Ryan Owen
9602 Coldwater Rd. Ste. 204
Fort Wayne, IN 46825



ELKHART AREA CAREER CENTER

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

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

FROM: BRANDON EAKINS *BE*

DATE: MAY 23, 2022

RE: DONATION APPROVAL - EACC

Cheers to Wheels has donated \$1,200.00 to be used towards toolboxes for two (2) graduating students who plan to attend a Trade School.

This donation will be very helpful and allow for a great head start in the careers

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

Cheers to Wheels
Barb White
61321 Donald Roadway E
Vandalia, MI 49095



ELKHART HIGH SCHOOL
2608 CALIFORNIA ROAD • ELKHART, IN 46514
PHONE: 574-262-5600



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

DATE: May 23, 2022

TO: Dr. Steve Thalheimer
Board of School Trustees

FROM: Jacquie Rost, Athletic Director

RE: Donation Approval

We are in receipt of an extracurricular donation in the amount of \$1,000.00 for the Volleyball team. This donation will go towards the purchase of training equipment and other miscellaneous costs associated with this program.

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

Patrick Industries, Inc.
c/o Jason Teich
107 West Franklin St.
P.O. Box 638
Elkhart, IN 46515

As the District MTSS Coordinator and Project Aware Team member, I will use the knowledge and networking gained at this conference to help guide and support our district's roll out of multi-tiered systems of support and positive behavior intervention supports. I will use information gained to coach principals on best practices for incorporating trauma-informed practices into their school wide PBIS to support student behavior. Information from this conference will be shared at the district, building, and classroom level through coaching and observations for student behavior.

Trauma impacts each and every one of our students in some way, shape or form. I want to focus on the paradigm shift and our way of thinking. I want to be able to support the students and staff in the best way possible and I hope to add something to my way of thinking and responding.

I have many students with emotional disabilities and feel that this conference would help me successfully engage with these students so that they may have a positive experience at school.

I will use the information that I learn at this conference to better understand how to help the students that I work with at Elkhart Academy. The conference will further my understanding of trauma informed practices. I plan to share the information that I learn through our staff meetings and collaborating with my building principal on PD opportunities.

Nashville, TN **Attendance is subject to local health guidelines**

June 14 - 17, 2022 (4 day's absence)

LINDSEY BRANDER - ECS (7-23)	Project AWARE II (FY21, Yr1)	N/A
KATHLEEN KELLY - DALY (0-0)	Project AWARE II (FY21, Yr1)	N/A
MINDY KING - WSMS (1-2)	Project AWARE II (FY21, Yr1)	N/A
SYLESTA MORGAN - WSMS (0-0)	Project AWARE II (FY21, Yr1)	N/A
AMY MURRAY - WSMS (1-2)	Project AWARE II (FY21, Yr1)	N/A
SESALIE NELSON - DALY (0-0)	Project AWARE II (FY21, Yr1)	N/A
DOROTHY OVERGAARD - ELKHART ACADEMY (0-0)	Project AWARE II (FY21, Yr1)	N/A
	\$15,997.21	\$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	\$84,791.65	\$3,895.00
2022 YEAR-TO-DATE ADJUSTMENTS	-\$2,547.75	\$0.00
GRAND TOTAL	\$204,385.63	\$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 6, 2022
 TO: Dr. Steve Thalheimer
 FROM: Brandon Eakins *BE*
 RE: **Conference Leave Requests Paid Under Carl D. Perkins Grant
 June 14, 2022 - Board of School Trustees Meeting**

2021-2022 CONFERENCES	EXPENSES	SUBSTITUTE
Ag Technology Curriculum Workshop This training is directly tied to the new Precision Ag program we are starting next year. The training is related to curriculum, materials, and labs for the course. Purdue University June 20 - 24, 2022 Ashley Robertson (0-0) Program/Industry Specific Career and Technical Ed.	\$974.74	\$0.00
TOTAL	\$974.74	\$0.00
2021-22 YEAR-TO-DATE PERKINS FUNDS	\$27,326.53	\$0.00
GRAND TOTAL	\$28,301.27	\$0.00

What is the title of the grant?	What is the name of the granting agency/entity?	Please list school/entity applying.	Individual/contact applying for the grant?	What is the amount applied for?	How will the grant funds be used and who will oversee the management of the grant?	Please explain how the grant funds will be used to support the district vision, focus, and goals.	Please outline the grant budget for the funds requested.	What is the grant submission deadline?
1 School 1 Book Data Action Mini Grant (Oaklawn)	The SOURCE / Oaklawn	Pierre Moran Middle School (Media Center)	Cheri Puetz	\$2,000	The books are being used to support our 1 School 1 Book Initiative at Pierre Moran. This grant will allow us to purchase additional books that focus on Social Emotional Learning and the mental health of students, while also promoting literacy. Through the reading and discussions, we hope to build and strengthen resiliency characteristics and coping strategies when navigating challenging themes faced by characters in books as well as students. We had a huge need from staff following our first 1 School 1 Book venture in the fall of 2021 for additional books to read with them. We want our teachers to be able to continue reading to/with their students all year long, so are needing to purchase additional sets of books that pair well with the books being purchased for the entire school population. I will oversee the management of the grant. (Cheri Puetz, Media Specialist) *Note - I put in a date for grant submission deadline based on when we need to order books by. I do not believe Oaklawn has a deadline, per se.	The district has provided staff with a lot of professional development over the past couple of years regarding trauma, mental health, and social emotional learning. Combined with our goals to create readers and thinkers through literature, the books we will be purchasing to use will allow us to tackle literacy and mental health/trauma as students see how characters navigate through those situations and have class discussions stemming from the themes of the books. Having shared books that all of our students are reading will also help build community within our school!	Orbiting Jupiter by Gary Schmidt: 124 copies @ \$6.99 each = \$866.76 Punching the Air by Ibi Zoboi/Yusef Salaam: 124 copies @ \$9.09 each = \$1127.16 (These are prices I have been quoted through Barnes & Noble's Classwork and include their discounts.) The total amount will be: \$1993.92.	6/30/2022
Indiana Michigan Power Education Support GRant	Indiana Michigan Power	Student Services	Sarita Stevens	\$10,000	Employee Incentive Gift Cards	The grant assists us in our commitment to creating a collaborative and positive work environment by recognizing teachers and staff members that go the extra mile to support student achievement.	\$10,000.00 - for the purchase of 333 gift cards for employee incentives.	6/15/2022

What is the title of the grant?	What is the name of the granting agency/entity?	Please list school/entity applying.	Individual/contact applying for the grant?	What is the amount applied for?	How will the grant funds be used and who will oversee the management of the grant?	Please explain how the grant funds will be used to support the district vision, focus, and goals.	Please outline the grant budget for the funds requested.	What is the grant submission deadline?
Team America Rocketry Challenge (TARC) Grant / Donors Choose Grant	National Association of Rocketry / Donors Choose	Elkhart High School / Rocketry Team	Dan Walsh	\$4,000	Grant funds will be used to purchase necessary rocketry parts for students to properly train and safely compete in the TARC Competition. Students will first need to understand the basics of rocketry parts, design, and assembly using supplies from a \$2000 Donors Choose Grant. Once students have a basic understanding of rocketry they will advance to assembly of TARC Competition Rockets using supplies from a \$2000 National Association of Rocketry TARC Grant which is intended for first time schools. Dan Walsh will be acting as the Head Coach for the Elkhart HS TARC Team. He will be overseeing the management of the both the Donors Choose and TARC Grants.	The TARC Rocketry Challenge is the largest and longest running high school rocketry competition in the United States. There are over 950 schools that participate annually. Therefore, the TARC Rocketry Challenge is an aeronautical engineering design project which allows students to utilize the science and math knowledge and skills they have acquired in the classroom in a real world project-based science inquiry process. To achieve these objectives students are required to design, build and test rockets to fulfill certain operating parameters. This fulfills a district objective of teaching students how to problem solve while engaging in a project based learning approach.	<p>TARC Grant - \$2000 (TARC Equipment)</p> <p>-----</p> <p>Rocket Motors \$250 TARC Rocket Kits \$750 TARC Rail Launcher \$400 Launch Controller \$200 Rocket Epoxy \$100 Plywood (Tail fins) \$100 Rocksims License \$100 Paint \$100</p> <p>-----</p> <p>Total \$2000</p> <p>DonorsChoose.org Grant - \$2000 (Basic Rocketry Training)</p> <p>-----</p> <p>Basic Rockets \$500 Mid-level Rockets \$500 Rocket Motors \$500 Rocket Launcher \$100 Launch Controller \$100 Tools, Glue \$100 Paint \$200</p> <p>-----</p> <p>Total \$2000</p>	7/1/2022

ELKHART COMMUNITY SCHOOLS
OVERNIGHT TRIP REQUEST

School: Elkhart High School
Class/Group: Boys, Girls & Unified Track
Number of Students: 30-32 athletes 10PM
Date/Time Departing: B/G Track - Fri, June 3rd 10 am UT - Friday, June 3rd
Date/Time Returning: B/G Track - Sat, June 4th UT - Sat, June 4th
Destination: Bloomington, IN 10PM-1:54h 10PM-1:54h
Overnight facility: Holiday Inn City State
Mode of transportation: Yellow buses
Reason for trip: State Girls/Boys Track &
Unified Track

Names of chaperones: Todd Shealy, Adam Homo,
Bekah Shenk

Cost per student: Ø

Describe Plans for Raising Funds or Funding Source: N/A

Plans to defray costs for needy students: N/A

Are needy students made aware of plans? N/A

Signature of Teacher/Sponsor: Jacquie Rost

Signature of Principal: [Signature] Date: 5/31/22

Send to Assistant Superintendent for Instruction for approval and for submission to Board of School Trustees

Approval of Assistant Superintendent: [Signature] Date: 6/9/22

Approval by Board: _____

(All overnight trips require prior approval by Board Policy IICA.)



HUMAN RESOURCES

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

TO: DR. STEVEN THALHEIMER
FROM: MS. MAGGIE LOZANO
DATE: JUNE 14, 2022

PERSONNEL RECOMMENDATIONS

CERTIFIED

- a. **New Certified Staff** – We recommend the following new certified staff for employment in the 2022-2023 school year:

Joshua Bamber	Elkhart High Natural Resource/Agriculture
Michaela Butcher	Exceptional Learners/Psychologist
Mitchell Crothers	Feeser/Kindergarten
Natalie Fultz	Roosevelt/Special Education
Victoria Hawk	Elkhart High Natural Resource/Social Studies
Taylor Ibrekic	Woodland/Grade 2
Airra Jackson	Pinewood/Grade 4
Theodore Keeler	North Side/Math
Radwan Khatib	Pierre Moran/Orchestra
Jerry Miller	Woodland/Grade 6
Ariana Mora	Osolo/Grade 1
Tricia Pollachek	Beardsley/Grade 1
Brianna Reedy	Cleveland/Grade 2
Martha Robinson	Pierre Moran/Band
Jennifer Shelton	Riverview/Grade 3
Meagan Sumption	Freshman Division/Science
Claire Troyer	Woodland/Grade 2

Serena Utterback	Roosevelt/Grade 3
McKenna Wallace	Freshman Division/Special Education
Lauren Weirich	Freshman Division/Orchestra

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

Sarita Stevens	ESC/Asst. Supt of Student Svc	5 Years of Service
Kristie Stutsman	West Side/Principal	25 Years of Service
Jennifer Wakeman	Cleveland/Grade 3	21 Years of Service

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

Jordan Bienz	PACE/Special Education
Begin: 5/9/22	End: 5/24/22

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

Stacey Ankony Began: 10/26/21	Beardsley/Kindergarten Resign: 5/27/22
Heather Cline Began: 8/13/14	North Side/Math Resign: 5/27/22
Audrey Gemberling Began: 1/4/21	Pinewood/Kindergarten Resign: 5/27/22
Kama Hardy Began: 8/20/20	Pinewood/Grade 3 Resign: 5/27/22
Brittany Hedman Began: 8/9/21	Osolo/Grade 6 Resign: 5/27/22
Carmen Hiatt Began: 8/14/18	Daly/Grade 4 Resign: 5/27/22
Melissa Horvath Began: 8/15/17	Freshman Division/Math Resign: 5/27/22
Nancy Howells Began: 8/9/21	Daly/Speech Pathologist Resign: 5/27/22
Angel Linville Began: 8/9/21	North Side/Special Education Resign: 5/27/22



Holly Morlan
Began: 8/13/19

Feeser/Grade 1
Resign: 5/27/22

Angela Ness
Began: 8/2/21

Elkhart High/Counselor
Resign: 6/7/22

Phillip Whybrew
Began: 8/13/12

Roosevelt/Grade 1
Resign: 5/27/22

Katie Wilson
Began: 8/13/19

Pinewood/Grade 6
Resign: 5/27/22

CLASSIFIED

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

Robert Hostetler
Began: 4/11/22

Building Service/Custodian
PE: 6/6/22

Tori Patterson
Began: 4/11/22

North Side/Custodian
PE: 6/6/22

Jason Pressler
Began: 4/11/22

Freshman Division/Custodian
PE: 6/6/22

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

Corina Barron Alvino
Began: 8/1/19

Hawthorne/ Secretary
Resign: 6/1/22

Joanna Pizana
Began: 9/13/21

Transportation/Unassigned Driver
Resign: 5/27/22

Mildred Wright
Began: 8/15/14

Transportation/Unassigned Driver
Resign: 5/4/22

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

Joann Glick
Began: 9/11/96

Freshman Division/Food Service
Retire: 5/27/22
25 Years of Service



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

Beverly Johnson
Began: 3/8/22

Transportation/Bus Helper
End: 6/14/22
Policy: 3139.01S

Marquisha Perry
Began: 1/18/22

Transportation/ Bus Helper
End: 6/14/22
Policy: 3139.01S

Amanda Rohrer
Began: 8/12/21

Transportation/ Bus Helper
End: 6/14/22
Policy: 3170.02ACS





SUPERINTENDENT'S OFFICE

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

TO: MEMBERS OF THE SCHOOL BOARD OF TRUSTEES

FROM: STEVE THALHEIMER

DATE: JUNE 6, 2022

SUBJECT: DEMOGRAPHIC AND FEASIBILITY RECOMMENDATION

Based on conversations with various board members and the evaluation of vendors by the administrative team, I am recommending the Board award SitelogIQ/SchoolIQ the demographic, feasibility and facilities review at a cost of \$93,750.

As a matter of due diligence, I contacted Orleans Community Schools on June 2 and LaPorte Community Schools on June 1 & 2 as reference checks.

Superintendent Jimmy Ellis at Orleans was very impressed by the work SitelogIQ performed on their facilities plan, stating that the team of engineers sent in "know the buildings as well as the maintenance staff" due to the thorough work they did. In both the facilities work and the educational assessment, Ellis stated the SchoolIQ/SitelogIQ team members were professional and able to get at needs and priorities. The Key Committee of stakeholders worked well for Orleans, and the recommendations from the committee for facilities came in so well developed that the board asked the community for more than what they originally thought they could do. While we are not looking to build or to seek a referendum, Ellis's comments spoke to how well the process works in helping the community understand the district. Ellis did comment that their community survey was too long and they got bogged down sometimes in the community meetings due to trying to do too much.

From LaPorte, I spoke with Superintendent Mark Francesconi and two other district administrators who worked with Del Jarman and his team when they were connected to an architecture firm in 2015 prior to the formation of SitelogIQ. They utilized the Key Committee process there, and Francesconi indicated that the stakeholder engagement helped them get at priorities and was very much a process worth undertaking in order to understand what is important to the community. Jarman and the team facilitated this very well and were a great group of people to work with.

Book	Policy Manual
Section	0000 Bylaws
Title	PROPOSED REVISED PUBLIC PARTICIPATION AT BOARD MEETINGS
Code	po0167.3
Status	
Adopted	November 22, 2016
Last Reviewed	June 14, 2022

0167.3 - PUBLIC PARTICIPATION AT BOARD MEETINGS

The School Board recognizes the value of public comment on educational issues and the importance of allowing members of the public to express themselves on Corporation matters.

To permit fair and orderly public expression, the Board ~~shall may~~ provide ~~a period~~ for public ~~comment participation~~ at ~~every these~~ regular ~~in-person~~ meetings of the Board, ~~with the exception of Executive Sessions, including those where one or more but less than fifty percent (50%) of Board members are participating remotely or virtually~~ ~~during which final action may be taken~~ and publish procedures to govern such participation in Board meetings.

The presiding officer of each Board meeting at which public ~~comments are participation is~~ permitted shall administer the procedures of the Board for its conduct.

The presiding officer shall be guided by the following rules:

- A. Public ~~comment participation~~ shall be permitted as indicated on the order of business; ~~or before the Board takes final action on an agenda item.~~
 1. Public comment regarding agenda items shall take place following the call to order and Pledge of Allegiance; the total time for such comments shall be limited to three (3) minutes per speaker to address agenda items.
 2. Public comment regarding items not on the agenda shall take place prior to adjournment; the total time for such comments shall be limited to three (3) minutes per speaker for a total amount of time not to exceed thirty (30) minutes.
- B. Attendees must register their intention to participate in ~~either the~~ public portion of the meeting.
- C. Participants must be recognized by the presiding officer and will be requested to preface their comments by an announcement of their name, ~~address~~ and ~~/or~~ group affiliation, if and when appropriate.
- D. Each statement made by a participant ~~shall may~~ be limited to three (3) minutes ~~in~~ duration.
- E. No participant may speak more than once on the same topic ~~unless all others who wish to speak on that topic have been heard.~~
- F. All statements shall be directed to the presiding officer; no person may address or question Board members individually.
- G. The presiding officer may:
 1. prohibit public comments which are ~~frivolous, repetitive, or~~ harassing;
 2. interrupt, warn, or terminate a person's statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant;
 3. request any individual to leave the meeting when that person behaves in a manner that is disruptive ~~to of~~ the orderly conduct of the meeting;

4. request the assistance of law enforcement officers in the removal of a ~~disorderly~~ person who is willfully disruptive or when said ~~that~~ person's conduct interferes with the orderly progress of the meeting;
5. call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action.

H. While community members have the right to address the Board regarding its employees, the Board will not discuss those matters during regular Board meetings since these discussions might include confidential information. Discussions regarding an employee's alleged misconduct, status as an employee, and job performance evaluation will be reserved for executive session(s) held pursuant to the terms of this policy and applicable Indiana laws. Community members are expected to put their concerns regarding employees of the Board in writing and to direct said concerns to the Superintendent/designee for investigation.

I. Digital, audio, or Tape ~~or~~ video recordings are permitted. The person operating the recorder should notify ~~contact~~ the Superintendent's office prior to the Board meeting to review possible placement of the equipment, and agrees to abide by the following conditions:

1. No obstructions are created between the Board and the audience.
2. No interviews are conducted during the Board meeting.
3. No commentary is made that would distract either the Board or members of the audience.

Neola ~~2013~~ 2022

Legal

I.C. 5-14-1.5-1

Book Policy Manual
 Section 3000 Personnel
 Title PROPOSED REVISED BUS DRIVERS' COMPENSATION PLAN
 Code po3422.03S
 Status
 Adopted December 13, 2016
 Last Revised December 14, 2021
 Last Reviewed June 14, 2022

3422.03S - **BUS DRIVERS' COMPENSATION PLAN**

Wage Schedule

The Board of School Trustees hereby adopts the following schedule for bus drivers to become effective ~~January 1, 2022~~ **July 1, 2022**.

In addition, the three percent (3%) employee contribution to PERF will be paid by the Elkhart Community Schools.

Step (Rates)	Elkhart Community Schools Experience as a <u>School</u> Bus Driver	Bus Driver Hourly Rate (2019)
Probationary	0 - 55 days	20.93 22.73
Base	55 days, but not more than two (2) years	21.67 23.47
Advanced	Over two (2) years, but not more than five (5) years	22.74 24.54
Experienced	Over five (5) years, but not more than 10 years	23.67 25.47
	Over ten (10) years, but not more than 15 years	23.93 25.73
	Over fifteen (15) years	24.20 26.00

Wage Schedule Placement

School bus drivers hired on or after July 1, 2022, who have previous experience as a bus driver for another public school district at the time of hire, will be placed at a Step on the bus driver's wage schedule commensurate with their prior experience as a school bus driver following the completion of probation.

Bus helpers who transition to a bus driver position for Elkhart Community Schools on or after July 1, 2022 will receive one (1) year's credit for every two (2) year's served as a bus helper for Elkhart Community Schools for placement on the bus driver's wage schedule upon the completion of their probationary schedule.

Evaluation

~~Placement at the advanced rate will be determined by the driver's evaluation.~~ All drivers will be evaluated annually by the Director of Transportation, or designee. The evaluation will be discussed with each driver individually.

Eligibility for Benefits

No benefits will be available unless the contracted route driver is under contract for four or more hours. ~~In addition, a career increment will be paid as follows:~~

Career Increment Schedule

A career increment will be paid as follows:

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 years	\$.70

Retention Payment(s)

Bus drivers who have successfully completed probation will be eligible to receive a driver retention payment of \$250.00 each semester provided the driver was employed by the school corporation as a driver for four or more hours each day during the immediately preceding semester and continues in an active employment status as a bus driver.

Extra-Curricular Trips

For extracurricular trips, field trips, and other such trips other than the regular transporting of students to school from their place of residence and back to their place of residence from school each school day, a bus driver shall receive ~~\$18.00~~~~14.50~~/hour with a minimum trip pay of two (2) hours for weekday trips and five (5) hours for holiday or weekend trips. Drivers will not be paid additional clean-up time for extra-curricular trips, but are expected to maintain bus cleanliness. When outdoor conditions occur during the activity which is the purpose of the trip, resulting in an unusual amount of clean-up (i.e. football or soccer in muddy conditions, etc.), the driver may apply for payment for the required clean-up time.

Unassigned Drivers

Unassigned drivers will be paid at one (1) of the above rates as determined by the Director of Transportation.

Unassigned drivers required to report to dispatch and wait for the assignment of a route shall be paid at the extra trip rate for any waiting time not covered by the two-hour minimum or the compensation for the route they are assigned to that day.

Driver Contracts

All drivers shall be provided a contract based on the rates listed above. The contract shall provide a minimum driving assignment of two (2) hours for morning routes, two (2) hours for afternoon routes, and two (2) hours for any route which is not an extension of either morning or afternoon routes. Any route regularly scheduled to run on Sundays or Board of School Trustees approved holidays, (e.g. for the visually or hearing impaired), shall be paid a three (3) hour minimum on those days. The contract shall provide a minimum driving assignment of four (4) hours per day for wages if drivers work both morning and afternoon. Effective July 1, 2006, in the event a driver's assigned route consists of three (3) separate runs in both the morning and the afternoon (i.e. secondary/elementary/elementary or secondary/elementary/Head Start) the minimum for that route shall be three (3) hours in the morning and three (3) hours in the afternoon. (The foregoing shall not be applicable to mixed runs (i.e. high school/middle school). Letters of employment status indicating reasonable assurance of employment in the following year will be provided to all drivers in good standing at the conclusion of the school year. All routes shall be timed from departure from the bus garage until return to the bus garage. In emergency situations, such drivers may be required to make additional runs which can be completed within the time frame of the contract. Additional runs which cause extension beyond the normal assigned hours shall be reimbursed in accordance with the driver's normal hourly rate. In addition, each bus driver will be paid for thirty (30) minutes each day for clean-up, paperwork, and service time.

Time Study

In the event of a significant difference between the driver's time study and the Transportation Department's timing for the route, the driver may appeal to the Director of Transportation or Assistant Director of Transportation to resolve this discrepancy. The decision of the Director of Transportation or Assistant Director of Transportation may be reviewed by the District Counsel/Chief of Staff. The decision of the District Counsel/Chief of Staff shall be final.

Work Schedule

Drivers will be required to report for duty two (2) times in addition to all student attendance days. Drivers will be paid four (4) hours at the driver's hourly rate for these days. These days will be scheduled as follows:

- A. State Safety Meeting
- B. Fall Training Session

Mandatory meetings, with the exception of contract signing where all drivers are required to attend, will be paid at the driver's hourly rate; this includes training required for specific routes (i.e., Head Start).

Contract signing, mandatory meetings scheduled for smaller groups of drivers, and individuals for specific training and information sharing will be paid at the extra trip rate.

Drivers will receive a minimum of one (1) hour pay for these meetings and meetings beyond a full hour will be paid in fifteen (15) minute increments.

Vehicle Clean-up, Paperwork, and Spot Check

Each bus driver will be paid one-half (1/2) hour (.3 hours in the morning and .2 hours in the afternoon) for each working day for clean up, service time, and paperwork. Each driver is expected to keep his/her assigned vehicle in a good state of cleanliness at all times.

Uncleanliness on any one (1) spot check by the Director of Transportation will be sufficient cause for the discontinuance of this payment for five (5) days. Normal accumulation from the day's route will be excluded. A second spot check showing lack of cleanliness will result in a suspension without pay of the driver for two (2) days. Further violations can be cause for termination.

Stopping Enroute or Layover

Drivers will be allowed to stop en route or on layover only for food, coffee, shopping, etc., with permission of the Transportation Office, as per established guidelines.

Drug/Alcohol Testing

Any driver required to be tested for the drug/alcohol program will receive one (1) hour's route pay at his/her current hourly rate. (This shall not include pre-employment testing.)

School Delays

In the event the start of the school day is delayed on account of weather conditions, drivers will receive one (1) hour's route pay for the delay.

Early Release

Drivers may be required to drive more than their regular number of routes so as to facilitate an early release of students to conduct parent-teacher conferences, or for other purposes. Drivers who are already assigned to drive a morning, mid-day, and afternoon route will be paid for their actual driving time, but not less than one (1) hour's route pay, for driving one (1) of their routes early on an early release day. Drivers who are regularly assigned to drive only a morning and an afternoon route will receive two (2) hour's route pay for driving one (1) of their routes early on an early release day.

Extra Trip Routes

Drivers who are assigned to an extra trip route (e.g. remediation, etc.) who are required by the Director of Transportation/Designee to pre-drive an extra trip route will receive two (2) hours' extra trip pay to fulfill these responsibilities.

Special Route Responsibilities: Kindergarten

Drivers who are assigned to morning or afternoon routes which include kindergarten students are responsible for contacting the parents of each kindergarten student prior to the first day of kindergarten. Drivers on these morning and afternoon routes are expected to contact the parents of their kindergarten students and determine whether the students can be picked up at an existing stop or whether a new stop will be established. Drivers will be required to turn the necessary paperwork into the Transportation Office for the kindergarten students on their route. Drivers will receive two (2) hours route pay for fulfilling these responsibilities.

Special Route Responsibilities: Special Needs Students and Other Mid-day Routes

Drivers who are assigned to a route transporting special needs students, or a mid-day route transporting students are responsible for driving and checking their routes, preparing their route book, and contacting parents prior to the first day of school. Drivers on these routes will receive two (2) hour's route pay for fulfilling these responsibilities.

When drivers are regularly required to drive a different bus for their mid-day route, and the bus has not already been pre-tripped, the driver will receive an additional fifteen (15) minutes per day to pre-trip, fuel and clean the bus.

Substitute Driver Contracts

A limited number of substitutes will be contracted substitute drivers. Pay will be only for days worked. Insurance and Public Employee Retirement Fund (PERF) will be available after successful completion of probation.

Bus Driver Routes/Bidding

Seniority List

One (1) seniority list, including all bus drivers, shall be maintained and updated. The driver's date of seniority will be determined by his/her first day on the payroll with Elkhart Community Schools with a valid CDL license and working in a bus driver classification. In the event more than one (1) driver starts on the same day, meeting the above requirements, seniority will be determined by the date and time of application. Drivers employed prior to January 1, 2003, shall retain their seniority date assigned by Transportation on December 31, 2002. When a driver's employment is severed, the driver, should s/he be re-employed, will be placed at the bottom of the seniority list.

Bidding on Routes and Equipment

Bidding on routes will be determined by the Director of Transportation with seniority as the key factor. When a route opens, it will be posted within ten (10) working days. Only active drivers will be eligible to bid. Bids may be made for five (5) working days. The route will be assigned and posted within fifteen (15) working days. Drivers will only be allowed to change routes twice during a school year. If a route is discontinued while a driver is contracted, the driver will continue to be under contract at the appropriate pay rate and shall bid on all posted positions of comparable pay until s/he is the successful bidder. If routes are discontinued during the summer, the drivers will bid on the routes of drivers with the least seniority, and those drivers will be placed, according to their seniority, at the top of the substitute list. Any mid-day runs and the fall loop (which begins in August) are to be posted on May 1st or the next working day and are to stay up for five (5) working days. If the successful bidder does not return as an active driver in the fall, the mid-day run or loop will be awarded to the next bidder in line. Any driver absence, including those related to medical, family, and unpaid/excused reasons for a period extending beyond sixteen (16) workweeks, will result in that route being posted for bidding, and any mid-day route coming open as the result of this, will be offered to the next senior substitute driver.

Summer School and Mid-Day Routes

Notice for bidding on summer school and mid-day routes is to be posted on May 1st, or the next working day and is to stay up for (5) working days. Eligibility for routes will be based on seniority. Assignment of routes will be determined by the Director of Transportation. Drivers who are not awarded a mid-day route shall be placed on a list based on seniority and will be called to substitute. If a mid-day route opens during the school year, the eligible driver with the highest seniority will be awarded a route. Assignment will be determined by the Director of Transportation. Any route filled during the year will be considered open at the time of bidding. Drivers whose regular route is six (6) hours or more will not be eligible to bid or drive as a substitute on mid-day routes. Drivers' who elected not to sign up for mid-day routes in May, will have the opportunity to sign up to work for the remainder of the school year as a substitute driver, by seniority and qualification, only on mid-day routes. A driver with an excessive number of refusals may be removed from consideration. A driver who is removed from the list shall receive written notification of removal. Drivers who so qualify may sign up during the first five (5) working days in January. Substitute driving opportunities will be awarded based upon driver seniority.

Fringe Benefits

A. Income Protection and Annuities

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

B. Insurance

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

the Board.

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

C. Severance Benefits

Bus Drivers who have completed a minimum of six (6) months of active service with the Elkhart Community Schools will be eligible for the following benefits upon written resignation received by the Director of Human Resources at least ten (10) working days prior to the last date of employment.

1. Resignation

Employees shall be paid for unused personal business leave in the current year of employment. Payment for unused personal leave shall be made at the rate of pay in effect at termination. The effective date of resignation shall be established to include use of all personal leave.

2. Retirement, Death, or Disability - The benefits listed below are in addition to those in Section 2-C.

- a. For purposes of this benefit, "retirement" shall be defined as resignation by an employee who at the time of retirement is age sixty (60) or older, and has ten (10) or more consecutive years; or who is age fifty-five (55) or older, and has fifteen (15) or more years of employment in the Elkhart Community Schools. Accumulated days of unused personal leave will be paid employees who retire, die or become totally permanently disabled while employed by the Elkhart Community Schools. In the event of death, the benefit shall be paid to the decedent's estate. Only the six (6) months service requirement must be met to be eligible for the disability or death benefit. In addition, beginning in 1982, at the maximum rate of two (2) days per year, accumulated days of unused sick leave will be paid as a part of this benefit.

At the time of retirement, a Bus Driver shall receive pay for accumulated illness leave not to exceed two (2) days per year up to a maximum of thirty (30) days or forty-five percent (45%) of accumulated illness leave, whichever is greater. In the event of the death of a Bus Driver, while in the active employ of Elkhart Community Schools, said payment should be made to the employee's beneficiary.

- b. In addition, employees who are fifty-five (55) years of age or older and have at least fifteen (15) years of service and who have been insured under the Elkhart Community Schools' group insurance plan for at least the last five (5) years, shall be eligible to continue in that program until age sixty-five (65) by paying 100% of the premiums in advance at the business office.

D. Change in Support Staff Classification

When any classified employee is employed in another classified employee group, all comparable benefits will remain in effect. Years of accrued service and accumulated benefit days will continue, subject to Board Policy 3413S.

Dependent Textbook Fee Stipend

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

Absences

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

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

Illness Absences and Leaves

Personal Illness/Family Illness Absence

Drivers working four (4) hours or more per day will be awarded twelve (12) days of personal illness/family illness leave each year. Unused personal illness/family illness leave can accumulate up to 160 days. For any driver who completes probation after January 1, said benefits will be prorated accordingly.

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

Extended Paid Illness Absence:

Each contract year, a driver shall be eligible, upon submission of a written application to the Transportation Office, for extended paid illness absence days according to the following:

- A. Drivers will be eligible for additional extended absence days based upon the following formula. For each full year as a driver, up to five (5) days to a maximum of fifty (50) days for ten (10) years. Drivers may use paid or unpaid benefit days.
- B. These days shall be provided, after a similar qualifying period of five (5) working days per year to a maximum of fifty (50) working days for ten (10) years, to any driver who has an extended illness absence for which medical verification acceptable to the employer is provided.
- C. When an employee has a second extended illness absence, the qualifying factor will only be as great as five (5) times the number of full years which has elapsed since the previous extended illness absence, with a minimum of five (5) working days.

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

Personal Illness Leave/Family Illness Leave/Unpaid Leave Incentive Plan

For the purpose of the incentive program, the year will be from January 1st to December 31st.

- A. If a contracted route driver does not use any of his/her Personal Illness days, Family Illness days, or unpaid time during the year (excluding summer school), s/he will be given a payment of \$600 on the following January. Effective beginning calendar year 2022, for each consecutive year an employee does not use any of his or her personal illness days or family illness days, the payment shall increase by \$50 up to a maximum payment of \$750 dollars. Should an employee fail to maintain perfect attendance, the employee may be eligible for an incentive at the lower levels under this program. Once an employee again attains perfect attendance, the employee would be eligible for a payment of \$600 and then again be eligible for increasing payments for consecutive years of perfect attendance.
- B. If a driver uses only one (1) of his/her Personal Illness days, Family Illness days, or unpaid time during the year (excluding summer school), s/he will be given a payment of \$400 on the following January.
- C. If a driver uses two (2) of his/her Personal Illness days, Family Illness days, or unpaid time during the year (excluding summer school), s/he will be given a payment of \$200 on the following January.
- D. In order to be eligible for the incentive pay set out in A, B, or C, above, the driver must have been a contracted route driver as of December 1st. If a driver is hired after December 1st, the incentive payment will be pro-rated on a percentage of the workdays after the driver was employed.
- E. For the purpose of the incentive program, a personal illness or family illness day will be when a driver is absent for three (3) or more hours. An absence of less than three (3) hours will be considered a one-half (1/2) day. Drivers absent one-half (1/2) day will receive \$500, one and one-half (1-1/2) days - \$300, or two and one-half (2-1/2) days - \$100. Unpaid time will follow the same pattern (i.e. three (3) or more hours will be considered a day; less than three (3) hours will be considered a half-day).

Job-Related Injury Leave

An employee injured in the performance of his/her duties is eligible for Worker's Compensation. The employee is required to complete an injury report form on the day of the injury and to visit the designated medical facility as directed by the employer. Time

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

Bereavement

Employees shall be entitled to be absent from work without loss of compensation on account of death in the immediate family for five (5) business days beyond the date of death in order to attend to matters related to the death of the family member. Said days must be used by the employee within twelve (12) months of the death of the immediate family member, but do not have to be used consecutively.

"Immediate family" shall mean employee's spouse, life partner (as defined elsewhere in this policy), 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 shall also include a miscarriage or the birth of a stillborn baby and be considered a death within the employee's immediate family.

Up to one (1) day's absence shall be granted without loss of compensation to attend the funeral of another relative.

Each calendar year, an employee may take one (1) day of bereavement, without loss of compensation, to attend the funeral of a friend.

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

Military Leave

A leave of absence may be granted by the Board of School Trustees on the recommendation of the Superintendent to any regular employee who may be required or shall elect to enter the military service. This will permit the employee to return to take a comparable position after s/he receives an honorable discharge.

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

Health Leave

Through 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 inability to perform regular duties for an extended period of time has been provided,
or
- C. Upon receipt of a request for placement on such leave by the Director of Human Resources from the appropriate administrator.

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

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

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

Personal Leave

Drivers working four (4) hours or more per day will be provided with three (3) days of personal leave on January 1. Any driver completing probation after January 1, said benefits will be prorated accordingly.

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

Personal Leave – Procedure

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

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

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

Jury and Witness Duty Pay

A. Jury Duty

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

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 that the employee is pregnant, the leave may be requested to begin any time between thirty (30) days after the Director of Human Resources is notified of the pregnancy and thirty (30) days after the birth of the child. For employees who are not pregnant, the leave may be requested to begin any time within thirty (30) days of the date that the child is expected in the home. In cases of emergency, the thirty (30) day notification period may be waived. Leaves may be requested for a period not to exceed one (1) year, and are non-renewable.

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

Adoptive Leave

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

Maternity Leave

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

Holidays and Vacations

Definitions

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

Holidays

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

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

- A. Martin Luther King Jr. Day
- B. Presidents' Day
- C. Memorial Day
- D. Labor Day
- E. Thanksgiving Day and the day following - two (2) days
- F. Christmas Day - if celebrated on a weekend, it will be a paid holiday on the Friday preceding or the Monday following.

Labor Management Committee

Labor Management Committee: The drivers' committee shall, upon request, have the right to meet on a monthly basis with the Director of Transportation and, when necessary, the District Counsel/Chief of Staff. The committee shall provide the Director of Transportation an agenda of topics to be discussed two workdays before meeting.

Revised 1/1/17

Revised 12/12/17

Revised 12/18/18

Revised 7/23/19

Revised 12/10/19

Revised 11/24/20

Book Policy Manual
 Section 3000 Personnel
 Title PROPOSED REVISED BUS HELPERS' WAGE SCHEDULE
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3422.04S - BUS HELPERS' WAGE SCHEDULE

Wage Schedule

The Board of School Trustees hereby adopts the following wage schedule for bus helpers to become effective ~~July 1, 2022~~ **January 1, 2022**.

In addition, the three percent (3%) employee contribution to PERF will be paid by the Elkhart Community Schools.

Step	Elkhart Community Schools Experience as a Bus Helper	Hourly Rate
1	0 days or more, but less than 55 days (probationary rate)	11.56 13.36
2	55 days, but not more than one (1) year	12.26 14.06
3	one (1) year or more, but less than two (2) years	12.94 14.74
4	two (2) years or more, but less than three (3) years	13.64 15.44
5	three (3) or more	14.38 16.18

Bus helpers are primarily responsible for the safety of students while they are being transported to and from school.

In the event a Bus Helper's assigned route consists of three (3) separate runs in both the morning and the afternoon (i.e. secondary/elementary/elementary or secondary/elementary/Head Start) the Bus Helper shall be entitled to a minimum of three (3) hours pay in the morning and three (3) hours pay in the afternoon. This shall not be applicable to mixed runs (for example: high school/middle school).

Career Increment Schedule

A career increment will be paid as follows:

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 years	\$.70

Retention Payment(s)

Bus helpers who have successfully completed probation will be eligible to receive a helper retention payment of \$250.00 each semester provided the helper was employed by the school corporation as a helper for four or more hours each day during the immediately preceding semester and continues in an active employment status as a bus helper.

Bidding on Routes

Bidding on routes will be determined by the Director of Transportation with seniority as the key factor. When a route opens, it will be posted within ten (10) working days. Only helpers will be eligible to bid. Bids may be made for five (5) working days. The route will be assigned and posted within fifteen (15) working days. Helpers will only be allowed to change routes twice during a school year.

Summer School and Mid-day

Notice for bidding summer school and mid-day routes for helpers are to be posted on or about May 1st, or the next working day, and it to stay up for five (5) working days. Eligibility for routes will be based on seniority. The amount of time and duration shall be the helper's choice based on seniority. Helpers who are not awarded a mid-day route shall be placed on a list based on seniority and will be called to substitute. If a summer school or mid-day route opens up, the helper with the highest seniority who does not have a route shall be asked if they desire the route.

Fringe Benefits

A. Income Protection and Annuities

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

B. Insurance

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

C. Severance Benefits

Bus Helpers who have completed a minimum of six (6) months of active service with the Elkhart Community Schools will be eligible for the following benefits upon written resignation received by the Director of Human Resources at least ten (10) working days prior to the last date of employment.

1. Resignation

Employees shall be paid for unused personal business leave in the current year of employment. Payment for unused personal leave and vacation shall be made at the rate of pay in effect at termination. The effective date of resignation shall be established to include use of all personal leave and unused vacation days.

2. Retirement, Death, or Disability - The benefits listed below are in addition to those in Section 2-C.

- a. For purposes of this benefit, "retirement" shall be defined as resignation by an employee who at the time of retirement is age sixty (60) and has ten (10) or more consecutive years of employment in the Elkhart Community Schools. Only the six (6) months service requirement must be met to be eligible for the disability or death benefit.
- b. A maximum of thirty (30) accumulated days of unused personal leave will be paid to eligible employees who retire, die, or become totally permanently disabled while employed by the Elkhart Community Schools. In the event of death, the benefit shall be paid to the decedent's estate.
- c. Upon retirement, a bus helper who has ten (10) years or more of service and who is age fifty-five (55) or older is eligible to receive a payment equal to the greater of the following:
 1. One (1) day's pay for each full year employed by the Elkhart Community Schools; or
 2. Forty percent (40%) of the unused illness absence leave that has been accumulated by the employee.

- d. In addition, employees who are fifty-five (55) years of age or older and have at least fifteen (15) years of service and who have been insured under the Elkhart Community Schools' group insurance plan for at least the last five (5) years, shall be eligible to continue in that program until age sixty-five (65) by paying 100% of the premiums in advance at the business office.

D. Change in Support Staff Classification

When any classified employee is employed in another classified employee group, all comparable benefits will remain in effect. Years of accrued service and accumulated benefit days will continue, subject to Board Policy 3413S.

Dependent Textbook Fee Stipend

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

Absences

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

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

Illness Absences and Leaves

Personal Illness/Family Illness Absence

Regular school-year classified employees will be awarded twelve (12) days of personal illness/family illness leave each year.

"Immediate family" shall mean employee's spouse, life partner, children, siblings, parents, parents-in-law, brother- or sister-in-law, son- or daughter-in-law, grandparents, grandchildren, great-grandparents, stepparents, stepchildren, or any member of the family unit living in the employee's household, any person for whom the employee is the legal guardian, or for whom the employee is exercising rights authorized pursuant to a Power of Attorney. "Life Partner" shall mean an individual whose close association with the employee is the equivalent of a family relationship. "Family Unit" shall mean any person related to the employee, genetically or by marriage, or any person for whom the employee is the legal guardian.

Any unused hours will accumulate as personal illness absence to a total of the number of hours equal to 120 work days. Use of accumulated sick leave by a school year employee terminates at the close of the school year. It cannot be used again unless the employee is employed for the following school year or employed at a later date.

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

Job-Related Injury

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

Bereavement

Employees shall be entitled to be absent from work without loss of compensation on account of death in the immediate family for five (5) business days beyond the date of death in order to attend to matters related to the death of the family member. Said days must be used by the employee within twelve (12) months of the death of the immediate family member, but do not have to be used consecutively.

"Immediate family" shall mean employee's spouse, life partner (as defined elsewhere in this policy), 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 shall also include a miscarriage or the birth of a stillborn baby and be considered a death within the employee's immediate family.

Up to one (1) day's absence shall be granted without loss of compensation to attend the funeral of another relative.

Each calendar year, an employee may take one (1) day of bereavement, without loss of compensation, to attend the funeral of a friend.

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

Personal Illness Leave/Family Illness Leave/Unpaid Leave Incentive Plan

- A. If a Bus Helper does not use any of his/her Personal Illness days, Family Illness days, or unpaid time during the year (excluding summer school), s/he will be given a payment of \$600 on the following January.
- B. If a Bus Helper uses only one (1) of his/her Personal Illness days, Family Illness days, or unpaid time during the year (excluding summer school), s/he will be given a payment of \$400 on the following January.
- C. If a Bus Helper uses two (2) of his/her Personal Illness days, Family Illness days, or unpaid time during the year (excluding summer school), s/he will be given a payment of \$200 on the following January.
- D. In order to be eligible for the incentive pay set out in A, B, or C, above, the Bus Helper must have been a contracted route Helper as of December 1st. If a Bus Helper is hired after December 1st, the incentive payment will be pro-rated on a percentage of the workdays after the Helper was employed.
- E. For the purpose of the incentive program, a personal illness or family illness day will be when a Bus Helper is absent for three (3) or more hours. An absence of less than three (3) hours will be considered a one-half (1/2) day. Bus Helpers absent one-half (1/2) day will receive \$500, one and one-half (1-1/2) days - \$300, or two and one-half (2-1/2) days - \$100.

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A leave of absence may be granted by the Board of School Trustees on the recommendation of the Superintendent to any regular employee who may be required or shall elect to enter the military service. This will permit the employee to return to take a comparable position after s/he receives an honorable discharge.

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

Health Leave

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

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

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

Health Leave - Procedure

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

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

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

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

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

Personal Leave

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

Personal Leave – Procedure

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

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

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

Jury and Witness Duty Pay

- A. Jury Duty

All Bus Helpers will be granted excused absence when they are subpoenaed to serve on the jury. Such absence shall result in

no loss of wages. When the employee has received her/his jury duty check, the check or copy of the check shall be presented to the payroll office, whereupon a deduction equal to jury duty pay will be made from the next payroll check.

B. Witness Duty

In the event an employee is subpoenaed to serve as a witness, except in cases noted below, and gives testimony before a court of law or governmental administrative agency, the employee shall be granted absence to witness for the time during the working day which the employee is required to be present. Such absence, up to three (3) days for any one (1) case, shall result in no loss of wages.

For cases involving extended absence to witness, the superintendent may grant additional days. When the employee is in receipt of his/her witness duty check, a copy of the check shall be presented to the payroll office, whereupon a deduction equal to witness duty pay will be made from the next payroll check. The employee will not be paid when such testimony is given in any litigation in which the employee is a party, or employee relations-related litigation involving the employer of any other school employer, unless the employer subpoenas the employee to testify. However, if the employee has been named as a party as a result of the employee's performance of duties as an ECS employee, such employee shall not be subjected to the foregoing prohibition.

Parental Leave

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

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

Adoptive Leave

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

Maternity Leave

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

Holidays

Definitions

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

Holidays

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

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

- A. Martin Luther King Jr. Day
- B. Presidents' Day
- C. Memorial Day

D. Labor Day

E. Thanksgiving Day and the day following - two (2) days

F. Christmas Day - if celebrated on a weekend, it will be a paid holiday on the Friday preceding or the Monday following.

Revised 1/1/17

Revised 12/12/17

Revised 12/18/18

Revised 12/10/19

Revised 11/24/20

Book	Policy Manual
Section	5000 Students
Title	PROPOSED REVISED COMMENCEMENT EXERCISES
Code	po5460.01
Status	
Adopted	July 10, 2018
Last Revised	June 14, 2022
Last Reviewed	June 14, 2022

5460.01 - **COMMENCEMENT EXERCISES**

Commencement exercises will be held as a culmination of a student's academic achievements. Participation in commencement exercises is optional. Any student who has indicated a desire to take part may do so provided the student is within two (2) credits of meeting the general requirements set forth in applicable Board Policies and Administrative Regulations, has demonstrated the required employability skills set forth by the State of Indiana, has completed a post-secondary competency requirement set forth by the State of Indiana, and is enrolled in the summer session courses necessary to complete those requirements.

A student will be eligible to participate in only one commencement exercise. When a student does not qualify to participate as described above, the student may participate in the commencement which immediately follows the completion of the requirements for a diploma.

An exception to participation in commencement exercises will be made for Foreign Exchange students. Foreign Exchange students who have attended Elkhart Community Schools but have not completed graduation requirements may participate in commencement exercises and be presented with an appropriate certificate.

A building principal may, with good cause, deny participation in commencement exercises; however, such denial may be subject to review by the Superintendent/designee.

June 14, 2022

At the June 14, 2022 Board meeting I will recommend Board approval of the following bids.

- a) Food Service Department received 3 Food Bids from Gordon Food Service, Stanz Foodservice and Commercial Foods. The lowest, most responsive and responsible bidders are:
- | | |
|---------------------|-----------------------|
| Gordon Food Service | \$ 701,160.35 |
| Stanz Foodservice | \$ 603,638.73 |
| Commercial Foods | <u>\$ 205,574.15</u> |
| Total | \$1,510,373.23 |
- b) Food Service Department received 2 Commodities Bids from Gordon Food Service and Stanz Foodservice. The lowest most responsive and responsible bidders are:
- | | |
|---------------------|-----------------------|
| Gordon Food Service | \$ 880,326.35 |
| Stanz Foodservice | <u>\$ 458,818.35</u> |
| Total | \$1,339,144.70 |
- c) Food Service Department received 2 Fresh Produce Bids from Gordon Food Service and Piazza Produce. The lowest responsive and responsible bidders are:
- | | |
|----------------|----------------------|
| Piazza Produce | <u>\$ 393,264.25</u> |
| Total | \$ 393,264.25 |
- d) Food Service Department received 5 Supply Bids from Gordon Food Service, Stanz Foodservice, Wallace Packaging LLC, Daxwell and Commercial Foods. The lowest most responsive and responsible bidders are:
- | | |
|---------------------|----------------------|
| Gordon Food Service | \$335,151.67 |
| Stanz Foodservice | \$ 38,258.95 |
| Wallace Packing | \$172,550.00 |
| Daxwell | \$ 14,101.66 |
| Commercial Foods | <u>\$ 5,662.48</u> |
| Total | \$ 565,724.16 |
- e) Food Service Department received 3 Bakery Bids from Gordon Food Service, Alpha Kreamo Bakers and Stanz Foodservice. The lowest most responsive and responsible bidders are:
- | | |
|---------------------|---------------------|
| Gordon Food Service | \$ 99,927.47 |
| Alpha Kreamo Bakers | \$ 34,677.60 |
| Stanz Foodservice | <u>\$ 56,313.90</u> |
| Total | \$190,918.97 |
- f) Food Service Department received 3 Dairy Bids from Dean Foods, Prairie Farms and Stanz Foodservice. The lowest most responsive and responsible bidders are.
- | | | |
|---------------------|----------------------|-----------------------------------|
| Dean Foods | \$ 197,855.91 | (FIRM) |
| Gordon Food Service | \$ 42,296.54 | (Escalating/De-Escalating) |
| Stanz Foodservice | <u>\$ 27,780.00</u> | (Escalating/De-Escalating) |
| | \$ 197,855.91 | (FIRM) |
| | \$ 70,076.54 | (Escalating/De-Escalating) |
| Total | \$267,932.45 | |
- Grand Total of all Bids \$4,267,357.76**

A summary of the bids received in all of the bid categories, vender overview, costing breakdown, commodity and bid comparison is attached for your reference. If you would like to review the detailed bids for any (or all) bid categories prior to next Tuesday's Board meeting, these documents are available in my office. Please contact me at 262-5523 if you would like to make arrangements to review this information, or if you have any questions concerning the bids.

Sincerely,
Pam Melcher

MEMORANDUM

Date: June 14, 2022

To: Dr. Steven Thalheimer, Superintendent
Board of School Trustees

From: Pam Melcher
Food Service Director

RE: Recommendation of Food Bid

On Wednesday, May 11, 2022 at 10:00 a.m., E.D.T., Mrs. Pamela Melcher and Mr. Tony Gianesi publicly opened and read aloud the bids for Food.

See attached tabulation:

The Food Service Department is recommending Board approval awarding **Food Bid** from **August 1, 2022 through July 22, 2023** to the following companies:

Gordon Food Service	\$ 701,160.35
Stanz Foodservice	\$ 603,638.73
Commercial Foods	\$ 205,574.15

Total	\$1,510,373.23
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Revised June 7, 2022

MEMORANDUM

Date: June 14, 2022

To: Dr. Steven Thalheimer, Superintendent
Board of School Trustees

From: Pam Melcher
Food Service Director

RE: Recommendation of Commodity Bid

On Wednesday, May 11, 2022 at 10:00 a.m., E.D.T., Mrs. Pamela Melcher and Mr. Tony Gianesi publicly opened and read aloud the bids for Commodities.

See attached tabulation:

The Food Service Department is recommending Board approval awarding **Commodity Bid** from **August 3, 2020 through July 30, 2021** to the following company:

Gordon Food Service	\$ 880,326.35
Stanz Foodservice	\$ 458,818.35

Total	\$1,339,144.70
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Revised June 7, 2022

MEMORANDUM

Date: June 14, 2022

To: Dr. Steven Thalheimer, Superintendent
Board of School Trustees

From: Pam Melcher
Food Service Director

RE: Recommendation of Fresh Produce Bid

On Wednesday, May 11, 2022 at 10:00 a.m., E.D.T., Mrs. Pamela Melcher and Mr. Tony Gianesi publicly opened and read aloud the bids for Fresh Produce.

See attached tabulation:

The Food Service Department is recommending Board approval awarding **Fresh Produce Bid** from **August 1, 2022 through July 28, 2023** to the following companies:

Piazza Produce	\$ 393,264.25
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Total	\$393,264.25
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Revised June 7, 2022

MEMORANDUM

Date: June 14, 2022

To: Dr. Steven Thalheimer, Superintendent
Board of School Trustees

From: Pam Melcher
Food Service Director

RE: Recommendation of Supply Bid

On Wednesday, May 11, 2022 at 10:00 a.m., E.D.T., Mrs. Pamela Melcher and Mr. Tony Gianesi publicly opened and read aloud the bids for Supplies.

See attached tabulation:

The Food Service Department is recommending Board approval awarding **Supply Bid** from **August 1, 2022 through July 28, 2023** to the following companies:

Gordon Food Service	\$335,151.67
Stanz Foodservice	\$ 38,258.95
Wallace Packaging, LLC	\$ 172,550.00
Daxwell	\$ 14,101.66
Commercial Foods	\$ 5,662.48

Total	\$565,724.16
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Revised June 7, 2022

MEMORANDUM

Date: June 14, 2022

To: Dr. Steven Thalheimer, Superintendent
Board of School Trustees

From: Pam Melcher
Food Service Director

RE: Recommendation of Bakery Bid

On Wednesday, May 11, 2022 at 10:00 a.m., E.D.T., Mrs. Pamela Melcher and Mr. Tony Gianesi publicly opened and read aloud the bids for Bakery Supplies.

See attached tabulation:

The Food Service Department is recommending Board approval awarding **Bakery Bid** from **August 1, 2022 through July 28, 2023** to the following companies:

Gordon Food Service	\$ 99,927.47
Alpha, Kreamo Bakers	\$ 34,677.60
Stanz Food Service	\$ 56,313.90

Totals	\$ 190,918.97
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Revised June 8, 2022

MEMORANDUM

Date: June 14, 2022

To: Dr. Steven Thalheimer, Superintendent
Board of School Trustees

From: Pam Melcher
Food Service Director

RE: Recommendation of Dairy Bid

On Wednesday, May 11, 2022 at 10:30 a.m., E.D.T., Mrs. Pamela Melcher and Mrs. Nicole Scheetz publicly opened and read aloud the bids for Dairy Supplies.

See attached tabulation:

The Food Service Department is recommending Board approval awarding **Dairy Bid** from **August 1, 2022 through July 28, 2023** to the following company:

Dean Foods	\$ 197,855.91 (FIRM)
Gordon Food Service	\$ 42,296.54 (Escalating/De-Escalating)
Stanz Foodservice	\$ 27,780.00 (Escalating/De-Escalating)
	<hr/>
	\$ 197,885.91 (FIRM)
	\$ 70,076.54 (Escalating/De-Escalating)
Total	\$ 267,932.45

Elkhart Community Schools
Food Service Department
2022-2023 BIDS
Bid Period from August 1, 2022 through July 28, 2023

Category	Gordon	Stanz	Commercial Foods	Piazza Produce	Wallace Packaging	Daxwell	Alpha Kreamo	Dean Foods
Food Bid								
Beverage/Coffee	\$25,976.05	\$192,497.00	\$31,432.20					
Juice	\$598.80	\$1,908.40						
Smoothie	\$5,955.13							
Dairy	\$469.52		\$249.75					
Breakfast/Dairy Frozen	\$11,205.00							
Breakfast/Frozen Entrée	\$121,520.33	\$116,939.50						
Breakfast/Frozen Meat	\$10,687.50							
Breakfast/Grain-Cereal	\$36,762.50		\$21,676.35					
Breakfast/Grain-Frozen	\$3,573.25							
Condiment	\$15,089.29	\$25,221.57	\$112.50					
Condiment/Salad Dressing	\$11,762.70	\$16,455.75						
Condiment/Spice/Flavoring	\$10,304.05	\$3,595.52						
Fruit/Bowls	\$19,009.50	\$20,916.00	\$46,445.06					
Fruit/Bagged	\$2,854.00	\$56,752.50						
Fruit/Canned	\$68,317.65	\$34,214.45						
Fruit/Frozen	\$1,686.98	\$1,441.65						
Fruit/Dried			\$1,411.90					
Sherbet/Slushies/Juice	\$42,797.70	\$18,144.00						
Meats/Entrée	\$117,509.28							
Entrees/Vegan	\$4,141.98							
Meats/Entrée-Pork	\$5,687.39	\$35,697.00						
Meats/Entrée-Poultry	\$15,451.75							
Misc./Gelatin & Pudding	\$2,708.25							
Misc./Misc.	\$6,165.06	\$287.50	\$906.15					
Soup-Base-Gravy	\$3,086.41	\$239.00						
Misc Snack	\$27,841.40	\$7,279.05	\$100,892.99					
Refrigerator/Cheese	\$5,046.22	\$1,264.90						
Refrigerator/Meat	\$2,135.99	\$18,373.70						
Refrigerator-Freezer/Egg	\$1,424.20	\$1,974.20						
Refrigerator/Other Dairy	\$15,181.00	\$8,382.40						
Refrigerator/Pasta		\$7,072.00						
Staples/Grains	\$24,075.80							
Staples/Staples	\$2,231.94	\$611.85	\$2,447.25					
Staples/Shortening & Oils	\$2,096.50	\$922.80						
Vegetable/Can	\$10,540.29	\$7,381.65						
Vegetable/Herbs	\$894.30	\$291.30						
Vegetable/Frozen	\$65,145.37	\$25,775.04						
Allergy	\$1,227.27							
TOTAL	\$701,160.35	\$603,638.73	\$205,574.15					

Category	Gordon	Stanz	Commercial Foods	Piazza Produce	Wallace Packaging	Daxwell	Alpha Kreamo	Dean Foods
Commodity Bid								
Advance	\$7,801.50							
Alpha Foods Co.								
International (Asian) Food Solutions	\$118,470.80							
Bongards		\$20,969.40						
Bosco	\$61,764.00	\$5,787.00						
Brookwood Farms								
Butterball								
Cargill/Sunny Fresh		\$40,948.60						
Cherry Central								
Conagra/Gilardi	\$16,837.00							
DelMonte		\$83,215.00						
GoldKist Farms	\$71,540.00							
Heinz	\$5,128.50							
J&J Snack	\$26,555.70	\$37,230.00						
JTM	\$38,453.60	\$3,160.75						
Jennie O'	\$574.00	\$7,589.20						
Land O' Lakes	\$13,837.30	\$50,417.00						
Lings		\$37,584.65						
Los Cabos		\$47,164.80						
McCain	\$21,858.00							
National Food Group	\$73,253.10							
Red Gold	\$34,330.75	\$7,559.20						
S&F	\$74,748.00	\$44,352.00						
Schwan's	\$185,217.00							
Tasty Brands	\$41,825.00	\$72,840.75						
Tyson	\$88,132.10							
TOTAL	\$880,326.35	\$458,818.35						
Fresh Produce Bid				\$393,264.25				
Supply Bid	\$335,151.67	\$38,258.95	\$5,662.48		\$172,550.00	\$14,101.06		
Bakery Bid	\$99,927.47	\$56,313.90					\$34,677.60	
Dairy Bid								
Dairy FIRM								\$197,855.91
Dairy Escalating/De-Escalating	\$42,296.54	\$27,780.00						
TOTAL	\$2,058,862.38	\$1,184,809.93	\$211,236.63	\$393,264.25	\$172,550.00	\$14,101.06	\$34,677.60	\$197,855.91
GRAND TOTAL	\$4,267,357.76							

Elkhart Community Schools

New Course Proposal for 2022-2023

Proposals for new courses submitted 3 semesters prior to implementation.

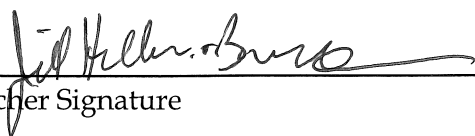
State Title	<p>Computer Science III: Cybersecurity</p> <p><i>Computer Science III: Cybersecurity</i> introduces the secure software development process including designing secure applications, writing secure code designed to withstand various types of attacks, and security testing and auditing. It focuses on the security issues a developer faces, common security vulnerabilities and flaws, and security threats. The course explains security principles, strategies, coding techniques, and tools that can help make software fault tolerant and resistant to attacks. Students will write and analyze code that demonstrates specific security development techniques. Students will also learn about cryptography as an indispensable resource for implementing security in real-world applications. Students will learn foundations of cryptography using simple mathematical probability. Information theory, computational complexity, number theory, and algebraic approaches will be covered.</p> <ul style="list-style-type: none"> ● DOE Code: was 5251 may have changed to 5253 ● Recommended Grade Level: 11, 12 ● Required Prerequisite: Computer Science I ● Credits: 2 semester course, 2 semesters required, 1-3 credits per semester, 6 credits maximum ● Counts as a Directed Elective or Elective for all diplomas <ul style="list-style-type: none"> ● Fulfills a science course requirement for all diplomas ● Qualifies as a quantitative reasoning course
Course Description	<p>Computer Science III: Cybersecurity introduces the secure software development process including designing secure applications, writing secure code designed to withstand various types of attacks, and security testing and auditing. It focuses on the security issues a developer faces, common security vulnerabilities and flaws, and security threats. The course explains security principles, strategies, coding techniques, and tools that can help make software fault tolerant and resistant to attacks. Students will write and analyze code that demonstrates specific security development techniques. Students will also learn about cryptography as an indispensable resource for implementing security in real-world applications. Students will learn foundations of cryptography using simple mathematical probability. Information theory, computational complexity, number theory, and algebraic approaches will be covered.</p>
Grade Levels	10-12
Pathway	ETI
Length of Course	Full year

Elkhart Community Schools New Course Proposal for 2022-2023

Prerequisites	Computer Science I or 1 year of other Computer Science class
----------------------	--

Additional Required Information:

Resources	<ol style="list-style-type: none"> 1. Resources needed to support guaranteed and viable curriculum CodeHS.com CyberSecurity course 2. There is a free option for codeHS, however for the first year of the course it would be recommended to get the paid for version of CodeHS 3. A one year contract is available. Cost is \$2600 for 40 student max
Additional cost?	Access to chromebook or laptops is required for this class.
Rationale for the course	This course meets the need of a Computer Science III class for the computer science pathway at the ETI building.
How does this course fit into your department's and your school's total program?	Students in the computer science pathway are most likely to take this course. However any student that has taken Computer Science 1 could take the course.
Anticipated number of students	10-30? Most likely just 1 section of this class. If needed more sections could be added in future years.
What courses might this replace in their schedules?	This is a new course offering to complete the Computer Science pathway and is not replacing another course in the schedule.
Name of person on staff licensed to teach this course	Jill Halloran-Barnes, completed training on the course in summer 2021 and would like to teach it. Julie Tyrakowski also teaches computer science but I don't think she has done training for this course,



Teacher Signature

Feb 28, 2022
Date:

Jill Halloran-Barnes
Written Name of Teacher

Department Chair

Date:

Written Name of Department Chair

Elkhart Community Schools
New Course Proposal for 2022-2023

Jail Draper
Director of Counseling

4/20/22
Date:

Jail Draper
Written Name of Director of Counseling

JSD

3.2.22

Elkhart Community Schools New Course Proposal for 2022-2023

Proposals for new courses submitted 3 semesters prior to implementation.

State Title	Principles of Fashion and Textiles Career Cluster: Arts, AV Tech, and Communications Program of Study: Fashion and Textiles NLPS Sequence: Principles Course Course Code: 7301
Course Description	Principles of Fashion and Textiles prepares students for occupations and higher education programs of study related to the entire spectrum of careers in the fashion industry. This course builds a foundation that prepares students for all aspects of the fashion creation process. Major topics include: Basic clothing construction techniques, pattern alterations, and use of commercial patterns.
Grade Levels	9-12
Pathway	Human Services
Length of Course	Full year
Prerequisites	None

Additional Required Information:

Resources	https://www.universityoffashion.com/ would need a subscription for 1 teacher.
Additional cost?	This course is a sewing course. We will need supplies for students to make items and to make sure our sewing machines get serviced when needed.
Rationale for the course	Graduation Pathway via the Next Level Pathway
How does this course fit into your department's and your school's total program?	These students would be Human Services students. They would have picked not only the school of study of Human Services but have the pathway Fashion and Textiles.
Anticipated number of students	Still waiting for information, we will have 4 pathways that Human Services students will be able to choose from. It will depend on how many picked the pathway of Fashion and Textiles
What courses might this replace in their schedules?	None- this is one of many courses the state has designed for the Next Level Pathways
Name of person on staff licensed to teach this course	Occupational Education (FACS) 9-12- anyone with this license

Elkhart Community Schools
New Course Proposal for 2022-2023

Teacher Signature

Date:

Written Name of Teacher

Jennifer Higley
Department Chair

5-4-22

Date:

Jennifer Higley
Written Name of Department Chair

Gail Draper
Director of Counseling

5/4/22

Date:

Gail Draper
Written Name of Director of Counseling

Katasha Bonds
Principal or Assistant Principal

5/4/22

Date:

Written Name of Principal or Assistant Principal

Elkhart Community Schools New Course Proposal for 2022-2023

Proposals for new courses submitted 3 semesters prior to implementation.

State Title	Textiles, Apparel, and Merchandising Career Cluster: Arts, AV Tech, and Communications Program of Study: Fashion and Textiles NLPS Sequence: Concentrator A Course Code: 7302
Course Description	Textiles, Apparel, and Merchandising provides a comprehensive overview of the textiles, apparel and merchandising industry specific to fashion related goods including the nature of fashion, raw materials and production, designers, retailers, and supporting services
Grade Levels	9-12
Pathway	Human Service School Of Study
Length of Course	Full year
Prerequisites	None

Additional Required Information:

Resources	https://www.universityoffashion.com/ would need a subscription for 1 teacher.
Additional cost?	This course is a sewing course. We will need supplies for students to make items and to make sure our sewing machines get serviced when needed.
Rationale for the course	Graduation Pathway via the Next Level Pathway
How does this course fit into your department's and your school's total program?	These students would be Human Services students. They would have picked not only the school of study of Human Services but have the pathway of Fashion and Textiles
Anticipated number of students	Still waiting for information, we will have 4 pathways that Human Services students will be able to choose from. It will depend on how many picked the pathway of Human Services
What courses might this replace in their schedules?	None- this is one of many courses the state has designed for the Next Level Pathways
Name of person on staff licensed to teach this course	Occupational Education (FACS) 9-12- anyone with this license

Elkhart Community Schools
New Course Proposal for 2022-2023

Teacher Signature

Date:

Written Name of Teacher

Jennifer R Higley

5-4-22

Department Chair

Date:

Jennifer R. Higley

Written Name of Department Chair

Gail Draper

5/4/22

Director of Counseling

Date:

Gail Draper

Written Name of Director of Counseling

Katashu Bank

5/4/22

Principal or Assistant Principal

Date:

Written Name of Principal or Assistant Principal

Elkhart Community Schools New Course Proposal for 2022-2023

Proposals for new courses submitted 3 semesters prior to implementation.

State Title	Principles of Early Childhood Education Career Cluster: Education and Training Program of Study: Early Childhood NLPS Sequence: Principles Course Course Code: 7160
Course Description	This course provides students with an overview of skills and strategies necessary to successfully complete a certificate. Additionally, it provides an overview of the history, theory, and foundations of early childhood education as well as exposure to types of programs, curricula and services available to young children. This course also examines basic principles of child development, Developmentally Appropriate Practices (DAP), importance of family, licensing, and elements of quality care of young children with an emphasis on the learning environment related to health, safety, and nutrition. Students may be required to complete observations and field experiences with children as related to this course.
Grade Levels	9-12
Pathway	Human Service School Of Study
Length of Course	Full year
Prerequisites	No prerequisites

Additional Required Information:

Resources	Child Development: Early Stages Through Age 12, 9th Edition Print copies are 126.00 each would like two class sets of 25. Online Text, 1yr. Indv. Subscription (Instant Access) 63.00 for the year.
Additional cost?	none that we can think of at this time. However there is a job shadowing piece that if this class is taught at the Freshman Division would need to get a bus for students to be able to go to.
Rationale for the course	Graduation Pathway via the Next Level Pathway
How does this course fit into your department's and your school's total program?	These students would be Human Services students. They would have picked not only the school of study of Human Services but have the pathway of Early Childhood as well.
Anticipated number of students	Still waiting for information, we will have 4 pathways that Human Services students will be able to choose from. It will depend on how many picked the pathway of Early Childhood.

Elkhart Community Schools New Course Proposal for 2022-2023

What courses might this replace in their schedules?	None- this is one of many courses the state has designed for the Next Level Pathways
Name of person on staff licensed to teach this course	Occupational Education (FACS) 9-12- anyone with this license

Teacher Signature

Date:

Written Name of Teacher

5-4-22

Department Chair

Content Specialist

Date:

Written Name of Department Chair

Director of Counseling

Date:

Written Name of Director of Counseling

Principal or Assistant Principal

Date:

Written Name of Principal or Assistant Principal

Elkhart Community Schools New Course Proposal for 2022-2023

Proposals for new courses submitted 3 semesters prior to implementation.

State Title	Early Childhood Education Curriculum Career Cluster: Education and Training Program of Study: Early Childhood NLPS Sequence: Concentrator A State Course Number: 7158
Course Description	Early Childhood Education Curriculum examines developmentally appropriate environments and activities in various childcare settings while exploring the varying developmental levels and cultural backgrounds of children. Students may be required to complete observations and field experiences with children as related to this course.
Grade Levels	10-12
Pathway	Human Service School Of Study- Early Childhood
Length of Course	Full year
Prerequisites	Principles of Early Childhood Education

Additional Required Information:

Resources	We will need a new book for this course. Teaching, 3rd Edition By: Sharleen L. Kato, Ed.D. Goodyear-Wilcox. We would like 40 copies. They are 128.00 each. Teaching presents a comprehensive introduction about how to become a teacher in today's society. By studying this text, teachers of tomorrow explore the world of education and investigate teaching as a profession. There is an online version of the book. For the year it is 64.00 IBN- 978-1-63563-969-8
Additional cost?	
Rationale for the course	Graduation Pathway via the Next Level Pathway
How does this course fit into your department's and your school's total program?	The student that will take this course will have picked the pathway of Early Childhood Education. This is the second course in the pathway. They will need to complete Principles of Early Childhood first.

Elkhart Community Schools New Course Proposal for 2022-2023

Anticipated number of students	Still waiting for information, we will have 4 pathways that Human Services students will be able to choose from. It will depend on how many picked the pathway of Early Childhood.
What courses might this replace in their schedules?	None- this is one of many courses the state has designed for the Next Level Pathways
Name of person on staff licensed to teach this course	Occupational Education (FACS) 9-12- anyone with this license

Teacher Signature

Date:

Written Name of Teacher

Jennifer R Higley
Department Chair - Content Specialist

5-4-22
Date:

Jennifer R. Higley
Written Name of Department Chair - Content Specialist

Gail Draper
Director of Counseling

5/4/22
Date:

Gail Draper
Written Name of Director of Counseling

Satoru Berk
Principal or Assistant Principal

5-4-22
Date:

Written Name of Principal or Assistant Principal

Elkhart Community Schools New Course Proposal for 2022-2023

Proposals for new courses submitted 3 semesters prior to implementation.

State Title	Principles of Human Services Career Cluster: Human Services Program of Study: Human and Social Services NLPS Sequence: Principles Course Code: 7176
Course Description	Principles of Human Services explores the history of human services, career opportunities, and the role of the human service worker. Focuses on target populations and community agencies designed to meet the needs of various populations. The course includes a required job shadowing project in a Human Services setting (a suggested four-hour minimum to meet dual credit requirements).
Grade Levels	9-12
Pathway	Human Service School Of Study
Length of Course	Full year
Prerequisites	None

Additional Required Information:

Resources	Principles of Human Services, 2nd Edition Goodheart-Willcox 128.00. Would need 40. Printed Book Online Text, 1yr. Indv. Subscription (Instant Access) 64.00 a year.
Additional cost?	This course also has a job shadowing pieces. If this course would be offered at the Freshman Division, a bus would be needed to take the students to their job choice.
Rationale for the course	Graduation Pathway via the Next Level Pathway
How does this course fit into your department's and your school's total program?	These students would be Human Services students. They would have picked not only the school of study of Human Services but have the pathway of Human Services.
Anticipated number of students	Still waiting for information, we will have 4 pathways that Human Services students will be able to choose from. It will depend on how many picked the pathway of Human Services
What courses might this replace in their schedules?	None- this is one of many courses the state has designed for the Next Level Pathways

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

Name of person on
staff licensed to teach
this course

Occupational Education (FACS) 9-12- anyone with this license

Teacher Signature

Date:

Written Name of Teacher

Jennifer R Higley
Department Chair

5-4-22
Date:

Jennifer Higley
Written Name of Department Chair

Gail Draper
Director of Counseling

5/4/22
Date:

Gail Draper
Written Name of Director of Counseling

Lalena Bond
Principal or Assistant Principal

5/4/22
Date:

Written Name of Principal or Assistant Principal

Elkhart Community Schools New Course Proposal for 2022-2023

Proposals for new courses submitted 3 semesters prior to implementation.

State Title	Principles of Culinary and Hospitality Career Cluster: Hospitality and Tourism Program of Study: Culinary Arts, Hospitality Management, and Nutrition Science NLPS Sequence: Principles Course Course Code: 7173
Course Description	Principles of Culinary and Hospitality is designed to develop an understanding of the hospitality industry and career opportunities, and responsibilities in the food service and lodging industry. Introduces procedures for decision making which affects operation management, products, labor, and revenue. Additionally, students will learn the fundamentals of food preparation, basic principles of sanitation, service procedures, and safety practices in the food service industry including proper operation techniques for equipment.
Grade Levels	9-12
Pathway	Human Services
Length of Course	Full year
Prerequisites	None

Additional Required Information:

Resources	Guide to Good Food, 15th Edition 126.00 a book, would need 3 class sets .
Additional cost?	This is a foods course. We will need a food budget for labs and other supplies
Rationale for the course	Graduation Pathway via the Next Level Pathway
How does this course fit into your department's and your school's total program?	These students would be Human Services students. They would have picked not only the school of study of Human Services but have the pathway Culinary and Hospitality
Anticipated number of students	Still waiting for information, we will have 4 pathways that Human Services students will be able to choose from. It will depend on how many picked the pathway of Culinary and Hospitality
What courses might this replace in their schedules?	None- this is one of many courses the state has designed for the Next Level Pathways
Name of person on staff licensed to teach this course	Occupational Education (FACS) 9-12- anyone with this license

Revised 11.19.2021

Elkhart Community Schools
New Course Proposal for 2022-2023

Teacher Signature

Date:

Written Name of Teacher

Jennifer R Higley
Department Chair Content Specialist

5-4-22
Date:

Written Name of Department Chair

Jennifer B. Higley
Director of Counseling

5/4/22
Date:

Written Name of Director of Counseling

Gail Draper
Principal or Assistant Principal

5/4/22
Date:

Written Name of Principal or Assistant Principal