

AGENDA FOR
BOARD OF SCHOOL TRUSTEES
REGULAR MEETING

Elkhart Community Schools
Elkhart, Indiana

June 28, 2022

CALENDAR

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

- A. CALL TO ORDER
- B. THE ELKHART PROMISE
- C. INVITATION TO SPEAK PROTOCOL
- D. MOMENT OF PRIDE
- E. CONSENT ITEMS:

- Minutes – May 27, 2022 – Public Work Session
- Minutes – June 14, 2022 – Public Work Session
- Minutes – June 14, 2022 – Regular Board Meeting
- Claims
- Extra-Curricular Purchases
- Gift Acceptances
- Personnel Report

- F. OLD BUSINESS

Board Policy 0167.3 – Public Participation at Board Meetings – The administration presents proposed revisions to Board Policy 0167.3 – Public Participation at Board Meetings including recommendations discussed during the June 14, 2022 meeting.

Board Policy 5460.01 – Commencement Exercises – The administration presents proposed revisions to Board Policy 5460.01 – Commencement Exercises as initially presented during the June 14, 2022 meeting.

G. NEW BUSINESS

Board Policy 3421.01A – Professional Staff Contracts and Compensation Plans (Administrators) – The administration presents proposed revisions to 3421.01A – Professional Staff Contracts and Compensation Plans (Administrators) and asks to waive second reading.

Board Policy 3422.06S – Secretarial/Business Compensation Plan – The administration presents proposed revisions to 3422.06S – Secretarial/Business Compensation Plan and asks to waive second reading.

Board Policy 3422.08S – Paraprofessionals’ Compensation Plan – The administration presents proposed revisions to 3422.08S – Paraprofessionals’ Compensation Plan and asks to waive second reading.

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

Meal Prices - The Business Office seeks Board approval of meal prices for the 2022-2023 school year.

School Technology Advancement Account (STAA) Application - The Business Office seeks approval of the submission of a School Technology Advancement Account (STAA) Application.

Board Action on Vendor for Copy Machine and Printer Contract - The Business Office recommends the Board approve Adams Remco as the vendor for the district copy machine and printer contract.

Financial Report – May 2022

Insurance Update

H. INFORMATION AND PROPOSALS

From Audience

From Superintendent and Staff

From Board

I. ADJOURNMENT

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

Elkhart Community Schools
Elkhart, Indiana

May 27, 2022

J.C. Rice Educational Services Center, 2720 California Road, Elkhart – at
2:30 p.m.

Place/Time

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

Absent: Roscoe L. Enfield, Jr.

ECS Staff Present:	Steve Thalheimer Doug Thorne Tony Gianesi Kevin Scott
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Final interviews for the RFP for Demographic and Feasibility Study were held.

Topics Discussed

The meeting adjourned at approximately 4:45 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
PUBLIC WORK SESSION
OF THE
BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools
Elkhart, Indiana

June 14, 2022

J.C. Rice Educational Services Center, 2720 California Road, Elkhart – at 6:25 p.m.

Place/Time

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

Roll Call

ECS Staff Present:	Steve Thalheimer Tony England Brian Bennett	Mindy Higginson Brad Sheppard
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The Board received a summary and overview of early June trainings.

Topics
Discussed
Adjournment

The meeting adjourned at approximately 7:35 p.m.

APPROVED:

Signatures

Dacey S. Davis, President

Babette S. Boling, Member

Troy E. Scott, Vice President

Roscoe L. Enfield, Jr., Member

Douglas K. Weaver, Secretary

Kellie L. Mullins, Member

Anne M. VonDerVellen, Member

MINUTES
OF THE REGULAR MEETING
OF THE BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools
Elkhart, Indiana

June 14, 2022

J.C. Rice Educational Services Center, 2720 California Road, Elkhart
- at 7:38 p.m.

Place/Time

Roll Call

Board Members Present: Dacey S. Davis Babette Boling
Troy E. Scott Kellie L. Mullins
Douglas K. Weaver Anne M. VonDerVellen

Absent: Roscoe L. Enfield, Jr.

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

Call to Order

Board member Kellie Mullins recited the Elkhart Promise.

The Elkhart Promise

Ms. Davis discussed the invitation to speak protocol.

Dr. Melinda Higginson, director of elementary instruction, presented the Moment of Pride introducing David Wiegner, children's public mental health specialist, from The SOURCE. Mr. Wiegner awarded Elkhart Community Schools (ECS) with a mini-grant to support the K-6 Summer STEM Camp which utilizes the Civil Air Patrol (CAP) Aerospace Connections in Education (ACE) K-6 STEM program. The SOURCE has been funding mini-grants across Elkhart County dispersing a total of \$58,686. These dollars are used to target child distress through the enhancement of high quality programming for kids. Observations supported by data have found these grants have had a big impact and helped to create momentum, making a difference in kids' lives.

Moment of Pride

Next, Dr. Higginson introduced Mr. Dan Walsh, a science teacher at Elkhart High School as well as Major, Civil Air Patrol LCDR, US Navy Retired. Mr. Walsh introduced the K-6 Summer STEM Camp to ECS last summer. The program consists of twenty-one (21) modules comprised of the following content: implementation guide, pre-test, aerospace education, character development, physical fitness, and post-test. It included a field trip to the Elkhart Municipal Airport, adding to the experience as student were afforded aircraft, air traffic control tower, and airfield tours. This year, students from the Engineering, Technology, and Innovation School of Study will be volunteering at the STEM camp. Currently, there are eighty-five (85) students enrolled with a goal of

reaching up to one hundred twenty (120) students. This camp is a free, engaging, hands-on opportunity for student to connect with real life experiences.

Board members spoke in support of the program and the opportunity it provides ECS's students.

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

Minutes – May 24, 2022 – Public Work Session
Minutes – May 24, 2022 – Regular Board Meeting

Payment of claims totaling \$8,417,403.30 as shown on the June 14, 2022, claims listing. (Codified File 2122-151)

Proposed school fundraisers in accordance with Board policy. (Codified File 2122-152)

Accepted the following extra-curricular purchase requests: West Side athletic extra-curricular fund to pay for athletic awards in the amount of \$550.

The following donations made to Elkhart Community Schools (ECS): \$50,000 from NIBCO, Inc., care of Rex Martin, for the ETI Robotics Lab naming rights; \$4,000 from the Community Foundation of Elkhart County, care of Amanda Jamison, to the music department of which \$3,000 is to be designated for high school basic materials such as instruments, instrument maintenance and/or educational materials and lessons to support economically disadvantaged students and \$1,000 must be designated in support of the junior high musical education feeder programs facilitated by the high school; six (6) Canon EOS Rebel T6 Digital SLR cameras valued at \$340 each from Barletta Boats, care of Jeffrey Roth, to be used by the photography club at Bristol Elementary School; Quicksilver brand ATV mower with an owner estimated value of \$1,000 from Gerencer Motorsports, care of Koleman Gerencer, to be used in the Motorcycle/Outdoor Power Technology classes at the Elkhart Area Career Center (EACC); \$326.03 from U.S. Fish & Wildlife Service, care of Jared O'Brien, 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); \$500 from Indiana Department of Natural Resources, care of Jessica Merkling, to be used towards educational signage for the habitat improvement project to restore 0.5 acres of diverse native prairie at ACCELL; \$320 from Pheasants Forever, Inc. to be used towards the native pollinator seed mix for the habitat improvement project to restore 0.5 acres of diverse native prairie at ACCELL; \$1,200 from Cheers to

Consent Items

Minutes

Payment of Claims

Fundraisers

Extra-Curricular Purchase

Gift Acceptances

Wheels, care of Barb White, to be used towards toolboxes for two (2) graduating students who plan to attend trade school; and \$1,000 from Patrick Industries, Inc., care of Jason Teich, to the EHS volleyball program to help with the purchase of training equipment and other miscellaneous costs associated with the 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 2122-153)

Submission of the following grants: 1 School 1 Book Data Action Mini Grant hosted by The SOURCE/Oaklawn from Pierre Moran Middle School (Media Center) in the amount of \$2,000; Indiana Michigan Power Education Support Grant hosted by Indiana Michigan Power from Student Services in the amount of \$10,000; and Team America Rocketry Challenge (TARC) Grant/Donors Choose Grant hosted by National Association of Rocketry/Donors Choose from EHS Rocketry Team in the amount of \$4,000. (Codified File 2122-154)

Confirmed the following overnight trip request: EHS Boys, Girls, and Unified Track Teams to travel to Bloomington, Indiana on June 3 - 4, 2022 for the State Boys, Girls, and Unified Track Meet.

Employment of the following twenty (20) certified employees:
Joshua Bamber – agriculture at EHS, 8/8/22
Michaela Butcher – psychologist at Exceptional Learners, 8/8/22
Mitchell Crothers – kindergarten at Feeser, 8/8/22
Natalie Fultz – special education at Roosevelt, 8/8/22
Victoria Hawk – social studies at EHS, 8/8/22
Taylor Ibrekic – grade 2 at Woodland, 8/8/22
Airra Jackson – grade 4 at Pinewood, 8/8/22
Theodore Keeler – math at North Side, 8/8/22
Radwan Khatib – orchestra at Pierre Moran, 8/8/22
Jerry Miller – grade 6 at Woodland, 8/8/22
Ariana Mora – grade 1 at Osolo, 8/8/22
Tricia Pollachek – grade 1 at Beardsley, 8/8/22
Brianna Reedy – grade 2 at Cleveland, 8/8/22
Martha Robinson – band at Pierre Moran, 8/8/22
Jennifer Shelton – grade 3 at Riverview, 8/8/22
Meagan Sumption – science at Freshman Division, 8/8/22
Claire Troyer – grade 2 at Woodland, 8/8/22
Serena Utterback – grade 3 at Roosevelt, 8/8/22

Conference
Leave Requests

Grants

Overnight Trips

Personnel
Report

Certified
Employment

<p>McKenna Wallace – special education at Freshman Division, 8/8/22</p> <p>Lauren Weirich – orchestra at Freshman Division, 8/8/22</p>	
<p>Retirement of the following certified staff member:</p> <p>Sarita Stevens – assistant superintendent of student services at ESC, 6/30/22</p> <p>Kristie Stutsman – principal at West Side, 6/30/22</p> <p>Jennifer Wakeman – grade 3 at Cleveland, 5/27/22</p>	Certified Retirement
<p>Change Maternity Leave for the following certified staff member:</p> <p>Jordan Bienz, special education at PACE, beginning 5/9/22 and ending 5/24/22</p>	Change Maternity Leave
<p>Resignation of the following thirteen (13) certified staff members on dates indicated:</p> <p>Stacey Ankony – kindergarten at Beardsley, 5/27/22</p> <p>Heather Cline – math at North Side, 5/27/22</p> <p>Audrey Gemberling – kindergarten at Pinewood 5/27/22</p> <p>Kama Hardy – grade 3 at Pinewood, 5/27/22</p> <p>Brittany Hedman – grade 6 at Osolo, 5/27/22</p> <p>Carmen Hiatt – grade 4 at Daly, 5/27/22</p> <p>Melissa Horvath – math at Freshman Division, 5/27/22</p> <p>Nancy Howells – speech pathologist at Daly, 5/27/22</p> <p>Angel Linville – special education at North Side, 5/27/22</p> <p>Holly Morlan – grade 1 at Feeser, 5/27/22</p> <p>Angela Ness – counselor at EHS, 6/7/22</p> <p>Phillip Whybrew – grade 1 at Roosevelt, 5/27/22</p> <p>Katie Wilson – grade 6 at Pinewood, 5/27/22</p>	Certified Resignations
<p>Employment of the following three (3) classified employees:</p> <p>Robert Hostetler – custodian at Building Services, 6/6/22</p> <p>Tori Patterson – custodian at North Side, 6/6/22</p> <p>Jason Pressler – custodian at Freshman Division, 6/6/22</p>	Classified Employment
<p>Resignation of the following three (3) classified employees, effective on the dates indicated:</p> <p>Corina Barron Alvino – secretary at Hawthorne, 6/1/22</p> <p>Joanna Pizana – unassigned driver at Transportation, 5/27/22</p> <p>Mildred Wright – unassigned driver at Transportation, 5/4/22</p>	Classified Resignations
<p>Retirement of the following classified employee, effective on the date indicated:</p> <p>Joann Glick, food service at Freshman Division, 5/27/22 with 25 Years of Service</p>	Classified Retirements

Termination of the following three (3) classified employees, effective on the dates indicated:

- Beverly Johnson – bus helper at Transportation, 6/14/22
- Marquisha Perry – bus helper at Transportation, 6/14/22
- Amanda Rohrer – bus helper at Transportation, 6/14/22

Maggie Lozano, director of human resources, provided an update and handout outlining vacancies by grade level/content area. To date, ECS has hired forty-seven (47) teachers as of June 14 and hired six (6) teachers second semester 2021-22. Ms. Lozano continues to reach out to universities in neighboring states and post on their career page; actively post on Handshake, Nimble (IDOE), LinkedIn, as well as other job boards through Frontline; and continues to foster relationships with local universities for student teacher placement (hired seven (7) student teachers from last year school year and have eight (8) student teacher placements for the 2022-23 school year). She is also working with the substitute teacher pool and retired teachers, in conversations with the Chamber of Commerce regarding recruitment opportunities in Puerto Rico, looking into a teacher exchange program (J-1 Visas) through The Sagamore Institute, as well as assessing the need for Elevate K-12. In closing, Ms. Lozano noted the district's greatest needs are currently in the following buildings: Daly, Roosevelt, North Side, Pierre Moran, Freshman Division, and EHS. She will continue to provide the Board with progress reports as the numbers are changing daily.

By unanimous action, the Board approved SitelogIQ as the vendor for the district demographic and feasibility study in the amount of \$93,750.

The Board was presented with proposed revisions to Board Policy 0167.3 – Public Participation at Board Meetings for initial consideration. Doug Thorne, district counsel/chief of staff, explained these changes were a result of changes made by the Indiana General Assembly addressing the ability for public comment prior to school boards voting on business as well as limiting the total length of time for public comment at the end of the meeting. In response to Board inquiry regarding the total length of time permitted for public comment at the end of the Board meeting, Mr. Thorne suggested language be added to permit the Board president to allow public comment beyond the thirty (30) minute limit when necessary. Mr. Thorne also highlighted the removal of requiring audience members to announce their home address prior to speaking; it will remain on the form for record keeping purposes but speakers will not be required to state their address publicly. In response to Board inquiry, Mr. Thorne agreed to clarify in policy that public meetings include both the work session and board meeting. In response to Board inquiry, Mr. Thorne

Classified
Terminations

Demographic
and Feasibility
Study

Board Policy
0167.3

explained the request to notify the Superintendent’s office prior to recording during a Board meeting is to allow the administration to help accommodate the person recording so to avoid obstructions for audience members. Mr. Thorne will make noted changes and bring the policy for approval during the June 28, 2022 meeting so it can be in effect prior to July 1, per Indiana Code.

By unanimous action, the Board approved and waived second reading to Board Policy 3422.03S – Bus Drivers’ Compensation Plan increasing bus driver compensation to be more competitive and allow years of service from other school districts to count when placing a new bus driver on the pay scale.

Board Policy
3422.03S

By unanimous action, the Board approved and waived second reading to Board Policy 3422.04S – Bus Helpers’ Compensation Plan increasing bus helper compensation to be more competitive and add retention payments, which have been paid under a Board resolution in the past, to policy. Mr. Thorne informed the Board the administration will continue to work with bus drivers and helpers to help make ECS a more appealing employer. In response to a Board request, Mr. Thorne agreed to work with the administration to consider having bus drivers/helper meet students prior to the start of school.

Board Policy
3422.04S

The Board was presented with proposed revisions to Board Policy 5460.01 – Commencement Exercises for initial consideration. Mr. Thorne explained the addition of language requiring employability skills may include participation in an internship, PRIDE grades, participation in clubs/activities, etc. In response to Board inquiry, Mr. Thorne explained counselors, with the support of their building administrators, will be monitoring students’ progress and getting them enrolled in School Without Walls or credit recovery if falling behind. In response to Board inquiry, the administration is bringing these policy changes before the Board now so they can plan clear precise communication to students and families going into the 2022-2023 school year.

Board Policy
5460.01

By unanimous action, the Board awarded the bids for food, commodities, fresh produce, supplies, bakery supplies and dairy supplies for a grand total of all bids being \$4,267,357.76 to the lowest, most responsive and responsible bidders: food bids to Gordon Food Service, Stanz Foodservice, and Commercial Foods; commodities bids to Gordon Food Service and Stanz Foodservice; fresh produce bids to Piazza Produce; supply bids to Gordon Food Service, Stanz Foodservice, Wallace Packing, Daxwell, and Commercial Foods; bakery bids to Gordon Food Service, Alpha Kreamo Bakers, and Stanz Foodservice; and dairy bids to Dean Foods, Gordon Food Service and Stanz Foodservice. (Codified File 2122-155)

Food Service
Bids

Dr. Brad Sheppard, assistant superintendent of instruction, presented proposed new course offerings for the 2022-2023 school year: 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; and Principles of Culinary and Hospitality. All of these courses are building the pathways within the Schools of Studies which will help students meet the “employability skills” requirement included in the Board policy regarding Commencement Exercises. In response to Board inquiry, Dr. Thalheimer agreed to look into the communication used to breakdown the pathways within each School of Study to ensure they are clear and will report back to the Board. In response to Board inquiry, Dr. Sheppard informed Board members one teacher is currently being trained to teach Cybersecurity and ECS is applying for a grant for another teacher to be trained. The administration is also looking into earlier introduction of this coursework prior to high school. (Codified File 2122-156)

New Course Offerings

Three (3) audience members spoke in support of placing emphasis on teaching empathy in the classroom, creating a foundation of culture which will increase academics/overall student success and reduce bullying.

From the Audience

Audience member requested to continue the bullying conversation with the administration and possibly establish regular meetings to keep the effort moving forward.

Superintendent Thalheimer asked Board members for feedback regarding a request for a letter of support for RealAmerica, an affordable and market-rate apartment developer, who is planning affordable housing development on 515 East Street in Elkhart. In response to Board inquiry, Dr. Thalheimer will look into the funding implications due to tax credits provided for such development.

From the Superintendent

Superintendent Thalheimer informed Board members the 1003 Flexibility Waiver has been received by the State and will be reviewed during their July 14, 2022 Board meeting. In speaking with other school districts, if we are not approved, ECS does have another avenue to seek approval for the waiver.

The meeting adjourned at approximately 9:21 p.m.

Adjournment

APPROVED:

Signatures

Dacey S. Davis, President

Troy E. Scott, Vice President

Douglas K. Weaver, Secretary

Babette S. Boling, Member

Roscoe L. Enfield, Jr., Member

Kellie L. Mullins, Member

Anne M. VonDerVellen, Member

ELKHART COMMUNITY SCHOOLS
Elkhart, Indiana

June 22, 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 - Instructional Band	Band Director Stand Music Equipment Rack	\$1,885.96



ELKHART HIGH SCHOOL EAST

ONE BLAZER BOULEVARD • ELKHART, IN 46516

PHONE: 574-295-4700



ELKHART COMMUNITY SCHOOLS

J.C. RICE EDUCATIONAL SERVICES CENTER

2720 CALIFORNIA ROAD • ELKHART, IN 46514

PHONE: 574-262-5500

DATE: June 16, 2022

TO: Dr. Steve Thalheimer
Board of School Trustees

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

RE: Donation Approval

A donation in the amount of \$500.00 has been given to the Elkhart High School volleyball program from Mr. Robert Martin. These funds will be used to assist with growth of our volleyball program.

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

Mr. Robert Martin
P.O. Box 429
Bristol, IN 46507



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: June 14, 2022

TO: Dr. Steve Thalheimer
Board of School Trustees

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

RE: Donation Approval – Welch Packaging Group, INC

A donation in the amount of \$500.00 has been given to the Elkhart High School Boys Soccer Program from Welch Packaging Group, Inc. This donation will help with the continued growth and progression of our boy's soccer team.

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

Welch Packaging Group, INC
1020 Herman St.
Elkhart, IN 46516



HUMAN RESOURCES

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

TO: DR. STEVEN THALHEIMER
FROM: MS. MAGGIE LOZANO
DATE: JUNE 28, 2022

PERSONNEL RECOMMENDATIONS

CERTIFIED

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

Jeremy Bechtel	Woodland/Assistant Principal
Jamie Krempec	Riverview/Assistant Principal
Elizabeth Stroven	Daly/Principal
Amy Szakaly	Monger/Assistant Principal

- b. **Agreement** – We recommend the approval of a consent agreement regarding retention.
- c. **Agreement** – We recommend the approval of a memorandum of understanding regarding an extended unpaid leave.
- d. **New Certified Staff** – We recommend the following new certified staff for employment in the 2022-23 school year:

Timothy Adams	Pierre Moran/Counselor
Megan Anagnos	PACE/Speech Pathologist
Arianna Bontrager	Pierre Moran/Special Education
Ian Bossnack	Elkhart High ETI/Math
Karl Columbus III	West Side/Math
Sarah Curl	Pinewood/Grade 3
Alexis Davis	Elkhart Academy/Language Arts
Christine Erlacher	Eastwood/Grade 4

Jennifer Hamm	Eastwood/Grade 1
Hannah Hanson	Pinewood/Kindergarten
Jennifer Higgins	Pinewood/Grade 6
Mallory Hill	North Side/Social Studies
Laramie Keim	PACE/Special Education
Danielle Kijak	Exceptional Learners/Special Ed Intern
Camiel Laurie	Roosevelt/Grade 3
Emily Leinbach	Daly/Grade 5
Mirlym Milfort	Monger/Grade 6
Katie Mullet	Riverview/Kindergarten
Paige Neff	Daly/Grade 4
Sara Okones	Cleveland/Kindergarten
Tailor Schultheis	Exceptional Learners/Special Ed Intern
Kaylee Shrimplin	Pinewood/Grade 6
Aaron Steensma	Career Center/Law Enforcement
Rodesha Wildrick	Pinewood/Grade 4
Angela Williams	Roosevelt/Grade 2

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

Sammuel Brown Began: 8/2/16	Woodland/Grade 6 Resign: 5/27/22
Cory Bures Began: 8/9/21	West Side/Social Studies Resign: 5/27/22
Amanda Corda Began: 8/14/18	North Side/Social Studies Resign: 5/27/22
Brianna Reddy To Begin: 8/8/22	Cleveland/Grade 2 Declined: 6/15/22
Sarah Smith Began: 8/15/11	West Side/Assistant Principal Resign: 6/16/22



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

John Taylor

ETHOS/Science

- g. **Leave** – We recommend an unpaid leave of the following employees:

Jordan Deuel
Begin: 8/8/22

Daly/Special Education
End: 5/25/23

John Taylor
Begin: 8/8/22

ETHOS/Science
End: 5/25/23

CLASSIFIED

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

Annetta Dalhouse
Began: 5/2/22

Elkhart High /Custodian
PE: 6/27/22

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

Molly Gannaway
Began: 8/12/21

Beck/Paraprofessional
Resign: 5/27/22

Elizabeth Miller
Began: 2/22/22

Eastwood/Paraprofessional
Resign: 5/27/22

Lorna Smith
Began: 12/30/21

West Side/Paraprofessional
Resign: 5/27/22

Nicholas Srmek
Began: 8/17/20

PACE/Paraprofessional
Resign: 5/27/22

Akyah Taylor
Began: 9/2/21

Elkhart High/Paraprofessional
Resign: 5/27/22



- c. **Reassignment** – We recommend the approval of reassignment of the following classified employees to certified positions:

Michaela Butcher

Exceptional Learners/Psychologist Intern

Tailor Schultheis

Freshman Division/Campus Security



Book	Policy Manual
Section	0000 Bylaws
Title	PROPOSED REVISED PUBLIC PARTICIPATION AT BOARD MEETINGS (includes suggestions discussed during the 6/14/2022 BST meeting)
Code	po0167.3
Status	
Adopted	November 22, 2016
Last Reviewed	June 28, 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 ~~s and work session~~ 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. The presiding officer shall have the discretion to extend time for public comment to accommodate requests.
- B. Attendees must register their intention to participate in ~~either the~~ public portion of the meeting in writing.
- 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 ~~2022~~2013

Legal

I.C. 5-14-1.5-1

Book	Policy Manual
Section	5000 Students
Title	PROPOSED REVISED COMMENCEMENT EXERCISES (as presented during the 6/14/2022 BST meeting)
Code	po5460.01
Status	
Adopted	July 10, 2018
Last Revised	July 10, 2018
Last Reviewed	June 28, 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.

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

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

Administrative Salary Schedule

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

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

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

Placement of Newly Employed Administrators on the Administrator Salary Schedule

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

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

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

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

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

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

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

Position Value Matrix

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

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

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

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

Annual Base Salary Amount

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

Salary Ranges, Placement, and Appeal

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

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

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

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

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

Length of Administrative Contract

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

Revised 12/12/17

Revised 3/10/20

Revised 8/10/21

Book Policy Manual
 Section 3000 Personnel
 Title PROPOSED REVISED SECRETARIAL/BUSINESS COMPENSATION PLAN
 Code po3422.06S
 Status
 Adopted December 13, 2016
 Last Revised March 8, 2022
 Last Reviewed June 28, 2022

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

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

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

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

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

Secretarial Classifications

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

Classifications

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

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

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

**** Effective June 14, 2021**

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

A. Commencement of Employment

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

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

B. Transfer of Job Classification

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

C. Reclassification of Positions

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

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

D. Secretarial Career Increment Schedule

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

qualify for such.

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

Mentor Program

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

Substitute Coverage for a Nurse

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

Dependent Textbook Fee Stipend

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

Fringe Benefits

Income Protection and Annuities

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

Insurance

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

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

Severance Benefits

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

A. Resignation

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

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

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

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

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

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

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

Change in Support Classification

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

Absences

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

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

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

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

School-year Secretaries

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

All Secretaries

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

Family Illness Leave

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

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

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

Job-Related Injury

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

Personal Leave

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

If an employee retains all three (3) personal business days at the end of the year, he/she can roll two (2) of the three (3) days to the following year to equal five (5) personal business days. The remaining unused personal business day shall accumulate for retirement at the end of the year. In the event the employee intends to use five (5) consecutive days the employee must provide thirty (30) calendar days written notice requesting the use of said consecutive days to their immediate supervisor. If a secretary does not elect to roll two (2) personal business days into the following year, all unused personal leave will accumulate for retirement.

Secretarial/Business Personal Leave - Procedure

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

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

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

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

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

Attendance Incentive Program

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

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

Bereavement

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

"Immediate family" shall mean the employee's spouse, life partner, children, siblings, parents, parents-in-law, brother- or sister-in-law, son- or daughter-in-law, grandparents, grandchildren, great-grandparents, stepparents, stepchildren, or any member of the family unit living in the employee's household, any person for whom the employee is the legal guardian, or for whom the employee is exercising rights authorized pursuant to a Power of Attorney.

Bereavement leave shall also include a miscarriage or the birth of a stillborn baby and be considered a death within the employee's immediate family.

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

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

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

Military Leave

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

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

Health Leave

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

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

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

Health Leave – Procedure

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

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

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

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

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

Jury and Witness Duty Pay

A. Jury Duty

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

B. Witness Duty

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

Parental Leave

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

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

Adoptive Leave

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

Maternity Leave

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

Holidays and Vacations

Definitions

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

Holidays

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

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

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

Martin Luther King Jr. Day

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

Memorial Day

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

Labor Day

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

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

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

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

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

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

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

4. Presidents' Day will be a paid holiday.

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

Martin Luther King Jr. Day

Presidents' Day

Memorial Day

Labor Day

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

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

Vacations

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

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

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

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

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

I. Vacation days will be available to the staff member during the twelve (12) months of the calendar year and for six (6) months beyond. Should a full-time employee be unable to use accumulated vacation days during this period, any unused days shall be transferred to accumulated personal illness days.

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

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3422.08S - PARAPROFESSIONALS' COMPENSATION PLAN

The Board of School Trustees hereby adopts the following wage schedules for paraprofessionals to be effective January 1, 2022.

Instructional Paraprofessionals' Wage Schedule

Wage Schedule A - No B.A. or B.S. Degree in Education

Step	ECS Experience as Paraprofessional	Hourly Rate
1	0 days or more, but less than fifty-five (55) days (Probationary Rate)	10.99
2	55 days or more, but less than 1 year	11.36
3	1 year or more, but less than 2 years	11.89
4	2 years or more, but less than 3 years	12.40
5	3 years or more, but less than 4 years	12.90
6	4 years or more, but less than 5 years	13.33
7	5 years or more, but less than 6 years	13.85
8	6 years or more, but less than 7 years	14.34
9	7 years or more	14.87

Wage Schedule B - B.A. or B.S. Degree in Education

Step	ECS Experience* as Paraprofessional	Hourly Rate
	*subject to Sections A-5 and B-2	
1	0 days or more, but less than 55 days (Probationary Rate)	12.01
2	55 days or more, but less than 1 year	12.40
3	1 year or more, but less than 2 years	12.90
4	2 years or more, but less than 3 years	13.33
5	3 years or more, but less than 4 years	13.85
6	4 years or more, but less than 5 years	14.34
7	5 years or more, but less than 6 years	14.87

Wage Schedule C - Exceptional Learners (effective 2021-2022 school year)

Step	ECS Experience as Paraprofessional	Mild	ED	Intense	Intense PACE	Job Coach	Young Adult Program (YAP)	Para - Alternative Program (Elkhart Academy, Bristol, & Middle Schools)	Registered Behavior Technician (RBT)	PARA (BLV)
	B.S. or B.A. hourly differential	1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25
	RBT certification hourly differential (paraprofessionals not serving in a RBT position only)*	1.00	1.00	1.00	1.00	1.00	1.00	1.00		1.00
1	0 days or more, but less than 55 days (Probationary Rate)	12.01	15.00	15.00	15.00	15.00	15.00	15.54	17.00	17.00
2	55 days or more, but less than 1 year	12.40	15.45	15.45	15.45	15.45	15.45	16.29	17.45	17.45
3	1 year or more, but less than 2 years	12.90	15.90	15.90	15.90	15.90	15.90	16.96	17.90	17.90
4	2 years or more, but less than 3 years	13.33	16.35	16.35	16.35	16.35	16.35	17.68	18.35	18.35
5	3 years or more, but less than 4 years	13.85	16.80	16.80	16.80	16.80	16.80	18.63	18.80	18.80
6	4 years or more, but less than 5 years	14.34	17.25	17.25	17.25	17.25	17.25	NA	19.25	19.25
7	5 years or more, but less than 6 years	14.87	17.75	17.75	17.75	17.75	17.75	NA	19.75	19.75

* effective 2022-2023 school year

Explanation of Schedules

A. Paraprofessional with no B.A. or B.S. Degree

1. An employee who does not possess by January 1 of each year a Bachelor of Arts or Bachelor of Science degree in education from an accredited four (4) year college or university shall be classified as a "paraprofessional" and shall be paid a wage in accordance with the Wage Schedule, pursuant to **Paraprofessionals' Wage Schedule-A** of this Policy.
2. Any paraprofessional with thirty (30) or more but less than ninety (90) semester hours credit as described in part 4 of this section shall be placed on Step 3 of the salary schedule after successful completion of probationary employment.

3. Any paraprofessional with ninety (90) or more semester hours credit as described in part 4 of this section shall be placed on Step 4 of the salary schedule after successful completion of probationary employment.
4. All semester credit hours must be a part of a regular college or university program leading to a B.A. or B.S. degree in education, and a letter of verification shall be submitted to the Director of Human Resources for approval before credit towards experience is granted.
5. Verified experience as a teacher, substitute teacher, or educational aide will be evaluated to determine placement, but in no case will an employee be placed at Step 8 or higher.
6. Director of Human Resources/Designee may place paraprofessionals in hard-to-fill positions (e.g. emotionally disabled, intense intervention) on steps 4 – 8 of the Paraprofessionals' Wage Schedule at their date of hire.
7. No change in wage status due to earned credit hours shall be made at any time other than January 1 of each year.
8. Paraprofessionals employed on or before January 1, 1976, who possess a B.A. or B.S. college degree in a field other than educational shall be eligible for placement on Paraprofessionals' Wage Schedule -B, Paraprofessional Wage Schedule.

B. Paraprofessional with a B.A. or B.S. Degree

1. Upon completion of a Bachelor of Arts or Bachelor of Science degree in education, a paraprofessional shall be classified, beginning January 1 of the year following completion of said degree, as a "paraprofessional" and shall be paid a wage in accordance with the Paraprofessional Wage Schedule, pursuant to Paraprofessionals' Wage Schedule-B of this Policy.
2. Verified experience as a teacher, substitute teacher, or educational aide will be evaluated to determine placement, but in no case will an employee be placed at Step 6 or higher.

C. Wage Differentials

1. Paraprofessionals assigned to duties (not already outlined in their job description) where custodial care and lifting are required shall be paid a differential of \$1.00 per hour over their existing rate.
2. Elementary library paraprofessionals and technology instructional paraprofessionals shall be paid a differential of \$1.00 per hour over their existing rate.
3. Technology instructional paraprofessionals who obtain and maintain certification prescribed by the Instructional Leadership Department shall receive an additional pay differential of \$1.00 per hour.
4. Instructional Paraprofessionals assigned to the Elkhart Academy, both secondary and elementary, shall be paid a differential of \$1.00 per hour over their existing rate.
5. Paraprofessionals, assigned by a building administrator to serve as a substitute for an absent teacher, shall be paid a differential of \$3.00 per hour over their existing hourly rate when the assignment is for a full day or one-half (1/2) day coverage.
6. Paraprofessionals with an assigned preparation period (i.e. elementary library and technology instructional paraprofessionals), will be entitled to the current period substitution rate set forth in the Master Contract when the paraprofessional covers a teacher's class during their preparation period.
7. **Exceptional Learners paraprofessionals who are RBT certified but not serving in an RBT position are eligible for an hourly wage differential per Wage Schedule C above. In order to receive the wage differential, said paraprofessionals are responsible for providing proof of certification to the Human Resources Department as well as maintaining the certification to continue receiving the differential.**

D. Paraprofessional Career Increment Schedule

Years regularly employed by Elkhart Community Schools	Amount of Hourly Career 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 seventeen (17)	.40
seventeen (17) or more, but less than twenty (20)	.50
twenty (20) or more	.60

Paraprofessionals' 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.

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

Paraprofessionals 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 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 **Paraprofessionals' Fringe Benefits**.

- a. For purposes of this benefit, "retirement" shall be defined as resignation by an employee who at the time of retirement is age sixty (60) and has ten (10) or more consecutive years of employment in the Elkhart Community Schools or who is age fifty-five (55) and has fifteen (15) or more consecutive years of employment in Elkhart Community Schools. Only the six (6) months service requirement must be met to be eligible for the disability or death benefit.

The requirement for consecutive years of employment is modified only under the following conditions: If a paraprofessional leaves the employment of the Elkhart Community Schools for any reason and for any period of time and then return to employment with the Elkhart Community Schools, the years of service completed prior to this break in employment will be counted toward the years of employment requirement for severance benefits, but the employee must work two additional years beyond the total number required to normally reach the years of employment requirement. For example, if a paraprofessional works for the district for eight (8) years, leaves the district's employment for one (1) year and then returns to employment, s/he must work another four (4) years in order to meet the age sixty (60) and ten (10) years of experience requirement, or nine (9) years in order to meet the age fifty-five (55) and fifteen (15) years of experience requirement. In addition, there can only be one break in employment under this exception to the consecutive years of service requirement. If there is more than one (1) break in service, the paraprofessional's prior years of service will not be counted and the consecutive service requirement will apply.

- b. A maximum of thirty-five (35) accumulated days of unused personal leave will be paid to eligible employees who retire, die, or become totally permanently disabled while employed by the Elkhart Community Schools. In the event of death, the benefit shall be paid to the decedent's estate.

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

- d. When retiring, a Paraprofessional may select one (1) of the following benefits based upon the employee's daily rate at the time of retirement:

1. Two (2) day's pay for each full year employed by the Elkhart Community Schools, or
2. At least forty-five percent (45%) of the unused sick leave will be paid, in accordance with the provisions in the Paraprofessional employee booklet.

D. Change in Paraprofessionals Classification

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

Dependent Textbook Fee Stipend

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

Absences

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

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

Personal Illness/Family Illness Absence

A. School-year Employees

1. Regular school year classified employees will be awarded twelve (12) days of personal illness/family illness leave each calendar year.
2. Any unused hours will accumulate as personal illness absence to a total of the number of hours equal to 120 workdays. Use of accumulated sick leave by a school year employee terminates at the close of the school year. It cannot be used again unless the employee is employed for the following school year or employed at a later date.

B. All Employees

1. The Elkhart Community Schools may request a doctor's approval to return to work following an illness.
2. 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.
3. 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.

Attendance Incentive Program

Beginning January 1, 2020, the following attendance incentive program will be effective for all paraprofessional employees. For the purpose of this program, the year will run from January 1st through December 31st.

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

Bereavement

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

"Immediate family" shall mean employee's spouse, life partner, children, siblings, parents, parents-in-law, brother- or sister-in-law, son- or daughter-in-law, grandparents, grandchildren, great-grandparent, stepparents, stepchildren, or any member of the family unit living in the employee's household, any person for whom the employee is the legal guardian, or for whom the employee is exercising rights authorized pursuant to a Power of Attorney.

Bereavement leave shall also include a miscarriage or the birth of a stillborn baby and be considered a death within the employee's immediate family.

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

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

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

Military Leave

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

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

Health Leave

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

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

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

Health Leave - Procedure

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.

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

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

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

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

Personal Leave

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

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

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

Personal Leave - Procedure

Request for personal leave shall be made by completing the classified personal leave request form and giving such form to the employee's supervisor, or authorized designee, no less than twenty-four (24) hours in advance. In the event of an unforeseen emergency beyond the control of the employee, which makes it impossible to give the twenty-four (24)

hours advance notice, the employee shall notify the employer as soon as reasonably possible. When such is the case, the written request shall be completed no later than the first day of return from the absence.

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

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

Jury and Witness Duty Pay

Jury Duty

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

Witness Duty

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

Paraprofessionals' Holidays

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

A. Definitions

1. As used in this policy, the term "full-time employee" means an employee who is employed on a twelve (12) month basis and who has a regular workday of four (4) or more hours.
2. 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.

B. Holidays

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

Martin Luther King, Jr. Day

Presidents' Day

Memorial Day

Labor Day

Thanksgiving Day – two (2) days

Christmas Day (if celebrated on a weekend, it will be a paid holiday on the Friday preceding or the Monday following)

Revised 12/12/17
Revised 10/23/18
Revised 1/8/19
Revised 12/10/19
Revised 1/14/20
Revised 11/24/20
Revised 4/13/21
Revised 10/12/21

Book	Policy Manual
Section	3000 Personnel
Title	PROPOSED REVISED EMPLOYEES IN MISCELLANEOUS POSITIONS COMPENSATION PLAN
Code	po3422.12S
Status	
Adopted	December 20, 2016
Last Revised	May 10, 2022
Last Reviewed	June 28, 2022

3422.12S - EMPLOYEES IN MISCELLANEOUS POSITIONS COMPENSATION PLAN

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

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

Federally Funded After-School Organized Activities Leader	14.00
Federally Funded After-School Organized Activities Assistant	9.39
Deaf/Hard of Hearing Educational Interpreter	17.73 - 31.97
Early College Data Specialist	26.00 - 29.53
EACC Testing Specialist	26.00 - 29.53
<u>Manager of After School and Community Programs 21st Century Community Education Program Manager</u>	29.83 - 37.98
Campus Security – I	13.53 - 21.68
Campus Security – II	15.57 - 23.72
Farm Technician	16.30 - 21.30

* Hourly rate based on .001 of the certified teacher’s base salary set forth in Appendix B of the 2020-2021 Master Contract

POSITION	YEARLY SALARY RANGE
Radio Station Manager	54,867 - 94,250
Radio Station Development Director	51,886 - 76,332
Radio Station Business Account Manager	41,847 - 75,134
Radio Station Program Director	41,847 - 62,095
Radio Station Senior Reporter and Assignment Editor	36,731 - 51,809
Radio Station Operations Manager	30,280 - 46,910
Radio Station Morning Edition Host	33,792 - 50,753
Radio Station Promotions Manager	34,635 - 49,460
Radio Station Membership Manager	43,727 - 57,629
Radio Station Business/Workforce Development Reporter - IPB News	34, 820 - 49,430
Radio Station News Director/Reporter	45,000 - 60,000
Olweus Bullying Prevention Program Coordinator	49,825 - 62,170
Adult and Community Education Program Manager	68,875 - 79,663
<u>Transition Specialist</u>	<u>40,000 - 60,000</u>
<u>Scheduling Coordinator (11 months)</u>	<u>55,000 - 70,000</u>
Building Services Manager	70,485 - 90,865
Energy and Risk Management Specialist	55,200 - 75,580
Data and Assessment Manager	68,975 - 79,763
Data Specialist	42,584 - 64,489
Communication Specialist	42,584 - 64,489
Staff Accountant	45,010 - 57,238
School Psychologist Intern	41,000
21st Century Community Learning Center Coordinator	2,500 (per semester)

An hourly employee who is required to report to work to respond to an emergency outside the employee’s regular work hours will be paid for a minimum of two (2) hours.

Performance Awards for Radio Station Employees

The Radio Station Manager may propose performance awards to be paid to radio station employees who achieve performance goals established by the Station Manager and approved by the Chief Financial Officer.

The proposed goals, once approved by the Chief Financial Officer, shall be presented in writing to the radio station employee.

Radio station employees who achieve their performance goals shall be paid their award during the fiscal year when the goal is met.

Fringe Benefits

A. Income Protection and Annuities

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

B. Insurance

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

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

C. Severance Benefits

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

1. Resignation

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

2. Retirement, Death, or Disability

The benefits listed below are in addition to those in Employees' Fringe Benefits.

- a. For purposes of this benefit, retirement shall be defined as a resignation by an employee who at the time of retirement is age sixty (60) and has ten (10) or more consecutive years of employment in the Elkhart Community Schools. Only the six (6) months service requirement must be met to be eligible for the disability or death benefit.
- b. A maximum of thirty (30) accumulated days of unused personal leave will be paid to eligible employees who retire, die, or become totally permanently disabled while employed by the Elkhart Community Schools. In the event of death, the benefit shall be paid to the decedent's estate.
- c. In addition, employees who are fifty-five (55) years of age or older and have at least fifteen (15) years of service and who have been insured under the Elkhart Community Schools' group insurance plan for at least the last five (5) years, shall be eligible to continue in that program until age sixty-five (65) by paying 100% of the premiums in advance at the business office.
- d. A miscellaneous employee who retires at age fifty-five (55) or older with ten (10) or more consecutive years of service, or a miscellaneous employee who dies with ten (10) or more consecutive years of service is eligible to select one (1) of the following benefits based upon the employee's daily rate at the time of retirement:
 1. One (1) day's pay for each full year employed by the Elkhart Community Schools, or
 2. At least forty-five percent (45%) of the unused sick leave will be paid, in accordance with the provisions in the Employees' employee booklet.

In the case of the death of an eligible employee, this benefit will be paid to the employee's beneficiary.

D. Change in Classification

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

Dependent Textbook Fee Stipend

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

Absences

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

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

Personal Illness/Family Illness Absence

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

Full-time classified personnel will be allowed the number of hours equal to one (1) workday per month of employment for personal illness/family illness absence. This will provide ninety-six (96) hours of personal illness/family illness absence annually. Unused personal illness/family illness absence may accumulate to a total of the number of hours equal to 200 days as personal illness.

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

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

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

Attendance Incentive Program

During the month of January, any miscellaneous employee who has perfect attendance, other than vacation, bereavement, or personal leave, in any full year subsequent to January 1, 2019, shall be paid the sum of \$100 each year; any employee who is absent for any reason for five (5) or less days, other than vacation, bereavement, or personal leave, shall be paid a sum of \$50.

Job-Related Injury

An employee injured in the performance of his/her duties is eligible for Worker's Compensation. The employee is required to complete an injury report form on the day of the injury and to visit the designated medical facility as directed by the employer. Time required for the employee to recuperate from any personal injury arising out of and in the course of employment responsibility shall be governed by Indiana laws regarding Worker's Compensation. Worker's Compensation benefits will begin after seven (7) calendar days at a rate of sixty-six and two-thirds percent (66-2/3%) of the employee's average wage rate. The employee's share of the health/life insurance premium must be paid in advance to the Business Office or insurance will be terminated. An employee may receive full payment 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 the employee's spouse, life partner, children, siblings, parents, parents in law, brother or sister-in-law, son or daughter-in-law, grandparents, grandchildren, great-grandparents, stepparents, stepchildren, or any member of the family unit living in the employee's household, any person for whom the employee is the legal guardian, or for whom the employee is exercising rights authorized pursuant to a Power of Attorney.

Bereavement leave shall also include a miscarriage or the birth of a stillborn baby and be considered a death within the employee's immediate family.

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

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

Health Leave

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

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

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

Health Leave - Procedure

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

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

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

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

An employee may return from health leave with a physician's statement indicating the ability to perform the job responsibilities. Employment will be held for a period of up to one (1) year. After the employee has been on leave for a year, s/he will be eligible for

re-employment when an opening for which s/he is qualified becomes available.

Personal Leave

Full-time and regular school year classified personnel are entitled to the number of hours equal to three (3) workdays for absence for personal reasons during each calendar year without loss of pay. If an employee retains all three (3) personal business days at the end of the year, s/he can roll two (2) of the three (3) days to the following year to equal five (5) personal business days. The remaining unused personal business day shall accumulate for retirement at the end of the year. In the event the employee intends to use five (5) consecutive days, the employee must provide thirty (30) calendar days written notice requesting the use of said consecutive days to their immediate supervisor.

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

Personal Leave - Procedure

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

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

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

Jury and Witness Duty Pay

Jury Duty

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

Witness Duty

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

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

Adoptive Leave

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

Maternity Leave

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

Holidays and Vacations Definitions

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

Holidays

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

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

New Year's - two (2) days

Martin Luther King Jr. Day

Presidents' Day

Memorial Day

Independence Day – two (2) days

Labor Day

Thanksgiving - two (2) days

Christmas - two (2) days

1. During the winter break (when schools are closed) four (4) days will be allowed as follows:
 - a. When January 1 and December 25 fall on a weekday, they shall be paid holidays, and a classified employee may, subject to the approval of the immediate supervisor, select either but not both December 24 or December 26 as a holiday with pay, and may, subject to the approval of the immediate supervisor, select either but not both December 31 or January 2 as a holiday with pay. To be eligible for either of the above selections, a classified employee must make such a request to the immediate supervisor no later than December 10.
 - b. When January 1 and December 25 fall on a weekend, then both the Friday before and the Monday after shall be paid holidays, unless schools are open on one (1) of these days, in which case an alternate day will be determined.
2. When any holiday is celebrated on a weekend, it will be a paid holiday on the Friday preceding or the Monday following, unless school is in session.

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

4. Presidents' Day will be a paid holiday.

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

Martin Luther King, Jr. Day

Presidents' Day

Memorial Day

Labor Day

Thanksgiving Day and the following Friday (two (2) days)

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

Vacations

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

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

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

- H. Dates requested for use as vacation days shall be submitted to the immediate supervisor prior to the first day of the requested vacation, and shall be subject to the approval of the immediate supervisor.
- I. Vacation days will be available to the staff member during the twelve (12) months of the calendar year and for six (6) months beyond.
- J. Only twelve (12) month employees will be entitled to paid vacation days.
- K. Radio Station Manager, Data and Assessments Manager, and Building Services Manager shall be eligible for twenty (20) days of vacation each contract year, exclusive of weekends and holidays, at a time(s) approved by the staff member's immediate supervisor(s). Upon completion of five (5) years of employment with the Elkhart Community Schools in such position, or

when previous employment provided relatively comparable experience, said managers shall be eligible for twenty-five (25) days of vacation each year.

Vacation days will be available to the said managers during the twelve (12) months of the calendar year and for six (6) months beyond. Unused vacation days will not be cumulative after the expiration of the eighteen (18) month period and shall at that time be transferred to sick leave and be available for use as sick leave days, provided at no time may more than the number of hours equal to the number of scheduled workdays in the current year accumulate for use as sick leave.

Revised 1/24/17
Revised 6/27/17
Revised 10/24/17
Revised 12/12/17
Revised 5/8/18
Revised 8/14/18
Revised 11/13/18
Revised 12/11/18
Revised 12/18/18
Revised 2/12/19
Revised 3/12/19
Revised 6/25/19
Revised 8/13/19
Revised 10/7/19
Revised 12/10/19
Revised 2/11/20
Revised 8/25/20
Revised 11/24/20
Revised 1/12/21
Revised 3/9/21
Revised 8/10/21
Revised 9/14/21
Revised 12/14/21
Revised 4/12/22

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June 28, 2022

To: Dr. Thalheimer & Board of School Trustees
From: Pam Melcher
Re: Recommendation for School Meal Price Increase

Due to supply chain shortages and increased cost for food and supplies I will be recommending your approval of the 2022-2023 meal pricing list below in the June 28th Board meeting.

Reimbursement rates for the 2022-2023 school year have not yet been released.

If you have any questions concerning the proposed pricing prior to Tuesday night please contact me at 262-5551.

<u>Breakfast</u>	<u>2020/2021</u>	<u>2022/2023</u>
Elementary	\$1.95	\$2.10
Secondary	\$2.15 Middle School	\$2.30 Middle School
	\$2.20 High School	\$2.35 High School
Reduced	\$0.30	\$0.30
Elementary Staff	\$2.55	\$3.50
Secondary Staff	\$2.90 Middle School	\$3.50 Middle School
	\$2.95 High School	\$3.50 High School
Milk	\$.75	\$.75

<u>Lunch</u>	<u>2020/2021</u>	<u>2022/2023</u>
Elementary	\$2.85	\$3.00
Secondary	\$3.10 Middle School	\$3.25 Middle School
	\$3.20 High School	\$3.35 High School
Reduced	\$0.40	\$0.40
Elementary Staff	\$3.80	\$5.00
Secondary Staff	\$4.20 Middle School	\$5.00 Middle School
	\$4.25 High School	\$5.00 High School
Milk	\$.75	\$.75



TECHNOLOGY SERVICES

PHONE: 574-262-5676



ELKHART COMMUNITY SCHOOLS

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

To: Dr. Thalheimer

Board of School Trustees

From: Jason Inman

Date: June 22nd, 2022

Subject: School Technology Advancement Account (STAA)

The Indiana Department of Education makes available low-interest loans for technology projects via the School Technology Advancement Account (STAA). Based on current enrollment, ECS qualifies for a loan of \$226,167. The Business Office seeks Board approval to take advantage of these below-market interest rates to fund technology purchases that cannot be covered through other sources of available revenue. These funds will be used to update our oldest classroom projector systems and license academic technologies that enhance teaching and learning.

The State Board of Education has designated several millions of dollars for technology loans with applications being accepted on or before July 15th, 2021. I am enclosing a copy of the IDOE memo on the STAA application process. I am requesting your authorization to submit an STAA application during the June 28th meeting. If you have any questions, please contact me at 574-262-5560.



Indiana Department of Education

Dr. Katie Jenner, Secretary of Education

To: Business Managers, Business Officers, and Treasurers

From: Melissa K. Ambre, Director, Office of School Finance, Teresa Hemmerle, Senior Fiscal Analyst, Office of School Finance

Date: Monday, June 20, 2022

Subject: School Technology Advancement Account (STAA) Applications

The Office of School Finance will accept School Technology Advancement Account applications from Monday, June 20, through Friday, July 15. Per Indiana Code 20-49-6-4, there is \$5 million appropriated for STAA loans. School officials can use STAA funds for the purchase of computer hardware and software to be used for student instruction and for the development and implementation of innovative technology projects. The loans must be executed by Thursday, June 15, 2023.

APPLICATION PROCESS

The application process for STAA has changed in recent years. School officials interested in submitting a STAA application can complete an online application [here](#).

Please note that the application **must be completed in one sitting** as no applications can be saved and revisited on the website. The following steps must be followed to successfully submit an application:

1. Download a sample STAA application and a STAA certification page from the **Moodle** in the Public School Finance Community under Common School Funds in the STAA folder.
2. Fill out the sample application before entering the information in the online application. Obtain the necessary signatures on the STAA certification page.
3. Enter STAA application information in the online application and upload the signed STAA certification page.

Applications must be completed **no later than 4 p.m. ET on Friday, July 15**. School officials should print the completed online application and maintain a copy in their office for audit purposes. The Office of School Finance will also maintain a file copy.

If the total amount of all requests for advancements is greater than \$5 million, the Department will rank the requests according to the assessed valuation per pupil. Pursuant to 511 IAC 1-2.5-4, the Department will give priority to school corporations with the lowest assessed valuation per pupil.



Indiana Department of Education

Dr. Katie Jenner, Secretary of Education

The advancement amount is determined under the following formula:

Step one: Determine the enrollment of the school corporation, as reported on Form DOE-PE

Step two: Divide the enrollment determined under *step one* by 25.

Step three: Multiply the amount determined under *step two* by \$500.

If you have questions about the STAA application, please contact commonschoolfund@doe.in.gov.

STAA Budget FY 2022

Location	Description	Cost per Unit	# of Units	Total Cost
Elkhart High School	Adobe Creative Cloud Software Licenses	\$26.00	150	\$3,900
EHS Freshman Division	Adobe Creative Cloud Software Licenses	\$26.00	150	\$3,900
Middle Schools	Adobe Creative Cloud Software Licenses	\$26.00	75	\$1,950
All Schools by Need	Microsoft Select Software Agreement	\$67,000.00	1	\$67,000
Northside Middle School	Projector & Audio system: Cafeteria & Theater	\$23,000.00	1	\$23,000
Westside Middle School	Projector & Audio system: Cafeteria & Theater	\$23,000.00	1	\$23,000
Pierre Moran Middle School	Projector and Audio system: Cafeteria & Theater	\$23,000.00	1	\$23,000
Mary Beck Elementary School	Projector and Audio System & Installation for Gym	\$24,500.00	1	\$24,500
All Schools by Need	Replacement Projectors with Installation	\$3,087.21	11	\$33,959
All Schools by Need	VDI Licensing for Academic Lab Use	\$21,957.69	1	\$21,958
Total Project Cost				\$226,167

STAA Certification

I certify, to the best of my knowledge and belief, that the STAA application submitted herewith accurately represents a Board approved project.

Superintendent Signature

School Board President Signature

Dr. Steve Thalheimer
Superintendent printed name

Dacey S. Davis
School Board President printed name

Date of Board Approval: _____

Dated this _____ day of _____, 2021



TECHNOLOGY SERVICES

PHONE: 574-262-5676



ELKHART COMMUNITY SCHOOLS

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

To: Dr. Thalheimer
Board of School Trustees
CC: Tony Gianesi, Chief Operating Officer
From: Jason Inman, Director of Technology Services
Date: June 23, 2022
Subject: New Copy Machine & Printer Contract

The purpose of this memorandum is to notify you that our selection committee has selected Adams Remco to support all district copy machines and printers at Elkhart Community Schools. Adams Remco provided a thorough response to our request for proposal and the committee believes they will provide significant cost savings, excellent support, and a more efficient toner replacement process. If you have any questions, let me know.

ACCOUNT BALANCES/INVESTMENT DETAIL
May 2022

CASH:

Petty Cash	\$	500.00
Lunch Change Fund		2,010.00

BANK ACCOUNTS:

Teachers Credit Union	\$	2,980,240.89
Lake City Bank – Accounts Payable		(2,365,809.97)
Lake City Bank – Payroll Account		(339,072.91)
Lake City Bank – Flex Account		74,179.00
Lake City Bank – Merchant Account		-
Lake City Bank – Prepaid Lunch		110,314.80
Lake City Bank – Deposit Account		34,039,753.52
Lake City Bank – Book Rental		-
BMO Harris Bank (UMR insurance)		407,420.00

INVESTMENTS:

Certificate of Deposit	-
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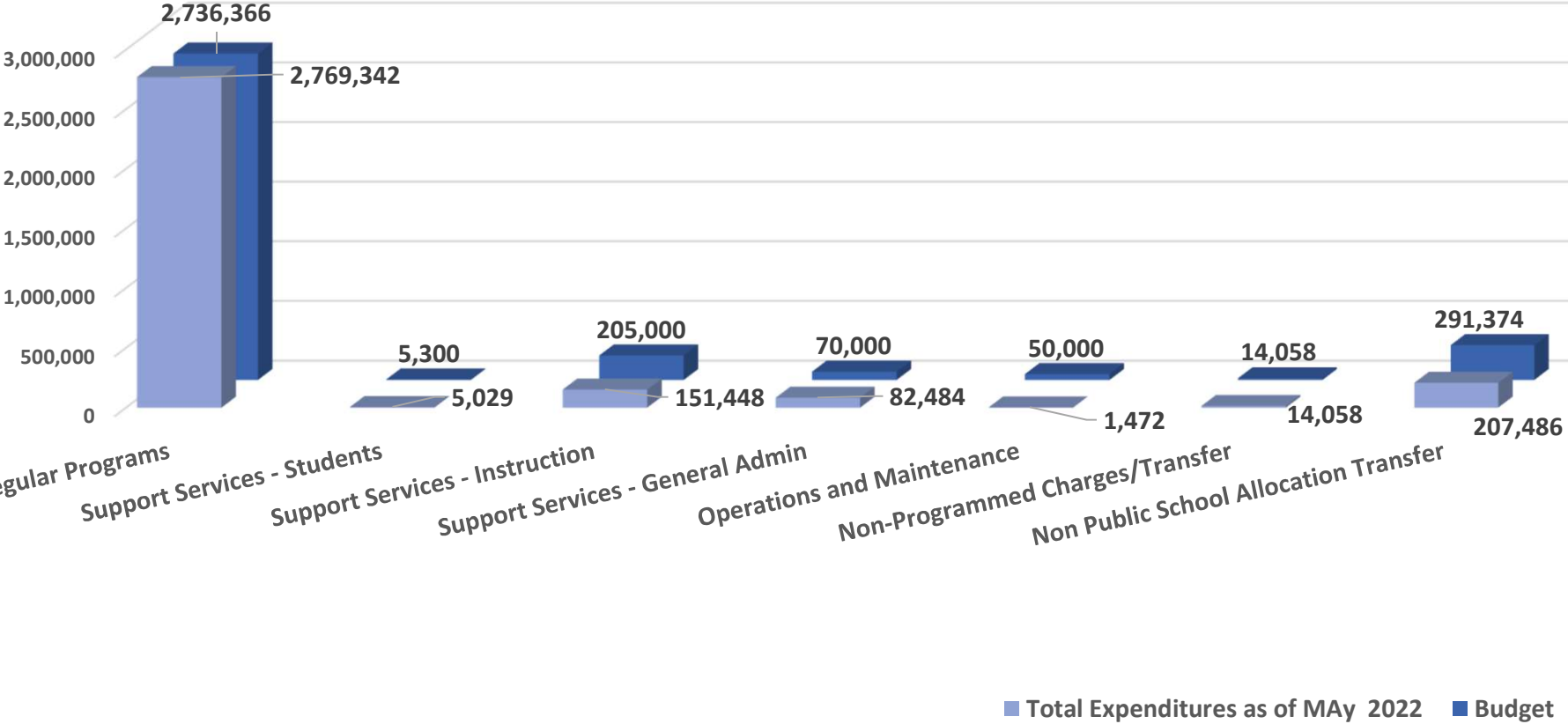
\$ 34,909,535.33

ESSER I Utilization Review

<i>Total Expenditures as of May 2022</i>	<i>Total % of Allocation Expended</i>	<i>Account</i>	<i>Budget</i>	<i>% of total Budget</i>
2,769,341.51	101.21%	Instruction - Regular Programs	\$2,736,365.57	81.15%
5,028.75	94.88%	Support Services - Students	\$5,300.00	0.16%
151,448.43	73.88%	Support Services - Instruction	\$205,000.00	6.08%
82,484.12	117.83%	Support Services - General Admin	\$70,000.00	2.08%
1,472.00	2.94%	Operations and Maintenance	\$50,000.00	1.48%
14,057.60	100.00%	Non-Programmed Charges/Transfer	\$14,057.60	0.42%
207,486.05	71.21%	Non Public School Allocation Transfer	\$291,374.40	8.64%
3,231,318.46	95.83%		\$3,372,097.57	100.00%

*There were no expenditures during May 2022; \$140,779.11 in grant allocations remain, of which 60% is specifically designated to the Non Public School Allocation Transfer.

ESSER I - Expenditure to Budget as of 05/31/22

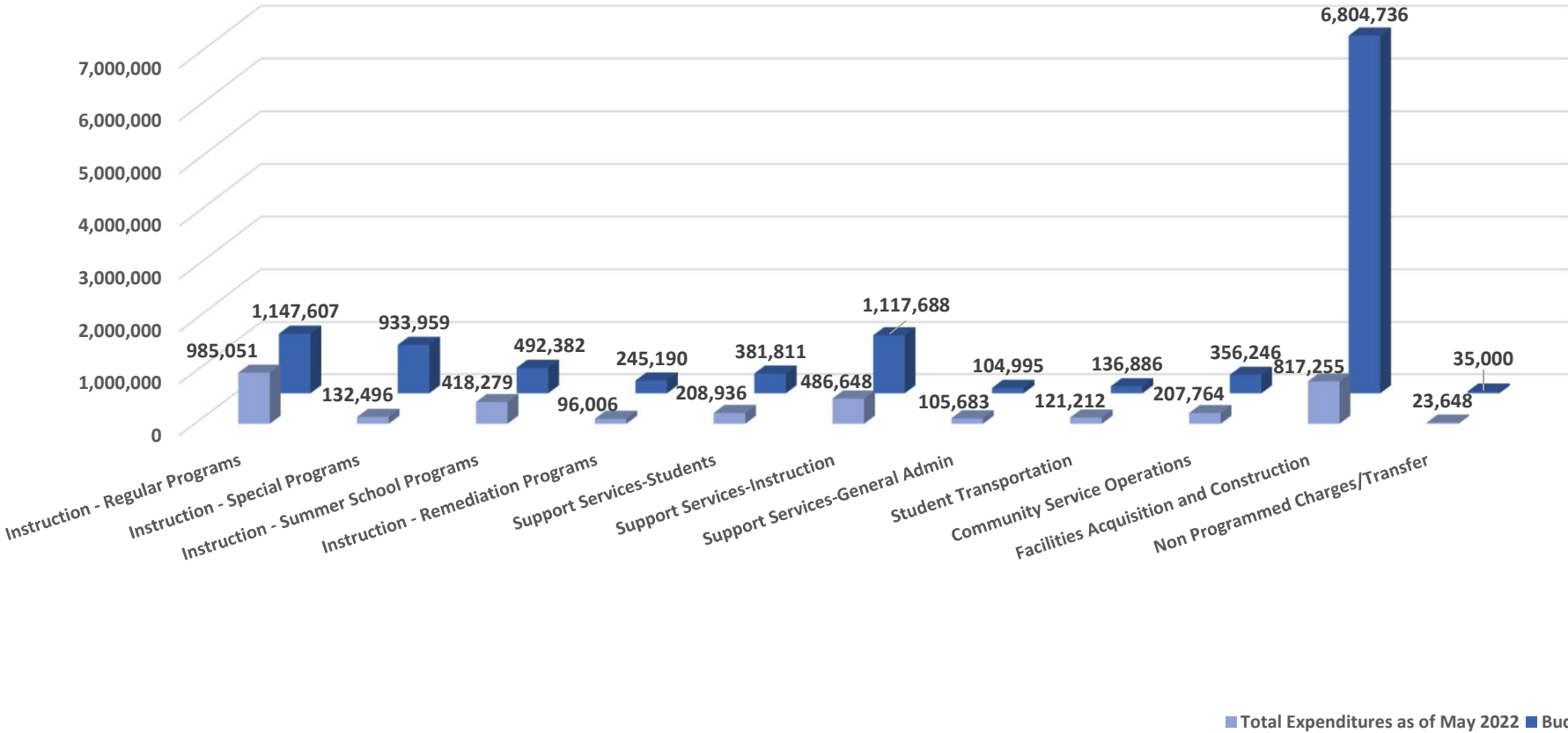


ESSER II - Utilization Review

<i>Total Expenditures as of May 2022</i>	<i>Total % of Allocation Expended</i>	<i>Account</i>	<i>Budget</i>	<i>% of Total Budget</i>
\$985,050.54	85.84%	Instruction - Regular Programs	\$1,147,607.00	9.76%
\$132,496.30	14.19%	Instruction - Special Programs	\$933,959.00	7.94%
\$418,279.05	84.95%	Instruction - Summer School Programs	\$492,382.00	4.19%
\$96,006.38	39.16%	Instruction - Remediation Programs	\$245,190.00	2.09%
\$208,936.04	54.72%	Support Services-Students	\$381,811.00	3.25%
\$486,647.66	43.54%	Support Services-Instruction	\$1,117,687.89	9.51%
\$105,683.07	100.66%	Support Services-General Admin	\$104,995.00	0.89%
\$121,211.77	88.55%	Student Transportation	\$136,886.00	1.16%
\$207,764.29	58.32%	Community Service Operations	\$356,246.00	3.03%
\$817,254.94	12.01%	Facilities Acquisition and Construction	\$6,804,736.00	57.88%
\$23,647.66	67.56%	Non Programmed Charges/Transfer	\$35,000.00	0.30%
3,602,977.70	30.65%		\$11,756,499.89	100.00%

Expenditures for May 2022 consisted of Salaries and Benefits pertaining to student support (remediation / tutoring), ongoing after school supports, supplies & construction initiatives, per directives approved through the grant.

ESSER II - Expenditure to Budget as of 5/31/22

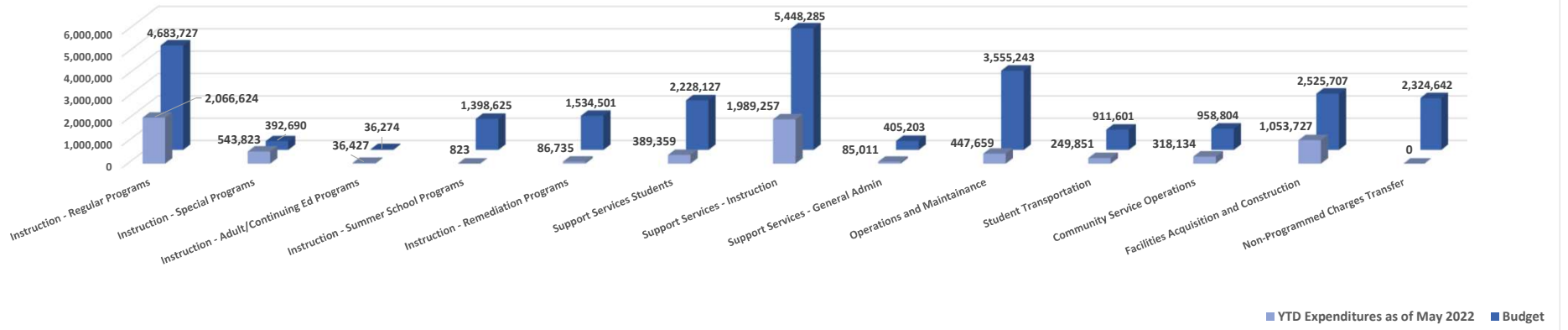


ESSER III - Utilization Review

YTD Expenditures as of May 2022	Total % of Allocation Expended	Account	Budget	% of Total Budget
2,066,624.15	44.12%	Instruction - Regular Programs	\$4,683,726.72	17.74%
543,822.76	138.49%	Instruction - Special Programs	\$392,690.00	1.49%
36,426.94	100.42%	Instruction - Adult/Continuing Ed Programs	\$36,274.00	0.14%
823.14	0.06%	Instruction - Summer School Programs	\$1,398,625.00	5.30%
86,734.82	5.65%	Instruction - Remediation Programs	\$1,534,501.00	5.81%
389,358.72	17.47%	Support Services Students	2,228,127.00	8.44%
1,989,257.00	36.51%	Support Services - Instruction	5,448,285.00	20.63%
85,011.14	20.98%	Support Services - General Admin	405,203.00	1.53%
447,659.23	12.59%	Operations and Maintainance	3,555,243.00	13.47%
249,850.67	27.41%	Student Transportation	911,601.00	3.45%
318,133.84	33.18%	Community Service Operations	958,804.00	3.63%
1,053,727.11	41.72%	Facilities Acquisition and Construction	\$2,525,707.00	9.57%
0.00	0.00%	Non-Programmed Charges Transfer	\$2,324,642.00	8.80%
\$7,267,429.52	27.52%		\$26,403,428.72	100.00%

Expenditures for May 2022 consisted of salaries / benefits for budgeted programming initiatives.

ESSER III - Expenditure to Budget as of 5/31/2022



Medical Plan Experience

May 2022

	<u>Cur Mo</u>	<u>Cur Mo Pr Yr</u>	<u>Chg</u>	<u>YTD Cur</u>	<u>YTD Pr</u>	<u>Chg</u>
UMR Medical	\$ 11,605	\$ 663,351	\$ (651,746)	\$ 828,642	\$ 3,488,506	\$ (2,659,864)
Anthem Medical	\$ 489,510	\$ -	\$ 489,510	\$ 1,513,915	\$ -	\$ 1,513,915
CVS Rx	\$ 197,390	\$ 151,269	\$ 46,121	\$ 635,378	\$ 662,394	\$ (27,016)
Rx Rebate	\$ -	\$ -	\$ -	\$ (156,900)	\$ (180,240)	\$ 23,340
Less Amt Above Stop Loss	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Claim Cost Total	\$ 698,505	\$ 814,620	\$ (116,115)	\$ 2,821,035	\$ 3,970,660	\$ (1,149,625)
Expected Claim Cost	\$ 871,076	\$ 872,407	\$ (1,331)	\$ 4,322,483	\$ 4,396,620	\$ (74,137)
Claims vs. Expected	\$ (172,571)	\$ (57,787)		\$ (1,501,448)	\$ (425,960)	
Non Claim Costs (administration, clinic, pharmacy, stop-loss)	\$ 228,099	\$ 219,141	\$ 8,958	\$ 1,081,023	\$ 1,038,852	\$ 42,171
Total Cost (Claim + Non-claim)	\$ 926,604	\$ 1,033,761		\$ 3,902,058	\$ 5,009,512	
Enrollment	1,022	1,035		5,067	5,228	
Cost Per Employee Per Month (PEPM)	\$ 906.66	\$ 998.80		\$ 770.09	\$ 958.21	-19.6%
Paid Claims Per Employee				\$ 556.75	\$ 759.50	-26.7%