

AGENDA FOR  
BOARD OF SCHOOL TRUSTEES  
REGULAR MEETING

Elkhart Community Schools  
Elkhart, Indiana

May 10, 2022

CALENDAR

May	10	6:00 p.m.	Public Work Session, J.C. Rice Educational Services Center
May	10	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center
May	24	6:00 p.m.	Public Work Session, J.C. Rice Educational Services Center
May	24	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center

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- A. CALL TO ORDER
- B. THE ELKHART PROMISE
- C. INVITATION TO SPEAK PROTOCOL
- D. MOMENT OF PRIDE - JROTC Ball/Cadets
- E. SPECIAL RECOGNITION - Distinguished Support Staff
- F. CONSENT ITEMS:

- Minutes – April 26, 2022 – Public Work Session
- Minutes – April 26, 2022 – Regular Board Meeting
- Claims
- Fundraisers
- Extra-Curricular Purchases
- Gift Acceptance
- Grant Submission
- Overnight Trips
- Conference Leave Requests
- Personnel Report

- G. OLD BUSINESS
- H. NEW BUSINESS

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.

1003 Flexibility Waiver Request for School Calendar – The administration presents the proposed resolution to Waive I.C. 20-30-2-3 AND 20-30-2-2.7 Mandated 180 Student Days for initial consideration.

I. INFORMATION AND PROPOSALS

From Audience

From Superintendent and Staff

From Board

J. ADJOURNMENT

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

Elkhart Community Schools  
Elkhart, Indiana

April 26, 2022

J.C. Rice Educational Services Center, 2720 California Road, Elkhart – at  
6:27 p.m.

Place/Time

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

Roll Call

Absent: Roscoe L. Enfield, Jr.

ECS Staff Present: Steve Thalheimer

The Board provided feedback to the Administration regarding considerations for the Dean to Assistant Principal pipeline within Elkhart Community Schools.

Topics Discussed

The meeting adjourned at approximately 6:46 p.m.

Adjournment

APPROVED:

Signatures

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

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

\_\_\_\_\_  
Troy E. Scott, Vice President

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

\_\_\_\_\_  
Douglas K. Weaver, Secretary

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

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

MINUTES  
OF THE REGULAR MEETING  
OF THE BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools  
Elkhart, Indiana

April 26, 2022

J.C. Rice Educational Services Center, 2720 California Road, Elkhart  
- at 7:05 p.m.

Place/Time

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

Roll Call

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 Troy Scott recited the Elkhart Promise.

The Elkhart Promise

Ms. Davis discussed the invitation to speak protocol.

SSAC member Jai'Lin Parker presented the Moment of Pride. Miss Parker is a senior at Elkhart High School - School of Business and International Relations. She will be graduating soon and cannot wait to begin college this fall at Grace College on a full tuition scholarship. She plans to major in Accounting and minor in Business Management.

Moment of Pride

Miss Parker shared some of the great things happening at Elkhart High School (EHS). The National Honor Society is Posting Positivity throughout the school by hanging posters with a positive message. Beside each poster are sticky notes and thank you cards students can use to write a kind message to a friend or teacher. Cards are then delivered to the recipients. This action is a great opportunity for students to come together and let others know they are supported by so many of their fellow students. If a student is having a bad day, they may walk by a positivity poster and see the kind words making their day better.

Miss Parker wished good luck to the following EHS teams competing April 27, 2022: girls' tennis, boys' golf, JV/varsity baseball, JV/varsity softball, unified track, and boys' lacrosse.

Lastly, Miss Parker thanked all the teachers, staff, and administrators for all their hard work and dedication during the merger. It was a

huge transition to bring two high schools together as one, but they did a tremendous job. She also added a special thank you to Mr. Miller for all he does for the students of EHS; students will be forever grateful.

Maggie Lozano, director of human resources, thanked everyone for coming to honor those certified teachers who were nominated by their peers for the 2022 Teacher of the Year. Ms. Lozano noted, "There is no one person who has a greater impact on the education of a child than does the teacher who creates and cultivates a learning environment for students to thrive." Albert Einstein said, "It is the supreme art of the teacher to awaken joy in creative expression and knowledge." Each of these teachers are a true testament to those statements. The following teachers have been nominated for Teacher of the Year for their respective building:

Special  
Recognition

#### Elementary School Teacher of the Year Nominees

- Alexandria Cupery – Beardsley Elementary
- Maria Garcilazo – Mary Beck Elementary
- Elizabeth Gingerich – Bristol Elementary
- Michelle Crusemeyer – Cleveland Elementary
- LuAnne VanKirk – Daly Elementary
- Kimberly Haas – Eastwood Elementary
- Joanna Rushenberg – Mary Feeser Elementary
- Amy Kindig – Hawthorne Elementary
- Mary Lehman – Monger Elementary
- Jody Smith – Osolo Elementary
- Wendy Armour – Pinewood Elementary
- Sara Chrobot – Riverview Elementary
- Amazing Teaching Staff – Roosevelt Elementary
- Amy Richardson – Woodland Elementary
- Jamie Engen – Pride Academy

#### Secondary School Teacher of the Year Nominees

- Betsy Tepe – North Side Middle
- Amanda Davis – Pierre Moran Middle
- Chad O'Brien – West Side Middle
- Lori Holt – Elkhart High
- Traci Pankratz – Elkhart Area Career Center
- Robyn Almasri – Elkhart Academy

Amy Kindig thanked everyone, said she was honored to be the last teacher at Hawthorne to receive this award, and everyone at Hawthorne deserved this recognition. Jody Smith thanked her friends, staff, school, and the administration, noting her work is for the students, not the plaque.

Following the recognition of the building nominees, Ms. Lozano continued, "Education is not the filling of a pail, but the lighting of a fire." (Williams Butler Yeats) which applies to both Elkhart Community Schools Teacher of the Year recipients. Congratulations Kimberly Haas (elementary) and Tracy Pankratz (secondary) for being named Teacher of the Year.

Next, Ms. Lozano recognized those who were retiring from Elkhart Community Schools. "A teacher affects eternity; he can never tell where his influence stops." (Henry Brook Adams – American historian). There truly are no words to describe a teacher’s true impact on students. She thanked the retirees for their commitment to ECS students noting a combined years of service totaling 121 years. To follow is a list of retiring teachers, school last worked, and years of service:

- Daniel Burton, Pierre Moran (17)
- Dave Hicks, EHS (21)
- Denise Uitendhowen, Hawthorne (19)
- Kathryn Freehafer, Pierre Moran (32)
- Tammara Obendorf, PACE (32)

Ms. Lozano thanked Teacher of the Year nominees/recipients and retirees for their service to the students and families of Elkhart Community Schools.

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

- Minutes – March 22, 2022 – Public Work Session
- Minutes – April 12, 2022 – Public Work Session
- Minutes – April 12, 2022 – Regular Board Meeting
- Minutes – April 19, 2022 – Public Work Session

Payment of claims totaling \$8,315,670.11 as shown on the April 26, 2022, claims listing. (Codified File 2122-134)

Proposed school fundraisers in accordance with Board policy. (Codified File 2122-135)

Accepted the following extra-curricular purchase request: EHS Yearbook Fund to purchase Dell Chromebooks 11 3100 and Google Licensing (25 of each) in the amount of (\$46,583.50).

The following donations were made to Elkhart Community Schools (ECS): Donation of \$500 from the Air Force Association to Mr. Walsh to be used to offset the cost of Aerospace STEM materials for his classroom; 120 boxes of donated school supplies from Lippert, care of Carley Mayer, to Eastwood to be

Consent Items

Minutes

Payment of Claims

Fundraisers

Extra-Curricular Purchases

Gift Acceptance

shared with sister schools that will be having summer school programs; \$500 from Vaughn and Cynthia Nickell to EHS boy's track team for the continued growth and progression of the program; \$1,000 from Terry and Peggy Trimmer to the EHS unified track team for the continued growth and progression of the program; \$750 from NIPSCO, LLC to the ElkLogics Robotics club/team to be used to purchase supplies, competition registrations, snacks, and equipment for the team students; and eighty (80) different Sizzix die cuts along with five (5) different Sizzix alphabet and number sets with an approximate value of \$1,500 from Joe and Barbara Crosbie to Osolo.

Submission of the following grants: United Way Community Mini-Grant hosted by United Way from ECS Student Services in the amount of \$15,500 and Data Action Mini-Grant hosted by The Source – Elkhart from Feeser in the amount of \$2,000. (Codified File 2122-136)

Confirmed the following overnight trip request: Elkhart Area Career Center (EACC) to travel to Greenwood, Indiana on April 22 – 23, 2022 for the FFA Small Engines State Contest.

Conference leave requests in accordance with Board policy for staff members as recommended by the administration on the April 26, 2022 listings. (Codified File 2122-137)

Agreement regarding incentive pay. (Codified File 2122-138)

Consent agreement regarding unpaid time for two (2) certified staff members. (Codified File 2122-139)

Retirement of the following certified staff member:  
Susan Herr, Behavior Support at ESC, 5/27/22 with 25 years of service.

Maternity leave for the following certified staff member:  
Katie Wilson at Pinewood, beginning 5/4/22 and ending 5/27/22.

Resignation of the following four (4) certified staff members on dates indicated:

Jamie Brown – grade 2 at Woodland, 5/27/22  
Lashawndra Gates – grade 4 at Hawthorne, 5/27/22  
Chaicee Jacobs – counselor at Pierre Moran, 4/13/22

Grants

Overnight Trip Requests

Conference Leave Requests

Personnel Report

Certified Agreements

Certified Retirement

Maternity Leave

Certified Resignations

<p>Yahaira Jaimes-Hernandez – grade 3 at Hawthorne, 5/27/22</p>	<p>Classified Employment</p>
<p>Employment of the following five (5) classified employees:          Jodi Buckhout – food service at North Side, 4/15/22          Barbara Estrup – RN at Riverview, 4/19/22          Viola Flicker – food service at Pinewood, 4/25/22          Elizabeth Miller – paraprofessional at Eastwood, 4/25/22          Rachael Proffitt – food service at North Side, 4/18/22</p>	<p>Classified Employment</p>
<p>Resignation of the following eight (8) classified employees, effective on the dates indicated:          Sandra Arnold – paraprofessional at Woodland, 3/25/22          Valorie Books – LPN at West Side, 5/27/22          Ronda Conner – bus driver at Transportation, 4/22/22          Catelynn Fuller – trainer/dispatch at Transportation, 4/15/22          Johanna Montas-Arias – secretary at ESC, 4/26/22          LaKayla Moore – bus helper at Transportation, 4/27/22          Rosa Ramirez Arias – paraprofessional at PACE, 4/8/22          Rebekah Shaw – paraprofessional at Daly, 3/4/22</p>	<p>Classified Resignations</p>
<p>Retirement of the following two (2) classified employees, effective on the date indicated:          Deborah Clarkson – paraprofessional at Hawthorne, 5/27/22 with 31 years of service          Julie Hamlin – food service at Freshman Division, 5/27/22 with 16 years of service</p>	<p>Classified Retirements</p>
<p>Extension of unpaid leave for the following classified employee:          Jamie Bontreger – social worker at Elkhart Academy, beginning 4/11/22 and ending 5/27/22</p>	<p>Classified Unpaid Leaves</p>
<p>Unpaid Leave for the following classified employee:          Tanisha Anderson – bus driver at Transportation, beginning 5/5/22 and ending 5/27/22</p>	<p>Classified Unpaid Leaves</p>
<p>Dr. Brad Sheppard, assistant superintendent of instruction, presented a proposed new course offering for the 2022-2023 school year: Principles of Business Management for Board review. (Codified File 2122-140)</p>	<p>New Course Offering</p>
<p>By unanimous action, the Board awarded the bid for construction project at Monger Elementary School to Gibson-Lewis, LLC as the lowest and best, most responsive and most responsible bidder. As part of the contract, award of Alternate numbers 1, 2, and 3 were added for a total bid price of \$4,598,900. The project includes bleachers for the gymnasium, gymnasium renovations, replace all gutters and downspouts, replacement of existing roof, renovation of existing office and workroom,</p>	<p>Recommendation for Award</p>



renovation of existing restrooms, replace ceilings, replace lighting with LED lights, add lockers in the original building, new finishes throughout, and mechanical upgrades. (Codified File 2021-141)

By unanimous action, the Board approved and waived second reading of proposed revised to new Board Policy 3422.01S – Food Service Employees’ Compensation Plan moving the position of allergy specialist from a level IV to a level V on the wage scale.

Board Policy  
3422.01S

The Board received a financial report for the month of March 2022 and found it to be in order. Kevin Scott, chief financial officer, reported ECS is off to a good start.

Financial Report

Mr. Scott provided an insurance update reporting the March 2022 claims experience is over \$900,000 less compared to last year.

Insurance  
Update

Three (3) audience members voiced their concerns about bullying and expressed an interest in working with the school/administration to be a part of the solution.

From the  
Audience

One (1) audience member spoke about transportation issues and asked about an app for parents to track the location of their student’s bus.

Superintendent Thalheimer congratulated all Teacher of the Year nominees/recipients as well as the retirees and thanked Ms. Lozano for doing a fantastic job organizing the celebration of ECS teachers this evening.

From the  
Superintendent

Superintendent Thalheimer informed the audience letters would be going out to all families impacted by the boundary changes by the end of this week. A follow-up letter will be sent from the student’s new school.

Sarita Stevens, assistant superintendent of student services, spoke about the Standing Together to Stop Bullying – Anti-Bullying Parent Assembly on Thursday, May 12, 2022 at the Freshman Division. This is a time to bring all parents together. The program starts at 6:00 p.m. and will begin by reviewing national data and what it means to Elkhart. Participants will then break out into focus groups. The administration plans to advertise via flyers, post on social media, and have principals communicate with parents on Seesaw and Canvas.

From the  
Administration

In response to Board inquiry, Tony Gianesi, chief operating officer, informed the Board and audience a bus tracking transportation app would be up and running in August of 2022.

Ms. Davis spoke about a live streaming preview of May 12th's Standing Together to Stop Bullying Anti-Bullying Assembly for Parents at 6:30 on Thursday, April 28, 2022.

Board secretary Doug Weaver explained to the audience that he had requested the Board meetings be held in the high school auditorium to accommodate a larger crowd and to make the audience more comfortable.

Board member Kellie Mullins told audience members their voices are powerful and she looks forward to working with them, the schools, and the administration.

The meeting adjourned at approximately 8:05 p.m.

From the Board

Adjournment

APPROVED:

Signatures

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Dacey S. Davis, President

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Troy E. Scott, Vice President

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Douglas K. Weaver, Secretary

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Babette S. Boling, Member

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Roscoe L. Enfield, Jr., Member

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Kellie L. Mullins, Member

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Anne M. VonDerVellen, Member

School	Fundraising Activity Description/Purpose	Date(s) of Activity	Date Submitted	Sponsor(s)
	<b>Please note the following fundraisers are presented for confirmation only.</b>			
Bristol Elementary - Mr. Beauchamps 6th Grade Class	Donors Choose Campaign to raise funds to cover the cost of a Scholastic News magazine subscription.	4/30/2022 - 5/2/2022	5/3/2022	Damian Beauchamp

ELKHART COMMUNITY SCHOOLS  
Elkhart, Indiana

May 5, 2022

TO: Dr. Steven Thalheimer  
Board of School Trustees

FROM: Kevin Scott

SUBJECT: Extra-Curricular Purchase

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

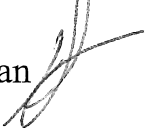
SCHOOL/ACCOUNT AMOUNT	ITEM	
West Side - Athletic Acct.	Reconditioned Football Helmets	\$2,450.00



**WEST SIDE MIDDLE SCHOOL**  
101 SOUTH NAPPANEE STREET • ELKHART, IN 46514  
PHONE: 574-295-4815



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

**To:** Dr. Thalheimer  
**From:** Derrick Thomas / Kristie Stutsman   
**Date:** May 2, 2022  
**Re:** Approval for Payment of Football Reconditioning Bill

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West Side Middle School is requesting approval to pay the football helmets reconditioning bill from the athletic extra-curricular account. The cost of the bill is \$2,450.00. The helmets will be for the 7<sup>th</sup> and 8<sup>th</sup> grade football team.

The equipment is being purchased from

Sportsarama  
P.O. Box 596  
114 W. Chicago RD  
Sturgis, MI 49091

# SPORTSARAMA

# INVOICE

P.O. BOX 596  
114 W. CHICAGO RD  
STURGIS, MI 49091  
269-651-5382

DATE: May 1, 2022  
INVOICE # 57749

**Bill To:** WESI01  
West Side Middle School  
101 S. Nappanee St  
Elkhart, IN 46514

**Ship To:**

**Football**

P.O. #	Sales Rep. Name	Ship Date	Ship Via	Terms	Due Date
	Chad Stewart			Net 30	

Product ID	Description	Quantity	Unit Price	Line Total
	JR High Helmet Reconditioning	53	39.75	2,106.75
	CV Facemask	1	25.25	25.25

SUBTOTAL	2,132.00
MISC.	
DISCOUNT	
FREIGHT	318.00
<b>TOTAL</b>	<b>2,450.00</b>
PAID	-
<b>TOTAL DUE</b>	<b>2,450.00</b>

THANK YOU FOR YOUR BUSINESS!



INSTRUCTIONAL LEADERSHIP

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**ELKHART**  
COMMUNITY SCHOOLS

INTERNAL MEMO

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

**FROM: DR. BRADLEY SHEPPARD**

**DATE: APRIL 22, 2022**

**GIFT ACCEPTANCE – MUSIC DEPARTMENT**

Brandi Millslagle has offered to donate one (1) Bundy Flute (serial number 485565B) and one (1) Jupiter Alto Saxophone (serial number UF01628) to the music department of the Elkhart Community Schools.

Quinlan & Fabish Music Company has examined the instruments and finds them to be in good condition. The fair market value of the instruments is \$100.00 and \$500.00 respectively.

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

**Brandi Millslagle  
21530 Durham Way  
Bristol IN 46507**





ELKHART AREA CAREER CENTER

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**ELKHART**  
COMMUNITY SCHOOLS

INTERNAL MEMO

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

**FROM: BRANDON EAKINS** BE

**DATE: MAY 4, 2022**

**RE: DONATION APPROVAL - EACC**

The Michiana Porsche Club recently donated \$1,500.00 to the Michelle Hostetler Memorial Scholarship for Elkhart Area Career Center students currently enrolled in Automotive Technology. This scholarship will be awarded to 1 senior each year.

This donation will be very helpful and will benefit students to further their education in the Automotive field.

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

Michiana Porsche Club  
Mr. Brian Inniger, President  
20001 Regina Rd.  
New Paris, IN 46553



ELKHART AREA CAREER CENTER

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**ELKHART**  
COMMUNITY SCHOOLS

INTERNAL MEMO

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

**FROM: BRANDON EAKINS** *BE*

**DATE: MAY 4, 2022**

**RE: DONATION APPROVAL - EACC**

The Elkhart High School class of 1960 recently donated \$1,000.00 to establish a scholarship for Elkhart Area Career Center students from Elkhart High School. This scholarship will be awarded to 1 senior each year.

This donation will be very helpful and will benefit students to further their education.

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

Anne Overmyer  
Elkhart High School Class of 1960  
1433 Strong Ave.  
Elkhart, IN 46514



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



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

DATE: April 25, 2022  
TO: Dr. Steve Thalheimer  
Board of School Trustees

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

RE: Donation Approval – Linda Homo

A donation in the amount of \$3,000.00 has been given to the Elkhart High School Boys Track Program from Linda Homo. This donation will help with athletic fees and the continued growth and progression of our boy's track 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:

Mrs. Linda Homo  
20399 State Road 120  
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: May 5, 2022

TO: Dr. Steve Thalheimer  
Board of School Trustees

FROM: Jacquie Rost, Athletic Director

RE: Donation Approval

We are in receipt of an extracurricular donation in the amount of \$500.00 for the Volleyball team. This donation will go towards the purchase of training equipment and other miscellaneous costs associated with this program.

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

Naturescape Services  
C/O Mike Knepper  
PO Box 1671  
Elkhart, IN 46515



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



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

DATE: May 2, 2022  
TO: Dr. Steve Thalheimer  
Board of School Trustees

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

RE: Donation Approval – Price /Dunlap

A donation in the amount of \$1,000.00 has been given to the Elkhart High School Boys Track Program from Kim Price and Robert Dunlap. This donation will help with the continued growth and progression of our boy's track 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:

Kim Price & Robert Dunlap  
23090 Greenleaf Blvd.  
Elkhart, IN 46514



**MONGER ELEMENTARY SCHOOL**

1100 HIVELEY AVENUE • ELKHART, IN 46517

PHONE: 574-295-4860



**ELKHART COMMUNITY SCHOOLS**

J.C. RICE EDUCATIONAL SERVICES CENTER

2720 CALIFORNIA ROAD • ELKHART, IN 46514

PHONE: 574-262-5500

DATE: 4/29/22  
TO: Steve Thalheimer  
Board of School Trustees  
FROM: April Walker, Principal  
RE: Donation Approval

Monger Elementary is requesting permission to accept a donation of materials from Welch Packaging in the amount of approximately \$2,700.00 to go towards All Elkhart Elementary School Art displays.

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

Company Name	Welch Packaging
Att:	Allison Long
Address	1130 Herman St Elkhart, IN 46516



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



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

DATE: May 2, 2022  
TO: Dr. Steve Thalheimer  
Board of School Trustees

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

RE: Donation Approval – William Banks

A donation in the amount of \$500.00 has been given to the Elkhart High School Boys Track Program from William Banks. This donation will help with the continued growth and progression of our boy's track 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. Williams P. Banks  
1019 Steamboat Blvd  
Steamboat Springs, CO 80487-9078

What is the title of the grant?	What is the name of the granting agency/entity?	Please list school/entity applying.	Individual/contact applying for the grant?	What is the amount applied for?	How will the grant funds be used and who will oversee the management of the grant?	Please explain how the grant funds will be used to support the district vision, focus, and goals.	Please outline the grant budget for the funds requested.	What is the grant submission deadline?
Aerospace STEM Program	Oaklawn Psychiatric Center	Elkhart Community Schools - Elementary Summer STEM Camp	Dr. Mindy Higginson	\$2,000	<p>Elkhart Community Schools will host the second year of the Aerospace Summer Stem Camp for students in grades K-6. The Civil Air Patrol's (CAP) Aerospace Connections in Education (ACE) K-6. STEM Program is utilized for the ECS K-6 STEM Camp. The CAP ACE K-6 STEM Curriculum contains 21 aerospace themed lessons and is comprised of the following basic content:</p> <p>Implementation Guide Pre-Test Aerospace Education – 9 Lessons Character Development – 6 Lessons Physical Fitness – 6 Lessons Post-Test</p> <p>Each lesson is grade specific (i.e. K-6) and focuses on learning objectives which are based on nationally recognized Science Standards. Each lesson contains an overview, scientific background, lesson guide, examples, extensions, references and a summative evaluation. Pre and Post-Tests are also provided which focus on the specific learning objectives of each lesson to help quantify the marginal benefit of this academic program both before and afterward. Students participate in project based learning opportunities (making space suits, launching rockets, visiting a flight tower, etc.) Students will also participate in a field trip to the Elkhart Airport to learn about flight.</p>	<p>The funds will be utilized to purchase consumable items such as materials for science projects that cannot be purchased through federal dollars. In addition, each camper will receive a T-shirt and a snack and water at camp. Elkhart Community Schools seeks to enhance education by providing multiple opportunities for students to engage in project based learning. This camp offers the opportunity for students to connect with hands on Science! In addition, students will develop positive relationships with staff members and each other. Students will have the opportunity during the summer to stay connected to learning through Science, boost their interest in Science and develop positive relationships with adults and their peers.</p>	<p>Supplies for Science Projects - 1000.00, T-Shirts for each Camper - 500, Snacks and Water - 500 = 2000.00</p>	5/1/2022



What is the title of the grant?	What is the name of the granting agency/entity?	Please list school/entity applying.	Individual/contact applying for the grant?	What is the amount applied for?	How will the grant funds be used and who will oversee the management of the grant?	Please explain how the grant funds will be used to support the district vision, focus, and goals.	Please outline the grant budget for the funds requested.	What is the grant submission deadline?
Explore, Engage, and Experience (3E) Grant: Establishing Meaningful PK-12 Pathways and Opportunities for All	Indiana Department of Education	Elkhart High School - ETI School of Study	Greg Stover and Jason Inman	\$1,698,960	<p>The funds will be used to build out our computer science delivery system and to acquire the necessary technology and/or curriculum to make that possible.</p> <p>Greg Stover and Jason Inman will oversee the management of the grant.</p>	<p>Through the EEE grant we will improve connections with our community partners in computer science to assist with PBL related activities, career exploration and other functions. We will also use this grant to strengthen relationships with families and students by providing extensions and enrichments that have a computer science focus.</p> <p>This grant will strengthen our computer science NLPS pathway offerings by giving us the opportunity to prepare students at our feeder schools and by upgrading our curriculum and technology at the high school.</p>	<p>Laptops for ETI Cybersecurity Curriculum \$45,000 (30 at 1,500)  Furniture for CAD Lab \$61,960 (20 at 3,098)  Desktops for PMMS Computer Science Lab \$52,500 (30 at 1,750)  Desktops for WSMS Computer Science Lab \$52,500 (30 at 1,750)  Desktops for NSMS Computer Science Lab \$52,500 (30 at 1,750)  Virtual Desktop Infrastructure for Computer Science Labs at all Elementary Schools \$682,500 (390 at 1,750)  Furniture for Computer Science Labs &amp; eGlass Units by need \$200,000  Redbird Flight Simulators \$20,000  AWS Training with New Horizons \$0  Nepris White Label for all schools \$232,000 (2 at 116,000)  STEM Coordinator for Elementary and Middle Schools \$150,000 (2 at 75,000)  Computer Science Instructor \$150,000 (2 at 75,000)</p>	5/13/2022

**ELKHART COMMUNITY SCHOOLS  
OVERNIGHT TRIP REQUEST**

School: Elkhart Area Career Center

Class/Group: SkillsUSA National Conference

Number of Students: 16

Date/Time Departing: June 20, 2022 at 3:15 am

Date/Time Returning: June 25, 2022 TBD

Destination: Georgia World Congress Center Atlanta Georgia  
City State

Overnight facility: The American by Hilton Double Tree 160 Ted Turner Dr. NW Atlanta, GA 30303

Mode of transportation: Car and bus

Reason for trip: To attend the National SkillsUSA competition held on June 20-24, with return travel June 25.


Names of chaperones: Amber Kosar, Warren Seegers, Jeff Lindke, Traci Pankratz, Scott Sassaman, Dalton Bogaert  
Pete Lestinsky, Angee and Ryan Gortney, Michele Zachary, Beth Davis, Brandon Eakins

Cost per student: estimated \$1000

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

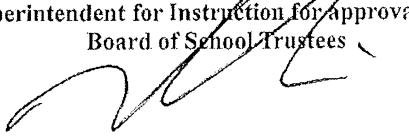
Plans to defray costs for needy students: N/A


Are needy students made aware of plans? N/A

Signature of Teacher/Sponsor: 

\*\*\*\*

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

Signature of Principal:  Date: 4/28/22

Approval of Assistant Superintendent:  Date: 4/28/22

Approval by Board: \_\_\_\_\_

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

**ELKHART COMMUNITY SCHOOLS  
OVERNIGHT TRIP REQUEST**

School: Elkhart High School

Class/Group: ElkLogics Robotics Team

Number of Students: 13

Date/Time Departing: July 22, 2022, 5:00pm

Date/Time Returning: July 23, 2022, 9:00pm

Destination: Rock River Robotics Off-Season Competition,  
Rock River College Rockford IL  
City State

Overnight facility: Tim and Addy Ford Residence

Mode of transportation: Car

Reason for trip: Attending off-season robotics competition

Names of chaperones: Nick Seidl, Ted Elli

Cost per student: None

Describe plans for Raising Funds or Funding Source: \_\_\_\_\_

Plans to defray costs for needy students: \_\_\_\_\_


Are needy students made aware of plans? \_\_\_\_\_

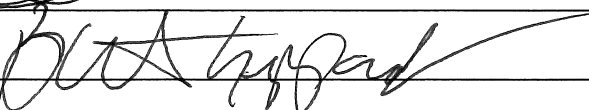
Name of Teacher/Sponsor: Nick Seidl

Signature of Teacher/Sponsor: 

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

Signature of Principal:  Date: 5/3/22

Approval of Assistant Superintendent:  Date: 5/5/22

Approval by Board: \_\_\_\_\_

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

**ELKHART COMMUNITY SCHOOLS**

**Elkhart, Indiana**

DATE: May 5, 2022  
 TO: Dr. Steve Thalheimer, Superintendent  
 FROM: Dr. Bradley Sheppard *Bradley Sheppard*  
 RE: **Conference Leave Requests**  
**May 10, 2022 - Board of School Trustees Meeting**

**The following requests for excused absences are recommended for approval:**

2021 - 2022 CONFERENCES	EXPENSES	SUBSTITUTE
<b>WIDA STANDARDS WORKSHOP</b> This workshop is to learn more about the new 2020 WIDA Standards and how to implement them in schools. Indianapolis, IN <i>*Attendance is subject to local health guidelines*</i> May 17, 2022 (1 day's absence) SHELBY EBY - OSOLO (0-0) RHIANNON HARRISON - ESC (2-6) ELIZABETH REGULES - EHS (0-0)	\$481.00     Title III, 2021-23 Title III, 2021-23 Title III, 2021-23	\$95.00     N/A N/A Title III, 2021-23
<b>POWERSCHOOL UNIVERSITY</b> This event features four full days of training, best practices, and networking opportunities with a community of PowerSchool users and experts. By attending, I will learn valuable solutions, strategies, and techniques to streamline our daily processes and allow us to better utilize PowerSchool. Anaheim, CA <i>*Attendance is subject to local health guidelines*</i> June 24 - July 1, 2022 (6 day's absence) CORY METCALFE - TECH SERVICES (0-0)	\$4,600.00     Operations Fund	\$0.00     N/A
<b>PUBLIC MEDIA CONFERENCE</b> Training to gain more underwriters.  To advance the marketing strategies of the radio station.  Learning new development and marketing strategies and tactics to increase WVPE revenue and listeners.  This will help advance my skills as membership manager at WVPE Public Radio. Chicago, IL <i>*Attendance is subject to local health guidelines*</i> July 19 - 21, 2022 (3 day's absence) SUSAN ANDERSON - WVPE (0-0) SHELLI BAKER - WVPE (0-0) THOMAS LABUZIENSKI - WVPE (0-0) TOM SIBAL - WVPE (0-0)	\$4,256.78           WVPE WVPE WVPE WVPE	\$0.00           N/A N/A N/A N/A
	<b>\$9,337.78</b>	<b>\$95.00</b>
2021 YEAR-TO-DATE EDUCATION FUNDS	\$27,056.18	\$1,520.00
2022 YEAR-TO-DATE EDUCATION FUNDS	\$8,260.37	\$1,235.00
2021 YEAR-TO-DATE OTHER FUNDS	\$83,090.98	\$3,705.00
2021 YEAR-TO-DATE ADJUSTMENTS	\$0.00	\$0.00
2022 YEAR-TO-DATE OTHER FUNDS	\$71,797.64	\$3,895.00
2022 YEAR-TO-DATE ADJUSTMENTS	-\$2,547.75	\$0.00

	<b>GRAND TOTAL</b>	<b>\$187,657.42</b>	<b>\$10,355.00</b>
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*(Figures in parentheses are the number of conferences & the number of absence days previously approved for the current school year.)*



**TO: DR. STEVEN THALHEIMER**  
**FROM: MS. MAGGIE LOZANO**  
**DATE: MAY 10, 2022**

**PERSONNEL RECOMMENDATIONS**

**CERTIFIED**

- a. **Agreement** – We recommend approval of an agreement regarding services.
- b. **New Certified Staff** – We recommend the following new certified staff for employment in the 2021-22 school year:

<b>Alexandra Sturgill</b>	<b>Roosevelt/Grade 5</b>
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- c. **Retirement** – We report the retirement of the following employee:

<b>Barry Johnson</b>	<b>Elkhart Academy/Math</b>	<b>22 Years of Service</b>
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- d. **Resignation** – We report the resignation of the following employees:

<b>Julie Bachman</b> Began: 12/7/20	<b>Hawthorne/Grade 2</b> Resign: 4/25/22
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<b>Tiffany Beauchamp</b> Began: 8/9/21	<b>Daly/Grade 1</b> Resign: 5/27/22
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<b>Brenna Deardorff</b> Began: 8/10/20	<b>North Side/Math</b> Resign: 5/27/22
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<b>Sean Diller</b> Began: 8/15/17	<b>Elkhart High/Music</b> Resign: 5/27/22
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<b>Carol Gress-Battersby</b> Began: 9/21/20	<b>ESC/Diagnostician</b> Resign: 6/2/22
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<b>Micah Helmuth</b> Began: 8/22/16	<b>Pierre Moran/Social Studies</b> Resign: 5/27/22
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**Kaitlyn Vosburg**  
Began: 8/30/21

**Elkhart High/Language Arts**  
Resign: 4/28/22

e. **Maternity Leave** – We recommend a maternity leave for the following employees:

**Taylor Bryant**  
Begin: 5/2/22

**Beck/Special Education**  
End: 5/6/22

**Mackenzie Hill**  
Begin: 8/8/22

**Daly/Grade 4**  
End: 6/1/23

d. **Parental Leave** – We recommend a parental leave for the following employee:

**Elizabeth Byler**  
Begin: 8/8/22

**Woodland/Grade 4**  
End: 12/22/22

## CLASSIFIED

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

**Adam Hancock**  
Began: 2/28/22

**Transportation/Mechanic**  
PE: 4/25/22

**Beverly Johnson**  
Began: 3/8/22

**Transportation/Bus Helper**  
PE: 5/9/22

**Bradley Parsons**  
Began: 3/7/22

**Tech Services/Infrastructure Coordinator**  
PE: 5/6/22

**Courtney Pierce**  
Began: 2/28/22

**Cleveland/RBT**  
PE: 4/29/22

**Kimberly Platt**  
Began: 3/8/22

**West Side/Food Service**  
PE: 5/9/22

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

**Alexis Bails**  
Began: 8/17/20

**Feeser/Paraprofessional**  
Resign: 5/27/22



**Ginger Knox**  
Began: 1/8/18

**Freshman Division/Paraprofessional**  
Resign: 5/27/22

**Cynthia Lewis**  
Began: 8/31/20

**Transportation/Bus Helper**  
Resign: 5/27/22

**Georgia Macon**  
Began: 8/11/21

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

**Nicole Stutsman**  
Began: 8/1/19

**Eastwood/Secretary**  
Resign: 6/1/22

**Constance Warner**  
Began: 2/1/21

**Transportation/Bus Helper**  
Resign: 3/25/22

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

**Cathy Bell**  
Began: 4/22/22

**Pierre Moran/Food Service**  
End: 5/6/22







HUMAN RESOURCES

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**ELKHART**  
COMMUNITY SCHOOLS

INTERNAL MEMO

**TO: DR. STEVEN THALHEIMER**  
**FROM MS. MAGGIE LOZANO**  
**DATE: MAY 10, 2022**

**ADDENDUM TO PERSONNEL REPORT**

**CERTIFIED**

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

**Romison Saint-Louis**

**Elkhart High/Physical Education**

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	April 12, 2022
Last Reviewed	May 10, 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 January 1, 2022. In addition, the three percent (3%) employee contribution to PERF will be paid by Elkhart Community Schools.

<b>POSITION</b>	<b>HOURLY WAGE RANGE</b>
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
21st Century Community Education Program Manager	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

<b>POSITION</b>	<b>YEARLY SALARY RANGE</b>
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
<b><u>Radio Station News Director/Reporter</u></b>	<b><u>45,000 - 60,000</u></b>
Olweus Bullying Prevention Program Coordinator	49,825 - 62,170
Adult and Community Education Program Manager	68,875 - 79,663
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

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## **RESOLUTION TO WAIVE I.C. 20-30-2-3 AND 20-30-2-2.7 MANDATED 180 STUDENT DAYS**

WHEREAS, under I.C. 20-30-2-3, a school corporation shall conduct at least one hundred eighty (180) student instructional days for each instructional year.

WHEREAS, under I.C. 20-20-2-2, a student instructional day in grades 1 through 6 consists of at least five (5) hours (54,000 minutes over 180 days) of instructional time.

WHEREAS, With limited exceptions, a student instructional day in grades 7 through 12 consists of at least six (6) hours (64,800 minutes over 180 days) of instructional time.

WHEREAS, Elkhart Community School Corporation currently has the following instructional minutes at each grade level:

- Grades K-6  
6.5 hours per day minus 1 hour lunch and recess = 5.5 hours per day  
5.5 hours per day X 180 days = 59,400 minutes (extra time = 5,400 minutes/18 days)
- Grades 7-8  
7.08 hours per day minus .5 hour lunch and recess = 6.58 hours per day  
6.58 hours per day X 180 days = 71,064 minutes (extra time = 6,264 minutes/17.4 days)
- Grades 9-12  
7.42 hours per day minus .5 hour lunch and recess = 6.92 hours per day  
6.92 hours per day X 180 days = 74,736 minutes (extra time = 9,936 minutes/27.6 days)

WHEREAS, the district recognizes the existence of learning gaps for students and the continued need to train teachers and support personnel during a period of continued staff turnover. To address these gaps and deficits, the district seeks to provide additional staff training, coaching, and collaboration. This is accomplished specifically through:

- Integrating the Professional Learning Communities model within Multi-Tiered Systems of Support to implement strong Tier I, Tier II, and Tier III academic, social, and behavioral practices to meet the needs of students.
- Analyzing formative and summative assessment data to improve instruction.
- Providing all staff opportunities to work on job-related training and duties to support students.

WHEREAS, the district approved on December 14, 2021, a calendar for school year 2022-2023 with 6 professional development eLearning days and the use of eLearning days for inclement weather.

WHEREAS, the district does not seek to reduce the 180 instructional days but merely seeks to conduct 6 of those 180 days as professional days while reserving 3 allowable days under I.C. 20-30-2-2.7 [effective July 1, 2022] for inclement weather. Elkhart Schools asks for the flexibility to not be penalized for conducting up to 9 days of asynchronous instruction while still providing 180 days of instruction.

WHEREAS, under I.C. 20-31-4.1-4, a school corporation may apply to the State Board of Education (“Board”) for flexibility and to waive compliance with various provisions set forth in Title 20 of the Indiana Code and Title 511 of the Indiana Administrative Code through HEA 1003 Flexibility Waivers.

BE IT RESOLVED, that the Elkhart Community School Corporation will submit to the State Board of Education a 1003 Flexibility Waiver application for six (6) professional development days.

NOW, THEREFORE, BE IT FURTHER RESOLVED, that if the Indiana State Board of Education approves the 1003 Flexibility Waiver application, Elkhart Community Schools will conduct asynchronous instruction for students on the six (6) professional learning days and utilize up to three (3) additional days of asynchronous learning due to inclement weather.

PASSED AND ADOPTED this XX day of May, 2022.

DRAFT



# SCHOOL CALENDAR: July 2022 – June 2023

JULY 2022						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## JULY

AUGUST 2022						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## AUGUST

**8/8/22:** Full day pre-session for teachers – non student day  
**8/9/22:** Full day pre-session for teachers – non student day  
**8/10/22:** Full day pre-session for teachers – non student day  
**8/11/22:** Students' first day – full day for all students

SEPTEMBER 2022						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

## SEPTEMBER

**9/5/22:** Labor Day – ALL BUILDINGS CLOSED  
**9/27/22:** eLearning/Building Staff PD

OCTOBER 2022						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## OCTOBER

**10/7/22:** End of 1<sup>st</sup> Grading Period/Midterm (41 days)  
**10/17-10/18/22:** Elementary and Secondary P/T Conferences (evening hours)  
**10/19/22:** Elementary and Secondary P/T Conferences (morning hours) and eLearning for all students  
**10/20-10/24/22:** Fall Recess – ALL SCHOOLS CLOSED

NOVEMBER 2022						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

## NOVEMBER

**11/23-11/25/22:** Thanksgiving Recess – ALL SCHOOLS CLOSED

DECEMBER 2022						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## DECEMBER

**12/8/22:** eLearning/Building Staff PD  
**12/22/22:** End of 2<sup>nd</sup> Grading Period/1<sup>st</sup> Semester (48 days)  
**12/23 – 12/30/22:** Winter Recess – ALL SCHOOLS CLOSED

## JANUARY

**1/2-1/6/23:** Winter Recess – ALL SCHOOLS CLOSED  
**1/9/23:** School resumes after Winter Break  
**1/16/23:** Martin Luther King, Jr. Day – ALL SCHOOLS CLOSED

JANUARY 2023						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

16 teacher days/16 student days

## FEBRUARY

**2/2/23:** eLearning/Building Staff PD  
**2/17-2/20/23:** Presidents' Recess – ALL SCHOOLS CLOSED

FEBRUARY 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

18 teacher days/18 student days

## MARCH

**3/8/23:** eLearning/Building Staff PD  
**3/17/23:** End of 3<sup>rd</sup> Grading Period/Midterm (47 days)

MARCH 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

23 teacher days/23 student days

## APRIL

**4/3-4/7/23:** Spring Break – ALL SCHOOLS CLOSED  
**4/13/23:** Kindergarten Kick-off (Kindergarten Registration runs April 10-May 5)  
**4/18/23:** eLearning/District Staff PD

APRIL 2023						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

15 teacher days/15 student days

## MAY

**5/25/23:** Last day for students and teachers (44 days)  
**5/26/23:** In the event an eLearning day cannot be utilized for a closure during the school year, school would be in session in person on this day  
**5/29/23:** Memorial Day

MAY 2023						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

19 teacher days/19 student days  
[91 teacher days/91 student days]

## JUNE

JUNE 2023						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Approved by the Board of School Trustees: 12/14/21

16 teacher days/16 student days  
[93 teacher days/89 student days]

184 teacher days/180 student days