

AGENDA FOR
BOARD OF SCHOOL TRUSTEES
REGULAR MEETING

Elkhart Community Schools
Elkhart, Indiana

April 11, 2023

CALENDAR

Apr	11	6:00 p.m.	Public Work Session, J.C. Rice Educational Services Center
Apr	11	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center
Apr	25	6:00 p.m.	Public Work Session, J.C. Rice Educational Services Center
Apr	25	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center

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

- Minutes – March 28, 2023 – Board Work Session
- Minutes – March 28, 2023 – Regular Board Meeting
- Minutes – March 31, 2023 – Special Board Meeting
- Claims
- Fundraisers
- Extra-Curricular Purchases
- Gift Acceptance
- Conference Leaves
- Personnel Report

- F. FEASIBILITY STUDY UPDATE
- G. OLD BUSINESS
- H. NEW BUSINESS

Board Policy 3422.04S – Bus Helpers’ Compensation Plan

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

- 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

March 28, 2023

J.C. Rice Educational Services Center, 2720 California Road, Elkhart – at
6:05 p.m.

Place/Time

Board Members Present:	Dacey S. Davis Troy E. Scott	Jeffrey S. Bliler Mike Burnett Kellie L. Mullins Anne M. VonDerVellen
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Roll Call

Absent: Douglas K. Weaver

ECS Staff Present:	Steve Thalheimer Anthony England Lindsey Cox	Shirley Elliott Lisa Ernsberger
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The Board received an update from the Exceptional Learners Department.

Topics
Discussed

The meeting adjourned at approximately 7:17 p.m.

Adjournment

APPROVED:

Signatures

Dacey S. Davis, President

Jeffrey S. Bliler, Member

Troy E. Scott, Vice President

Mike Burnett, 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

March 28, 2023

J.C. Rice Educational Services Center, 2720 California Road, Elkhart
- at 7:25 p.m.

Place/Time

Board Members Present:	Dacey S. Davis Troy E. Scott	Jeffrey S. Bliler Mike Burnett Kellie L. Mullins Anne M. VonDerVellen
Arrived at 8:24 p.m.	Douglas K. Weaver	

Roll Call

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

Call to Order

Board member Mike Burnett recited the Elkhart Promise.

The Elkhart Promise

Ms. Davis discussed the invitation to speak protocol.

By unanimous action (Douglas K. Weaver was absent for this vote), the Board approved the following consent items:

Consent Items

Minutes – March 14, 2023 – Public Work Session
Minutes – March 14, 2023 – Regular Board Meeting

Minutes

Payment of claims totaling \$7,025,750.21 as shown on the March 28, 2023, claims listing. (Codified File 2223-119)

Payment of Claims

Proposed school fundraisers in accordance with Board policy. (Codified File 2223-120)

Fundraisers

The following donations were made to Elkhart Community Schools (ECS): \$750 to Elkhart High School (EHS) ElkLogics Robotics from HRP Construction, Inc. to be used to purchase supplies, equipment, and competition entry fees; \$500 to EHS ElkLogics Robotics from S.A. Comunale Company, Inc. to be used to purchase supplies, equipment, and competition entry fees; \$250 patron sponsorship to EHS Theatre department from Braden and Kathryn McCormick to be used to purchase

Gift Acceptances

supplies, costumes, set construction, decorations, and student snacks for the upcoming production; and \$25,000 to Engineering, Technology, and Innovation Building Fund from Patrick Industries, Inc.

Conference leave requests in accordance with Board policy for staff members as recommended by the administration on the March 28, 2023 listings. (Codified File 2223-121)

Confirmed overnight trip request for EHS boys' track and field to travel to Bloomington, Indiana on March 24 – 25, 2023 for the Indoor Track HSR Finals.

Certified agreement regarding unpaid time. (Codified File 2223-122)

Employment of the following one (1) certified staff member effective on date indicated:

Andrew Danik – college and career at Pierre Moran, 3/20/23

Retirement of the following one (1) certified staff member, effective on date indicated:

Cynthia Pinkowski – autism coordinator at ESC, 6/16/23 with 18 Years of Service

Resignation of the following six (6) certified staff members, effective on date indicated:

Rachel Kline – grade 4 at Cleveland, 5/25/23
Shana Lipsky – art at Pinewood, 3/31/23
Allysa Romano – grade 1 at Riverview, 5/25/23
Alexandria Roskos-Neilson – physical education, 5/25/23
Megan Screes – grade 6 at Beck, 5/25/23
Brittney Shipe – grade 6 at Woodland, 3/17/23

Employment of the following four (4) classified employees effective on dates indicated:

Yanet Coria – social worker at Daly, 3/23/23
Tevin Jackson – custodian at Pierre Moran, 3/20/23
Sara Paholak – paraprofessional at Feeser, 3/20/23
Lillian Posey – food service at Elkhart High, 3/27/23

Conference
Leave Requests

Overnight Trip
Requests

Personnel
Report

Certified
Agreement

Certified
Employment

Certified
Retirement

Certified
Resignations

Classified
Employment

<p>Unpaid leave for the following five (5) classified employees, effective on dates indicated:</p>	<p>Classified Leaves</p>
<p>Christina Green – bus driver at Transportation, beginning 3/13/23 and ending 3/29/23 Tina Helbling – bus driver at Transportation, beginning 3/17/23 and ending 4/14/23 Tunisia Hunt – bus driver at Transportation, beginning 3/20/23 and ending 3/27/23 Tameka Pittman – bus driver at Transportation, beginning 3/20/23 and ending 4/28/23 Kathryn Bobson – registered behavior specialist at Eastwood, beginning 3/20/23 and ending 4/14/23</p>	
<p>Retirement of the following two (2) classified employee, effective on dates indicated:</p>	<p>Classified Retirements</p>
<p>Ann Henderson – paraprofessional at Roosevelt, 5/25/23 with 10 Years of Service Debra Scott – academic trainer at Bristol, 5/25/23 with 10 Years of Service</p>	
<p>Resignation of the following six (6) classified employees, effective on dates indicated:</p>	<p>Classified Resignations</p>
<p>Makya Banks – bus helper at Transportation, 3/31/23 Roxan Guggenmos – registered nurse at North Side, 3/31/23 Tunisia Hunt – bus driver at Transportation, 3/31/23 Michael Popyk – custodian at Building Services, 3/27/23 Latell Washington – custodian at Osolo, 3/16/23 Debra Watson – food services at Roosevelt, 3/17/23</p>	
<p>Termination of the following one (1) classified employee, effective on date indicated:</p>	<p>Classified Termination</p>
<p>Lisa Swartzell-Guerra – food service at Riverview, 3/28/23 per Policy 3422.01S</p>	
<p>Authorization to execute any settlement documents on behalf of ECS related to litigation by this school corporation, subsequent to review of the same by members of the Board of School Trustees.</p>	<p>Settlement Authorization</p>
<p>Superintendent Steve Thalheimer provided an update on the Feasibility Study. April 10 and 12, 2023, the Key Committee will be meeting to further explore building capacity, enrollment, and changes in grade configuration. Information is available to the public on ECS’s website at https://www.elkhart.k12.in.us. The public can also reach out to committee members with questions and concerns.</p>	<p>Feasibility Study Update</p>

Brad Sheppard, assistant superintendent of instruction, spoke about the middle school taskforce consisting of middle school principals, teachers and district administrators. This group was convened in an effort to get the middle schools close to the same schedules while keeping the best interest of the students in mind. Sara Jackowiak, principal of North Side, informed Board members North Side's first and primary focus was to get live teachers in the classroom for students. In order to make this happen, they have adjusted to a six (6) period day beginning the second semester of this school year. This schedule offers ten (10) additional instructional minutes for each period, more electives for students than if there were only five (5) periods, band/orchestra/choir students are able to earn their physical education credit, three (3) lunch periods instead of four (4); and a thirty (30) minute intervention/advisory period. With North Side's current enrollment and staffing numbers, Mrs. Jackowiak explained a five (5) period trimester schedule would increase average class sizes beyond thirty-five (35) students and music students would not get electives; therefore, this was determined to not be in the best interest of North Side students.

Frank Serge, principal of Pierre Moran, informed Board members that Pierre Moran adjusted to a five (5) period trimester schedule this school year. This decision was made to ensure a teacher was in-person for every class and allows for more instructional time, intervention time within the school day, fewer subjects for students to focus on, fewer passing periods/less disruptions which has quickly provided stability for both students and staff. Class sizes have increased and there are fewer electives offered, but having a live teacher in the classroom had to take priority. If Pierre Moran is able to get additional teachers for the next school year, schedules would be adjusted to a six (6) period semester schedule in order to reduce class sizes and offer more electives for students.

Kerry Leader, principal of West Side, informed Board members that West Side has adjusted to a six (6) period semester schedule effective second semester of this school year. This schedule adjustment allows for ten (10) additional minutes of instruction per period, three (3) lunch periods instead of four (4), elimination of Elevate allowing for a live teacher in every class, and teachers to get their prep time back. West Side also houses the high ability program for the district in which the majority of those students participate in music. Moving to a five (5) period trimester would greatly limit choice of electives for these students.

Dr. Sheppard concluded the district would continue to monitor and make changes as necessary. Final decisions for the 2023-2024 school year will be made no later than June 1, 2023 and the best interest of students will continue to be the priority.

Next, Rhiannon Harrison, director of English learners, provided an update on Sheltered Instruction Observation Protocol (SIOP), a research-based and validated instructional model which has proven effective in addressing the academic needs of English learners throughout the United States. The district's goal for this academic year focuses on the first component of SIOP, lesson preparation, and aims for eighty (80%) percent of teachers to be implementing SIOP lesson preparation at a basic or higher level within one subject/course daily; this goal requires a score of two (2) or three (3) in each of the following six (6) categories (percentage of teachers meeting this goal currently is reflected in parenthesis following each category): content objectives (71%); language objectives (58.2%); content concepts are appropriate for age and background level of students (88.6%); supplementary materials (71.3%); adaption of content for Levels 1.0 – 4.9 (65.1%); and meaningful activities provide opportunities to practice the four (4) language domains: listening, speaking, reading, and writing (74.8%). In response to Board inquiry, Mrs. Harrison explained building administrators were provided a rubric for SIOP lesson preparation in order to create some standardization across the district when evaluating teachers for this goal. This current data has created a baseline which will be used to measure progress going forward. Mrs. Harrison will be sharing this data with principals soon and set the expectation for them to talk and encourage their staff to continue to implement SIOP. Teachers who scored a zero (0) or one (1) will be provided an opportunity for additional professional development and support. A second snapshot will be done later in the year. In response to Board inquiry, the district started implementing SIOP in 2018. ECS has had a lot of new staff/turnover; therefore, teachers across the district are at varying levels of implementation which can skew the data. The implementation of SIOP is expected to correlate with the district's WIDA results, which preliminary results will be received late April, early May; certified results in August. An audience member mentioned this was the first year for SIOP to be a part of teachers' evaluations. Many teachers may be implementing these practices but not have visible evidence present in their classrooms. She looks for this to change as teachers are provided feedback through the evaluation process. SIOP is also a part of the PLC process. Mrs. Harrison will report back to the Board after the next program evaluation is completed.

By unanimous action, the Board approved proposed changes and waived second reading of Board Policy 3421.01A - Professional Staff Contracts and Compensation Plans (Administrators).

Board Policy
3421.01A

By unanimous action, the Board authorized the submission of a Petition to the Indiana State Board of Education for an advance from the Common School Fund in the amount of \$1,086,877. (Codified File 2223-123)

Common School
Fund Loan
Petition

The Board received a financial report from Kevin Scott, chief financial officer, for February 2023. Mr. Scott reported the cash balance for February was \$39,339,127.36. The Education and Operations Fund balances have remained constant and are tracking as budgeted. Mr. Scott informed the Board he has been working with our financial advisors to ensure ECS cash funds are protected given the unrest in the banking industry. A new investment tool, which falls within the scope of Board policy authority, will launch this week.

Financial Report

Finally, Mr. Scott informed the Board the business office has completed its annual write off of outstanding checks that are two (2) years or older. This year's number of outstanding checks is larger than normal due to COVID related issues.

The Board received an insurance update for the month of February 2023. Mr. Scott reported claims experience so far in 2023 has continued to track well, and is similar to last year.

Insurance Update

Two (2) audience members expressed concerns about the Transportation department.

From the Audience

Superintendent Thalheimer wished everyone a safe and relaxing spring break.

From the Superintendent

Board secretary Doug Weaver spoke about the Military Ball and what an impressive event the Junior Reserve Officer Training Corps (AFJROTC) put on.

From the Board

Board member Kellie Mullins recognized the Elkhart Area Career Center (EACC) for holding mock interviews for their students. It was great to see so many business partners supporting ECS students.

The meeting adjourned at approximately 8:40 p.m.

Adjournment

APPROVED:

Signatures

Dacey S. Davis, President

Troy E. Scott, Vice President

Douglas K. Weaver, Secretary

Jeffrey S. Bliler, Member

Mike Burnett, Member

Kellie L. Mullins, Member

Anne M. VonDerVellen, Member

MINUTES
OF THE SPECIAL MEETING
OF THE BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools
Elkhart, Indiana

March 31, 2023

J.C. Rice Educational Services Center, 2720 California Road, Elkhart
- at 9:00 a.m.

Place/Time

Board Members
Present:

Dacey S. Davis
Douglas K. Weaver

Jeffrey S. Bliler
Kellie L. Mullins
Anne M. VonDerVellen

Roll Call

Via Electronic
Communication:

Mike Burnett

Absent:

Troy E. Scott

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

Call to Order

Ms. Davis discussed the invitation to speak protocol.

By unanimous action by roll call, the Board approved a contract for services with BWP & Associates to conduct the search for a new Superintendent. In response to audience inquiry, Ms. Davis stated the Board does not have any information related to a timeline and or plan for an interim superintendent at this time but expects to have more information to share during the next Board meeting. (Codified File 2223-124)

Contract for Services – Superintendent Search

The meeting adjourned at approximately 9:03 a.m.

Adjournment

APPROVED:

Signatures

Dacey S. Davis, President

Troy E. Scott, Vice President

Douglas K. Weaver, Secretary

Jeffrey S. Bliler, Member

Mike Burnett, Member

Kellie L. Mullins, Member

Anne M. VonDerVellen, Member

NorELKHART COMMUNITY SCHOOLS
Elkhart, Indiana

April 4, 2023

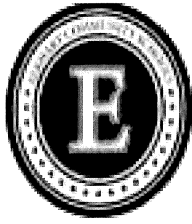
TO: Dr. Steven Thalheimer
Board of School Trustees

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
Elkhart High/Athletics	Pole Vault	\$3,745.00



ELKHART HIGH SCHOOL
2808 CALIFORNIA ROAD • ELKHART, IN 46514
PHONE: 574-262-5600



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

To: Board of School Trustees
From: Brian Buckley, Athletic Director
Date: March 24, 2023

RE: Pole Vault Standard for Track & Field

The Elkhart High School Athletic Department would like to purchase a pole vault standard for Boys and Girls Track and Field. Our current pole vault standard is unrepairable.

We are requesting board approval of the attached quote so that we may purchase this equipment as soon as possible. This purchase will be made using the Athletic General Fund.



Invoice

AGF

Remit payment to:
 MFAC, LLC
 Attention: A/R
 1600 Division Rd
 West Warwick RI 02893
 Toll Free: 1-800-556-7464
 Toll Free Fax: 1-800-682-6950
 Email: mfathletic@mfathletic.com

www.mfathletic.com

Bill To
 Accounts Payable
 Elkhart Community Schools
 2720 California Road
 Elkhart IN 46514

Ship To
 Adam Homo Track and Field
 Elkhart High School
 1 Blazer Blvd
 Head XC and Track & Field Coach
 Elkhart IN 46516

Customer #
 CUS1125

PO #
 32323

Invoice #	Terms	Invoice Date	Due Date	Sales Rep	Shipping Method
INV242482	Net 30	03/23/2023	04/22/2023	Burleigh, Duncan Ext. 125	R&L

Note:

Line	Item	Quantity	UM	Back Ordered	Shipped	Unit Price	Amount
1	5806-01 First Place Premier College Pole Vault Standards • Adjusts from 8'-21' • 10 YEAR WARRANTY	1		0	1	\$3,450.00	\$3,450.00

Subtotal	\$3,450.00
Shipping	\$295.00
Tax	\$0.00
Total	\$3,745.00

Have questions? I'm here to help, please contact me anytime.
 Shannon Foley, Accounts Receivable, 800-556-7464 ext 134 or email me at ShannonF@mfathletic.com

IMPORTANT NOTICE: Never trust wiring instructions sent via email. Cyber criminals are hacking email accounts and sending emails with fake wiring instructions. These emails are convincing and sophisticated. Always independently confirm wiring instructions via a telephone call to a trusted and verified phone number. 1 of 1



ELKHART AREA CAREER CENTER

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

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

FROM: BRANDON EAKINS BE

DATE: MARCH 23, 2023

RE: DONATION APPROVAL - EACC

John Andreula has donated a 1998 Ford F150, VIN# 1FTRX17L3WNA33420 to be used in our Automotive cluster.

This vehicle will be very useful as it will be used by students for training purposes.

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

John Andreula
1603 W Lincoln Ave.
Goshen, IN 46526-2138



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: 3/28/23

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 \$600.00 has been given to the Elkhart High School Boys Track and Field team from Jeffrey and Julie Gaff. These funds will be used to assist with growth of our Boys Track and Field 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:

Jeffrey and Julie Gaff
20979 Riverbrook LN
Bristol, IN 46507

ELKHART COMMUNITY SCHOOLS

Elkhart, Indiana

DATE: April 6, 2023

TO: Dr. Steve Thalheimer, Superintendent

FROM: Dr. Bradley Sheppard



RE: **Conference Leave Requests**
April 11, 2023 - Board of School Trustees Meeting

The following requests for excused absences are recommended for approval:

2022 - 2023 CONFERENCES	EXPENSES	SUBSTITUTE
ASPIRING PRINCIPALS CONFERENCE - IASP	\$0.00	\$0.00
It is my goal to become a principal within Elkhart Community Schools. Attending this conference will assist me in growing as an instructional leader, the ability to build culture and relationships.		
Indianapolis, IN		
April 14 - 15, 2023 (1 day's absence)		
PEGGY DELANGHE - EASTWOOD (1-0)	N/A	N/A
	\$0.00	\$0.00
2022 YEAR-TO-DATE EDUCATION FUNDS	\$22,516.62	\$2,755.00
2023 YEAR-TO-DATE EDUCATION FUNDS	\$8,920.07	\$475.00
2022 YEAR-TO-DATE OTHER FUNDS	\$198,529.66	\$6,175.00
2022 YEAR-TO-DATE ADJUSTMENTS	-\$2,547.75	\$0.00
2023 YEAR-TO-DATE OTHER FUNDS	\$79,431.23	\$4,465.00
2023 YEAR-TO-DATE ADJUSTMENTS	\$0.00	\$0.00
GRAND TOTAL	\$306,849.83	\$13,870.00

(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: APRIL 11, 2023

PERSONNEL RECOMMENDATIONS

CERTIFIED

- a. **Agreement** – We recommend the approval of an agreement regarding incentive pay.
- b. **Agreement** – We recommend the approval of an agreement related to compensation and skill development.
- c. **New Certified Staff** – We recommend the following new certified staff for employment in the 2022-23 school year:

Betty McNeal	Cleveland/Grade 4
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- d. **Retirement** – We report the retirement of the following employee:

Elaine Fiwek	Beardsley/Special Education	37 Years of Service
Heidi Krusenklous	EACC/Career Coordinator	33 Years of Service
Christopher Scalise	North Side/Assistant Principal	27 Years of Service

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

Elizabeth Byler Began: 1/6/20	Woodland/Grade 4 Resign: 5/25/23
Jordan Deuel Began: 11/15/17	Daly/Special Education Resign: 5/25/23
Renee Ruocco Began: 10/19/11	Daly/Grade 1 Resign: 5/25/23
Kyle Sears Began: 8/13/12	Elkhart High/Business Resign: 5/25/23

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

Molly Jo Moosa
Began: 1/6/20

Monger/Grade 2
End: 5/5/23

g. **Extension of Leave** – We recommend an extension to the leave for the following employee:

DeVetta Farrow
Began: 2/23/23

Pierre Moran/Assistant Principal
End: 5/15/23

CLASSIFIED

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

Shamara Allen
Began: 2/1/23

Transportation/Bus Helper
PE: 3/29/23

Elvira Antonio
Began: 2/1/23

Bristol/Technical Assistant
PE: 3/29/23

Arick Dasher
Began: 2/6/23

Feeser/Custodian
PE: 4/3/23

Kiana Dietz
Began: 2/6/23

Elkhart High/Campus Security
PE: 4/3/23

Jesse Hollis
Began: 2/13/23

WVPE/Promotions Manager
PE: 4/10/23

Ramon Trevino
Began: 2/6/23

Elkhart High/Custodian
PE: 4/3/26

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

Sierra Benner
Began: 9/28/22

North Side/Food Service
Resign: 4/7/23

Ashley Colon
Began: 9/23/21

Woodland & Elkhart High/Food Service
Resign: 3/27/23

Denise Finn
Began: 8/12/21

Transportation/Bus Driver
Resign: 3/16/23



Christene Parks
Began: 10/20/21

Transportation/Bus Driver
Resign: 4/14/23

Amber White
Began: 12/15/20

West Side/Food Service
Resign: 3/24/23

- c. **Rescission of a Resignation** - We recommend acceptance of the rescission of a resignation for the following employee:

Makyia Banks
Began: 10/17/22

Transportation/Bus Helper
Resign: 3/31/23

- d. **Change to Unpaid Leave** – We recommend a change to an unpaid leave for the following employee:

Tina Helbling
Began: 3/17/23

Transportation/Bus Driver
End: 4/10/23



Book Policy Manual
 Section 3000 Personnel
 Title PROPOSED REVISED BUS HELPERS' WAGE SCHEDULE
 Code po3422.04S
 Status Proposed
 Adopted December 13, 2016
 Last Revised November 22, 2022
 Last Reviewed April 11, 2023

3422.04S - **BUS HELPERS' WAGE SCHEDULE**

Wage Schedule

The Board of School Trustees hereby adopts the following wage schedule for bus helpers to become effective January 1, 2023.

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

Step	Elkhart Community Schools Experience as a Bus Helper	Hourly Rate
1	0 days or more, but less than 55 days (probationary rate)	14.36
2	55 days, but not more than one (1) year	15.06
3	one (1) year or more, but less than two (2) years	15.74
4	two (2) years or more, but less than three (3) years	16.44
5	three (3) or more	17.18

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

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

Career Increment Schedule

A career increment will be paid as follows:

Years Regularly Employed in Elkhart Community Schools	Hourly Increment
five (5) or more, but less than ten (10)	\$.25

ten (10) or more, but less than fifteen (15)	\$.50
fifteen (15) or more, but less than twenty (20)	\$.75
twenty (20) or more years	\$1.00

Overtime Calculation

Overtime for Bus Helpers shall be based upon the helper's normal assignment hours.

Retention Payment(s)

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

Bidding on Routes

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

Summer School and Mid-day

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

Fringe Benefits

A. Income Protection and Annuities

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

B. Insurance

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

C. Severance Benefits

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

1. Resignation

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

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

- a. For purposes of this benefit, "retirement" shall be defined as resignation by an employee who at the time of retirement is age sixty (60) and has ten (10) or more consecutive years of employment in the Elkhart Community Schools. Only the six (6) months service requirement must be met to be eligible for the disability or death benefit.
- b. A maximum of thirty (30) accumulated days of unused personal leave will be paid to eligible employees who retire, die, or become totally permanently disabled while employed by the Elkhart Community Schools. In the event of death, the benefit shall be paid to the decedent's estate.
- c. Upon retirement, a bus helper who has ten (10) years or more of service and who is age fifty-five (55) or older is eligible to receive a payment equal to the greater of the following:
 1. One (1) day's pay for each full year employed by the Elkhart Community Schools; or
 2. forty percent (40%) of the unused illness absence leave that has been accumulated by the employee.
- d. In addition, employees who are fifty-five (55) years of age or older and have at least fifteen (15) years of service and who have been insured under the Elkhart Community Schools' group insurance plan for at least the last five (5) years, shall be eligible to continue in that program until age sixty-five (65) by paying 100% of the premiums in advance at the business office.

D. Change in Support Staff Classification

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

Dependent Textbook Fee Stipend

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

Absences

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

All classified employees employed four (4) or more hours are entitled to certain illness and leave benefits. Absences for all classified personnel in addition to the days to which they are entitled shall be considered to be unexcused, except those for which prior approval has been granted. Any absence of an employee may, at the discretion of the employer, be subject to proper and sufficient verification satisfactory to the employer. Three (3) days' unexcused absences in any one (1) school year shall be considered

excessive and shall be grounds for suspension or termination. Upon written request received by the appropriate administrator, at least two (2) weeks in advance (except in emergencies), unpaid absences of five (5) or less consecutive working days may be approved. The best interests of the school corporation will be considered.

Illness Absences and Leaves

Personal Illness/Family Illness Absence

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

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

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

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

Job-Related Injury

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

Bereavement

Employees shall be entitled to be absent from work without loss of compensation on account of death in the immediate family for five (5) business days beyond the date of death in order to attend to matters related to the death of the family member (attendance at a funeral, memorial service, appointment with attorney, financial advisor, court appearance, etc.). Said days must be used by the employee within twelve (12) months of the death of the immediate family member, but do not have to be used consecutively.

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

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

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

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

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

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

- A. If a Bus Helper does not use any of his/her Personal Illness days, Family Illness days, or unpaid time during the year period commencing January 9, 2023 and ending on the last scheduled workday for Bus Helpers during the 2022-2023 school term (excluding summer school), s/he will be given a payment of ~~\$600~~300 on the ~~following January~~ second pay in June 2023.
- B. If a Bus Helper uses only one (1) of his/her Personal Illness days, Family Illness days, or unpaid time during the year (excluding summer school), s/he will be given a payment of ~~\$400~~200 on the ~~following January~~ second pay in June 2023.
- C. If a Bus Helper uses two (2) of his/her Personal Illness days, Family Illness days, or unpaid time during the year (excluding summer school), s/he will be given a payment of ~~\$200~~100 on the ~~following January~~ second pay in June 2023.
- D. In order to be eligible for the incentive pay set out in A, B, or C, above, the Bus Helper must have been a contracted route Helper as of December 1st. If a Bus Helper is hired after December 1st, the incentive payment will be pro-rated on a percentage of the workdays after the Helper was employed.
- E. For the purpose of the incentive program, a personal illness or family illness day will be when a Bus Helper is absent for three (3) or more hours. An absence of less than three (3) hours will be considered a one-half (1/2) day. Bus Helpers absent one-half (1/2) day will receive \$500, one and one-half (1-1/2) days - \$300, or two and one-half (2-1/2) days - \$100.
- F. The incentive program described in A - E shall terminate, effective July 1, 2023 and be replaced by the following:

Beginning July 1, 2023, Bus Helpers will have the opportunity to receive three (3) separate attendance incentives each school year. The first incentive will be based upon a helper's attendance during the sixty (60) workday period beginning on the first day of student attendance. A helper who does not use any of his/her Personal Illness days, Family Illness days, or unpaid time during this period shall be entitled to an incentive payment of five hundred (\$500) dollars for that period. A helper who uses one (1) of his/her Personal Illness days, Family Illness days, or unpaid time during this period shall be entitled to an incentive payment of two hundred fifty (\$250) dollars. This incentive payment will be paid to the helper on the first pay of December. The second incentive payment shall be based upon the helper's attendance during the second sixty (60) workday period which commences on the first day after the close of the initial period. A helper who does not use any of his/her Personal Illness days, Family Illness days, or unpaid time during this period shall be entitled to an incentive payment of five hundred (\$500) dollars for that period. A helper who uses only one (1) of his/her Personal Illness days, Family Illness days, or unpaid time during this period shall be entitled to an incentive payment of two hundred fifty (\$250) dollars. This incentive will be paid to the helper in the first pay of April. The final payment for the school year will be based upon the last sixty (60) workday period of the school year. A helper who does not use any of his/her Personal Illness days, Family Illness days, or unpaid time during this period shall be entitled to an incentive payment of five hundred (\$500) dollars for that period. A helper who uses one (1) day of his/her Personal Illness, Family Illness, or unpaid time during this period shall be entitled to an incentive payment of two hundred fifty (\$250) dollars. This incentive will be paid to the helper in the second pay of June.

A helper's eligibility for this attendance incentive will be based solely upon the helper's attendance during each period, and will not impact their attendance during any other period.

Military Leave

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

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

Health Leave

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

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

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

Health Leave - Procedure

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

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

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

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

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

Personal Leave

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

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

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

Personal Leave – Procedure

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

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

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

Jury and Witness Duty Pay

A. Jury Duty

All Bus Helpers will be granted excused absence when they are subpoenaed to serve on the jury. Such absence shall result in no loss of wages. When an employee receives notification from the Court canceling a trial, the employee is to report to work or use personal business. 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.

Paid Parental Leave

An employee not eligible for maternity leave (e.g. father, adopting parent, surrogate parent, etc.) for whom parental rights have been established, shall be entitled to a paid leave of absence of up to ten (10) work days, for the purpose of bonding with the employee's newborn child, or caring for the newborn child subsequent to delivery. Said leave must be taken within six (6) months of the child's birth or adoption.

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.

Foster Care Leave

Paid leave of up to five (5) days shall be granted for bonding with a child who has recently joined the employee's household through foster care placement. In the event of multiple foster placements occurring, no more than ten (10) days shall be granted to an individual employee during a twelve (12) month period.

Maternity Leave

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

Holidays

Definitions

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

Holidays

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

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

- A. Martin Luther King Jr. Day

B. Presidents' Day

C. Memorial Day

D. Labor Day

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

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

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