

MEETING
OF THE
BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools
Elkhart, Indiana

NOTICE OF MEETING TIME CHANGE

Date: Tuesday, December 19, 2023

Time: ~~8:00 a.m.~~ 7:00 p.m.

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



Superintendent of Schools

Posted and electronically delivered
to School Attorney and News Media
on Monday, December 11, 2023
and electronically delivered to
Board Members on Monday, December 11, 2023.

SPECIAL MEETING
OF THE
BOARD OF SCHOOL TRUSTEES
Elkhart Community Schools
Elkhart, Indiana

Date: Wednesday, December 27, 2023

Time: 8:00 a.m.

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

A handwritten signature in black ink, appearing to read "Mark S. How", written over a horizontal line.

Superintendent

Posted and electronically
delivered to School Attorney and
News Media on Monday,
December 11, 2023 and electronically
delivered to Board Members
on Monday, December 11, 2023.

AGENDA FOR
BOARD OF SCHOOL TRUSTEES
REGULAR MEETING

Elkhart Community Schools
Elkhart, Indiana

December 19, 2023

CALENDAR

Dec	19	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center
Dec	27	8:00 a.m.	Special Board Meeting, J.C. Rice Educational Services Center
Dec	27	Immediately Following	Executive Session, J.C. Rice Educational Services Center
Jan	9	5:30 p.m.	Executive Session, J.C. Rice Educational Services Center
Jan	9	6:15 p.m.	Public Work Session, J.C. Rice Educational Services Center
Jan	9	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. CONSENT ITEMS:

- Minutes – December 12, 2023 – Regular Board Meeting
 - Claims
 - Fundraisers
 - Gift Acceptances
 - Conference Leaves
 - Personnel Report

- E. OLD BUSINESS
- F. NEW BUSINESS

Public Hearing – Proposed terms of employment contract between the Board and the Superintendent of Schools.

2024 Board Meeting Schedule – The administration presents proposed revised Board Meeting Schedule for 2024 for approval.

Recommendation for Award – The Business Office recommends award of a contract for Fuel for the 2024 calendar year.

Recommendation for Award – The Business Office recommends award of a contract for waste disposal for the 2024 calendar year.

Bus Purchase – The Business Offices requests authorization to purchase buses through the State Bid List purchasing program.

Board Policy 0144.1 Compensation, Insurance, Expenses and Travel – The administration presents proposed revisions to Board Policy 0144.1 – Compensation, Insurance, Expenses and Travel and asks to waive second reading.

Resolution to Waive I.C. 20-30-2-23 and 20-30-2-2.7 – Administration seeks Board approval of a Resolution to Waive I.C. 20-30-2-3 and 20-30-2-2.7.

Financial Report – November 2023

Insurance Update

G. INFORMATION AND PROPOSALS

From Audience

From Superintendent and Staff

From Board

H. ADJOURNMENT

MINUTES
OF THE REGULAR MEETING
OF THE BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools
Elkhart, Indiana

December 12, 2023

J.C. Rice Educational Services Center, 2720 California Road, Elkhart
- at 7:03 p.m. Place/Time

Board Members Present:	Dacey S. Davis Troy E. Scott Douglas K. Weaver	Mike Burnett Kellie L. Mullins Anne M. VonDerVellen	Roll Call
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Board Members Absent:	Jeffrey S. Bliler
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Board President Dacey Davis called the regular meeting of the Board of School Trustees to order. Call to Order

Board Secretary Doug Weaver recited the Elkhart Promise. The Elkhart Promise

Ms. Davis discussed the invitation to speak protocol.

Tony England, Assistant Superintendent of Exceptional Learners, shared some numbers to demonstrate exactly how special Willow Townsend is during the Moment of Pride. There are 7.3 million students with a disability in the United States, there are 3 million students who are gifted, and if you combine both of these student groups together, there are only 300,000 students who are twice exceptional. Willow Townsend is one of those students. Every year, the Council for Exceptional Children in Washington DC identifies twelve students across the United States, Canada, and Puerto Rico who have a disability, are outstanding in six categories, and most likely future leaders. This year, Willow is being recognized as one of the two students for academic champion and will be celebrated in San Antonio, Texas on March 15, 2024. Willow is also going to be featured on WNIT. Moment of Pride

Willow shared with the Board that she recently won the "Yes I Can" award; she worked really hard and it paid off. She also was a Braille Challenge finalist which is an academic competition for any blind or visually impaired students across the United States, Canada, and United Kingdom; the top fifty students with the highest scores are

invited to the finals. Willow got to travel to California to compete in the final round.

Willow was named Freedom Scientific's December Student of the Month winning a \$300 gift card to Amazon, a desktop computer to use at home, and a five-year license to JAWS which "is a really big deal!" Willow explained that JAWS is the computer screen reader program she uses in school. She likes JAWS a lot because it makes her computer more accessible and her life a lot easier.

Mr. Walt, Mrs. Walt, and Ms. Fitch were also present to celebrate Willow.

In response to the Board and Superintendent inquiry, Willow said her favorite subject is music. She enjoys playing musical instruments including many percussion instruments and the piano. She also aspires to be a chef in Italy or a producer.

All Board Members congratulated Willow on all of her accomplishments and they look forward to reading about her as she makes her way through life.

By unanimous action, the Board approved the following consent items:	Consent Items
Minutes – November 28, 2023 Regular Board Meeting	Minutes
Payment of claims totaling \$9,058,457.82 as shown on the December 12, 2023, claims listing. (Codified File 2324-072)	Payment of Claims
Proposed school fundraisers in accordance with Board policy. (Codified File 2324-073)	Fundraisers
Accepted the following extra-curricular purchase requests: Elkhart High School (EHS) Baseball Special Fund to purchase a PitchLogic PRO 4 Membership Package totaling \$1,100.	Extra-Curricular Purchase
The following donations were made to Elkhart Community Schools (ECS): \$1,000 from Cien and Kimberly Asoera to EHS Boys Basketball Team to be used to assist with the growth and development of the team; \$800 from Darrell and Jennifer Higgins to EHS Girls Basketball Team to be used to assist with the growth and development of the team; \$1,000 from Noah's Landing Pet Care Clinic LLC to EHS Boys Basketball Team to be used to assist with the growth and development of the team; and a donation of feminine hygiene products, health and beauty care items, glassware/dishes, household decorations, two (2) wedding dresses, shows, and an assortment of clothes with an estimated value of \$947 from Steve and Andrea Thalheimer to EHS	Gift Acceptances

Freshman Division to be used to assist students and adults in need within the ECS's community.

Conference leave requests in accordance with Board policy for staff members as recommended by the administration on the December 12, 2023 listings. (Codified File 2324-074)

Conference
Leave Requests

Confirmed overnight trip request for the EHS Choirs to travel to Fort Wayne, Indiana to participate in the Indiana Choral Directors Association All-State Choir on January 12 – 13, 2024; North Side Middle School Choir to travel to Fort Wayne, Indiana to participate in the Indiana Music Educators Association "Indiana Middle School All Honor Choir" on January 11 – 12, 2024; and West Side Middle School Choir to travel to Fort Wayne, Indiana to participate in the Indiana Music Educators Association "Indiana Middle School All Honor Choir" on January 11 – 12, 2024.

Overnight Trips

One (1) agreement for unpaid time. (Codified File 2324-075)

Personnel
Report

Certified
Agreement

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

Kristin Weaver – Special Education at Eastwood, 12/1/23

Certified
Employment

Resignation of the following one (1) certified staff effective on dates indicated:

Grace Combes – Art at Freshman Division, 12/21/23

Certified
Resignation

Unpaid leave for the following one (1) certified staff:

Emma Irvine – Grade 2 at Roosevelt STEAM Academy, beginning 12/20/23 and ending 12/21/23

Certified
Leave

Revision to the effective date for an administrative appointment of the following one (1) classified employee:

Zachary Quiett – Chief Financial Officer at ESC, 1/8/24

Revision to
Administrative
Appointment

Administrative Appointment of the following one (1) classified employee:

Erin Wagler – Director of Communications at ESC, 1/8/24

Administrative
Appointment

One (1) agreement for services. (Codified File 2324-076)

Agreement for
Services

<p>Employment of the following twelve (12) classified employees effective on dates indicated:</p>	<p>Classified Employment</p>
<ul style="list-style-type: none"> Candice Bufkin – Bus Helper at Transportation, 12/4/23 Tristyn Cataldo – Registered Behavior Technician at Freshman Division, 12/4/23 Marian Yohanna Cruz Manzanares – Translator/Parent Liaison at Osolo, 12/4/23 Latisha Freeman – Food Service at Woodland, 12/5/23 Christina Manley – Food Service at West Side, 12/4/23 Michael McGee – Food Service at Pinewood, 12/12/23 Sashia Norment – Technical Assistant at Cleveland, 12/11/23 Karen Penn – Food Service at Freshman Division, 12/11/23 Jefferson Pineda – Bus Driver at Transportation, 12/11/23 Susan Raifsnider – Paraprofessional at Bristol, 11/29/23 Deborah Sherwood – Adult Ed Coordinator at Adult Education, 12/11/23 Chana Zweig – Paraprofessional at PRIDE Academy, 12/4/23 	
<p>Unpaid leave for the following three (3) classified employees, effective on dates indicated:</p>	<p>Classified Leaves</p>
<ul style="list-style-type: none"> Laura Baier – Technical Assistant at Freshman Division and West Side, beginning 1/16/24 and ending 3/29/24 Deondra Nelson – Bus Driver at Transportation, beginning 12/20/23 and ending 2/20/24 Jennifer Roberts – Food Service at Elkhart High, beginning 10/9/23 and ending 11/7/23 	
<p>Resignation of the following five (5) classified employees, effective on dates indicated:</p>	<p>Classified Resignations</p>
<ul style="list-style-type: none"> Latosha Jones – Custodial Pool at Building Services, 11/21/23 Melisa Machowiak – Registered Behavior Technician at Eastwood, 12/1/23 Austin McBride – Support Technician at Technology, 12/1/23 Stephanie Sharpe – Food Service at Daly, 11/30/23 Drew Weiler – Custodian Night Supervisor at North Side, 11/29/23 	
<p>Termination of the following two (2) classified employee:</p>	<p>Classified Termination</p>
<ul style="list-style-type: none"> Elton Bock – Bus Driver at Transportation, 12/12/23 in accordance with Board Policy 3039.01S Rachael Brown – Food Service at Elkhart High, 12/12/23 in accordance with Board Policy 3039.01S 	

<p>Hiring of the following three (3) classified employees: Darlene Arnett – Custodian Substitute at Building Services, 12/13/23 Steven Balk – Volunteer at ECS, 12/13/23 Darrian Dotson – Substitute Teacher at ECS, 12/13/23</p>	<p>Classified Hiring</p>
<p>By unanimous action, the Board approved the 2024-2025 School Calendar as presented during the November 28, 2023 Board meeting. (Codified File 2324-077)</p>	<p>2024-2025 School Calendar</p>
<p>By unanimous action, the Board approved a request for a partnership between ECS and the Elkhart Miracle Baseball Team. The Elkhart Miracle Baseball Team has agreed to upgrade the baseball diamond at the Freshman Division in return for a place to play. The upgrade to the field will take place immediately and field lighting will be added over a period of three years. ECS has field priority when scheduling.</p>	<p>Partnership</p>
<p>Dr. Bruce Stahly, Assistant Superintendent of Instruction, presented the following proposed new course offering for Board review: Small Business Operations – Course 7147. (Codified File 2324-078)</p>	<p>New Course Proposal</p>
<p>Audience member introduced herself as the new Elkhart Library Board Member appointed by the ECS Board.</p>	<p>From the Audience</p>
<p>Superintendent Mark Mow reminded Board members their next meeting will be held on December 19, 2023 at 7:00 p.m.</p>	<p>From the Superintendent</p>
<p>The meeting adjourned at approximately 7:20 p.m.</p>	<p>Adjournment</p>

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

School	Fundraising Activity Description/Purpose	Date(s) of Activity	Date Submitted	Sponsor(s)
Roosevelt STEAM Academy - Cheerleading	The team will share a link to an online store to raise funds for cheerleading uniforms.	12/20/2023 - 1/1/2024	12/7/2023	Ercilia Maeda
West Side - Athletics	There will be a golf outing held at Bent Oak. Proceeds will go into the general athletics fund for future use.	5/11/2024	12/11/2023	Brent Curry
Elkhart High - NHS	Students will sell pieces of duct tape during lunch to student to use to tape a staff member to the wall. Funds will be used on NHS fees, gifts, scholarship applications, etc,	12/20/2023	12/6/2023	Jeff Miller & Linda Fine
	Please note the following fundraisers are presented for confirmation only.			
Mary Beck - Intense Interventions Classes 3-6	Donors Choose will host products the class is asking for and give the option to donate funds towards the item.	11/21/2023 - 11/28/2023	12/5/2023	Taylor Bryant



MARY BECK ELEMENTARY SCHOOL
818 McDONALD STREET • ELKHART, IN 46516
PHONE: 574-295-4830 • FAX: 574-295-4839

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

**To: Board of School Trustees
Superintendent Mark Mow**

**From: Principal: Victoria Hays
Social Worker: Carolyn Peters**

Date: 12/11/2023

Subject: Gift Acceptance

Mary Beck Elementary received a phone call from an anonymous donor who would like to donate four \$100 gift cards to four of our Mary Beck families. This person would like for our social worker to share these gifts with those families who would most benefit at this time of year. The funds may be used for food or gifts, as families see fit.

I am requesting approval from the Board of School Trustees to accept this donation. Since the donation is anonymous, we cannot send a letter of acknowledgement or appreciation.

Thank You for your consideration of this matter,
Mrs Hays,

Principal of Mary Beck



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: December 13, 2023
TO: Mr. Mark Mow
Board of School Trustees
FROM: Cary Anderson (Principal)
Jeff Miller (Teacher/Sponsor)
RE: Donation Approval

Elkhart High School received a donation of \$500.00 from Martin Brothers Contracting, Inc. The donation is in support of the National Honor Society extra-curricular activity and will be used for snacks, supplies, registrations and transportation for students.

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:

Martin Brothers Contracting, Inc.
26262 Co Rd 40
Goshen, IN 46526



ELKHART AREA CAREER CENTER

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

TO: MR. MOW
BOARD OF SCHOOL TRUSTEES

FROM: BRANDON EAKINS BE

DATE: DECEMBER 11, 2023

RE: DONATION APPROVAL - EACC

The Michiana Mustangs have recently donated \$1,500.00 to our scholarship fund for an Elkhart Area Career Center student currently enrolled in the Automotive cluster. This scholarship will be awarded to 1 senior in the spring.

This donation will be very helpful and will benefit a student 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:

Michianan Mustangs
20585 Louise Lane
South Bend, IN 46614



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: December 8, 2023
TO: Mr. Mark Mow
Board of School Trustees
FROM: Cary Anderson (Principal)
Janis Elli (Teacher/Sponsor)
RE: Donation Approval

Elkhart High School received a donation of \$300.00 from Welch Packaging Group, Inc. The donation is in support of the Speech Team extra-curricular activity and will be used for snacks, supplies, registrations and transportation for students.

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:

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

ELKHART COMMUNITY SCHOOLS

Elkhart, Indiana

DATE: December 15, 2023
 TO: Mark Mow, Superintendent
 FROM: Dr. Bruce Stahly

*BMS
12/13/23*

RE: **Conference Leave Requests
 December 19, 2023 - Board of School Trustees Meeting**

The following requests for excused absences are recommended for approval:

2023 - 2024 CONFERENCES	EXPENSES	SUBSTITUTE
<p>INDIANA STEM EDUCATION CONFERENCE</p> <p>This conference will provide awareness of the many initiatives and approaches in STEM education for the state of Indiana. These initiatives help to foster the next generation of innovators and entrepreneurs as well as provide opportunities for students to engage in 21st century skills: collaboration, problem solving and creative thinking. The workshops offered are dedicated to helping teachers learn the fundamentals of project based learning (PBL) and career technical education.</p> <p>West Lafayette, IN January 11, 2024</p> <p>ELVIRA ANTONIO - BRISTOL (1-0) SYDNEY BROWN - MARY BECK (0-0) THEODORE ELI - EHS FRESHMAN DIVISION (0-0) LISA ERNSBERGER - ECS (3-10) DEANNA FOSTER - EASTWOOD (0-0) AMY KNOLL - RIVERVIEW (0-0) HEATHER MARTIN - WOODLAND (0-0) SASHIA NORMENT - CLEVELAND (0-0) NICHOLAS SEIDL - EHS ETI (0-0) JULIE TYRAKOWSKI - EHS ETI (0-0) LAUREN VAN GOEY - HELC (1-0)</p>	<p>\$1,124.07</p>	<p>\$0.00</p>
<i>STEM Integration 2023-24</i>		
FOR CONFIRMATION ONLY: (RECEIVED TOO LATE FOR PRIOR APPROVAL)		
	\$1,124.07	\$0.00
2022 YEAR-TO-DATE EDUCATION FUNDS	\$22,516.62	\$2,755.00
2023 YEAR-TO-DATE EDUCATION FUNDS	\$14,432.66	\$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	\$318,157.27	\$4,465.00
2023 YEAR-TO-DATE ADJUSTMENTS	\$0.00	\$0.00
GRAND TOTAL	\$551,088.46	\$13,870.00

(Figures in parentheses are the number of conferences & the number of absence days previously approved for the current school year.)



TO: MR. MARK MOW
FROM: MS. MAGGIE LOZANO
DATE: DECEMBER 19, 2023

PERSONNEL RECOMMENDATIONS

CERTIFIED

- a. **Agreement** – We recommend the approval of an agreement for services
- b. **Resignation** – We report the resignation of the following employees:

Betty McNeal	Cleveland/Grade 4
Began: 4/10/23	Resign: 12/20/23

Ariana Mora Aguilar	Osolo/Grade 1
Began: 8/8/22	Resign: 12/21/23

- c. **Reassignment** – We recommend the approval of reassignment of the following employee to a classified position:

Valerie Kite	Beardsley/Kindergarten
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CLASSIFIED

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

Juan Rodriguez	Monger/Paraprofessional
Began: 10/23/23	PE: 12/18/23

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

Valerie Kite	Cleveland/Technical Assistant
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- c. **Unpaid Leave Request** - We recommend an extension to unpaid leave for the following employee:

Maria Martinez	Monger/Technical Assistant
Begin: 12/13/23	End: 12/21/23

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

Margo Ross
Began: 8/16/23

Cleveland/Paraprofessional
Resign: 1/8/24

e. **Termination** – We report the termination of the following classified employee:

Amelia Larsen
Began: 8/5/15

Beardsley/Food Service
End: 12/19/23
Policy: 3039.01S



ELKHART COMMUNITY SCHOOLS
Elkhart, Indiana

Regular Board of School Trustees' Meetings - 2024

Regular meetings will be held at 7:00 p.m. in the J. C. Rice Educational Services Center
2720 California Road, Elkhart, Indiana unless otherwise noted.

A public work session is held at 6:00 p.m. preceding each regular meeting in the J. C. Rice
Educational Services Center, 2720 California Road, Elkhart, Indiana unless otherwise noted.

January	9	2024	July	9	2024
January	23	2024	July	23	2024
February	13	2024	August	13	2024
<u>Monger</u>					
February	27	2024	August	27	2024
March	12	2024	September	10	2024
<u>Pierre Moran</u>					
March	26	2024	September	24	2024
April	9	2024	October	8	2024
<u>Riverview</u>					
April	23	2024	October	22	2024
May	14	2024	November	12	2024
<u>Cleveland</u>					
May	28	2024	November	26	2024
June	11	2024	December	10	2024
June	25	2024	December	17	2024
			8:00 a.m.		

Any changes to the regular meeting schedule will be determined by Board action and special notice of any variance in date, time, or location will be posted and mailed to persons who have requested the same.

The annual Board retreat/public work session is scheduled February 22 and 23, 2024, time and location to be determined.

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



BUSINESS OFFICE

PHONE: 574-262-5563



ELKHART COMMUNITY SCHOOLS

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

**To: Mr. Mow
Board of School Trustees**

From: Tony Gianesi

Date: December 15, 2023

Subject: Recommendation for Award – Fuel Bid 2024

Fuel bids for 2023 were opened on December 15, 2023 by Tony Gianesi, Tim Lockhart, Chuck Warner, and Sarah Nelson. After reviewing bids it is recommended that the 2024 Fuel Bid be awarded to Ceres Solutions as the most responsive and most responsible bidder. Ceres Solutions has provided fuel for Elkhart Community Schools each year since 2016.

The bid summary reflects fixed pricing, including all applicable taxes and fees, available on the date of bids. The Business Office respectfully requests permission to award a fixed price contract to Ceres Solutions within the next 30 days at the best possible price available on a given day within this time frame.

VENDOR	FORM 95		FIXED DIESEL	FIXED REGULAR	TOTAL COST PER BID DOCUMENTS
CERES	X		\$3.221	\$2.771	\$656,847.00
Crystal Flash	X		\$3.5446	\$2.7746	\$716,792.20



BUSINESS OFFICE

PHONE: 574-262-5563



ELKHART COMMUNITY SCHOOLS

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

Date: December 15, 2023

To: Board of School Trustees

From: Anthony J. Gianesi 

RE: Recommendation for Award: Waste Removal Service for 2024

On December 15, 2023 bids were received for Waste Removal (trash and recycling) for the year 2024, with options for 2nd and third years, 2025, and 2026. The only bidder was Himco Waste-Away, Inc., who is our current waste removal company.

The bid has been reviewed by Elkhart Community Schools for compliance with specifications prepared by Elkhart Community Schools and the bid process reviewed with Mr. Thorne for compliance with Indiana school law.

After review and consideration of the bid and bid process the Business Office recommends award of the bid to Himco Waste-Away, Inc, of Elkhart, Indiana as the lowest and best, most responsive and most responsible bidder.

BID:

\$24,747 per month



BUSINESS OFFICE

PHONE: 574-262-5563




ELKHART COMMUNITY SCHOOLS

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

Date: December 12, 2023

To: Mr. Mark Mow

Board of School Trustees

From: Anthony J. Gianesi 

RE: Recommendation for Award: 2023 School Bus Bid

The Business Office recommends Board approval of the 2023 purchase of buses to Kerlin Bus Sales as reflected in the attached materials.

72 Passenger Wheelchair				
Blue Bird	\$ 185,886.00	x3 Buses	\$ 557,658.00	
IC	\$ 182,287.00	x3 Buses	\$ 546,861.00	
Thomas	\$ 185,431.00	x3 Buses	\$ 556,293.00	\$ 556,293.00

78 passenger Conventional		Spec: 47363		
Blue Bird	\$ 165,392.00	x3 Buses	\$ 496,176.00	
IC	\$ 168,943.00	x3 Buses	\$ 506,829.00	
Thomas	\$ 163,380.00	x3 Buses	\$ 490,140.00	\$ 490,140.00

84 passenger RE		Spec: 47360		
Blue Bird	\$ 211,736.00	x4 Buses	\$ 846,944.00	
IC				
Thomas	\$ 204,774.00	x4 Buses	\$ 819,096.00	\$ 819,096.00

15 passenger Type A		Spec: 47858		
Blue Bird	\$ 137,958.00	X1 Bus	\$ 137,958.00	
IC				
Thomas	\$ 121,223.00	x1 Bus	\$ 121,223.00	\$ 121,223.00

Total without Trades \$ 1,986,752.00

Trade Values

							THOMAS	BLUE BIRD	IC
014	72 WC	4DRBUAAN1BB334182	2011	2010	C	IC Bus/CE Series	\$ 1,000.00		
023	72 WC	4UZABRDT8CCBA1386	2012	2011	C	THOMAS/C2	\$ 4,000.00		
028	72	1BAKGCPA7BF278683	2011	2010	C	BLUEBIRD/VISION	\$ 3,500.00		
063	72	1BAKGCPA29F266466	2009	2008	C	BLUEBIRD/VISION	\$ 2,000.00		
067	72	1BAKGCPA39F266475	2009	2008	C	BLUEBIRD/VISION	\$ 1,500.00		
071	72	1BAKGCPA69F266468	2009	2008	C	BLUEBIRD/VISION	\$ 1,500.00		
072	72	1BAKGCPA59F266476	2009	2008	C	BLUEBIRD/VISON	\$ 1,500.00		
073	72	1BAKGCPA9BF278684	2011	2010	C	BLUEBIRD/VISON	\$ 3,500.00		
075	72	1BAKGCPA0BF278685	2011	2010	C	BLUEBIRD/VISION	\$ 3,500.00		
091	72	1BAKGCPA2BF278686	2011	2010	C	BLUEBIRD/VISION	\$ 3,000.00		
093	72	4UZABRDT68CZ52403	2008	2007	C	THOMAS/C2	\$ 2,000.00		
096	72	1BAKGCPA4BF278687	2011	2010	C	BLUEBIRD/VISION	\$ 3,000.00		
107	84	1T7YT4A2X71289557	2007	2006	D	THOMAS/SL	\$ 2,000.00		
112	72	4UZABRDT88CZ52404	2008	2007	C	THOMAS/C2	\$ 2,000.00		
135	72	1BAKGCPA6BF278688	2011	2010	C	BLUEBIRD/VISION	\$ 3,000.00		
136	72	1BAKGCPA8BF278689	2011	2010	C	BLUEBIRD/VISON	\$ 3,000.00		
138	72	1BAKGCPA4BF278690	2011	2008	C	BLUEBIRD/VISION	\$ 3,000.00		
143	84	1T7YT4A2471278828	2007	2005	D	THOMAS/SL	\$ 2,000.00		
144	84	1T7YT4A2271289536	2007	2006	D	THOMAS/SL	\$ 2,000.00		
076	72	1BAKGCPA89F266469	2009	2008	C	BLUEBIRD/VISION	\$ 1,500.00		
133	72	1BAKGCPA79F266477	2009	2008	C	BLUEBIRD/VISION	\$ 1,500.00		
134	72	1BAKGCPA99F266478	2009	2008	C	BLUEBIRD/VISION	\$ 1,500.00		

Total Trade Values \$ 51,500.00 \$ -

Book	Policy Manual
Section	0000 Bylaws
Title	PROPOSED REVISED COMPENSATION, INSURANCE, EXPENSES AND TRAVEL
Code	po0144.1
Status	Proposed
Adopted	November 22, 2016
Last Revised	January 24, 2017
Last Reviewed	December 19, 2023

0144.1 - **COMPENSATION, INSURANCE, EXPENSES AND TRAVEL**

A. Compensation

1. Notwithstanding any other statute, the Board, **by formal resolution**, shall have the power to pay each of its members a reasonable amount for service as such member, not to exceed ~~\$2,000.00 per year~~ **the amount established by the Indiana General Assembly**.
2. ~~In addition, effective January 1, 2016, a per diem of fifty dollars (\$50.00) per member for attending each properly advertised special purpose or work session meeting of the full Board shall be paid. Conference attendance shall not qualify for a per diem.~~

B. Insurance

Members of the Board shall be eligible to participate in the group health/life insurance plan of the School Corporation on the same basis as members of the administrative group.

1. Health

Board members who choose to participate shall be provided a hospitalization, major medical, dental, and prescription drug insurance policy. Participating Board members shall select either a single or family plan from those plans offered to the employees of the Elkhart Community Schools.

2. Life

Board members who choose to participate in the insurance plan shall be provided a group term life insurance policy in the same amount as active full-time teachers.

C. Expenses

The Board may reimburse members of the Board for expenses incurred in visiting schools outside the Corporation and in attending regional, State, and National meetings or conferences pertaining to the Board's work.

Expenses may include travel, meals, lodging, and registration. In no case will the allowance be greater than actual expenditure for the member.

D. Travel/Conference Attendance

Upon Board approval, Board members will be permitted to attend National and State conferences. Each calendar year Board members will be permitted to be reimbursed for attendance at the Indiana School Boards Association (ISBA) regional meetings and/or lobbying trips.

In addition, newly elected Board members will be eligible to attend the ISBA conference for new Board member orientation.

A Board member who is elected to a leadership position with either the ISBA or NSBA will be reimbursed for expenses related to performance of those duties which are not reimbursed by the Association.

Elkhart Community Schools will pay or reimburse a Board member for his/her expenses for the following items provided that they are **accompanied by an original receipt**:

1. registration fees
2. overnight lodging **at the single room rate**
3. food expenses which are not to exceed a per diem rate of \$50.00
4. gratuities for food - not to exceed fifteen percent (15%) (all other gratuities will **not** be reimbursed)
5. car transportation at the IRS allowable rate (odometer readings are required)
6. coach class airfare
7. When travel to a National conference can most economically be accomplished with air travel, but the member elects to drive, travel reimbursement will be at the lowest available rate for a single round trip coach class airfare for that conference
8. tolls and parking fees
9. taxi fares

Elkhart Community Schools **will not** reimburse for:

1. personal telephone calls;
2. alcoholic beverages;
3. movie rentals;
4. recreational programs and tours;
5. attendance at breakfasts, luncheons, dinners when the cost exceeds the per diem for food, or pre-conference sessions (unless they are included with the regular conference registration fee or the member is required to attend as the result of being elected to office);
6. personal car rental;
7. expenses incurred by a spouse, child, friend (i.e. - meals, transportation, registration, a double room rate, etc.); and
8. unusual expenses not covered above.

Upon the member's return, all **original itemized receipts** must be presented to the Superintendent's executive assistant for reimbursement.

Board members are invited to attend a number of school/community events. When tickets need to be purchased for these events:

1. ECS will purchase individual Board member tickets to **school sponsored** events;
2. attendance at **non-school sponsored** events will normally be the responsibility of individual Board members.

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I. C. 20-26-4-7

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. 20-30-2-2, 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 = 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 = 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 persistence 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 instructional and behavior management 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 does not seek to reduce the 180 instructional days but merely seeks to conduct 3 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 6 days of asynchronous instruction while still providing 180 days of instruction and shortening the instructional day by one hour each Monday for middle and high school buildings to conduct professional work

WHEREAS, under Elkhart Schools' status as a member of the Coalition of Continuous Improvement School Districts (CCISD) granted flexibility and waiver of compliance with various provisions set forth in Title 20 of the Indiana Code and Title 511 of the Indiana Administrative Code by the State Board of Education.

BE IT RESOLVED, that the Elkhart Community School Corporation will submit to the CCISD for the 2024-2025 school year application for three (3) professional development days for all schools and a one-hour standing delay on any Monday that is an instructional day for Elkhart High School, North Side Middle School, Pierre Moran Middle School, and West Side Middle School.

NOW, THEREFORE, BE IT FURTHER RESOLVED, that if the CCISD approves the application, Elkhart Community Schools will conduct asynchronous instruction for all students on the three (3) professional learning days and utilize up to three (3) additional days of asynchronous learning due to inclement weather AND the corporation will implement the delayed-start schedule for secondary schools on Mondays for 2024-2025.

PASSED AND ADOPTED this 19th day of December, 2023.

President, Dacey Davis

Vice President, Troy Scott

Secretary, Douglas Weaver

Member, Jeff Bliler

Member, Mike Burnett

Member, Kellie Mullins

Member, Ann VonDerVellen

ATTEST:

Secretary, Douglas Weaver

ACCOUNT BALANCES/INVESTMENT DETAIL
November 2023

CASH:

Petty Cash	\$	500.00
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BANK ACCOUNTS:

Everwise Credit Union	\$	3,001,379.57
Lake City Bank – Accounts Payable		(2,764,588.87)
Lake City Bank – Payroll Account		(9,336.93)
Lake City Bank – Flex Account		74,363.69
Lake City Bank – Merchant Account		-
Lake City Bank – Prepaid Lunch		305,245.25
Lake City Bank – Deposit Account		29,860,995.24
Lake City Bank – Book Rental		-

INVESTMENTS:

Certificate of Deposit		-
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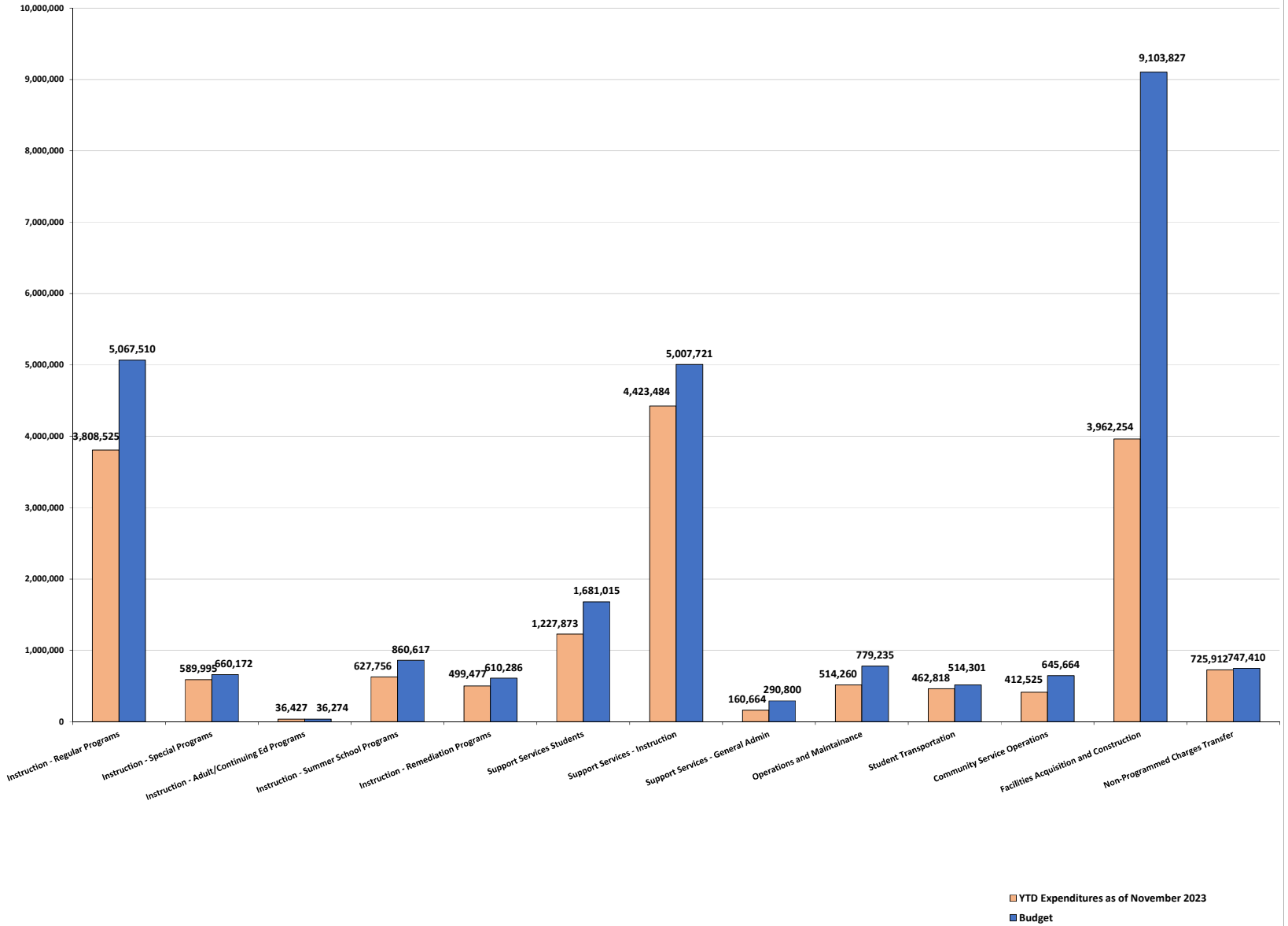
\$ 30,468,557.95

ESSER III - Utilization Review

YTD Expenditures as of November 2023	Total % of Allocation Expended	Account	Budget	% of Total Budget
3,808,525.37	75.16%	Instruction - Regular Programs	\$5,067,510.08	19.49%
589,994.91	89.37%	Instruction - Special Programs	\$660,172.00	2.54%
36,426.94	100.42%	Instruction - Adult/Continuing Ed Programs	\$36,274.00	0.14%
627,756.42	72.94%	Programs	\$860,617.00	3.31%
499,476.50	81.84%	Instruction - Remediation Programs	\$610,286.00	2.35%
1,227,872.65	73.04%	Support Services Students	1,681,015.00	6.46%
4,423,483.78	88.33%	Support Services - Instruction	5,007,721.29	19.26%
160,663.56	55.25%	Admin	290,800.00	1.12%
514,259.93	66.00%	Operations and Maintenance	779,235.00	3.00%
462,817.90	89.99%	Student Transportation	514,301.00	1.98%
412,524.82	63.89%	Community Service Operations	645,664.00	2.48%
3,962,253.89	43.52%	Construction	\$9,103,827.00	35.01%
725,911.61	97.12%	Transfer	\$747,410.00	2.87%
\$17,451,968.28	67.11%		\$26,004,832.37	100.00%

Expenditures for November 2023 consisted of salaries/benefits, professional development, construction projects, and supplies for budgeted programming.

ESSER III - Expenditure to Budget as of 11/30/2023



Medical Plan Experience

November 2023

	<u>Cur Mo</u>	<u>Cur Mo Pr Yr</u>	<u>Chg</u>	<u>YTD Cur</u>	<u>YTD Pr</u>	<u>Chg</u>
UMR Medical	\$ -	\$ 51,012	\$ (51,012)	\$ -	\$ 1,084,045	\$ (1,084,045)
Anthem Medical	\$ 641,493	\$ 736,215	\$ (94,722)	\$ 6,659,039	\$ 5,573,062	\$ 1,085,977
CVS Rx	\$ 250,549	\$ 254,148	\$ (3,599)	\$ 2,433,519	\$ 2,037,653	\$ 395,866
Rx Rebate	\$ -	\$ -	\$ -	\$ (799,712)	\$ (524,419)	\$ (275,293)
Less Amt Above Stop Loss	\$ (18,499)	\$ (8,115)	\$ (10,384)	\$ (165,072)	\$ (21,567)	\$ (143,505)
Claim Cost Total	\$ 873,543	\$ 1,033,260	\$ (159,717)	\$ 8,127,774	\$ 8,148,774	\$ (21,000)
Expected Claim Cost	\$ 892,764	\$ 851,170	\$ 41,594	\$ 9,559,943	\$ 9,460,619	\$ 99,324
Claims vs. Expected	\$ (19,221)	\$ 182,090		\$ (1,432,169)	\$ (1,311,845)	
Non Claim Costs (administration, clinic, pharmacy, stop-loss)	\$ 239,326	\$ 216,010	\$ 23,316	\$ 2,572,777	\$ 2,415,385	\$ 157,392
Total Cost (Claim + Non-claim)	\$ 1,112,869	\$ 1,249,270		\$ 10,700,551	\$ 10,564,159	
Enrollment	1,031	993		11,157	11,079	
Cost Per Employee Per Month (PEPM)	\$ 1,079.41	\$ 1,258.08		\$ 959.09	\$ 953.53	0.6%
Paid Claims Per Employee				\$ 728.49	\$ 735.52	-1.0%