

NOTICE OF EXECUTIVE SESSION
OF THE
BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools
Elkhart, Indiana

Date: Tuesday, December 12, 2023

Time: 5:30 p.m.

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

(6) With respect to any individual over whom the governing
body has jurisdiction.

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



Superintendent of Schools

Posted and electronically delivered
to News Media on Wednesday,
December 6, 2023 and electronically
delivered to Board Members and School
Attorney on Wednesday, December 6, 2023.

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

NOTICE OF MEETING CANCELLATION

Date: Tuesday, December 12, 2023
Time: 6:00 p.m.
Location: J.C. Rice Educational Services Center
2720 California Road
Elkhart, Indiana 46514

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

Superintendent of Schools

Posted and electronically delivered
to News Media on Wednesday,
December 6, 2023 and electronically
delivered to Board Members and School
Attorney on Wednesday, December 6, 2023.

AGENDA FOR
BOARD OF SCHOOL TRUSTEES
REGULAR MEETING

Elkhart Community Schools
Elkhart, Indiana

December 12, 2023

CALENDAR

Dec	12	5:30 p.m.	Executive Session, J.C. Rice Educational Services Center
Dec	12	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center
Dec	19	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 – November 28, 2023 – Regular Board Meeting
 - Claims
 - Fundraisers
 - Extra-Curricular
 - Gift Acceptances
 - Conference Leaves
 - Overnight Trips
 - Personnel Report
 - Employment

- F. OLD BUSINESS

2024-2025 School Calendar – The administration presents the proposed 2024-2025 School Calendar for final consideration.

- G. NEW BUSINESS

Partnership Request – The Administration recommends Board approval of a request for partnership between Elkhart Community Schools and Elkhart Miracle baseball team.

New Course Proposal – The administration presents the following proposed new course offering for Board review: Small Business Operations – Course 7147.

H. INFORMATION AND PROPOSALS

From Audience

From Superintendent and Staff

From Board

I. ADJOURNMENT

MINUTES
OF THE REGULAR MEETING
OF THE BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools
Elkhart, Indiana

November 28, 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	Jeffrey S. Bliler Mike Burnett Kellie L. Mullins Anne M. VonDerVellen	Roll Call
Board President Dacey Davis called the regular meeting of the Board of School Trustees to order.			Call to Order
Board Member Mike Burnett recited the Elkhart Promise.			The Elkhart Promise
Ms. Davis discussed the invitation to speak protocol.			
SSAC member Janelle Abarca, a junior at Elkhart High School (EHS), shared that she is involved in several sports and clubs including cheerleading, gymnastics, SSAC, LSAT, Student Government, and Move2Stand. Miss Abarca informed the Board EHS would be hosting a chess tournament for ECS students in grades K – 12 this Saturday, December 2 at the ETI Building. National Honor Society Students hosted their annual Blood Drive, chaired by senior, Makenah Romanetz, collecting eighty (80) units of blood from students and staff. Sigma Beta Upsilon and the Air Force Junior Reserve Officer Training Corps hosted their annual canned food drive and cooked breakfast for the class with the most donated items, Mrs. Burkhart’s Gold 5 period. They collected a total of 2,200 pounds of food to be donated.			Moment of Pride
Brandon Eakins, Director of the EACC; Traci Pankratz, Language Arts Teacher/Coordinator; Kenny Helbling, Audio/Video Production; Melissa Hertsel, Computer Networking; Ryan Gortney, Power Equipment; Pat Brownell, Photography; and Pete Lestinsky, Diesel were all present to celebrate the EACC National SkillsUSA participants. Ms. Pankratz, explained SkillsUSA is a career and technical student organization that promotes career and technical education to help students build skills needed for the workforce through events and competitions. Students compete in their program events at the local, regional, state, and			

national level and can win scholarship money to further their education as well as tools for their career or trade. In April of 2023, the EACC had seventy-eight (78) students representing sixteen (16) different programs at the Indiana State Leadership and Skills Conference winning thirteen (13) gold, nine (9) silver, and eleven (11) bronze medals. In June 2023, twelve (12) of the gold medal winners went on to compete at the SkillsUSA National Leadership and Skills Conference in Atlanta, Georgia; all students placed in the top twenty (20) and two (2) were in the top ten (10).

Gavin Roth, Diesel student who graduated in 2023, placed sixteenth (16th) in the nation and shared with the Board that he is now working for MacAllister CAT in South Bend.

By unanimous action, the Board approved the following consent items:	Consent Items
Minutes – November 10, 2023 – Special Board Meeting Minutes – November 14, 2023 – Regular Board Meeting	Minutes
Payment of claims totaling \$7,160,325.73 as shown on the November 28, 2023, claims listing. (Codified File 2324-064)	Payment of Claims
Proposed school fundraisers in accordance with Board policy. (Codified File 2324-065)	Fundraisers
The following donations were made to Elkhart Community Schools (ECS): \$1,000.00 from Kevin Segner to Elkhart High School (EHS) Athletic Department to be used for the Wellness Center to assist with the growth and development of all athletic programs.	Gift Acceptances
Conference leave requests in accordance with Board policy for staff members as recommended by the administration on the November 28, 2023 listings. (Codified File 2324-066)	Conference Leave Requests
Submission of the following grant: Employer – Sponsored Child Care Fund hosted by Indiana Family and Social Services Administration’s Office of Early Childhood and Out-of-School Learning in the amount of \$300,000 which would fund one (1) year of tuition expenses for staff, childcare staff training, the addition of two (2) childcare staff members, and classroom/playground equipment. (Codified File 2324-067)	Grants

Personnel
Report

Employment of the following three (3) certified staff effective on date indicated:

Certified
Employment

Sesalie Nelson – Grade 2 at Daly, 12/4/23
Erin Pinter – Grade 2 at Pinewood, 12/13/23
Sabrina Wickens – Grade 6 at Cleveland, 12/18/23

Resignation of the following two (2) certified staff effective on dates indicated:

Certified
Resignations

Mary Smith – Grade 5 at Osolo, 12/1/23
Joshua Tavernier – Health at Pierre Moran, 11/1/23

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

Certified
Leave

Dodie Norris – District Instructional Math at Osolo,
beginning 11/29/23 and ending 12/21/23

Employment of the following eleven (11) classified employees effective on dates indicated:

Classified
Employment

Shawn Burton – Bus Driver at Transportation, 11/27/23
Crystal Connett – Food Service at Cleveland, 11/20/23
Kimberly Ehret – Social Worker at Feeser, 11/27/23
Laura Gernand – Paraprofessional at Eastwood, 11/27/23
Arnola Grant Booze – Food Service at North Side,
11/27/23
Jeremy Henderson – Food Service at Woodland, 11/20/23
Sarah Hobbs – Food Service at Riverview, 11/27/23
Marcia McFadden – Technical Assistant at Osolo, 11/27/23
Teresa McLain – Secretary at Cleveland, 11/20/23
Shayla Nelson – Technical Assistant at EACC, 11/27/23
Corieon Owens – Campus Security at Elkhart High,
11/27/23

Reassignment of the following one (1) classified employee to a certified position:

Classified
Reassignment

Sesalie Nelson – Paraprofessional at Daly, 12/4/23

Unpaid leave for the following two (2) classified employees, effective on dates indicated:

Classified
Leaves

Janie Halliburton – Custodian at Elkhart High, beginning
10/30/23 and ending 12/29/23
Gloria Janc – Food Service at Osolo, beginning 11/9/23
and ending 12/21/23

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

Classified
Resignations

William Drehmel – Building Services Manager at Building
Services, 11/29/23

Kelly Engle – Technical Assistant at Cleveland, 12/1/23
Margie Nisley – Paraprofessional at Roosevelt STEAM Academy, 12/1/23

Termination of the following one (1) classified employee: Angela Lee – Food Services at Pinewood, 11/28/23 in accordance with Board Policy 3039.01S	Classified Termination
Hiring of the following two (2) classified employees: Cathryn Herr – Substitute Teacher at ESC, 11/29/23 Zachary Quiett – Chief Financial Officer, 1/2/2024	Classified Hiring
Administrative Appointment of the following one (1) classified employee: Zachary Quiett – Chief Financial Officer at ESC, 1/2/2024	Administrative Appointment
By unanimous action, the Board approved a Request for Proposals (RFP) for Construction Manager as Constructor for the 2023-2024 Additions and Renovations as presented, including work at the EACC, EACC Annex, and EHS as prepared by J. Lake Architecture and Design and dated November 28, 2023; and authorize Tony Ganesi, Chief Operating Officer, to publicly advertise the RFP for release to prospective respondents.	Construction Manager
By unanimous action, the Board approved the members of the Evaluation Committee as presented, and authorized the committee to receive, review, score, and evaluate the proposals received by prospective respondents to the RFP, and to make future recommendations to the Board for selection of a firm to serve as the Construction Manager as Constructor and enter into a contract for pre-construction services. (Codified File 2324-068)	Evaluation Committee
Dr. Bruce Stahly, Assistant Superintendent of Instruction, presented the 2024-2025 School Calendar for initial consideration. In response to Board inquiry, Dr. Stahly confirmed the administration would be petitioning the Indiana Coalition of Continuous Improvement School Districts (CCISD) consortium for a flexibility waiver again and there was no mention of making the first day back following winter break a staff only/non-student day by the calendar committee.	2024-2025 School Calendar
Dr. Stahly presented the following proposed new course offering for Board review: Indiana University/ACP POLYS-Y 103 Introduction to American Politics. In response to Board inquiry, it was confirmed the curriculum used for this class is Indiana University based and teachers are required to attend a four (4) day training to learn the curriculum. (Codified File 2324-069)	New Course Proposal
By unanimous action, the Board confirmed an administrator disclosure of potential conflict of interest statement. (Codified File 2324-070)	Conflict of Interest

Board Member Anne VonDerVellen made a motion to separate Board action regarding Board Policy 3422.08S – Paraprofessionals’ Compensation Plan and 3422.09S – Technical Assistants’ Compensation Plan from the other support staff compensation policies and Board Member Kellie Mullins seconded the motion.

Board Policy -
Compensation

By unanimous action, the Board approved proposed revisions to the following Board Policies and waived second reading:

- 3422.01S – Food Service Employees’ Compensation Plan
- 3422.02S – Mechanics’ Compensation Plan
- 3422.03S – Bus Drivers’ Compensation Plan
- 3422.04S – Bus Helpers’ Wage Schedule
- 3422.05S – Support Staff Salary Schedule
- 3422.06S – Secretarial/Business Compensation Plan
- 3422.07S – Executive Assistants’ Salary Schedule
- 3422.10S – Registered Nurses’ Compensation Plan
- 3422.11S – Social Workers’ Compensation Plan
- 3422.12S – Employees in Miscellaneous Positions Compensation Plan
- 3422.13S – Therapists’ Compensation Plan
- 3422.14S – Employees in Tech. Services Positions Compensation Plan
- 3422.15S – Permanent Substitute Teachers’ Compensation Plan
- 3422.16S – LPNs’ Compensation Plan

Mrs. VonDerVellen made a motion to amend her original motion to separate Board action regarding Board Policy 3422.08S – Paraprofessionals’ Compensation Plan and 3422.09S – Technical Assistants’ Compensation Plan from the other support staff compensation policies to also include directing the administration to create a working committee to review and update both policies including the levels and or categories, job descriptions, responsibilities, experience and compensation. Further, the administration should report the committee recommendations to the Board during the first meeting in May of 2024 in order for the changes to be approved and effective for the 2024-2025 school year. Board Member Jeff Bliler seconded the motion.

By unanimous action, the Board approved proposed revisions to the following Board Policies and waived second reading:

- 3422.08S – Paraprofessionals’ Compensation Plan
- 3422.09S – Technical Assistants’ Compensation Plan

By unanimous action, the Board approved the proposed Agreement with the American Federation of State, County, and Municipal Employees (AFL-CIO, Local #2925). (Codified File 2324-071)

Custodial
Agreement

The Board received a financial report from Mr. Scott for October 2023 and found it to be in order. Mr. Scott reported the cash balance for

Financial
Report

September was \$33,205,374.74, continuing to be an improvement over this time last year.

The Board received an insurance update for the month of October 2023. Mr. Scott reported claims for the month were lower than last October, but claim cost over the first ten (10) months is up approximately \$120,000 from this time last year. Mr. Scott reported ECS is at the end of open enrollment for 2024 and currently down approximately forty (40) participants who are on our current plan who have yet to enroll or decline. They are in the process of reaching out to these individuals. In response to Board inquiry, there is currently a large claim from 2021 which has been through the adjudication process and is now working through the layers of the approval process with UMR. ECS has provided assurance the claim would be paid since there is no contractual relationship with UMR today.

Insurance
Report

By unanimous action, the Board approved Board Policy 3421.01A – Professional Staff Contracts and Compensation Plans (Administrators) including revisions shared to the Board.

Board Policy
3421.01A

Audience member spoke about the Early College Program and the benefits it provides ECS families.

From the
Audience

Dr. Stahly reminded Board members their next meeting will be held on December 12, 2023 including a work session at 6:00 p.m. and regular Board meeting at 7:00 p.m.

From the
Superintendent

Mrs. VonDerVellen thanked Dr. Stahly for covering for Superintendent Mark Mow in his absence.

From the
Board

Ms. Davis announced the Board will hold second round interviews for the position of Superintendent on December 1, 2023, interviewing three (3) candidates.

The meeting adjourned at approximately 7:37 p.m.

Adjournment

APPROVED:

Signatures

Dacey S. Davis, President

Troy E. Scott, Vice President

Douglas K. Weaver, Secretary

Jeffrey S. Bliler, Member

Mike Burnett, Member

Kellie L. Mullins, Member

Anne M. VonDerVellen, Member

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ELKHART COMMUNITY SCHOOLS
Elkhart, Indiana

December 6, 2023

TO: Mr. Mark Mow
Board or School Trustees

FROM: Kevin Scott

SUBJECT: Extra-Curricular Purchase

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

SCHOOL/ACCOUNT	ITEM	AMOUNT
EHS - Baseball Special Fund	PitchLogic PRO 4 Membership Package	\$1,100.00



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

To: Board of School Trustees

From: Brian Buckley & Jacquie Rost, Athletic Directors

Date: November 27, 2023

RE: Track Record Boards

The Elkhart High School Baseball Team would like to purchase a pitchLogic PRO 4 Membership Package. This package will help with the growth and development of the Baseball Team

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 Baseball Special Funds.

QUOTE

B3
SF

Anytime, Anywhere,
Any Pitch



DATE

11/20/2023

EXPIRATION DATE

12/4/2023

F5 Sports, Inc.
4410 Providence Lane
Unit B
Winston-Salem, NC 27106
Phone: 248.880.8131
QUOTE: LS006

TO: Elkhart High School Athletics
Attn: Scott Rost
2608 California Road
Elkhart, IN 46514

Phone: (574) 361-5702
Email: srost@elkhart.k12.in.us

SALESPERSON

Lary Sorensen

SHIPPING

METHOD

USPS Priority

PAYMENT

TERMS

Due on
Receipt

QUANTIT

Y

DESCRIPTION

UNIT

PRICE

LINE TOTAL

1	pitchLogic PRO 4 Membership Package: <ul style="list-style-type: none">• Use of the following for 12 months• <u>2</u> pitchLogic baseballs (<u>2</u> at purchase and <u>2</u> exchanges)• <u>2</u> COACH mobile app licenses• <u>1</u> team roster(s) with <u>20</u> positions• Storage of up to 20,000 app videos per COACH license	\$1,200.00	\$1,200.00
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1	ABCA Discount	\$100	\$100
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Total \$1,100.00

Quotation prepared by: Lary Sorensen



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: 11/28/23

TO: Mr. Mark Mow
Board of School Trustees

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

RE: Donation Approval

A donation in the amount of \$1,000.00 has been given to the Elkhart High School Boys Basketball Team, from Cien & Kimberly Asoera. These funds will be used to assist with the growth and development of the Boys Basketball Team.

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

Cien & Kimberly Asoera
22536 Weatherby Lane
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: 11/29/23

TO: Mr. Mark Mow
Board of School Trustees

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

RE: Donation Approval

A donation in the amount of \$800.00 has been given to the Elkhart High School Girls Basketball Team from Darrell & Jennifer Higgins. These funds will be used to assist with the growth and development of our Girls Basketball Team.

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

Darrell & Jennifer Higgins
22624 Remington Ct
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: 11/28/23

TO: Mr. Mark Mow
Board of School Trustees

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

RE: Donation Approval

A donation in the amount of \$1,000.00 has been given to the Elkhart High School Boys Basketball Team, from Noah's Landing Pet Care Clinic LLC. These funds will be used to assist with the growth and development of the Boys Basketball Team.

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

Noah's Landing Pet Care Clinic LLC
3929 E. Jackson Blvd.
Elkhart, IN 46516

FRESHMAN DIVISION
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: 12/6/23

TO: Mr. Mark Mow Board of School Trustees

FROM: Joe Fairbotham, Assistant Principal, Elkhart High School Freshman Division

RE: Donation Approval

A donation of feminine hygiene products; health and beauty care items; glassware/dishes; house hold decor; 2 wedding dresses; shoes and an assortment of clothes; and more totaling \$947.00 have been given to the Elkhart High School Freshman Division to be used for the Care Closet for staff and students, from Steve and Andrea Thalheimer . These items will be used in multiple ways to assist children and adults in need within our school community.

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:

Steve and Andrea Thalheimer
201 Forest Ct
Goshen, IN 46526

Elkhart, Indiana

December 12, 2023 - Board of School Trustees Meeting

2023 - 2024 CONFERENCES	EXPENSES	SUBSTITUTE
INDIANA STEM EDUCATION CONFERENCE This conference will provide resources and strategies to promote student learning of STEM academic standards and will include over 50 presentations on STEM curriculum, instruction, careers and research. Our instructional team will also be presenting on integrating technology in meaniful ways at this conference. West Lafayette, IN January 11, 2024 ELIZABETH DAVIDSON - ESC (2-5) BILLIE JO ETCHASON - ESC (2-3) HOLLY MECHER - ESC (2-7)	\$813.00 <i>STEM Integration 2023-24</i>	\$0.00
INDIANA MUSIC EDUCATION ASSOCIATION PROFESSIONAL DEVELOPMENT CONFERENCE This conference is specifically designed for music educators. The conference will provide best practice as well as new and innovative ideas for the music classroom. Fort Wayne, IN January 12-13, 2023 MARK OSTERHOUT - BRISTOL (0-0)	\$439.20 <i>ESSER III</i>	
INDIANA MUSIC EDUCATION ASSOCIATION PROFESSIONAL DEVELOPMENT CONFERENCE This conference is specifically designed for music educators. The conference will provide innovative ideas for implementing music experiences for special education and pre-K. Fort Wayne, IN January 12-13, 2023 TRACEY WEIRICH - EHS (1-3)	\$482.00 <i>Federal Medicaid</i>	\$0.00
FOR CONFIRMATION ONLY: (RECEIVED TOO LATE FOR PRIOR APPROVAL)		
	\$1,734.20	\$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	\$317,033.20	\$4,465.00
2023 YEAR-TO-DATE ADJUSTMENTS	\$0.00	\$0.00
GRAND TOTAL	\$549,964.39	\$13,870.00

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

ELKHART COMMUNITY SCHOOLS OVERNIGHT TRIP REQUEST

School: Elkhart High School

Class/Group: EHS Choirs

Number of Students: 4

Date/Time Departing: 1/12/2024 7:00 AM

Date/Time Returning: 1/13/2024 Late Evening

Destination: Fort Wayne Fort Wayne IN
City State

Overnight facility: ~~Marriott Indianapolis~~ Holiday Inn Purdue Fort Wayne

Mode of transportation: Students Providing their own transportation

Reason for trip: Kadence Lentz, Isabelle Swartzell, Nevaeh Link, and Korbin Hershberger were selected through audition to participate in the Indiana Choral Directors Association All-State Choir. This group of outstanding young singers will rehearse all day on 1/12 and 1/13/24 and perform at the Embassy Theater.

Names of chaperones: Jeffrey Reinert (overnight chaperones provided by the host organization)

Cost per student: \$195

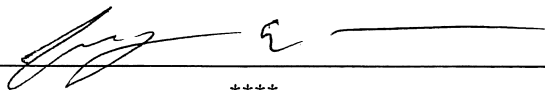
Describe plans for Raising Funds or Funding Source: Elkhart HS Choir ECA

Plans to defray costs for needy students: Elkhart HS Choir ECA

Are needy students made aware of plans? yes

Name of Teacher/Sponsor: Jeffrey Reinert

Signature of Teacher/Sponsor:



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

Signature of Principal: Kelly Berhede Date: 11/20/23

Approval of Assistant Superintendent: Bruce Stakely Date: 12/6/23

Approval by Board:

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

November 11, 2009

**ELKHART COMMUNITY SCHOOLS
OVERNIGHT TRIP REQUEST**

School: North Side Middle School

Class/Group: North Side Choir

Number of Students: 3

Date/Time Departing: 1/11/2024 7:00 AM

Date/Time Returning: 1/12/2024 Late Evening

Destination: Fort Wayne Fort Wayne IN
City State

Overnight facility: ~~Marriott Hotel~~ Hilton Grand Wayne

Mode of transportation: Teacher (Mr. Reinert) Owned Vehicle with parent approval to the event or parent providing transportation. Parent/Guardian driving home from the event.

Reason for trip: Corbin Johnson, Zion Bernal, and Adalyn Woolsey were selected through audition to participate in the Indiana Music Educators Association "Indiana Middle School All Honor Choir." This group of outstanding young singers will rehearse all day on 1/11 and 1/12/24 and perform at the Embassy Theater.

Names of chaperones: Jeffrey Reinert (overnight chaperones provided by the host organization)


Cost per student: \$195

Describe plans for Raising Funds or Funding Source: Funds provided by North Side Choral Booster Account


Plans to defray costs for needy students: Funds provided by North Side Choral Booster Account

Are needy students made aware of plans? yes

Name of Teacher/Sponsor: Jeffrey Reinert

Signature of Teacher/Sponsor: 

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

Signature of Principal:  Date: 11-20-23

Approval of Assistant Superintendent:  Date: 12/6/23

Approval by Board: _____

ELKHART COMMUNITY SCHOOLS OVERNIGHT TRIP REQUEST

School: West Side Middle School

Class/Group: 7 + 8 Choir (Joeline Cervantes, Kylee Floyd, Aden Chapman-Rautson)

Number of Students: 3

Date/Time Departing: 1/11/2024

Date/Time Returning: 1/12/2024

Destination: Fort Wayne IN
City State

Overnight facility: Cartyard Marriott

Mode of transportation: parent transport

Reason for trip: Middle School Honor Choir

Names of chaperones: teachers; Stephanie Rappatta

Cost per student: \$195

Describe plans for Raising Funds or Funding Source: Extra Curricular account

Plans to defray costs for needy students: use of Extra Curricular funds

Are needy students made aware of plans? yes

Name of Teacher/Sponsor: Stephanie Rappatta

Signature of Teacher/Sponsor: Stephanie Rappatta 12/6/23

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

Signature of Principal: Kay Leader Date: 12/6/23

Approval of Assistant Superintendent: Bruce Akley Date: 12/6/23

Approval by Board: _____

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

November 11, 20



TO: MR. MARK MOW
FROM: MS. MAGGIE LOZANO
DATE: DECEMBER 12, 2023

PERSONNEL RECOMMENDATIONS

CERTIFIED

- a. **Agreement** – We recommend the approval of an agreement related to unpaid time.
- b. **New Certified Staff** – We recommend the following new certified staff for employment in the 2023-24 school year:

Kristin Weaver **Eastwood/Special Education**

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

Grace Combes **Freshman Division/Art**
Began: 8/9/21 Resign: 12/21/23

- d. **Request for Unpaid Leave** – We recommend an unpaid leave for the following employee:

Emma Irvine **Roosevelt STEAM Academy/Grade 2**
Begin: 12/20/23 PM End: 12/21/23

CLASSIFIED

- a. **Administrative Appointment Revision** – The administration recommends a revision to the effective date for the following administrative appointment to be January 8, 2024:

Zachary Quiett **ESC/Chief Financial Officer**

- b. **Administrative Appointment** – The administration recommends confirmation of the following administrative appointment effective January 8, 2024:

Erin Wagler **ESC/Director of Communication**

- c. **Agreement** – We recommend the approval of an agreement for services.

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

Candice Bufkin

Began: 10/9/23

Transportation/Bus Helper

PE: 12/4/23

Tristyn Cataldo

Began: 10/9/23

Freshman Division/Registered Behavior Technician

PE: 12/4/23

Mirian Yohanna Cruz Manzanares

Began: 10/10/23

Osolo/Translator/Parent Liaison

PE: 12/4/23

Latisha Freeman

Began: 10/11/23

Woodland/Food Service

PE: 12/5/23

Christina Manley

Began: 10/10/23

West Side/Food Service

PE: 12/4/23

Michael McGee

Began: 10/18/23

Pinewood/Food Service

PE: 12/12/23

Sashia Norment

Began: 10/16/23

Cleveland/Technical Assistant

PE: 12/11/23

Karen Penn

Began: 10/16/23

Freshman Division/Food Service

PE: 12/11/23

Jefferson Pineda

Began: 10/16/23

Transportation/Bus Driver

PE: 12/11/23

Susan Raifsnider

Began: 10/4/23

Bristol/Paraprofessional

PE: 11/29/23

Deborah Sherwood

Began: 10/16/23

Adult Education/Adult Ed Coordinator

PE: 12/11/23

Chana Zweig

Began: 10/9/23

PRIDE Academy/Paraprofessional

PE: 12/4/23

e. **Unpaid Leave** – We recommend an unpaid leave for the following employees:

Laura Baier

Begin: 1/16/24

Freshman Division and West Side/Technical Assistant

End: 3/29/24

Deondra Nelson

Begin: 12/20/23

Transportation/Bus Driver

End: 2/20/24



Jennifer Roberts
Began: 10/9/23

Elkhart High/Food Service
End: 11/7/23

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

Latosha Jones
Began: 8/9/22

Building Services/Custodial Pool
Resign: 11/21/23

Melisa Machowiak
Began: 1/25/21

Eastwood/Registered Behavior Technician
Resign: 12/1/23

Austin McBride
Began: 7/26/21

Technology/Support Technician
Resign: 12/1/23

Stephanie Sharpe
Began: 3/16/22

Daly/Food Service
Resign: 11/30/23

Drew Weiler
Began: 12/5/22

North Side/Custodian Night Supervisor
Resign: 11/29/23

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

Elton Bock
Began: 8/17/23

Transportation/Bus Driver
End: 12/12/23
Policy: 3039.01S

Rachael Brown
Began: 10/12/22

Elkhart High/Food Service
End: 12/12/23
Policy: 3039.01S





HUMAN RESOURCES

ELKHART
COMMUNITY SCHOOLS

TO: BOARD OF SCHOOL TRUSTEES
FROM: MS. MAGGIE LOZANO
DATE: DECEMBER 12, 2023

EMPLOYMENT – ACTION ITEM

CLASSIFIED

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

Position: Substitute Custodian

Location: Building Services

Position: Substitute Teacher

Location: Educational Services Center



ELKHART
COMMUNITY SCHOOLS

SCHOOL CALENDAR 2024-25

JULY 2024						
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 2024						
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

SEPTEMBER 2024						
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					

OCTOBER 2024						
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		

NOVEMBER 2024						
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

DECEMBER 2024						
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

8/12-14 Teacher Pre-Session Days
NO STUDENTS
8/15 FIRST DAY OF SCHOOL FOR STUDENTS

SEPTEMBER

9/2 Labor Day
ALL BUILDINGS CLOSED
9/19 eLearn Day

OCTOBER

10/11 End of 1st Grading Period / Midterm
10/21-22 Parent/Teacher Conferences (held in evenings)
10/23 eLearn Day Morning Parent / Teacher Conferences
10/24-28 Fall Recess
ALL SCHOOLS CLOSED

NOVEMBER

11/27-29 Thanksgiving Recess
ALL SCHOOLS CLOSED

DECEMBER

12/20 End of 2nd Grading Period / Semester
12/23-1/3/25 Winter Recess
ALL SCHOOLS CLOSED

JANUARY

1/1-1/3 Winter Recess
ALL SCHOOLS CLOSED
1/6 School resumes after Winter Recess
1/20 Martin Luther King, Jr. Day ALL SCHOOLS CLOSED

FEBRUARY

2/14-2/17 Presidents' Recess
ALL SCHOOLS CLOSED

MARCH

3/5 eLearn Day
3/14 End of 3rd Grading Period / Midterm

APRIL

4/7-11 Spring Break
ALL SCHOOLS CLOSED
4/17 Kindergarten Kick-off (Kindergarten Registration runs April 14-May 2)

MAY

5/26 Memorial Day
ALL BUILDINGS CLOSED
5/29 LAST DAY OF SCHOOL FOR STUDENTS

JUNE

JANUARY 2025						
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	

FEBRUARY 2025						
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	

MARCH 2025						
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					

APRIL 2025						
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			

MAY 2025						
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

JUNE 2025						
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					

184 Teacher Days/180 Student Days

2nd Semester 95 days

1st Semester 85 days

For Board approval 12/12/23

Elkhart Community Schools

New Course Proposal for 2024-2025

B. Stahly
12/6/23

Proposals for new courses submitted 3 semesters prior to implementation.

State Title	Small Business Operations Career Custer: Business Marketing & Finance Program of Study: Entrepreneurship NLPS Sequence: Concentrator B Course Code: 7147
Course Description	Entrepreneurial Financial Management will help students identify and evaluate the various sources available for funding a new enterprise; demonstrate an understanding of financial terminology; read, prepare, and analyze basic financial statements; estimating capital requirements and risk, exit strategies; and prepare a budget for their business, including taxes and personnel costs. In addition, the student should be able to explain the importance of working capital and cash management. The student should also be able to identify financing needs, and prepare sales forecasts.
Grade Levels	11-12
Pathway	Marketing, Sales & Entrepreneurship
Length of Course	Full Year
Prerequisites	Principles of Entrepreneurship; New Venture Development

Additional Required Information:

Resources	7147 Small Business Operations
Additional cost?	Awaiting enrollment numbers so we can request quote from Cengage
Rationale for the course	Graduation pathway via the Next Levels Pathway
How does this course fit into your department's and your school's total program?	This will be step three of the pathway leading up to the capstone.
Anticipated number of students	Still waiting for this information but a large chunk of our School of Business Students.
What courses might this replace in their schedules?	None

Elkhart Community Schools New Course Proposal for 2024-2025

Name of person on staff licensed to teach this course

All on staff are licensed to teach this course

BRUCE BAER

12-4-23

Teacher Signature

Date:

Bruce Baer

Written Name of Teacher

BRUCE BAER

12-4-23

Department Chair

Date:

Bruce Baer

Written Name of Department Chair

Gail Draper

12-4-23

Director of Counseling

Date:

Gail Draper

Written Name of Director of Counseling

Gail Draper

Principal or Assistant Principal

Date:

12/4/23

Gail Draper

Written Name of Principal or Assistant Principal

Bruce Baer
12/4/23

Checklist and Timeline: These dates are the "ideal" and

Task

Completed?

STEP 1: By the middle of October, the teacher(s) will draft an informal course proposal and discuss the new course with his or her department chair. The teacher and department chair will make contact with their counterparts at the sister school and with building administrators. The administrators will discuss the proposed course with the Director of Secondary Instruction. **By the last Friday in October**, the teacher will be informed as to whether or not he or she should move forward with further development of the proposed course and with the formal submission of the new course proposal using the form above.

Yes

No

STEP 2: The teacher will submit the full course proposal to the building administrator and his or her department chair **by the middle of November**.

Yes

No