

PUBLIC WORK SESSION
OF THE
BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools
Elkhart, Indiana

NOTICE OF SPECIAL MEETING
Feasibility Study - Demographic Report

Date: Tuesday, February 21, 2023
Time: 6:00 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 Friday,
February 10, 2023 and electronically
delivered to Board Members
on Friday, February 10, 2023.

The Board's meeting site is accessible to all persons. Any person requiring accommodation or assistance should contact the Secretary 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.

AGENDA FOR
BOARD OF SCHOOL TRUSTEES
REGULAR MEETING

Elkhart Community Schools
Elkhart, Indiana

February 14, 2023

CALENDAR

Feb	14	6:00 p.m.	Public Work Session, J.C. Rice Educational Services Center
Feb	14	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center
Feb	21	6:00 p.m.	Special Public Work Session, J.C. Rice Educational Services Center
Feb	28	6:00 p.m.	Public Work Session, J.C. Rice Educational Services Center
Feb	28	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 – January 24, 2023 – Public Work Session
- Minutes – January 24, 2023 – Regular Board Meeting
- Minutes – January 30, 2023 – Special Board Work Session
- Claims
- Fundraisers
- Extra-Curricular Purchases
- Gift Acceptance
- Conference Leaves
- Overnight Trips
- Grants
- Personnel Report

F. INSTRUCTIONAL REPORT

G. OLD BUSINESS

H. NEW BUSINESS

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

Proposed Revised Board Policy 5460 – Graduation Requirements – The administration presents proposed revisions to Board Policy 5460 – Graduation Requirements for initial consideration.

Proposed Revised Administrative Regulation IKF-(1) – Graduation Pathways Postsecondary–Readiness Competency Waiver Form - The administration presents proposed revisions to Board Policy IKF – Graduation Pathways Postsecondary-Readiness Competency Waiver Form, for initial review.

Deletion of Administrative Regulation IKF-(2) – Evidence-Based Waiver – Alternate Documentation or Special Education for General Diploma.

Maintenance Agreement Change – The administration presents a proposed revision to the Maintenance Agreement and requests to waive second reading.

Resignation of Superintendent – The Board will consider the resignation of the Superintendent effective June 30, 2023.

I. INFORMATION AND PROPOSALS

From Audience

From Superintendent and Staff

From Board

J. ADJOURNMENT

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

Elkhart Community Schools
Elkhart, Indiana

January 24, 2023

J.C. Rice Educational Services Center, 2720 California Road, Elkhart – at
6:02 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
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Roll Call

ECS Staff
Present: Steve Thalheimer

David Marcotte, from the Indiana Urban Schools Association, presented to the Board on the complexity index in school funding.

Topics
Discussed

The meeting adjourned at approximately 7:03 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

January 24, 2023

J.C. Rice Educational Services Center, 2720 California Road, Elkhart –
at 7:13 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
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Roll Call

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

Call to Order

Board vice president Troy Scott recited the Elkhart Promise.

The Elkhart Promise

Ms. Davis discussed the invitation to speak protocol.

SSAC member Trevor Fine, a senior at Elkhart High School (EHS) and active member of the Superintendent’s Student Advisory Council (SSAC) and National Honor Society (NHS), informed the Board EHS is gearing up for the Midwest premiere of Mean Girls March 10 – 12, 2023. If a \$25 donation is made, you can receive a free ticket; more information about this can be found on EHS’s social media platforms. There will be a pep rally tomorrow, January 25 at 7:45 a.m. to kick off Coming Home Week. There have already been multiple themed days and they are planning a volleyball tournament for students to make-up teams and just have fun. The upcoming NHS sponsored carnival will be held on February 11 at the Elkhart Freshman Division which will include food, games, and a silent auction for the community. They are still in need of silent auction items, so if you know of anyone who is interested in donating something for the silent auction, please contact the school.

Moment of Pride

In response to Board member inquiry, Mr. Fine explained SSAC is a group of EHS students selected each year to meet monthly with Superintendent Thalheimer to discuss issues going on in school. It provides students the opportunity to speak directly with Dr. Thalheimer about issues, both good and bad, and discuss potential action steps that can be taken to resolve these issues. NHS is an organization which you apply during your junior year and selection is random based on your application; its primary focus is service to the community, schools, etc.

In response to Board inquiry, Mr. Fine plans to attend Indiana University, majoring in Computer Science.

Board president Dacey Davis recognized outgoing Board member Babette Boling, with a plaque and thanked her for her service to Elkhart Community Schools. She went on to commend Mrs. Boling for her heart and passion for Elkhart Community Schools as well as the greater Elkhart community. Mrs. Boling encouraged everyone to increase their positivity and live their life in decades instead of single years , as it provides you with more of a sense of urgency. Each decade is unique and ECS needs to adapt to teach the children of this decade, making them the best they can be.

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

- Minutes – January 10, 2023 – Annual Organizational Meeting
- Minutes – January 10, 2023 – Annual Board of Finance Meeting
- Minutes – January 10, 2023 – Regular Board Meeting
- Minutes – January 17, 2023 – Special Board Work Session

Payment of claims totaling \$6,834,127.59 as shown on the January 24, 2023, claims listing. (Codified File 2223-95)

Proposed school fundraisers in accordance with Board policy. (Codified File 2223-96)

Accepted the following extra-curricular purchase requests: Elkhart High School Athletics to purchase video equipment for the diving team to be used for training purposes totaling \$5,861.27.

The following donations were made to Elkhart Community Schools (ECS): \$500 to EHS from Get Wet for A Vet to be used to purchase supplies, snacks, and equipment for students in the Air Force Junior Reserve Officer Training Corps (AFJROTC); \$2,240 to EHS Athletics in memoriam of Elkhart graduate, Garvin Roberson; a German Violin, with a fair market value of \$2,000, donated to Elkhart Community Schools’ (ECS) music Department from Joellyn Keranen; 2007 Toyota Tundra, with an owner estimated value of \$3,600, donated to the Elkhart Area Career Center (EACC) from Doug Thorne to be used for training purposes for student in the Automotive Technology classes; pickleball equipment, with an estimated value of \$1,740, donated to Eastwood Elementary School from Mark and Debbie George; and hand tools, with an owner estimated value of \$1,000, donated to the EACC from Dave Geiger.

Conference leave requests in accordance with Board policy for staff members as recommended by the administration on the January 24, 2023 listings. (Codified File 2223-97)

- Consent Items
- Minutes
- Payment of Claims
- Fundraisers
- Extra-Curricular Purchase
- Gift Acceptance
- Conference Leave Requests

Confirmed overnight trip requests for EHS ElkLogics Robotics to travel to Lafayette, IN on March 24 – 26, 2023 for the FIRST Indiana Robotics Tippecanoe District Event and EHS Girls Wrestling to travel to Mooresville, IN on January 12 – 13, 2023 for the State wrestling competition.	Overnight Trip Requests
Submission of the following grant: Physical Education Grant hosted by Teacher’s Credit Union in the amount of \$1,000 to purchase updated physical education equipment for Roosevelt STEAM Academy. (Codified File 2223-98)	Grants
Employment of the following two (2) certified staff members effective on dates indicated: Dana Riddle – special education at PRIDE Academy, 1/30/23 Sydnie Schultheis – physical education at Freshman Division, 1/9/23	Personnel Report Certified Employment
Retirement of the following one (1) certified staff member, effective on date indicated: Warren Seegers – digital media at the EACC, 3/28/23 with 26 Years of Service	Certified Retirements
An agreement regarding employment of a certified staff member. (Codified File 2223-99)	Settlement Agreement
Agreement regarding services. (Codified File 2223-100)	Agreement for Services
Employment of the following nine (9) classified employees effective on dates indicated: Tina Iavagnilio – food service at EHS, 1/17/23 Alan Kist – bus driver at Transportation, 1/23/23 Lori Laughman – food service at Cleveland, 1/24/23 Monet Malone – secretary at ESC, 1/23/23 Wendy Metzger – food service at North Side, 1/20/23 Erika Smoker – social worker at Eastwood, 1/24/23 Amber Stoneburner – paraprofessional at Freshman Division, 1/20/23 Erika Sullivan – food service at Riverview, 1/19/23 Makita Washington – paraprofessional at EACC, 1/11/23	Classified Employment
Leave for the following one (1) classified employee, effective on dates indicated:	Classified Leave

Laura Walterhouse – paraprofessional at Roosevelt,
beginning 1/9/23 and ending 4/10/23

Revision of a resignation reported on January 10, 2023 Board
Report of the following one (1) classified employee, effective on
date indicated:

Jennifer Geers – registered nurse at Elkhart High,
1/10/23

Revision of
Resignation

Instructional
Report

Dr. Mindy Higginson, director of elementary instruction, presented the
middle of the year Savvas data for kindergarten through sixth grade.

Middle of the
Year

Kindergarten results showed increases in all areas, specifically scoring
above 80% on early phonics skills. This is a strong indicator that
Foundations is having a positive impact on teaching and learning. Bristol,
Cleveland, and Feeser showed a high level of achievement and Feeser,
Monger, and Riverview demonstrated large increases in growth.

First grade results showed an increase in all areas with Pinewood having
the highest level of achievement and Beardsley, Bristol, Monger,
Pinewood, and Woodland demonstrating a large increase in growth.

Second grade demonstrated an increase in all areas except one with
Bristol and Riverview having the highest level of achievement and
Feeser, Monger, and Osolo demonstrating the largest growth. Dr.
Higginson explained in third grade, the test shifts and the students have
to read the test rather than the test being read to them. The third grade
scores were much lower, but all areas did see an increase. This is a
great example of how teams can utilize eLearning days; teachers with
higher scores can share what’s working. Cleveland third grade had the
highest level of achievement, and Cleveland and Monger demonstrated
the largest growth.

Grade four scores showed improvement in all areas except one, but still
need to be a bit higher. Dr. Higginson pointed out the score for
paraphrasing/summarizing was much higher than other areas; she
believes this is attributed to the Smeken’s professional development.
Monger and Riverview had the highest achievement and Eastwood
showed the most growth.

Grade five results were a mix as five standards increased and five
decreased. It will be important for the teams to look at the question
types and passages and compare them to their Common Formative
Assessments (CFA) to help gain an understanding of why their students

struggled. In fifth grade, Monger and Riverview showed the highest achievement and Monger the largest growth.

Finally, grade six demonstrated an increase in all areas with the exception of one. Osolo and Riverview demonstrated the highest level of achievement and Eastwood the largest growth.

All grade levels had a writing prompt for the first time as a part of the MOY assessments which will be compared to the End of Year assessments. In closing, Dr. Higginson shared writing samples from second graders at Monger.

Cary Anderson, executive principal of EHS; Gail Draper, director of counseling; Frank Kurth, vice principal of EHS; and Krista Hennings, principal of School Without Walls (SWW), presented to the Board about four different areas including updates on the State of Indiana's recent changes to graduation requirements; graduation data for last year's cohort; current graduation data on the class of 2023; and efforts to maintain and improve graduation rates going forward.

Graduation requirements have evolved greatly from back in the day when students simply had to earn specific credits and pass the GQE/ISTEP. It is much more complicated for students, teachers, and administrators as it involves CTE pathways over a 3-year period, special credentialing for teachers, and required year-long classes which have ultimately eliminated elective classes from the schedule. These new requirements are not flexible or forgiving as students cannot go back and simply redo three years of high school if something does not go as planned. Graduation requirements must include the checking off of three boxes. The first box is simply meeting diploma requirements for the CORE 40, CORE 40 with Academic Honors, or CORE 40 with Technical Honors. The second box is to learn and demonstrate employability skills by completing one of the following: Project-Based Learning experience, Service-Based Learning experience; or Work-Based Learning experience. Most students can fulfill this requirement through a Project-Based Learning experience which must include a challenging problem/question, sustained inquiry, authenticity, student voice/choice, reflection, critique and revision, and public product; these projects are mostly connected to a class project. Service-Based Learning experiences must include meaningful service, reflections, diversity, youth voice, partnerships, and duration and intensity. These types of projects are often done in partnership with service clubs, sports teams, NHS, JROTC, etc. Work-Based Learning experiences must include a clear work based learning partnership agreement and plan, authentic work experience, structured learning component, and culminating assessment and recognition of skills. Community partners play a big role in helping with Work-Based experiences for students.

The third box, postsecondary ready competencies, is the difficult one which requires students to complete one of the following: 1. Academic/Technical Honors Diploma requirements; 2. minimum benchmark scores for either the ACT/SAT/ASVAB; 3. Career-Technical Education (CTE) Concentrator, which can be earned at both the EACC and the high school (new requirement for Perkins V (cohorts of 2023 and 2024) must earn a C average in at least two advanced courses within a particular program of study); 4. Next Level Programs of Study (NLPS) can be used for the graduating class of 2023-2024 which include year-long Principles, Concentrator A, and Concentrator B courses within a program of study and specified by DWD earning a C average; 5. AP/Dual Credit or CLEP Exams earning a C average or better in at least three courses (if using to meet this requirement, one of the three courses must be in a core content area, if student is pursuing the liberal arts tracts must have at least one course from the Core Transfer Library, and all three courses must be part of a defined CTE sequence); 6. Locally Created Pathways which are developed in accordance with the framework adopted/approved by the State Board of Education (SBOE).

There is a waiver of postsecondary-ready competencies where a student must meet one of the following conditions to *qualify*: student attempted to achieve at least three separate postsecondary readiness competencies and was not successful, or a student transferred to school during senior year from a non-accredited nonpublic school or an out-of-state school and the student attempted to achieve at least one postsecondary readiness competency and was unsuccessful. *If a student qualifies*, they must maintain at least a C average throughout the high school career in course required to graduate; maintain school attendance rate of at least 95% with excused absences not counting against the rate; satisfy all other State graduation requirements beyond postsecondary readiness competency requirements; and demonstrate postsecondary planning (approved by principal) including: acceptance into college/occupational training program, workforce entry, or military enlistment. These waivers were utilized less than one-percent in the 2022 cohort.

It is so important for students to earn a diploma versus a Certificate of Completion; without a diploma, it can drastically limit future employment opportunities.

Board Policy 5460 – Graduation Requirements has been updated to reflect all the new changes and will be emailed to Board members for review. It will be presented for first reading during the February 14, 2023 meeting. An updated waiver form will also be presented for review.

EHS's administration reviewed data from the 2022 Cohort. They are very proud of the hard work and dedication of their students, teachers,

counselors, and administrators as they increased the graduation rate from 88.27% in 2021 to 93.79% in 2022.

The 2023 Cohort consists of 664 students and currently 88.4% are on track to graduate. Of all seniors, 398 seniors have completed and 266 seniors are working on completing the box 3 graduation requirement. The EHS administration tracks students in the "war room" where they have pictures of the students with corresponding information for each reflecting where they are right now, who is doing what to positively influence the students' progress, and to ensure staff knows every kid by name making a consistent effort to connect with students.

This year presents a new challenge with the "Perkins Shift" within the graduation requirements. The administration found a way through CTE online courses, but with Perkins V, this became more difficult and they had to figure out a new pathway for online students in SWW. This led to the creation of online pathways which fulfill the same requirements as in-person pathways; SWW is now required to be in-person with a teacher component for three hours. These online CTE pathways have also provided a path to those kids impacted by the pandemic "persistence" issue where students are not succeeding in their CTE pathways in-person and don't have the option under Perkins V to make up this requirement at the end. In response to Board inquiry the rigor and requirements for online are the same, just presented in a different format.

SWW has helped a lot of students over the finish line. They now offer two pathways, including Business and Education Professions. They have offered a trimester December 22 – January 6 allowing for 73 more students to complete their first semester pathway. Those who failed their pathway first semester can take the Business pathway second semester and in summer school, but there will be no additional funding for this. Summer school SWW will need two staff every day and will offer one pathway and one credit recovery. APEX was recently bought out by Edmentum and now offers more pathways which may be in line with EHS Schools of Study. The administration is looking into potential options.

Mr. Anderson closed by saying the EHS team has never been so tied together, including Bryan Hammontree, principal at Elkhart Academy, knowing their job is to help EHS kids, not to later say "I wish I would have."

In response to Board inquiry, the war room started out with 227 seniors, with 26 credits or less. Counselors spend time with all students but each student may have different needs which can make this time vary to some degree. Mr. Kurth probably spends more time with the at-risk students. In response to Board inquiry, the administration is working

with Lisa Ernsberger, director of high ability, to help change the culture, raise the standards, and increase enrollment in honors, dual-credit, and AP classes. In response to Board inquiry, Mr. Anderson shared they did a demonstration for elementary and middle school administrators showing what went into making sure a student graduates. He suggested continuing to build out PRIDE in the elementary and middle schools in order to help bridge connections for students as they make their way to high school. An audience member expressed concerns about the requirements moving towards dual credit offerings in the midst of a teacher shortage; who is going to teach the general education classes?

Jon Chevalier, director of transportation; Michele Ernsberger, assistant supervisor; Austin McBride, support technician; and Jason Inman, director of technology services provided an update on Stopfinder, the new parent engagement app which provides parents with real time information about buses in transit. The last school was brought on board January 24, 2023 and there is currently a 20 – 25% participation rate in use of Stopfinder. To inform parents about the new app, they have sent emails, made all calls, sent flyers home with students, and they plan to be present during parent teacher conferences to help promote awareness. This app not only provides the approximate time of pickup, but also sends notices when the bus is running late, broken down, or if a different bus number will be picking up your student. The app is bilingual and transportation has a support number with bilingual assistance between the hours of 5:00 – 9:00 a.m. and 1:00 – 5:00 p.m. In response to Board inquiry, they are meeting weekly to reevaluate and adjust the marketing plan to increase the participation rate; they have not tried texting information to parents but will look into it; and currently, school staff does not have access to Stopfinder. An audience member expressed concern about his granddaughter having to wait for thirty minutes plus because the bus was running late and the parents never received a phone call. Stopfinder may help with situations like this going forward but he wanted to bring attention to the incident. A second audience member informed the Board there is a Stopfinder webinar on YouTube. A third audience member encouraged the administration to use bus drivers to spread the word about Stopfinder as they are the first and last person from school the child sees.

Stopfinder
Update

Lindsey Brander, assistant superintendent of student services, introduced Jessie Yost, a member of the ECS Parent Coalition, who informed the Board about the upcoming Be Bold Be Heard Community Culture Awareness Forum on February 23, 2023 at the Freshman Division in the Cafeteria from 6:00 – 7:30 p.m. which is open to all of Elkhart County schools. In response to Board inquiry, she stated the group is struggling to get more buy-in.

Parent
Coalition

Beth Williams, director of federal programs, updated the Board about the Summerscape programming for 2023 offered in partnership with

Summerscape
Update

Elkhart Education Foundation (EEF). The program dates will run from June 5 – June 23 and June 26 – July 21 (closed the week of 4th of July Holiday). This camp is for incoming students in grade one through grade six and will consist of a six-week program broken down into two 3-week sessions. Summerscape will be housed at Mary Beck, Pinewood, and Woodland Elementary Schools and will run from 8:00 a.m. – 2:00 p.m. for students and 8:15 a.m. – 12:15 for project instructors (certified teachers). The first 3-week session will be STEAM focused Project Based Learning curriculum and the second 3-week session will be Aerospace in Connection with Education (ACE) curriculum. The Parks Department will offer extended care until 4:00 p.m. at each site location. In response to Board inquiry, the program is specifically for ECS students. EEF will be running the program and funding part of it. The majority of the funding is coming from ECS using Title I, ESSER, and Title IV funds. There were further questions about the hiring and if students outside of ECS could attend. Dr. Thalheimer agreed to reach out to Charmaine Torma, executive director of EEF, for further clarification.

By unanimous action, the Board approved the 2023-2024 School Year Calendar as presented during the January 10, 2023 Board meeting. (Codified File 2223-101)

Brad Sheppard, assistant superintendent of instruction, presented a new course offering for the 2023-2024 school year: Advanced Life Science: Foods. (Codified File 2223-102)

The Board received a financial report from Kevin Scott, chief financial officer, for the period January 1 – December 31, 2022. Mr. Scott reported the education fund finished the year \$207,000 lower than last year as driven by enrollment shrink and the corresponding funding loss. The funding gap was partially offset by improved interest income on investments as fueled by the significant increase in interest rates. In addition, the operations fund showed improvement over last year. Also of note, ESSER I has been fully expended so this will be the last month for a report on this fund. The Board found the report to be in order.

The Board received an insurance update for the month of December 2022. Mr. Scott reported December claims were heavier this month but still ahead of last year by \$527,000.

An audience member complained about the snow removal at Beardsley Elementary School and how it is tearing up the grass along the sidewalks. He also expressed concerns about the difficulty his special education student has using their Chromebook. In closing, he spoke of bullying in schools and how important it is for the resolution to include skill

2023-2024
School Calendar

New Course
Offering

Financial
Report

Insurance
Update

From the
Audience

building for both the victim and the bully, but not at the victim's expense.

An audience member spoke of traffic concerns at EHS.

An audience member spoke of EHS students' pride in the "Mangy" Lion and the rich history and symbolism behind it.

An audience member spoke of concerns she has for her student.

Dr. Thalheimer reminded Board members about the Board Work Session on Monday, January 30, 2023 at 6:00 p.m. covering the Community Survey Results. SchoolIQ will be holding staff interviews in all buildings across the district beginning , January 30.

From the Superintendent

Dr. Thalheimer shared that information about the feasibility study is available on the homepage of ECS's website. There will be focus groups on February 7 and 8, 2023, and online registration is available. Registration is not required to participate but it can be helpful. In response to Board inquiry, if a focus group participant wants to attend both sessions, they can split their time between the two.

Ms. Davis asked a Key Committee member to provide an update about how the process is going so far. Alex Holtz, a teacher and Key Committee member, shared that it was going well; they were in the information gathering stage and the process was still ongoing.

From the Board

Mrs. VonDerVellen shared that she received great feedback about the EACC Open House. They were very impressed with the opportunities available for students. She also shared the EACC welding students were helping to restore the River Queen, which is dry docked for repairs located out on County Road 17.

Board member Doug Weaver congratulated the EACC for its successful Open House.

Board member Jeff Bliler gave a shout out to the EHS Girls Wrestling team heading to State finals.

The meeting adjourned at approximately 10:30 p.m.

Adjournment

APPROVED:

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

Signatures

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

Elkhart Community Schools
Elkhart, Indiana

January 30, 2023

J.C. Rice Educational Services Center, 2720 California Road, Elkhart – at 6:10 p.m.			Place/Time
Board Members Present:	Dacey S. Davis Troy E. Scott	Jeffrey S. Bliler Mike Burnett Anne M. VonDerVellen	Roll Call
Absent:	Douglas K. Weaver	Kellie L. Mullins	
ECS Staff Present:	Steve Thalheimer		
The Board was presented the feasibility report on survey data with SchoolIQ.			Topics Discussed
The meeting adjourned at approximately 7:49 p.m.			Adjournment
APPROVED:			Signatures
<hr/> Dacey S. Davis, President		<hr/> Jeffrey S. Bliler, Member	
<hr/> Troy E. Scott, Vice President		<hr/> Mike Burnett, Member	
<hr/> Douglas K. Weaver, Secretary		<hr/> Kellie L. Mullins, Member	
		<hr/> Anne M. VonDerVellen, Member	

School	Fundraising Activity Description/Purpose	Date(s) of Activity	Date Submitted	Sponsor(s)
North Side - NJHS	NJHS will host a school dance with concessions and candy sales to benefit Riley Children's Hospital.	2/10/2023	1/27/2023	Madelyn Pedler
Elkhart High - AFJROTC	AFJROTC will be collecting money for the Military Ball Tickets. There will be no profit for this, but they will ask community members if they would like to sponsor cadets for this event. These funds will be put towards the Ball.	2/15/2023 - 3/31/2023	1/23/2023	SMSGT Scott Rutledge and MAJ Jeff Dorman
Elkhart High - Football	The team will host an alumni flag football game and charge for gate entry as well as concessions to raise funds for summer football activities such as the senior cookout and travel expenses.	5/12/2023	2/2/2023	Romison Saint-Louis
Elkhart High - Football	The team will ask for donations virtually and proceeds will be used to pay for player meals and offset the cost of player packs, software and equipment to run the program.	8/1/2023	2/2/2023	Romison Saint-Louis
Elkhart High - Football	Players will sell pies and gift cards to family and friends to subsidize the cost for end of the season awards.	9/1/2023	2/2/2023	Romison Saint-Louis
	Please note the following fundraisers are presented for confirmation only.			
North Side - NJHS	NJHS will host a candy gram sale to benefit Riley's Children's Hospital.	2/6/2023 - 2/10/2023	1/27/2023	Madelyn Pedler
Elkhart High - FFA	FFA will sell salsa, jam and sauces via the FFA website and member forms to help raise funds for contests, leadership camps and summer workshops.	1/1/2023 - 3/3/2023	1/24/2023	Brenda Mueller
Elkhart High - Theatre	Theatre will host a patron drive for ad space in the programs. The funds raised will be used on costumes, sets, props, and other theatre needs.	1/15/2023 - 3/15/2023	1/23/2023	Kristin Baker
Elkhart High - Class of 2025	The Sophomore class will sell carnations at lunch in the cafeteria and before school in the student center for Class of 2025 future expenditures.	2/6/2023 - 2/10/2023	1/26/2023	Linda Fine

NorELKHART COMMUNITY SCHOOLS
Elkhart, Indiana

February 6, 2023

TO: Dr. Steven Thalheimer
Board of School Trustees

FROM: Kevin Scott

SUBJECT: Extra-Curricular Purchase

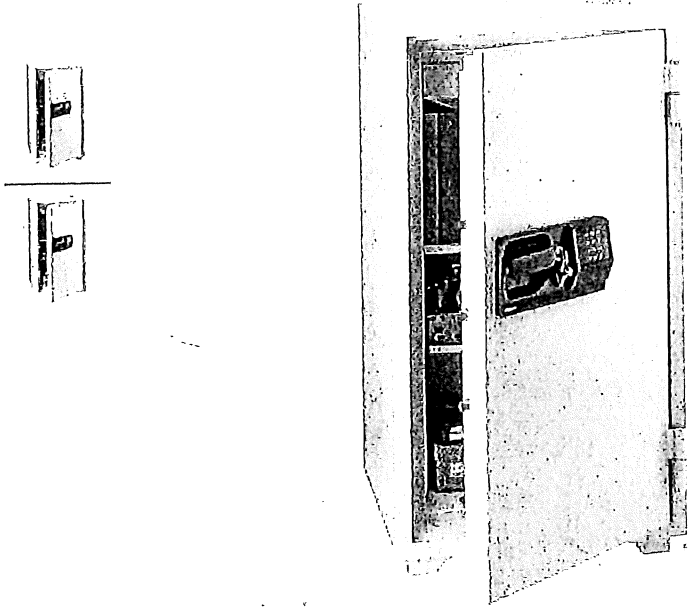
The Business Office recommends Board approval of purchase of the following items from extra-curricular funds:

SCHOOL/ACCOUNT	ITEM	AMOUNT
Elkhart High/Athletic	Safe	\$1,494.99
West Side/Orchestra	Ludwig 5 piece drum set with covers	\$920.13

Security, Banking & Cash > Safes & Secure Storage > Safes & Secure Storage > Sentry®Safe Fire-Safe® Commercial Safes

Sentry Fire-Safe® Commercial Safe; 1-Hr UL Classified Fire Protection, 5.8 Cu. Ft.

Item #: 901-S8771 Model #: S8771 Brand: SentrySafe



\$1,494.99 Each

Enter Zip Code Go

Instock, Estimated Delivery Date: Thur 2/2/2023 - Mon 2/6/2023

[Track](#)

Description

Designed for businesses, offices and other commercial applications.

Designed with a UL Classified fire protection rating and an electronic lock, this safe is a wise investment for the value-conscious business that understands the consequences of losing unexpected catastrophic events.

Delivery details: Safes ship direct from the manufacturer. [Regular Service:](#)

The SentrySafe LTL carrier will deliver, unload the product from the trailer to the ground, and deliver to the inside location just over the threshold. Carrier does NOT move to room of materials. Please see Expected Delivery below to determine delivery timeframe.

Designed for businesses, offices and other commercial applications

UL classified 1-hour proven fire protection

Not water-resistant

Electronic key pad with key lock

Two multi-position shelves and locking drawer for small valuables

5 live-locking bolts

1-year limited warranty, lifetime after fire replacement

Exterior dimensions: 47 5/8"H x 25 7/16"W x 23 15/16"D

Interior dimensions: 38 5/8"H x 18 11/16"W x 13 13/16"D

Capacity: 5.8 cu. ft.

Weight: 624 lb. (283.0 kg.)

Color: light gray

5.8 cubic ft. capacity Fire-Safe® Commercial Safe features electronic lock with key lock, interior locking drawer, 2 multi-position shelves and 5 live-locking bolts/3 dead bolts

Electronic lock with key

UL Classified one-hour proven fire protection (1 hour at 1700° F)

Interior dimensions: 38-5/8Hx18-11/16Wx13-13/16"D

Size: 47-5/8Hx25-7/16Wx23-15/16"D

Light grey

Manufacturer's 1-year limited warranty

Prices shown include tailgate delivery; carry in and set-up services are available, in most cases, for one low price

Specifications

Brand : SentrySafe

Capacity (cubic feet) : 5.8

Customizable : No

De

Height in Inches : 47.6

Interior Dimensions : 48 x 25.43 x 24

Material of Item : Metal

Se

Safe Locking Mechanism : Keypad w/Key

Safe Ratings : UL Classified

Safe Type : Fireproof

Se

True Color : White

Warranty : 1-year mfg.limited warranty

Weight : 624.00 lbs. per Each

W.

Width in Inches : 25.4

Weight : 624.00 lbs. per Each

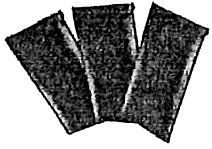
Accessories

Save

Your Custom Price

Lower Price

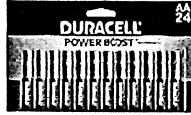
Your Custom Price



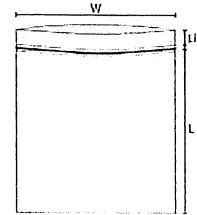
Honeywell Multipurpose Zipper Bag Deposit Bag:
Was ~~\$20.59~~
\$14.99
Pack



MMF Industries Fire-Block® Letter Portfolio (232042)
Was ~~\$47.49~~
\$43.19
Each



Duracell Coppertop AA Alkaline Battery, 24/Pack
\$22.59
Pack
When you buy 10+



Box Partners Zip Bags, 4" x 3", 1,000/Carlton (PB)
\$40.99
Carlton



Pap-R Products Curri White with Blue F
Was ~~\$10.59~~
\$9.53
Pack

This item ships FREE *

Qty 1 Add to Cart

This item ships FREE *

Qty 1 Add to Cart

This item ships FREE *

Qty 1 Add to Cart

This item ships FREE *

Qty 1 Add to Cart

This item ships

Qty 1 Add to

Reviews

Be the first to write a review

There are no reviews for this item.



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

★ ★

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

Memo

To: Dr. Steve Thalheimer
From: Rebecca Yoder/Kerry Leader *KYleader*
Date: January 24, 2023
Re: Approval of Expenditure for Orchestra Extracurricular Funds

West Side Middle School is requesting approval for the expenditure of WSMS Orchestra Extracurricular Funds. The **Orchestra** would like to spend **\$920.13** to purchase a new Ludwig 5 piece drum plus protective covers. This drum set will be used multiple times a year for orchestra concerts with the 6th, 7th and 8th grade orchestras.

A quote is attached. All pieces will be purchased from:

Sweetwater Music Education Technology Division
5501 US HWY 30 W
Fort Wayne, IN 46818

Sweetwater[®]

Music Education Technology Division

5501 US HWY 30 W
 Fort Wayne, IN 46818
 (800) 822-6752
 Sweetwater.com

Quote Number 8499620
Quote Date 1/24/23
Delivery Method FedEx Ground (Business)
Customer Number 9186546

Quote To: Rebecca Yoder
 West Side Middle school
 101 S Nappanee St
 Orchestra
 Elkhart, IN 46514

Ship to: Rebecca Yoder
 West Side Middle school
 101 S Nappanee St
 Orchestra
 Elkhart, IN 46514

Qty.	Item	Description	Retail Price	Your Price	Total
1	LC19514	Ludwig Accent 22"K 5-pc Set w/Cym, Red Spkl	\$922.00	\$599.00	\$599.00
1	CPCYMBAG	Cardinal Percussion Pro 3 Cymbal Bag	\$58.25	\$32.99	\$32.99
1	DPB3000	On-Stage Standard Padded Drum Bag Set	\$281.99	\$174.95	\$174.95
1	DTA1088	On-Stage Drum Set Dust Cover 80" x 108"	\$102.99	\$63.95	\$63.95

Tax Exempt Certificate

Terms: Net 30 Days

Exclusive 'TOTAL CONFIDENCE COVERAGE' Free Two Year Warranty
 (Software, consumables and Apple products do not qualify for TCC)

**Unlimited technical support provided by dedicated in-house staff exclusive to Sweetwater customers.

***In-house factory authorized service and repair.

****Most prepaid orders qualify for free shipping at standard discounts.
 SPECIAL ORDERS, ORDERS WITH OPEN BILLING TERMS (Purchase Orders), DO NOT QUALIFY FOR FREE S&H.
 Please see the link below for details.
<https://www.sweetwater.com/about/free-shipping/>

*****Signed purchase order required for Net30 terms

*****Band Boosters and PTA/PTO groups, please send a check with orders or call with credit card.

Continued on page 2...

Sweetwater®

Music Education Technology Division

5501 US HWY 30 W
Fort Wayne, IN 46818
(800) 822-6752
Sweetwater.com

Quote Number 8499620

Quote Date 1/24/23

Delivery Method FedEx Ground (Business)

Customer Number 9186546

Quote To: Rebecca Yoder
West Side Middle school
101 S Nappanee St
Orchestra
Elkhart, IN 46514

Ship to: Rebecca Yoder
West Side Middle school
101 S Nappanee St
Orchestra
Elkhart, IN 46514

Qty.	Item	Description	Retail Price	Your Price	Total
------	------	-------------	--------------	------------	-------

Items listed on previous page

Subtotal:	\$870.89
Shipping & Handling:	\$49.24
Tax:	\$0.00
Total:	\$920.13

Your Sales Engineer Is Vern Crews:

Dear Rebecca,

We appreciate the opportunity to serve all of your music technology and performing arts needs.

If you ever have any questions or concerns, please do not hesitate to contact me at (800) 222-4700 x1950 or vern_crews@sweetwater.com.

24-hour support is also available at Sweetwater.com/SweetCare, or with our in-house SweetCare Center by phone at (800) 222-4700 (M - F 9am - 6pm, Sat 9am - 5pm).

Sweetwater's Return Guidelines:

It's our goal to earn your trust and create a relationship with you for the long term by standing behind what we sell. We promise to deal with you fairly and reasonably; we hope you will be fair and reasonable with us as well. So, if for some reason you are not satisfied with your purchase, we will gladly accept your timely return of eligible items.

To make a return, simply contact your Sales Engineer to start the process.

For additional information on returns, please visit Sweetwater.com/help.



FOOD SERVICES

1135 KENT STREET • ELKHART, IN 46514

PHONE: 574-262-5551



ELKHART COMMUNITY SCHOOLS

J.C. RICE EDUCATIONAL SERVICES CENTER

2720 CALIFORNIA ROAD • ELKHART, IN 46514

PHONE: 574-262-5500

DATE: February 8, 2023
TO: Steve Thalheimer
Board of School Trustees
FROM: Pam Melcher
RE: Donation Approval

An Anonymous donation of \$200.00 was given to pay negative balances at Osolo Elementary School.

I am requesting approval from the Board of School Trustees to accept this donation.



FOOD SERVICES

1135 KENT STREET • ELKHART, IN 46514
PHONE: 574-262-5551



ELKHART COMMUNITY SCHOOLS

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

DATE: January 25, 2023
TO: Steve Thalheimer
Board of School Trustees
FROM: Pam Melcher
RE: Donation Approval

An Anonymous donation of \$100.00 was given to pay negative balances at Osolo Elementary School.

I am requesting approval from the Board of School Trustees to accept this donation.



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: 2/1/23

TO: Dr. Steven Thalheimer
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 ARC American, Inc. The donation is in support of the National Honor Society extra-curricular Activity and will be used to purchase supplies, decorations, snacks and awards for the students and their upcoming events.

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:

ARC American, Inc.
311 S. Indiana Ave
Wakarusa, IN 46573



HUMAN RESOURCES

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

To: Dr. Steve Thalheimer
Board of School Trustees
From: Maggie Lozano, Director of Human Resources
Date: January 24, 2022

RE: Donation

Elkhart Community Schools received a donation of a gift box of bath products from Buff City Soaps valued at \$52.00. The donation is in support of the ECS Two-Day Job Fair and will be used as a door prize giveaway for participants attending the event.

Buff City Soap
C/O Eric Nevers
205 County Road 6 F
Elkhart, IN 46514



HUMAN RESOURCES

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

To: Dr. Steve Thalheimer
Board of School Trustees
From: Maggie Lozano, Director of Human Resources
Date: January 24, 2022

RE: Donation

Elkhart Community Schools received a donation of 4 coolers with speaker, 2 desk chairs, 1 gaming chair, and 1 paper shredder from Feed the Children. The donation is in support of the ECS Two-Day Job Fair and will be used as a door prize giveaway for participants attending the event.

Feed the Children
C/O Lori Hembree
22365 Elkhart E Blvd
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: 2/1/23

TO: Dr. Steven Thalheimer
Board of School Trustees

FROM: Cary Anderson (Principal)
Kristin Baker (Teacher/Sponsor)

RE: Donation Approval

Elkhart High School received a donation of \$500.00 from First State Bank. The donation is in support of the Theatre department extra-curricular Activity and will be used to purchase supplies, decorations, student snacks the upcoming musical production of "Mean Girls".

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:

First State Bank
PO Box 69
Middlebury, IN 46540



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: 01/24/23

TO: Dr. Steven Thalheimer
Board of School Trustees

FROM: Cary Anderson (Principal)
Kristin Baker (Teacher/Sponsor)

RE: Donation Approval

Elkhart High School received a donation of \$1,000.00 INOVA Federal Credit Union. The donation is in support of the EHS Theatre ECA 2023 musical production of “Mean Girls” and will be used to purchase supplies, snacks and equipment for the program students and production.

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:

INOVA Federal Credit Union

PO Box 1148

Elkhart, IN 46515



HUMAN RESOURCES

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

To: Dr. Steve Thalheimer
Board of School Trustees
From: Maggie Lozano, Director of Human Resources
Date: January 24, 2022

RE: Donation

Elkhart Community Schools received a donation of a television and theater seat from Lippert Components, Inc. The donation is in support of the ECS Two-Day Job Fair and will be used as a door prize giveaway for participants attending the event.

Lippert
C/O Scott Mantyla
3501 County Road 6East
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: 2/1/23

TO: Dr. Steven Thalheimer
Board of School Trustees

FROM: Cary Anderson (Principal)
Kristin Baker (Teacher/Sponsor)

RE: Donation Approval

Elkhart High School received a donation of \$250.00 from Mary Hubbard. The donation is in support of the Theatre department extra-curricular Activity and will be used to purchase supplies, decorations, student snacks the upcoming musical production of "Mean Girls".

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:

First State Bank
PO Box 69
Middlebury, IN 46540



HUMAN RESOURCES

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

To: Dr. Steve Thalheimer
Board of School Trustees
From: Maggie Lozano, Director of Human Resources
Date: January 24, 2022

RE: Donation

Elkhart Community Schools received a donation of a gift bag filled with miscellaneous goods, valued at \$100, from Meridian Title Corporation. The donation is in support of the ECS Two-Day Job Fair and will be used as a door prize giveaway for participants attending the event.

Meridian Title Corporation
C/O Adam Hooten
881 Parkway Avenue # 300
Elkhart, IN 46516



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: 12/13/2022

TO: Dr. Steve Thalheimer
Board of School Trustees

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

RE: Donation Approval

A donation in the amount of \$3,000.00 has been given to the Elkhart High School Athletics from Michael and Jennifer Nolan. These funds will be used to assist with the purchase of the Sideline Scout System for Diving, which will further our diver's growth.

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:

Michael & Jennifer Nolan
3221 East Lake Dr. N.
Elkhart, IN 46514



ELKHART AREA CAREER CENTER

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

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

FROM: BRANDON EAKINS *BE*

DATE: JANUARY 30, 2023

RE: DONATION APPROVAL - EACC

David Yoder of the Michiana Mustangs club has donated \$1,500.00 to our Automotive cluster.

This money will be used to award one student in each of the 5 Automotive classes with a toolbox so they can continue in their trade after graduation.

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

Michiana Mustangs
Attn: David Yoder
1155 N Center St #B
Bremen, IN 46506



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
Superintendent Steve Thalheimer**

From: Greg Stover

Date: 1/17/2023

Subject: Gift Acceptance

MORryde has donated materials and labor to fabricate robot parts with an estimated value of \$500 to the ElkLogics Robotics team. These parts will be used on our 2023 robot.

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:

MORryde International
Attn: Calder Hey
1966 Sterling Ave.
Elkhart, IN 46514



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



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

DATE: 2/6/23

TO: Dr. Steven Thalheimer
Board of School Trustees

FROM: Cary Anderson (Principal)
Kristin Baker (Teacher/Sponsor)

RE: Donation Approval

Elkhart High School received a donation of \$1,000.00 from the Community Foundation of Elkhart County for the Brian & Amanda Jamison Charitable NE. The Fund Advisors are Mr. and Mrs. Brian Jamison. The donation is in support of the Theatre department extra-curricular Activity and will be used to purchase supplies, set construction, decorations, and student snacks for the upcoming musical production of "Mean Girls".

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:

Mr. and Mrs. Brian Jamison
PO Box 452
Bristol, IN 46507

Community Foundation of Elkhart County
240 E. Jackson Blvd
Suite 104
Elkhart, IN 46516



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



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

DATE: 01/27/23

TO: Dr. Steven Thalheimer
Board of School Trustees

FROM: Cary Anderson (Principal)
Nick Seidl (Teacher/Sponsor)

RE: Donation Approval

Elkhart High School received a donation of \$500.00 from MSC Direct. The donation is in support of the Elklogics Robotics extra-curricular team and will be used to purchase supplies, parts and equipment for the competing robots.

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:

MSC Industrial Direct
515 Broadhollow Rd
Melville, NY 11747-3151



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: 2/8/23

TO: Dr. Steven Thalheimer
Board of School Trustees

FROM: Cary Anderson (Principal)
Nick Seidl (Teacher/Sponsor)

RE: Donation Approval

Elkhart High School received a donation of \$750.00 from PE Robbins 2. The donation is in support of the ElkLogics Robotics extra-curricular activity and will be used to purchase supplies, equipment, and competition entry fees.

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:

PE Robbins 2
1777 IL Route 167
Victoria, IL 61485



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: 2/8/23

TO: Dr. Steven Thalheimer
Board of School Trustees

FROM: Cary Anderson (Principal)
Kristin Baker (Teacher/Sponsor)

RE: Donation Approval

Elkhart High School received a donation of \$400.00 from Natural Health Family Chiropractic. The donation is in support of the Theatre department extra-curricular Activity and will be used to purchase supplies, set construction, decorations, and student snacks for the upcoming musical production of "Mean Girls".

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:

Natural Health Family Chiropractic
625 E. Bristol Street
Elkhart, IN 46514



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 STEVE THALHEIMER**

FROM: KEVIN SCOTT

DATE: FEBRUARY 9, 2023

SUBJECT: GIFT ACCEPTANCE

The following donation was made to Elkhart Community Schools for the ETI Building Fund from:

Thor Industries, Inc.	\$37,500
601 East Beardsley Ave.	
Elkhart IN 46514	


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

KS/dls

ELKHART COMMUNITY SCHOOLS**Elkhart, Indiana**

DATE: February 9, 2023

TO: Dr. Steve Thalheimer, Superintendent

FROM: Dr. Bradley Sheppard RE: **Conference Leave Requests
February 14, 2023 - Board of School Trustees Meeting****The following requests for excused absences are recommended for approval:**

2022 - 2023 CONFERENCES	EXPENSES	SUBSTITUTE
INDIANA DEAF EDUCATORS CONFERENCE This conference is intended to educate and support school staff who work with Deaf or Hard of Hearing students. At Woodland, we have two students who would fall into this label and I desire to attend this conference to increase my knowledge on how we can better help these students. This particular area of learning would be around a subject that I've never been trained and desire to learn more in order to support my students and staff. Fishers, IN February 26 - 28, 2023 (2 day's absence) JONATHAN LEVAN - WOODLAND (0-0)	\$970.70 <i>Education Fund</i>	\$0.00 <i>N/A</i>
FBLA STATE LEADERSHIP CONFERENCE As State Chair of Indiana Future Business Leaders of America, I will be coordinating the annual state leadership conference along with the state officers. All expenses, including the substitute, will be reimbursed by Indiana FBLA. Muncie, IN March 7 - 12, 2023 (4 day's absence) JULIE JERZAK - EHS/B&IR (2-2)	\$0.00 <i>N/A</i>	\$0.00 <i>N/A</i>
MACUL 2023 CONFERENCE MACUL offers a variety of sessions on instruction, technology, and best practices on implementation for teachers at all levels. Attending will allow me to find and learn about new ideas which can be used to support teachers in Elkhart. I'll share these ideas on the Instructional Technology blog, YouTube channel, and through PD we develop with the Technology Ambassador group. Detroit, MI March 16 - 17, 2023 (2 day's absence) BRIAN BENNETT - ESC/HELC (1-1) SONDRA FLORA - BECK (0-0) HOLLY MECHER - ESC/HELC (1-3) CORY METCALFE - KENT STREET (0-0) DODIE NORRIS - ESC/HELC (1-2)	\$2,477.00 <i>Title IV, FY23</i> <i>Title IV, FY23</i> <i>Title IV, FY23</i> <i>Title IV, FY23</i> <i>Title IV, FY23</i>	\$190.00 <i>N/A</i> <i>Title IV, FY23</i> <i>N/A</i> <i>N/A</i> <i>N/A</i>
80 ACRES FARM VISIT AND TOUR 80 Acres Farm is a large and progressive farming operation that utilizes the newest technologies in precision agriculture. Hamilton, OH March 17, 2023 (1 day's absence) BRANDON EAKINS - EACC (0-0)	\$577.93 <i>2022-23 Perkins Grant</i>	\$0.00 <i>N/A</i>
INDIANA INTERSCHOLASTIC ATHLETIC ADMINISTRATORS ASSOCIATION CONFERENCE	\$50.00	\$0.00

<p>Stay up to date on current practices in education based athletics. I will share with our school athletic directors at monthly meetings. I am also presenting two workshops: one on Transformational Purpose Statements and one on Comprehensive Student Leadership Programs.</p> <p>March 20 - 21, 2023 (2 day's absence)</p> <p>Indianapolis, IN</p> <p>LARRY KISSINGER - EHS</p>		
	<i>Athletic General Fund</i>	<i>N/A</i>
<p>NONVIOLENT CRISIS INTERVENTION WITH ADVANCED PHYSICAL SKILLS</p> <p>Training to become a district level trainer for CPI and Advanced CPI.</p> <p>April 3 - 7, 2023 (5 day's absence)</p> <p>St. Louis, MO</p> <p>LINDSEY COX - ESC (5-15)</p>	\$7,315.00	\$0.00
	<i>Federal Medicaid</i>	<i>N/A</i>
<p>TITLE CON 2023: DRAFTING A BLUEPRINT FOR THE UNKNOWN</p> <p>This two-day conference will feature keynote speakers and several breakout sessions designed to provide Indiana LEAs with programmatic and fiscal guidance to advance federal education programs in their respective communities.</p> <p>April 11 - 12, 2023 (2 day's absence)</p> <p>Plainfield, IN</p> <p>KERRY MULLET - ESC (0-0)</p> <p>BETH WILLIAMS - ESC (1-1)</p>	\$1,205.10	\$0.00
	<i>Title I Basic Grant 22-23</i>	<i>N/A</i>
	<i>Title I Basic Grant 22-23</i>	<i>N/A</i>
	\$12,595.73	\$190.00
2022 YEAR-TO-DATE EDUCATION FUNDS	\$22,516.62	\$2,755.00
2023 YEAR-TO-DATE EDUCATION FUNDS	\$8,440.38	\$95.00
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	\$71,426.75	\$4,465.00
2023 YEAR-TO-DATE ADJUSTMENTS	\$0.00	\$0.00
GRAND TOTAL	\$298,365.66	\$13,490.00

(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: AFJROTC DRILL/COLOR GUARD TEAMS

Number of Students: 18-20

Date/Time Departing: 10 MAR 2023 @ 5pm

Date/Time Returning: 12 MAR 2023 @ 6pm

Destination: Dayton Ohio
City State

Overnight facility: Comfort Suites Dayton - Wright Patterson

Mode of Transportation: Activity Busses

Reason for trip: Regional Drill & Color Guard
competition. Air Force Museum
visit.

Names of chaperones: Scott Rutledge
Jeff Dorman

Cost per student: 0

Describe Plans for Raising
Funds or Funding Source: Fundraiser occurred earlier in the year

Plans to defray costs for
needy students: N/A

Are needy students made
aware of plans? N/A

Signature of
Teacher/Sponsor [Signature]

Signature of Principal: Kelley Blair Date: 1/24/23

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

Approval of Assistant
Superintendent: [Signature] Date: 1/26/23

Approval by Board: _____

ELKHART COMMUNITY SCHOOLS
OVERNIGHT TRIP REQUEST

School: Elkhart High School

Class/Group: JAG - Jobs for America's Graduates

Number of Students: 1

Date/Time Departing: 03/16/2023 8am

Date/Time Returning: 03/17/2023 evening

Destination: Indianapolis, IN - Ivy Tech Indianapolis IN
City State

Overnight facility: hotel

Mode of transportation: Transport arranged by JAG

Reason for trip: Competing in the Career Development Conference
State competition for JAG

Names of chaperones: Jennifer Kemble

Cost per student: \$0

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

Plans to defray costs
for needy students: N/A

Are needy students
made aware of plans? N/A

Name of
Teacher/Sponsor: Down Miller / Cary Anderson

Signature of
Teacher/Sponsor: [Signature]

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

Signature of Principal: [Signature] Date: 2/8/23

Approval of Assistant Superintendent: [Signature] Date: 2/9/23

Approval by Board: _____

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

What is the title of the grant?	What is the name of the granting agency/entity?	Please list school/entity applying.	Individual/contact applying for the grant?	What is the amount applied for?	How will the grant funds be used and who will oversee the management of the grant?	Please explain how the grant funds will be used to support the district vision, focus, and goals.	Please outline the grant budget for the funds requested.	What is the grant submission deadline?
2023 Education Readiness Grant	The Indiana Office of Career and Technical Education (OCTE), in partnership with Conexus Indiana and TechPoint,	Elkhart Community Schools (District)	Jason Inman and Greg Stover	TBD	The grant will be used to to implement high school CTE programs in high-demand career fields, specifically advanced manufacturing and information technology. The grant aims to strengthen partnerships between industry and local schools, while increasing student access to opportunities in these career fields. Greg Stover and Jason Inman will oversee the management of the grant.	The funds will be used to create a direct connection with local employers in advanced manufacturing or information technology with the goal of recruiting more students to CTE and graduating job-ready students with experience and credentials needed by local employers.	Governor Holcomb has proposed the state double its investment in Manufacturing Readiness Grants in his current budget proposal. The Governor's Workforce Cabinet recently issued recommendations to tackle employer talent challenges which included a strong focus on digital development, and led to the inclusion of information technology CTE programs in this year's Education Readiness Grants. We are working on a detailed budget for the grant and plan to include partners such as Purdue Northwest and Network Solutions.	2/15/2023
AEP FIRST Robotics Grant	AEP	EHS/ElkLogics Robotics Team	Nick Seidl	\$6,000	Funds from the grant will be used for travel costs, robot parts, raw materials, and competition entry fees. Nick Seidl and Ted Elli will manage the funds.	Our FIRST Robotics program, ElkLogics, allows students to learn and apply STEM skills and knowledge, while also learning skills such as leadership, time management, and teamwork. Both of these support the district goal of having students "graduate career/college ready and life ready." <i>AEP made contact about the grant just a few days prior to the grant submission deadline.</i>	\$4000 will be used entry fees for the state championship if we qualify. \$1000 will be used for raw materials (aluminum and steel stock). The balance (and \$4000 in entry fees if we don't qualify) will be used to purchase robot parts and to replace aging tools and equipment.	1/27/2023
Comprehensive Support & School Improvement Grant	IDOE	Beardsley	Beth A Williams with Nicole Serge	\$186,267.98	Funds will be used to support the school's efforts to improve student academic performance. Beth Williams and Nicole Serge will oversee the management of the grant.	All activities funded through the grant are required to be aligned to Beardsley's School Improvement Plan.	Planning for grant application is in process. The budget has not yet been determined.	3/31/2023
Comprehensive Support & School Improvement Grant	IDOE	Roosevelt STEAM Academy	Beth A. Williams with Helenia Robinson	\$213,576.41	Funds will be used to support the school's efforts to improve student academic performance. Beth Williams and Helenia Robinson will oversee the management of the grant.	All activities funded through the grant are required to be aligned to Roosevelt's School Improvement Plan.	Planning for grant application is in process. The budget has not yet been determined.	3/31/2023
One School at a Time Grant	Martin's Supermarket	Eastwood	Kerry Lawson	\$1,000	To purchase an AED for the building near the playground area. Mrs Hays will oversee	This grant will help support safety within the building and supply an additional AED for emergency.	Zoll AED Plus First Responder: \$1,058.00	2/16/2023



TO: DR. STEVEN THALHEIMER
FROM: MS. MAGGIE LOZANO
DATE: FEBRUARY 14, 2023

PERSONNEL RECOMMENDATIONS

CERTIFIED

- a. **Agreement** – We recommend the approval of an agreement regarding unprofessional behavior.
- b. **Agreement** – We recommend the approval of an agreement regarding compensation.
- c. **Agreement** – We recommend the approval of an agreement regarding employment.
- d. **New Certified Staff** – We recommend the following new certified staff for employment in the 2022-23 school year:

Margaret Dippell	Beardsley/Grade 4
Steven Starzyk	Elkhart High ETI/Social Studies
Clarence Thomas	Pierre Moran/Social Studies

- e. **Retirement** – We report the retirement of the following employees:

Stephanie Lee	Osolo/Grade 4	33 Years of Service
Theodore Miller	Eastwood/Art	22 Years of Service
April Schneider	Elkhart High/World Lang	34 Years of Service

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

Chelsea Atchison Began: 8/14/18	Eastwood/Grade 4 Resign: 1/27/23
Alexis Davis Began: 8/8/22	Elkhart Academy/Language Arts Resign: 2/23/23
Lorie Hite Began: 8/9/21	Elkhart High/Language Arts Resign: 3/9/23

Nakara Murray
Began: 11/23/09

Career Center/Cosmetology
Resign: 1/31/23

- g. **Leave** – We recommend an extension of a maternity leave for the following employee:

Michelle Huff
Begin: 2/21/23

St. Vincent/Intervention
End: 5/25/23

- h. **Leave** – We recommend a medical leave of the following employees:

Brett Cramer
Began: 1/9/23

Elkhart Academy/Special Education
End: 2/3/23

Theodore Miller
Begin: 2/15/23

Eastwood/Art
End: 5/25/23

CLASSIFIED

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

Nikita Belt
Began: 11/21/22

Transportation/Bus Helper
PE: 2/2/23

Jerrod Canfield
Began: 12/5/22

West Side/Custodian
PE: 1/30/23

Ashely Charles
Began: 12/1/22

Bristol/Food Service
PE: 2/13/23

Brooke Grenier
Began: 11/29/22

Cleveland/Registered Behavior Technician
PE: 2/9/23

Ty Robinson
Began: 11/16/22

Woodland/Paraprofessional
PE: 1/26/23

Jennifer Smeltzer
Began: 11/28/22

Daly/Secretary
PE: 2/9/23

Isaac Stewart
Began: 12/9/22

Pierre Moran/Custodian
PE: 2/2/23

Drew Weiler
Began: 12/5/22

North Side/Custodian
PE: 2/6/23



Ruth Weldy
Began: 12/1/22

Woodland/Paraprofessional
PE: 2/13/23

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

Callie Alford
Began: 2/14/23

Woodland/Paraprofessional
End: 2/16/23

Jan Roscoe
Began: 11/28/22

Elkhart High/Paraprofessional
End: 1/20/23

Kelly Vollstedt
Began: 2/7/23

Beardsley/Food Service
End: 3/17/23

c. **Retirement** - We report the retirement of the following classified employees:

Roxanne Niemzyk
Began: 3/10/04

Riverview/Secretary
End: 3/31/23
19 Years of Service

Renee Strieby
Began: 6/05/08

Pierre Moran/Custodian
End: 6/6/23
15Years of Service

Mikel Weaver
Began: 3/19/13

Elkhart High/Custodian
End: 3/20/23
10 Years of Service

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

Richard Choler
Began: 8/17/17

Transportation/Bus Driver
Resign: 2/3/23

Kenyetta Mitchell
Began: 10/18/22

Elkhart High/Food Service
Resign: 1/23/23

Melody Riley
Began: 8/11/22

Feeser/Food Service
Resign: 2/8/23



Book	Policy Manual
Section	3000 Personnel
Title	PROPOSED REVISED EMPLOYEES IN MISCELLANEOUS POSITIONS COMPENSATION PLAN
Code	po3422.12S
Status	First Reading
Adopted	December 20, 2016
Last Revised	November 22, 2022
Last Reviewed	February 14, 2023

3422.12S - EMPLOYEES IN MISCELLANEOUS POSITIONS COMPENSATION PLAN

The Board of School Trustees hereby adopts the following wage schedule for Employees to be effective for ~~January 1~~ February 14, 2023 In addition, the three percent (3%) employee contribution to PERF will be paid by Elkhart Community Schools.

POSITION	HOURLY WAGE RANGE
Assistant Supervisor of Transportation	26.29 - 31.92
Transportation Trainer/Dispatcher	22.28 - 25.66
Food Service Supervisor of Truck Drivers	22.29 - 25.66
Food Service Truck Driver	18.35 - 21.37
Food Service Receiving/Supply	18.35 - 21.37
Supervisor of Building Services	23.33 - 28.19
Food Service Support Specialist	20.48 - 27.76
Assistant to the Food Service Director for Secondary Schools	20.48 - 27.76
Food Service Bids & Commodity Coordinator	19.61 - 29.35
Culinary Event Coordinator	19.61 - 29.35
Assistant to the Food Service Director for Elementary Schools	20.48 - 27.76
Production Coordinator	22.28 - 25.66
Transportation Route/Driver Coordinator	22.28 - 25.66
Transportation Clerk	17.59 - 19.11
Adult/Community Education Non-Contract Teachers	36.23 *
Building Community Education Coordinator	30.23 - 37.22
Radio Station Staff Announcer	11.72 - 15.69
Radio Station Development Assistant	13.25 - 19.82
School Security Officer	32.87
Federally Funded Pupil/Program/Parent Support Person	22.25 - 31.36
Federally Funded Building Translator/Interpreter	22.25 - 31.36
Federally Funded Building Translator/Parent Liaison	17.94 - 21.92
School Parent/Community Liaison	22.25 - 31.36
District Translator	22.25 - 31.65
Evening Events Supervisor	17.40

Federally Funded After-School Organized Activities Leader	14.00
Federally Funded After-School Organized Activities Assistant	9.39
Deaf/Hard of Hearing Educational Interpreter	18.73 - 32.97
Early College Data Specialist	27.00 - 30.53
EACC Testing Specialist	27.00 - 30.53
Manager of After School and Community Programs	30.83 - 38.98
Campus Security – I	14.53 - 22.68
Campus Security – II	16.57 - 24.72
Farm Technician	17.30 - 22.30

* Hourly rate based on .00113 of the base salary set forth in Appendix B of the 2022-2023 Master Contract (effective October 31, 2022).

POSITION	YEARLY SALARY RANGE
Radio Station Manager	58,867 - 98,250
Radio Station Development Director	55,886 - 80,332
Radio Station Business Account Manager	45,847 - 79,134
Radio Station Program Director	45,847 - 66,095
Radio Station Senior Reporter and Assignment Editor	40,731 - 55,809
Radio Station Operations Manager	34,280 - 50,910
Radio Station Morning Edition Host	37,792 - 54,753
Radio Station Promotions Manager	38,635 - 53,460
Radio Station Membership Manager	47,727 - 61,629
Radio Station Business/Workforce Development Reporter - IPB News	38, 820 - 53,430
Radio Station News Director/Reporter	49,000 - 64,000
Olweus Bullying Prevention Program Coordinator	53,825 - 66,170
Education and Engagement Coordinator	45,847 - 79,134
Adult and Community Education Program Manager	72,875 - 83,663
Transition Specialist	44,000 - 64,000
Scheduling Coordinator (11 months)	59,000 - 74,000
Building Services Manager	74,485 - 94,865
Energy and Risk Management Specialist	59,200 - 79,580
Data and Assessment Manager	72,975 - 83,763
Data Specialist	46,584 - 68,489
Communication Specialist	46,584 - 68,489
Substitute Coordinator	48,983 - 58,081
Staff Accountant	49,010 - 61,238
Grant Coordinator/Talent Recruiter (funded by ARP Grant)	68,600
School Psychologist Intern	41,500
21st Century Community Learning Center Coordinator	2,500 (per semester)

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

Performance Awards for Radio Station Employees

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

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

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

Fringe Benefits

A. Income Protection and Annuities

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

B. Insurance

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

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

C. Severance Benefits

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

1. Resignation

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

2. Retirement, Death, or Disability

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

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

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

D. Change in Classification

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

Dependent Textbook Fee Stipend

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

Absences

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

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

Personal Illness/Family Illness Absence

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

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

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

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

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

Attendance Incentive Program

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

Job-Related Injury

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

Bereavement

Employees shall be entitled to be absent from work without loss of compensation on account of death in the immediate family for five (5) business days beyond the date of death in order to attend to matters related to the death of the family member (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 the employee's spouse, life partner, children, siblings, parents, parents-in-law, brother or sister-in-law, son or daughter-in-law, grandparents, grandchildren, great-grandparents, stepparents, stepchildren, or any member of the family unit living in the employee's household, any person for whom the employee is the legal guardian, or for whom the employee is exercising rights authorized pursuant to a Power of Attorney.

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

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

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

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

Military Leave

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

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

Health Leave

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

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

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

Health Leave - Procedure

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

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

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

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

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

Personal Leave

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

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

Personal Leave - Procedure

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

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

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

Jury and Witness Duty Pay

Jury Duty

All Employees in Miscellaneous Positions will be granted excused absence when they are subpoenaed to serve on the jury. Such absence shall result in no loss of wages. When 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.

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 Personnel. In the event that the employee is pregnant, the leave may be requested to begin any time between thirty (30) days after the Director of Human Resources is notified of the pregnancy and thirty (30) days after the birth of the child. For employees who are not pregnant, the leave may be requested to begin any time within thirty (30) days of the date that the child is expected in the home. In cases of emergency, the thirty (30) day notification period may be waived. Leaves may be requested for a period not to exceed one (1) year, and are non-renewable.

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

Adoptive Leave

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

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 and Vacations Definitions

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

Holidays

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

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

New Year's - two (2) days

Martin Luther King Jr. Day

Presidents' Day

Memorial Day

Independence Day – two (2) days

Labor Day

Thanksgiving - two (2) days

Christmas - two (2) days

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

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

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

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

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

4. Presidents' Day will be a paid holiday.

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

Martin Luther King, Jr. Day

Presidents' Day

Memorial Day

Labor Day

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

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

Vacations

A. A full-time employee who has, as of December 31, been employed by the Elkhart Community Schools for less than one (1) calendar year, shall be entitled to one (1) working day vacation with pay during the next calendar year, for each full month of employment completed, provided that no more than ten (10) vacation days may be accrued.

B. A full-time employee who has, as of December 31 of each year, been employed by the Elkhart Community Schools for that entire calendar year, shall be entitled to ten (10) working days vacation with pay during the next calendar year.

C. A full-time employee who has, as of December 31 of each year, been employed by the Elkhart Community Schools for five (5) consecutive years, is entitled to fifteen (15) working days vacation with pay during the next calendar year.

D. A full-time employee who has, as of December 31 of each year, been employed by the Elkhart Community Schools for fifteen (15) consecutive years, is entitled to twenty (20) working days vacation with pay during the next calendar year.

E. A full-time employee who has, as of December 31 of each year, been employed by the Elkhart Community Schools for twenty (20) consecutive years, is entitled to twenty-five (25) working days vacation with pay during the next calendar year.

F. Years shall be considered consecutive so long as any interruption of service did not include other employment.

G. For the sole purpose of determining vacation benefit eligibility; employees who transfer from a school-year position to a twelve (12) month position will be granted years of service based on the following conversion formula. *NOTE: the years of service conversion is only applicable for the purpose of vacation benefits. This computation does not replace the total years of service invested with Elkhart Community Schools for the purposes of Retirement benefits or Staff Recognition.*

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

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

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

I. Vacation days will be available to the staff member during the twelve (12) months of the calendar year and for six (6) months beyond.

J. Only twelve (12) month employees will be entitled to paid vacation days.

K. Radio Station Manager, Data and Assessments Manager, and Building Services Manager shall be eligible for twenty (20) days of vacation each contract year, exclusive of weekends and holidays, at a time(s) approved by the staff member's immediate supervisor(s). Upon completion of five (5) years of employment with the Elkhart Community Schools in such position, or when previous employment provided relatively comparable experience, said managers shall be eligible for twenty-five (25) days of vacation each year.

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

Revised 1/24/17

Revised 6/27/17

Revised 10/24/17

Revised 12/12/17

Revised 5/8/18

Revised 8/14/18

Revised 11/13/18

Revised 12/11/18

Revised 12/18/18

Revised 2/12/19

Revised 3/12/19

Revised 6/25/19

Revised 8/13/19

Revised 10/7/19

Revised 12/10/19

Revised 2/11/20

Revised 8/25/20

Revised 11/24/20

Revised 1/12/21

Revised 3/9/21

Revised 8/10/21

Revised 9/14/21

Revised 12/14/21

Revised 4/12/22

Revised 5/10/22

Revised 9/13/22

Revised 10/25/22

Book	Policy Manual
Section	5000 Students
Title	PROPOSED REVISED GRADUATION REQUIREMENTS
Code	po5460
Status	First Reading
Adopted	November 22, 2016
Last Revised	November 13, 2018

5460 - GRADUATION REQUIREMENTS

High School Graduation

In order to graduate from high school, a student shall

~~A. complete the number and type of credits in grades 9–12, except as otherwise provided in this policy,~~
satisfy all three of the following Graduation Requirements as established by the Indiana State Board of Education, which includes:

1. Earn credits necessary for a High School Diploma

a. Core 40;

b. Academic or Technical Honors; or

c. General

2. Learn and Demonstrate Employability Skills

a. Project-Based Learning;

b. Service-Based Learning; or

c. Work-Based Learning.

3. Demonstrate Postsecondary-Ready Competencies

a. Honors Diploma;

b. SAT/ACT/ASVAB cut scores;

c. Industry Recognized Certification;

d. Federally Recognized Apprenticeship;

e. CTE Concentrator;

f. AP/Dual Credit; or

~~A.~~g. Locally Created Pathway.

B. be enrolled for at least seven (7) semesters in grades 9-12 and

~~C. demonstrate proficiency of the academic standards established by the Indiana State Board of Education and Elkhart Community Schools through satisfactory completion of any one of the following three (3) procedures:~~

~~1. The student achieves passing scores on applicable examinations required by State law and or the Indiana State Board as pre-requisites for graduation;~~

~~2.C. The student who does not achieve passing scores on required examinations~~ satisfy all three of the Graduation Requirements may be eligible to graduate if the student does the following:

~~a.1. retakes the required examinations in each subject area in which the student has not achieved a passing score at least one (1) time every school year after the school year in which the student first takes the required examinations~~ Attempts to meet at least three (3) Postsecondary-Readiness Competencies;

~~b. completes remediation opportunities provided to the student as outlined in Administrative Guideline 5460 Section A(5)(2);~~

~~c.2. maintains a school attendance rate of at least ninety-five percent (95%) with excused absences not counting against the student's attendance;~~

~~d.3. maintains at least a "C-" average in the courses comprising the credits specifically required by the Indiana State Board of Education; and~~

~~4. meet all state and local Graduation Requirements; and~~

~~e.5. either show evidence of Postsecondary Planning.~~

~~1. obtain a written recommendation from a teacher of the student in each subject area of the required examinations in which the student has not achieved a passing score. In order for a recommendation to be valid;~~

~~a. the principal must concur with the teacher recommendation;~~ approve the above stated requirements have been met, and

~~a.b. the recommendation must be supported by documentation, including the completion of the Postsecondary-Readiness Competency Waiver.~~

~~b. the recommendation must be supported by documentation, including the completion of the Evidence-Based Waiver — Core 40 Diploma form or the Evidence-Based Waiver — Alternate Documentation or Special Education for General Diploma form, indicating the student has attained the academic standards in the subject area based upon~~

~~1. tests other than the required examinations; or~~

~~2. classroom work; or~~

~~2. Complete~~

~~a. the course and credit requirements for a general diploma, including the career academic sequence;~~

~~b. a workforce readiness assessment; and~~

~~_____~~

~~_____~~

~~c. at least one (1) career exploration internship, cooperative education, or workforce credential recommended by the student's school.~~

- ~~3. Where a student is a child with a disability (as defined in IC 20-35-1-2), the student's case conference committee finds the following:~~
 - ~~a. The student's teacher of record, in consultation with a teacher of the student in each subject area of the required examinations in which the student has not received a passing score, makes a written recommendation to the case conference committee. In order for a recommendation to be valid:~~
 - ~~1. the principal must concur with the teacher recommendation; and~~
 - ~~2. the recommendation must be supported by documentation, including the completion of the Evidence-Based Waiver—Core 40 Diploma form or the Evidence-Based Waiver—Alternate Documentation or Special Education for General Diploma form, indicating the student has attained the academic standards in the subject area based upon~~
 - ~~a. tests other than the required examinations; or~~
 - ~~b. classroom work.~~
 - ~~b. The student meets all of the following requirements:~~
 - ~~1. retakes the required examinations in each subject area in which the student has not achieved a passing score as often as required by the student's individualized education program;~~
 - ~~2. completes remediation opportunities provided to the student to the extent required by the student's individualized education program;~~
 - ~~3. maintains a school attendance rate of at least ninety-five percent (95%) to the extent required by the student's individualized education program with excused absences not counting against the student's attendance;~~
 - ~~4. maintains at least a "C" average in the courses comprising the credits specifically required for graduation by rule of the Indiana State Board of Education and Elkhart Community Schools.~~

D. Additional Requirements for Students with Disabilities

During the student's annual case review held when a student with a disability is enrolled in 8th grade, the case conference committee shall review and discuss with the student's parent (and the student, if appropriate):

1. The types of diplomas available for students to receive in the State of Indiana;
2. The course requirements for each type of diploma; and
3. Employment and career options for the student and the type of academic, technical, and vocational preparation necessary to achieve the employment or career.

The student's IEP must include the type of diploma the student will seek and courses which will allow the student to progress towards the diploma in a timely manner. The Corporation shall not require students with disabilities to complete locally required credits that exceed State credit requirements to receive a diploma unless otherwise required as part of the student's IEP.

Beginning in grade 9 and in addition to the annual case review, the student's teacher of record shall communicate at least once each grading period with the student's parent concerning the student's progress towards the selected diploma. If the parent requests a meeting with the teacher of record to discuss the student's progress, the teacher must meet with the parent in a timely manner. Such a meeting does not constitute a case conference committee meeting, and a request for such a meeting does not abrogate a parent's right to call for a meeting of the case conference committee at any time.

E. Otherwise, satisfy all State and local graduation requirements.

Early Graduation

For students fulfilling all graduation requirements as established in Section 1 of this policy in less than seven (7) semesters, a waiver may be requested. An application specifying the circumstances which make the waiver advisable will be submitted to the Superintendent of Schools for his review and approval.

A student qualifying for early graduation by the end of grade eleven (11) is eligible for a state early graduation scholarship subject to the provisions of Indiana statutes. Any student requesting an early graduation may obtain information regarding the scholarship from the guidance department.

Granting Diplomas

- A. Students enrolled in the Corporation shall have the opportunity to earn any type of State diploma approved by the Indiana State Board of Education.
- B. Transfers from Other Districts

Any student, who completes his/her final semester of attendance and has earned at least six (6) credits from an Elkhart high school during this time, may be granted a diploma from an Elkhart high school. That student must also complete all requirements for graduation from high school established by the State of Indiana as described in Section 1 of this policy. The Superintendent may waive the requirement that the student earn six (6) credits from an Elkhart high school if that student has completed all requirements for graduation from high school established by the State of Indiana as described in Section 1 of this policy.

~~C. Transfers within Elkhart Community Schools~~

~~Elkhart high schools will grant a diploma to any student who has been in attendance at Elkhart high schools for seven (7) semesters and has completed all other State and local requirements for graduation as described in Section 1 of this policy.~~

~~D. Course Completion~~

~~Elkhart high schools will grant a Course Completion to a student who satisfies the requirements established in Section 1(A) and (B) of this policy, but who does not meet the academic standards established by the State of Indiana through satisfactory completion of any one (1) of the three procedures established in Section 1(C) of this policy.~~

~~E.C. Certificate of Completion~~

Upon the recommendation of the student's teacher of record, Elkhart high schools will grant a Certificate of Completion to a child with a disability (as defined in IC 20-35-1-2) who is not eligible to receive a diploma or a Course Completion, but who has completed the four (4) year educational program as established through the student's IEP.

~~F.D. Credit for Courses Completed Before Students Enter Grade 9~~

Credit earned for high school equivalent courses taken before students enter grade 9 will be granted in a manner consistent with Indiana laws, the rules and regulations adopted by the Indiana State Board of Education, and the Elkhart Community Schools.

~~G.E. Credit for Courses Completed More Than One (1) Time~~

1. A student may repeat a high school course in which credit has been earned. Credit for a course required for graduation will only be granted one (1) time, and the highest grade earned will be used to calculate student's GPA.
2. The student's transcript will show the course each time it was completed and the grade assigned for each completion.
3. Some courses may be taken for multiple credits with all credits contributing to the GPA (e.g. band, choir, etc.).

H.F. A student who participates in the AFJROTC program may earn an additional PE credit after completing a successful year of AFJROTC.

Student ID# _____

Evidence-Based Waiver - Core-40 Diploma

I. End of Course Assessment and Remediation: List the dates the student took each section of the End of Course Assessment and the student’s remediation status for each test date.

<u>Test Date</u>	<u>English 10</u>	<u>Test Date</u>	<u>Algebra I</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

P = Pass DNP = Did Not Pass U = Undetermined

For Committee Use Only
1 per school year _____

<u>Remediation Date</u>	<u>English 10</u>	<u>Satisfies IKF A-5-a-2</u>	<u>Remediation Date</u>	<u>Algebra I</u>	<u>Satisfies IKF A-5-a-2</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

For Committee Use Only
Remediation Requirements Satisfied (3) _____

II. Attendance

Year	Number of Days Unexcused (A)	Number of Days Enrolled (B)	Percentage of Attendance (A/B)
1			
2			
3			
4			
Total			

For Committee Use Only
Average > 95% _____

Student ID# _____

III. Grades: *(In each area enter the courses in which the student earned the highest grades.)*

1. Required Subject Area Credits: 29 Credits

<u>Subject Area</u>	<u>Course</u>	<u>Grade</u>	<u>Grade Pts.</u>
<i><u>Language Arts: 8 credits from literature, composition, and speech.</u></i>			
Language Arts	_____	_____	_____
Language Arts	_____	_____	_____
Language Arts	_____	_____	_____
Language Arts	_____	_____	_____
Language Arts	_____	_____	_____
Language Arts	_____	_____	_____
Language Arts	_____	_____	_____
Language Arts	_____	_____	_____
<i><u>Social Studies: 6 credits as follows:</u></i>			
US History	_____	_____	_____
US History	_____	_____	_____
Government	_____	_____	_____
Economics	_____	_____	_____
WH&C/G&HW	_____	_____	_____
WH&C/G&HW	_____	_____	_____
<i><u>Mathematics: 6 credits in Algebra I, Geometry, and Algebra II or Integrated Math I, II, and III.</u></i>			
Mathematics	_____	_____	_____
Mathematics	_____	_____	_____
Mathematics	_____	_____	_____
Mathematics	_____	_____	_____
Mathematics	_____	_____	_____
Mathematics	_____	_____	_____
<i><u>Science: 2 credits in biology, 2 credits in any Core-40 physical science course, and 2 credits in any other Core-40 science course.</u></i>			
Biology	_____	_____	_____
Biology	_____	_____	_____

Student ID# _____

<u>Subject Area</u>	<u>Course</u>	<u>Grade</u>	<u>Grade Pts.</u>
C-40 Phys. Science	_____	_____	_____
C-40 Phys. Science	_____	_____	_____
C-40 Science	_____	_____	_____
C-40 Science	_____	_____	_____
<i>Health and Safety/Physical Education: 3 credits as follows:</i>			
Health and Safety	_____	_____	_____
Physical Education	_____	_____	_____
Physical Education	_____	_____	_____
2. Directed Electives: 5 credits in World Language, Fine Arts, or Career/Technical.			
Directed Elective	_____	_____	_____
Directed Elective	_____	_____	_____
Directed Elective	_____	_____	_____
Directed Elective	_____	_____	_____
Directed Elective	_____	_____	_____
Personal Financial Responsibility	_____	_____	_____
3. Electives: 6 credits			
Elective	_____	_____	_____
Elective	_____	_____	_____
Elective	_____	_____	_____
Elective	_____	_____	_____
Elective	_____	_____	_____
Elective	_____	_____	_____
Sum of Grade Points =			_____

At Least 40 Total Credits _____ (for committee use)

Required/Directed Electives Course Grades > C- _____ (for committee use)

Other Electives Course Grades > D- _____ (for committee use)

Student Identification Number: _____

This form is to be completed by a counselor and signed by teachers, if appropriate.

IV. Recommendation

English 10:

List by name, the teachers who were instructors in high school language arts classes.

<u>Course</u>	<u>Teacher</u>	<u>Contacted</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Algebra I:

List by name, the teachers who were instructors in high school mathematics classes.

<u>Course</u>	<u>Teacher</u>	<u>Contacted</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Student Identification Number: _____

This form is to be completed by a counselor and signed by teachers, if appropriate.

English 10

I support the student described here, identification number _____, being considered for an Elkhart Community Schools' diploma. The attached documentation convinces me that the student has met the Indiana Academic Standards in English/Language Arts as tested on the English 10 End of Course Assessment.

(Student's teacher in this content area)

(Print Name)

(Special Education teacher of record, if applicable)

(Print Name)

For Committee Use Only
Recommended: _____

Algebra I

I support the student described here, identification number _____, being considered for an Elkhart Community Schools' diploma. The attached documentation convinces me that the student has met the Indiana Academic Standards in Mathematics as tested on the Algebra I End of Course Assessment.

(Student's teacher in this content area)

(Print Name)

(Special Education teacher of record, if applicable)

(Print Name)

For Committee Use Only
Recommended: _____

Recommendation:

The Graduation Review Committee has examined the evidence provided here and recommends that this student be considered as satisfying the requirements of Board Policy IKF, Section 1C-(2).

(Chairperson)

(Printed Name)

(Date)

February 28, 2012

Graduation Pathways

Postsecondary-Readiness Competency WAIVER Form

Postsecondary-Readiness Competency Waiver is to be used, if:

- Student was unsuccessful in completing a postsecondary-readiness competency by the end of the senior year and attempted to achieve at least three separate postsecondary-readiness competencies; or
- Student transfers to a school during the senior year from a nonaccredited nonpublic school or an out-of-state school and attempted to achieve at least one postsecondary-readiness competency, but was unsuccessful.

Postsecondary-Readiness Competency Waiver Checklist

Criteria 1: 3 postsecondary-readiness competencies attempted, or 1 if student transfer (see details above);

Criteria 2: GPA Requirement met

Criteria 3: Attendance requirement met at 95%

Criteria 4: Met all state requirements

Criteria 5: Demonstrates postsecondary planning

Criteria 1: At least 3 Postsecondary-Readiness Competencies attempted

Competency attempted;
date or supporting data:

1. _____
2. _____
3. _____

Criteria 3: Attendance Requirement

UA=Unexcused Absences DE=Days Enrolled

Gr 9	UA _____	DE _____	Total UA _____
Gr 10	UA _____	DE _____	Total UA _____
Gr 11	UA _____	DE _____	Total UA _____
Gr 12	UA _____	DE _____	Total UA _____

Must be 95% Rate = 100-(UA/DEx100)

Criteria 2: Average of "C" in 34 Required Credits

	Sem 1:Grade/Pts	Sem 2:Grade/Pts
Eng 9	_____	_____
Eng 10	_____	_____
Eng 11	_____	_____
Eng 12	_____	_____
Algebra I	_____	_____
2 nd Math	_____	_____
Biology I	_____	_____
2 nd Science	_____	_____
US History	_____	_____
Govt/SS	_____	_____
PE I & II	_____	_____
Health	_____	_____
College & Career Pathway Courses: 6 credits	_____	_____
_____	_____	_____
_____	_____	_____
Flex Credits: 5 credits	_____	_____
_____	_____	_____
_____	_____	_____

Waiver GPA = Total Points _____ /34 = _____

Note that students must earn a minimum of 40 credits to earn a diploma.

Criteria 4: State & Local Graduation Requirements

MET: Yes _____ No _____

Criteria 5: Postsecondary Planning:

- College Acceptance;
- Occupational Training Program Acceptance;
- Workforce Entry;
- Military Enlistment

Principal Approval

Student Identification Number:

(Student name should NOT be provided)

Evidence-Based Waiver – Alternate Documentation or Special Education for General Diploma

I. End of Course Assessment and Remediation: List the dates the student took each section of the End of Course Assessment and the student’s remediation status for each test date.

<u>Test Date</u>	<u>English 10</u>	<u>Test Date</u>	<u>Algebra I</u>

P = Pass DNP = Did Not Pass U = Undetermined

For Committee Use Only
1 per school year

<u>Remediation Date</u>	<u>English 10</u>	<u>Satisfies IKF A-5-a-2</u>	<u>Remediation Date</u>	<u>Algebra I</u>	<u>Satisfies IKF A-5-a-2</u>

For Committee Use Only
Remediation Requirements Satisfied (3)

II. Attendance

<u>Year</u>	<u>Number of Days Unexcused (A)</u>	<u>Number of Days Enrolled (B)</u>	<u>Percentage of Attendance (A/B)</u>
1			
2			
3			
4			
Total			

For Committee Use Only
Average > 95%

Student Identification Number:

III. Grades: *(In each area, enter the courses in which the student earned the highest grades.)*
**Six language arts credits must come from the required courses, two may come from language electives.*

<u>Subject Area</u>	<u>Course</u>	<u>Grade</u>	<u>Grade Pts.</u>
Language Arts*			
Language Arts*			
Language Arts*			
Language Arts*			
Language Arts*			
Language Arts*			
Language Arts			
Language Arts			
US History			
US History			
Government			
Other SS Course			
Algebra I/Integrated Math			
Algebra I/Integrated Math			
Mathematics			
Mathematics			
Biology			
Biology			
Science			
Science			
Health			
Physical Ed I			
Physical Ed II			
Career/Acad. Sequence			
Career/Acad. Sequence			
Career/Acad. Sequence			
Career/Acad. Sequence			
Career/Acad. Sequence			
Career/Acad. Sequence			

Student Identification Number:

Flex Credits	<input type="text"/>	<input type="text"/>	<input type="text"/>
Flex Credits	<input type="text"/>	<input type="text"/>	<input type="text"/>
Flex Credits	<input type="text"/>	<input type="text"/>	<input type="text"/>
Flex Credits	<input type="text"/>	<input type="text"/>	<input type="text"/>
Flex Credits	<input type="text"/>	<input type="text"/>	<input type="text"/>
		Sum of Grade Points =	<input type="text"/>

Average (sum/34):

For Committee Use Only
 GPA \geq 1.67

This form is to be completed by a counselor and signed by teachers, if appropriate.

IV. Recommendation

English 10:

List by name, the teachers who were instructors in high school language arts classes.

<u>Course</u>	<u>Teacher</u>	<u>Contacted</u>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Algebra I:

List by name, the teachers who were instructors in high school mathematics classes.

<u>Course</u>	<u>Teacher</u>	<u>Contacted</u>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Student Identification Number:

This form is to be completed by a counselor and signed by teachers, if appropriate.

English 10

I support the student described here, identification number , being considered for an Elkhart Community Schools' diploma. The attached documentation convinces me that the student has met the Indiana Academic Standards in English/Language Arts as tested on the English 10 End of Course Assessment.

(Student's teacher in this content area)
(Print Name)

(Special Education teacher of record, if applicable)
(Print Name)

For Committee Use Only

Recommended:

Algebra I

I support the student described here, identification number , being considered for an Elkhart Community Schools' diploma. The attached documentation convinces me that the student has met the Indiana Academic Standards in Mathematics as tested on the Algebra I End of Course Assessment.

(Student's teacher in this content area)
(Print Name)

(Special Education teacher of record, if applicable)
(Print Name)

For Committee Use Only

Recommended:

ARTICLE 17
VACATION PAY

- A. A full-time employee who has, as of December 31 of each year, been employed by the Elkhart Community Schools for less than one (1) calendar year, shall be entitled to one (1) working day vacation with pay during the next calendar year, for each full month of employment completed, provided that no more than ten (10) vacation days may be accrued.
- B. Full-time employees who have been employed for the full year beginning January 1 and ending December 31, are entitled to ten (10) working days vacation with pay during the next calendar year. Full-time employees, who have been employed for five (5) consecutive years prior to December 31, are entitled to fifteen (15) working days vacation with pay during the next calendar year. Full-time employees employed for fifteen (15) or more consecutive years prior to December 31 are entitled to twenty (20) working days vacation with pay during the next calendar year. Full-time employees employed for twenty (20) or more consecutive years prior to December 31 are entitled to twenty-five (25) working days vacation with pay during the next calendar year. Should an employee be unable to use all of his/her vacation days during the calendar year when said days are awarded, he/she shall have ~~one hundred and twenty (120) days during the~~[until June 30th of the](#) ensuing year to use any unused days.
- C. Years will be considered "consecutive" when the employee was continuously employed by the Elkhart Community Schools for such period, without any interruption of service for other employment.
- D. If a person takes an unpaid leave, after sixty (60) days have elapsed, the additional time during the leave shall not be counted toward earned vacation days for the next year. Vacation days will be earned at the rate of one (1), one and one-half (1-1/2), or two (2) days per month depending upon consecutive years of employment for the employee. The number of months worked during any year in which an unpaid leave was taken will be the basis for determining vacation days earned.

~~November 22, 2022~~[February 14, 2023](#)