

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

NOTICE OF MEETING CANCELLATION

Date: Tuesday, February 28, 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 24, 2023 and
electronically delivered to Board
Members on Friday, February 24, 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.

MEETING
OF THE
BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools
Elkhart, Indiana

NOTICE OF MEETING TIME CHANGE

Date: Tuesday, February 28, 2023

Time: ~~7:00 p.m.~~ 5:00 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 24, 2023
and electronically delivered to
Board Members on Friday, February 24, 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.

NOTICE OF EXECUTIVE SESSION
OF THE
BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools
Elkhart, Indiana

Date: Friday, February 24, 2023

Time: 8:30 a.m.

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

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

Location: DFLP Offices
4200 Middlebury Street
Elkhart, Indiana 46516



Superintendent of Schools

Posted and electronically
delivered to School Attorney and
News Media on Wednesday,
February 22, 2023 and electronically
delivered to Board Members
on Wednesday, February 22, 2023.

AGENDA FOR
BOARD OF SCHOOL TRUSTEES
REGULAR MEETING

Elkhart Community Schools
Elkhart, Indiana

February 28, 2023

CALENDAR

Feb	24	8:30 a.m.	Executive Session, DFLP Offices
Feb	28	6:00 p.m.	Public Work Session, J.C. Rice Educational Services Center
Feb	28	7:00 5:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center
Mar	14	6:00 p.m.	Public Work Session, J.C. Rice Educational Services Center
Mar	14	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 – February 14, 2023 – Public Work Session
- Minutes – February 14, 2023 – Regular Board Meeting
- Minutes – February 21, 2023 – Special Board Work Session
- Claims
- Fundraisers
- Gift Acceptance
- Conference Leaves
- Overnight Trips
- Grants
- Personnel Report

- F. FEASIBILITY STUDY UPDATE
- G. INSTRUCTIONAL REPORT
- H. OLD BUSINESS

Proposed Revised Board Policy 5460 – Graduation Requirements – The administration presents Board Policy 5460 – Graduation Requirements with revisions made following the February 14th Regular Board Meeting.

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, as initially presented at the February 14th Regular Board Meeting.

Deletion of Administrative Regulation IKF-(2) – Evidence-Based Waiver – Alternate Documentation or Special Education for General Diploma as initially presented at the February 14th Regular Board Meeting.

I. NEW BUSINESS

3421.01A – Professional Staff Contracts and Compensation Plans (Administrators) – The administration presents proposed revisions to 3421.01A – Professional Staff Contracts and Compensation Plans (Administrators) and asks to waive 2nd reading.

3422.03S – Bus Drivers’ Compensation Plan - The administration presents proposed revisions to 3422.03S – Bus Drivers’ Compensation Plan and asks to waive 2nd reading.

Financial Report

Insurance Update

J. INFORMATION AND PROPOSALS

From Audience

From Superintendent and Staff

From Board

K. ADJOURNMENT

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

Elkhart Community Schools
Elkhart, Indiana

February 14, 2023

J.C. Rice Educational Services Center, 2720 California Road, Elkhart – at
6:03 p.m.

Place/Time

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

ECS Staff Present:	Steve Thalheimer Jon Chevalier Cassie Knight	Tara White Mindy Higginson
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The Board received a presentation regarding the Alternative Transportation Plan, Enrollment Breakdown, Unit Planning, and District Assessment Review.

Topics Discussed

The meeting adjourned at approximately 6:54 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

February 14, 2023

J.C. Rice Educational Services Center, 2720 California Road, Elkhart –
at 7:03 p.m.

Place/Time

Board Members Present:	Dacey S. Davis Troy E. Scott Douglas K. Weaver	Jeffrey S. Bliler Mike Burnett Kellie L. Mullins Anne M. VonDerVellen
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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 secretary Doug Weaver recited the Elkhart Promise.

The Elkhart Promise

Ms. Davis discussed the invitation to speak protocol.

Dustin Newcomer, KidsCare Area Director, spoke about KidsCare, a division of Boy and Girls Club of Elkhart County, and how they have partnered with Elkhart Community Schools (ECS) for many years providing before and after school care for students across the district. They currently have four (4) hub locations at Eastwood, Pinewood, Riverview and Beardsley which service all thirteen (13) elementary schools in the district. They open at 5:30 a.m. and close at 5:30 p.m. providing affordable before and after school care for students, \$55/week for morning or afternoon and \$75/week for both morning and afternoon. KidsCare has aligned its mission with the Elkhart Promise in an effort to build relations with children, parents, teachers, and administrators. They work hard to support teachers by providing homework time and academic enrichment opportunities for students, helping students to establish successful habits and make good choices. They have added a Mental Health Specialist position in an effort to correct behavior problems at an earlier age, prior to middle and high school. Along with the academic help, the program also includes time outside; arts and crafts; and games and activities. They hope to continue to partner with ECS, providing even more support to teachers and students by having their program mirror ECS's curriculum maps in language arts and math; even having some of their employees taking part in some of the school training. Mr. Newcomer thanked the Board, administration, and teachers of ECS for their continued support.

Moment of Pride

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

Minutes – January 24, 2023 – Public Work Session
Minutes – January 24, 2023 – Regular Board Meeting
Minutes – January 30, 2023 – Special Public Board Work Session

Payment of claims totaling \$13,212,208.34 as shown on the February 14, 2023, claims listing. (Codified File 2223-103)

Proposed school fundraisers in accordance with Board policy. (Codified File 2223-104)

Accepted the following extra-curricular purchase requests: Elkhart High School (EHS) Athletics to purchase a safe totaling \$1,494.99 and West Side Middle School Orchestra to purchase a Ludwig 5-piece drum set with covers totaling \$920.13.

The following donations were made to Elkhart Community Schools (ECS): \$500 to Elkhart Community Schools (ECS) from an anonymous donor to be used to pay negative balances for students at Mary Daly, Riverview, Mary Beck, Bristol, Monger, Pierre Moran, and Eastwood; \$200 to ECS from an anonymous donor to be used to pay negative balances for students at Osolo; \$100 to ECS from an anonymous donor to be used to pay negative balances for students at Osolo; \$500 from ARC American, Inc. to EHS National Honors Society (NHS) to be used to purchase supplies, decorations, snacks, and awards for the students and their upcoming events; gift box of bath products, with a value of \$52, from Buff City Soaps to ECS to be used as a door prize giveaway for participants attending the Two-Day Job Fair; four coolers with a speaker, two desk chairs, a gaming chair and a paper shredder donated from Feed the Children to ECS to be used as door prize giveaways for participants attending the Two-Day Job Fair; \$500 from First State Bank to EHS Theatre department to be used to purchase supplies, decorations, and students snacks for the upcoming musical production of "Mean Girls"; \$1,000 from INOVA Federal Credit Union to EHS Theatre department to be used to purchase supplies, snacks, and equipment for program students and production; television and theater seat from Lippert Components, Inc. to ECS to be used as door prize giveaways for participants attending the Two-Day Job Fair; \$250 from Mary Hubbard at First State Bank to EHS Theatre department to be used to purchase supplies, decorations, student snacks for the upcoming musical production of "Mean Girls"; gift bags filled with miscellaneous goods, valued at \$100, from Meridian Title Corporation to ECS to be used as door prize giveaways for the participants attending the Two-Day Job Fair; \$3,000 from Michael and Jennifer Nolan to EHS Athletics to assist with the purchase of the Sideline Scout System for Diving; \$1,500 from David Yoder of the Michiana Mustangs Club to the Elkhart Area Career Center (EACC) to be used to award one student

Consent Items

Minutes

Payment of Claims

Fundraisers

Extra-Curricular Purchase

Gift Acceptance

in each of the five Automotive classes with a toolbox; materials and labor to fabricate robot parts, with an estimated value of \$500, from MORyde to EHS ElkLogics Robotics Team to be used on their 2023 robot; \$1,000 from the Community Foundation of Elkhart County for the Brian & Amanda Jamison Charitable NE to be used to purchase supplies, set construction, decorations, and student snacks for the upcoming musical production of "Mean Girls"; \$500 from MSC Direct to EHS ElkLogics Robotics Club to be used to purchase supplies, parts, and equipment for competing robots; \$750 from PE Robbins 2 to EHS ElkLogics Robotics Club to be used to purchase supplies, equipment, and competition entry fees; \$400 from Natural Health Family Chiropractic to EHS Theatre department to be used to purchase supplies, set construction, decorations, and student snacks for the upcoming musical production of "Mean Girls"; and \$37,500 from Thor Industries, Inc. to ECS for the ETI Building Fund.

Conference leave requests in accordance with Board policy for staff members as recommended by the administration on the February 14, 2023 listings. (Codified File 2223-105)

Conference
Leave Requests

Confirmed overnight trip requests for EHS Air Force Junior Reserve Officer Training Corps (AFJROTC) Drill/Color Guard Teams to travel to Dayton, OH on March 10 – 12, 2023 for the Regional Drill and Color Guard Competition and Air Force Museum visit and EHS Jobs for America's Graduates (JAG) to travel to Indianapolis, IN on March 16 – 17, 2023 for the Career Development Conference State Competition for JAG.

Overnight Trip
Requests

Submission of the following grant: 2023 Education Readiness Grant hosted by the Indiana Office of Career and Technical Education (OCTE) in partnership with Conexus Indiana and TechPoint in an amount to be determined to be used to implement high school Career and Technical Education (CTE) programs in high demand fields, specifically advanced manufacturing and information technology; AEP FIRST Robotics Grant hosted by AEP for \$6,000 to be used for travel costs, robot parts, raw materials, and competition entry fees for EHS ElkLogics Robotics Team; Comprehensive Support and School Improvement Grant to be hosted by the Indiana Department of Education (IDOE) for \$186,267.98 to be used to support Beardsley's efforts to improve student academic performance; Comprehensive Support & School Improvement Grant hosted by the IDOE for \$213,576.41 to be used to support Roosevelt STEAM Academy's efforts to improve student academic performance; and One School at a Time Grant hosted by Martin's Supermarket for \$1,000 to be used to purchase an AED for Eastwood near the playground area. (Codified File 2223-106)

Grants

Certified agreement regarding unprofessional behavior. (Codified File 2223-107)

Personnel Report

Certified Agreements

Certified agreement regarding compensation. (Codified File 2223-108)

Certified agreement regarding employment. (Codified File 2223-109)

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

Certified Employment

- Margaret Dippell – grade 4 at Beardsley, 1/30/23
- Steven Starzyk – social studies at ETI, 2/6/23
- Clarence Thomas – social studies at Pierre Moran, 2/6/23

Retirement of the following three (3) certified staff members, effective on date indicated:

Certified Retirements

- Stephanie Lee – grade 4 at Osolo, 5/25/23 with 33 Years of Service
- Theodore Miller – art at Eastwood, 5/25/23 with 22 Years of Service
- April Schneider – world languages at EHS, 5/25/23 with 34 Years of Service

Resignation of the following four (4) certified staff members, effective on date indicated:

Certified Resignations

- Chelsea Atchison – grade 4 at Eastwood, 1/27/23
- Alexis Davis – language arts at Elkhart Academy, 2/23/23
- Lorie Hite – language arts at EHS, 3/9/23
- Nakara Murray – cosmetology at EACC, 1/31/23

Maternity leave extension for the following one (1) certified staff member, effective on dates indicated:

Certified Leaves

- Michelle Huff – intervention at St. Vincent, beginning 2/21/23 and ending 5/25/23

Medical leave for the following two (2) certified staff members, effective on dates indicated:

- Brett Cramer – special education at Elkhart Academy, beginning 1/9/23 and ending 2/3/232
- Theodore Miller - art at Eastwood, beginning 2/15/23 and ending 5/25/23

Employment of the following nine (9) classified employees effective on dates indicated:

Classified Employment

- Nikita Belt – bus helper at Transportation, 2/2/23
- Jerrod Canfield – custodian at West Side, 1/30/23

Ashley Charles – food service at Bristol, 2/13/23
Brooke Grenier – registered behavior technician at
Cleveland, 2/9/23
Ty Robinson – paraprofessional at Woodland, 1/26/23
Jennifer Smeltzer – secretary at Daly, 2/9/23
Isaac Stewart – custodian at Pierre Moran, 2/2/23
Drew Weiler – custodian at North Side, 2/6/23
Ruth Weldy - paraprofessional at Woodland, 2/13/23

Unpaid leave for the following three (3) classified employees,
effective on dates indicated:

Callie Alford – paraprofessional at Woodland, beginning
2/14/23 and ending 2/16/23
Jan Roscoe – paraprofessional at Elkhart High, beginning
11/28/22 and ending 1/20/23
Kelly Vollstedt – food service at Beardsley, beginning 2/7/23
and ending 3/17/23

Retirement of the following three (3) classified employees,
effective on date indicated:

Roxanne Niemzyk – secretary at Riverview, 3/31/23 with 19
Years of Service
Renee Strieby – custodian at Pierre Moran, 6/6/23 with 15
Years of Service
Mikel Weaver – custodian at Elkhart High, 3/20/23 with 10
Years of Service

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

Richard Choler – bus driver at Transportation, 2/3/23
Kenyetta Mitchell – food service at Elkhart High, 1/23/23
Melody Riley – food service at Feeser, 2/8/23

Mindy Higginson, director of elementary education, provided an overview of the Attract, Prepare, and Retain Grant with a total grant award of \$631,278.60. The four areas of focus are expansion of the current Mentor/Mentee Program; in partnership with local colleges/universities, the creation of a Bridge into Teaching Program encouraging non-certified employees, who are already employed with the district, to seek out teaching licensure; expansion of the Employee Health/Wellness Program for current teachers, providing support in the areas of mental health, stress, and burnout; and the creation of opportunities for high school students to explore the field of education. The first area of focus is the Mentor/Mentees Program and ECS currently has sixty mentors, sixty mentees, as well as three student teachers who are participating with their supervising teacher. It begins with three days of orientation for new teachers in the fall, then monthly mentor/mentee meetings to check in and provide

Classified
Leaves

Classified
Retirements

Classified
Resignations

Instructional
Report

Attract,
Prepare, and
Retain Grant

relevant/meaningful support based on feedback from the mentors and mentees, and finally a new teacher support site. The APR Grant will support this program by doubling the mentor stipend, paying teachers for attending the monthly meeting due to poor attendance, and having Goshen College work closely with ECS on developing our mentor/mentee professional development. Next year's goals include increasing training for mentors on how to best support their mentee as well as expanding the program from one year to three years. The total estimated cost of the Mentor/Mentee Program is \$146,000. In response to Board inquiry, Dr. Higginson attributed the poor attendance to teachers being overwhelmed, having other obligations, coaching sports teams after school, and childcare issues.

The second area of focus is the Bridge to Teaching Program, which involves ECS partnering with local colleges/universities to offer a pathway for current support staff who may want to get a teaching degree. ECS has done this in other specialty areas such as high ability licensure, ENL licensure, etc. As a part of this effort, it would be necessary to add a new position, Grant Coordinator, who would oversee the APR Grant, specifically focusing on the Bridge to Teaching Program and overall teacher recruitment for the district. The district hopes to identify ten (10) candidates for this program and the coordinator would support and follow this cohort as they advance through the program. The Grant Coordinator would report to Dr. Higginson and Ms. Lozano. If the coordinator position proves to be successful, they would realign other positions in Human Resources so as not to create an additional position. In response to Board inquiry, the grant would pay for participants in the Bridge to Teaching Program in return for serving as a teacher for a specified number of years. The program is also in search of ECS students who may be interested in pursuing a career in education. In response to Board inquiry, Lindsey Brander, assistant superintendent of student services, assured the Board there is sufficient time within the constraints of the grant, as ECS has been practicing similar programs within other specialty areas. These programs have been beneficial to ECS as Tony England, assistant superintendent of exceptional learners, shared the retention rate for these programs is approximately 4 out of 5 teachers have stayed with ECS after graduation. To put it in perspective, ECS would not have enough special education teachers to service our students right now without such a program. The estimated cost of the Bridge to Teaching Program is \$167,991.

Next, Ms. Brander spoke about the third area of focus, the expansion of Employee Health/Wellness Programs for teachers. School Care Team utilizes Wellness Recover Action Plan (WRAP), which is a structured support group which builds hope, personal responsibility, education, and self-advocacy for teachers. They meet once per month in person and once per week virtually. ECS currently has twenty (20) teachers participating in the program. They also plan to offer three 2-day workshops over the summer and Teacher Cafes next school year. The Calm app was written into the grant, but they have decided it would be better to reallocate those dollars to direct counseling for teachers; this would be in addition to the current

EAP with the option to extend services. Total estimated cost of this program would be \$101,287.

Dr. Higginson reviewed the fourth and final area of focus, Passion, Practice, and Pathways, a three-part introduction to teaching for ECS high school students across three days. This program is currently in practice for the seventy-one (71) students enrolled in Early Childhood Education and Education Professions. They have expanded the program to other students, nominated by teachers, who were considered to be strong candidates for the teaching profession. Dr. Higginson worked with Cary Anderson, executive principal of EHS, and presented a student video to the group of nominees and so far, they have collected twenty-one (21) permission slips from students wanting to participate in the program. The first day, planned for February 28, 2023, students will spend at Saint Mary's College and engage in the first part of the workshop, "Passion". Students will attend presentations led by Saint Mary's College Professors about the teaching profession; then they will attend a class and partner with Junior teacher candidates to learn about strategies for teaching elementary students. The second day, scheduled for March 10, will focus on "Practice" where students will engage in an all-day session at Woodland Elementary School and actually implement the teaching strategies they learned at Saint Mary's; basically, a student teaching experience as a high school student. Day three will be for students who participated in the program and still have an interest in pursuing a career in education. This day will consist of a half-day session on the "Pathway" to becoming a teacher. This day will be in a college fair format where students can learn about the specific next steps they must take to become a teacher. ECS is working with Goshen College to offer an introduction to teaching for students interested in secondary education next school year. The estimated cost of this part of the grant is \$3,400.

Board member Anne VonDerVellen made a motion, and Board vice president Troy Scott seconded the motion, to waive second reading and approve proposed changes to Board Policy 3422.12S – Employees in Miscellaneous Positions Compensation Plan which included the additional position of Grant Coordinator/Talent Recruiter, to be funded by the Attract, Prepare, and Retain Grant. By unanimous action, the Board then approved and waived second reading of proposed changes to Board Policy 3422.12S.

Board Policy
3422.12S

Mr. Thorne presented proposed changes to Board Policy 5460 – Graduation Requirements for initial consideration. The State is considering further changes to the graduation requirements for special education students; therefore, there may be further changes made prior to presenting this policy for final consideration during the February 28, 2023 Board meeting.

Board Policy
5460

Mr. Thorne presented the proposed elimination of both Administrative Regulation IKF-(1) Evidence-Based Waiver – Core-40 Diploma and Administrative Regulation IKF-(2) – Evidence-Based Waiver – Alternate Documentation or Special Education for General Diploma for initial considerations. The administration is recommending both eliminated

Administrative
Regulation IKF-
(1) and IKF-(2)

forms to be replaced with one new Administrative Regulation IKF-(1) – Graduation Pathways Postsecondary-Readiness Competency Waiver Form which aligns with the new graduation requirements set forth in Board Policy 5460.

By unanimous action, the Board approved and waived second reading of proposed revision to the Maintenance Agreement. Maintenance Employees are currently authorized to carry over accrued vacation for one hundred twenty (120) days and the proposed revision allows for six (6) months. (Codified File 2223-110)

Maintenance Agreement

Dr. Thalheimer shared that, after careful consideration, he has asked the Board to consider his resignation due to personal and family wellness reasons effective June 30. The main factor that has sustained him in this work at ECS, making the decision to leave so difficult, is the people who have made his time here so meaningful and a time he will always treasure. He recognized some accomplishments and recognitions during his time at ECS including Dr. Jenner’s visit from the IDOE, his invitation to serve on the Governor’s Workforce Cabinet, receiving competitive grants to support student programs and teacher retention, and the Excellence in Education award to name a few. All of this demonstrates the work being done across the district has been good and right. He spoke of how we took care of each other throughout the pandemic, we merged back to one high school focusing on our unique Schools of Study, and we continued to build out student pathways, most recently the initiatives to increase student opportunities in areas of STEM, computer science, and advanced manufacturing. Because of his faith in people at all levels, because there is a solid plan in place for teaching and learning to carry forward, and because the feasibility study is in progress to help determine the best future direction for ECS, he feels it is a good time for him to move on to whatever lies ahead. He thanked the Board of School Trustees, ECS families and Elkhart community; but most of all, he thanked the dedicated and hardworking staff who have appreciated and respected the steady hand he has tried to demonstrate for their benefit. As the district makes the transition over the next four and a-half months, Dr. Thalheimer assured everyone he would continue to actively promote and contribute to the feasibility process; work on academics, the anti-bullying program, and support of all students; and assist in the transition to the next superintendent as requested. He assured everyone he would sprint across the finish line as he has been dedicated to Elkhart since his arrival and will continue to work and give his best until his final day in June.

Resignation of Superintendent

An audience member thanked Dr. Thalheimer for his dedication and service to ECS.

By unanimous action, the Board approved Superintendent Thalheimer’s resignation effective June 30, 2023. On behalf of the Board, Ms. Davis thanked Dr. Thalheimer for his hard work and dedication to the students, families, staff and district and wished him the best. The Board looks forward to working with Dr. Thalheimer throughout the next four and a half months

as there is still a lot of good work that can be done. Ms. Davis then informed the community they would begin the search process for a Superintendent this week. She expressed confidence the Board will be able to find someone with the skills necessary to serve the needs of Elkhart Community Schools and continue on our journey to a brighter future.

An audience member thanked Dr. Thalheimer for his service and encouraged the Board to take the time to figure out who we are, what our "thing" is that makes us great, and then do it well.

From the Audience

An audience member expressed frustration about ECS's financial losses due to enrollment decline and lack of support for academics and teachers.

Mr. Weaver encourage the community to sponsor a cadet and their guest to attend the AFJROTC Military Ball.

From the Board

Mr. Weaver spoke about an article in the Wall Street Journal naming Elkhart the third best place to live in the United States.

The meeting adjourned at approximately 8:33 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

February 21, 2023

J.C. Rice Educational Services Center, 2720 California Road, Elkhart – at 6:01 p.m.			Place/Time
Board Members Present:	Dacey S. Davis Troy E. Scott Douglas K. Weaver	Jeffrey S. Bliler Mike Burnett Anne M. VonDerVellen	Roll Call
Absent:		Kellie L. Mullins	
ECS Staff Present:	Steve Thalheimer		
The Board was presented the feasibility report on the District’s demographics by SitelogIQ.			Topics Discussed
The meeting adjourned at approximately 7:24 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	



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: 2-15-23

TO: Dr. Steven Thalheimer
Board of School Trustees

FROM: Cary Anderson (Principal)
Sgt Scott Rutledge (Teacher/Sponsor)

RE: Donation Approval

Elkhart High School received a donation of \$500.00 from Julie Weaver. The donation is in support of the AFJROTC program and will be used to purchase supplies, snacks and equipment for the cadets and the Military Ball.

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:

Julie Weaver
56004 Jayne Drive
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: 2/14/23

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 \$300.00 from Lake City Bank. The donation is in support of the Theatre department extra-curricular Activity and will be used to purchase supplies, costumes, 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:

Lake City Bank
202 E. Center St.
Warsaw, IN 46580



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: 2-21-23

TO: Dr. Steven Thalheimer
Board of School Trustees

FROM: Cary Anderson (Principal)
Jeff Miller (Teacher/Sponsor)

RE: NHS Donation Approval

Elkhart High School received a donation of \$2,200.00 from the Blazer Club, Inc. The donation is in support of the National Honor Society extra-curricular program for the Carnival Silent Auction. The donation will be used to purchase supplies, snacks and equipment for the students and future 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:

Blazer Club, Inc
1 Blazer Blvd
Elkhart, IN 46516

**ELKHART COMMUNITY SCHOOLS
OVERNIGHT TRIP REQUEST**

School: Pinewood Elementary

Class/Group: 6th Grade Students

Number of Students: about 92

Date/Time Departing: 4/20/23 8:45 AM

Date/Time Returning: 4/21/23 1:30 PM

Destination: Camp Friedenswald Cassopolis MI
City State

Overnight facility: Camp Friedenswald Cassopolis, MI

Mode of transportation: School Bus

Reason for trip: 6th Grade Trip

Names of chaperones: Jennifer Higgins, Charles Walter, Kaylee Shrimplin, Britney Sawyer, Paul Shelley

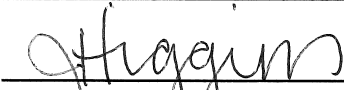
Cost per student: \$60 Camp + \$2.50 per student for bus transportation = \$62.50

Describe plans for Raising Funds or Funding Source: Our PTO will raise funds for us to attend this trip.

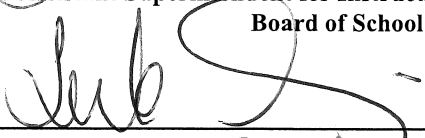
Plans to defray costs for needy students: We will request to use our PRIDE account.

Are needy students made aware of plans? Yes

Name of Teacher/Sponsor: Jennifer Higgins, Charles Walter, Kaylee Shrimplin, Britney Sawyer, Paul Shelley

Signature of Teacher/Sponsor: 

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

Signature of Principal:  Date: 2-13-2023

Approval of Assistant Superintendent:  Date: 2-15-2023

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?
United Way Impact Grant	United Way	Elkhart Community Schools	Lindsey Brander	\$34,000	Grant funds will be used to continue bullying prevention efforts through Move2Stand (student led) and Parent Outreach to address bullying. Lindsey Brander, Assistant Superintendent of Student Services, will oversee and manage the grant and grant activities.	The grant funds will help support bullying education and prevention efforts to increase students' well-being and increase access to instructional time.	\$10,000 for speakers (Ryan's Story and Nathan Harmon), \$14,000 for Move2Stand, and \$10,000 for parent outreach activities.	3/31/2023



TO: DR. STEVEN THALHEIMER
FROM: MS. MAGGIE LOZANO
DATE: FEBRUARY 28, 2023

PERSONNEL RECOMMENDATIONS

CERTIFIED

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

Brandon Cavanaugh **Beardsley/Dean of Behavior (temporary contract)**
Paul Steury **Elkhart Academy/Science**

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

Dawnrachelle Allen **Osolo/Intervention** **27 Years of Service**
Alejandrina Teifert **Roosevelt/ENL** **22 Years of Service**

- c. **Leave** – We recommend the approval of an unpaid leave for the following employees:

DeVetta Farrow **Pierre Moran/Assistant Principal**
Begin: 2/23/23 End: 3/31/23
Barbara Gingerich **Career Center/Early Childhood**
Begin: 3/3/23 pm End: 5/25/23

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

Rebecca Milnes **Pierre Moran/Art**
Began: 1/9/23 End: 2/10/23

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

Karla Flores **Monger/Grade 4**
Began: 10/26/21 Resign: 2/16/23

Mary Kwon
Began: 1/4/21

Pinewood/ENL
Resign: 2/28/23

Steven Shively
Began: 3/1/18

Career Center/Construction
Resign: 5/25/23

CLASSIFIED

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

Alison Abner
Began: 1/3/23

WVPE/Business Account Manager
PE: 2/28/23

Dylan Bogaert
Began: 12/28/22

Riverview/Custodian
PE: 2/21/23

Anita DeLucenay
Began: 12/15/22

Transportation/Bus Driver
PE: 2/28/23

Candace Jones
Began: 12/15/22

Daly/Secretary
PE: 2/27/23

Pamela Longbrake
Began: 12/14/22

Elkhart High/Food Service
PE: 2/27/23

Helen Stutsman
Began: 12/6/22

West Side/Paraprofessional
PE: 2/15/23

Amber White
Began: 12/15/22

West Side/Food Service
PE: 2/27/23

Tracy Wilmore
Began: 12/12/22

Elkhart High/Food Service
PE: 2/27/23

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

Tunisia Hunt
Began: 2/6/23

Transportation/Bus Driver
End: 2/16/23

Arlinne Malave Martinez
Began: 3/22/23

Elkhart High/Food Service
End: 4/17/23



c. **Retirement** – We report the retirement of the following classified employee:

Candy Kirchner

Began: 12/1/86

Food Service/Support Specialist

End: 6/30/23

36 Years of Service

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

Catherine Boudreau

Began: 9/14/22

Elkhart High/Food Service

Resign: 3/3/23

Laurie Crysler

Began: 9/26/22

Food Service/Secretary

Resign: 7/14/23

Rita Stefanski

Began: 5/24/22

Pinewood/Food Service

Resign: 2/16/23

Mary Kathryne Taylor

Began: 1/25/22

Beardsley/Technical Assistant

Resign: 3/3/23



Book	Policy Manual
Section	5000 Students
Title	PROPOSED REVISED GRADUATION REQUIREMENTS
Code	po5460
Status	Second Reading <i>(includes revisions made following the 2/14/2023 BST meeting)</i>
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 requirements of a Certificate of Completion through a four (4) year educational program as established through the student's IEP.

D. Indiana Alternate Diploma

Beginning with the Class of 2023, the Indiana Alternate Diploma is available to high school students with the most-significant cognitive disabilities who participate in alternate assessments and satisfy graduation requirements (as defined in 511 IAC 6-7.1-10).

~~F.E. 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.F. 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.G. 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 <input style="width: 50px;" type="text"/>

<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) <input style="width: 50px;" type="text"/>
--

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% <input style="width: 50px;" type="text"/>

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:

Book	Policy Manual
Section	3000 Personnel
Title	PROPOSED REVISED PROFESSIONAL STAFF CONTRACTS AND COMPENSATION PLANS (ADMINISTRATORS)
Code	po3421.01A
Status	Proposed
Adopted	December 13, 2016
Last Revised	July 12, 2022
Last Reviewed	February 28, 2023

3421.01A - **PROFESSIONAL STAFF CONTRACTS AND COMPENSATION PLANS (ADMINISTRATORS)**

Administrative Salary Schedule

Salary - Low	Salary - High	Position
106,893	130,647	Assistant Superintendent of
109,893	133,647	Exceptional Learners
106,893	130,647	Assistant Superintendent of
109,893	133,647	Instruction
106,893	130,647	Assistant Superintendent of
109,893	133,647	Student Services
106,893	130,647	Chief Operating Officer
109,893	133,647	
105,893	129,426	Chief Financial Officer
108,893	132,426	
105,894	129,426	Director of Elkhart Area Career
108,894	132,426	Center
105,894	129,426	District Counsel/Chief of Staff
108,894	132,426	
105,894	129,426	Executive High School Principal
108,894	132,426	
95,904 98,904	117,216	Director of Elementary Curriculum
	120,216	
95,904 98,904	117,216	Director of Human Resources
	120,216	
95,904 98,904	117,216	Director of Technology
	120,216	
95,904 98,904	117,216	Director of Federal Programs
	120,216	
85,914 88,914	105,006 108,006	Director of Transportation
85,914 88,914	105,006	Director of Food Services
	108,006	
93,906 96,906	114,774	Elkhart Area Career Center
	117,774	Principal
85,914 88,914	105,006	Elementary Principal
	108,006	
93,906 96,906	114,774	Middle School Principal
	117,774	
85,914 88,914	105,006 108,006	Director of Literacy
85,914 88,914	105,006	High School Principal School of
	108,006	Study
85,914 88,914	105,006	Supervisor of Special Programs
	108,006	

76,923 79,923	94,017 97,017	Alternative Programs Principal
86,913 89,913	106,227 109,227	High School Athletic Director
76,923 79,923	94,017 97,017	Assistant Director of Human Resources
76,923 79,923	94,017 97,017	Controller
76,923 79,923	94,017 97,017	Director of English Learners
76,923 88,914	94,017 108,006	Director of Counseling
76,923 79,923	94,017 97,017	High School Assistant Principal
76,923 79,923	94,017 97,017	Middle School Assistant Principal
76,923 79,923	94,017 97,107	Supervisor of Accounting, Audits, and Investments
68,931 71,931	84,249 87,249	Director of Communication
68,931 71,931	84,249 87,249	Director of Inclusion
68,931 71,931	84,249 87,249	Elementary Assistant Principal
68,931 71,931	84,249 87,249	Principal of School Without Walls/Elementary Academy
68,931 79,923	84,249 97,017	Supervisor of Student Services/Attendance Officer
68,931 88,914	84,249 108,006	Director of School Safety, Security, and Risk Assessment
96,906	117,774	High School Vice Principal
88,914	108,006	Director of High Ability

The Superintendent or his/her designee is directed by the Board to conduct a bi-annual analysis of administrative salaries to ensure pay equity exists for those administrators subject to the provisions of this policy.

Placement of Newly Employed Administrators on the Administrator Salary Schedule

The Superintendent shall place newly employed administrators on the salary schedule by application of the rubric set forth in the table below:

Hiring Rubric		Column A Times Factor	Column B Possible Points
Education	max	2	24
	12		
BA with Licensure	5		
MA with Licensure	8		
Ed.S with Licensure	10		
Ph.D. with Licensure	12		
Experience	max	2	30
	15		
3-5 years	5		
6-10 years	10		
10+ years	15		
Environment	max	2	26
	13		
Coming from District Unlike ECS	4		
Coming from District Like ECS	8		
Coming From ECS	13		
Superintendent Discretion	max	2	20
	10		
Total Points			100

The points awarded to the incoming administrator in Column B translate to the percentage of the range which would be applied. For example:

The range of salaries for elementary principals may vary by \$19,000 from the lowest possible salary to the highest possible salary for administrators in this category. A newly employed principal may have the following characteristics:

Education	MA = 8 points x 2	16 points
Experience	5 years = 5 points x 2	10 points
Environment	Like Elkhart Schools = 8 x 2	16 points
Discretion	Using no discretion	0 points
Total Points		42 points

Rubric for Current ECS Admin Annual Review		Column A Times Factor	Column B Possible Points
Education	max 12	2	24
BA with Licensure	5		
MA with Licensure	8		
Ed.S. with Licensure	10		
Ph.D. with Licensure	12		
Experience	max 25	2	50
3-5 years	5		
6-10 years	10		
11-15 years	18		
16+ years	25		
Environment	max 13	2	26
Coming from District Unlike ECS	4		
Coming from District Like ECS	8		
Coming from ECS	13		
Total Points			100

The points awarded to the current administrator in Column B translate to the percentage of the range which would be applied for a compensation increase. For example:

The range of salaries for elementary principals may vary by \$19,000 from the lowest possible salary to the highest possible salary for administrators in this category. A currently employed principal may have the following characteristics:

Education	MA = 8 points x 2	16 points
Experience	5 years = 5 points x 2	10 points
Environment	Like Elkhart Schools = 8 x 2	16 points
Total Points		42 points

For the purpose of this rubric, environment shall be defined as urban districts with demographics similar to Elkhart Community Schools.

For the purpose of this rubric, experience shall be defined as experience as an administrator or in an administrator capacity within or outside of Elkhart Community Schools. This is also inclusive of time as an academic dean at Elkhart Community Schools.

The incoming administrator would then receive a percentage of the total variance between the lowest and highest possible salary equivalent to the points earned. In the example described above, the incoming administrator's initial salary would be \$7,980 above the lowest possible salary for an administrator in that category.

Position Value Matrix

A committee of three (3) administrators appointed by the Superintendent shall utilize the position value matrix, set forth below, in order to make a recommendation to the Superintendent regarding the appropriate placement of any newly created administrative position on the Corporation's Administrative Salary Schedule, and for the reclassification of any currently existing administrative position whenever there has been a substantial change in responsibilities for such position.

Component	Minimal	Low	Medium	High
Expertise and Education <i>(Total Points Available 40)</i>	<p>10 POINTS</p> <p>Position involves complicated procedures, skills, or equipment that are integrated within the overall departmental operation, but does not require much experience.</p> <p>Position description indicates a Bachelor's Degree is preferred.</p>	<p>20 POINTS</p> <p>Position requires a college level education in a professional or technical field, advanced skills, and a vocational level knowledge of a professional field.</p> <p>Position description indicates a Bachelor's Degree is required but might also require further credentials or certifications.</p>	<p>30 POINTS</p> <p>Position requires college level education in a professional or technical field, broadened by extensive related work experience.</p> <p>Position description indicates a Master's Degree is required.</p>	<p>40 POINTS</p> <p>Position requires professional, technical, or managerial expertise in at least one field, developed through extensive experience, training and education to the point of being an authority in the Corporation.</p> <p>Position description indicates a requirement for education beyond a Master's Degree.</p>

Decision-Making Discretion and Impact <i>(Total points Available 60)</i>	15 POINTS Decisions made by this position usually directly affect the quality, quantity, and timeliness of work produced by this position itself, those closely engaged in related work (work unit), or, at times, by those in different work units. The majority of decisions made by this position relate to how the work should be done (work execution), but some relate to work planning.	30 POINTS Decisions made by this position usually directly affect the success of a major department or school in meeting its objectives. Decisions are roughly balanced between planning and execution.	45 POINTS Decisions made by this position usually directly affect the success of the District in meeting its objectives and mission. The majority of decisions are related to program and resource planning, allocation, and adjustment.	60 POINTS Decisions made in these positions regularly affect the short- and long-term success of the District. Decisions are balanced roughly between those related to strategic plans and program/resource planning and allocation. Effects of decisions are characterized by a high visibility inside and outside the organization.
Interpersonal Relations <i>(Total Points Available 20)</i>	5 POINTS Position requires the normal courtesy and respect for others expected of any employee. Contact is primarily with coworkers and supervisors.	10 POINTS Position requires the normal courtesy and respect for others expected of any employee, plus a moderate degree of tact. Contact is with employees, students, and the public on primarily routine requests or inquiries.	15 POINTS Position requires more than normal courtesy and respect for others. Position requires sufficient tact and diplomacy to effectively handle regular contact outside of the organization on difficult or sensitive matters; job might alternatively, require extensive interaction with students.	20 POINTS Position requires, in addition to tact and diplomacy, the ability to persuade and motivate others, both inside and outside the organization, to take desired action. Position is characterized by regular interaction with the Board of Education and the public on complex and highly sensitive matters.

<p>Supervision (Total Points Available 20)</p>	<p>5 POINTS</p> <p>Directly supervises non-administrative positions, does not have any direct reports, and/or completes limited work on cross-departmental projects.</p>	<p>10 POINTS</p> <p>Directly supervises employees and administrators mainly with Minimal Expertise and Education and/or Supervision requirements. Position maintains supervisory capacities consistent with those of Asst. Principals at the Elementary or Middle School Level.</p>	<p>15 POINTS</p> <p>Directly supervises employees and administrators mainly with Low Expertise and Education and/or Supervision requirements. Position maintains supervisory capacities consistent with those of Elementary/Middle School Principals, or School of Study Principals.</p>	<p>20 POINTS</p> <p>Directly supervises administrators, especially those with 1) Medium Expertise and Education and/or Supervision requirements, and 2) responsibility for large and complex departments or facilities. Position maintains supervisory capacities consistent to or greater than those of High School Principals.</p>
<p>Fiscal Responsibilities (Total Points Available 20)</p>	<p>5 POINTS</p> <p>Position monitors a minimal budget, at most.</p>	<p>10 POINTS</p> <p>Position may monitor a small-to-moderate budget.</p>	<p>15 POINTS</p> <p>Position monitors a budget comparable to that of an Elementary or Middle School.</p>	<p>20 POINTS</p> <p>Position monitors a budget comparable to that of a High School or of a District.</p>

Complexity <i>(Total Points Available 40)</i>	10 POINTS	20 POINTS	30 POINTS	40 POINTS
	Job tasks and conditions are diverse and considerable discretion is allowed and required to accomplish them utilizing a variety of procedures within a framework of general instructions.	The work objective and the fundamental principles of the job's discipline (teaching, accounting, social work, personnel, etc.) are the framework within which decisions are made and tasks are accomplished. The job tasks focus on the objective rather than the procedures used.	Goals, policies, and Board directives are fairly specific; however, this position must use considerable judgment in determining how to get work done or solve the problem. Job is characterized by rapidly changing issues, problems, and requirements dealing with the matters of significant and strategic importance to the district.	Within the framework of general Board policy, strategic planning, and long-range goals, this position is responsible for pointing the way by establishing more specific goals and objectives. This position is responsible for initiating changes in Board policy, district priorities, etc. in response to a variety of input from both inside and outside the organization.

Annual Base Salary Amount

Each year, two (2) representatives of the Board, two (2) representatives of the administrative staff, the Superintendent, and Chief Financial Officer shall meet and determine a recommendation to the Board regarding allocation of funds toward salary range, fringe benefits, and funds for performance awards. A school year shall be July 1 through June 30.

Salary Ranges, Placement, and Appeal

Annually, the Superintendent, utilizing input from various sources where applicable, will establish a salary for each administrator. Such salary shall be established within the salary range for each position on the Administrative Salary Schedule. After establishing such salaries, the Superintendent shall report such recommended salaries to the Board.

An administrator who is not satisfied with their salary placement may schedule a meeting with the Superintendent to discuss his or her concerns.

An administrator employed on a less than a twelve (12) month contract shall be eligible to be reimbursed for up to five (5) days for time worked beyond the term of his or her contract. The rate of pay shall be \$200 per day so long as the reason for working is shown on the list below.

- A. Required conference/training attendance
- B. Interviewing prospective employees
- C. Curriculum work
- D. Other, with prior approval of the Superintendent

To receive reimbursement, the administrator must prepare a properly completed payroll form and submit it to the Superintendent for approval. Additional days beyond five (5) may be utilized only with prior approval of the Superintendent.

Length of Administrative Contract

Each administrator who is to continue to be employed shall be recommended by the Superintendent for re-employment. The length of contract may be for a period not to exceed three (3) years with compensation review to be made on an annual basis.

Revised 12/12/17

Revised 3/10/20

Revised 8/10/21

Revised 2/8/22

Book	Policy Manual
Section	3000 Personnel
Title	PROPOSED REVISED BUS DRIVERS' COMPENSATION PLAN
Code	po3422.03S
Status	Proposed
Adopted	December 13, 2016
Last Revised	November 22, 2022
Last Reviewed	February 28, 2023

3422.03S - BUS DRIVERS' COMPENSATION PLAN

Wage Schedule

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

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

Step (Rates)	Experience as a School Bus Driver	Bus Driver Hourly Rate
Probationary	0 - 55 days	23.73
Base	55 days, but not more than two (2) years	24.47
Advanced	Over two (2) years, but not more than five (5) years	25.54
Experienced	Over five (5) years, but not more than 10 years	26.47
	Over ten (10) years, but not more than 15 years	26.73
	Over fifteen (15) years	27.00

Wage Schedule Placement

School bus drivers hired on or after July 1, 2022, who have previous experience as a bus driver for another public school district at the time of hire, will be placed at a Step on the bus driver's wage schedule commensurate with their prior experience as a school bus driver following the completion of probation.

Bus helpers who transition to a bus driver position for Elkhart Community Schools on or after July 1, 2022 will receive one (1) year's credit for every two (2) year's served as a bus helper for Elkhart Community Schools for placement on the bus driver's wage schedule upon the completion of their probationary schedule.

Evaluation

All drivers will be evaluated annually by the Director of Transportation, or designee. The evaluation will be discussed with each driver individually.

Eligibility for Benefits

No benefits will be available unless the contracted route driver is under contract for four (4) or more hours.

Career Increment Schedule

A career increment will be paid as follows:

Years Regularly Employed in Elkhart Community Schools	Hourly Increment
five (5) or more, but less than ten (10)	\$.25
ten (10) or more, but less than fifteen (15)	\$.50
fifteen (15) or more, but less than twenty (20)	\$.75
twenty (20) or more years	\$1.00

Retention Payment(s)

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

Extra-Curricular Trips

For extracurricular trips, field trips, and other such trips other than the regular transporting of students to school from their place of residence and back to their place of residence from school each school day, a bus driver shall receive \$18.00/hour with a minimum trip pay of two (2) hours for weekday trips and five (5) hours for holiday or weekend trips. Drivers will not be paid additional clean-up time for extra-curricular trips, but are expected to maintain bus cleanliness. When outdoor conditions occur during the activity which is the purpose of the trip, resulting in an unusual amount of clean-up (i.e. football or soccer in muddy conditions, etc.), the driver may apply for payment for the required clean-up time.

Calculation of Overtime for Drivers

Overtime for drivers shall be based upon the driver's normal assignment hours, including thirty (30) minutes each day for clean-up, paperwork, and service time; any time a driver is required to drive beyond his/her normal assigned hours; and any time driving extra-curricular trips.

Unassigned Drivers

Unassigned drivers will be paid at one (1) of the above rates as determined by the Director of Transportation.

Unassigned drivers required to report to dispatch and wait for the assignment of a route shall be paid at the extra trip rate for any waiting time not covered by the two-hour minimum or the compensation for the route they are assigned to that day.

Driver Contracts

All drivers shall be provided a contract based on the rates listed above. The contract shall provide a minimum driving assignment of two (2) hours for morning routes, two (2) hours for afternoon routes, and two (2) hours for any route which is not an extension of either morning or afternoon routes. Any route regularly scheduled to run on Sundays or Board of School Trustees approved holidays, (e.g. for the visually or hearing impaired), shall be paid a three (3) hour minimum on those days. The contract shall provide a minimum driving assignment of four (4) hours per day for wages if drivers work both morning and afternoon. Effective July 1, 2006, in the event a driver's assigned route consists of three (3) separate runs in both the morning and the afternoon (i.e. secondary/elementary/elementary or secondary/elementary/Head Start) the minimum for that route shall be three (3) hours in the morning and three (3) hours in the afternoon. (The foregoing shall not be applicable to mixed runs (i.e. high school/middle school). Letters of employment status indicating reasonable assurance of employment in the following year will be provided to all drivers in good standing at the conclusion of the school year. All routes shall be timed from departure from the bus garage until return to the bus garage. In emergency situations, the absence of available drivers, such as drivers may be required to make additional runs which can be completed within the time frame of the contract driver's normal assigned hours. Additional runs which cause extension beyond the normal assigned hours shall be reimbursed in accordance with the driver's normal hourly rate. In addition, each bus driver will be paid for thirty (30) minutes each day for clean-up, paperwork, and service time.

Downtime

For the purpose of this policy, downtime shall be defined as time outside of a driver's normal assigned hours.

Time Study

In the event of a significant difference between the driver's time study and the Transportation Department's timing for the route, the driver may appeal to the Director of Transportation or Assistant Director of Transportation to resolve this discrepancy. The decision of the Director of Transportation or Assistant Director of Transportation may be reviewed by the District Counsel/Chief of Staff. The decision of the District Counsel/Chief of Staff shall be final.

Work Schedule

Drivers will be required to report for duty two (2) times in addition to all student attendance days. Drivers will be paid four (4) hours at the driver's hourly rate for these days. These days will be scheduled as follows:

- A. State Safety Meeting
- B. Fall Training Session

Mandatory meetings, with the exception of contract signing where all drivers are required to attend, will be paid at the driver's hourly rate; this includes training required for specific routes (i.e., Head Start).

Contract signing, mandatory meetings scheduled for smaller groups of drivers, and individuals for specific training and information sharing will be paid at the extra trip rate.

Drivers will receive a minimum of one (1) hour pay for these meetings and meetings beyond a full hour will be paid in fifteen (15) minute increments.

Vehicle Clean-up, Paperwork, and Spot Check

Each bus driver will be paid one-half (1/2) hour (.3 hours in the morning and .2 hours in the afternoon) for each working day for clean up, service time, and paperwork. Each driver is expected to keep his/her assigned vehicle in a good state of cleanliness at all times.

Uncleanliness on any one (1) spot check by the Director of Transportation will be sufficient cause for the discontinuance of this payment for five (5) days. Normal accumulation from the day's route will be excluded. A second spot check showing lack of cleanliness will result in a suspension without pay of the driver for two (2) days. Further violations can be cause for termination.

Stopping Enroute or Layover

Drivers will be allowed to stop en route or on layover only for food, coffee, shopping, etc., with permission of the Transportation Office, as per established guidelines.

Drug/Alcohol Testing

Any driver required to be tested for the drug/alcohol program will receive one (1) hour's route pay at his/her current hourly rate. (This shall not include pre-employment testing.)

School Delays

In the event the start of the school day is delayed on account of weather conditions, drivers will receive one (1) hour's route pay for the delay.

Early Release

Drivers may be required to drive more than their regular number of routes so as to facilitate an early release of students to conduct parent-teacher conferences, or for other purposes. Drivers who are already assigned to drive a morning, mid-day, and afternoon route will be paid for their actual driving time, but not less than one (1) hour's route pay, for driving one (1) of their routes early on an early release day. Drivers who are regularly assigned to drive only a morning and an afternoon route will receive two (2) hour's route pay for driving one (1) of their routes early on an early release day.

Extra Trip Routes

Drivers who are assigned to an extra trip route (e.g. remediation, etc.) who are required by the Director of Transportation/Designee to pre-drive an extra trip route will receive two (2) hours' extra trip pay to fulfill these responsibilities.

Special Route Responsibilities: Kindergarten

Drivers who are assigned to morning or afternoon routes which include kindergarten students are responsible for contacting the parents of each kindergarten student prior to the first day of kindergarten. Drivers on these morning and afternoon routes are expected to contact the parents of their kindergarten students and determine whether the students can be picked up at an existing stop or whether a new stop will be established. Drivers will be required to turn the necessary paperwork into the Transportation Office for the kindergarten students on their route. Drivers will receive two (2) hours route pay for fulfilling these responsibilities.

Special Route Responsibilities: Special Needs Students and Other Mid-day Routes

Drivers who are assigned to a route transporting special needs students, or a mid-day route transporting students are responsible for driving and checking their routes, preparing their route book, and contacting parents prior to the first day of school. Drivers on these routes will receive two (2) hour's route pay for fulfilling these responsibilities.

When drivers are regularly required to drive a different bus for their mid-day route, and the bus has not already been pre-tripped, the driver will receive an additional fifteen (15) minutes per day to pre-trip, fuel and clean the bus.

Substitute Driver Contracts

A limited number of substitutes will be contracted substitute drivers. Pay will be only for days worked. Insurance and Public Employee Retirement Fund (PERF) will be available after successful completion of probation.

Bus Driver Routes/Bidding

Seniority List

One (1) seniority list, including all bus drivers, shall be maintained and updated **by the Transportation Department**. The driver's date of seniority will be determined by his/her first day on the payroll with Elkhart Community Schools with a valid CDL license and working in a bus driver classification. In the event more than one (1) driver starts on the same day, meeting the above requirements, seniority will be determined by the date and time of application. Drivers employed prior to January 1, 2003, shall retain their seniority date assigned by Transportation on December 31, 2002. When a driver's employment is severed, the driver, should s/he be re-employed, will be placed at the bottom of the seniority list.

Bidding on Routes and Equipment

Bidding on routes will be determined by the Director of Transportation with seniority as the key factor. **The District agrees to post job vacancies for driver positions which the Director of Transportation determines need to be filled. The position shall be posted within fifteen (15) work days of the Director of Transportation making the determination to fill the position. Such posting shall be for a minimum of five (5) workdays.** ~~When a route opens, it will be posted within ten (10) working days.~~ Only active drivers will be eligible to bid. Bids may be made for five (5) ~~working days~~ **work days**. **Bids will be awarded within five (5) work days after the posting is closed.** ~~The route will be assigned and posted within fifteen (15) working days.~~ Drivers will only be allowed to change routes twice during a school year. If a route is discontinued while a driver is contracted, the driver will continue to be under contract at the appropriate pay rate and shall bid on all posted positions of comparable pay until s/he is the successful bidder. If routes are discontinued during the summer, the drivers will bid on the routes of drivers with the least seniority, and those drivers will be placed, according to their seniority, at the top of the substitute list. Any mid-day runs and the fall loop (which begins in August) are to be posted on May 1st or the next ~~working day~~ **work day** and are to stay up for five (5) ~~working days~~ **work days**. If the successful bidder does not return as an active driver in the fall, the mid-day run or loop will be awarded to the next bidder in line. Any driver absence, including those related to medical, family, and unpaid/excused reasons for a period extending beyond sixteen (16) work weeks, will result in that route being posted for bidding, and any mid-day route coming open as the result of this, will be offered to the next senior substitute driver.

Summer School and Mid-Day Routes

Notice for bidding on summer school and mid-day routes is to be posted on May 1st, or the next ~~working~~ **ing** day and is to stay up for (5) ~~working~~ **ing** days. Eligibility for routes will be based on seniority. Assignment of routes will be determined by the Director of Transportation. Drivers who are not awarded a mid-day route shall be placed on a list based on seniority and will be called to substitute. If a mid-day route opens during the school year, the eligible driver with the highest seniority will be awarded a route. Assignment will be determined by the Director of Transportation. Any route filled during the year will be considered open at the time of bidding. Drivers whose regular route is six (6) hours or more will not be eligible to bid or drive as a substitute on mid-day routes. Drivers' who elected not to sign up for mid-day routes in May, will have the opportunity to sign up to work for the remainder of the school year as a substitute driver, by seniority and qualification, only on mid-day routes. A driver with an excessive number of refusals may be removed from consideration. A driver who is removed from the list shall receive written notification of removal. Drivers who so qualify may sign up during the first five (5) working days in January. Substitute driving opportunities will be awarded based upon driver seniority.

Fringe Benefits

A. Income Protection and Annuities

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

B. Insurance

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

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

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

1. Resignation

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

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

- a. For purposes of this benefit, "retirement" shall be defined as resignation by an employee who at the time of retirement is age sixty (60) or older, and has ten (10) or more consecutive years; or who is age fifty-five (55) or older, and has fifteen (15) or more years of employment in the Elkhart Community Schools. Accumulated days of unused personal leave will be paid 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. Only the six (6) months service requirement must be met to be eligible for the disability or death benefit. In addition, beginning in 1982, at the maximum rate of two (2) days per year, accumulated days of unused sick leave will be paid as a part of this benefit.

At the time of retirement, a Bus Driver shall receive pay for accumulated illness leave not to exceed two (2) days per year up to a maximum of thirty (30) days or forty-five percent (45%) of accumulated illness leave, whichever is greater. In the event of the death of a Bus Driver, while in the active employ of Elkhart Community Schools, said payment should be made to the employee's beneficiary.

- b. In addition, employees who are fifty-five (55) years of age or older and have at least fifteen (15) years of service and who have been insured under the Elkhart Community Schools' group insurance plan for at least the last five (5) years, shall be eligible to continue in that program until age sixty-five (65) by paying 100% of the premiums in advance at the business office.

D. Change in Support Staff Classification

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

Dependent Textbook Fee Stipend

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

Absences

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

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

Illness Absences and Leaves

Personal Illness/Family Illness Absence

Drivers working four (4) hours or more per day will be awarded twelve (12) days of personal illness/family illness leave each year. Unused personal illness/family illness leave can accumulate up to 160 days. For any driver who completes probation after January 1, said benefits will be prorated accordingly.

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

Extended Paid Illness Absence:

Each contract year, a driver shall be eligible, upon submission of a written application to the Transportation Office, for extended paid illness absence days according to the following:

- A. Drivers will be eligible for additional extended absence days based upon the following formula. For each full year as a driver, up to five (5) days to a maximum of fifty (50) days for ten (10) years. Drivers may use paid or unpaid benefit days.
- B. These days shall be provided, after a similar qualifying period of five (5) working days per year to a maximum of fifty (50) working days for ten (10) years, to any driver who has an extended illness absence for which medical verification acceptable to the employer is provided.
- C. When an employee has a second extended illness absence, the qualifying factor will only be as great as five (5) times the number of full years which has elapsed since the previous extended illness absence, with a minimum of five (5) working days.

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

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

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

hundred (\$500) dollars for that period. A driver who uses one (1) day of his/her Personal Illness days, Family Illness days, or unpaid time during this period shall be entitled to an incentive payment of two hundred fifty (\$250) dollars. This incentive will be paid to the driver in the second pay of June.

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

* For calendar year 2023 only, the stipend to be paid in June will be based on attendance between March 1, 2023 and the last work day for bus drivers during the 2022-2023 school term.

For the purpose of the incentive program, the year will be from January 1st to December 31st.

- A. ~~If a contracted route driver does not use any of his/her Personal Illness days, Family Illness days, or unpaid time during the year (excluding summer school), s/he will be given a payment of \$600 on the following January. Effective beginning calendar year 2022, for each consecutive year an employee does not use any of his or her personal illness days or family illness days, the payment shall increase by \$50 up to a maximum payment of \$750 dollars. Should an employee fail to maintain perfect attendance, the employee may be eligible for an incentive at the lower levels under this program. Once an employee again attains perfect attendance, the employee would be eligible for a payment of \$600 and then again be eligible for increasing payments for consecutive years of perfect attendance.~~
- B. ~~If a driver uses only one (1) of his/her Personal Illness days, Family Illness days, or unpaid time during the year (excluding summer school), s/he will be given a payment of \$400 on the following January.~~
- C. ~~If a driver uses two (2) of his/her Personal Illness days, Family Illness days, or unpaid time during the year (excluding summer school), s/he will be given a payment of \$200 on the following January.~~
- D. ~~In order to be eligible for the incentive pay set out in A, B, or C, above, the driver must have been a contracted route driver as of December 1st. If a driver is hired after December 1st, the incentive payment will be pro-rated on a percentage of the workdays after the driver was employed.~~
- E. ~~For the purpose of the incentive program, a personal illness or family illness day will be when a driver is absent for three (3) or more hours. An absence of less than three (3) hours will be considered a one-half (1/2) day. Drivers absent one-half (1/2) day will receive \$500, one and one-half (1 1/2) days \$300, or two and one-half (2-1/2) days \$100. Unpaid time will follow the same pattern (i.e. three (3) or more hours will be considered a day; less than three (3) hours will be considered a half-day.~~

Job-Related Injury Leave

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 pay by using available illness absence, personal business, and/or vacation benefits.

Bereavement

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

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

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

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

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

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

Military Leave

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

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

Health Leave

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

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

Health Leave - Procedure

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

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

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

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

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

Personal Leave

Drivers working four (4) hours or more per day will be provided with three (3) days of personal leave on January 1. Any driver completing probation after January 1, said benefits will be prorated accordingly.

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

If a Bus Driver 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, "emergency" shall be defined as an unforeseen event which prohibits the employee from attending to his or her assigned duties.

Jury and Witness Duty Pay

A. Jury Duty

In the event an employee is summoned to serve as a juror in a court of law, the employee shall be granted absence for jury duty for the time during the normal school day when the employee is required to fulfill the duties of a juror. Such absence shall result in no loss of salary. When an employee receives notification from the Court canceling a trial prior to the date of the trial, the employee is to report to work or use personal business. When the employee is in receipt of his/her jury duty check, a copy of the check shall be presented to the payroll office, whereupon a deduction equal to jury duty pay will be made from their next payroll check. ~~All classified employees will be granted excused absence when they are subpoenaed to serve on the jury. Such absence shall result in no loss of wages. When an employee receives notification from the Court canceling a trial, the employee is to report to work or use personal business. When the employee has received her/his jury duty check, the check or copy of the check shall be presented to the payroll office, whereupon a deduction equal to jury duty pay will be made from the next payroll check.~~

B. Witness Duty

In the event an employee is subpoenaed to serve as a witness, except in cases noted below, and gives testimony before a court of law or governmental administrative agency, the employee shall be granted absence to witness for the time during the working day which the employee is required to be present. Such absence, up to three (3) days for any one (1) case, shall result in no loss of wages. For cases involving extended absence to witness, the superintendent may grant additional days. When the employee is in receipt of his/her witness duty check, a copy of the check shall be presented to the payroll office, whereupon a deduction equal to witness duty pay will be made from the next payroll check. The employee will not be paid when such testimony is given in any litigation in which the employee is a party, or employee relations related litigation involving the employer of any other school employer, unless the employer subpoenas the employee to testify. However, if the employee has been named as a party as a result of the employee's performance of duties as an ECS employee, such employee shall not be subjected to the foregoing prohibition.

Paid Parental Leave

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

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.

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

- A. Martin Luther King Jr. Day
- B. Presidents' Day
- C. Memorial Day
- D. Labor Day
- E. Thanksgiving Day and the day following - two (2) days
- F. Christmas Day - if celebrated on a weekend, it will be a paid holiday on the Friday preceding or the Monday following.

Labor Management Committee

Labor Management Committee: The drivers' committee shall, upon request, have the right to meet on a monthly basis with the Director of Transportation and, when necessary, the District Counsel/Chief of Staff. The committee shall provide the Director of Transportation an agenda of topics to be discussed two (2) workdays before meeting.

Revised 1/1/17

Revised 12/12/17

Revised 12/18/18

Revised 7/23/19

Revised 12/10/19

Revised 11/24/20

Revised 12/14/21

Revised 6/14/22

ACCOUNT BALANCES/INVESTMENT DETAIL
January 2023

CASH:

Petty Cash	\$ 500.00
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BANK ACCOUNTS:

Teachers Credit Union	\$ 2,989,655.90
Lake City Bank – Accounts Payable	(863,189.43)
Lake City Bank – Payroll Account	(3,754.04)
Lake City Bank – Flex Account	70,474.42
Lake City Bank – Merchant Account	-
Lake City Bank – Prepaid Lunch	807,900.34
Lake City Bank – Deposit Account	36,388,275.51
Lake City Bank – Book Rental	-
BMO Harris Bank (UMR insurance)	407,420.00

INVESTMENTS:

Certificate of Deposit	-
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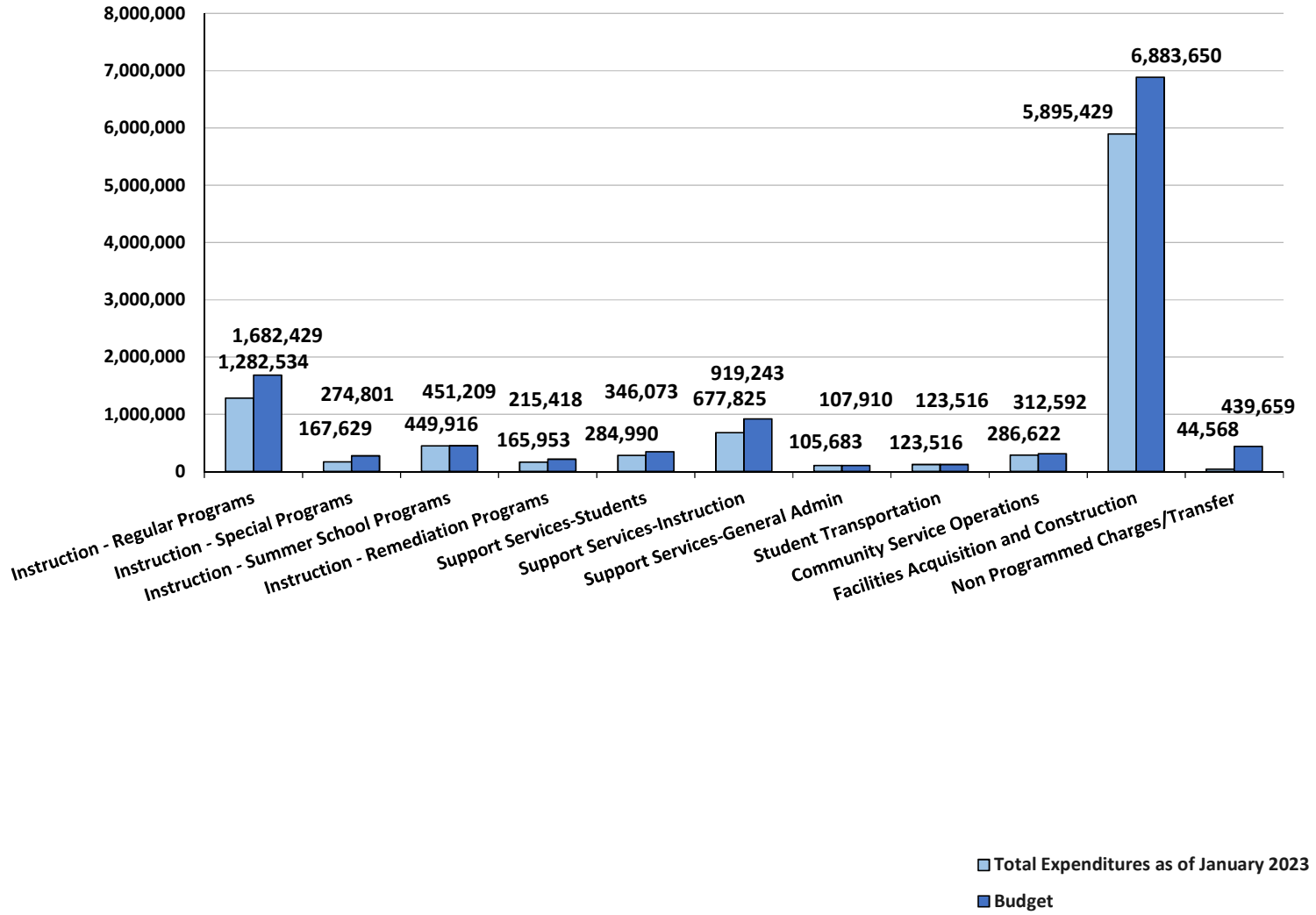
\$ 39,797,282.70

ESSER II - Utilization Review

<i>Total Expenditures as of January 2023</i>	<i>Total % of Allocation Expended</i>	<i>Account</i>	<i>Budget</i>	<i>% of Total Budget</i>
\$1,282,534.22	76.23%	Instruction - Regular Programs	\$1,682,429.00	14.31%
\$167,629.17	61.00%	Instruction - Special Programs	\$274,801.00	2.34%
\$449,915.92	99.71%	Instruction - Summer School Programs	\$451,209.00	3.84%
\$165,952.77	77.04%	Instruction - Remediation Programs	\$215,418.00	1.83%
\$284,990.03	82.35%	Support Services-Students	\$346,073.00	2.94%
\$677,824.84	73.74%	Support Services-Instruction	\$919,242.89	7.82%
\$105,683.07	97.94%	Support Services-General Admin	\$107,910.00	0.92%
\$123,515.71	100.00%	Student Transportation	\$123,516.00	1.05%
\$286,621.54	91.69%	Community Service Operations	\$312,592.00	2.66%
\$5,895,428.60	85.64%	Facilities Acquisition and Construction	\$6,883,650.00	58.55%
\$44,567.78	10.14%	Non Programmed Charges/Transfer	\$439,659.00	3.74%
9,484,663.65	80.68%		\$11,756,499.89	100.00%

Expenditures for January 2023 consisted of Salaries and Benefits pertaining to student support (remediation / tutoring), ongoing after school supports, construction services, and supplies per directives approved through the grant.

ESSER II - Expenditure to Budget as of 1/31/23

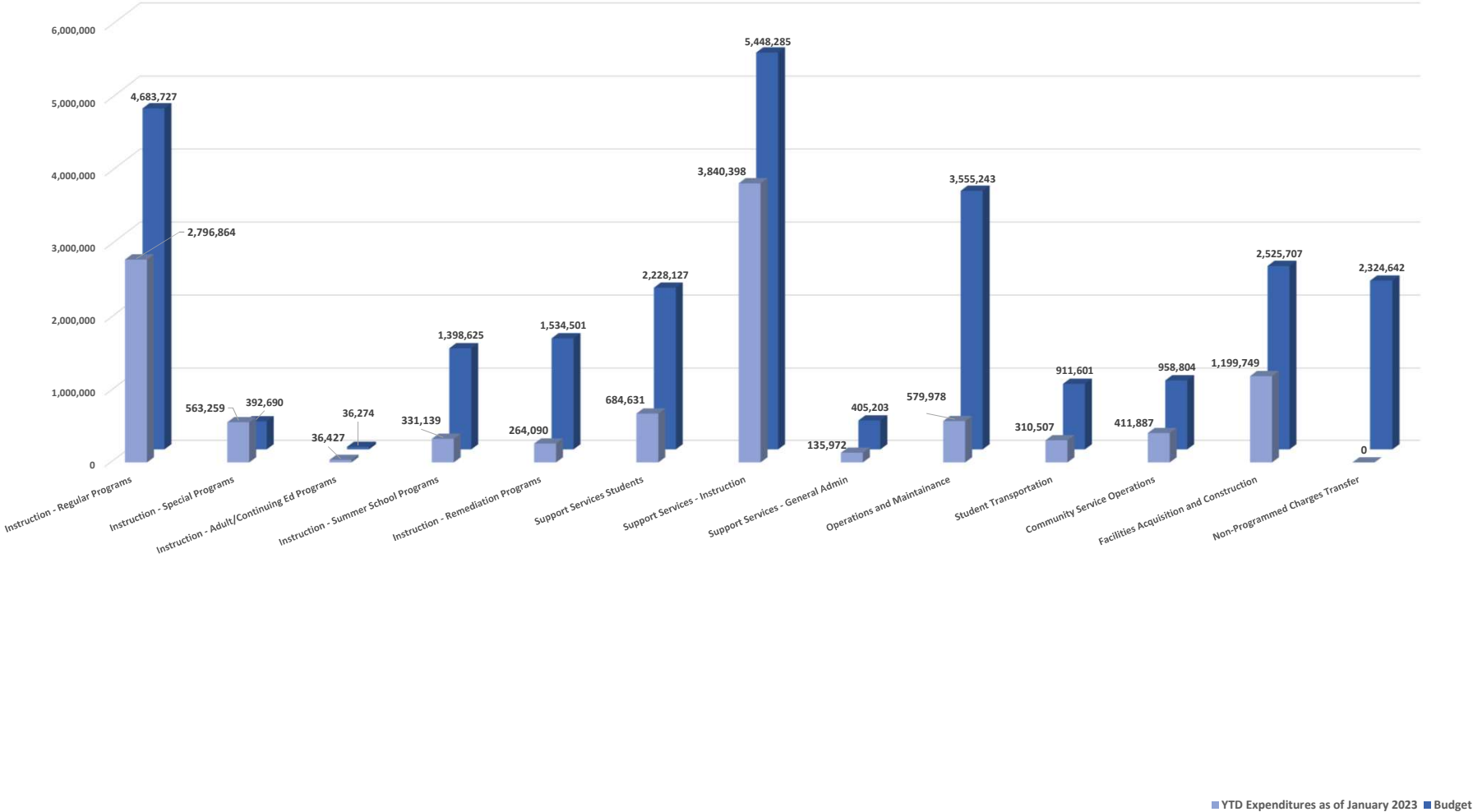


ESSER III - Utilization Review

YTD Expenditures as of January 2023	Total % of Allocation Expended	Account	Budget	% of Total Budget
2,796,863.88	59.71%	Instruction - Regular Programs	\$4,683,726.72	17.74%
563,258.66	143.44%	Instruction - Special Programs	\$392,690.00	1.49%
36,426.94	100.42%	Instruction - Adult/Continuing Ed Programs	\$36,274.00	0.14%
331,138.92	23.68%	Instruction - Summer School Programs	\$1,398,625.00	5.30%
264,090.14	17.21%	Instruction - Remediation Programs	\$1,534,501.00	5.81%
684,630.77	30.73%	Support Services Students	2,228,127.00	8.44%
3,840,398.27	70.49%	Support Services - Instruction	5,448,285.00	20.63%
135,971.85	33.56%	Support Services - General Admin	405,203.00	1.53%
579,977.93	16.31%	Operations and Maintainance	3,555,243.00	13.47%
310,506.75	34.06%	Student Transportation	911,601.00	3.45%
411,887.39	42.96%	Community Service Operations	958,804.00	3.63%
1,199,748.52	47.50%	Facilities Acquisition and Construction	\$2,525,707.00	9.57%
0.00	0.00%	Non-Programmed Charges Transfer	\$2,324,642.00	8.80%
\$11,154,900.02	42.25%		\$26,403,428.72	100.00%

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

ESSER III - Expenditure to Budget as of 1/31/2023



Medical Plan Experience

January 2023

	<u>Cur Mo</u>	<u>Cur Mo Pr Yr</u>	<u>Chg</u>	<u>YTD Cur</u>	<u>YTD Pr</u>	<u>Chg</u>
UMR Medical	\$ -	\$ 426,526	\$ (426,526)	\$ -	\$ 426,526	\$ (426,526)
Anthem Medical	\$ 383,577	\$ 70,213	\$ 313,364	\$ 383,577	\$ 70,213	\$ 313,364
CVS Rx	\$ 101,554	\$ 63,071	\$ 38,483	\$ 101,554	\$ 63,071	\$ 38,483
Rx Rebate	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Less Amt Above Stop Loss	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Claim Cost Total	\$ 485,131	\$ 559,810	\$ (74,679)	\$ 485,131	\$ 559,810	\$ (74,679)
Expected Claim Cost	\$ 856,094	\$ 855,570	\$ 524	\$ 856,094	\$ 855,570	\$ 524
Claims vs. Expected	\$ (370,963)	\$ (295,760)		\$ (370,963)	\$ (295,760)	
Non Claim Costs (administration, clinic, pharmacy, stop-loss)	\$ 222,710	\$ 209,290	\$ 13,420	\$ 222,710	\$ 209,290	\$ 13,420
Total Cost (Claim + Non-claim)	\$ 707,841	\$ 769,100		\$ 707,841	\$ 769,100	
Enrollment	1,006	1,005		\$ 1,006	\$ 1,005	
Cost Per Employee Per Month (PEPM)	\$ 703.62	\$ 765.27		\$ 703.62	\$ 765.27	-8.1%