

NOTICE OF EXECUTIVE SESSION
OF THE
BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools
Elkhart, Indiana

Date: Tuesday, July 25, 2023

Time: 6:00 p.m.

Purpose: Reference Indiana Code Section 5-14-1.5-6.1-(b)-
(6) With respect to any individual over whom the governing
body has jurisdiction.

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




Superintendent of Schools

Posted and electronically delivered
to School Attorney and News Media
on Wednesday, July 19, 2023
and electronically delivered to
Board Members on Wednesday, July 19, 2023.

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

NOTICE OF MEETING CANCELLATION

Date: Tuesday, July 25, 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 Wednesday,
July 19, 2023 and
electronically delivered to Board
Members on Wednesday, July 19, 2023.

AGENDA FOR
BOARD OF SCHOOL TRUSTEES
REGULAR MEETING

Elkhart Community Schools
Elkhart, Indiana

July 25, 2023

CALENDAR

Jul	25	6:00 p.m.	Executive Session, J.C. Rice Educational Services Center
Jul	25	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center
Aug	8	6:00 p.m.	Public Work Session, J.C. Rice Educational Services Center
Aug	8	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center

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

- Minutes – July 11, 2023 – Public Work Session
- Minutes – July 11, 2023 – Regular Board Meeting
- Minutes – July 13, 2023 – Special Board Meeting
- Claims
- Fundraisers
- Conference Leaves
- Overnight Trips
- Personnel Report

- E. OLD BUSINESS

Board Policy 3410.04CS – Substitute Compensation – The administration presents proposed changes to Board Policy 3410.04CS – Substitute Compensation for final approval.

Board Policy 3422.06S – Secretarial/Business Compensation Plan – The administration presents proposed changes to Board Policy 3422.06S – Secretarial/Business Compensation Plan for final approval.

Board Policy 3422.12S – Employees in Miscellaneous Positions Compensation Plan – The administration presents proposed changes to Board Policy 3422.12S – Employees in Miscellaneous Positions Compensation Plan for final approval.

F. NEW BUSINESS

New Course Offering - The administration presents the following proposed new course offering for Board review: Principles of Barbering & Cosmetology, Barbering & Cosmetology Fundamentals, Advanced Barbering, Barbering & Cosmetology Capstone.

Financial Report – June 2023

Insurance Update

G. INFORMATION AND PROPOSALS

From Audience

From Superintendent and Staff

From Board

H. ADJOURNMENT

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

Elkhart Community Schools
Elkhart, Indiana

July 11, 2023

J.C. Rice Services Center, 2720 California Road, Elkhart 46514 – at
6:34 p.m.

Place/Time

Board Members
Present:

Dacey S. Davis
Troy E. Scott
Douglas K. Weaver

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

Roll Call

ECS Staff
Present:

Kevin Scott
Beth Williams

The Board was provided an update on ESSER Funds.

Topics
Discussed

The meeting adjourned at approximately 7:05 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

July 11, 2023

J.C. Rice Educational Services Center, 2720 California Road, Elkhart
- at 7:11 p.m. Place/Time

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

Board President Dacey Davis called the regular meeting of the Board of School Trustees to order. Call to Order

Board Member Kellie Mullins recited the Elkhart Promise. The Elkhart Promise

Ms. Davis discussed the invitation to speak protocol.

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

Minutes – June 27, 2023 – Public Work Session
Minutes – June 27, 2023 – Regular Board Meeting Minutes

Payment of claims totaling \$11,707,151.18 as shown on the July 11, 2023, claims listing. (Codified File 2324-001) Payment of Claims

The following donations were made to Elkhart Community Schools (ECS): \$25,000 to the ETI Building Fund from the Weaver Family Fund, care of David D. Weaver and \$1,215 to Elkhart High School (EHS) football team from Dietz Sports & Entertainment LLC to assist with the growth of the EHS football program. Gift Acceptances

Conference leave requests in accordance with Board policy for staff members as recommended by the administration on the July 11, 2023 listings. (Codified File 2324-002) Conference Leave Requests

Confirmed overnight trip request for EHS ElkLogics Robotics Team to travel to Rockford, Illinois on July 21 – 22, 2023 for the Rock River Robotics Off-Season Competition. Overnight Trip Request

Submission of the following grant: Mittler Family Foundation hosted by Corey Partners in the amount of \$100,000 for welding equipment and storage racking for safe receipts and storage of materials. (Codified File 2324-003)	Grants
	Personnel Report
Employment of the following eight (8) certified staff effective on dates indicated:	Certified Employment
<ul style="list-style-type: none"> Jennifer Castline – Grade 1 at Beardsley, 8/14/23 Laura Crull – World Languages at Elkhart High, 8/14/23 Maggie Eveland – Grade 1 at Riverview, 8/14/23 Natalie Kant – Counselor at Pierre Moran, 8/1/23 Ashley Porter – Special Education at Roosevelt, 8/14/23 Sean Reid – Special Education at Elkhart Academy, 8/14/23 Leann Sullivan – Special Education Intern at Exceptional Learners, 8/14/23 Gailey Williams – FACS at Elkhart High, 8/14/23 	
Resignation of the following four (4) certified staff members, effective on date indicated:	Certified Resignations
<ul style="list-style-type: none"> Ryan Rudicil – Social Studies at Freshman Division, 5/25/23 Wendy Sandoval – Grade 3 at Woodland, 5/25/23 Gregory Stover – Principal at ETI, 6/30/23 John Taylor – Science at ESC, 5/25/23 	
Employment of the following three (3) classified employees effective on dates indicated:	Classified Employment
<ul style="list-style-type: none"> Petra Barnard – Custodian at North Side, 6/28/23 Brian Crouse – ECOLE Lead Program Coordinator at ESC, 7/6/23 Paula Verteramo – Secretary at EACC, 6/30/23 	
Reassignment of the following one (1) classified employee to a certified position:	Classified Reassignment
<ul style="list-style-type: none"> Leann Sullivan – Intern at Exceptional Learners, 8/14/23 	
Resignation of the following two (2) classified employees, effective on dates indicated:	Classified Resignation
<ul style="list-style-type: none"> Toni Masterman – Receptionist at ESC, 6/23/23 Shawanie Riley – Food Service at Monger, 5/25/23 	
Retirement of the following one (1) classified employee, effective on date indicated:	Classified Retirement
<ul style="list-style-type: none"> Dorrie Malec – Food Service at Osolo, 12/21/23 with 33 29 Years of Service 	

Termination of the following one (1) classified employee, effective on date indicated:

Heidi Vrielynck – Bus Driver at Transportation, 7/11/23
in accordance with Policy 3139.01S

Classified
Termination

Ms. Davis announced the Board will be appointing Mr. Mark Mow as Interim Superintendent.

Public Hearing
on Proposed
Interim
Superintendent
Contract

Mr. Mow spoke briefly, stating he was honored to stand before the Board this evening and looked forward to working with them. He commended ECS's outstanding and dedicated staff, reassuring all that together, with the help of the Board and good work of ECS employees, the district would continue to work towards fulfilling the corporation's promise to Elkhart's children. Mr. Mow affirmed his commitment to ECS and vowed to "hit the ground running" on July 17, promising the Board he would be in touch with many recommendations and suggestions. Further, Mr. Mow referenced the many success stories of Elkhart's students and staff, sharing that he looks forward to celebrating these accomplishments and recognizing those who have truly made a difference in the weeks and months ahead. In closing, he thanked the Board for the opportunity to serve as Interim Superintendent.

Doug Thorne, District Counsel/Chief of Staff, informed the Board that on July 1, 2023, a Notice of Public Hearing was published in the Elkhart Truth, pursuant to IC 20-26-5-4.3; the notice was also posted on the Elkhart Community Schools website. Set forth in this notice are the terms and conditions of a proposed contract for an Interim Superintendent.

While strict compliance with this provision of the Indiana Code is infrequently exercised when an Interim Superintendent is appointed, a determination was made to provide for a greater level of transparency in order to meet the spirit of this law. The notice calls for a public hearing to take place on this date so the public may comment on the proposed contract.

Mr. Thorne requested the regular meeting of the Board of School Trustees be suspended so a hearing on the proposed contract can be held.

Ms. Davis suspended the agenda for the regular meeting of the Board and opened the meeting for the purpose of hearing any commentary from the public on the proposed contract for interim superintendent. Hearing no further comments from the public, Ms. Davis closed the hearing and returned to the agenda for the regular meeting.

Mr. Thorne informed the audience there would be a special meeting on July 13, 2023 to authorize the Board to enter into this contract, effective July 17, 2023.

Mr. Thorne presented proposed changes to Board Policy 3422.04CS – Substitute Compensation for initial consideration. This edit does not change the policy but clarifies the substitute full day rate of \$300 for retired certified Indiana teachers; it does not apply to retired certified teachers from other states.

Board Policy
3422.04CS

Mr. Thorne presented proposed changes to Board Policy 3422.06S – Secretarial/Business Compensation Plan for initial consideration. The changes include moving three (3) positions to a higher classification due to the increased duties and responsibilities of these positions. Further changes for other positions within this policy may be presented later this calendar year.

Board Policy
3422.06S

Mr. Thorne presented proposed changes to Board Policy 3422.12S – Employees in Miscellaneous Positions Compensation Plan for initial consideration. The change includes a pay range adjustment for the district translator position due to a significant increase in responsibilities being added to the position description. Information related to the change was provided to the Board via a memorandum from the Assistant Superintendent of Student Services.

Board Policy
3422.12S

By unanimous action, the Board approved a Memorandum of Understanding between Eden Barber Academy and Elkhart Area Career Center. Brandon Eakins, Director of Elkhart Area Career Center, and Jose Oropeza and Rachelle Lewis of Eden Barber Academy were present to answer questions. Mr. Eakins explained the EACC had inquired about a barbering program in the past but Indiana law did not permit the shared use of the cosmetology space; therefore, it never came to fruition. Partnering with Eden Barbering Academy is an opportunity for the EACC to expand programming in an area where there has been consistent student interest. In response to Board inquiry, the program will be housed at Eden Barber Academy and will run similar to that of the Cosmetology program. The cost of the program is broken down as follows: \$9,000 funded by EACC; \$3,000 funded by student (Good Student Scholarships are available for all students to cover this tuition but students must maintain an attendance rate of 90% or better and a letter grade of 90% or better to keep this scholarship intact); and \$1,500 for barbering tools funded by the student. Mr. Eakins shared there may be legislation passed which could provide financial assistance to help students with the \$1,500. (Codified File 2324-004)

Memorandum of
Understanding

By unanimous action, the Board approved a Resolution to Waive I.C. 20-30-2-2.3 and 20-30-2-2.7 which was presented during the May 9, 2023 Board Work Session. (Codified File 2324-005)

Resolution

An audience member came to “brag” about EHS students. Over the past six (6) months, he had the opportunity to go on three different student trips including a cheer competition in Florida, a leadership event in Indianapolis, and a trip abroad to London, Paris, and Barcelona. His experience with all of the groups was amazing and very fun to see things from the students’ perspective. ECS students were phenomenal, presenting themselves with such class. The ECS students “rocked” it and the district, as a whole, should be proud of them.

From the Audience

Board Secretary Doug Weaver highlighted an ECS graduate who is now a successful emergency room nurse.

From the Board

Board member Anne VonDerVellen recognized Todd Sheely, the unified track and field coach, who was awarded the 2023 Spirit of Unified Coach of the Year. The success of the unified track and field program has opened the door for other unified programs in music (led by Kyle and Lauren Weirich) and theater (led by Kristin Baker). These unique programs have helped ECS become more inclusive, providing opportunities for a diverse population of students to learn from each other; being better together.

The meeting adjourned at approximately 7:49 p.m.

Adjournment

APPROVED:

Signatures

Dacey S. Davis, President

Troy E. Scott, Vice President

Douglas K. Weaver, Secretary

Jeffrey S. Bliler, Member

Mike Burnett, Member

Kellie L. Mullins, Member

Anne M. VonDerVellen, Member

MINUTES
OF THE SPECIAL MEETING
OF THE BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools
Elkhart, Indiana

July 13, 2023

J.C. Rice Educational Services Center, 2720 California Road, Elkhart
- at 7:30 p.m. Place/Time

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

Roll Call

Board President Dacey Davis called the special meeting of the Board of School Trustees to order. Call to Order

Ms. Davis discussed the invitation to speak protocol.

By unanimous action, the Board approved the appointment of Mark Mow to serve as the Interim Superintendent of Elkhart Community Schools effective July 17, 2023 and as of said date, enter into an agreement to employ Mr. Mow to serve in such capacity from July 17, 2023 through June 30, 2024. (Codified File 2324-006) Appointment of Interim Superintendent and Approval of Contract

By unanimous action, the Board approved a proposed revision to Board Policy 3421.01A - Professional Staff Contracts and Compensation Plans, waiving the second reading. The revision included the addition of the Director of Secondary Curriculum to the Administrative Salary Schedule. Board Policy 3421.01A

By unanimous action, the Board approved the following personnel recommendations of the administration: Personnel Report

Confirmation of administrative appointments effective on dates indicated:

Bruce Stahly - Assistant Superintendent of Instruction, 7/17/23

Barbara Cripe - Director of Elementary Curriculum and Instruction, 7/17/23

Frank Serge - Director of Secondary Curriculum and Instruction, 7/17/23

The meeting adjourned at approximately 7:34 p.m. Adjournment

APPROVED:

Signatures

Dacey S. Davis, President

Troy E. Scott, Vice President

Douglas K. Weaver, Secretary

Jeffrey S. Bliler, Member

Mike Burnett, Member

Kellie L. Mullins, Member

Anne M. VonDerVellen, Member

ELKHART COMMUNITY SCHOOLS

Elkhart, Indiana

DATE: July 20, 2023

TO: Mark Mow, Superintendent

FROM: Dr. Bruce Stahly, Assistant Superintendent of Instruction

BMS 7/18/23

RE: **Conference Leave Requests
July 25, 2023 - Board of School Trustees Meeting**

The following requests for excused absences are recommended for approval:

2023 CONFERENCES	EXPENSES	SUBSTITUTE
<p>NIAAA-NATIONAL INTERSCHOLASTIC ATHLETIC ADMINISTRATORS This is the national conference for high school directors. I will attend several classes to gain additional knowledge to help support our athletic programs. Orlando, FL December 18-20, 2023 BRIAN BUCKLEY - EHS JACQUIE ROST - EHS</p>	<p>\$3,112.21 <i>Education Fund</i> <i>Education Fund</i></p>	
<p>CPI ADVANCED PHYSICAL SKILLS RENEWAL As one of the district's Crisis Prevention trainers, this training will allow me to continue to certify our staff members per the IDOE and our Seclusion and Restraint Plan. Indianapolis, IN July 26-27, 2023 JAMIE ENGEN - PRIDE ACADEMY</p>	<p>\$2,664.00 <i>Federal Medicaid</i></p>	
<p>PLC CONFERENCE The PLC process is increasingly recognized as the most powerful strategy for sustained, substantive school improvement. This institute will provide the knowledge and tools to implement this powerful process in my school and district. At this conference, we will delve deep into the three big ideas of a PLC-focus on learning, building a collaborative culture, and results orientation-and will gain specific, practical, and inspiring strategies for transforming our school and district into a place where all students learn at high levels. Lincolnshire, IL July 31, Aug 1 & 2, 2023 CASSIE CEPEDA - EHS LAURA CRULL - EHS SARAH CURL - PINWOOD DWIGHT MOOD - PMMS</p>	<p>\$4,516.00 <i>ESSER III</i> <i>ESSER III</i> <i>ESSER III</i> <i>ESSER III</i></p>	\$0.00
<p>AUTISM DIAGNOSTIC OBSERVATION SCHEDULE - 2nd EDITION (ADOS-2) WORKSHOP Training in the ADOS-2 will allow me to help in the evaluation and diagnosing of ASD in students within ECS. Virtual September 18-19,2023 JESSICA MATTKE - ECS MIRANDA MEESE - ECS</p>	<p>\$1,370.00 <i>Federal Medicaid</i> <i>Federal Medicaid</i></p>	

<p>JNUC - JAMF NATION USER CONFERENCE</p> <p>This conference will help the department and better manage our 1:1 program through device management. Once we return from this conference, we will meet with other members of the department to share new practices that we have learned.</p> <p>Austin, TX September 18-22,2023</p> <p>JEFFERY DECOOK - TECH SERVICES STEPHEN DECOOK - TECH SERVICES TIFFANY FAIGH - TECH SERVICES DWIGHT RHOADES - TECH SERVICES</p>	<p>\$12,761.00</p> <p><i>Operations Fund</i> <i>Operations Fund</i> <i>Operations Fund</i> <i>Operations Fund</i></p>	<p>\$0.00</p>
<p>ADVANCING SCHOOL MENTAL HEALTH</p> <p>The ProjectAware team has been asked to present at the Advancing School Mental Health Conference to showcase the work Elkhart Community Schools has done to increase access to mental health resources. This will also provide the opportunity to network with other school-based mental health leaders and gain new insight and knowledge on best practices. The team will use the information gained at the conference to plan mental health goals for the upcoming year.</p> <p>New Orleans, LA December 4-8, 2023</p> <p>KATRINA BARHYDT - ELKHART ACADEMY NATALIE BICKEL - ESC LINDSEY BRANDER - ESC GAIL DRAPER - EHS BRYAN HAMMONTREE - ELKHART ACADEMY</p>	<p>\$12,000.00</p> <p><i>Project AWARE II (FY22, Yr2)</i> <i>Project AWARE II (FY22, Yr2)</i> <i>Project AWARE II (FY22, Yr2)</i> <i>Project AWARE II (FY22, Yr2)</i> <i>Project AWARE II (FY22, Yr2)</i></p>	<p>\$0.00</p>
	<p>\$36,423.21</p>	<p>\$0.00</p>
<p>2022 YEAR-TO-DATE EDUCATION FUNDS</p>	<p>\$22,516.62</p>	<p>\$2,755.00</p>
<p>2023 YEAR-TO-DATE EDUCATION FUNDS</p>	<p>\$14,059.18</p>	<p>\$475.00</p>
<p>2022 YEAR-TO-DATE OTHER FUNDS</p>	<p>\$198,529.66</p>	<p>\$6,175.00</p>
<p>2022 YEAR-TO-DATE ADJUSTMENTS</p>	<p>-\$2,547.75</p>	<p>\$0.00</p>
<p>2023 YEAR-TO-DATE OTHER FUNDS</p>	<p>\$252,974.40</p>	<p>\$4,465.00</p>
<p>2023 YEAR-TO-DATE ADJUSTMENTS</p>	<p>\$0.00</p>	<p>\$0.00</p>
<p>GRAND TOTAL</p>	<p>\$485,532.11</p>	<p>\$13,870.00</p>

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

ELKHART COMMUNITY SCHOOLS
OVERNIGHT TRIP REQUEST

School: Elkhart High School
Class/Group: EHS Girls Cross Country Varsity Team
Number of Students: 13
Date/Time Departing: September 1st, 2023 at 4:30 pm
Date/Time Returning: September 2nd, 2023 at 4:30 pm
Destination: Marion, IN - Indiana Wesleyan University
Overnight facility: Holiday Inn 1000 N. Baldwin Ave. ^{City} Marion ^{State} IN
Mode of transportation: Activity Bus
Reason for trip: To attend *Marion Invitational at IWU - this is a very competitive cross country meet for the Top 12 Varsity runners to race in during the first month of the season. One team manager also goes to help.
Names of chaperones: Bekah Shenk
Cost per student: \$50
Describe Plans for Raising Funds or Funding Source: finding sponsors, selling tshirts and snow cones
Plans to defray costs for needy students: use fundraising money
Are needy students made aware of plans? yes
Signature of Teacher/Sponsor: Rebekah Ahk
Signature of Principal: ^{AD} [Signature] Date: 7-17-23

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

Approval of Assistant Superintendent: Bruce Sakly Date: 7/18/23
Approval by Board: _____

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

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

JeNeva Adams

Began: 8/4/08

Freshman Division/Principal

Resign: 7/31/23

Brian Bennett

Began: 1/5/14

ECS/Instructional Technology Specialist

Resign: 7/28/23

David Cassell

Began: 8/13/19

PRIDE Academy/Special Education

Resign: 5/25/23

Sharon Durkin

Began: 8/17/20

Elkhart High/ENL

Resign: 5/2/23

Amy Murray

Began: 8/6/19

West Side/Counselor

Resign: 6/1/23

Collin Pica

Began: 8/8/22

North Side/Social Studies

Resign: 5/25/23

Kara Sears

Began: 8/13/07

Elkhart High/FACS

Resign: 5/25/23

Morgan Tepe

Began: 8/9/21

Beardsley/Kindergarten

Resign: 5/25/23

Shaleta West

Began: 8/9/21

Pierre Moran/Special Education

Resign: 05/25/23

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

DeVetta Farrow

Begin: 7/1/23

Pierre Moran/Assistant Principal

End: 8/11/23

f. **Unpaid Leave** – We recommend an unpaid leave for the following employee:

Shalon White

Begin: 8/14/23

Bristol/Kindergarten

End: 5/31/24

CLASSIFIED

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

Laurie Garber

Began: 5/30/23

Osolo/Custodian

PE: 7/24/23



- b. **Re-Assignment** – We recommend the approval of a reassignment of the following classified employee to a certified position effective 8/14/2023.

Jennifer Glover

Monger/Paraprofessional

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

Lynda Barker

Began: 1/7/13

Woodland/Food Service

Resign: 5/25/23

Rachel Buckley

Began: 2/25/20

Cleveland/Secretary

Resign: 6/9/23

Anita Delucenay

Began: 12/15/22

Transportation/Bus Driver

Resign: 5/25/23

Cynthia Irons

Began: 4/23/12

Woodland/Food Service

Resign: 5/26/23

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

Michelle Draper

Began: 1/29/02

Beck/Technical Assistant

End: 5/25/23

YOS: 21

Debora Krallman

Began: 9/16/91

EACC/Technical Assistant

End: 5/25/23

YOS: 31

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

Mary Hayford

Began: 12/23/19

ESC/Secretary

End: 7/25/23

Policy: 3139.01S



Book	Policy Manual
Section	3000 Personnel
Title	PROPOSED REVISED SUBSTITUTE COMPENSATION (as presented during the 7/11/2023 BST meeting)
Code	po3410.04CS
Status	Second Reading
Adopted	November 22, 2016
Last Revised	August 23, 2022
Last Reviewed	July 25, 2023

3410.04CS - **SUBSTITUTE COMPENSATION**

The Board of School Trustees hereby adopts the following wage rates for substitute teachers commencing on August 10, 2022.

	Substitute Permit	Substitute Permit and Qualified to Write Lesson Plans/Grading or Regular Teaching License	Retired Certified Indiana Teacher with Proof of Retirement	ECS Retired Teacher
Full day	\$100.00	\$130.00	\$300.00	\$350.00
One-half (1/2) day	\$55.00	\$65.00	\$150.00	\$175.00

*Individuals who held a license issued by the Indiana Professional Standards Board or the Division of Professional Standards of the Indiana Department of Education who were employed by another district, and who retired from another Indiana district, are eligible to be compensated according to the wage specified above for Retired Certified **Indiana** Teacher with Proof of Retirement when they accept a substitute teaching assignment.

Any substitute (other than a retired teacher) who holds an Indiana Professional, Provisional, Emergency, or an equivalent license issued by the Division of Teacher Training and Licensing of the Department of Public Instruction and who serves as a long-term substitute teacher in the same teaching position beyond ten (10) consecutive school days, shall be compensated in accordance with the Career Pathway Schedule for teachers of the school corporation. Compensation shall be as follows:

Teacher License	Daily Rate
Teacher License with Bachelors Degree	\$216.00
Teachers License with Masters Degree	\$235.00

When a teacher is retired from Elkhart Community Schools and accepts a long-term substitute teaching assignment, the teacher shall be paid at the rate set forth above for the first ten (10) consecutive days; then, for the duration of the assignment, at a daily rate equivalent to the teacher's daily rate at the time of retirement or \$350.00, whichever is greater.

When a retired teacher substitutes as a paraprofessional or technical assistant, the teacher shall be paid at a rate of \$145.00 for a full day and \$75.00 for one-half (1/2) day.

A substitute teacher or substitute nurse paid under this compensation plan, working sixty (60) days or more during a semester, shall be entitled to a payment of three hundred (\$300.00) dollars following the end of the semester.

When a substitute is employed as a school nurse, the employee shall be paid as follows for each full day of employment as a substitute school nurse:

- A. Licensed Practical Nurse \$ 130.00/per day
- B. Registered Nurse \$ 145.00/per day

The Director of Human Resources will review this policy annually with the Board of School Trustees prior to its last regular meeting in May.

Revised 2/27/18
Revised 5/26/20
Revised 9/28/21
Revised 8/9/22

Book Policy Manual
 Section 3000 Personnel
 Title PROPOSED REVISED SECRETARIAL/BUSINESS COMPENSATION PLAN (as presented during the 7/11/2023 BST meeting)
 Code po3422.06S
 Status Second Reading
 Adopted December 13, 2016
 Last Revised November 22, 2022
 Last Reviewed July 25, 2023

3422.06S - **SECRETARIAL/BUSINESS COMPENSATION PLAN**

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

		II	II.3	II.6	III	III.3	III.6	IV	IV.3	IV.6	V
1	0 - 55 days	14.19	14.39	14.62	14.83	15.14	15.47	15.79	16.30	16.76	19.07
2	55 days - 1 year	14.48	14.72	15.01	15.30	15.75	16.20	16.65	17.11	17.57	19.89
3	1 year plus	14.83	15.15	15.47	15.79	16.25	16.72	17.06	17.52	18.04	20.37
4	2 years plus	15.30	15.75	16.20	16.65	17.03	17.42	17.84	18.30	18.79	21.10
5	3 years plus	15.79	16.23	16.65	17.07	17.57	18.14	18.67	19.14	19.62	21.94
6	4 years plus	16.65	17.03	17.42	17.84	18.34	18.90	19.45	19.93	20.40	22.71
7	5 years plus	17.06	17.57	18.14	18.67	19.31	19.95	20.57	21.03	21.52	23.83

*subject to Sections B-1 and B-2 of this policy.

Those secretaries who work in the evening on a regular basis shall be paid an additional twenty-five cents (\$.25) per hour for evening hours.

Secretarial Classifications

The following job classifications will be in effect for the wage schedule listed above, subject to other sections of this policy:

Classifications

V	Secretarial	Business
	Classified Human Resources Administrative Assistant to Superintendent/Board of School Trustees Secretary to Assistant Superintendent of Exceptional Learners Secretary to Assistant Superintendent of Student Services *Federal Programs (effective 8/7/2023)	Certified Payroll Classified Payroll Insurance Director of Food Service (effective 8/7/2023)
IV	Secretarial	Business

Director of Career & Technical Ed. Administrative Assistant to Executive Principal** Secretary/Human Resources Data Specialist – Instructional Leadership Treasurer (High School)** Freshman Academy Principal**	Building Services Office Manager Payroll Assistant Accounts Payable EACC – WVPE Office Manager Director of Transportation CFO/COO Secretary Food Service Secretary/Bookkeeper (effective 8/7/2023)
III Secretarial	Business
EACC Principal EACC Central Office Elementary Principal High School Athletics High School Vice/Assistant Principal High School Registrar Middle School Principals Elkhart Academy Student Services Secretary District Registrar Exceptional Learners Secretary Receptionist Media Services Center Coordinator *Federal Programs Instructional Leadership English Learners High School Counseling School of Study High School Student Office	Business Office/Purchasing Director of Food Service Food Service Secretary Safety & Security Mail/Copy Center PACE Program EACC - Office
II Secretarial	Business
Adult & Community Ed. Office Assistants High School Receptionist High School Media Center Middle School Assistant	Food Services Assistant

*Subject to reclassification if this position becomes funded from the General Fund.

There will be an increase equal to the base increase for any secretary who by placement of the classifications listed in A of this section would receive less than the base increase raise.

A. Commencement of Employment

Upon a secretary's commencement of employment with the Elkhart Community Schools, such secretary may, at the discretion of the superintendent/authorized designee, be placed at any of the first six (6) steps of the salary schedule. The secretary will serve a fifty-five (55) calendar day probationary period.

A secretary will proceed to the next step when she/he accumulates the time normally required to qualify for progression to the next step of the wage schedule, unless performance is such that the immediate supervisor recommends the step movement be withheld. This recommendation shall be made at the end of the probationary period of no more than eight (8) weeks, nor fewer than six (6) weeks, prior to the anniversary date of the secretary in question.

B. Transfer of Job Classification

At the discretion of the employer, a secretary may be assigned to fill another secretarial position vacancy without the need to post the vacancy, so long as both positions are within the same department, and both positions are in the same job classification. In the event that a secretary transfers from one (1) job classification to another, the secretary will normally be placed on probation in the new position, but will continue to receive benefits. The provisions as written above shall be applicable except when a presently employed secretary who is at the top step is transferred, and in that case, the transferred secretary may be placed at her/his present step position by the Director of Human Resources.

C. Reclassification of Positions

The administration retains the authority to reclassify positions when it determines that it is in the best interest of the Corporation.

In addition, the Secretarial Negotiations Committee may, during their annual discussions with the administration, propose the reclassification of secretarial positions.

D. Secretarial Career Increment Schedule

The amounts as listed will be added to the salary of any secretary whose years of employment in the Elkhart Community Schools would qualify for such.

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	\$1.00

Mentor Program

Effective January 1, 2020, any secretary who is assigned to serve as a mentor shall be given a stipend of \$600 per calendar year. Mentors shall be assigned at the sole discretion of the Director of Human Resources at the time a secretary is assigned to a new position.

Substitute Coverage for a Nurse

Effective January 1, 2022, when a nurse has been absent from a building for an extended period of time (i.e. more than five (5) consecutive school days) and substitute coverage has not been provided for the nurse assigned to said building, the secretary designated by the principal to provide coverage for the nurse may claim up to one (1) hour of overtime each day for the purpose of completing duties the secretary was unable to complete during the normal workday as a result of providing coverage for the nurse.

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.

Fringe Benefits

Income Protection and Annuities

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

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.

Severance Benefits

Secretarial employees 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.

A. Resignation

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

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

1. As used in this section, "retirement" shall be defined as a resignation by a secretarial employee who is age sixty (60) and has ten (10) or more consecutive years of employment; or who is fifty-five (55) years of age or older and has fifteen (15) or more consecutive years of employment; or who is fifty (50) years of age or older and has twenty (20) consecutive years of employment in the Elkhart Community Schools.
2. The Board will contribute \$3,000 per year to be applied to the single or family plan insurance premium until age sixty-five (65) for each secretary, age sixty (60) or beyond, who retires with notice received in the office of the Superintendent three (3) months in advance. In the event of an emergency, relief from the required three (3) month notice may be granted at the Superintendent's discretion.

In addition, for the secretary who has fifteen (15) years of experience, is age fifty-five (55), and has been participating in the group health and life insurance program for at least the last five (5) years, the employee, by paying 100% of the annual premium until age sixty (60), and by paying \$1,250 less than 100% of the annual premium until age sixty-five (65), may continue in the group insurance plan until age sixty-five (65).

Also, this benefit will be discontinued if the retired secretary becomes employed on a full-time school year or calendar year basis, or if through other employment qualifies for health insurance benefits. The employer reserves the right to request the employment status of the retired secretary.

3. A retiring secretary will be paid his/her daily rate multiplied times the number of years of service in the Elkhart Community Schools.
4. A maximum of thirty-five (35) accumulated days of unused personal leave will be paid to a secretarial employee who retires, dies, or becomes totally permanently disabled while employed by the Elkhart Community Schools. Vacation days earned in the current year shall also be paid prior to retirement, or upon disability termination or death of the employee. In the event of death, the above benefit shall be paid to the decedent's estate.
5. In addition to the above benefits, the actual number of days of accumulated sick leave, not to exceed a maximum of twelve (12) days or forty-five percent (45%) of the accumulated sick leave days, whichever is greater, shall be paid to a secretarial employee at the time of retirement, or to the secretary's beneficiary in the event of the death of a secretary eligible for retirement.

Change in Support 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.

Absences

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

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

Absences and Leaves Personal/Family Illness Absence Full-time Secretaries

Full-time secretaries will be allowed the number of hours equal to one (1) workday per month of employment for personal illness/family illness absence. This will provide ninety-six (96) hours of personal illness/family illness absence annually. Unused personal illness/family illness absence may accumulate to a total of the number of hours equal to 215 days as personal illness days.

School-year Secretaries

- A. Regular school year classified employees will be awarded twelve (12) days of personal illness/family illness leave each calendar year.
- B. Any unused hours will accumulate as personal illness absence to a total of the number of hours equal to 150 workdays. Use of accumulated sick leave by a school year employee terminates at the close of the school year. It cannot be used again unless the employee is employed for the following school year or employed at a later date.

All Secretaries

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

Family Illness Leave

- A. As used in this section, "immediate family" shall mean the employee's spouse, life partner, children, siblings, parents, parents-in-law, brother- or sister-in-law, son- or daughter-in-law, grandparents, grandchildren, great-grandparents, stepparents, stepchildren, or any member of the family unit living in the employee's household, any person for whom the employee is the legal guardian, or for whom the employee is exercising rights authorized pursuant to a Power of Attorney. "Life Partner" shall mean an individual whose close association with the employee is the equivalent of a family relationship. "Family unit" shall mean any person related to the employee, genetically or by marriage, or any person for whom the employee is the legal guardian.
- B. A secretary shall be entitled to the number of hours equal to two (2) paid days for family illness leave per calendar year, provided that such leave shall be for the sole purpose to care for a member of the secretary's immediate family who becomes seriously ill and requires both medical attention by a licensed physician and the care and attention of the secretary. Such medical attention provided may be requested to be verified by a licensed practicing physician. Unused family illness will accumulate as illness absence.
- C. When an emergency medical condition of an employee's immediate family necessitates personal care by the employee for an extended period of time (days), the employee may annually use ten (10) or less days of personal illness to provide such care. This is in addition to family illness provisions already provided.

Job-Related Injury

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

Personal Leave

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

If an employee retains all three (3) personal business days at the end of the year, he/she can roll two (2) of the three (3) days to the following year to equal five (5) personal business days. The remaining unused personal business day shall accumulate for retirement at the end of the year. In the event the employee intends to use five (5) consecutive days the employee must provide thirty (30) calendar days written notice requesting the use of said consecutive days to their immediate supervisor. If a secretary does not elect to roll two (2) personal business days into the following year, all unused personal leave will accumulate for retirement.

Secretarial/Business 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.

For less than twelve (12) months secretaries, 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 that prohibits the employee from attending to his/her assigned duties.

For twelve (12) month secretaries, personal business leave may be taken at any time upon the approval of the supervisor or authorized designee.

No personal leave will be granted for participation in any strike or work stoppage or other concerted action by an employee or employee group.

Attendance Incentive Program

For the purpose of this attendance incentive program, the year will run from January 1st through December 31st.

During the month of January, any secretary who has perfect attendance throughout the prior year, other than vacation, bereavement, or personal leave, shall be paid the sum of \$500. Any employee who is absent for any reason for five (5) or less days throughout the prior year, other than vacation, bereavement, or personal leave days, shall be paid the sum of \$250.

Bereavement

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

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

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

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

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

A secretary shall be entitled to up to one (1) paid day per year, to be taken in increments of no less than two (2) hours for an absence, to attend the funeral of a close friend, upon the condition that the requested absence must not create a serious problem in the secretary's work setting.

Military Leave

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

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

Health Leave

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

The Board 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 an 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.

Jury and Witness Duty Pay

A. Jury Duty

All secretaries will be granted excused absences when they are subpoenaed to serve on the jury. Such absence shall result in no loss of wages. When an employee receives notification from the Court canceling a trial, the employee is to report to work or use personal business. When the employee has received her/his jury duty check, the check or copy of the check shall be presented to the payroll office, whereupon a deduction equal to jury duty pay will be made from the next payroll check.

B. Witness Duty

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

Paid Parental Leave

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

Parental Leave

A leave, without pay, may be granted to any expectant parent upon written request of the employee to the Director of Human Resources. In the event the employee is pregnant, the leave may be requested to begin any time between thirty (30) days after the Director of Human Resources is notified of the pregnancy and thirty (30) days after the birth of the child. For employees who are not pregnant, the leave may be requested to begin any time within thirty (30) days of the date the child is expected in the home. In cases of emergency, the thirty (30) day notification period may be waived. Leaves may be requested for a period not to exceed one (1) year, and are non-renewable.

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

Adoptive Leave

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

Foster Care Leave

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

Maternity Leave

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

Holidays and Vacations

Definitions

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

Holidays

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

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

New Year's - two (2) days (See Sec. A.1.)

Martin Luther King Jr. Day

Presidents' Day (See Sec. A.4.)

Memorial Day

Independence Day - two (2) days (See Sec. A.2.)

Labor Day

Thanksgiving - two (2) days (See Sec. A.3.)

Christmas - two (2) days (See Sec. A.1.)

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

- a. When January 1 and December 25 fall on a weekday, they shall be paid holidays, and a classified employee may, subject to approval of the immediate supervisor, select either but not both, December 24 or December 26 as a holiday with pay, and may, subject to approval of the immediate supervisor, select either but not both, December 31 or January 2 as a holiday with pay. To be eligible for either of the above selections, a classified employee must make such request to the immediate supervisor no later than December 10.
- b. When January 1 and December 25 fall on a weekend, then both the Friday before and the Monday after shall be paid holidays, unless schools are open on one (1) of these days, in which case an alternate day will be determined.

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

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

4. Presidents' Day will be a paid holiday.

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

Martin Luther King Jr. Day

Presidents' Day

Memorial Day

Labor Day

Thanksgiving - two (2) days (See Sec. A.3.)

Christmas - one (1) day (if celebrated on a weekend, it will be paid holiday on the Friday preceding or the Monday following.

Vacations

A. A full-time employee, who has, as of December 31, been employed by the Elkhart Community Schools for less than one (1) calendar year, shall be entitled to one (1) working day vacation with pay during the calendar year, for each full month of employment completed, provided no more than ten (10) vacation days may be accrued. Vacation benefits may not be utilized prior to accrual and approval from the Administrator.

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

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

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

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

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

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

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

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

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

When vacation days for secretaries have been requested and approved but are not able to be used due to administrative directive, an extension of up to three (3) months will be granted for the use of such day(s).

I. Vacation days will be available to the staff member during the twelve (12) months of the calendar year and for six (6) months beyond. Should a full-time employee be unable to use accumulated vacation days during this period, any unused days shall be transferred to accumulated personal illness days.

J. A school-year employee will not be entitled to paid vacation days.

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Revised 12/12/17

Revised 2/17/18
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Revised 11/24/20
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Revised 3/9/21
Revised 3/8/22
Revised 7/12/22

Book Policy Manual

Section 3000 Personnel

Title PROPOSED REVISED EMPLOYEES IN MISCELLANEOUS POSITIONS COMPENSATION PLAN

Code po3422.12S

Status

Adopted December 20, 2016

Last Revised May 23, 2023

Last Reviewed July 25, 2023

3422.12S - EMPLOYEES IN MISCELLANEOUS POSITIONS COMPENSATION PLAN

The Board of School Trustees hereby adopts the following wage schedule for Employees to be effective for ~~June 13~~ August 1, 2023. In addition, the three percent (3%) employee contribution to PERF will be paid by Elkhart Community Schools.

POSITION	HOURLY WAGE RANGE
Assistant Supervisor of Transportation	26.29 - 31.92
Transportation Trainer/Dispatcher	22.28 - 25.66
Food Service Supervisor of Truck Drivers	22.29 - 25.66
Food Service Truck Driver	18.35 - 21.37
Food Service Receiving/Supply	18.35 - 21.37
Supervisor of Building Services	23.33 - 28.19
Food Service Support Specialist	20.48 - 27.76
Assistant to the Food Service Director for Secondary Schools	20.48 - 27.76
Food Service Bids & Commodity Coordinator	19.61 - 29.35
Culinary Event Coordinator	19.61 - 29.35
Assistant to the Food Service Director for Elementary Schools	20.48 - 27.76
Production Coordinator	22.28 - 25.66
Transportation Route/Driver Coordinator	22.28 - 25.66
Transportation Clerk	17.59 - 19.11
Adult/Community Education Non-Contract Teachers	36.23 *
Building Community Education Coordinator	30.23 - 37.22
Radio Station Staff Announcer	11.72 - 15.69
Radio Station Development Assistant	13.25 - 19.82
School Security Officer	32.87
Federally Funded Pupil/Program/Parent Support Person	22.25 - 31.36
Federally Funded Building Translator/Interpreter	22.25 - 31.36
Federally Funded Building Translator/Parent Liaison	17.94 - 21.92
School Parent/Community Liaison	22.25 - 31.36
District Translator	22.25 - 31.65 35.00 - 45.00
Evening Events Supervisor	17.40
Federally Funded After-School Organized Activities Leader	14.00
Federally Funded After-School Organized Activities Assistant	9.39

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

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

POSITION	YEARLY SALARY RANGE
Radio Station Manager	58,867 - 98,250
Radio Station Development Director	55,886 - 80,332
Radio Station Business Account Manager	45,847 - 79,134
Radio Station Program Director	45,847 - 66,095
Radio Station Senior Reporter and Assignment Editor	40,731 - 55,809
Radio Station Operations Manager	34,280 - 50,910
Radio Station Morning Edition Host	37,792 - 54,753
Radio Station Promotions Manager	38,635 - 53,460
Radio Station Membership Manager	47,727 - 61,629
Radio Station Business/Workforce Development Reporter - IPB News	38, 820 - 53,430
Radio Station News Director/Reporter	49,000 - 64,000
Assistant Supervisor of Food Services	65,000 - 75,000
EACC Career Coordinator	41,837 - 75,134
Olweus Bullying Prevention Program Coordinator	53,825 - 66,170
Education and Engagement Coordinator	45,847 - 79,134
Adult and Community Education Program Manager	72,875 - 83,663
Special Education Transition Specialist	44,000 - 64,000
High School Scheduling Coordinator (11 months)	59,000 - 74,000
Building Services Manager	74,485 - 94,865
Energy and Risk Management Specialist	59,200 - 79,580
Data and Assessment Manager	72,975 - 83,763
Data Specialist	46,584 - 68,489
Communication Specialist	46,584 - 68,489
Substitute Coordinator	48,983 - 58,081
Staff Accountant	49,010 - 61,238
Lead Program Coordinator (funded by FSCS Grant 1/1/23 - 12/31/27)	70,000 - 80,000
Student Program Developer (funded by FSCS Grant 1/1/23 - 12/31/27)	45,000 - 50,000
School Site Coordinator (funded by FSCS Grant 1/1/23 - 12/31/27)	50,000 - 55,000
Grant Coordinator/Talent Recruiter (funded by APR Grant 9/29/22 - 9/30/24)	68,600
School Psychologist Intern	41,500
21st Century Community Learning Center Coordinator	2,500 (per semester)

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

Performance Awards for Radio Station Employees

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

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

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

Fringe Benefits

A. Income Protection and Annuities

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

B. Insurance

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

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

C. Severance Benefits

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

1. Resignation

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

2. Retirement, Death, or Disability

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

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

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

D. Change in Classification

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

Dependent Textbook Fee Stipend

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

Absences

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

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

Personal Illness/Family Illness Absence

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

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

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

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

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

Attendance Incentive Program

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

Job-Related Injury

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

Bereavement

Employees shall be entitled to be absent from work without loss of compensation on account of death in the immediate family for five (5) business days becheck to the payroll office, whereupon a deduction equal to the per diem payments will be made for each day of paid absence from the next payroll check. Upon return from temporary training or leave, the employee will be restored to a comparable position without loss of vacation, sick leave, or other benefits of employment.

Health Leave

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

The Board, after examining medical evidence, may place a regular employee on leave for health reasons if, in its judgment, the physical or mental health of the employee is interfering with the successful performance of 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 the employee 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 their personal illness, personal leave, FMLA Leave, and vacation benefits, may be placed on a health leave.

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

Should the employee fail to provide a requested physician's statement within thirty (30) days after the employee 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, that employee will be eligible for re-employment when an opening for which the employee is qualified becomes available.

Personal Leave

Full-time and regular school year classified personnel are entitled to the number of hours equal to three (3) workdays for absence for personal reasons during each calendar year without loss of pay. If an employee retains all three (3) personal business days at the end of the year, the employee 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 a thirty (30) calendar day written notice requesting the use of said consecutive days to their immediate supervisor.

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

Personal Leave - Procedure

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

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

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

Jury and Witness Duty Pay

Jury Duty

All Employees in Miscellaneous Positions will be granted excused absence when they are subpoenaed to serve on the jury. Such absence shall result in no loss of wages. When an employee receives notification from the Court canceling a trial, the employee is to report to work or use personal business. When the employee has received her/his jury duty check, the check or copy of the check shall be presented to the payroll office, whereupon a deduction equal to jury duty pay will be made from the next payroll check.

Witness Duty

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

Paid Parental Leave

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

Parental Leave

A leave, without pay, may be granted to any expectant parent upon written request of the employee to the Director of Personnel. In the event that the employee is pregnant, the leave may be requested to begin any time between thirty (30) days after the Director of Human Resources is notified of the pregnancy and thirty (30) days after the birth of the child. For employees who are not pregnant, the leave may be requested to begin any time within thirty (30) days of the date that the child is expected in the home. In cases of emergency, the thirty (30) day notification period may be waived. Leaves may be requested for a period not to exceed one (1) year and are non-renewable.

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

Adoptive Leave

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

Foster Care Leave

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

Maternity Leave

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

Holidays and Vacations Definitions

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

Holidays

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

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

New Year's - two (2) days

Martin Luther King Jr. Day

Presidents' Day

Memorial Day

Independence Day – two (2) days

Labor Day

Thanksgiving - two (2) days

Christmas - two (2) days

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

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

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

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

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

4. Presidents' Day will be a paid holiday.

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

Martin Luther King, Jr. Day

Presidents' Day

Memorial Day

Labor Day

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

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

Vacations

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Revised 1/24/17

Revised 6/27/17

Revised 10/24/17

Revised 12/12/17

Revised 5/8/18

Revised 8/14/18

Revised 2/12/19

Revised 3/12/19

Revised 6/25/19

Revised 8/13/19

Revised 10/7/19

Revised 12/10/19

Revised 2/11/20

Revised 8/25/20

Revised 11/24/20

Revised 1/12/21

Revised 3/9/21

Revised 8/10/21

Revised 9/14/21

Revised 12/14/21

Revised 4/12/22

Revised 5/10/22

Revised 6/28/22

Revised 9/13/22

Revised 10/25/22

Revised 11/22/22

Revised 2/14/23

Revised 5/23/23

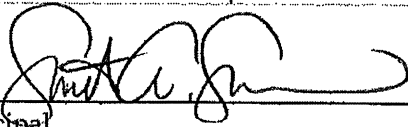
**Elkhart Community Schools
New Course Proposal for 2023-2024**

State Title	7333 - Advanced Barbering (Concentrator B)								
Course Description	7333 - Advanced Barbering is a course with a focus particularly on barbering styles and techniques. The emphasis will be toward the development of advanced skills in styling, hair coloring, permanent waving, facials and facial hair care. Students will also study anatomy and physiology as it applies to cosmetology. Upon completion of the course requirements, the students will be able to Perform basic manipulative skills including haircutting, hairstyling, perming, shaving, treatment of the skin and scalp, salon management, license laws, sanitation and retain knowledge relating to the history of barbering. Successful completion of the course requires at least 375 Cosmetology studio hours.								
Grade Levels	Grades 11 & 12								
Pathway	NLPS - Barbering & Cosmetology Next Level Programs of Study - Course Codes & Titles <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td>7330 - Principles</td> <td>7331 - Concentrator</td> <td>7333- Concentrator</td> <td>7334 - Capstone</td> </tr> <tr> <td>Principles of Barbering & Cosmetology</td> <td>Barbering & Cosmetology Fundamentals</td> <td>Advanced Barbering</td> <td>Barbering & Cosmetology Capstone</td> </tr> </table>	7330 - Principles	7331 - Concentrator	7333- Concentrator	7334 - Capstone	Principles of Barbering & Cosmetology	Barbering & Cosmetology Fundamentals	Advanced Barbering	Barbering & Cosmetology Capstone
7330 - Principles	7331 - Concentrator	7333- Concentrator	7334 - Capstone						
Principles of Barbering & Cosmetology	Barbering & Cosmetology Fundamentals	Advanced Barbering	Barbering & Cosmetology Capstone						
Length of Course	Full year								
Prerequisites	7331 - Barbering & Cosmetology Fundamental								

Additional Required Information:

Resources	See Eden Barber Academy/Elkhart Area Career Center Memorandum of Understanding
Additional cost?	\$1500 Barbering Kit & Uniform
Rationale for the course	7333 - Advanced Barbering is the concentrator B course for the NLPS for Barbering.
How does this course fit into your department's and your school's total program?	7332 - Advanced Barbering serves as the specialization course for barbering students. The coursework is identical to 7332 - Advanced Cosmetology. The coursework fits into the NLPS pathway courses for Barbering & Cosmetology.

Anticipated number of students	20 students - session one 20 students - session two
What courses might this replace in their schedules?	This course will be enveloped into the Elkhart Area Career Center Elective schedule either in the AM or the PM session
Name of person on staff licensed to teach this course	See Eden Barber Academy/Elkhart Area Career Center Memorandum of Understanding


Principal


7/18/23
Date:

SCOTT A SASSAMAN
Written Name of Principal


Elkhart Area Career Center Director

7/18/23
Date:

Brandon Eakins
Written Name of Elkhart Area Career Center Director


7/18/23

ACCOUNT BALANCES/INVESTMENT DETAIL
June 2023

CASH:

Petty Cash	\$	500.00
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BANK ACCOUNTS:

Teachers Credit Union	\$	2,995,473.45
Lake City Bank – Accounts Payable		(2,774,694.24)
Lake City Bank – Payroll Account		(8,746.54)
Lake City Bank – Flex Account		76,489.59
Lake City Bank – Merchant Account		-
Lake City Bank – Prepaid Lunch		1,199,066.17
Lake City Bank – Deposit Account		44,443,847.53
Lake City Bank – Book Rental		-

INVESTMENTS:

Certificate of Deposit		-
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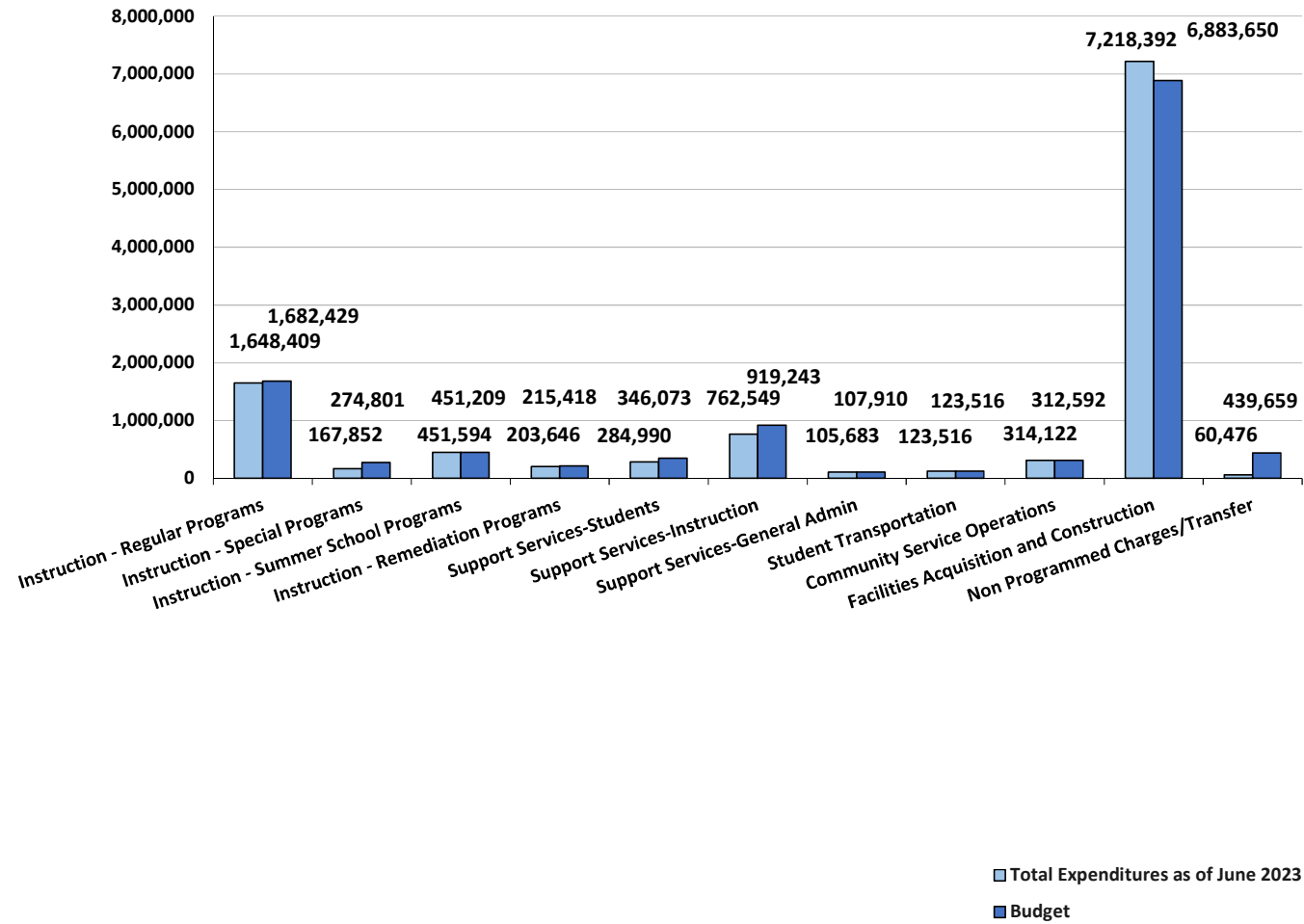
\$ 45,931,935.96

ESSER II - Utilization Review

<i>Total Expenditures as of June 2023</i>	<i>Total % of Allocation Expended</i>	<i>Account</i>	<i>Budget</i>	<i>% of Total Budget</i>
\$1,648,409.40	97.98%	Instruction - Regular Programs	\$1,682,429.00	14.31%
\$167,851.92	61.08%	Instruction - Special Programs	\$274,801.00	2.34%
\$451,594.10	100.09%	Instruction - Summer School Programs	\$451,209.00	3.84%
\$203,646.05	94.54%	Instruction - Remediation Programs	\$215,418.00	1.83%
\$284,990.03	82.35%	Support Services-Students	\$346,073.00	2.94%
\$762,548.50	82.95%	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%
\$314,121.54	100.49%	Community Service Operations	\$312,592.00	2.66%
\$7,218,391.50	104.86%	Facilities Acquisition and Construction	\$6,883,650.00	58.55%
\$60,475.72	13.76%	Non Programmed Charges/Transfer	\$439,659.00	3.74%
11,341,227.54	96.47%		\$11,756,499.89	100.00%

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

ESSER II - Expenditure to Budget as of 6/30/23

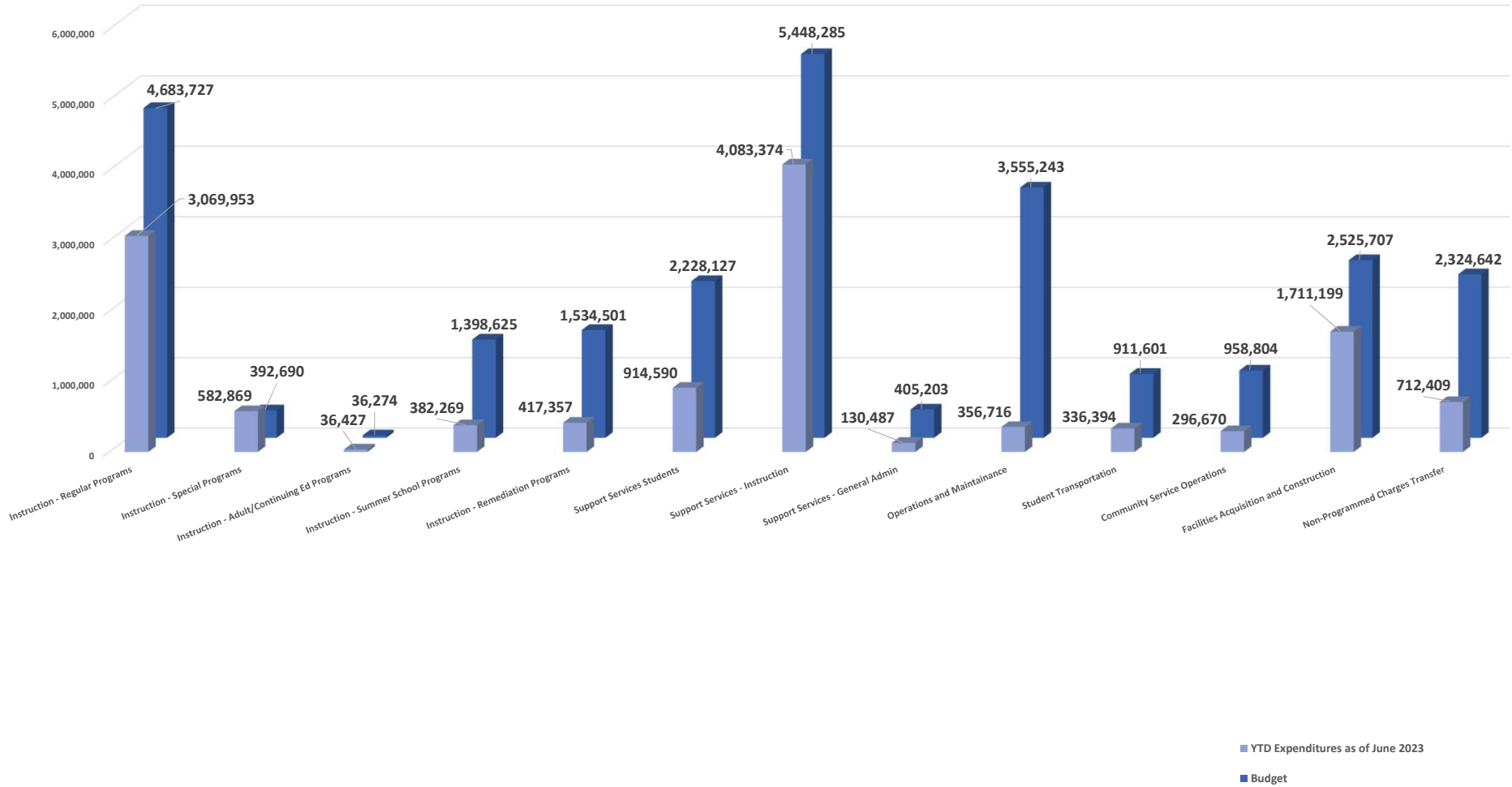


ESSER III - Utilization Review

YTD Expenditures as of June 2023	Total % of Allocation Expended	Account	Budget	% of Total Budget
3,069,953.01	65.55%	Instruction - Regular Programs	\$4,683,726.72	17.74%
582,869.18	148.43%	Instruction - Special Programs	\$392,690.00	1.49%
36,426.94	100.42%	Instruction - Adult/Continuing Ed Programs	\$36,274.00	0.14%
382,269.27	27.33%	Instruction - Summer School Programs	\$1,398,625.00	5.30%
417,357.30	27.20%	Instruction - Remediation Programs	\$1,534,501.00	5.81%
914,590.07	41.05%	Support Services Students	2,228,127.00	8.44%
4,083,374.49	74.95%	Support Services - Instruction	5,448,285.00	20.63%
130,486.56	32.20%	Support Services - General Admin	405,203.00	1.53%
356,715.66	10.03%	Operations and Maintainance	3,555,243.00	13.47%
336,393.67	36.90%	Student Transportation	911,601.00	3.45%
296,670.22	30.94%	Community Service Operations	958,804.00	3.63%
1,711,198.91	67.75%	Facilities Acquisition and Construction	\$2,525,707.00	9.57%
712,409.20	30.65%	Non-Programmed Charges Transfer	\$2,324,642.00	8.80%
\$13,030,714.48	49.35%		\$26,403,428.72	100.00%

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

ESSER III - Expenditure to Budget as of 6/30/2023



Medical Plan Experience

June 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	\$ -	\$ 155,450	\$ (155,450)	\$ -	\$ 984,092	\$ (984,092)
Anthem Medical	\$ 954,001	\$ 740,720	\$ 213,281	\$ 3,452,460	\$ 2,254,635	\$ 1,197,825
CVS Rx	\$ 237,590	\$ 206,248	\$ 31,342	\$ 1,092,416	\$ 841,513	\$ 250,903
Rx Rebate	\$ (256,951)	\$ (177,195)	\$ (79,756)	\$ (502,314)	\$ (334,095)	\$ (168,219)
Less Amt Above Stop Loss	\$ -		\$ -	\$ -	\$ -	\$ -
Claim Cost Total	\$ 934,640	\$ 925,223	\$ 9,417	\$ 4,042,562	\$ 3,746,145	\$ 296,417
Expected Claim Cost	\$ 869,819	\$ 866,571	\$ 3,248	\$ 5,169,777	\$ 5,188,531	\$ (18,754)
Claims vs. Expected	\$ 64,821	\$ 58,652		\$ (1,127,215)	\$ (1,442,386)	
Non Claim Costs (administration, clinic, pharmacy, stop-loss)	\$ 232,423	\$ 223,681	\$ 8,742	\$ 1,388,513	\$ 1,304,611	\$ 83,902
Total Cost (Claim + Non-claim)	\$ 1,167,063	\$ 1,148,904		\$ 5,431,075	\$ 5,050,756	
Enrollment	1,016	1,017		6,058	6,083	
Cost Per Employee Per Month (PEPM)	\$ 1,148.68	\$ 1,129.70		\$ 896.51	\$ 830.31	8.0%
Paid Claims Per Employee				\$ 667.31	\$ 615.84	8.4%