

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

NOTICE OF MEETING CANCELLATION

Date: Tuesday, June 13, 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 Tuesday,
June 6, 2023 and
electronically delivered to Board
Members on Tuesday, June 6, 2023.

MEETING
OF THE
BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools
Elkhart, Indiana

NOTICE OF MEETING TIME CHANGE

Date: Tuesday, June 13, 2023

Time: ~~7:00~~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 Tuesday, June 6, 2023
and electronically delivered to
Board Members on Tuesday, June 6, 2023.

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

NOTICE OF EXECUTIVE SESSION
OF THE
BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools
Elkhart, Indiana

Date: Tuesday, June 13, 2023

Time: Immediately following the 6:00 p.m. Board meeting

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 Tuesday, June 6, 2023
and electronically delivered to
Board Members on Tuesday, June 6, 2023.

AGENDA FOR
BOARD OF SCHOOL TRUSTEES
REGULAR MEETING

Elkhart Community Schools
Elkhart, Indiana

June 13, 2023

CALENDAR

June 13	6:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center
June 13	Immediately Following	Executive Session, J.C. Rice Educational Services Center
June 27	6:00 p.m.	Public Work Session, J.C. Rice Educational Services Center
June 27	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 – May 23, 2023 - Public Work Session
- Minutes – May 23, 2023 – Regular Board Meeting
- Claims
- Fundraisers
- Gift Acceptance
- Conference Leaves
- Overnight Trips
- Personnel Report

- E. SUPERINTENDENT SEARCH UPDATE
- F. OLD BUSINESS

Board Policy 3422.12S - Miscellaneous Positions Compensation Plan – As presented during the May 23, 2023 Board Meeting requesting the addition of the Assistant Supervisor of Food Services position for final approval.

- G. NEW BUSINESS

Food Service RFP - The Business office recommends Board approval of the Request for Proposal of Food, Commodities, Fresh Produce, Supplies, Bakery and Dairy.

Dedication of Right-of-Way for The City of Elkhart River Greenway Paving Project

Exception to Policy 7510 – The Administration recommends the Board approve an exception to facility usage under Policy 7510 for the family of Travis Jackson to use the Elkhart High School Freshman Division auditorium and cafeteria for a memorial service and post service meal on a date yet to be determined.

H. INFORMATION AND PROPOSALS

From Audience

From Superintendent and Staff

From Board

I. ADJOURNMENT

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

Elkhart Community Schools
Elkhart, Indiana

May 23, 2023

J.C. Rice Services Center, 2720 California Road, Elkhart 46514 – at 5:59 p.m.

Place/Time

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

Via Electronic Communication:	Kellie L. Mullins
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Absent: Dacey S. Davis

ECS Staff Present: Beth Williams

The Board was provided information about the Title I Pre-Application.

Topics Discussed

The meeting adjourned at approximately 6:21 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

May 23, 2023

J.C. Rice Educational Services Center, 2720 California Road, Elkhart
- at 7:00 p.m. Place/Time

Roll Call

Board Members Present: Troy E. Scott Jeffrey S. Bliler
Douglas K. Weaver Mike Burnett
Anne M. VonDerVellen

Via Electronic Communication: Kellie L. Mullins

Absent: Dacey S. Davis

Board vice president Troy Scott called the regular meeting of the Board of School Trustees to order. Call to Order

Mr. Scott recited the Elkhart Promise. The Elkhart Promise

Mr. Scott discussed the invitation to speak protocol.

Maggie Lozano, director of human resources, recognized and celebrated the retirement of our hard working classified and certified staff, honoring those who have spent years serving ECS students as teachers, therapists, social workers, paraprofessionals, food service employees, bus drivers, custodians, secretaries, and administrators. Ms. Lozano asked, as we celebrate the retirement of these individuals, that we take a moment to reflect on the impact they have made on the lives of students. Each and every one of them have played an important role in shaping the future of our young people; inspiring, challenging, and supporting ECS students, and for that, we will be forever grateful. Retirees ` Recognition

Classified Retirees followed by their years of service:

- Susan Clifton, 23 years
- Emily Grant, 25 years
- Ann Henderson, 10 years
- Candy Kirchner, 36 years
- Thomas Labuzienski, 10 years

- Loria Mayes, 42 years
- Roxanne Niemzyk, 19 years
- Debra Scott, 10 years
- Mae Sims, 34 years
- Renee Strieby, 15 years
- Mikel Weaver, 10 years
- Sherree Wilkey, 15 years

Certified Retirees followed by their years of service:

- Dawnrachelle Allen, 26 years
- Helene Dauerty, 16 years
- Elaine Fiwek, 36 years
- Heidi Krusenklous, 32 years
- Stephanie Lee, 32 years
- Theodore Miller, 21 years
- Timothy Miller, 28 years
- Cynthia Pinkowski, 17 years
- Laurie Ritchie, 33 years
- Christopher Scalise, 26 years
- April Schneider, 33 years
- Warren Seegers, 25 years
- Michael Swanson, 29 years
- Alejandrina Teifert, 21 years
- Denise Wappes, 17 years
- Jana Wilde, 16 years

Rod Roberson, mayor of Elkhart, presented Loria Mayes with a Key to the City for 42 years of service with Elkhart Community Schools. He also spoke of her work within the community and thanked her for her dedication to Elkhart and Elkhart Community Schools.

By unanimous action by roll call, the Board approved the following consent items:	Consent Items
Minutes – May 9, 2023 – Public Work Session	Minutes
Minutes – May 9, 2023 – Regular Board Meeting	
Payment of claims totaling \$2,048,677.07 as shown on the May 23, 2023, claims listing. (Codified File 2223-142)	Payment of Claims
Proposed school fundraisers in accordance with Board policy. (Codified File 2223-143)	Fundraisers
Accepted the following extra-curricular purchase requests: West Side to purchase end of year student athletic/academic awards totaling \$3,785.	Extra-Curricular Purchase

The following donations were made to Elkhart Community Schools (ECS): \$1,300 to Elkhart Area Career Center (EACC) from Cheers to Wheels to be used for two (2) graduating students who plan to attend Trade School; \$500 to Elkhart High School (EHS) volleyball team from Compress Air to help with the purchase of travel apparel and training equipment for the volleyball program; \$1,200 to EACC from EHS class of 1960 for the scholarship fund for an Elkhart student; \$500 to EHS volleyball team from Gemstone to help with the purchase of travel apparel and training equipment for the volleyball program; \$500 to EHS volleyball team from Heart City Toyota to help with the purchase of travel apparel and training equipment for the volleyball program; \$500 to EHS volleyball team from OperationsRX to help with the purchase of travel apparel and training equipment for the volleyball program; 1981 Volkswagen Jetta Diesel, valued at \$450, to Elkhart Area Career Center (EACC) from Madison Motors to be used in the Diesel Tech Services class; \$1,200 to EACC from Michiana Porsche Club for the Michelle Hostetler Memorial Scholarship Fund; Roscoe Rollpac III, with an estimated value of \$500, to EACC from Rieth-Riley for the Diesel Tech class; and backdrops and studio lighting to EACC from Serra Zimmerman to be used in the Commercial Photography class.

Gift
Acceptances

Conference leave requests in accordance with Board policy for staff members as recommended by the administration on the May 23, 2023 listings. (Codified File 2223-144)

Conference
Leave
Requests

Confirmed overnight trip request for EHS Japanese Program to travel to Yokohama City, Japan on July 20 – August 4, 2023; they will stay with host families to experience the language and culture.

Overnight Trip
Requests

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

Sydney Bias – grade 4 at Beck, 8/4/23
Christina Cline – mathematics at Elkhart Academy,
8/14/23

Personnel
Report

Certified
Employment

Retirement of the following one (1) certified staff member, effective on date indicated:

Carol Fish – school psychologist at ESC, 5/31/23

Certified
Retirement

Resignation of the following six (6) certified staff members, effective on date indicated:

Rachel Cason – art at Daly, 5/25/23

Certified
Resignations

Bernerd Haskins – physical education at Woodland, 5/25/23	
Scott McDougall – physical education at Elkhart High, 5/25/23	
Allison Schrock – grade 1 at Daly, 5/25/23	
Sydney Schultheis – physical education at Freshman Division	
Nancy Whittaker – medical assisting at EACC, 5/25/23	
Rescission of resignation for the following one (1) certified staff member, originally reported on 3/28/23:	Certified Rescission of Resignation
Megan Screes – grade 6 at Beck, 5/25/23	
Parental leave for the following one (1) certified staff effective on dates indicated:	Certified Parental Leave
Michelle Hilliker – counselor at Elkhart High, beginning 8/14/23 and ending 2/29/24	
Unpaid leave for the following one (1) certified staff effective on dates indicated:	Certified Unpaid Leave
Shalon White – kindergarten at Bristol, beginning 5/24/23 and ending 5/25/23	
Extension of leave for the following one (1) certified staff effective on dates indicated:	Certified Extension of Leave
DeVetta Farrow – assistant principal at Pierre Moran, beginning 5/16/23 and ending 6/30/23	
Employment of the following seven (7) classified employees effective on dates indicated:	Classified Employment
Aylin Arriaga – registered behavior technician at Roosevelt, 5/15/23	
Melissa Coffman – bus driver at Transportation, 5/15/23	
Ann Marie Doyle – paraprofessional at Elkhart Academy, 5/10/23	
Charmayne Hooley – secretary at Riverview, 5/22/23	
Charity Ives – custodian at Woodland, 5/15/23	
Frances Jackson – food service at Elkhart High, 5/22/23	
Aurora Leon Bautista – paraprofessional at Pierre Moran, 5/22/23	
Resignation of the following six (6) classified employees, effective on dates indicated:	Classified Resignations
Wisdom Chigwada – technical assistant at Feeser, 5/12/23	
Sharon Dutkowski – transition specialist with exceptional learners, 5/25/23	
Katherine Gregg – food service at Elkhart High, 5/4/23	

Alexandra Neighbors – food service at North Side,
5/25/23
Dimitri Sanders – food service at Freshman Division,
8/31/23
Heidi Sigman – food service at North Side, 5/25/23

Unpaid leave for the following four (4) classified employees,
effective on dates indicated:

Classified
Unpaid Leaves

Christine Green – bus driver at Transportation, beginning
5/4/23 and ending 5/25/23

Cliftina Gwilt – paraprofessional at North Side, beginning
4/24/23 and ending 5/25/23

Emily Lewandowski – social worker at Monger, beginning
5/16/23 and ending 5/25/23

Maria Martinez – paraprofessional at Monger, beginning
5/25/23 and ending 5/25/23

By unanimous action by roll call, the Board approved proposed
changes to Board Policy 5430 – Class Rank as presented during the
May 9, 2023 meeting.

Board Policy
5430

The Board reviewed Administrative Regulation IKAB – Reporting
Student Progress to Parents as presented during the May 9, 2023
meeting. There were no further questions or comments.

Administrative
Regulation
IKAB

Dr. Thalheimer presented proposed new course offerings for the 2023-
2024 school year for review: Introduction to Culinary Arts and
Hospitality. (Codified File 2223-145)

New Course
Offerings

By unanimous action by roll call, the Board approved the restructuring
of the Lacrosse Program to a club sport; it will no longer be funded by
the Athletic Department. (Codified File 2223-146)

Lacrosse
Program
Restructuring

By unanimous action by roll call, the Board approved and waived
second reading of Board Policy 3422.12S – Employees in Miscellaneous
Positions for the addition of an EACC Career Coordinator position. The
Board also reviewed the proposed addition of an Assistant Supervisor
of Food Services position for initial consideration.

Board Policy
3422.12S

By unanimous action by roll call, the Board approved the renewal of a
maintenance contract with Cisco Smartnet for three (3) years at 0%
interest. (Codified File 2223-147)

Cisco Smartnet
Agreement

The Board received a financial report from Kevin Scott, chief financial
officer, for April 2023 and found everything to be in order. Mr. Scott
reported the cash balance for April was \$31,101,602.62. He noted the
student count adjustment from February was accounted for beginning
in April, reducing funding for the Education fund by \$400,000 which

Financial
Report

will continue in May and June as well. The new funding formula will come into play in July which will reflect some improvement. The Operating fund is doing well.

The Board received an insurance update for the month of April 2023. Mr. Scott reported claims numbers for April are tracking approximately eight (8) percent higher compared to this time last year. The insurance committee continues to look for ways to mitigate the potential for increased premiums in the coming renewal cycle.

Insurance Update

By unanimous action by roll call (Scott abstained), the Board approved a one-time premium holiday for all staff currently participating on the ECS benefits plan due to an improved Insurance Fund cash balance on May 26, 2023. (Codified File 2223-148)

Insurance Premium Holiday

Two (2) audience members spoke about Transportation.

From the Audience

Superintendent Steve Thalheimer thanked all staff for their hard work preparing for all of the end of the school year events and recognitions of students and staff; he also reminded Board members that graduation is on Sunday, May 28.

From the Superintendent

Board member Anne VonDerVellen thanked all retirees and reminded them that ECSs' doors are always open.

From the Board

Mrs. VonDerVellen also recognized Mr. Kevin Scott, who was awarded the John Lamplighter Award from the Indiana Association of School Business Officials (IASBO).

Mr. Scott thanked all retirees for their dedication and service over the years reminding them if retirement is not what they expected, we would definitely welcome them back. Additionally, Mr. Scott thanked staff for their hard work and efforts as the school year is coming to an end.

In closing, Mr. Scott provided an update regarding EHS athletics teams advancing through Sectionals and Regionals.

The meeting adjourned at approximately 7:48 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



INSTRUCTIONAL LEADERSHIP

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

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

FROM: DR. BRADLEY SHEPPARD

DATE: MAY 19, 2023

GIFT ACCEPTANCE – MUSIC DEPARTMENT

Jeanette Krabill has donated one (1) EK Blessing Scholastic Trumpet (SN 437899) to the music department of the Elkhart Community Schools.

Quinlan & Fabish Music Company has examined and repaired the instrument and finds it to be in good condition. The fair market value of the instrument is \$295.00.

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

Jeanette Krabill
1074 W Lexington Ave
Elkhart IN 46516



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



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

DATE: May 18, 2023
TO: Dr. Steve Thalheimer
Board of School Trustees
FROM: Brian Buckley, Athletic Director
RE: Donation Approval

We are in receipt of an extracurricular donation in the amount of \$500.00 for the Volleyball team. This donation will go towards the purchase of travel apparel and training equipment for the program.

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

Jack and Angie Welter
21560 CR 10
Elkhart, IN 46514

Sincerely,

Brian Buckley
Elkhart High School, Athletic Director



PIERRE MORAN MIDDLE SCHOOL
200 WEST LUSHER AVENUE • ELKHART, IN 46517
PHONE: 574-295-4805



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

To: Board of School Trustees
Superintendent Steve Thalheimer

From: Frank Serge, Principal Pierre Moran MS

Date: 5/18/23

Subject: Gift Acceptance

Donation of \$1,000.00 from the Brian and Amanda Jamison Charitable Fund of the Elkhart Community Foundation to Pierre Moran Middle School's Athletic Department to help with support and continued growth of the athletic programs at Pierre Moran Middle School.

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

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

Respectfully submitted,

Frank Serge
Principal, Pierre Moran MS



ELKHART HIGH SCHOOL EAST
ONE BLAZER BOULEVARD • ELKHART, IN 46516
PHONE: 574-295-4700



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

DATE: 5/23/2023

TO: Dr. Steve Thalheimer
Board of School Trustees

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

RE: Donation Approval

A donation in the amount of \$1,000.00 has been given to the Elkhart High School Cheerleading team from Lippert Components. These funds will be used to assist with growth of our Cheerleading program.

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

Lippert Components
PO Box 2888
Elkhart, IN 46515



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



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

DATE: May 24, 2023

TO: Dr. Steve Thalheimer
Board of School Trustees

FROM: Brian Buckley, Athletic Director

RE: Donation Approval

We are in receipt of an extracurricular donation in the amount of \$500.00 for the Volleyball team. This donation will go towards the purchase of travel apparel and training equipment for the program.

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

Ron and Alicia Maure
29430 Lehigh Dr.
Elkhart, IN 46514

Sincerely,

Brian Buckley
Elkhart High School, Athletic Director



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



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

DATE: May 31, 2023

TO: Dr. Steve Thalheimer
Board of School Trustees

FROM: Brian Buckley, Athletic Director

RE: Donation Approval

We are in receipt of an extracurricular donation in the amount of \$500.00 for the Volleyball team. This donation will go towards the purchase of travel apparel and training equipment for the program.

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

Notre Dame Federal Credit Union
c/o Ronnie Bogle
PO Box 7878
Notre Dame, IN 46556

Sincerely,

Brian Buckley
Elkhart High School, Athletic Director



ELKHART AREA CAREER CENTER

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

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

FROM: BRANDON EAKINS *BE*

DATE: MAY 18, 2023

RE: DONATION APPROVAL - EACC

Paths to Quality has donated \$1,000.00 to the Teenage Parent Program (TAPP).

This money will be used to help where needed in the program.

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

Paths to Quality
2955 North Meridian Ste. 120
Indianapolis, IN 46208



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



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

DATE: June 5, 2023
TO: Dr. Steve Thalheimer
Board of School Trustees
FROM: Cary Anderson (Principal)
Jeff Miller (Teacher/Sponsor)
RE: Donation Approval

Elkhart High School received a donation of \$2,715 from Rod Williams, Inc. The donation is in support of the Student Activities extra-curricular activity and will be used to purchase supplies, equipment, and for student fees.

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

Rod Williams, Inc.
PO BOX 898
Auburn, IN 46706-0898



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



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

DATE: May 18, 2023

TO: Dr. Steve Thalheimer
Board of School Trustees

FROM: Brian Buckley, Athletic Director

RE: Donation Approval

We are in receipt of an extracurricular donation in the amount of \$500.00 for the Volleyball team. This donation will go towards the purchase of travel apparel and training equipment for the program.

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

Simplified Tool
c/o Katie Kessler
26138 Heatherfield Dr.
Elkhart, IN 46514

Sincerely,

Brian Buckley
Elkhart High School, Athletic Director



ELKHART AREA CAREER CENTER

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

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

FROM: BRANDON EAKINS *BE*

DATE: MAY 26, 2023

RE: DONATION APPROVAL - EACC

Unity Physicians Hospital has donated (5) Ortho packs with an owner estimated value of \$1,000.00. These items will be used in our Surgical Services program.

The donated items will be useful in the classroom as they will be used by students for training purposes.

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

Unity Physicians Hospital
Attn: Jennifer Medich
4455 Edison Lakes Parkway
M, IN 46545

ELKHART COMMUNITY SCHOOLS

Elkhart, Indiana

DATE: June 8, 2023

TO: Dr. Steve Thalheimer, Superintendent

FROM: Dr. Bradley Sheppard

RE: **Conference Leave Requests
June 13, 2023 - Board of School Trustees Meeting**



The following requests for excused absences are recommended for approval:

2023 CONFERENCES	EXPENSES	SUBSTITUTE
<p>SMEKENS COMPCON CONFERENCE</p> <p>This two-day workshop will equip teachers with the latest best-practice strategies in literacy, including boosting comprehension by targeting inferring skills, analyzing author moves with explicit instruction in reading and writing, evaluating the impact of visuals and videos, targeting essential writing skills within the content-area classroom, and fostering-resilience through reading and writing workshops.</p> <p>Shipshewana, IN June 27-28, 2023</p> <p>CHRISTINE ERLACHER EASTWOOD KIMBERLY JOHNSON BEARDSLEY TRICIA POLLACHEK BEARDSLEY ALICIA TAYLOR FEESER JENNIFER VANDOREN BEARDSLEY KENDRA WARDLAW FEESER</p>	<p align="right">\$3,972.63</p> <p align="right"><i>Title II, Part A FY22</i></p> <p align="right"><i>Title II, Part A FY22</i></p> <p align="right"><i>Title II, Part A FY22</i></p> <p align="right"><i>Title II, Part A FY22</i></p> <p align="right"><i>Title II, Part A FY22</i></p> <p align="right"><i>Title II, Part A FY22</i></p>	<p align="right">\$0.00</p>
<p>PLC CONFERENCE</p> <p>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.</p> <p>Lincolnshire, IL July 31, Aug 1 & 2, 2023</p> <p>SHIRLEY ELLIOTT ESC TIM ADAMS PMMS KAITLYN ANDREWS BECK JEREMY BECHTEL WOODLAND KERRI CHARLWOOD PMMS MARIANA CORTEZ PMMS ELIZABETH DAVIDSON ESC SHANNON DULEY OSOLO BILLIE JO ETCHASON ESC IZAMAR GARCIA PMMS AMBER HAMMONTREE WOODLAND ELIZABETH HAUSBACH ESC</p>	<p align="right">\$112,374.65</p> <p align="right"><i>FEDERAL MEDICAID</i></p> <p align="right"><i>TITLE I BASIC GRANT 22-23</i></p> <p align="right"><i>TITLE I BASIC GRANT 22-23</i></p> <p align="right"><i>TITLE I BASIC GRANT 22-23</i></p> <p align="right"><i>TITLE I BASIC GRANT 22-23</i></p> <p align="right"><i>TITLE I BASIC GRANT 22-23</i></p> <p align="right"><i>TITLE I BASIC GRANT 22-23</i></p> <p align="right"><i>TITLE I BASIC GRANT 22-23</i></p> <p align="right"><i>TITLE I BASIC GRANT 22-23</i></p> <p align="right"><i>TITLE I BASIC GRANT 22-23</i></p> <p align="right"><i>TITLE I BASIC GRANT 22-23</i></p> <p align="right"><i>TITLE I BASIC GRANT 22-23</i></p>	<p align="right">\$0.00</p>

HOLLY HOGAN EHS HPS	ESSER III	
BRANDI HOLYCROSS FEESER	ESSER III	
EMMA IRVINE ROOSEVELT	ESSER III	
AIRRA JACKSON PINEWOOD	ESSER III	
BEN KAIN PMMS	ESSER III	
MINDY KING WSMS	ESSER III	
ASHLEY KIEHL DALY	ESSER III	
ELAINE KRATKOCZKI ELKHART ACADEMY	ESSER III	
KERRY LEADER WSMS	ESSER III	
LARISSA LOMELI EHS B&IR	ESSER III	
BETTY MCNEAL CLEVELAND	ESSER III	
KRISTEN MILTON WATT EACC	ESSER III	
TARA MIX EHS A&C	ESSER III	
KATHERINE MYERS DALY	ESSER III	
ALICIA NAGEL EASTWOOD	ESSER III	
SAMANTHA PAIRAN PINEWOOD	ESSER III	
SHANNON POWELL ROOSEVELT	ESSER III	
ALEJANDRA PUENTES PINEWOOD	ESSER III	
JOANNA RALSTIN EACC	ESSER III	
ELIZABETH REGULES EHS HPS	ESSER III	
DANA RIDDLE PRIDE ACADEMY	ESSER III	
RIANA SASS FEESER	ESSER III	
SCOTT SASSAMAN EACC	ESSER III	
BRITNEY SAWYER PINEWOOD	ESSER III	
HOLLY STANFILL DALY	ESSER III	
LAURA STAUFFER EHS	ESSER III	
HELEN STEGMANN WSMS	ESSER III	
BETH STROVEN DALY	ESSER III	
AMBER TEALL BRISTOL	ESSER III	
KRISTINA THOMAS-BARTLEY EHS B&IR	ESSER III	
MATT WERBIANSKY EHS B&IR	ESSER III	
TARA WHITE ESC	ESSER III	
YVETTE WIGFALL PMMS	ESSER III	
RODESHA WILDRICK PINEWOOD	ESSER III	
ANGELA WILLIAMS ROOSEVELT	ESSER III	
ELIZABETH YODER EHS FD	ESSER III	
BACK TO SCHOOL CONFERENCE	\$329.00	\$0.00
This conference will give me additional tools to apply occupational therapy in the school setting, evidence based practice ideas and application in the classroom.		
Virtual		
August 19-20, 2023		
HALEY MORSE PACE	FEDERAL MEDICAID	
	\$116,676.28	\$0.00

2022 YEAR-TO-DATE EDUCATION FUNDS	\$22,516.62	\$2,755.00
2023 YEAR-TO-DATE EDUCATION FUNDS	\$10,946.97	\$475.00
2022 YEAR-TO-DATE OTHER FUNDS	\$198,529.66	\$6,175.00
2022 YEAR-TO-DATE ADJUSTMENTS	-\$2,547.75	\$0.00
2023 YEAR-TO-DATE OTHER FUNDS	\$219,663.40	\$4,465.00
2023 YEAR-TO-DATE ADJUSTMENTS	\$0.00	\$0.00
GRAND TOTAL	\$449,108.90	\$13,870.00

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

ELKHART COMMUNITY SCHOOLS
OVERNIGHT TRIP REQUEST

School:

Elkhart High School

Class/Group:

Boys Track & Field

Number of Students:

4-6

Date/Time Departing:

Friday, June 2nd (7:30am)

Date/Time Returning:

Saturday, June 3rd (11pm)

Destination:

Bloomington, IN

City

State

Overnight facility:

La Quinta

Mode of transportation:

Yellow School Bus

Reason for trip:

State Boys Track & Field
Meet

Names of chaperones:

Bekah Shenk, Wayne Bias,
Stan Davis,

Cost per student:

0

Describe Plans for Raising
Funds or Funding Source:

0

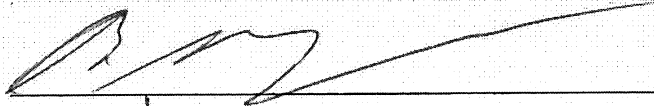
Plans to defray costs
for needy students:

0

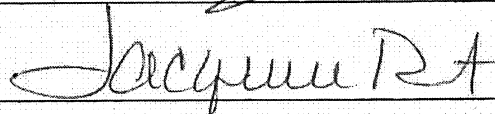
Are needy students
made aware of plans?

N/A

Signature of
Teacher/Sponsor:



Signature of AD Principal:



Date:

5/25/23

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

Approval of ~~Assistant~~ Superintendent:



Date:

5/25/23

Approval by Board:

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

November 11, 2009

ELKHART COMMUNITY SCHOOLS
OVERNIGHT TRIP REQUEST

School:

Elkhart High School

Class/Group:

Unified Track Team

Number of Students:

20-24

Date/Time Departing:

Friday, Jun 2nd @ Noon

Date/Time Returning:

Saturday, Jun 3rd (7 pm)

Destination:

Bloomington, IN

Overnight facility:

La Quinta

City

State

Mode of transportation:

Yellow bus (school)

Reason for trip:

State Unified Track

Names of chaperones:

Todd Shelby, Kris Bartley,
Zach Stone

Cost per student:

0

Describe Plans for Raising
Funds or Funding Source:

0

Plans to defray costs
for needy students:

0

Are needy students
made aware of plans?

N/A

Signature of
Teacher/Sponsor:

Signature of ~~Assistant~~

Date:

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

Approval of ~~Assistant~~ Superintendent:

Date:

5/25/23

Approval by Board:

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

November 11, 2009



HUMAN RESOURCES

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

TO: DR. STEVEN THALHEIMER
FROM: MS. MAGGIE LOZANO
DATE: JUNE 13, 2023

PERSONNEL RECOMMENDATIONS

CERTIFIED

- a. **Agreement** – We recommend the approval of an agreement for Consulting Services.
- b. **Agreement** – We recommend the approval of three agreements regarding Compensation.
- c. **Administrative Appointment** – The administration recommends confirmation of the following administrative appointment effective August 1, 2023:

Sarah Flagg

Pierre Moran/Assistant Principal

- d. **New Certified Staff** – We recommend the following new certified staff for employment in the 2023-24 school year:

Nathan Berkey

Pierre Moran/Music

Heidi Brewton

Exceptional Learners/Special Education Intern

Kathleen Coates

Elkhart High/Language Arts

Thomas Guthrie

Pierre Moran/Science

Melanie Isenbarger

Elkhart High/Science

Kathryn Lane

Elkhart High/Language Arts

James Martin

Pierre Moran/Special Education

Tina McConnell

Beardsley/Special Education

Dwight Mood

Pierre Moran/Social Studies

Katherine Myers

Daly/Grade 3

Nevaeh Prater

Elkhart Academy/Science

Alejandra Puentes

Pinewood/Grade 4

Yvette Wolter

Pierre Moran/Science

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

Kelly Brown

Beardsley/Grade 5

37 Years of Service

Michael Drews

EHS/Business

25 Years of Service

Peggy Zimmerman

Pinewood/Grade 1

26 Years of Service

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

Marissa Batt

Began: 8/14/18

North Side/Social Studies

Resign: 5/25/23

Arianna Bontrager

Began: 8/8/22

Pierre Moran/Special Education

Resign: 5/25/23

Kristin Buck

Began: 8/13/19

Bristol/Grade 2

Resign: 5/25/23

Alexandria Cupery

Began: 8/15/17

Beardsley/Kindergarten

Resign: 5/25/23

Danielle Gaff

Began: 8/9/21

Eastwood/Speech Pathologist

Resign: 5/25/23

Barbara Gingerich

Began: 8/4/15

EACC/Child Care

Resign: 5/25/23

Mallory Hill

Began: 8/8/22

North Side/Social Studies

Resign: 5/25/23

Gabrielle Luster-Bartz

Began: 8/10/20

Osolo/Kindergarten

Resign: 5/25/23

Benjamin Polk

Began: 8/23/22

Beardsley/Physical Education

Resign: 5/25/23

Joseph Rallo

Began: 8/13/13

North Side/Social Studies

Resign: 5/25/23

Ashley Schuman

Began: 8/9/21

Bristol/Special Education

Resign: 5/25/23



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

Alexis Carroll-Troyer Begin: 10/2/23	Beck/Kindergarten End: 12/21/23
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Brittany Choler Begin 8/14/23	West Side/Social Studies End: 5/31/24
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h. **Death** – We regretfully report the death of the following employee:

Todd Kelly Deceased: 5/24/23	Exceptional Learners/Behavior Support 10 Years of Service
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CLASSIFIED

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

Stacey Essex Began: 4/10/23	Food Service/Secretary PE: 6/5/23
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Marek Mazurek Began: 4/17/23	WVPE/Reporter & Assignment Editor PE: 6/12/23
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Kelzie Morgan Began: 4/19/23	Osolo/Custodian PE: 6/5/23
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Jeffrey Parrott Began: 4/10/23	WVPE/Reporter & Assignment Editor PE: 6/5/23
--	--

John Stephens Began: 4/17/23	WVPE/Business Account Manager PE: 6/12/23
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Emily Wenzel Began: 4/10/23	ESC/Grant Coordinator PE: 6/5/23
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Kyle Workman Began: 4/10/23	West Side/Custodian PE: 6/5/23
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b. **Re-Assignment** – We recommend the approval of a reassignment of the following classified employee to a certified position effective 5/25/2023.

Heidi Brewton	Exceptional Learners/Special Education Intern
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c. **Resignation** – We report the resignation of the following classified employees:

Makylia Banks
Began: 10/17/22

Transportation/Bus Helper
Resign: 5/25/23

Teri Shreiner
Began: 8/11/21

Eastwood/Food Service
Resign: 5/25/23

Collette Sharp
Began: 12/6/21

Eastwood/BCBA
Resign: 5/25/23

Stephanie Slagel
Began: 8/17/20

Pinewood/Food Service
Resign: 5/25/23

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

Cindy Carroll
Began: 5/17/99

Eastwood/Custodian
End: 6/30/23
YOS: 24

JoEllen Frend
Began: 8/16/07

Transportation/Bus Driver
End: 5/25/23
YOS: 15

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

Adam Hancock
Began: 2/28/22

Transportation/Mechanic
End: 6/13/23
Policy: 3139.01S

Jacqueline Pietrzak
Began: 9/02/21

North Side/Custodian
End: 6/13/23
Policy: 3139.01S

Brigid Steinhagen
Began: 10/10/13

Feeser/Paraprofessional
End: 6/13/23
Policy: 3139.01S



Book Policy Manual

Section 3000 Personnel

Title PROPOSED REVISED EMPLOYEES IN MISCELLANEOUS POSITIONS COMPENSATION PLAN (as presented during the 5/23/2023 BST meeting)

Code po3422.12S

Status

Adopted December 20, 2016

Last Revised May 23, 2023

Last Reviewed June 13, 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 ~~May 23, 2023~~ **June 13, 2023**. In addition, the three percent (3%) employee contribution to PERF will be paid by Elkhart Community Schools.

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

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

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

POSITION	YEARLY SALARY RANGE
Radio Station Manager	58,867 - 98,250
Radio Station Development Director	55,886 - 80,332
Radio Station Business Account Manager	45,847 - 79,134
Radio Station Program Director	45,847 - 66,095
Radio Station Senior Reporter and Assignment Editor	40,731 - 55,809
Radio Station Operations Manager	34,280 - 50,910
Radio Station Morning Edition Host	37,792 - 54,753
Radio Station Promotions Manager	38,635 - 53,460
Radio Station Membership Manager	47,727 - 61,629
Radio Station Business/Workforce Development Reporter - IPB News	38,820 - 53,430
Radio Station News Director/Reporter	49,000 - 64,000
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 bechecked 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



FOOD SERVICES

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



ELKHART COMMUNITY SCHOOLS

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

To: Board of School Trustees
From: Pam Melcher
Re: Request for Proposal (RFP)

This year we have chosen to go with a RFP instead of a bid. This allows us to consider more than just cost. Although cost will remain at the highest point value, we can also consider service capability, financial conditions, stability, business practices, personal management, experience and references. This also opens up the ability for more vendors to participate including smaller businesses.

The RFP allows us to mutually extend the contract with the vendor with up to four , one year renewals.

Sincerely
Pam Melcher
Director of Food Services

June 13, 2023

At the June 13, 2023 Board meeting I will recommend Board approval of the following RFPs.

- a) Food Service Department received 3 Food RFPs from Gordon Food Service, Stanz Foodservice and Commercial Foods. The lowest, most responsive and responsible bidders are:

Gordon Food Service	\$1,012,445.08
Stanz Foodservice	\$ 424,595.96
Commercial Foods	<u>\$ 395,783.64</u>
Total	\$1,832,824.68

- b) Food Service Department received 2 Commodities RFPs from Gordon Food Service and Stanz Foodservice. The lowest most responsive and responsible bidders are:

Gordon Food Service	\$1,070,147.63
Stanz Foodservice	<u>\$ 465,177.85</u>
Total	\$1,535,325.48

- c) Food Service Department received 2 Fresh Produce RFPs from Gordon Food Service and Piazza Produce. Food Service Department also received a quote for the Fresh Produce RFPs. The Food Service Department will review pricing weekly as well as purchasing through DOD.

- d) Food Service Department received 6 Supply RFPs from Gordon Food Service, Stanz Foodservice, Wallace Packaging LLC, Daxwell, Commercial Foods and Form Plastics. The lowest most responsive and responsible bidders are:

Gordon Food Service	\$416,909.78
Stanz Foodservice	\$ 74,676.23
Wallace Packing	\$119,142.50
Daxwell	\$ 13,672.94
Commercial Foods	\$ 242.00
Form Plastics	<u>\$ 23,229.65</u>
Total	\$ 647,873.10

- e) Food Service Department received 3 Bakery RFPs from Gordon Food Service, Alpha Kreamo Bakers and Stanz Foodservice. The lowest most responsive and responsible bidders are:

Gordon Food Service	\$ 122,340.32
Alpha Kreamo Bakers	\$ 44,508.10
Stanz Foodservice	<u>\$ 74,719.50</u>
Total	\$ 241,567.92

- f) Food Service Department received 3 Dairy Bids from Dean Foods, Prairie Farms and Stanz Foodservice. The lowest most responsive and responsible bidders are.

Dean Foods	\$ 626,708.21	(FIRM)
Gordon Food Service	\$ 22,798.65	(Escalating/De-Escalating)
Stanz Foodservice	<u>\$ 15,198.00</u>	(Escalating/De-Escalating)
	\$ 626,708.21	(FIRM)
	\$ 37,996.65	(Escalating/De-Escalating)
Total	\$664,704.86	

Grand Total of all Bids \$ 4,922,296.04

A summary of the RFPs received in all of the categories, vender overview, costing breakdown, commodity and RFP comparison is attached for your reference. If you would like to review the detailed RFPs for any (or all) categories prior to next Tuesday's Board meeting, these documents are available in my office.

Please contact me at (574)262-5523 if you would like to make arrangements to review this information, or if you have any questions concerning the RFPs.

Sincerely,
Pam Melcher

MEMORANDUM

Date: June 13, 2023

To: Dr. Steven Thalheimer, Superintendent
Board of School Trustees

From: Pam Melcher
Food Service Director

RE: Recommendation of Food Bid

On Wednesday, May 11, 2023 at 10:00 a.m., E.D.T., Mr. Tony Giansesi, Mrs. Pamela Melcher and Mrs. Nicole Scheetz publicly opened and read aloud the RFPs for Food.

See attached tabulation:

The Food Service Department is recommending Board approval to award the **Food RFP** from **July 31, 2023 through July 29, 2024** to the following companies:

Gordon Food Service	\$1,012,445.08
Stanz Foodservice	\$ 424,595.96
Commercial Foods	\$ 395,783.64

Total	\$1,832,824.68
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Revised May 30, 2023

MEMORANDUM

Date: June 13, 2023

To: Dr. Steven Thalheimer, Superintendent
Board of School Trustees

From: Pam Melcher
Food Service Director

RE: Recommendation of Commodity RFP

On Wednesday, May 11, 2023 at 10:00 a.m., E.D.T., Mr. Tony Giansesi, Mrs. Pamela Melcher and Mrs. Nicole Scheetz publicly opened and read aloud the RFPs for Commodities.

See attached tabulation:

The Food Service Department is recommending Board approval to award the **Commodity RFP** from **July 31, 2023 through July 29, 2024** to the following company:

Gordon Food Service	\$1,070,147.63
Stanz Foodservice	\$ 465,177.85

Total	\$1,535,325.48
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Revised May 30, 2023

MEMORANDUM

Date: June 13, 2023

To: Dr. Steven Thalheimer, Superintendent
Board of School Trustees

From: Pam Melcher
Food Service Director

RE: Recommendation of Fresh Produce RFP

On Wednesday, May 11, 2023 at 10:00 a.m., E.D.T., Mr. Tony Giansesi, Mrs. Pamela Melcher and Mrs. Nicole Scheetz publicly opened and read aloud the RFPs for Fresh Produce.

Fresh Produce has moved to Escalating/De-escalating as now we have Department of Defense (DOD) Fresh to pull from for the school year. The vendors listed below will be reviewed weekly for produce we are not able to purchase through DOD. All produce must be under the "Buy American" clause as well. (exceptions: produce items not grown in the U.S.; bananas, pineapple, etc)

The Food Service Department is recommending Board approval to award the **Fresh Produce Bid** from **July 31, 2023 through July 29, 2024** to the following companies:

Piazza Produce	weekly pricing
Gordon Food Service	weekly pricing
Stanz Foodservice	weekly pricing
<hr/>	
Total	weekly pricing

MEMORANDUM

Date: June 13, 2023

To: Dr. Steven Thalheimer, Superintendent
Board of School Trustees

From: Pam Melcher
Food Service Director

RE: Recommendation of Supply RFP

On Wednesday, May 11, 2023 at 10:00 a.m., E.D.T., Mr. Tony Giansesi, Mrs. Pamela Melcher and Mrs. Nicole Scheetz publicly opened and read aloud the RFPs for Supplies.

See attached tabulation:

The Food Service Department is recommending Board approval to award the **Supply RFP** from **July 31, 2023 through July 29, 2024** to the following companies:

Gordon Food Service	\$416,909.78
Stanz Foodservice	\$ 74,676.23
Wallace Packaging, LLC	\$ 119,142.50
Daxwell	\$ 13,672.94
Commercial Foods	\$ 242.00
Form Plastics	\$ 23,229.65

Total	\$647,873.10
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Revised June 7, 2023

MEMORANDUM

Date: June 13, 2023

To: Dr. Steven Thalheimer, Superintendent
Board of School Trustees

From: Pam Melcher
Food Service Director

RE: Recommendation of Bakery RFP

On Wednesday, May 11, 2023 at 10:00 a.m., E.D.T., Mr. Tony Giansesi, Mrs. Pamela Melcher and Mrs. Nicole Scheetz publicly opened and read aloud the RFPs for Bakery Supplies.

See attached tabulation:

The Food Service Department is recommending Board approval to award the **Bakery RFP** from **July 31, 2023 through July 29, 2024** to the following companies:

Gordon Food Service	\$ 122,340.32
Alpha, Kreamo Bakers	\$ 44,508.10
Stanz Food Service	\$ 74,719.50

Totals	\$ 241,567.92
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Revised May 30, 2023

MEMORANDUM

Date: June 13, 2023

To: Dr. Steven Thalheimer, Superintendent
Board of School Trustees

From: Pam Melcher
Food Service Director

RE: Recommendation of Dairy RFP

On Wednesday, May 11, 2023 at 10:00 a.m., E.D.T., Mr. Tony Giansesi, Mrs. Pamela Melcher and Mrs. Nicole Scheetz publicly opened and read aloud the RFPs for Dairy Supplies.

See attached tabulation:

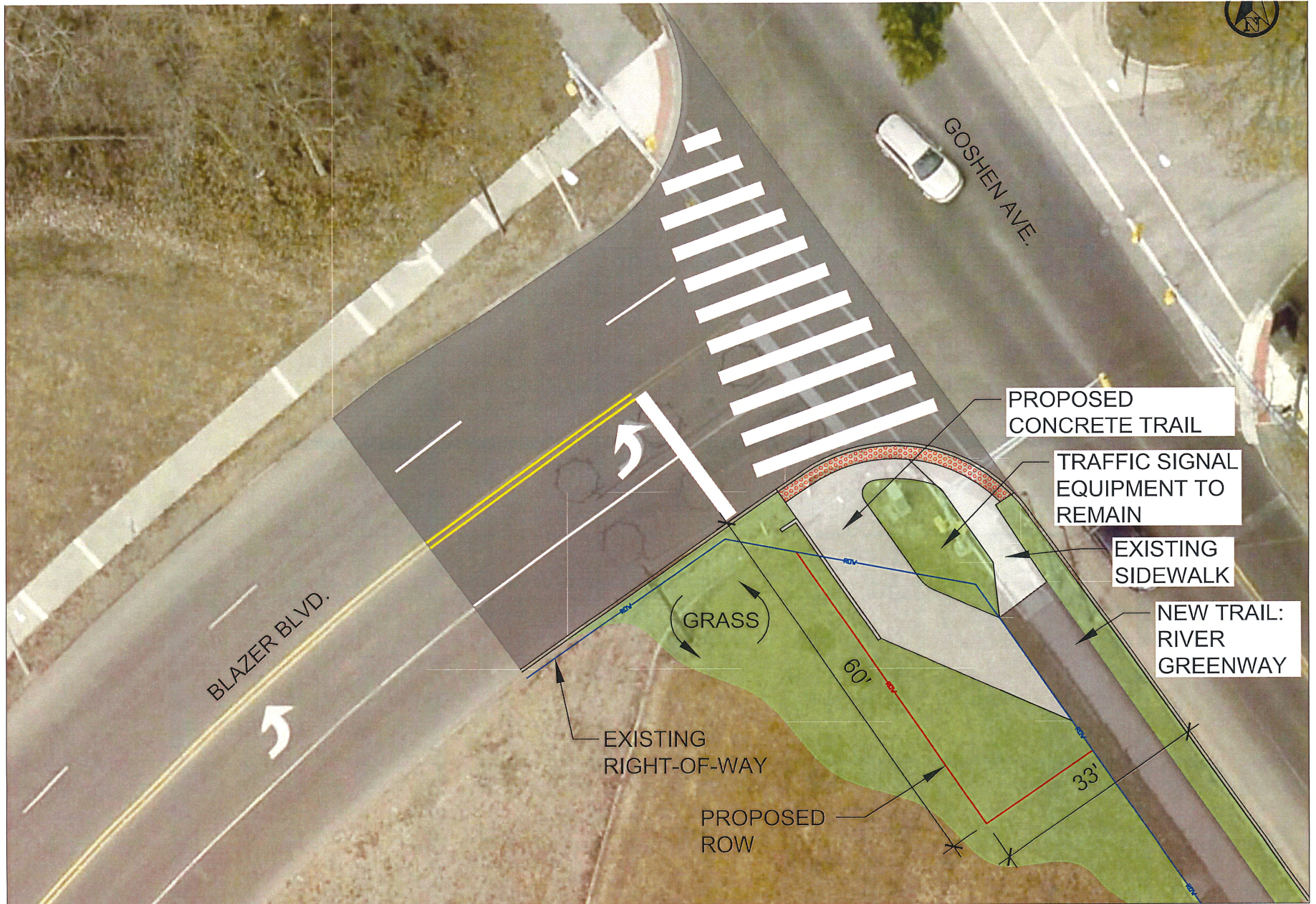
The Food Service Department is recommending Board approval to award the **Dairy RFP** from **July 31, 2023 through July 29, 2024** to the following companies:

Dean Foods	\$ 626,708.21 (FIRM)
Gordon Food Service	\$ 22,798.65 (Escalating/De-Escalating)
Stanz Foodservice	\$ 15,198.00 (Escalating/De-Escalating)
<hr/>	
	\$ 626,708.21 (FIRM)
	\$ 37,996.65 (Escalating/De-Escalating)
Total	\$ 664,704.86

TOTAL	\$1,012,445.08	\$424,595.96	\$395,783.64						
Category	Gordon	Stanz	Commercial Foods	Piazza Produce	Wallace Packaging	Daxwell	Form Plastics	Alpha Kreamo	Dean Foods
Commodity RFP									
Advance - Tyson/Pierre	\$41,383.50								
Alpha Foods Co. - NO RFP									
International (Asian) Food Solutions	\$94,414.60								
Bongards		\$23,097.50							
Bosco	\$66,891.00								
Brookwood Farms - NO RFP									
Butterball - NO RFP									
Cargill/Sunny Fresh	\$8,233.66	\$38,338.20							
Cherry Central - NO RFP									
Conagra/Gilardi	\$4,323.00	\$15,440.00							
DelMonte		\$54,357.50							
ES Foods	\$11,602.50								
GoldKist Farms	\$111,996.00	\$12,450.00							
Heinz - NO RFP									
J&J Snack	\$2,224.20	\$64,430.00							
JTM	\$76,700.90								
Jennie O'	\$6,466.60	\$4,520.00							
Land O' Lakes	\$65,787.80	\$1,646.00							
Lings		\$27,479.00							
Los Cabos		\$50,978.60							
McCain	\$18,882.00	\$7,499.80							
National Food Group	\$85,798.10								
Red Gold	\$48,087.60	\$1,137.25							
S&F	\$83,254.50	\$46,109.00							
Schwan's	\$208,789.00	\$17,837.00							
Tasty Brands	\$55,800.32	\$99,858.00							
Tyson	\$79,512.35								
TOTAL	\$1,070,147.63	\$465,177.85							
Fresh Produce RFP									
Supply RFP									
Supplies	\$413,703.62	\$74,587.03	\$242.00		\$119,142.50	\$13,672.94	\$23,229.65		
First Aid	\$3,206.16	\$89.20							
Bakery RFP									
	\$122,340.32	\$74,719.50						\$44,508.10	
Dairy RFP									
Dairy FIRM									\$626,708.21
Dairy Escalating/De-Escalating	\$22,798.65	\$15,198.00							
TOTAL	\$2,644,641.46	\$1,054,367.54	\$396,025.64	\$0.00	\$119,142.50	\$13,672.94	\$23,229.65	\$44,508.10	\$626,708.21

PRODUCT PRICE COMPARISON

Product	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
Bean & Beef Burrito	\$51.65	\$52.54	\$56.52	\$41.95	\$43.21
Hot Dog	\$28.00	\$27.94	\$28.00	\$33.94	\$37.01
Pork Tenderloin	\$17.07	\$56.39	\$59.29	\$112.56	Reject
Chicken Sandwich	\$62.79	\$61.09	\$40.49	\$72.95	\$65.73
Galaxy Pizza	\$37.96	\$38.29	\$36.67	\$43.70	\$44.40
Spicy Chicken Sandwich	\$69.89	\$67.19	\$67.19	\$76.22	\$68.74
Bosco Sticks	\$28.55	\$29.55	\$31.14	\$51.47	\$45.88
Corn Dog	\$22.33	\$18.66	\$25.65	NO Bid	\$80.42
Big Daddy Cheese Pizza	\$54.18	\$52.04	\$49.76	\$54.23	\$55.00
Chicken Smackers	\$44.74	\$47.04	\$47.04	\$51.10	\$56.02
BBQ Pork	\$31.80	\$32.00	\$33.00	NO Bid	\$192.68
Pot Roast	NO Bid	\$47.99	\$50.38	\$48.13	\$61.58
Yogurt bulk	\$22.89	\$22.89	\$25.36	\$27.84	\$28.07
Applesauce cup	\$22.25	\$20.49	\$21.35	\$28.65	\$28.78
Egg & Bacon Pizza	\$59.89	\$49.61	\$50.55	\$56.53	\$50.39
Pancake	\$18.71	\$21.31	\$21.33	\$25.33	\$33.79
Sausage links	\$38.31	\$44.41	\$45.04	\$53.00	\$59.62
Blueberry Pancakes	\$27.41	\$26.25	\$27.75	\$42.50	NO RFP
French Toast	NO Bid	\$49.54	\$51.65	\$63.71	\$71.60
String Cheese	\$15.99	\$16.48	\$17.60	\$19.05	\$20.84
Scrambled Eggs	\$26.93	\$27.25	\$28.43	\$35.69	\$54.27
Sliced Tomatoes	\$14.90	\$14.75	\$18.00	\$21.00	\$21.97
Whole Tomatoes	\$11.95	\$16.95	\$20.95	\$27.95	\$29.16
Green Pepper	MKT	\$13.95	\$9.95	\$13.95	\$11.64
Celery Stix	\$19.45	\$21.94	\$19.95	\$19.75	\$24.31
Snack carrots	\$18.99	\$18.50	\$24.95	\$28.95	\$23.32
Shredded lettuce	\$14.85	\$14.85	\$16.95	\$18.25	\$29.48
Romaine ribbons	\$16.75	\$19.96	\$20.57	\$22.95	\$24.58
Romaine cut	\$15.90	\$15.90	\$19.95	\$19.95	\$25.02
Broccoli Bite Size IW	\$37.50	\$37.50	\$35.50	\$43.00	\$40.00
Cantalope	\$13.90	\$27.80	\$22.00	\$26.50	\$29.25
Strawberries	\$15.95	\$16.95	\$25.95	\$25.95	\$32.25
Pineapple Chunks	\$16.90	\$16.90	\$25.50	\$30.00	\$46.67
Total	\$878.38	\$1,044.90	\$1,074.41	\$1,236.75	\$1,435.68



PLAN - EASEMENT PROPOSAL
 SCALE: 1" = 20'