

NOTICE OF EXECUTIVE SESSION  
OF THE  
BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools  
Elkhart, Indiana

Date: Tuesday, March 14, 2023

Time: 5:45 p.m.

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

(2) For discussion of strategy with respect to any of the following:

(B) Initiation of litigation or litigation that is either pending or has been threatened specifically in writing.

(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



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Superintendent of Schools

Posted and Mailed via U. S. Mail,  
postpaid, to School Attorney and  
News Media on Tuesday, March 7, 2023  
and electronically delivered to  
Board Members on Tuesday, March 7, 2023.

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

**NOTICE OF MEETING TIME CHANGE**

Date: Tuesday, March 14, 2023  
Time: ~~6:00~~6:15 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,  
March 7, 2023 and  
electronically delivered to Board  
Members on Tuesday, March 7, 2023.

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

AGENDA FOR  
BOARD OF SCHOOL TRUSTEES  
REGULAR MEETING

Elkhart Community Schools  
Elkhart, Indiana

March 14, 2023

CALENDAR

Mar	14	5:45 p.m.	Executive Session, J.C. Rice Educational Services Center
Mar	14	6:15 p.m.	Public Work Session, J.C. Rice Educational Services Center
Mar	14	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center
Mar	28	6:00 p.m.	Public Work Session, J.C. Rice Educational Services Center
Mar	28	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center

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

- Minutes – February 28, 2023 – Regular Board Meeting
  - Claims
  - Fundraisers
  - Extra-Curricular Purchases
  - Gift Acceptance
  - Conference Leaves
  - Overnight Trips
  - Grants
  - Personnel Report

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

Board Policy 3421.01A – Professional Staff Contracts and Compensation Plans (Administrators) – The administration presents proposed revisions to 3421.01A – Professional Staff Contracts and Compensation Plans (Administrators) with additional changes made following the February 28, 2023 board meeting for final approval.

I. NEW BUSINESS

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

J. INFORMATION AND PROPOSALS

From Audience

From Superintendent and Staff

From Board

K. ADJOURNMENT

MINUTES  
OF THE REGULAR MEETING  
OF THE BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools  
Elkhart, Indiana

February 28, 2023

J.C. Rice Educational Services Center, 2720 California Road,  
Elkhart – at 5:00 p.m.

Place/Time

Roll Call

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

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

Call to Order

Board member Anne VonDerVellen 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 – February 14, 2023 – Public Work Session  
Minutes – February 14, 2023 – Regular Board Meeting  
Minutes – February 21, 2023 – Special Public Board Work Session

Minutes

Payment of claims totaling \$5,802,962,98 as shown on the February 28, 2023, claims listing. (Codified File 2223-111)

Payment of Claims

Proposed school fundraisers in accordance with Board policy. (Codified File 2223-112)

Fundraisers

The following donations were made to Elkhart Community Schools (ECS): \$500 to the Elkhart High School (EHS) Air Force Junior Reserve Officer Training Corps (AFJROTC) from Julie Weaver to be used to purchase supplies, snacks, and

Gift Acceptances

equipment for the cadets and the Military Ball; \$300 to the EHS Theatre department to be used to purchase supplies, costumes, set construction, decorations, and student snacks for the upcoming musical production of "Mean Girls"; and \$2,200 from the Blazer Club, Inc. to the EHS National Honor Society (NHS) to be used to purchase supplies, snacks, and equipment for the carnival silent auction, students, and future events.

Conference leave requests in accordance with Board policy for staff members as recommended by the administration on the February 28, 2023 listings. (Codified File 2223-113)

Conference  
Leave Requests

Confirmed overnight trip request for Pinewood Elementary School to travel to Camp Friedenswald in Cassopolis, MI on April 20 – 21, 2023 for the sixth grade trip.

Overnight Trip  
Requests

Submission of the following grant: United Way Impact Grant hosted by United Way in the amount of \$34,000 to be used to continue bullying prevention efforts through Move2Stand (student led) and Parent Outreach to address bullying. (Codified File 2223-114)

Grants

Personnel  
Report

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

Certified  
Employment

Brandon Cavanaugh – dean of behavior (temporary contract) at Beardsley, 3/6/23  
Paul Steury – science at Elkhart Academy, 2/27/23

Retirement of the following two (2) certified staff members, effective on date indicated:

Certified  
Retirements

Dawnrachelle Allen – intervention at Osolo, 5/25/23 with 27 years of service  
Alejandrina Teifert – ENL at Roosevelt, 5/25/23 with 22 years of service

Leave for the following two (2) certified staff members effective on dates indicated:

Certified Leaves

DeVetta Farrow – assistant principal at Pierre Moran beginning 2/23/23 and ending 3/31/23  
Barbara Gingerich – early childhood at Elkhart Area Career Center (EACC) beginning 3/3/23 and ending 5/25/23

Change to leave for the following one (1) certified staff member effective on dates indicated:

Rebecca Milnes – art at Pierre Moran beginning 1/9/23 and ending 2/10/23

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

Karla Flores – grade 4 at Monger, 2/16/23  
Mary Kwon – ENL at Pinewood, 2/28/23  
Steven Shively – construction at EACC, 5/25/23

Certified Resignations

Employment of the following eight (8) classified employees effective on dates indicated:

Alison Abner – business account manager at WVPE, 2/28/23  
Dylan Bogaert – custodian at Riverview, 2/21/23  
Anita DeLucenay – bus driver at Transportation, 2/28/23  
Candace Jones – secretary at Daly, 2/27/23  
Pamela Longbrake – food service at EHS, 2/27/23  
Helen Stutsman – paraprofessional at West Side, 2/15/23  
Amber White – food service at West Side, 2/27/23  
Tracy Wilmore – food service at EHS, 2/27/23

Classified Employment

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

Tunisia Hunt – bus driver at Transportation, 2/16/23  
Arlinne Malave Martinez – food service at EHS, 4/17/23

Classified Leaves

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

Candy Kirchner – support specialist at Food Services, 6/30/23 with 36 years of service

Classified Retirements

Resignation of the following four (4) classified employees, effective on date indicated:

Catherine Boudreau – food service at EHS, 3/3/23  
Laurie Crysler – secretary at Food Service, 7/14/23  
Rita Stefanski – food service at Pinewood, 2/16/23  
Mary Kathryn Taylor – technical assistant at Beardsley, 3/3/23

Classified Resignations

Superintendent Steve Thalheimer provided an update on the Feasibility Study. Next week on March 7 and 9, 2023, the Key Committee will be meeting to begin to explore options based on the available data. Information is available to the public on ECS's website at <https://www.elkhart.k12.in.us>. The public can also reach out to committee members with questions and concerns.

Feasibility  
Study Update

Brian Bennett, coordinator of professional learning, provided Board members with information about the district instructional coaches and the role they play in the district. ECS currently has six (6) instructional coaches who support teachers including one (1) coordinator of professional learning, three (3) instructional technology coaches, one (1) math coach, and one (1) dyslexia coordinator. ECS has consistently invested in their coaches over the years making professional development for teachers a priority, setting ECS apart from other districts. All coaches are in schools at least three (3) days per week. During this time, they check in with the principal and visit teachers to see how they are doing and ask how they might help provide support. Coaches are constantly working to build relationships, meeting teachers where they are, and responding on the spot to requests from teachers. If they are not able to respond to a teacher's request, they go back and collaborate/research with the other coaches and then follow-up with the teacher at a later date. Some highlights from the last forty-eight (48) hours include coaching a PLC team on math fluency skills; EL support for new Level I students; helping an art teacher using iPads with new hardware introduce digital art techniques to students; and implementation of music interactives to help engage students (this has expanded into a district-wide professional development offered to all elementary music teachers). ECS also has a substantial professional development website at <https://sites.google.com/elkhart.k12.in.us/elkhart-pd> where teachers can attend live sessions such as lunch and learn virtual sessions or schedule a digital/in-person session with a coach based on their specialty. The coaches also run a YouTube channel and blog. The YouTube channel provides visual communication such as quick math tutorials and the blog helps to inform teachers of new district initiatives/tools that are available and why they might want to incorporate them into their lesson planning. There are also self-paced courses available which are especially useful for teachers who hire in mid-year. Our district coaches are hardworking, dedicated, and loyal professionals who definitely help to retain staff. Mr. Bennett expressed how proud he is of the instructional coaches and when out in the buildings, he is constantly reminded by teachers and administrators how grateful they are to have them as a resource.

Instructional  
Report



In response to Board inquiry, the website was started at the onset of COVID and the team has continued to build on it. Usage tends to be higher at the beginning of the school year but has periodic peaks. The highest logged article to date was EL Engagement in Writing/Literacy Across the Board. They have run surveys and found staff are generally happy with the professional development offered but staff have requested more professional development during the day and they have found professional development in the building tends to be more beneficial. The coaches also meet with other coaches in surrounding districts to collaborate and problem solve. In response to Board inquiry, in January 2023, they began to track data by school and grade level in an effort to measure the impact of professional development/time spent vs. student test scores. Also, when the coaches discover something that seems to be working for one teacher/school/grade level, it is shared across the district.

By unanimous action, the Board approved proposed changes to Board Policy 5460 – Graduation Requirements including the addition of an alternative diploma for special education students recently passed by the State.

Board Policy  
5460

The Board reviewed both Administrative Regulation IKF-(1) Evidence-Based Waiver – Core-40 Diploma and Administrative Regulation IKF-(2) – Evidence-Based Waiver – Alternate Documentation or Special Education for General Diploma as presented during the February 14, 2023 meeting. There were no further questions or comments.

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

Kevin Scott, chief financial officer, presented Board Policy 3421.01A - Professional Staff Contracts and Compensation Plans (Administrators). The administration initially requested to waive second reading, but due to several questions from the Board, the administration presented the policy for first reading. Mr. Scott explained there was a base increase of \$3,000, a few changes to the matrix, and any administrator beyond their placement on the chart would receive a \$1,000 stipend.

Board Policy  
3421.01A

By unanimous action, the Board approved proposed changes and waived second reading of Board Policy 3422.03S - Bus Drivers' Compensation Plan. The main changes to the policy included adjustments to the attendance incentive plan which received positive feedback from bus drivers.

Board Policy  
3422.03S

The Board received a financial report from Kevin Scott, chief financial officer, for the period January 1 – 31, 2023. Mr. Scott reported the cash balance for January was \$39,797,282,70. The Education Fund balance has remained constant this January compared to January of the prior year. He also made note of the increase in interest income due to the rise in interest rates. The Operations fund is running well. ESSER II is eighty (80%) percent expended and ESSER III is twenty (20%) percent expended.

Financial Report

In response to Board inquiry, the Property Tax line item was \$24,389,000.

In response to Board inquiry, the administration will work on preparing an overall update on programs funded by ESSER.

The Board received an insurance update for the month of January 2023. Mr. Scott reported claims numbers were good for the month of January, well ahead of expected claims cost.

Insurance  
Update

The meeting adjourned at approximately 5:27 p.m.

Adjournment

APPROVED:

Signatures

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Dacey S. Davis, President

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Troy E. Scott, Vice President

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Douglas K. Weaver, Secretary

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Jeffrey S. Bliler, Member

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Mike Burnett, Member

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Kellie L. Mullins, Member

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Anne M. VonDerVellen, Member



NorELKHART COMMUNITY SCHOOLS  
Elkhart, Indiana

March 8, 2023

TO: Dr. Steven Thalheimer  
Board of School Trustees

FROM: Kevin Scott

SUBJECT: Extra-Curricular Purchase

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

SCHOOL/ACCOUNT	ITEM	AMOUNT
Elkhart High/Athletics	Gator	\$10,695.00



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

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

To: Board of School Trustees  
From: Brian Buckley, Athletic Director  
Date: March 1, 2023

RE: Gator for Softball, Soccer, Lacrosse and Tennis

The Elkhart High School Athletic Department would like to purchase a gator to be used for Softball, Girls Soccer, Girls Lacrosse, Boys Tennis and Girls Tennis. This gator will aid in the facilitation of maintaining our facilities.

We are requesting board approval of the attached quotes so that we may purchase this equipment as soon as possible. We would prefer to purchase the John Deere Gator. This purchase will be made using the Athletic General Fund.



JOHN DEERE



Quote Id: 28193976

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08 February 2023

Brian Buckley  
ELKHART CENTRAL HIGH SCHOOL  
1 BLAZER BLVD  
ELKHART, IN 46516

Girls Softball  
Girls Soccer  
Girls Lacrosse  
B&G Tennis

Zachary Phillips  
269-641-5841  
GreenMark Equipment, LLC

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**Quote Summary**

**Prepared For:**

Brian Buckley  
ELKHART CENTRAL HIGH SCHOOL  
Brian Buckley  
1 BLAZER BLVD  
ELKHART, IN 46516  
Home: 574-295-4720  
BUCKLEY@ELKHART.K12.IN.US

**Prepared By:**

Zachary Phillips  
GreenMark Equipment, LLC  
14501 Us Highway 12  
Union, MI 49130  
Phone: 269-641-5841  
zphillips@greenmarkequipment.com

Certificate Under Agricultural Producing Exemption

**Quote Id:** 28193976

**Created On:** 08 February 2023

**Last Modified On:** 08 February 2023

**Expiration Date:** 15 February 2023

By Writing Ag Exempt adjacent to the Purchasers signature, the undersigned hereby certifies that all items, except as indicated hereon, are purchased for use or consumption in connection with the production of horticultural or agricultural products as a business enterprise, and agrees to reimburse the seller the sales tax if used or consumed otherwise.

**WARRANTY PROVISIONS (IF APPLICABLE):**

Equipment Summary	Suggested List	Selling Price	Qty	Extended
JOHN DEERE GATOR™ TX (Model Year 2023)	\$ 11,784.00	\$ 9,851.53 X	1 =	\$ 9,851.53
<b>Equipment Total</b>				<b>\$ 9,851.53</b>

**Quote Summary**

Equipment Total	\$ 9,851.53
SubTotal	\$ 9,851.53
Est. Service Agreement Tax	\$ 0.00
Total	\$ 9,851.53
Down Payment	(0.00)
Rental Applied	(0.00)
<b>Balance Due</b>	<b>\$ 9,851.53</b>

Salesperson : X \_\_\_\_\_

Accepted By : X \_\_\_\_\_





JOHN DEERE



# Selling Equipment

Quote Id: 28193976

Customer: ELKHART CENTRAL HIGH SCHOOL

<b>JOHN DEERE GATOR™ TX (Model Year 2023)</b>				
<b>Hours:</b>				<b>Suggested List</b>
<b>Stock Number:</b>				\$ 11,784.00
				<b>Selling Price</b>
				\$ 9,851.53
<b>Code</b>	<b>Description</b>	<b>Qty</b>	<b>Unit</b>	<b>Extended</b>
56A4M	GATOR™ TX (Model Year 2023)	1	\$ 10,549.00	\$ 10,549.00
<b>Standard Options - Per Unit</b>				
001A	US/Canada	1	\$ 0.00	\$ 0.00
0515	PR – All Terrain Tires including Cargo Box with Paint and Reflectors	1	\$ 0.00	\$ 0.00
1016	AT (All Terrain) Tires	1	\$ 0.00	\$ 0.00
2016	Non Adjustable Seat	1	\$ 0.00	\$ 0.00
3001	Deluxe Cargo Box with Paint and Reflectors	1	\$ 0.00	\$ 0.00
3100	Cargo Box Manual Lift	1	\$ 0.00	\$ 0.00
4099	Less Front Protection Package	1	\$ 0.00	\$ 0.00
4199	Less Rear Protection Package	1	\$ 0.00	\$ 0.00
<b>Standard Options Total</b>				<b>\$ 0.00</b>
<b>Value Added Services Total</b>				<b>\$ 0.00</b>
<b>Other Charges</b>				
	Freight	1	\$ 950.00	\$ 950.00
	Setup	1	\$ 285.00	\$ 285.00
<b>Other Charges Total</b>				<b>\$ 1,235.00</b>
<b>Suggested Price</b>				<b>\$ 11,784.00</b>
<b>Customer Discounts</b>				
<b>Customer Discounts Total</b>			<b>\$ -1,932.47</b>	<b>\$ -1,932.47</b>
<b>Total Selling Price</b>				<b>\$ 9,851.53</b>

# Rigg's Outdoor Power-Mishawaka

825 Meijer Drive  
 Mishawaka, IN 46544-9166  
 Phone: (574) 254-9800 Fax: (574) 254-9801

## Invoice Estimate 1048661

Thank you for your business! We hope to see you back soon. No returns after 10 days. 15% restocking fee applies. No returns on special orders or electrical parts. 10 day wait for refund on check purchases.

<b>Bill To</b>	<b>Ship To</b>
Elkhart Community Schools 2720 California Road Elkhart, IN 46514	

Customer	Contact	Customer Tax Number	Phone	Cell Phone	Transaction	PO Number
50929	Chuck Warner	0001945181-001	(574) 262-5500	(574) 612-3654	Estimate	
Counter Person	Sales Person	Date Printed	Reference	Email Address		Department
Jerry Bid	Jerry Bid	02/09/23	1048661	amyoder@elkhart.k12.in.us		Default

Model	Line	Description	Ordered	B/O'd	Shipped	List	Net	Amount
RTV520-H	KUEW	UV, 17.4HP Gas, 4WD	1		1		\$10,695.00	\$10,695.00

**Note**  
 Municipal discount price. Quote for estimating purpose, final price to determined.

Invoice Total	\$10,695.00
Sales Tax	\$0.00
<b>Grand Total</b>	<b>\$10,695.00</b>

Notes:		Customer acknowledges receipt thereof:
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**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: 3-3-23

TO: Dr. Steve Thalheimer  
Board of School Trustees

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

RE: Donation Approval

Elkhart High School received a donation of \$2,000.00 from Professional Dental Laboratory, LLC. The donation is in support of the AFJROTC program and will be used to purchase supplies, snacks and equipment for the cadets and the Military Ball.

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

**Professional Dental Laboratory, LLC**  
1400 W. Indiana Ave., PO Box 877  
Elkhart, IN 46515



# Mary Daly

Elementary School

**“Everyone learns,  
Everyone succeeds.”**

1735 Strong Ave  
Elkhart, IN 46514  
(574) 295-4870

**To:** Board of School Trustees  
Superintendent Steve Thalheimer

**From:** Holly Stanfill, Academic Dean  
Mary Daly

**Date:** February 21, 2023

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**Subject: Gift Acceptance**

Augustana Lutheran Church is seeking to donate \$1,575.00 with the purpose of funding Community Circles facilitation by the Center for Community Justice. This amount funded 3 weeks of community circle facilitation by CCJ for our 6th grade classes. This resource was sought after the closure of a section of the grade level after Winter Break to help the students transition.

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:

Augustana Lutheran Church c/o *Diane Erickson*  
1133 Kilbourn St  
Elkhart, IN 46514



**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: 10/14/2022

TO: Dr. Steve Thalheimer  
Board of School Trustees

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

RE: Donation Approval

A donation in the amount of \$6,000.00 has been given to the Elkhart High School Athletic Department from Linda Homo, for Boys Track. These funds will be used to assist with growth and development of our Boys Track team.

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

Linda Homo  
20399 State Road 120  
Bristol, IN 46507



**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: 3/9/23

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 \$500.00 has been given to the Elkhart High School Athletic Department from D & B Environmental, LLC.. These funds will be used to purchase needed equipment, help with athletic fees and any other needs that will help with the growth and development of the Track and Field 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:

D & B Environmental, LLC  
401 Lincoln Way West  
Osceola, IN 46561



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



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

DATE: 2/28/23

TO: Dr. Steve Thalheimer  
Board of School Trustees

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

RE: Field Trip Donation Approval

Elkhart High School received a donation of \$1,350.00 from INOVA Federal Credit Union. The donation is in support of the upcoming field trip to Science Central. The funds will be used to pay for a charter bus and lunch for the students.

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

**INOVA Federal Credit Union**  
PO Box 1148  
Elkhart, IN 46515



**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: 3/7/2023

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 \$10,600 has been given to the Elkhart High School Athletic Department from Northern Indiana Volleyball Association (NIVA). These funds will be used to assist in the growth and development of all of our athletic programs.

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:

NIVA  
10100 Billet Ct  
Granger, IN 46530





**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: 3/9/23

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 \$300.00 has been given to the Elkhart High School Athletic Department from Phyllis Tubbs. These funds will be used to purchase a state ring for Lucas Byrd.

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:

Phyllis Tubbs  
71075 Dawn Dr.  
Union, MI 49130



**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: 3-3-23

TO: Dr. Steve Thalheimer  
Board of School Trustees

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

RE: Donation Approval

Elkhart High School received a donation of \$500.00 from Priority-One construction, Inc. The donation is in support of the ElkLogics Robotics extra-curricular activity and will be used to purchase supplies, equipment, and competition entry fees.

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

**Priority-One Construction, Inc.**

57930 Stonecreek Ct.  
Goshen, IN 46528



**NORTH SIDE MIDDLE SCHOOL**

300 LAWRENCE STREET • ELKHART, IN 46514

PHONE: 574-262-5570



**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: Sara Jackowiak  
Principal North Side Middle School**

**Date: March 2, 2023**

**Subject: Gift Acceptance**

North Side Middle School received a donation of \$711.00 as part of the 7-11 Project A Game program. The donation is in support of our Husky Big 3 student reward program. The funds will be used to purchase prizes for those students who meet the academic, attendance and behavioral expectations.

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:

Laura McGowan  
1393 Burnett Drive  
Aurora IL 60502



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



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

DATE: 2/23/23

TO: Dr. Steve Thalheimer  
Board of School Trustees

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

RE: Theatre Donation Approval

Elkhart High School received a Patron Sponsorship donation of \$250.00 from Ivy Tech Community College. The donation is in support of the Theatre department extra-curricular activity and will be used to purchase supplies, costumes, set construction, decorations, and student snacks for the upcoming musical production of "Mean Girls".

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

**Ivy Tech Community College**  
22531 Co Rd 18  
Goshen, IN 46528



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



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

DATE: 2/27/23

TO: Dr. Steve Thalheimer  
Board of School Trustees

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

RE: Theatre Donation Approval

Elkhart High School received a donation/grant of \$500.00 from Timothy M. & Sarah M. Myers through the Community Foundation of Elkhart County. The donation is in support of the Theatre department extra-curricular activity and will be used to purchase supplies, costumes, set construction, decorations, and student snacks for the upcoming musical production of "Mean Girls".

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

**Ms. Sara Myers**  
1401 E. Jackson Blvd  
Elkhart, IN 46516



**WOODLAND ELEMENTARY SCHOOL**

1220 COUNTY ROAD 3 • ELKHART, IN 46514

PHONE: 574-262-5578

\*\*\*\*\*

**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: Jon LeVan**

**Date: 3/6/2023**

**Subject: Gift Acceptance**

Woodland has received a donation the Elkhart Community Foundation/ Ashley Martin and Bernerd Haskins Fund for \$2,500.

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:

Pete McCown/Ashley Martin & Bernerd Haskins  
240 East Jackson Boulevard  
Suite 104  
Elkhart, IN 46516



**WOODLAND ELEMENTARY SCHOOL**  
1220 COUNTY ROAD 3 • ELKHART, IN 46514  
PHONE: 574-262-5578

\*\*\*\*\*

**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: Jon LeVan**

**Date: 3/6/2023**

**Subject: Gift Acceptance**

Woodland has received a donation from Willow Shores Campground of backpacks, food, hygiene items and winter supplies valued at \$500 to be provided for students in need.

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:

Willow Shores Campground  
Kaitly Emery  
14025 US 12  
Union, MI 49130



**WOODLAND ELEMENTARY SCHOOL**  
1220 COUNTY ROAD 3 • ELKHART, IN 46514  
PHONE: 574-262-5578

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**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: Jon LeVan**

**Date: 3/6/2023**

**Subject: Gift Acceptance**

Woodland has received a donation from Chapel Hill Missionary Church of RIT lice shampoo kits valued at \$3,000 to be provided for students in need.

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:

Chapel Hill Church  
Pastor Jeffrey Snyder  
14525 Chapel Hill Street  
Union, MI 49130





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



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

DATE: 2/28/23

TO: Dr. Steve Thalheimer  
Board of School Trustees

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

RE: Theatre Donation Approval

Elkhart High School received a donation of \$1,000.00 from Thomas Nickel-Golf Cart World. The donation is in support of the Theatre department extra-curricular activity and will be used to purchase supplies, costumes, set construction, decorations, and student snacks for the upcoming musical production of "Mean Girls".

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

**Thomas Nickel**  
822 W Beardsley Ave  
Elkhart, IN 46514

**ELKHART COMMUNITY SCHOOLS**

**Elkhart, Indiana**

DATE: March 9, 2023

TO: Dr. Steve Thalheimer, Superintendent

FROM: Dr. Bradley Sheppard *Bradley Sheppard*

RE: **Conference Leave Requests**  
**March 14, 2023 - Board of School Trustees Meeting**

**The following requests for excused absences are recommended for approval:**

<b>2022 - 2023 CONFERENCES</b>	<b>EXPENSES</b>	<b>SUBSTITUTE</b>
<b>CONSCIOUS DISCIPLINE FOR ADMINISTRATORS</b>	\$0.00	\$0.00
I will use what I learn in the classroom with the teen moms & dads and to conduct PDs with the staff, so they can use Conscious Discipline with the children in the childcare classrooms. Conscious Discipline classrooms help build more self-reliant and resilient children & adults. All costs are covered by The Source at Oaklawn. Cincinnati, OH April 24 - 25, 2023 (2 day's absence) NANCY RODMAN - EACC (0-0)	N/A	N/A
	<b>\$0.00</b>	<b>\$0.00</b>
2022 YEAR-TO-DATE EDUCATION FUNDS	\$22,516.62	\$2,755.00
2023 YEAR-TO-DATE EDUCATION FUNDS	\$8,920.07	\$380.00
2022 YEAR-TO-DATE OTHER FUNDS	\$198,529.66	\$6,175.00
2022 YEAR-TO-DATE ADJUSTMENTS	-\$2,547.75	\$0.00
2023 YEAR-TO-DATE OTHER FUNDS	\$71,426.75	\$4,465.00
2023 YEAR-TO-DATE ADJUSTMENTS	\$0.00	\$0.00
<b>GRAND TOTAL</b>	<b>\$298,845.35</b>	<b>\$13,775.00</b>

*(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 Area Career Center

**Class/Group:** SkillsUSA State Conference

**Number of Students:** 89

**Date/Time Departing:** April 14, 2023 at 7:15 am

**Date/Time Returning:** April 15, 2023 at 10:00 pm

**Destination:** Indiana State Fairgrounds Indianapolis IN  
City State

**Overnight facility:** TBD

**Mode of transportation:** Car and bus

**Reason for trip:** To attend the state SkillsUSA competition held on both days.

**Names of chaperones:** Amber Kosar, Pat Brownell, David Heineman Jr., Marty Hostetler, Jeff Lindke,  
Joleen Smith, Michele Zachary, Ryan Gortney Melissa Hertsel, Traci Pankratz, etc.

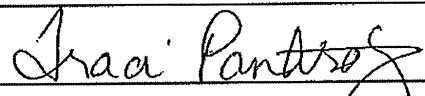
**Cost per student:** estimated \$150

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

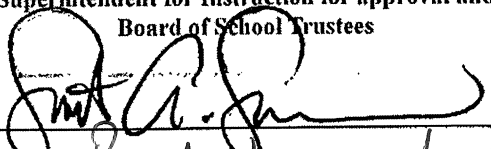
**Plans to defray costs for needy students:** N/A

**Are needy students made aware of plans?** N/A

**Name of Teacher/Sponsor:** Traci Pankratz

**Signature of Teacher/Sponsor:** 

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

**Signature of Principal:**  **Date:** 2/27/23

**Approval of Assistant Superintendent:**  **Date:** 2/27/23

**Approval by Board:** \_\_\_\_\_

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

ELKHART COMMUNITY SCHOOLS  
OVERNIGHT TRIP REQUEST

School: Elkhart High School  
Class/Group: Elkhart Football  
Number of Students: 85-100 Students  
Date/Time Departing: Monday July 31<sup>st</sup> 2023  
Date/Time Returning: Wednesday Aug 2<sup>nd</sup> 2023  
Destination: 1111 EMS D16C Lane Syracuse IN  
City State  
Overnight facility: Quaker Haven Camp  
Mode of transportation: 2 Yellow Buses  
Reason for trip: Team Camp : Practice, leadership training,  
team bonding & free time.

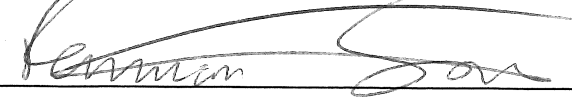
Names of chaperones: Romison Saint-louis & other Football Staff  
members & coaches

Cost per student: \$ 80-85

Describe Plans for Raising Funds or Funding Source: Fundraiser in June will give students an opportunity to set it  
fully covered!

Plans to defray costs for needy students: Seeking out grant opportunities

Are needy students made aware of plans? Yes, they will be

Signature of Teacher/Sponsor: 

Signature of Principal:  Date: \_\_\_\_\_

\*\*\*\*\*

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

Approval of Assistant Superintendent: Bradley Sheppard Date: 3/9/23

Approval by Board: \_\_\_\_\_

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

**ELKHART COMMUNITY SCHOOLS  
OVERNIGHT TRIP REQUEST**

**School:** West Side Middle School

**Class/Group:** High Ability Cohort

**Number of Students:** 5

**Date/Time Departing:** 04/21/2023

**Date/Time Returning:** 04/22/2023

**Destination:** Marian University

Indianapolis

IN

City

State

**Overnight facility:** Hotel

**Mode of transportation:** White bus

**Reason for trip:** State qualifiers for National History Day

**Names of chaperones:** Natalie Schultz

**Cost per student:**

\$0

**Describe plans for Raising  
Funds or Funding Source:**

High Ability/Exceptional Learners

**Plans to defray costs  
for needy students:**

No direct cost to the students

**Are needy students  
made aware of plans?**

No direct cost to the students

**Signature of  
Teacher/Sponsor:**

\*\*\*\*

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

**Signature of Principal:**

*Joe Crumbar*

**Date:** 3-3-23

**Approval of Assistant Superintendent:**

*Brendley Sheppard*

**Date:** 3-7-2023

**Approval by Board:**

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

What is the title of the grant?	What is the name of the granting agency/entity?	Please list school/entity applying.	Individual/contact applying for the grant?	What is the amount applied for?	How will the grant funds be used and who will oversee the management of the grant?	Please explain how the grant funds will be used to support the district vision, focus, and goals.	Please outline the grant budget for the funds requested.	What is the grant submission deadline?
Technology Grant Application	Department of Workforce Development	Elkhart Community Schools Adult Education	William Patterson	\$20,000.00	Grants will be used to purchase new technology. Laptops, testing programs and monitors.	This will allow us to upgrade technology in the classroom and for testing purposes.	\$20,000-Technology Supplies	3/10/2023
2023 Digital Learning Grant	IDOE	Instructional Leadership	Brian Bennett	\$50,000.00	We will continue our work in supporting Universal Design for Learning, supporting teachers with blended instruction using the iPads, and improving digital literacy by providing new learning opportunities for teachers and students.  Brian Bennett will manage the grant in partnership with Instructional Technology, Exceptional Learners, and Tech Services.	Elkhart is committed to making sure all content is accessible to all students. Our training opportunities will provide stipends for staff to participate in after-school training on methods and tools they can use with their students.	\$7,000 for summer learning keynote speakers, \$20,000 to continue assistive technology subscriptions for all teachers and students, \$23,000 for training stipends.	3/24/2023
IELCE Grant Continuation	Indiana Department of Workforce Development	ECS-Adult Education	William Patterson	700,000	Funds will be utilized to operate Adult Education Programs. William Patterson, Adult Education Program Manager will oversee funds with assistance of Jennifer Lee, Supervisor of Accounting, Audits & Investments.	Funds will be utilized to provide English classes, HSE classes and career classes for adults through Adult Education.	I do not have specifics, but amounts would be used for adult education. Divisions will be made based on populations served. Money will be spent on ELL classes, HSE classes and career classes.	4/14/2023



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

**PERSONNEL RECOMMENDATIONS**

**CERTIFIED**

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

**Kenneth Helbling**                      **Career Center/Digital Media**

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

**Helene Dauerty**                      **ETI/Science**                      **17 Years of Service**

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

**Lemuel Cabang**                      **North Side/Special Education**  
Began: 3/2/20                      Resign: 4/14/23

**Stevi Weaver**                      **Pierre Moran/Career Readiness**  
Began: 11/28/22                      Resign: 3/17/23

- d. **Leave** – We recommend a medical leave for the following employee:

**David Kriegel**                      **Career Center/Automation**  
Begin: 2/10/23 pm                      End: 5/25/23

- e. **Leave** – We recommend a maternity leave for the following employee:

**Rachel Cason**                      **Daly/Art**  
Begin: 3/31/23                      End: 5/5/23

**CLASSIFIED**

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

**Shanel Bevier**                      **Elkhart High/Food Service**  
Began: 1/17/23                      PE: 3/13/23

**Heidi Brewton**  
Began: 1/9/23

**FD/Registered Behavior Technician**  
PE: 3/6/23

**Dana Davila**  
Began: 12/19/22

**Woodland/Food Service**  
PE: 3/2/23

**Ellen Kohler**  
Began: 1/11/23

**Transportation/Bus Helper**  
PE: 3/8/23

**Eric La Grand**  
Began: 1/9/23

**West Side/Food Service**  
PE: 3/6/23

**Cynthia Miller**  
Began: 12/19/22

**Daly/Food Service**  
PE: 3/2/23

**Rebecca Morgan**  
Began: 1/11/23

**Commissary/Food Service**  
PE: 3/8/23

**Alexandra Neighbors**  
Began: 1/9/23

**North Side/Food Service**  
PE: 3/6/23

**Jennifer Phillips**  
Began: 1/17/23

**Elkhart High/Secretary**  
PE: 3/13/23

**Tina Ramer**  
Began: 1/17/23

**Transportation/Bus Helper**  
PE: 3/13/23

**Rebecca Stratton**  
Began: 1/9/23

**HELCC/Paraprofessional**  
PE: 3/6/23

**Charlotte Sutton**  
Began: 1/23/23

**Beck/Food Service**  
PE: 3/13/23

**Helen Threet**  
Began: 1/9/23

**North Side/Registered Behavior Technician**  
PE: 3/6/23

**Gary Toland**  
Began: 1/9/23

**Elkhart High/Food Service**  
PE: 3/6/23

**Akida Walker Jr**  
Began: 1/4/23

**Freshman Division/Custodian**  
PE: 3/1/23

**Constance Warner**  
Began: 1/9/23

**Transportation/Bus Driver**  
PE: 3/6/23





**Deandra Wilson**  
Began: 1/17/23

**Transportation/Bus Helper**  
PE: 3/13/23

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

**Lakesha Washington**  
Began: 3/6/23

**North Side/Paraprofessional**  
End: 5/26/23

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

**Maritza Banuelos**  
Began: 12/22/14

**Elkhart High/Secretary**  
Resign: 3/31/23

**Chakiea Jackson**  
Began: 2/12/19

**Elkhart High/Paraprofessional**  
Resign: 3/8/23

**Rachel Orpurt**  
Began: 8/8/22

**Elkhart High/Food Service**  
Resign: 3/10/23

d. **Termination - We report the termination of the following classified employees:**

**Lucas Brownsberger-Keyes**  
Began: 8/18/22

**Pride Academy/Paraprofessional**  
End: 3/14/23  
Policy: 3139.01S



Book Policy Manual

Section 3000 Personnel

Title PROPOSED REVISED PROFESSIONAL STAFF CONTRACTS AND COMPENSATION PLANS (ADMINISTRATORS)

Code po3421.01A (with revisions made following the 2/28/2023 BST meeting)

Status Proposed

Adopted December 13, 2016

Last Revised July 12, 2022

Last Reviewed March 14, 2023

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

**Administrative Salary Schedule**

Salary - Low	Salary - High	Position
106,893	109,893	Assistant Superintendent of Exceptional Learners
106,893	109,893	Assistant Superintendent of Instruction
106,893	109,893	Assistant Superintendent of Student Services
106,893	109,893	Chief Operating Officer
105,893	108,893	Chief Financial Officer
105,894	108,894	Director of Elkhart Area Career Center
105,894	108,894	District Counsel/Chief of Staff
105,894	108,894	Executive High School Principal
95,904	98,904	Director of Elementary Curriculum
95,904	98,904	Director of Human Resources
95,904	98,904	Director of Technology
95,904	98,904	Director of Federal Programs
85,914	88,914	Director of Transportation
85,914	88,914	Director of Food Services
93,906	96,906	Elkhart Area Career Center Principal
85,914	88,914	Elementary Principal
93,906	96,906	Middle School Principal
85,914	88,914	Director of Literacy
85,914	88,914	High School Principal School of Study
85,914	88,914	Supervisor of Special Programs
76,923	79,923	Alternative Programs Principal
86,913	89,913	High School Athletic Director
76,923	79,923	Assistant Director of Human Resources
76,923	79,923	Controller
76,923	79,923	Director of English Learners
76,923	88,914	Director of Counseling
76,923	79,923	High School Assistant Principal
76,923	79,923	Middle School Assistant Principal
76,923	79,923	Supervisor of Accounting, Audits, and Investments
68,931	71,931	Director of Communication
68,931	71,931	Director of Inclusion
68,931	71,931	Elementary Assistant Principal
68,931	71,931	Principal of School Without Walls/ <del>Elementary Academy</del>
68,931	79,923	Supervisor of Student Services/Attendance Officer
68,931	88,914	Director of School Safety, Security, and Risk Assessment
96,906	117,774	High School Vice Principal
88,914	108,006	Director of High Ability

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

### Placement of Newly Employed Administrators on the Administrator Salary Schedule

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

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

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

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

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

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

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

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

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

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

<b>Education</b>	MA = 8 points x 2	16 points
<b>Experience</b>	5 years = 5 points x 2	10 points
<b>Environment</b>	Like Coming From Elkhart Schools = 813 x 2	1626 points
<b>Total Points</b>		<b>4252 points</b>

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

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

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

### Position Value Matrix

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

Normally, recommendatons for reclassification of an administrator position shall be submitted to the Board for consideration on or before September 1st.

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

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

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

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

### **Annual Base Salary Amount**

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

### **Salary Ranges, Placement, and Appeal**

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

During an administrator's annual evaluation conference, the supervising administrator shall review with the administrator their position description as well as the appeal process should the administrator believe their position on the salary matrix need to be re-evaluated as a result of a substantial change in responsibilities for said position. The supervising administrator would then initiate a discussion with the Director of Human Resources.

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

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

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

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

### **Length of Administrative Contract**

Each administrator who is to continue to be employed shall be recommended by the Superintendent for re-employment. The length of contract may be for a period not to exceed three (3) years with compensation review to be made on an annual basis. **New administrators shall be issued an initial two (2) year contract with successive contracts, absent Board authorization, having a duration of one (1) year.**

Revised 12/12/17

Revised 3/10/20

Revised 8/10/21

Revised 2/8/22



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

**3422.12S - EMPLOYEES IN MISCELLANEOUS POSITIONS COMPENSATION PLAN**

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

<b>POSITION</b>	<b>HOURLY WAGE RANGE</b>
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).

<b>POSITION</b>	<b>YEARLY SALARY RANGE</b>
Radio Station Manager	58,867 - 98,250
Radio Station Development Director	55,886 - 80,332
Radio Station Business Account Manager	45,847 - 79,134
Radio Station Program Director	45,847 - 66,095
Radio Station Senior Reporter and Assignment Editor	40,731 - 55,809
Radio Station Operations Manager	34,280 - 50,910
Radio Station Morning Edition Host	37,792 - 54,753
Radio Station Promotions Manager	38,635 - 53,460
Radio Station Membership Manager	47,727 - 61,629
Radio Station Business/Workforce Development Reporter - IPB News	38, 820 - 53,430
Radio Station News Director/Reporter	49,000 - 64,000
Olweus Bullying Prevention Program Coordinator	53,825 - 66,170
Education and Engagement Coordinator	45,847 - 79,134
Adult and Community Education Program Manager	72,875 - 83,663
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 ARPAPR Grant 9/29/22 - 9/30/24)	68,600
School Psychologist Intern	41,500

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

### **Performance Awards for Radio Station Employees**

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

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

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

### **Fringe Benefits**

#### **A. Income Protection and Annuities**

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

#### **B. Insurance**

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

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

#### **C. Severance Benefits**

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

##### **1. Resignation**

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

##### **2. Retirement, Death, or Disability**

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

- a. For purposes of this benefit, retirement shall be defined as a resignation by an employee who at the time of retirement is age sixty (60) and has ten (10) or more consecutive years of employment in the Elkhart Community Schools. Only the six (6) months service requirement must be met to be eligible for the disability or death benefit.
- b. A maximum of thirty (30) accumulated days of unused personal leave will be paid to eligible employees who retire, die, or become totally permanently disabled while employed by the Elkhart Community Schools. In the event of death, the benefit shall be paid to the decedent's estate.
- c. In addition, employees who are fifty-five (55) years of age or older and have at least fifteen (15) years of service and who have been insured under the Elkhart Community Schools' group insurance plan for at least the last five (5) years, shall be eligible to continue in that program until age sixty-five (65) by paying 100% of the premiums in advance at the business office.

d. A miscellaneous employee who retires at age fifty-five (55) or older with ten (10) or more consecutive years of service, or a miscellaneous employee who dies with ten (10) or more consecutive years of service is eligible to select one (1) of the following benefits based upon the employee's daily rate at the time of retirement:

1. One (1) day's pay for each full year employed by the Elkhart Community Schools, or
2. at least forty-five percent (45%) of the unused sick leave will be paid, in accordance with the provisions in the Employees' employee booklet.

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

#### **D. Change in Classification**

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

#### **Dependent Textbook Fee Stipend**

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

#### **Absences**

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

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

#### **Personal Illness/Family Illness Absence**

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

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

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

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

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

#### **Attendance Incentive Program**

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

## **Job-Related Injury**

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

## **Bereavement**

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

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

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

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

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

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

## **Military Leave**

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

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

## **Health Leave**

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

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

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

## **Health Leave - Procedure**

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

A. After all available benefit days have been exhausted, or

B. When a physician's statement indicating the inability to perform regular duties for an extended period of time has been provided,  
or

C. Upon receipt of a request for placement on such leave by the Director of Personnel from the appropriate administrator.

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

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

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

### **Personal Leave**

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

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

### **Personal Leave - Procedure**

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

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

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

### **Jury and Witness Duty Pay**

#### **Jury Duty**

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

#### **Witness Duty**

In the event an employee is subpoenaed to serve as a witness, except in cases noted below, and gives testimony before a court of law or governmental administrative agency, the employee shall be granted absence to witness for the time during the working day which the employee is required to be present. Such absence, up to three (3) days for any one (1) case, shall result in no loss of wages. For cases involving extended absence to witness, the superintendent may grant additional days. When the employee is in receipt of his/her witness duty check, a copy of the check shall be presented to the payroll office, whereupon a deduction equal to witness duty pay will be made

from the next payroll check. The employee will not be paid when such testimony is given in any litigation in which the employee is a party, or employee relations-related litigation involving the employer of any other school employer unless the employer subpoenas the employee to testify. However, if the employee has been named as a party as a result of the employee's performance of duties as an ECS employee, such employee shall not be subjected to the foregoing prohibition.

### **Paid Parental Leave**

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

### **Parental Leave**

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

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

### **Adoptive Leave**

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

### **Foster Care Leave**

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

### **Maternity Leave**

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

### **Holidays and Vacations Definitions**

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

### **Holidays**

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

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

New Year's - two (2) days

Martin Luther King Jr. Day

Presidents' Day

Memorial Day

Independence Day – two (2) days

Labor Day

Thanksgiving - two (2) days

Christmas - two (2) days

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

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

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

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

4. Presidents' Day will be a paid holiday.

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

Martin Luther King, Jr. Day

Presidents' Day

Memorial Day

Labor Day

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

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

## **Vacations**

- A. A full-time employee who has, as of December 31, been employed by the Elkhart Community Schools for less than one (1) calendar year, shall be entitled to one (1) working day vacation with pay during the next calendar year, for each full month of employment completed, provided that no more than ten (10) vacation days may be accrued.
- B. A full-time employee who has, as of December 31 of each year, been employed by the Elkhart Community Schools for that entire calendar year, shall be entitled to ten (10) working days vacation with pay during the next calendar year.
- C. A full-time employee who has, as of December 31 of each year, been employed by the Elkhart Community Schools for five (5) consecutive years, is entitled to fifteen (15) working days vacation with pay during the next calendar year.
- D. A full-time employee who has, as of December 31 of each year, been employed by the Elkhart Community Schools for fifteen (15) consecutive years, is entitled to twenty (20) working days vacation with pay during the next calendar year.
- E. A full-time employee who has, as of December 31 of each year, been employed by the Elkhart Community Schools for twenty (20) consecutive years, is entitled to twenty-five (25) working days vacation with pay during the next calendar year.
- F. Years shall be considered consecutive so long as any interruption of service did not include other employment.



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

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

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

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

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

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

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

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

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