

AGENDA FOR
BOARD OF SCHOOL TRUSTEES
REGULAR MEETING

Elkhart Community Schools
Elkhart, Indiana

May 23, 2023

CALENDAR

May	23	6:00 p.m.	Public Work Session, J.C. Rice Educational Services Center
May	23	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center
Jun	13	6:00 p.m.	Public Work Session, J.C. Rice Educational Services Center
Jun	13	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center

- A. CALL TO ORDER
- B. THE ELKHART PROMISE
- C. INVITATION TO SPEAK PROTOCOL
- D. SPECIAL RECOGNITION OF CERTIFIED AND CLASSIFIED RETIREES
- E. CONSENT ITEMS:

- Minutes – May 9, 2023 – Board Work Session
 - Minutes – May 9, 2023 – Regular Board Meeting
 - Claims
 - Fundraisers
 - Extra-Curricular Purchases
 - Gift Acceptance
 - Conference Leaves
 - Overnight Trips
 - Personnel Report

- F. OLD BUSINESS

- Board Policy 5430 – Class Rank – The administration presents proposed revisions to Board Policy 5430 – Class Rank for final approval.

- Administrative Regulation IKAB – Reporting Student Progress to Parents – The administration presents proposed revisions to Administrative Regulation IKAB – Reporting Student Progress to Parents for final review.

- G. NEW BUSINESS

- New Course Offering – The administration presents the following proposed new course offering for Board review: Introduction to Culinary Arts and Hospitality.

Lacrosse Program Restructuring – The administration recommends that lacrosse be moved to a club sport supported by the district like other club sports no longer fully funded by the Athletic Department.

Proposed Revision to Miscellaneous Positions Compensation Plan – The administration presents proposed changes to 3422.12S.

- A. Approve EACC Career Coordinator position and waive 2nd reading.
- B. Present Assistant Supervisor of Food Services position for 1st read.

Cisco Smartnet Agreement

Financial Report – April 2023

Insurance Update

Insurance Premium Holiday – The Business Office recommends a one-time premium holiday for all staff currently participating in the ECS benefits plan for May 26, 2023.

H. INFORMATION AND PROPOSALS

From Audience

From Superintendent and Staff

From Board

I. ADJOURNMENT

MINUTES
OF THE REGULAR MEETING
OF THE BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools
Elkhart, Indiana

May 9, 2023

Elkhart High School Freshman Division, One Blazer Boulevard, Elkhart 46516 – at 7:08 p.m.	Place/Time
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Board Members Present:	Dacey S. Davis Troy E. Scott Douglas K. Weaver	Jeffrey S. Bliler Mike Burnett Kellie L. Mullins Anne M. VonDerVellen	Roll Call
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Board president Dacey Davis called the regular meeting of the Board of School Trustees to order.	Call to Order
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Ms. Davis recited the Elkhart Promise.	The Elkhart Promise
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Ms. Davis discussed the invitation to speak protocol.

Mrs. Kara Sears, Family and Consumer Sciences (FACS) teacher at Elkhart High School (EHS) – Health and Human Services School of Study, presented an overview of the Attract, Prepare, and Retain (APR) Grant’s area of focus called Passion, Practice, and Pathways. This consisted of a three-part introduction to teaching for ECS high school students across three days. Students enrolled in Early Childhood Education and Education Professions as well as students, nominated by teachers who were considered to be strong candidates for the teaching profession were invited to participate. The first day students spent time at Saint Mary’s College and engaged in the first part of the workshop, “Passion”. Students attended presentations led by Saint Mary’s College Professors about the teaching profession as well as a class where they learned about reading a book to children and created a game. The second day focused on “Practice” where students engaged in an all-day session at Woodland Elementary School and actually applied the teaching strategies they learned at Saint Mary’s. Day three consisted of a college fair format where students learned about the specific next steps they must take to become a teacher.	Moment of Pride
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Jessica Warren, a senior at EHS, thanked the Board for the amazing opportunity. Her favorite part was the hands-on experience she had

at Woodland, working with the kids all day. McKenzie Smith, sophomore at EHS, thanked the Board for the experience. She would like to be a social worker or counselor. She thoroughly enjoyed the experience and loved working with the kids. She also had an opportunity to speak with the social worker and learned more about the profession. She closed saying the college fair also provided great information and let her know she was on the right track.

Mrs. Sears informed the Board that ECS is working with Goshen College to offer an introduction to teaching for students interested in secondary education next school year.

Sarah Parcell, FACS teacher at EHS – Health and Human Services School of Study, presented a Project Based Learning (PBL) project her Principals of Fashion and Textiles class completed. Students sewed and designed quiet books, which are books made out of fabric. These books were designed to teach early education students their ABC's, counting, and as well as other tasks. All of the quiet books were interactive, full of color, textures, and shapes. Ms. Parcell shared that the students were amazing, taking the idea and running with it. Paige Hager, a junior at EHS, made a quiet book about the ABC's and how to put them in order as well as how to sort laundry. She thought it was interesting how she had to train her mind to think like a young kid when creating the books. Miss Warren added that it was amazing to watch the kids as they received the quiet books; they were so excited and absolutely loved them.

Instructional
Report

Leslie Crothers-Wood, assistant director of human resources, thanked everyone for coming to honor the Distinguished Support Staff nominees. The ECS' support staff are all those who are working behind the scenes to ensure the district runs smoothly, including bus drivers, bus helpers, maintenance, custodians, mechanics, paraprofessionals, secretaries, therapists, food service, and nurses. Tonight is their night to be highlighted and appreciated for everything they bring to Elkhart Community Schools. The Distinguished Support Staff recognition was a result of nominations by their peers and broken down into four (4) groups as follows: District – any district wide employee who is not a teacher or administrator and who does not work in a specific elementary or secondary building; Certified – any certified employee who is not assigned to a building or who otherwise would not be eligible for consideration for the Teacher of the Year award; Elementary – any elementary employee who is not a teacher or administrator and works in an elementary building; and Secondary – any secondary employee who is not a teacher or administrator and works in a secondary building.

Distinguished
Support Staff
Recognition

Distinguished Support Staff – District

- David Paulson, Building Services
- Dwight Rhoades, Tech Services
- Jacob Gabaree, Tech Services

Distinguished Support Staff – Certified

- Theresa Harmon, Cleveland
- Aileen Hurd, Monger
- Kimberly Varga, Monger
- Adrienne Bashore, Elkhart High
- Heidi Elonich, Elkhart High
- Ivette Sifuentes, Elkhart High
- Lauren VanGoey, Elkhart High
- Teresa Zinich, Woodland
- Cory Watt, Career Center

Distinguished Support Staff – Elementary

- Margaret Schnippel, Beardsley
- Channa McGee, Mary Beck
- Jenny Souter, Mary Beck
- Kayla Turpin, Mary Beck
- Laura Tucker, Mary Beck
- Alexia Smith, Bristol
- Jamie Woodfin, Bristol
- Erin Byers, Cleveland
- Stephanie Whitehead, Cleveland
- Sheila Mravec, Cleveland
- Charles Gietzen, Mary Daly
- Christine Moskowitz, Mary Daly
- Cynthia Weaver, Mary Daly
- Laura Miller, Eastwood
- Christina Buss, Mary Feeser
- Crystal Gayle-Stump, Mary Feeser
- Jessica Scholfield, Mary Feeser
- Kristine VanZile, Mary Feeser
- Lori Clifford, Mary Feeser
- Mary Baker, Hawthorne ELC
- Cristal Chanon, Monger
- Jennifer Glover, Monger
- Kristin Whitaker, Osolo
- Sherriann Gard, Osolo
- Stacy Maxwell, Osolo
- Emily Grant, PACE
- Amber Lundgren, Pinewood
- Matthew Manley, Pinewood
- Joseph Temple, PRIDE
- Ann Henderson, Roosevelt
- Ciara Green, Roosevelt

- Ernie Ferland, Woodland
- Lisa Rose, Woodland
- Ruth Weldy, Woodland

Distinguished Support Staff – Secondary

- Corina Romero, Pierre Moran
- Gabriel Fillio, Pierre Moran
- Heather Bowers, Pierre Moran
- Renee Strieby, Pierre Moran
- Kathleen Enfield, West Side
- Lamont Doanthen Jr., West Side
- Tami Zonker, Elkhart High
- Matt Washington, Elkhart High
- Dana Hunt, Elkhart Academy
- Jamie Bontreger, Elkhart Academy
- Antoinette Schmucker, Career Center
- Dalton Bogaert, Career Center
- Elsa Verde-Zamudio, Career Center
- Ivis Perez, Career Center
- Kim Fultes, Career Center
- Lorna Suggs, Career Center
- Mark Wood, Career Center

The winners by category were Jacob Gabaree, Distinguished Support Staff – District; Kimberly Varga, Distinguished Support Staff – Certified; Christina Buss, Distinguished Support Staff – Elementary; and Jamie Bontreger, Distinguished Support Staff – Secondary. All winners are invited to attend the Teacher of the Year Banquet.

Board member Anne VonDerVellen thanked the support staff for all they do and recognized them for the enormous impact they have on our students.

Board member Kellie Mullins added that she just loves our support staff.

By unanimous action, the Board approved the following consent items:	Consent Items
Minutes – April 25, 2023 – Public Work Session Minutes – April 25, 2023 – Regular Board Meeting	Minutes
Payment of claims totaling \$6,885,498.48 as shown on the May 9, 2023, claims listing. (Codified File 2223-137)	Payment of Claims
Accepted the following extra-curricular purchase requests: EHS Athletics to purchase Track Record Boards to be used for boys'/girls' track and field totaling \$3,785.	Extra-Curricular Purchase

The following donations were made to Elkhart Community Schools (ECS): \$250 to EHS boys’ track and field team from Dicor Corporation to assist with the growth of the boys’ track and field program; \$1,000 to EHS ElkLogics Robotics extra-curricular activity from Lippert Components, Inc., care of Michilah Grimes, to be used to purchase supplies, equipment, and competition entry fees; donation of various school supplies to Eastwood from Lippert Components, Inc., care of Carley Mayer, to be used at Eastwood; any extra supplies will be offered to other ECS elementary buildings as well as the summer school program at Pinewood.

Gift
Acceptance

Conference leave requests in accordance with Board policy for staff members as recommended by the administration on the May 9, 2023 listings. (Codified File 2223-138)

Conference
Leave
Requests

Confirmed overnight trip requests for Elkhart Area Career Center (EACC) to travel to Atlanta, Georgia on June 19 – 24, 2023 for the SkillsUSA Nationals Conference.

Overnight Trip
Requests

Submission of the following grant: School Violence Prevention Program (SVPP) hosted by United States Department of Justice (DOJ) in the amount of \$400,000 to be used for updating the aging card access system and allow for real-time notifications and monitoring as well as additional features tying into the recently implemented Singlewire Informacast System which alerts schools during emergencies such as an active shooter or severe weather; Henkin Grant hosted by Elkhart Education Foundation in the amount of \$2,500 to be used for the purchase of new light bulbs for the Freshman Division Auditorium; Using Technology in the Instrumental/General Music Classroom (grades 3-6) hosted by Elkhart Education Foundation in the amount of \$11,000 to be used for the purchase of equipment to support SEL, Music, Technology/Digital Audio Workstations, and additional performance and learning opportunities; and STEM Grant hosted by Indiana Department of Education (IDOE) in the amount of \$25,000 to be used for the purchase of MakerSpace STEM lab equipment for non-Title I schools. (Codified File 2223-139)

Grants

Personnel
Report

Certified Agreement related to compensation. (Codified File 2223-140)

Certified
Agreements

Certified agreement related to unpaid time. (Codified File 2223-141)

Employment of the following one (1) certified staff member effective on date indicated: Clara Hadley – language arts at Freshman Division, 4/24/23	Certified Employment
Retirement of the following one (1) certified staff member, effective on date indicated: Bradley Sheppard – assistant superintendent of instruction at ESC, 6/30/23 with 18 Years of Service	Certified Retirement
Resignation of the following two (2) certified staff members, effective on date indicated: Tami Eder – world languages at Elkhart High, 5/25/23 Dolly Lozano – special education intern at Roosevelt, 5/25/23	Certified Resignations
Correction to parental leave for the following one (1) classified staff member, effective on dates indicated: Emily Lewandowski – social worker at Monger, beginning 8/14/23 and ending 5/31/24	Correction to Leave
Unpaid leave for the following one (1) certified staff member, effective on dates indicated: Jane Farrand – special education at Bristol, beginning 5/5/23 and ending 5/25/23.	Certified Leave
Employment of the following twelve (12) classified employees, effective on dates indicated: Carl Burgess – bus driver at Transportation, 5/1/23 Harvey Gluck – permanent substitute at Pride Academy, 5/1/23 Tabitha Harvey-Kiner, paraprofessional at North Side, 5/2/23 Gerri Hernandez – bus driver at Transportation, 5/8/23 Rosa Jaramillo – paraprofessional at Beardsley, 5/8/23 Darren Lee – bus driver at Transportation, 5/9/23 Cynthia Peters – food service at Freshman Division, 4/26/23 Tashon Rockett – bus driver at Transportation, 5/1/23 Nicole Talley – food service at Elkhart High, 4/26/23 Janyth Tidwell – bus helper at Transportation, 5/3/23 Elizabeth Willis – food service at Elkhart High, 4/26/23 Jeremy Young – bus helper at Transportation, 5/1/23	Classified Employment
Reassignment of the following one (1) classified employee to a certified position, effective on the date indicated: Clara Hadley – language arts at Freshman Division, 4/24/23	Classified Reassignment

<p>Resignation of the following six (6) classified employees, effective on date indicated:</p> <p>Dana Davila – food service at Woodland, 4/21/23</p> <p>Tina Iavagnilio – food service at Elkhart High, 5/2/23</p> <p>Laura Kusnierek – technical assistant at Riverview, 5/25/23</p> <p>Monet Malone – secretary at ESC, 5/5/23</p> <p>Susan Raifsnider – paraprofessional at Bristol, 5/25/23</p> <p>Paul Taylor Jr. – bus driver at Transportation, 4/26/23</p>	Classified Resignations
<p>Revision of the following one (1) classified resignation on the February 28, 2023 Board Report, effective on date indicated:</p> <p>Laurie Crysler – secretary at Food Services, 4/27/23</p>	Classified Revision of Resignation
<p>Rescission of resignation of the following one (1) classified employee, effective on date indicated:</p> <p>Ellen Kohler – bus helper at Transportation, 4/25/23</p>	Classified Rescission of Resignation
<p>Retirement of the following one (1) classified employee, effective on date indicated:</p> <p>Mae Sims – social worker at HELC, 4/21/23 with 34 Years of Service</p>	Classified Retirement
<p>Unpaid leave for the following one (1) classified employee, effective on dates indicated:</p> <p>Tiffany Fisher – food service at Osolo, beginning 5/1/23 and ending 5/25/23</p>	Classified Unpaid Leave
<p>Termination of the following one (1) classified employee, effective on date indicated:</p> <p>Louise Young – bus helper at Transportation, effective 5/9/23 per Policy 3422.04S</p>	Classified Termination
<p>Phil Ehrhardt and Steve Griesbach, from BWP & Associates, provided an overview of the superintendent search process to date. In an effort to provide guidance in the search for a new superintendent, BWP & Associates conducted Board interviews, focus groups, community open forums, and a stakeholder’s survey. Using the information collected, they developed a superintendent leadership profile for Elkhart Community Schools to be used as a basis in the review of applicants. Key qualities included a leader with successful experience leading diverse schools and communities; a strong decision maker who is consistent and acts with integrity; an experienced leader who consistently holds others accountable for their performance; a strong communicator who listens to others and organizes systems to keep everyone in ECS and the community on the same page; a relationship builder who can develop trust across ECS and establish and maintain strong partnerships with community businesses, organizations, and</p>	BWP & Associates

local government; a team builder who can recruit and retain staff at all levels of the organization and implement systems to support efforts towards a common vision for excellence; and an educator who can lead academic performance initiatives and career pathways programming for all students. Next steps include the following timeline: May 12 – Candidate Slate/Board Workshop; May 19 and 20 – Board Interviews First Round Candidates; May 22 and 24 – Board Interviews Finalists; and early June – Board Hires New Superintendent.

Dr. Thalheimer presented proposed changes to Board Policy 5430 – Class Rank for initial consideration.

Board Policy
5430

Dr. Thalheimer presented the proposed revisions to Administrative Regulation IKAB – Reporting Student Progress to Parents for initial consideration.

Administrative
Regulation
IKAB

Five (5) audience members expressed concerns about Transportation.

From the
Audience

Dr. Thalheimer acknowledged that it was Teacher Appreciation Week and thanked all educators, as well as support staff, for all they do for our students.

From the
Superintendent

Board secretary spoke of a teacher who celebrated fifty (50) years of service in education and has no interest in retiring from the profession.

From the
Board

The meeting adjourned at approximately 8:26 p.m.

Adjournment

APPROVED:

Signatures

Dacey S. Davis, President

Troy E. Scott, Vice President

Douglas K. Weaver, Secretary

Jeffrey S. Bliler, Member

Mike Burnett, Member

Kellie L. Mullins, Member

Anne M. VonDerVellen, Member

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

Elkhart Community Schools
Elkhart, Indiana

May 9, 2023

Elkhart High School Freshman Division, One Blazer Boulevard, Elkhart
46516 – at 6:04 p.m.

Place/Time

Board Members
Present:

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

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

Roll Call

ECS Staff
Present:

Steve Thalheimer
Cary Anderson
Frank Kurth
JeNeva Adams

Cindy Bonner
LaTosha Bonds
Sara Jackowiak

The Board was provided information about a delayed start and eLearning days
for next school year.

Topics
Discussed

The meeting adjourned at approximately 6:57 p.m.

Adjournment

APPROVED:

Signatures

Dacey S. Davis, President

Jeffrey S. Bliler, Member

Troy E. Scott, Vice President

Mike Burnett, Member

Douglas K. Weaver, Secretary

Kellie L. Mullins, Member

Anne M. VonDerVellen, Member

School	Fundraising Activity Description/Purpose	Date(s) of Activity	Date Submitted	Sponsor(s)
North Side - Basketball Cheerleading	Athletes will share the Double Good Popcorn fundraiser with family and friends through an app where they can order goods to be shipped to them. Proceeds will supply snacks, drinks, undershirts, bows, and tape.	11/14/2023 - 11/17/2023	5/10/2023	Emily Thomas
North Side - Football Cheerleading	Athletes will share the Double Good Popcorn fundraiser with family and friends through an app where they can order goods to be shipped to them. Proceeds will supply snacks, drinks, undershirts, bows, and tape.	8/14/2023 - 8/18/2023	5/10/2023	Emily Thomas
	Please note the following fundraisers are presented for confirmation only.			
Elkhart High - Class of 2023	Senior reps will collect ticket sales to the Senior Picnic. Funds will be used to help pay for food, games, activities at the picnic and gifts for senior peers. Any money left will go towards the Class of 2023 gift to Elkhart High.	5/10/2023 - 5/22/2023	5/9/2023	Jeff Miller & Kris Bartley

ELKHART COMMUNITY SCHOOLS
Elkhart, Indiana

May 16, 2023

TO: Dr. Steven Thalheimer
Board of School Trustees

FROM: Kevin Scott

SUBJECT: Extra-Curricular Purchase


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

SCHOOL/ACCOUNT	ITEM	AMOUNT
West Side/Athletics	Athletic/Academic Awards	\$768.00



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

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

To: Dr. Thalheimer
From: Brent Curry / Kerry Leader 
Date: May 4, 2023
Re: Approval for Purchase of End of Year Academic Awards

West Side Middle School is requesting approval to purchase end of year athletic awards from the athletic extra-curricular account. The cost of the awards is \$768.00. This will recognize the 7th & 8th graders that received the following: 4.0 GPA for one year and 4.0 GPA for both years at West Side. This also covers the cost of our athletic awards for multi-sport athletes, mental attitude, Jr. Catherine Wolf and Jr. Tim Bringle.

The awards are being purchased from

Crown Trophy
13576 McKinley Hwy
Mishawaka, IN 46545

13576 E. McKinley Highway
Mishawaka, IN 46545

Date	Estimate #
5/3/2023	1339

Name / Address
WEST SIDE MIDDLE SCHOOL Ordered by: Brent Curry

[illegible]

Crown Trophy #93

13576 E. McKinley Highway
Mishawaka, IN 46545

Estimate

Date	Estimate #
5/3/2023	1338

Name / Address
WEST SIDE MIDDLE SCHOOL Ordered by: Brent Curry

			Project
Description	Qty	Rate	Total
7 x 9 Classic Wood Full Plate Plaque 4.0 Both Years	8	27.50	220.00
5 x 7 Classic Wood Full Plate Plaque 4.0 for 1 Year	12	17.50	210.00
		Subtotal	\$430.00
		Sales Tax (7.0%)	\$0.00
		Total	\$430.00



ELKHART AREA CAREER CENTER

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

TO: DR. THALHEIMER
BOARD OF SCHOOL TRUSTEES

FROM: BRANDON EAKINS BE

DATE: MAY 17, 2023

RE: DONATION APPROVAL - EACC

Cheers to Wheels has donated \$1,300.00 to be used towards tools for two (2) graduating students who plan to attend a Trade School.

This donation will be very helpful and allow for a great head start in the careers

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:

Cheers to Wheels
Barb White
61321 Donald Roadway E
Vandalia, MI 49095

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

DATE: May 16, 2023

TO: Dr. Steve Thalheimer
Board of School Trustees

FROM: Brian Buckley, Athletic Director

RE: Donation Approval

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

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

Compress Air
c/o Tyler Crowl
1758 Genesis Dr. Suite A
LaPorte, IN 46350

Sincerely,

But

Brian Buckley
Elkhart High School, Athletic Director



ELKHART AREA CAREER CENTER

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

TO: DR. THALHEIMER
BOARD OF SCHOOL TRUSTEES

FROM: BRANDON EAKINS *BE*

DATE: MAY 4, 2023

RE: DONATION APPROVAL - EACC

The Elkhart High School class of 1960 has donated \$1,200.00 to the scholarship fund. This scholarship will be awarded to an Elkhart Area Career Center student from Elkhart High School.

This donation will be very helpful and will benefit a students to further their education.

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:

Anne Overmyer
Elkhart High School Class of 1960
1433 Strong Ave.
Elkhart, IN 46514

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

★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★

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

DATE: May 12, 2023

TO: Dr. Steve Thalheimer
Board of School Trustees

FROM: Brian Buckley, Athletic Director

RE: Donation Approval

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

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

Gemstone
c/o Joann Fritz
2040 Industrial Parkway
Elkhart, IN 46516

Sincerely,



Brian Buckley
Elkhart High School, Athletic Director



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

Brian Buckley
Elkhart High School, Athletic Director



ELKHART AREA CAREER CENTER

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

TO: DR. THALHEIMER
BOARD OF SCHOOL TRUSTEES

FROM: BRANDON EAKINS *BE*

DATE: MAY 17, 2023

RE: DONATION APPROVAL - EACC

Madison Motors has donated a 1981 Volkswagen Jetta Diesel, VIN #WVWCG0164BW674762 with an owner estimated value of \$450,00. This vehicle will be used in our Diesel Technology Services class.

Through your contribution, students in the Diesel Technology Services class will benefit from the generosity you have extended. The model that you have set for students will encourage them to give back to their community in the future. That gift is priceless.

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:

Madison Motors
Attn: Steve Drave
26 Pine Lake Ave
LaPorte, IN 46350



ELKHART AREA CAREER CENTER

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

TO: DR. THALHEIMER
BOARD OF SCHOOL TRUSTEES

FROM: BRANDON EAKINS *BE*

DATE: MAY 4, 2023

RE: DONATION APPROVAL - EACC

The Michiana Porsche Club recently donated \$1,200.00 to the Michelle Hostetler Memorial Scholarship for Elkhart Area Career Center Students currently enrolled in Automotive Technology. This scholarship will be awarded to 1 senior each year.

This donation will be very helpful and will benefit students to further their education in the Automotive field.

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

Michiana Porsche Club
Attn: Brian Inniger, President
20001 Regina Rd.
New Paris, IN 46553



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

Brian Buckley
Elkhart High School, Athletic Director



ELKHART AREA CAREER CENTER

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

TO: DR. THALHEIMER
BOARD OF SCHOOL TRUSTEES

FROM: BRANDON EAKINS *BE*

DATE: MAY 4, 2023

RE: DONATION APPROVAL - EACC

Rieth-Riley has donated a Roscoe Rollpac III, with an owner estimated value of \$500.00, to our Diesel Technology class.

This donation will be useful in the classrooms as the roller will be used by students for training purposes.

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

Rieth-Riley
Attn: Emily Bay
PO Box 477
Goshen, IN 46527



ELKHART AREA CAREER CENTER

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

TO: DR. THALHEIMER
BOARD OF SCHOOL TRUSTEES

FROM: BRANDON EAKINS *BE*

DATE: MAY 4, 2023

RE: DONATION APPROVAL EACC

Serra Zimmerman has donated backdrops and studio lighting to our Commercial Photography class.

This studio set up will be very useful in the classroom as it will be used by students for training purposes.

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

Serra Zimmerman
61085 County Road 7
Elkhart, IN 46516

RE: **Conference Leave Requests**
May 23, 2023 - Board of School Trustees Meeting

Steve Thalheim

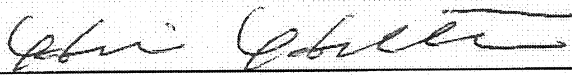
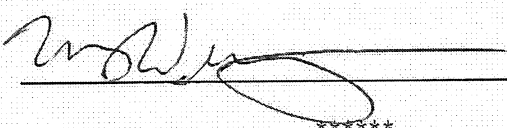
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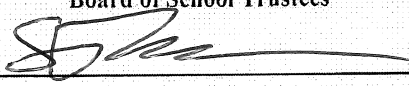
<p>EXSEL INSTITUTE CONFERENCE</p> <p>The PLC process is increasingly recognized as the most powerful strategy for sustained, substantive school improvement. This institute will provide the knowledge and tools to implement this powerful process in my school and district. At this conference, we will delve deep into the three big ideas of a PLC: focus on learning, building a collaborative culture, and results orientation. I will gain specific, practical, and inspiring strategies for transforming our school and district into a place where all students learn at high levels.</p> <p>Lincolnshire, IL</p> <p>June 12-14, 2023</p> <p>ERIC CHANDLER PRIDE ACADEMY</p>	<p>\$1,675.05</p> <p><i>Federal Medicaid</i></p>	<p>\$0.00</p>
<p>AP BY THE SEA/SAN DIEGO</p> <p>This conference will help me to understand the pacing, structure, content, and requirements that accompany the AP World History Modern Course.</p> <p>San Diego, CA</p> <p>June 19 - 22, 2023</p> <p>BRANDON MILLER HS</p>	<p>\$2,026.90</p> <p><i>Education Fund</i></p>	<p>\$0.00</p>
<p>SMEKENS COMPCON CONFERENCE</p> <p>This two-day workshop will equip teachers with the latest best-practice strategies in literacy, including boosting comprehension by targeting inferring skills, analyzing author moves with explicit instruction in reading and writing, evaluating the impact of visuals and videos, targeting essential writing skills within the content-area classroom, and fostering-resilience through reading and writing workshops.</p> <p>Shipshewana, IN</p> <p>June 27-28, 2023</p> <p>LISA BAUGH MONGER</p> <p>NATALIE BLAIR FEESER</p> <p>MACKENZIE BONTRAGER</p> <p>TARA CIESIOLKA OSOLO</p> <p>MARIANA CORTEZ PMMS</p> <p>SHANNON DULEY OSOLO</p> <p>IZAMAR GARCIA PMMS</p> <p>SHERRI HOLSTON DALY</p> <p>BETHANY KEEVER OSOLO</p> <p>PAIGE NEFF DALY</p> <p>ELIZABETH ORDONEZ EASTWOOD</p> <p>JOANNA RUSHENBERG FEESER</p> <p>EMILY SPARKS OSOLO</p> <p>ANTHONY VENABLE WSMS</p> <p>CAROL WELD EHS/FD</p>	<p>\$10,187.21</p> <p><i>ESSER III</i></p> <p><i>ESSER III</i></p> <p><i>ESSER III</i></p> <p><i>ESSER III</i></p> <p><i>ESSER III</i></p> <p><i>ESSER III</i></p> <p><i>ESSER III</i></p> <p><i>ESSER III</i></p> <p><i>ESSER III</i></p> <p><i>ESSER III</i></p> <p><i>ESSER III</i></p> <p><i>ESSER III</i></p> <p><i>ESSER III</i></p> <p><i>ESSER III</i></p> <p><i>ESSER III</i></p>	<p>\$0.00</p>

NACEP NATIONAL CONFERENCE	\$3,760.00	\$0.00
This conference will help build and transform our dual credit program with an emphasis on best practices and strategies by covering a diverse range of topical tracks and connect us with colleagues from around the country to learn more about best practices in dual credit by early college.		
St. Louis, MO		
October 22-25, 2023		
GAIL DRAPER HS		
MARIE SWANN HS	<i>Excellence in Education</i>	
	\$21,577.96	\$0.00
2022 YEAR-TO-DATE EDUCATION FUNDS	\$22,516.62	\$2,755.00
2023 YEAR-TO-DATE EDUCATION FUNDS	\$10,946.97	\$475.00
2022 YEAR-TO-DATE OTHER FUNDS	\$198,529.66	\$6,175.00
2022 YEAR-TO-DATE ADJUSTMENTS	-\$2,547.75	\$0.00
2023 YEAR-TO-DATE OTHER FUNDS	\$102,987.12	\$4,465.00
2023 YEAR-TO-DATE ADJUSTMENTS	\$0.00	\$0.00
GRAND TOTAL	\$332,432.62	\$13,870.00

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

**ELKHART COMMUNITY SCHOOLS
OVERNIGHT TRIP REQUEST**

School:	<u>Elkhart High School</u>		
Class/Group:	<u>Japanese Exchange Program</u>		
Number of Students:	<u>15</u>		
Date/Time Departing:	<u>July 20, 2023/7 am</u>		
Date/Time Returning:	<u>August 4, 2023/9 pm</u>		
Destination:	<u>Yokohama City, Japan</u>		
	City	State	
Overnight facility:	<u>Stay with host families</u>		
Mode of transportation:	<u>Airplane and bus</u>		
Reason for trip:	<u>This is a part of the Japanese Exchange Program established with Yamate Gakuin High School in Japan. We had 66 students visited us in April for 2 weeks. Our students will visit them in July for 2 weeks.</u>		
	<u>Travel Objectives: Become an active global citizen by experiencing language and cultures</u>		
Names of chaperones:	<u>Hiromi Hollett, Erin & Matthew Hartman</u>		
Cost per student:	<u>\$2,100</u>		
Describe Plans for Raising Funds or Funding Source:	<u>Students paid for everything.</u>		
Plans to defray costs for needy students:	<u>Students made monthly payments</u>		
Are needy students made aware of plans?	<u>Yes</u>		
Signature of Teacher/Sponsor:	<u></u>		
Signature of Principal:	<u></u>	Date:	<u>5/10/23</u>

Send to Assistant Superintendent for Instruction for approval and for submission to Board of School Trustees			
Approval of Assistant Superintendent:	<u></u>	Date:	<u>5/11/23</u>
Approval by Board:	<u></u>		

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

November 11, 2009



HUMAN RESOURCES

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

TO: DR. STEVEN THALHEIMER
FROM: MS. MAGGIE LOZANO
DATE: MAY 23, 2023

PERSONNEL RECOMMENDATIONS

CERTIFIED

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

Sydney Bias

Beck/Grade 4

Christina Cline

Elkhart Academy/Mathematics

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

Carol Fish

ESC/School Psychologist 26 Years of Service

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

Rachel Cason

Daly/Art

Began: 9/14/20

Resign: 5/25/23

Bernerd Haskins

Woodland/Physical Education

Began: 8/20/01

Resign: 5/25/23

Scott McDougall

Elkhart High/Physical Education

Began: 3/21/22

Resign: 5/25/23

Allison Schrock

Daly/Grade 1

Began: 8/25/20

Resign: 5/25/23

Sydney Schultheis

Freshman Division/Physical Education

Began: 1/9/23

Resign: 5/25/23

Nancy Whittaker

Career Center/Medical Assisting

Began: 8/14/18

Resign: 5/25/23

- d. **Rescission of Resignation** – We recommend the approval of the rescission of a resignation originally reported March 28, 2023 for the following employee:

Megan Screes
Began: 8/13/14

Beck/Grade 6
Resign: 5/25/23

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

Michelle Hilliker
Begin: 8/14/23

Elkhart High School/Counselor
End: 2/29/24

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

Shalon White
Begin: 5/24/23

Bristol/Kindergarten
End: 5/25/23

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

DeVetta Farrow
Begin: 5/16/23

Pierre Moran/Assistant Principal
End: 6/30/23

CLASSIFIED

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

Aylin Arriaga
Began: 3/20/23

Roosevelt/Registered Behavior Technician
PE: 5/15/23

Melissa Coffman
Began: 3/20/23

Transportation/Bus Driver
PE: 5/15/23

Ann Marie Doyle
Began: 3/16/23

Elkhart Academy/Paraprofessional
PE: 5/10/23

Charmayne Hooley
Began: 3/27/23

Riverview/Secretary
PE: 5/22/23

Charity Ives
Began: 3/20/23

Woodland/Custodian
PE: 5/15/23

Frances Jackson
Began: 3/27/23

Elkhart High/Food Service
PE: 5/22/23

Aurora Leon Bautista
Began: 3/27/23

Pierre Moran/Paraprofessional
PE: 5/22/23



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

Wisdom Chigwada

Began: 8/10/22

Feeser/Technical Assistant

Resign: 5/12/23

Sharon Dutkowski

Began: 9/8/22

Exceptional Learners/Transition Specialist

Resign: 5/25/23

Katherine Gregg

Began: 8/8/22

Elkhart High/Food Service

Resign: 5/4/23

Alexandra Neighbors

Began: 1/9/23

North Side/Food Service

Resign: 5/25/23

Dimitri Sanders

Began: 8/22/22

Freshman Division/Food Service

Resign: 8/31/23

Heidi Sigman

Began: 10/17/22

North Side/Food Service

Resign: 5/25/23

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

Christina Green

Began: 5/4/23

Transportation/Bus Driver

End: 5/25/23

Cliftina Gwilt

Began: 4/24/23

North Side/Paraprofessional

End: 5/25/23

Emily Lewandowski

Began: 5/16/23

Monger/Social Worker

End: 5/25/23

Maria Martinez

Began: 5/4/23

Monger/Paraprofessional

End: 5/25/23



Book	Policy Manual
Section	5000 Students
Title	PROPOSED REVISED CLASS RANK
Code	po5430
Status	Second Reading
Adopted	November 22, 2016
Last Reviewed	May 23, 2023

5430 - **CLASS RANK**

The Board acknowledges the usefulness of a system of computing grade point averages and class ranking for high school students, both to inform students of their relative academic achievement placement among their peers and to provide students, prospective employers, and institutions of higher learning with a predictive device; hence, so that each student is more likely to be placed in an environment conducive to success.

The Board authorizes a Laude system of class ranking, by grade point average including both unweighted and using weighted grade point averages to recognize recognition of the heavier burden of certain work, classes, courses, etc., for students in grades 9-12.

The Superintendent shall develop procedures for the computation of grade point averages and the assignment of class rank to implement this policy.

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REPORTING STUDENT PROGRESS TO PARENTS

The following procedures are generally used in reporting to parents/guardians on student progress.

A. REPORT CARDS

1. Kindergarten – Sixth Grade

Parents/guardians will receive a report card at the end of each nine-week period. The report card is based on Indiana Academic Standards for kindergarten through grade 6.

The main objectives of the report card shall be to convey to the parents/guardians the academic and social growth of the child in terms of the student's ability to meet the Indiana Academic Standards and the student's exhibition of behaviors that support learning.

The following symbols are used to describe student progress.

a. Letter Grades Symbols and Interpretations

1) Kindergarten and 1st Grade

+	Proficient
\	Developing
-	Needs more support/experience

2) Grades 2 through 6

<u>Grade</u>	<u>Definition</u>	<u>Numerical Equivalency*</u>
A	Outstanding	(90% - 100%)
B	Above Average	(80% - 89%)
C	Average	(70% - 79%)
D	Below Average	(60% - 69%)
F	Failure	(59% and below)

**Measurement of student's performance on classwork, homework, quizzes, papers, and tests.*

b. Skill Marks Symbols & Interpretations

Same for all grade levels – K – 6

4	Exceeds expectations
3	Meets expectations
2	At times meets expectations
1	Does not meet expectations

c. BTSL – Behaviors That Support Learning

In addition to reporting student progress on meeting Indiana Academic Standards, the Elkhart Community Schools also reports additional information regarding student behaviors that support learning.

2. Elementary Special Education

Grades of students receiving special education services shall reflect academic progress toward meeting Indiana Academic Standards unless the student's IEP specifies otherwise. Students with IEPs will receive progress reports at the same time report cards are issued. These reports will provide information pertaining to students' progress toward meeting IEP goals.

3. Secondary

- a. In secondary schools, grades are to be based upon the achievement of the student compared to Indiana academic standards and curricular standards for the grade and subject. Students in a special education course, where assigned work would not be equal to the standards referred to above, may be evaluated on effort and performance in relation to their ability. In these cases, the permanent record shall show that the grades were earned in such a class.

Students with IEPs will receive progress reports at the same time report cards are issued. These reports will provide information pertaining to students' progress toward meeting IEP goals.

The following grading code is used to evaluate the progress of pupils in grades 7-12:

A - Outstanding	F - Failure
B - Above Average	I - Incomplete
C - Average	N - No Grade Given
D - Below Average	P - Passing

Secondary schools will develop specific guidelines for grading based on the foregoing principles.

b. Class Rank and Grade Point Average (GPA)

Grade Point Average will be computed to the hundredth. Based on this computation, student rank in class will be recorded on the transcript following the final marking period of the student's senior year. Two transcripts will be maintained in the student's file, one showing class rank based upon a weighted GPA and one showing class rank based upon a non-weighted GPA.

Grade point averages will be computed using the following values:

(1) Non-weighted courses:

98 – 100	A+	4.0
93 – 97	A	4.0
90 – 92	A-	3.67
88 – 89	B+	3.33
83 – 87	B	3.0
80 – 82	B-	2.67
78 – 79	C+	2.33
73 – 77	C	2.0
70 – 72	C-	1.67
68 – 69	D+	1.33
63 – 67	D	1.0
60 – 62	D-	.67
0 – 59	F	0

- (2) Advanced Placement (AP) weighted courses are those courses the Elkhart Community Schools offers that have been identified by the College Board as Advanced Placement (AP) weighted courses. Honors Classes, [Advanced College Project \(ACP\)](#), and [core dual credit*](#) are also weighted courses.

The weighted factor for all Advanced Placement, [Advanced College Project](#), [core dual credit*](#) and Honors courses is 1.25.

[*CTE dual credits are not weighted.](#)

Elkhart Community Schools' high schools shall compute a ~~top-10~~ class ranking ~~blending the top-10 based upon a non-weighted GPA and a weighted GPA~~ [which will be reported on the high school transcript.](#) [Students will be placed in the appropriate level within the Laude system based upon their weighted GPA as outlined below.](#)

<u>Level</u>	<u>Meaning</u>	<u>Weighted</u>
Cum Laude	With Honors	3.67-3.99
Magna Cum Laude	With Great Honors	4.00-4.2
Summa Cum Laude	With Highest Honors	4.3 and above

B. PARENT-TEACHER CONFERENCES

Student progress is also reported to parents/guardians during school-wide parent/teacher conferences. The conferences are scheduled at differing times during the school year, as indicated on the district calendar. Parents/guardians are requested to meet with their student's teachers during these regularly scheduled conferences to discuss student progress.

Parents/guardians are encouraged to schedule other conferences in the event that a concern arises during a time when a school-wide conference has not been scheduled.

~~October 13, 2009~~ May 23, 2023

Elkhart Community Schools

New Course Proposal for 2023-2024

Proposals for new courses submitted 3 semesters prior to implementation.

State Title	<p>Introduction To Culinary Arts and Hospitality, 5438</p> <p>Introduction to Culinary Arts and Hospitality is recommended for all students regardless of their career cluster or pathway, in order to build basic culinary arts knowledge and skills. It is especially appropriate for students with an interest in careers related to Hospitality, Tourism and Culinary Arts. A project based approach that utilizes higher order thinking, communication, leadership, and management processes is recommended. Topics include basic culinary skills in the foodservice industry, safety and sanitation, nutrition, customer relations and career investigation. Students are able to explore this industry and examine their own career goals in light of their findings. Laboratory experiences that emphasize industry practices and develop basic skills are required components of this course.</p>
Course Description	<p>Introduction to Culinary Arts and Hospitality is recommended for all students regardless of their career cluster or pathway, in order to build basic culinary arts knowledge and skills. It is especially appropriate for students with an interest in careers related to Hospitality, Tourism and Culinary Arts. A project based approach that utilizes higher order thinking, communication, leadership, and management processes is recommended. Topics include basic culinary skills in the foodservice industry, safety and sanitation, nutrition, customer relations and career investigation. Students are able to explore this industry and examine their own career goals in light of their findings. Laboratory experiences that emphasize industry practices and develop basic skills are required components of this course.</p>
Grade Levels	9-10
Pathway	This course fits right with the Culinary Pathway which is in the Human Service school of study.
Length of Course	Semester
Prerequisites	None

Additional Required Information:

Resources	<ol style="list-style-type: none"> 1. What resources do you need to support the guaranteed and viable curriculum for this course? As far as resources we would use what we had here at the Freshman Division already. Textbooks are not needed as this is a hands on course and we would use their IPADS and Canvas. 2. How can we minimize costs for students and families? Would not cost more than our current Nutrition and Wellness Course
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Elkhart Community Schools New Course Proposal for 2023-2024

	3. Do the resources you recommend require an extended contract, or are one-year contracts available?
Additional cost?	As with our current Nutrition and Wellness course there would be groceries needed for this course. We have a great kitchen set up currently at the Freshman Division that we can use.
Rationale for the course	This course would be in place of our current Nutrition and Wellness course. This course is needed to teach our students the basics when cooking and feeding not only themselves but others. It is a great introduction course to the NLP of Culinary and Hospitality.
How does this course fit into your department's and your school's total program?	This course would be offered at the Freshman Division. It will fit as an elective course and a great introduction course to the Culinary Pathway. It will spark interest hopefully for students to take the Principles of Culinary and Hospitality which is a pathway for graduation.
Anticipated number of students	We would like to have at least 5 sections of this course. The actual number would be driven by the students interest.
What courses might this replace in their schedules?	This would replace Nutrition and Wellness. With the current graduation requirements, this course makes more sense for our students to take. It also brings in CTE funds which the Nutrition and Wellness does not.
Name of person on staff licensed to teach this course	Currently Jen Higley and Mariclare Braunsdorf are teaching Nutrition and Wellness so they could also teach this course.

Jennifer Higley
Teacher Signature

3-30-23
Date:

Jennifer Higley
Written Name of Teacher

Department Chair

Date:

Gail Draper
Written Name of Department Chair
Gail Draper
Director of Counseling

4/11/23
Date:

Gail Draper
Written Name of Director of Counseling

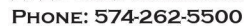
Elkhart Community Schools
New Course Proposal for 2023-2024


Principal or Assistant Principal

3/29/23
Date:



Written Name of Principal or Assistant Principal



Thank you for your consideration.

RESOLUTION TO WAIVE I.C. 20-30-2-3 AND 20-30-2-2.7 MANDATED 180 STUDENT DAYS

WHEREAS, under I.C. 20-30-2-3, a school corporation shall conduct at least one hundred eighty (180) student instructional days for each instructional year.

WHEREAS, under I.C. 20-20-2-2, a student instructional day in grades 1 through 6 consists of at least five (5) hours (54,000 minutes over 180 days) of instructional time.

WHEREAS, With limited exceptions, a student instructional day in grades 7 through 12 consists of at least six (6) hours (64,800 minutes over 180 days) of instructional time.

WHEREAS, Elkhart Community School Corporation currently has the following instructional minutes at each grade level:

- Grades K-6
6.5 hours per day minus 1 hour lunch and recess = 5.5 hours per day
5.5 hours per day X 180 days = 59,400 minutes (extra time = 5,400 minutes/18 days)
- Grades 7-8
7.08 hours per day minus .5 hour lunch = 6.58 hours per day
6.58 hours per day X 180 days = 71,064 minutes (extra time = 6,264 minutes/17.4 days)
- Grades 9-12
7.42 hours per day minus .5 hour lunch = 6.92 hours per day
6.92 hours per day X 180 days = 74,736 minutes (extra time = 9,936 minutes/27.6 days)

WHEREAS, the district recognizes the persistence of learning gaps for students and the continued need to train teachers and support personnel during a period of continued staff turnover. To address these gaps and deficits, the district seeks to provide additional staff training, coaching, and collaboration. This is accomplished specifically through:

- Integrating the Professional Learning Communities model within Multi-Tiered Systems of Support to implement strong Tier I, Tier II, and Tier III instructional and behavior management practices to meet the needs of students.
- Analyzing formative and summative assessment data to improve instruction.
- Providing all staff opportunities to work on job-related training and duties to support students.

WHEREAS, the district does not seek to reduce the 180 instructional days but merely seeks to conduct 6 of those 180 days as professional days while reserving 3 allowable days under I.C. 20-30-2-2.7 [effective July 1, 2022] for inclement weather. Elkhart Schools asks for the flexibility to not be penalized for conducting up to 9 days of asynchronous instruction while still providing 180 days of instruction and shortening the instructional day by one hour each Monday for middle and high school buildings to conduct professional work

WHEREAS, under Elkhart Schools' status as a member of the Coalition of Continuous Improvement School Districts (CCISD) granted flexibility and waiver of compliance with various provisions set forth in Title 20 of the Indiana Code and Title 511 of the Indiana Administrative Code by the State Board of Education.

BE IT RESOLVED, that the Elkhart Community School Corporation will submit to the CCISD for the 2023-2024 school year application for six (6) professional development days for all schools and a one-hour standing delay on any Monday that is an instructional day for Elkhart High School, North Side Middle School, Pierre Moran Middle School, and West Side Middle School.

NOW, THEREFORE, BE IT FURTHER RESOLVED, that if the CCISD approves the application, Elkhart Community Schools will conduct asynchronous instruction for all students on the six (6) professional learning days and utilize up to three (3) additional days of asynchronous learning due to inclement weather AND the corporation will implement the delayed-start schedule for secondary schools on Mondays for 2023-2024.

PASSED AND ADOPTED this 23rd day of May, 2023.

President, Dacey Davis

Vice President, Troy Scott

Secretary, Douglas Weaver

Member, Jeff Bliler

Member, Mike Burnett

Member, Kellie Mullins

Member, Ann VonDerVellen

ATTEST:

Secretary, Douglas Weaver

Book	Policy Manual
Section	3000 Personnel
Title	PROPOSED REVISED EMPLOYEES IN MISCELLANEOUS POSITIONS COMPENSATION PLAN
Code	po3422.12S
Status	
Adopted	December 20, 2016
Last Revised	March 14, 2023
Last Reviewed	May 23, 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 ~~March 14, 2023~~ May 23, 2023. In addition, the three percent (3%) employee contribution to PERF will be paid by Elkhart Community Schools.

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

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

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

POSITION**YEARLY SALARY RANGE**

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

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

Performance Awards for Radio Station Employees

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

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

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

Fringe Benefits

A. Income Protection and Annuities

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

B. Insurance

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

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

C. Severance Benefits

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

1. Resignation

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

2. Retirement, Death, or Disability

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

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

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

D. Change in Classification

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

Dependent Textbook Fee Stipend

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

Absences

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

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

Personal Illness/Family Illness Absence

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

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

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

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

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

Attendance Incentive Program

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

Job-Related Injury

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

Bereavement

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

Health Leave

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

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

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

Health Leave - Procedure

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

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

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

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

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

Personal Leave

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

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

Personal Leave - Procedure

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

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

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

Jury and Witness Duty Pay

Jury Duty

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

Witness Duty

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

Paid Parental Leave

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

Parental Leave

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

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

Adoptive Leave

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

Foster Care Leave

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

Maternity Leave

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

Holidays and Vacations Definitions

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

Holidays

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

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

New Year's - two (2) days

Martin Luther King Jr. Day

Presidents' Day

Memorial Day

Independence Day - two (2) days

Labor Day

Thanksgiving - two (2) days

Christmas - two (2) days

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

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

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

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

4. Presidents' Day will be a paid holiday.

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

Martin Luther King, Jr. Day

Presidents' Day

Memorial Day

Labor Day

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

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

Vacations

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

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

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

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

- H. Dates requested for use as vacation days shall be submitted to the immediate supervisor prior to the first day of the requested vacation, and shall be subject to the approval of the immediate supervisor.
- I. Vacation days will be available to the staff member during the twelve (12) months of the calendar year and for six (6) months beyond.
- J. Only twelve (12) month employees will be entitled to paid vacation days.
- K. Radio Station Manager, Data and Assessments Manager, and Building Services Manager shall be eligible for twenty (20) days of vacation each contract year, exclusive of weekends and holidays, at a time(s) approved by the staff member's immediate supervisor(s). Upon completion of five (5) years of employment with the Elkhart Community Schools in such position, or when previous employment provided relatively comparable experience, said managers shall be eligible for twenty-five (25) days of vacation each year.

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

Revised 1/24/17
 Revised 6/27/17
 Revised 10/24/17
 Revised 12/12/17
 Revised 5/8/18
 Revised 8/14/18
 Revised 2/12/19
 Revised 3/12/19
 Revised 6/25/19
 Revised 8/13/19
 Revised 10/7/19
 Revised 12/10/19
 Revised 2/11/20
 Revised 8/25/20
 Revised 11/24/20
 Revised 1/12/21
 Revised 3/9/21
 Revised 8/10/21
 Revised 9/14/21
 Revised 12/14/21
 Revised 4/12/22
 Revised 5/10/22
 Revised 6/28/22
 Revised 9/13/22
 Revised 10/25/22
 Revised 11/22/22
 Revised 2/14/23

Elkhart Community Schools

Position Description

Position Title:	EACC Career Coordinator
Qualifications:	<i>Required:</i> High School diploma or equivalency. Must have 5 years of full time experience in a related business or education field that can be documented. Regular and timely attendance is an essential function of this position. <i>Desired:</i> Bachelor's degree with experience in business related fields and strength with technology. Bilingual (Spanish) preferred.
Department:	Elkhart Area Career Center
Reports to:	CTE Director
Prepared by:	Brandon Eakins
Approved by:	W. Douglas Thorne
Date: 5/23/2023	

SUMMARY: The EACC Career Coordinator serves as the lead for all work-based learning, career building activities, and business partnerships. Candidate needs strong communication and collaboration skills to work with various partners in all settings. Strong technology skills are necessary to manage logistics for work-based learning and career building activities. Flexibility and problem solving are also vital to this role.

ESSENTIAL DUTIES AND RESPONSIBILITIES *(Other duties may be assigned):*

1. Collaborate and oversee all work-based learning activities.
2. Demonstrate the ability to develop connections with local businesses and increase community partnerships.
3. Collaborate with instructors and students regarding student resumes, cover letters, thank you letters, portfolios, interviewing skills, and professionalism at various career events.
4. Organize and implement Employability Skills Panel, Mock Interview Day, and Job Fair.
5. Demonstrate the ability to integrate and utilize technology to fulfill responsibilities associated with the position.
6. Demonstrate on-going involvement in professional development activities that support growth of EACC's goals, vision, and mission statement.
7. Data collection for INTERS reporting (Work Based Learning) (IDOE/DWD).
8. Collaborate with guidance/data secretary on data collection for INTERS reporting (work-based learning and work ethic certificate) (IDOE/DWD).
9. Demonstrate the ability to work collaboratively with colleagues in planning and implementation of curriculum and school-wide goals.
10. Demonstrate ability to plan and implement interdisciplinary instruction through a teaming approach.
11. Organize and Manage Governor's Work Ethic Certificate.
12. Collaborate on data collection for Elkhart Community Schools and home schools.
13. Collaborate with the work-based learning coordinators from sending schools.
14. Demonstrate the ability to communicate with diverse populations
15. Exhibit and maintain a pattern of regular and timely attendance.
16. Perform other duties and assignments as assigned by the CTE Director or designee.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

Evaluation Process: The EACC Career Coordinator will be evaluated annually by the CTE Director.

Qualification: High School diploma or equivalency. Must have 5 years of full time experience in a related business or education field that can be documented. Regular and timely attendance is an essential function of this position. *Desired:* Bachelor's degree with experience in business related fields and strength with technology. Bilingual (Spanish) preferred.

Language Skills: Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills: Ability to apply basic mathematical concepts and operations involving addition, subtraction, multiplication, division of whole numbers, fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability: Ability to define problems, collect data, establish facts, and draw valid conclusions.

Other Skills and Abilities: Ability to apply knowledge of current research based on school objectives and abilities of students. Ability to establish and maintain effective working relationships with students, peers, parents and community; ability to speak clearly and concisely in written or oral communication.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is acceptable to this particular environment. However, the noise level can vary depending upon daily activity, but will still remain within the acceptable noise level range. The employee continuously is interacting with the public, staff and students. The employee frequently will be required to meet multiple demands from several people.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.

Elkhart Community Schools

Position Description

Position Title:	Assistant Supervisor of Food Service
Qualifications:	<i>Required:</i> Bachelor's Degree in Food and Nutrition, Institutional Management, or Hotel and Restaurant Management, or equivalent combination of training and experience Four (4) years of supervisory experience in food services, supervisory experience in school food service programs highly desired. Excellent interpersonal, and communication skills.
Department:	Food Service
Reports to:	Director of Food Service
Prepared by:	Pamela Melcher
Approved by:	W. Douglas Thorne
Date: 5/23/2023	

SUMMARY: To assist in the administration and oversight of all aspects of food service in all schools or sites and in administering the school meal program in accordance to local, state and federal guidelines.

ESSENTIAL DUTIES AND RESPONSIBILITIES (*Other duties may be assigned*):

1. Assist in implementing and maintaining local, state and federal guidelines pertaining to the Child Nutrition Programs.
2. Work with Director in creating and maintaining budgets.
3. Assist the Director to establish and maintain strict fiscal responsibility in all aspects of the food service program.
4. Assist in monitoring proposed changes to legislation and regulatory standards that affect the operation of the food service program.
5. Assist the Director in developing programs and menus for the purpose of providing nutritional meals for students, staff, and patrons.
6. Assist the Director in managing the accurate and timely completion of reports, records, and inventories.
7. Assist with organizing and planning food service manager meetings and training workshops.
8. Assist with recipe tasting and product sampling.
9. Provide support to the Food Service assistants to the Director of secondary and elementary schools.
10. Provide support in the development of recipes.
11. Visit school sites to observe food service personnel and procedures.
12. Assist the Director in the interview process of new employees.
13. Participate in recruitment efforts by attending job fairs.
14. Communicate with school principals, district administrators, and others in regard to cafeteria operations.
15. Acquire and Maintain ServSafe sanitation certification, proctor certification and HACCP Certification.
16. Attend necessary seminars to enhance support of staff success.
17. Assist in processing and verifying applications for free and reduced meals.
18. Work with Support Specialist with software system (Titan), as needed.
19. Monitor food production and inventory with Bid Commodity Coordinator
20. Responsible for conducting evaluations of the Assistants to the Director.
21. Assist in emptying freezer/coolers, as needed.
22. Other duties as assigned by the Director of Food Service.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

Term of Employment: Twelve months. Miscellaneous employee group wage and fringe benefits.

Evaluation Process: The Assistant Supervisor of Food Service will be evaluated annually by the Director of Food Service.

Supervisory Responsibilities: Supervise support staff in the food service department; supervise and evaluate elementary and secondary food service personnel.

Qualification Required: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: Required: Bachelor's Degree in Food and Nutrition, Institutional Management, or Hotel and Restaurant Management, or equivalent combination of training and experience Four (4) years of supervisory experience in food services, supervisory experience in school food service programs highly desired. Excellent interpersonal, and communication skills.

Language Skills: Ability to read, analyze, and interpret general periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of students, parents, patrons, and the general public.

Mathematical Skills: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions and percentages. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Other Skills and Abilities: Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff, and the community. Ability to communicate clearly and concisely both in oral and in written form. Ability to perform duties with awareness of all district requirements and Board of Education policies. Wholesome and understanding attitude toward children; ability to use proper English and communicate well with people; neat personal appearance, pleasing personality; willingness to learn and expand general knowledge.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to drive a car, stand, walk, sit, and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is quiet to loud depending upon the activity in the particular part of the day.

However, the noise level can vary depending upon daily activity, but will still remain within the acceptable noise level range. The employee continuously is interacting with the public, staff and students. The employee frequently will be required to meet multiple demands from several people.

While employed in this position, the employee is frequently required to report to various locations around the county for school visits, professional development events, meetings, etc. Use of a personal vehicle and/or public transportation will be required. While performing the duties of this job, the employee is occasionally required to assist in transporting goods such as books, agendas, etc. or technology for professional development events, meetings, etc.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.

WHERE LEARNING HAS NO LIMITS

WHERE LEARNING HAS NO LIMITS

ACCOUNT BALANCES/INVESTMENT DETAIL
April 2023

CASH:

Petty Cash	\$	500.00
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BANK ACCOUNTS:

Teachers Credit Union	\$	2,993,121.95
Lake City Bank – Accounts Payable		(2,878,683.54)
Lake City Bank – Payroll Account		(414,834.19)
Lake City Bank – Flex Account		76,026.90
Lake City Bank – Merchant Account		-
Lake City Bank – Prepaid Lunch		1,535,188.74
Lake City Bank – Deposit Account		29,790,282.76
Lake City Bank – Book Rental		-
BMO Harris Bank (UMR insurance)		-

INVESTMENTS:

Certificate of Deposit	-
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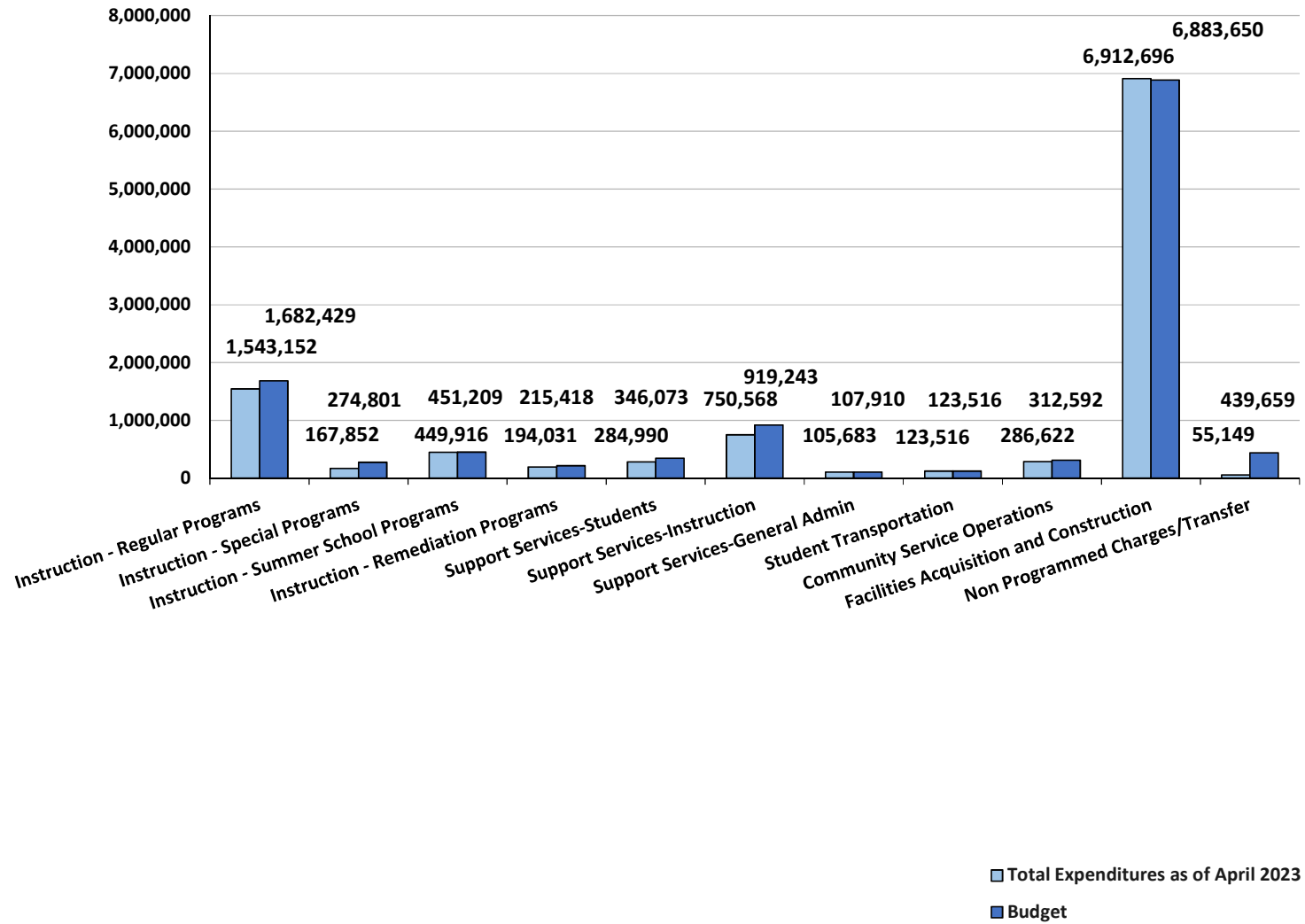
\$ 31,101,602.62

ESSER II - Utilization Review

<i>Total Expenditures as of April 2023</i>	<i>Total % of Allocation Expended</i>	<i>Account</i>	<i>Budget</i>	<i>% of Total Budget</i>
\$1,543,152.22	91.72%	Instruction - Regular Programs	\$1,682,429.00	14.31%
\$167,851.92	61.08%	Instruction - Special Programs	\$274,801.00	2.34%
\$449,915.92	99.71%	Instruction - Summer School Programs	\$451,209.00	3.84%
\$194,030.53	90.07%	Instruction - Remediation Programs	\$215,418.00	1.83%
\$284,990.03	82.35%	Support Services-Students	\$346,073.00	2.94%
\$750,568.38	81.65%	Support Services-Instruction	\$919,242.89	7.82%
\$105,683.07	97.94%	Support Services-General Admin	\$107,910.00	0.92%
\$123,515.71	100.00%	Student Transportation	\$123,516.00	1.05%
\$286,621.54	91.69%	Community Service Operations	\$312,592.00	2.66%
\$6,912,695.50	100.42%	Facilities Acquisition and Construction	\$6,883,650.00	58.55%
\$55,148.54	12.54%	Non Programmed Charges/Transfer	\$439,659.00	3.74%
10,874,173.36	92.49%		\$11,756,499.89	100.00%

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

ESSER II - Expenditure to Budget as of 4/30/23

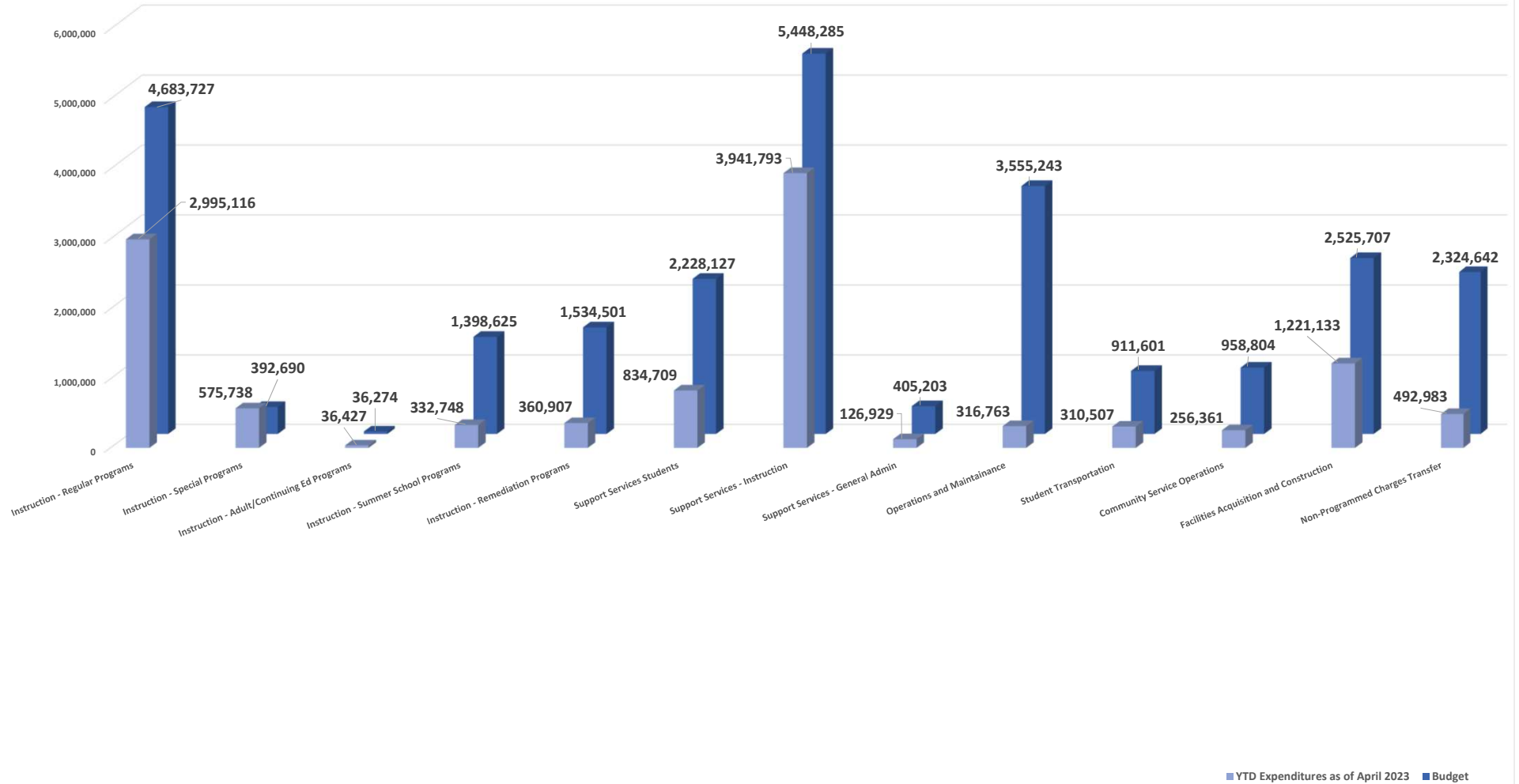


ESSER III - Utilization Review

YTD Expenditures as of April 2023	Total % of Allocation Expended	Account	Budget	% of Total Budget
2,995,115.51	63.95%	Instruction - Regular Programs	\$4,683,726.72	17.74%
575,738.47	146.61%	Instruction - Special Programs	\$392,690.00	1.49%
36,426.94	100.42%	Instruction - Adult/Continuing Ed Programs	\$36,274.00	0.14%
332,747.73	23.79%	Instruction - Summer School Programs	\$1,398,625.00	5.30%
360,907.07	23.52%	Instruction - Remediation Programs	\$1,534,501.00	5.81%
834,708.73	37.46%	Support Services Students	2,228,127.00	8.44%
3,941,792.57	72.35%	Support Services - Instruction	5,448,285.00	20.63%
126,929.10	31.32%	Support Services - General Admin	405,203.00	1.53%
316,762.78	8.91%	Operations and Maintenance	3,555,243.00	13.47%
310,506.75	34.06%	Student Transportation	911,601.00	3.45%
256,360.90	26.74%	Community Service Operations	958,804.00	3.63%
1,221,133.44	48.35%	Facilities Acquisition and Construction	\$2,525,707.00	9.57%
492,982.70	21.21%	Non-Programmed Charges Transfer	\$2,324,642.00	8.80%
\$11,802,112.69	44.70%		\$26,403,428.72	100.00%

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

ESSER III - Expenditure to Budget as of 4/30/2023



Medical Plan Experience

April 2023

	<u>Cur Mo</u>	<u>Cur Mo Pr Yr</u>	<u>Chg</u>	<u>YTD Cur</u>	<u>YTD Pr</u>	<u>Chg</u>
UMR Medical	\$ -	\$ 22,590	\$ (22,590)	\$ -	\$ 817,037	\$ (817,037)
Anthem Medical	\$ 468,980	\$ 422,543	\$ 46,437	\$ 1,860,816	\$ 1,024,406	\$ 836,410
CVS Rx	\$ 196,652	\$ 151,490	\$ 45,162	\$ 660,136	\$ 438,049	\$ 222,087
Rx Rebate	\$ -	\$ -	\$ -	\$ (245,363)	\$ (156,900)	\$ (88,463)
Less Amt Above Stop Loss	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Claim Cost Total	\$ 665,632	\$ 596,623	\$ 69,009	\$ 2,275,589	\$ 2,122,592	\$ 152,997
Expected Claim Cost	\$ 860,494	\$ 874,429	\$ (13,935)	\$ 3,430,348	\$ 3,451,407	\$ (21,059)
Claims vs. Expected	\$ (194,862)	\$ (277,806)		\$ (1,154,759)	\$ (1,328,815)	
Non Claim Costs (administration, clinic, pharmacy, stop-loss)	\$ 227,713	\$ 229,111	\$ (1,398)	\$ 928,082	\$ 852,927	\$ 75,155
Total Cost (Claim + Non-claim)	\$ 893,345	\$ 825,734		\$ 3,203,671	\$ 2,975,519	
Enrollment	1,009	1,023		4,030	4,045	
Cost Per Employee Per Month (PEPM)	\$ 885.38	\$ 807.17		\$ 794.96	\$ 735.60	8.1%
Paid Claims Per Employee				\$ 564.66	\$ 524.74	7.6%

Elkhart Community School Corporation

Year over Year Annual Employee Contributions and Increases

	2016	2017	% Change	2018	% Change	2019	% Change	2020	% Change	2021	% Change	2022	% Change	2023	% Change
HDHP 1															
Single	\$3,767	\$3,434	-8.9%	\$3,434	0.0%	\$2,783	-18.9%	\$2,508	-9.9%	\$2,508	0.0%	\$2,370	-5.5%	\$2,370	0.0%
Employee & Spouse	\$11,341	\$10,323	-9.0%	\$10,323	0.0%	\$9,001	-12.8%	\$8,364	-7.1%	\$8,364	0.0%	\$8,107	-3.1%	\$8,107	0.0%
Employee & Child(ren)	\$11,341	\$9,448	-16.7%	\$9,448	0.0%	\$8,331	-11.8%	\$7,839	-5.9%	\$7,839	0.0%	\$7,665	-2.2%	\$7,665	0.0%
Family	\$11,341	\$11,022	-2.8%	\$11,022	0.0%	\$9,428	-14.5%	\$8,646	-8.3%	\$8,646	0.0%	\$8,286	-4.2%	\$8,286	0.0%
HDHP 2															
Single	\$2,990	\$2,680	-10.4%	\$2,631	-1.8%	\$2,030	-22.8%	\$1,780	-12.3%	\$1,780	0.0%	\$1,624	-8.8%	\$1,624	0.0%
Employee & Spouse	\$9,449	\$8,590	-9.1%	\$8,477	-1.3%	\$7,269	-14.3%	\$6,690	-8.0%	\$6,690	0.0%	\$6,390	-4.5%	\$6,390	0.0%
Employee & Child(ren)	\$9,449	\$8,092	-14.4%	\$8,004	-1.1%	\$6,975	-12.9%	\$6,528	-6.4%	\$6,528	0.0%	\$6,321	-3.2%	\$6,321	0.0%
Family	\$9,449	\$8,912	-5.7%	\$8,774	-1.5%	\$7,319	-16.6%	\$6,608	-9.7%	\$6,608	0.0%	\$6,196	-6.2%	\$6,196	0.0%
HDHP 3															
Single	\$2,708	\$2,479	-8.4%	\$2,417	-2.5%	\$1,829	-24.3%	\$1,586	-13.3%	\$1,586	0.0%	\$1,426	-10.1%	\$1,426	0.0%
Employee & Spouse	\$8,763	\$8,129	-7.2%	\$7,986	-1.8%	\$6,808	-14.8%	\$6,245	-8.3%	\$6,245	0.0%	\$5,936	-4.9%	\$5,936	0.0%
Employee & Child(ren)	\$8,763	\$7,731	-11.8%	\$7,619	-1.4%	\$6,614	-13.2%	\$6,179	-6.6%	\$6,179	0.0%	\$5,965	-3.5%	\$5,965	0.0%
Family	\$8,763	\$8,350	-4.7%	\$8,176	-2.1%	\$6,843	-16.3%	\$6,148	-10.2%	\$6,148	0.0%	\$5,724	-6.9%	\$5,724	0.0%
HDHP 4															
Single	\$2,058	\$2,056	-0.1%	\$1,966	-4.4%	\$1,406	-28.5%	\$1,177	-16.3%	\$1,177	0.0%	\$1,006	-14.5%	\$1,006	0.0%
Employee & Spouse	\$7,179	\$7,155	-0.3%	\$6,948	-2.9%	\$5,834	-16.0%	\$5,303	-9.1%	\$5,303	0.0%	\$4,969	-6.3%	\$4,969	0.0%
Employee & Child(ren)	\$7,179	\$6,969	-2.9%	\$6,807	-2.3%	\$5,852	-14.0%	\$5,443	-7.0%	\$5,443	0.0%	\$5,210	-4.3%	\$5,210	0.0%
Family	\$7,179	\$7,164	-0.2%	\$6,913	-3.5%	\$5,854	-15.3%	\$5,192	-11.3%	\$5,192	0.0%	\$4,736	-8.8%	\$4,736	0.0%