

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

NOTICE OF MEETING CANCELLATION

Date: Tuesday, November 14, 2023
Time: 6:00 p.m.
Location: J.C. Rice Educational Services Center
2720 California Road
Elkhart, Indiana 46514



Superintendent of Schools

Posted and electronically delivered
to News Media on Thursday,
November 9, 2023 and electronically
delivered to Board Members and School
Attorney on Friday, November 10, 2023.

NOTICE OF EXECUTIVE SESSION
OF THE
BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools
Elkhart, Indiana

Date: Tuesday, November 14, 2023

Time: 5:30 p.m.

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

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

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



Superintendent of Schools

Posted and electronically delivered
to News Media on Thursday,
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Attorney on Friday, November 10, 2023.

AGENDA FOR
BOARD OF SCHOOL TRUSTEES
REGULAR MEETING

Elkhart Community Schools
Elkhart, Indiana

November 14, 2023

CALENDAR

Nov	14	5:30 p.m.	Executive Session, J.C. Rice Educational Services Center
Nov	14	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center
Nov	28	6:00 p.m.	Public Work Session, J.C. Rice Educational Services Center
Nov	28	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center

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

- Minutes – October 24, 2023 – Regular Board Meeting
 - Claims
 - Fundraisers
 - Extra-Curricular
 - Gift Acceptances
 - Conference Leaves
 - Overnight Trips
 - Grants
 - Personnel Report
 - Employment

- F. NEW BUSINESS

Tentative Agreement - Consideration of a tentative agreement with the Elkhart Teachers Association (ETA) for a new collective bargaining agreement.

Elkhart Area Career Center Agreements – The administration recommends Board approval of the Elkhart Area Career Center agreements with its feeder schools.

Board Policy 3421.01A – Professional Staff Contracts and Compensation Plans (Administrators) – The Administration presents proposed revisions to Board Policy 3421.01A – Professional Staff Contracts and Compensation Plans (Administrators) for initial review.

G. OLD BUSINESS

Administrative Regulation DLC – Expense Reimbursements – The Administration presents proposed revisions to Administrative Regulation DLC – Expense Reimbursements for final review.

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

October 24, 2023

J.C. Rice Educational Services Center, 2720 California Road, Elkhart
- at 7:04 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
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Roll Call

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

Board Member Anne VonDerVellen recited the Elkhart Promise. The Elkhart
Promise

Ms. Davis discussed the invitation to speak protocol.

SSAC member Diya Patel, a senior at Elkhart High School (EHS) and Elkhart Area Career Center (EACC), informed the Board of this years' service projects starting with Sigma Beta Upsilon (SBU), Class of 2024 representatives, and the football team holding a parking fundraiser at a football game which raised just under \$1,000 for Cancer Services of Elkhart County; further, there are ongoing collections during lunch and Parent Teacher Conferences as well as wearing pink Friday. For Staff Appreciation, the Junior Student Government representatives made breakfast for the morning custodians to recognize them for all they do to keep EHS clean. Lions Student Athletic Council (LSAC) is hosting the 2023 Track-or-Treat on October 31 at Rice Field providing a safe environment for kids in the community to trick-or-treat; multiple clubs and athletic teams join in the event. The Future Farmers of America (FFA) is holding Fall Fest at the ACCELL Farm; this event is fun for all ages offering animal meet and greet, feed storm, egg races, costume contests, and much more. In closing, Miss Patel invited Board Members to the upcoming football sectionals game where the Elkhart Lions will play Penn at 7:00 p.m. on Friday, October 27 at Penn. Moment of Pride

By unanimous action, the Board approved the following consent items:	Consent Items
Minutes – October 10, 2023 – Public Work Session Minutes – October 10, 2023 – Regular Board Meeting	Minutes
Payment of claims totaling \$7,315,052.41 as shown on the October 24, 2023, claims listing. (Codified File 2324-052)	Payment of Claims
Proposed school fundraisers in accordance with Board policy. (Codified File 2324-053)	Fundraisers
The following donations were made to Elkhart Community Schools (ECS): nine (9) coaching polo shirts, valued at \$373.50, from AZ Apparels, Inc., care of Albert White, to be used by the coaches and managers of the Elkhart East Middle School Football team for the fall season; \$575 to Osolo Elementary School from Gerald Roberts to be used to purchase a Vex Competition Kit for the Robotics team; \$435 from Michiana Porsche Club to the Michele Hostetler Memorial Scholarship fund to help students in the Automotive Technology program further their education in the automotive field; and \$500 from Brian and Melinda Inniger to the Michele Hostetler Memorial Scholarship fund to help students in the Automotive Technology program further their education in the automotive field.	Gift Acceptances
Conference leave requests in accordance with Board policy for staff members as recommended by the administration on the October 24, 2023 listings. (Codified File 2324-054)	Conference Leave Requests
Confirmed overnight trip request for the EHS Girls’ Basketball team to travel to Fishers, Indiana on November 10 – 11, 2023 for a tournament at Hamilton Southeastern High School; EHS Girls’ Basketball team to travel to Angola, Indiana on December 22 – 23, 2023 for the Trine University Classic; and the Air Force Junior Reserve Officer Training Corps (AFJROTC) Raider team to travel to Fort Knox, Kentucky to compete in the All-Service Raider National Championship.	Overnight Trip Request
Submission of the following grant: One School at a Time Grant hosted by Martin’s Supermarket in the amount of \$1,000 for fixing and replacing broken or unsafe items on the playground at Feeser and AWS K-12 Cybersecurity Grant hosted by Amazon Web Services in the amount of \$20,000 which would allow ECS to quickly recover the mission-critical servers in the event of an emergency/disaster (to the AWS cloud). (Codified File 2324-055)	Grants

	Personnel Report
Administrative appointment of the following one (1) certified staff: Jeremy Bechtel – Principal at Woodland, 11/10/23	Administrative Appointment
Employment of the following one (1) certified staff effective on date indicated: Betsabe Rangel – Special Education at Eastwood, 10/16/23	Certified Employment
Resignation of the following three (3) certified staff effective on dates indicated: Heather Hall – Art at West Side, 12/21/23 Holly Hogan – Science at Elkhart High, 11/9/23 Elizabeth Peck – Math at North Side, 10/13/23	Certified Resignations
Unpaid leave for the following two (2) certified staff: Alexis Carrol-Troyer – Kindergarten at Beck, beginning 1/8/24 and ending 5/31/24 DeVetta Farrow – Assistant Principal at Pierre Moran, beginning 10/10/23 and ending 12/15/23	Certified Leave
Employment of the following thirty (30) classified employees effective on dates indicated: Mercedes Alvarez – Food Services at Commissary, 10/16/23 Patricia Bloom – Bus Driver at Transportation, 10/23/23 Elton Bock – Bus Helper at Transportation, 10/11/23 David Davis – Technical Assistant at EACC, 10/23/23 Carlene Duncan – Occupational Therapist at Pierre Moran, 10/16/23 Cynthia Fletcher – Food Service at Cleveland, 10/11/23 Cynthia Heiman – Bus Driver at Transportation, 10/11/23 Mark Henderson – Food Service at Bristol, 10/17/23 Diamond Kelly – Technical Assistant at EACC, 10/23/23 Riley Keppler – SLPA at Riverview, 10/18/23 Shannon Kirkendoll – Bus Driver at Transportation, 10/11/23 Annette Lagadon – Food Service at Commissary, 10/23/23 Theresa Lee – Food Service at Pinewood, 10/11/23 Tiffany Love – Bus Helper at Transportation, 10/16/23 PAlysha McDaniel – Food Service at North Side, 10/11/23 Dalida Mood – Paraprofessional at Pierre Moran, 10/12/23	Classified Employment

Kashelia Pendleton-McClinton – Bus Driver at Transportation, 10/11/23
 Lateena Pettis – Paraprofessional at North Side, 10/23/23
 Doris Pratcher – Food Service at Commissary, 10/18/23
 Lesa Rohrer – Bus Driver at Transportation, 10/11/23
 Palmira Salazar – Secretary at Pierre Moran, 10/23/23
 Aillen Smart – Bus Driver at Transportation, 10/16/23
 Sandy Spencer – Bus Helper at Transportation, 10/16/23
 Brittany Stewart – Secretary at North Side, 10/11/23
 Ella Szymczak – Paraprofessional at Eastwood, 10/16/23
 Charlena Thompson – Bus Driver at Transportation, 10/19/23
 Eric Thompson – Food Service at Beardsley, 10/18/23
 Vickie Vinson – Bus Helper at Transportation, 10/11/23
 Patrick Walton – Bus Driver at Transportation, 10/18/23
 Laura Witte – Bus Driver at Transportation, 10/11/23

<p>Revision of a resignation reported on the October 10, 2023 Board Report to a retirement for the following one (1) classified employee: Kevin Scott – Chief Financial Officer at ESC, 3/29/24</p>	<p>Classified Revision of Resignation</p>
<p>Retirement of the following one (1) classified employee effective on date indicated: Lori Weaver – Catering at Food Service, 1/2/24 with 11 years of service</p>	<p>Classified Retirement</p>
<p>Unpaid leave for the following two (2) classified employees, effective on dates indicated: Sharron Lewis – Bus Driver at Transportation, beginning 1/29/24 and ending 3/1/24 Maria Martinez – Technical Assistant at Monger beginning 10/12/23 and ending 12/12/23</p>	<p>Classified Leave</p>
<p>Resignation of the following six (6) classified employees, effective on dates indicated: Paula Gluck – Food Service at Riverview, 10/19/23 Jessenia Macias-Flores – Secretary at HELC, 10/30/23 April McBride – Data Specialist at Technology, 10/26/23 Miranda Meese – Board Certified Behavior Analyst at Exceptional Learners, 11/3/23 Lisa Rose – Substitute Teacher at ESC, 12/21/23 Bill Wooley – Bus Driver at Transportation, 10/30/23</p>	<p>Classified Resignations</p>

<p>Employment of the following one (1) classified employee: Brandon Taylor – Extra Duty Assistant Boys Basketball Coach at Osolo, 10/25/23</p>	<p>Classified Employment</p>
<p>By unanimous action, the Board approved an agreement with Big Idea Company, LLC for branding, positioning, and marketing services. (Codified File: 2324-056)</p>	<p>Agreement for Services</p>
<p>Dr. Bruce Stahly, Assistant Superintendent of Instruction, presented a License Agreement with ULEAD for the Servant Leadership class at EHS. Dr. Stahly informed the Board a student poll was being conducted to evaluate how the students felt about the course. It is not complete; therefore, Dr. Stahly suggested postponing consideration until he could present the results of the student poll. Board Member Kellie Mullins, seconded by Board Secretary Doug Weaver, made a motion to delay consideration of the License Agreement. By unanimous action, the Board delayed consideration of the License Agreement with ULEAD.</p>	<p>License Agreement</p>
<p>Doug Thorne, District Counsel/Chief of Staff, presented proposed changes to Administrative Regulation DLC – Expense Reimbursements for initial review. The proposed changes expand the scope of the current regulation to include codifying the procedure to be followed by employees for both the prior approval and reimbursement of expenses related to their attendance at conferences.</p>	<p>Administrative Regulation DLC</p>
<p>Kevin Scott, Chief Financial Officer, reviewed each of the following proposed resolutions prior to a vote: Ordinance or Resolution for Appropriations and Tax Rates (Budget Form No.4), Resolution to Adopt the 2024 Capital Projects Fund Plan, Resolution to Adopt the 2024 Bus Replacement Plan, Resolution to Reduce Budgets, Tax Neutrality Resolutions, Resolution for Tax Anticipation Warrant and Interest, and Resolution to Transfer Amounts from the Education Fund to the Operations Fund.</p>	<p>2024 Budget Adoption</p>
<p>In response to Board inquiry, Mr. Scott explained the Rainy Day Fund balance is roughly enough to cover one (1) payroll. He requests authorization each year to use Rainy Day Funds during the budget process in order to avoid seeking spending authority from the State during the time of an emergency.</p>	
<p>By unanimous action, the Board adopted all proposed Resolutions. (Codified File: 2324-057)</p>	
<p>The Board received a financial report from Mr. Scott for September 2023 and found it to be in order. Mr. Scott reported the cash balance for September was \$34,778,140.21, up roughly \$100,000 from this time last year. Both the Education Fund and Operations Fund are</p>	<p>Financial Report</p>

tracking as expected. ESSER III is on track to be fully expended within the time guidelines of the grant.

The Board received an insurance update for the month of September 2023. Mr. Scott reported claims for the month were significantly higher than this time last year. He is grateful ECS had locked in insurance rates the previous month for 2024. Waiting would have had a negative impact.

Insurance
Report

Superintendent Mark Mow reminded Board members their next meeting will be held on November 14, 2023 at 7:00 p.m.

From the
Superintendent

The meeting adjourned at approximately 7:18 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

School	Fundraising Activity Description/Purpose	Date(s) of Activity	Date Submitted	Sponsor(s)
Elkhart High - Cheerleading	The cheer team will host their annual gift card basket fundraiser. Funds used will support spirit packs, competitions fees, costs for nationals and team meals.	11/14/2023 - 12/12/2023	11/1/2023	Haley Warstler
Elkhart High - Cheerleading	The cheer team will seek business sponsors and start a GoFundMe drive. Funds used will support spirit packs, competitions fees, costs for nationals and team meals.	11/14/2023 - 06/2024	11/1/2023	Haley Warstler
Eastwood	This fundraiser will be on Donors Choose to raise money for reading and writing programs for special education students.	11/15/2023 - 2/13/2024	10/20/2023	Chris Hipsher
	Please note the following fundraisers are presented for confirmation only.			
Elkhart High - Cheerleading	The cheer team will sell Double Good Popcorn. Funds used will support spirit packs, competitions fees, costs for nationals and team meals.	11/6/2023- 11/10/2023	11/1/2023	Haley Warstler

ELKHART COMMUNITY SCHOOLS
Elkhart, Indiana

November 8, 2023

TO: Mr. Mark Mow
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
Elkhart High/Athletics	TV System	\$10,040.49



ELKHART HIGH SCHOOL
2008 CALIFORNIA ROAD • ELKHART, IN 46514
PHONE: 574-262-5000



ELKHART COMMUNITY SCHOOLS
J.C. RICE EDUCATIONAL SERVICES CENTER
8720 CALIFORNIA ROAD • ELKHART, IN 46514
PHONE: 574-262-5500

To: Board of School Trustees
From: Brian Buckley, Athletic Director
Date: October 18, 2023

RE: Distribution Television System

The Elkhart High School Athletic Department would like to purchase a Distribution Television System for our Athletic Commons. These will help our communication regarding our athletic programs.

We are requesting board approval of the attached quote so that we may purchase this equipment as soon as possible. This purchase will be made using the Athletic General Fund.

John L. Lindstedt

John L. Lindstedt
 801 West Chicago Road
 Niles, MI 49120
 Phone: (574) 309-1290

Proposal No. 23067

Proposal

Customer

Name ECS: High School Athletic Department
 Address 2608 California Road
 City Elkhart State IN ZIP 46514
 C/O Athletic Director: Brian Buckley

Date 7/21/2023
 Order No. _____
 FOB _____

Qty	Description	Unit Price	TOTAL
ECS: High School Athletic Department Distribution Television System			
<u>Material/Equipment:</u>			
2	Samsung - 82" CLASS BE82T-H LED 4K Commercial Grade TV Model:BE82T-H	\$2,068.00	\$4,136.00
2	Strong™ Contractor Series Universal Articulating Dual Arm Mounts SM-CS-ART2-XL	\$389.42	\$778.84
4	Blackmagic Design BiDirectional SDI/HDMI 3G #CONVBDC/SDI/HDMI03G/PS	\$79.00	\$316.00
6	Binary™ B6 Series 4K HD High Speed HDMI B6-4K2-1.5	\$20.35	\$122.10
450	West Penn HD-SDI 3G RG6 18 AWG Digital Video Coax #6350	\$0.639	\$287.55
1	Miscellaneous Anchors, Connectors,Hardware, Etc.	\$150.00	\$150.00
<u>Electrical:</u>			
1	Moyer Electric, Inc. (Pass Through)	\$1,350.00	\$1,350.00
<u>Labor:</u>			
58	Labor @ \$50.00/Hour	\$50.00	\$2,900.00
		SubTotal	\$10,040.49
<u>Terms:</u>		Shipping & Handling	
Equipment/Down Payment = \$ 5,790.49			
Labor/Net 10 Days = \$ 4,250.00		Total	\$10,040.49

Thank You For Your Business



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



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

Date: October 26, 2023

To: Board of School Trustees

From: Jeff Hemmerlein, PMMS Principal

RE: Donation Approval

We have received an extracurricular donation in the amount of \$1500.00 for Pierre Moran Middle School's 21st Scholarship Night. This donation will go towards the cost of supplies for this event.

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

Community Foundation of Elkhart County
240 East Jackson Blvd, Suite 104
Elkhart, IN 46516

Sincerely,

Jeff Hemmerlein
Pierre Moran Middle School Principal



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: October 13, 2023

To: Mr. Mark Mow
Board of School Trustees

From: Cary Anderson
Julie Tyrakowski

Re: Donation Approval

Elkhart High School received a donation of \$3,000 for the student needs fund. The student needs fund helps with snacks, clothing, gift cards, or other items needed for students.

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

Laura and Billy Cronkhite II
52145 County Road 1
Granger, IN 46530



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: 11/9/23

TO: Mr. Mark Mow
Board of School Trustees

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

RE: Donation Approval

A donation in the amount of \$1,000.00 has been given to the Elkhart High School Girls Basketball Team from OBECO,INC.. These funds will be used to assist with the growth and development of the Girls Basketball Team.

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

OBECO,INC.
P.O. Box 2561
Elkhart,IN 46515



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



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

DATE: 11/9/23

TO: Mr. Mark Mow
Board of School Trustees

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

RE: Donation Approval

A donation in the amount of \$500.00 has been given to the Elkhart High School Girls Basketball Team from Arvis Dawson. These funds will be used to assist with the growth and development of the Girls Basketball Team.

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

Arvis Dawson
228 South Main St., Apt. 1
Elkhart, IN 46516



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



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

DATE: 11/1/23

TO: Mr. Mark Mow
Board of School Trustees

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

RE: Donation Approval

A donation in the amount of \$1,000.00 has been given to the Elkhart High School Wrestling Team from J.A. Wagner Construction, Inc. These funds will be used to assist with the growth and development of the Wrestling Team.

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

J.A. Wagner Construction, Inc.
4900 Middlebury St.
Elkhart, IN 46516



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



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

DATE: 11/1/23

TO: Mr. Mark Mow
Board of School Trustees

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

RE: Donation Approval

A donation in the amount of \$1,000.00 has been given to the Elkhart High School Wrestling Team from Genesis Products, LLC. These funds will be used to assist with the growth and development of the Wrestling Team.

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

Genesis Products, LLC
PO Box 2117
Elkhart, IN 46515-2117



MARY DALY ELEMENTARY SCHOOL

1735 STRONG AVENUE • ELKHART, IN 46514

PHONE: 574-295-4870

★ ★

ELKHART COMMUNITY SCHOOLS

J.C. RICE EDUCATIONAL SERVICES CENTER

2720 CALIFORNIA ROAD • ELKHART, IN 46514

PHONE: 574-262-5500

**To: Board of School Trustees
Superintendent Mark Mow**

From: Elizabeth Stroven

Date: November 2, 2023

Re: Donation Acceptance-Mary Daly

Patrick Industries has donated \$10,000 to be used to purchase materials for new carpet and paint in the teacher's lounge. Additionally, a portion of the funds will be used to fund class field trips.

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:

**Patrick Industries
Attn: Mr. Andrew Nemeth
107 W. Franklin Street
P.O. Box 638
Elkhart, IN 46514**



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

★ ★

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

Date: October, 2023
To: Board of School Trustees
From: Jeff Hemmerlein, PMMS Principal
RE: Donation Approval

We have received an extracurricular donation in the amount of \$100.00 for music dept. This donation will go towards the cost of Music Dept.

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

Anonymous Donation

Sincerely,

Jeff Hemmerlein
Pierre Moran Middle School Principal



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

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

Date: October 31, 2023
To: Board of School Trustees
From: Jeff Hemmerlein, PMMS Principal
RE: Donation Approval

We have received an extracurricular donation in the amount of \$1000.00 for Pierre Moran Middle School's 21st Scholarship Night. This donation will go towards the cost of supplies for this event.

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

Tolson Center of Community Excellence
1320 Benham Avenue
Elkhart, IN 46516

Sincerely,

Jeff Hemmerlein
Pierre Moran Middle School Principal



ELKHART AREA CAREER CENTER

ELKHART
COMMUNITY SCHOOLS

MEMO

To: MR. MOW
BOARD OF SCHOOL TRUSTEES

FROM: BRANDON EAKINS BE

DATE: OCTOBER 24, 2023

RE: DONATION APPROVAL - EACC

WSBT-TV has donated the following set equipment: 2 wall set panels, 2 green screen walls, a news desk, a wheeled editing desk, 2 robotic cameras, 2 motorized tripods, 2 prompter hoods, 2 program monitors, 2 pigtail wire casings, a camera controller, 3 curved set panels and a sports desk set, to our Audio/Video class.

These donations will be used to make a news studio in the classroom for student 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:

WSBT-TV
Attn: Scott Leiter
1301 E Douglas Rd
Mishawaka, IN 46545

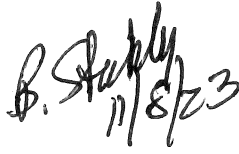
ELKHART COMMUNITY SCHOOLS

Elkhart, Indiana

DATE: November 10, 2023

TO: Mark Mow, Superintendent

FROM: Dr. Bruce Stahly



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

The following requests for excused absences are recommended for approval:

2023 - 2024 CONFERENCES	EXPENSES	SUBSTITUTE
<p>INDIANA VISION CONFERENCE</p> <p>This conference will introduce methods to improve instructional quality, promote academic achievement, and improve the educational outcomes for students who are blind, have low vision or who are deaf-blind. The presenters will provide tips that can be easily incorporated into the school setting.</p> <p>Fishers, IN November 15-16, 2023</p> <p>JULENE FITCH - EHS FRESHMAN (2-1) JENNIFER SHARP - EHS FRESHMAN (1-1) AMBER STONEBURNER - EHS FRESHMAN (1-1)</p>	<p align="center">\$1,332.24</p> <p align="center"><i>Federal Medicaid</i></p>	<p align="center">\$0.00</p>
<p>IASP Assistant Principals Conference</p> <p>This conference will provide principals and assistant principals with up to date practices that support Tier 1 instruction and behavior as well as additional resources. Conference presenters are working principals, researchers and professionals from the state of Indiana. Information gained from this conference will help with goal development, and implementation as well as improvement of behavior support.</p> <p>Indianapolis, IN November 17-18, 2023</p> <p>Brandon Cavanaugh - Mary Beck (0-0)</p>	<p align="center">\$462.21</p> <p align="center"><i>Education Fund</i></p>	<p align="center">\$0.00</p>
<p>2023 INTESOL Conference</p> <p>This conference (Indiana Teachers of English to Speakers of other Languages) will provide opportunities to learn from prominent English Learner educators in Indiana as well as share ideas of best strategies for working with English Learners.</p> <p>Indianapolis, IN November 18, 2023</p> <p>SARA BUSTAMANTE - EASTWOOD (2-2) RHIANNON HARRISON - ESC (1-2) ELENA HUYS - MARY FEESER (0-0)</p>	<p align="center">\$1,790.37</p> <p align="center"><i>Title III, 2022-2024</i></p>	<p align="center">\$0.00</p>

<p>GETTING IN TOUCH WITH LITERACY</p> <p>This conference will provide the most current thinking on all forms of literacy, including print, braille, auditory, tactile graphics comprehension and the use of assistive technology as well as apply further knowledge of best practices to current instruction.</p> <p>St. Pete Beach, FL</p> <p>November 29 - December 3, 2023</p> <p>JULENE FITCH - EHS FRESHMAN (3-3)</p>	<p>\$1,562.00</p> <p><i>Federal Medicaid</i></p>	<p>\$0.00</p>
<p>ELEVATING EDUCATION 2023: IMPROVING OUTCOMES FOR ALL</p> <p>This conference will provide knowledge, build capacity and allow networking with colleagues in order to deliver the most effective educational programming for all students.</p> <p>Indianapolis, IN</p> <p>November 28 & 29, 2023</p> <p>JAMIE BALYEAT - MARY FEESER (1-0)</p> <p>CINDY BONNER - EHS (2-4)</p> <p>LINDSEY BOX - Exceptional Learners (0-0)</p> <p>JENNIFER DENNIS - MARY FEESER (0-0)</p> <p>SHIRLEY ELLIOTT - Exceptional Learners (1-3)</p> <p>JAMIE ENGEN - Exceptional Learners (1-0)</p> <p>KERRY GIANESI - MARY FEESER (1-0)</p> <p>LIZ GINGERICH - Exceptional Learners (0-0)</p> <p>LORI HOLT - EHS FRESH (0-0)</p> <p>ERICK MARTINEZ - EHS (0-0)</p> <p>DOROTHY OVERGAARD - ELKHART ACADEMY (0-0)</p> <p>RIANA SASS - MARY FEESER (1-0)</p>	<p>\$6,962.35</p> <p><i>Federal Medicaid</i></p>	<p>\$0.00</p>
<p>IAACE (INDIANA ADULT AND CONTINUING ED) BOARD RETREAT</p> <p>This conference will provide professional development and collaboration for leaders to advance adult education for stronger communities in Indiana.</p> <p>Fernidad, IN</p> <p>November 29 - December 1, 2023</p> <p>DEBORAH SHERWOOD - ADULT ED (1-2)</p>	<p>\$375.00</p> <p><i>Education Fund</i></p>	<p>\$0.00</p>
<p>THE MIDWEST CLINIC</p> <p>Tracey Weirich will be accompanying 3 United Sound students to perform with "The President's Own", which is a very prestigious honor. The conference will also provide sessions for music inclusion which Tracey will attend.</p> <p>Chicago, IL</p> <p>December 20 - 22, 2023</p> <p>TRACEY WEIRICH - EHS (0-0)</p>	<p>\$375.00</p> <p><i>Federal Medicaid</i></p>	<p>\$0.00</p>

<p>2024 COUNCIL FOR EXCEPTIONAL CHILDREN: FACING THE FUTURE TOGETHER</p> <p>This conference will provide research, tips, emerging practices and strategies to apply to students with disabilities.</p> <p>San Antonio, TX</p> <p>March 13-16, 2024</p> <p>LINDSEY COX - Exceptional Learners (1-2)</p> <p>SHIRLEY ELLIOTT - Exceptional Learners (2-5)</p>	<p>\$2,710.00</p> <p><i>Federal Medicaid</i></p>	<p>\$0.00</p>
FOR CONFIRMATION ONLY: (RECEIVED TOO LATE FOR PRIOR APPROVAL)		
<p>ACP PUBLIC SPEAKING ANNUAL CONFERENCE</p> <p>The Academic and Career Planning (ACP) Public Speaking Annual Conference is a required events and provides instrumental development with ACP curriculum for our students.</p> <p>Bloomington, IN</p> <p>November 10, 2023</p> <p>EILEEN CORSON - EHS (0-0)</p>	<p>\$263.00</p> <p><i>Education Fund</i></p>	<p>\$0.00</p>
<p>IYI KIDS COUNT CONFERENCE</p> <p>This conference will address topics on mental health, restorative practices, mentoring, coaching, career and college readiness, diversity, team building and community outreach. The information received at this conference will be shared with colleagues.</p> <p>Indianapolis, IN</p> <p>November 14-15, 2023</p> <p>DEBORAH SHERWOOD - ADULT ED (0-0)</p>	<p>\$1,234.01</p> <p><i>Education Fund</i></p>	<p>\$0.00</p>
\$17,066.18		
\$0.00		
2022 YEAR-TO-DATE EDUCATION FUNDS	\$22,516.62	\$2,755.00
2023 YEAR-TO-DATE EDUCATION FUNDS	\$13,281.19	\$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	\$291,874.81	\$4,465.00
2023 YEAR-TO-DATE ADJUSTMENTS	\$0.00	\$0.00
GRAND TOTAL		
\$523,654.53		
\$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
Elkhart, Indiana

DATE: November 1, 2023
 TO: Mr. Mark Mow
 FROM: Brandon Eakins *BE*
 RE: Conference Leave Requests Paid Under Carl D. Perkins Grant
 November 14, 2023 - Board of School Trustees Meeting

2023-2024 CONFERENCES	EXPENSES	SUBSTITUTE
Hot Rodders of Tomorrow National Engine Competition Students will be competing for scholarship money at the Hot Rodders National Event. Indianapolis, IN December 3 - 9, 2023 Ryan Gortney (0-0) Dalton Bogaert (0-0) Career & Technical Student Organizations Competition	\$816.00	\$0.00
TOTAL	\$816.00	\$0.00
2023-24 YEAR-TO-DATE PERKINS FUNDS	\$10,924.82	\$0.00
GRAND TOTAL	\$11,740.82	\$0.00

ELKHART COMMUNITY SCHOOLS
OVERNIGHT TRIP REQUEST

School: EACC

Class/Group: Ag/Motorcycle/Outdoor Power Technology

Number of Students: 7

Date/Time Departing: 12/5/23 8:30am

Date/Time Returning: 12/9/23 8:30pm

Destination: Convention Center City Indianapolis State IN

Overnight Facility: Staybridge Suites

Mode of Transportation: Activity Bus

Reason for Trip: National Finals Hot Rodders of Tomorrow

Name of Chaperones: Ryan Gortney

Dalton Bogaert

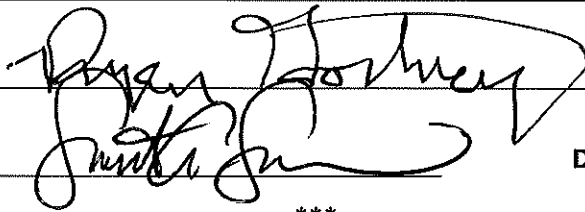
Cost per Student: \$125.00 Meals

Describe Plans for Raising
Funds or Funding Source: I will help them

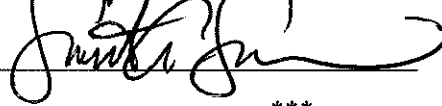
Plans to Defray Costs
For Needy Students: I will assist as needed

Are Needy Students
Made Aware of Plans? Yes

Signature of
Teacher/Sponsor:



Signature of Principal:



Date:

12/24/23

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

Approval of Assistant Superintendent _____

Date: _____

Approved by Board: _____

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

What is the title of the grant?	What is the name of the granting agency/entity?	Please list school/entity applying.	Individual/contact applying for the grant?	What is the amount applied for?	How will the grant funds be used and who will oversee the management of the grant?	Please explain how the grant funds will be used to support the district vision, focus, and goals.	Please outline the grant budget for the funds requested.	What is the grant submission deadline?
AEP Teacher STEM Grant	American Electric Power (I&M)	Dan Walsh	Dan Walsh	\$500	Grant funds will be used to purchase rocket motors for the Rocketry Team.	In accordance with the Project Lead the Way course objectives, students will learn how to utilize the engineering design process which consists of design, build, test and evaluate.	Rocket Motors \$500	12/31/2023

B. Ashley
11/9/2023



TO: MR. MARK MOW
FROM: MS. MAGGIE LOZANO
DATE: NOVEMBER 14, 2023

PERSONNEL RECOMMENDATIONS

CERTIFIED

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

Amanda D Davis	Bristol/Grade 3
Alexandria Hollingsworth	Bristol/Kindergarten
Madelynn Miller	West Side/Mathematics

CLASSIFIED

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

Jessica Burt Began: 9/18/23	Eastwood/Secretary PE: 11/13/23
Elizabeth Cramer Began: 9/11/23	Transportation/Bus Helper PE: 11/6/23
Julie Davis Began: 9/13/23	North Side/Food Service PE: 11/7/23
Hannah Diver Began: 9/12/23	Bristol/Food Service PE: 11/6/23
Gregory Dybas Jr Began: 9/1/23	Transportation/Bus Driver PE: 10/26/23
James Edwards Began: 9/11/23	Food Service Admin/Food Service PE: 11/6/23

Cassandra Foard-Anglemyer
Began: 9/18/23

Transportation/Bus Helper
PE: 11/13/23

Christina Gillis
Began: 9/7/23

PACE/Registered Behavior Technician
PE: 11/1/23

Amanda Herring
Began: 9/5/23

Commissary/Food Service
PE: 10/30/23

Denise Johnson
Began: 9/11/23

West Side/Food Service
PE: 11/6/23

Stacy Johnson
Began: 9/18/23

Eastwood/Food Service
PE: 11/13/23

Joshlyn Kauffman
Began: 9/20/23

Feeser/Food Service
PE: 11/14/23

Sandra Mondragon Lara
Began: 9/18/23

ESC/Secretary
PE: 11/13/23

Anita Mulato
Began: 9/5/23

Transportation/Bus Driver
PE: 10/30/23

Sharisse Nelson
Began: 9/18/23

Transportation/Bus Helper
PE: 11/13/23

Rebecca Ruch
Began: 9/11/23

Eastwood/Registered Behavior Technician
PE: 11/6/23

Samantha Todd
Began: 9/18/23

ESC/Secretary
PE: 11/13/23

Erick Villegas-Garay
Began: 9/18/23

Eastwood/Speech Language Pathology Assistant
PE: 11/13/23

Roosevelt Washington Jr
Began: 9/7/23

Transportation/Bus Helper
PE: 11/1/23

Karen Young
Began: 9/7/23

Freshman Division/Paraprofessional
PE: 11/1/23



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

David Griffis
Began: 10/16/23

Osolo/Food Service
End: 12/21/23

Yalunka Washington
Began: 10/16/23

North Side/Paraprofessional
End: 12/21/23

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

Madison Bartley
Began: 8/15/19

Elkhart High/Paraprofessional
Resign: 11/17/23





HUMAN RESOURCES

ELKHART
COMMUNITY SCHOOLS

TO: BOARD OF SCHOOL TRUSTEES
FROM: MS. MAGGIE LOZANO
DATE: NOVEMBER 14, 2023

EMPLOYMENT – ACTION ITEM

CLASSIFIED

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

Position: Food Service

Location: Commissary

Position: Food Service

Location: North Side

Position: Bus Helper

Location: Transportation

**MASTER CONTRACT
2023 - 2024**

ELKHART TEACHERS ASSOCIATION, INC.

AND

BOARD OF SCHOOL TRUSTEES

of

ELKHART COMMUNITY SCHOOLS
ELKHART, INDIANA

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PROFESSIONAL NEGOTIATIONS AGREEMENT

This Professional Negotiations Agreement is made on the 14th day of October, 2023, by and between the Elkhart Community Schools, a public school corporation organized and existing under the laws of the State of Indiana, with central offices at 2720 California Road, Elkhart, Indiana, and the Elkhart Teachers Association, Inc., a school employee organization with offices presently at 127 E. Windsor Avenue, Suite 2, Elkhart, Indiana, 46514.

ARTICLE ONE
RECOGNITION OF EXCLUSIVE REPRESENTATIVE

ARTICLE ONE

RECOGNITION OF EXCLUSIVE REPRESENTATIVE

Pursuant to Indiana Law providing for collective bargaining, the Board hereby recognizes the Elkhart Teachers Association, Inc. as the exclusive representative for those school employees described in the following bargaining unit: all certificated teachers employed on a regular, temporary, or supplemental contract with the exception of superintendent, assistant superintendents, business administrators, administrative assistants, directors, assistant directors, supervisors, principals, assistant principals, vice-principals, and high school athletic directors.

ARTICLE TWO
DEFINITIONS

ARTICLE TWO

DEFINITIONS

As used in this Agreement:

1. "Employer" means the governing body of the Elkhart Community Schools and any person or persons authorized to act for the governing body of the employer in dealing with its employees.
2. "Teacher" means a certificated teacher employed by the school employer and in the bargaining unit.
3. "Board" means the Board of School Trustees of the Elkhart Community Schools, Elkhart, Indiana.
4. "Association" means the Elkhart Teachers Association, Inc. (ETA), Elkhart, Indiana.
5. "Parties" means the Board of School Trustees of the Elkhart Community Schools, Elkhart, Indiana, and the Elkhart Teachers Association, Inc., Elkhart, Indiana.
6. "Immediate family" shall mean teacher's spouse, life partner, children, siblings, parents, parents-in-law, brother- or sister-in-law, son- or daughter-in-law, grandparents, grandchildren, stepparents, stepchildren, or any member of the family unit living in the teacher's household, any person for whom the teacher is the legal guardian, or for whom the teacher is exercising rights authorized pursuant to a Power of Attorney.
7. "Life partner" shall mean an individual whose close association with the employee is the equivalent of a family relationship.
8. "Family unit" shall mean any person related to the teacher, genetically or by marriage, or any person for whom the teacher is the legal guardian.
9. "Family illness absence" shall mean an absence from work necessitated by care for any member of the teacher's immediate family who is ill.
10. "Personal illness absence" shall mean an absence from work because the teacher is ill, physically disabled, or quarantined.
11. "Traveling teacher" shall mean a teacher who is assigned to two or more buildings on a daily basis.
12. "Job share" shall be defined as the equal division of one daily full-time position by two teachers working in the same building.
13. A "part time teacher" shall be defined as a teacher, not working in a job share, who is employed for the full school year, but whose regular school year assignment is less than that of a full time teacher.
14. "Seniority" shall be defined as the number of years of service in the Elkhart Community Schools computed to the nearest full one-half year.
15. "Substitute Deduction" shall mean the minimum daily rate paid to substitute teachers.

ARTICLE THREE
LEAVES, COMPENSATORY TIME AND PROFESSIONAL ASSIGNMENTS

ARTICLE THREE

LEAVES, COMPENSATORY TIME AND PROFESSIONAL ASSIGNMENTS

A. Paid Leaves

1. In General

- a. Additional leave information is available in Board Policy 3430.02AC (Family or Medical Leave of Absence Policy) and from the Human Resources Office.
- b. A leave may be granted for a period of time not to exceed one (1) year. Successive leaves may be granted.
- c. The leave shall be used for the purpose for which it was granted. The taking of a leave will not allow the teacher to accrue more rights than she or he would have acquired had the leave not been granted.
- d. For any health-related leave, a physician's statement is necessary prior to the commencement of, and the return to work from, the leave, setting forth the need for such leave or the ability to again resume the duties of a teacher.
- e. Any person who has been granted leave by the Board shall be eligible to participate in the group insurance program at his or her own expense by paying the premiums in advance. Arrangement for payment shall be made through the Business Office.
- f. Any teacher on leave has the responsibility to properly notify the employer according to the date given for the respective leave by stating the teacher will:
 - (1) request an additional leave, or
 - (2) return to employment, or
 - (3) resign.
- g. If the teacher does not comply with the return provisions for any leave granted, then all rights to employment are forfeited.
- h. A leave, once granted, may only be terminated before the date of expiration by mutual agreement of the teacher and the Board, or by the Board when the teacher does not use the leave for the purpose for which it was granted.
- i. A teacher who teaches courses of regular length and applicable for student credit or driver education may have excused absences charged against accumulated illness absence or personal business subject to the restrictions below. For sessions of 20 days or less only one (1) absence may be used. For all other sessions a maximum of two (2) absences may be used. Exceptions to the foregoing limitations, e.g. bereavement, professional assignments, etc., may be authorized in writing by the Superintendent. Days charged for excused absence shall be charged at the rate of one-half (1/2) day for each absence. Teachers accepting a summer school position understand absences should be used only in case of an emergency.

ARTICLE THREE
LEAVES, COMPENSATORY TIME AND PROFESSIONAL ASSIGNMENTS

B. Jury Duty and Witness Duty

1. Jury Duty

In the event a teacher is summoned to serve as a juror in a court of law, the teacher shall be granted absence for jury duty for the time during the normal school day when the teacher is required to fulfill the duties of a juror. Such absence shall result in no loss of salary. When a teacher receives notification from the Court canceling a trial, the teacher is to report to work or use personal business. When the teacher is in receipt of his/her jury duty check, a copy of the check shall be presented to the payroll office, whereupon a deduction equal to jury duty pay will be made from the next payroll check.

2. Witness Duty

In the event a teacher 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 teacher shall be granted absence to witness for the time during the normal school day which the teacher is required to be present. Such absence, up to three (3) days for any one case, shall result in no loss of salary. For cases involving extended absence to witness, the Superintendent may grant additional days with pay, with substitute deduction, or without pay. When the teacher is in receipt of his/her witness duty check, a copy of the check shall be presented to the payroll office, whereupon a deduction equal to witness duty pay will be made from the next payroll check. The teacher 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 teacher 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 forgoing prohibition.

C. Military Leave

Military leave will be granted in accordance with and as mandated by state or federal statutes governing such leave.

D. Maternity Leave

Any teacher who is pregnant may continue in active employment as late into pregnancy as she desires, if she is able to fulfill the requirements of her position. Temporary disability caused by pregnancy shall be governed by the same provisions governing illness and by the following:

1. Any teacher who is pregnant is entitled to a leave any time between the commencement of her pregnancy and one (1) year following the birth of the child, if, except in a medical emergency, she notifies the Superintendent at least thirty (30) days before the date on which she desires to start her leave. Temporary contract teachers may take a leave, but only during the period of the temporary contract. When it is mutually agreeable, any leave which ends in the last nine weeks of a semester shall be prolonged to the end of the semester. She shall also notify the Superintendent of the expected length of this leave, including with this notice either a physician's statement certifying her pregnancy or a copy of the birth certificate of the newborn, whichever is applicable. In case of a medical emergency caused by pregnancy, the teacher shall be granted a leave, as otherwise provided in this section, immediately upon her request and certification of the emergency from an attending physician. This leave may be taken without jeopardy to re-employment, retirement and salary benefits, teacher status, and seniority rights.

ARTICLE THREE

LEAVES, COMPENSATORY TIME AND PROFESSIONAL ASSIGNMENTS

2. It is agreed such leave shall not be used to engage in other gainful full-time employment. Maternity leaves shall be used for the primary purpose of care of a child of which the teacher has legal custody.
3. ECS 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 the contract, it shall not however add to the duration of a traditional absence related to child birth as determined by the treating physician.
4. All or any portion of an absence taken by a teacher because of a temporary disability caused by pregnancy may be charged, at her discretion, to her available illness absence. When personal illness absence is requested, verification by a physician of temporary disability related to the pregnancy must be submitted.
5. A teacher whose pregnancy results in a stillbirth or a teacher serving as a surrogate shall be eligible for all maternity leave benefits.

E. 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.

F. Parental Leave

1. A teacher, upon request, shall be entitled to up to one (1) year of parental leave for the primary purpose of child care following the birth or adoption of a child.
 - a. This leave may be taken without jeopardy to employment status, retirement and salary benefits, and teacher status and seniority rights.
 - b. A written request for a parental leave must be submitted in advance of the effective date of said request for leave. The request shall include the expected length of the leave, and except in a situation beyond the control of the teacher, shall be submitted at least thirty (30) days in advance.
 - c. In the event both parents of a child are employed by the corporation, only one of the two may be granted maternity or parental leave for the same period of time. This leave shall be used for the primary purpose of care of a child of which the teacher has legal custody, or in cases of adoption when there is temporary custody with intent to secure legal custody.

G. Adoptive Leave

A teacher who legally adopts a child whose age is less than eighteen (18) years old shall be entitled to use up to six consecutive weeks of accumulated sick leave to serve as the primary caregiver for the adoptive child. The teacher shall not be authorized to make application to the sick leave bank for said days. In order to be eligible for paid adoptive leave, the teacher must notify the Director of Human Resources of the request for adoptive leave upon acceptance of the application for adoption.

All such leaves shall commence on the date the child is physically turned over to the teacher for the teacher's care and legal custody.

ARTICLE THREE
LEAVES, COMPENSATORY TIME AND PROFESSIONAL ASSIGNMENTS

H. Foster Care Leave

Paid leave of up to five (5) days shall be granted for bonding with a child who has recently joined the teacher'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.

I. Personal Business

1. A teacher shall be provided with paid personal business per year.

Number of Years	Personal Business Days Granted
0-4 consecutive years of ECS service	3 days
5-19 consecutive years of ECS service	4 days
20 or more consecutive years of ECS service	5 days

- a. Request for personal business shall be given to the principal, supervisor, or designee at least one (1) hour prior to the commencement of the normal school day. In the event of an unforeseen emergency beyond the control of the teacher, of which the teacher becomes aware less than one (1) hour prior to the commencement of the normal school day and which requires the absence of the teacher, said teacher may request such personal business less than one (1) hour prior to the commencement of the normal school day, provided such request is made as soon as reasonably possible after the teacher learns of such emergency. If it is not possible to submit a written request in advance, an oral request must be made prior to commencement of the absence, followed by a written request upon return.
 - b. If the first work day for a teacher takes place after the beginning of the school year, or for any teacher on leave, or for any teacher who is defined as part-time, the days will be prorated (sixty [60] paid days equals one [1] personal business day).
2. An accounting of unused personal business days will appear on each paycheck stub. These days may not be used other than in multiples of a half (1/2) day. Unused personal business days shall be rolled over at the end of each teacher's contract year on a continual basis. A teacher may not retain more than ten (10) personal business days. A teacher may not use more than five (5) personal business days consecutively. If the number of personal business days to be rolled over would cause the limit of ten (10) to be exceeded, then any excess days shall be converted to personal/family illness days instead.
3. Except for emergencies, personal business days shall not be used to extend school vacation periods of Thanksgiving, winter recess, spring break, summer break or the day preceding fall recess in the event this day is scheduled as a parent teacher conference day as defined by the school calendar, unless the teacher complies with the following procedure:
- a. Once every three (3) years a teacher may use a personal business day to extend a holiday or vacation period.
 - b. The teacher must give notice, in writing, to the Office of the Superintendent ten (10) working days in advance of taking said day.

ARTICLE THREE
LEAVES, COMPENSATORY TIME AND PROFESSIONAL ASSIGNMENTS

- c. This personal business day cannot be used in conjunction with an unpaid day without a consent agreement between the Board and the ETA.
- d. Only ten (10%) of the teachers in a building, school of study, or program (e.g. Elkhart Academy, PRIDE Academy, etc.) may take a personal business day for the purpose of extending each of the holidays listed above.

Emergency requests for personal business immediately preceding or immediately following vacation periods shall be granted only upon approval of the Superintendent or designee.

4. In accordance with Indiana law, no personal business shall be granted for participation in any work stoppage.
5. For the purpose of determining when an emergency exists, "emergency" shall be defined as an unforeseen event which prohibits the teacher from attending to his or her assigned duties.

J. Bereavement

1. In the event of death within the teacher's immediate family (See Article 2), the teacher may be absent from work with pay for five (5) business days beyond the date of death in order to attend to matters related to the death of the family member (attendance at a funeral, memorial service, appointment with attorney, financial advisor, court appearance, etc.). Said days must be used by the teacher within twelve (12) months of the death of the immediate family member, but do not have to be used consecutively.
2. In the event more than one death in the teacher's immediate family should occur, the teacher may be absent from work with pay for five (5) business days for each death. Said days must be used by the teacher within twelve (12) months of the second death of the immediate family member, but do not have to be used consecutively.
3. Bereavement leave shall also include a miscarriage or the birth of a stillborn baby and be considered a death within the teacher's immediate family.
4. A maximum of one (1) day's paid absence will be granted for attendance at a funeral of any other relative (blood or affinity) of the teacher other than the teacher's immediate family. When travel cannot reasonably be accomplished in one day, an additional day will be granted.
5. For the death of a close friend, student or extended family member, a teacher shall be granted a maximum of one (1) day's paid absence each school year to attend the funeral. In the event more than one death of a close friend, student, or an extended family member occurs, the day will be at the minimum substitute deduction rate, rather than being a paid absence to attend the funeral.
6. The Superintendent may grant additional bereavement days with or without substitute deduction.

K. Illness Absence

1. A teacher contracted for 184 or more days will be provided with 12 personal/family illness absence days each year (see Article 2). Illness absence days will be provided on the first day the teacher works; or the first teacher workday for those teachers authorized to use paid benefit days under the express terms of this Agreement, and be subject to use

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at the time from the beginning of the teacher's contract. If the first work day is after the beginning of the school year, or for any teacher on leave or for any teacher who is defined as a part-time teacher, the days will be prorated (fifteen [15] paid days equals one personal/family illness day). Request for illness absence shall be given to the principal, supervisor, or designee at least one (1) hour prior to the commencement of the normal school day, except in cases of emergency. These may not be used other than in multiples of a half (1/2) day.

2. In the event a teacher shall have accumulated one (1) or more days of personal illness in another school corporation and shall thereupon become employed by the Elkhart Community Schools, there shall be added for the second year and each succeeding year of such employment up to ten (10) days of personal illness until the number of accumulated days to which said teacher was entitled in the last place of employment shall be exhausted. This provision is subject to written verification from the most recent employer.
3. If in any one (1) school year, the teacher shall be absent for such illness, disability, or quarantine less than the provided number of days, the unused days shall accumulate and carry over to no more than one-hundred (100) days.
4. In the event the employer believes abuse of illness absence by a teacher exists, the employer may put the teacher on notice in the event of further use of illness absence by the teacher, the employer may require the teacher to verify such illness or disability by a written statement signed by a licensed practicing physician which in the case of personal illness affirms the teacher is unable to fulfill his or her normal assigned duties because of such illness or disability.
5. In the event the employer believes an improper application of illness absence by a teacher exists, the employer upon notice to the teacher no less than twenty-four (24) hours prior to the teacher's return to work may require the teacher to verify such illness or disability in the same manner as provided by paragraph four (4) of this section.
6. The employer may, in the event paragraph four (4) or paragraph five (5) applies, select a licensed physician to examine the teacher or family member in question. In such event, the employer shall pay the costs of such examination.
7. In the event a prolonged illness of a member of the immediate family occurs, the Superintendent may grant additional days with pay, with substitute deduction, or without pay.
8. For a serious illness of a close friend, or family member who is not a member of the immediate family, the provisions in paragraph one (1) will be in effect, except the day(s) will be at the minimum substitute deduction, rather than being a paid absence.
9. A teacher who believes he/she has substance abuse/misuse problems may request appropriate benefits, including a health leave, for assessment and/or treatment purposes(s).
10. A teacher may donate up to ten (10) days of accumulated personal/family illness days per school year to another teacher by providing formal written notification to the Business Office. The maximum number of days transferred to any teacher in a school year shall not exceed thirty (30) days.

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L. Personal Illness Bank

A personal illness bank provides a bank of days upon which teachers may borrow in cases of extended absence when the teacher is temporarily ill, physically disabled, or quarantined and unable to perform the duties of a teacher. A teacher may apply for a loan from the bank under the following conditions and procedures:

1. All accumulated and non-accumulated illness absence and personal business days of the applicant shall have been exhausted at the time of application.
2. Applications shall be made in writing to the chairperson of the Personal Illness Bank Committee. Application for a loan may be made by the teacher's authorized representative (i.e. immediate family member) in cases where the individual teacher is unable to do so. Applications shall be accompanied by a statement signed by a physician licensed to practice medicine, certifying said teacher is temporarily disabled. Such doctor's statement should also include the general nature of the disability, impact of the disability on employment, and prognosis for a return to work. "Temporarily disabled" shall mean inability to perform the duties of the teacher. The opinion of a second physician may be requested by the employer at its expense. Further certification may be required by the employer from time to time.
3. Application shall be reviewed by a Personal Illness Bank Committee composed of two (2) members appointed by the Association President and two (2) members appointed by the Superintendent. The committee shall make a recommendation for approval or denial of the loan to the Superintendent, who shall make the final decision on the request. Applicants who are denied approval shall have the right to appeal to the denying party.
4. A maximum of sixty (60) days will be allowed for any one (1) individual in any school year.
5. Any teacher who becomes ill for an extended period of time more than once during a school year shall re-apply following the same procedure.
6. Following a return to work, all accrued illness absence days which exceed the state minimum benefit for personal illness (five [5] days per year) shall be paid back to the bank until the loan has been repaid.
7. The bank shall be maintained from year to year by the repayment of loans from individual borrowers.
8. The Personal Illness Bank Committee may recommend to the Superintendent a waiver of any of the above conditions or procedures.
9. The Personal Illness Bank may be used for the period of disability related to pregnancy.

M. Involuntary Health Leave

In the event the Board has reason to believe a teacher's physical or mental health may be interfering with the successful performance of his or her responsibilities, the Board may require a teacher to have an examination by a physician of the Board's choosing who shall file a written statement with the Board certifying the teacher is physically and/or mentally capable/incapable of completing the duties required of his or her assignments. The cost of the examination will be borne by the Board. After such examination, and based upon the results of the examination, the Board may place a teacher on a paid administrative leave for health reasons. A second examination may be requested by either party, with the cost borne by the requesting party.

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In the event said leave is without pay, the teacher may exercise the right to request, in writing, a hearing pursuant to IC 20-28-7.5.*et seq.*, any such hearing shall employ the procedures set forth in IC 20-28-9-22(3) through 20-28-9-22(8).

N. Family Medical Leave

Pursuant to the Family Medical Leave Act ("FMLA"), teachers employed for 1,250 hours or more during the twelve (12) month period prior to application, are entitled to request leave under the FMLA. Eligible teachers may take an unpaid leave of up to twelve (12) weeks under the FMLA for the following reasons:

1. the birth of a child and to care for the newborn child within one (1) year of birth;
2. the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one (1) year of placement;
3. to care for the employee's spouse, child, or parent, as defined by the FMLA, who has a serious health condition;
4. a serious health condition that makes the employee unable to perform the essential functions of his or her job;
5. any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty;" or
6. to care for a covered service member with a serious injury or illness if the eligible employee is the service member's spouse, son, daughter, parent, or next of kin (military caregiver leave).

Teachers are required to use any accrued paid leave days (i.e. personal illness days and personal business days) during the period of time they are taking a leave under the FMLA.

A teacher shall not lose, while on FMLA leave tenure, seniority, or any other rights enjoyed by a teacher.

Whenever the leave is foreseeable, the teacher shall provide the employer with thirty (30) days' notice. If there is insufficient time to provide such notice because of unforeseeable events, the teacher shall provide such notice as soon as possible and practical, generally not later than the next business day after the teacher realizes the need for leave.

The provisions of Board Policy [3430.02AC](#) along with the express terms of the FMLA shall govern all applications for a leave under the FMLA.

O. Compensatory Time and Professional Assignments

Conference Attendance

1. A teacher who requests a conference leave shall file such request with the appropriate administrator no later than three (3) weeks prior to the conference. Reimbursement for approved expenses incurred while attending an approved conference will be allowed as listed in the following schedule, provided that the teacher submits receipts and an itemized claim:
 - a. Mileage - at the Internal Revenue Service allowable rate based on approved mileage when using personal automobile. Toll and parking fees will be paid if verified by receipts. If transportation is other than automobile, this must be approved by the employer in advance of the travel, and actual cost shall be reimbursed.

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- b. The actual cost of registration, banquet and luncheons. Cost of banquet and luncheons which are a part of the regular conference program may be added to the registration fee. In this case, deductions from the per diem rate allowed for meals will be made.
 - c. Cost of meals not to exceed \$50 per day average as verified by receipt. Reasonable gratuities may be claimed for reimbursement.
 - d. Cost of Room - actual cost as verified by receipt.
 - e. In no case will reimbursement exceed actual expenditures.
2. A teacher who attends a conference shall incur no loss of salary unless otherwise provided by Board action. In the event prior approval by the Board is not secured, the Superintendent may allow teachers to attend conferences. Conference attendance shall be allowed at the discretion of the employer.

Association Professional Assignments

1. The Association President and Vice President shall be given the following professional assignment:
 - a. One half (1/2) day of professional assignment each day for the Association President.
 - b. One half (1/2) day of professional assignment each day for the Association Vice-President.
 - c. Forty-five (45) days (in full or one half day increments) per year of professional assignment leave shall be provided for use of Association members at the direction of the president in carrying out Association business. The Association will pay the substitutes' cost when such is incurred.

P. Compensatory Time

1. Teachers of Students with Disabilities
 - a. The teacher will receive compensatory time for time spent in a case conference beyond the normal school day. The teacher and the building administrator will arrange for the teacher to receive compensatory time equivalent to the time spent in the case conference beyond the normal school day.
 - b. With prior approval of the appropriate administrator, staff members may be provided with released time in order to write IEP's or consult with other staff regarding the implementation of an IEP.
 - c. Released time will be provided for any teacher who is directed to participate in a case conference during the student day.
 - d. Should additional time be required in extraordinary situations a teacher may submit a request for consideration of a Temporary Differential to the Superintendent under Article 6-H.

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2. Teachers of “English as a New Language”
 - a. Teachers of “English as a New Language” (ENL) may be provided with release time in order to write Individual Learning Plan(s) (ILP), with prior approval of the appropriate administrator.
 - b. Should additional time be required in extraordinary situations a teacher may submit a request for consideration of a Temporary Differential to the Superintendent under Article 6-H.

3. Relief of Duty

Teachers may take a break at appropriate times as established by the building principal, if it does not significantly interfere with the school program.

4. Parent/Teacher Conference Leave Day

Teachers with children enrolled in ECS Programs will be authorized to attend Parent/Teacher Conferences at ECS Schools without the use of benefit time, provided the teacher is still able to meet the expectations of ECS regarding the performance of the teacher’s responsibilities during Parent/Teacher Conferences.

5. When a teacher substitutes voluntarily for another teacher for up to three (3) hours, the absentee shall not be charged any absence or leave days. However, each substitution must always be approved by the building principal or his or her designee in advance of any such substitution.

Q. Unpaid Leaves

1. Unpaid Days

In the event a teacher has exhausted available leave days provided for in this Article, said teacher may apply to the Superintendent/Designee for unpaid day(s) on an emergency basis.

For the purpose of determining when an emergency exists, “emergency” shall be defined as an unforeseen event which prohibits the teacher from attending to their assigned duties.

2. Unpaid Parental Leave

A teacher, upon request, shall be entitled to up to one (1) year of unpaid parental leave for the primary purpose of child care following the birth or adoption of a child. This leave may be taken without jeopardy to employment status, retirement and salary benefits, and teacher status and seniority rights. A written request for a parental leave must be submitted in advance of the effective date of said request for leave. The request shall include the expected length of the leave, and except in a situation beyond the control of the teacher, shall be submitted at least thirty (30) days in advance.

In the event both parents of a child are employed by the corporation, only one of the two may be granted parental leave for the same period of time. This leave shall be used for the primary purpose of care of a child of which the teacher has legal custody, or in cases of adoption when there is temporary custody with intent to secure legal custody.

3. Unpaid Health Leave

A teacher may be granted a health leave without pay after completion of one (1) year of employment. For any such leave a written request from the teacher shall be received by the Superintendent, accompanied by a

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physician's statement certifying the teacher is unable to fulfill the normal assigned duties for an extended period of time. The leave may be granted for the duration of the current contract year, or for the forthcoming contract year. While on health leave, written notice of the teacher's leave status must be received by the Superintendent on or before March 1 of the year in which the present leave expires. If the teacher states they will return to employment, then a physician's statement certifying fitness to work must be received on or before May 1.

4. Extended Unpaid Leave

A leave without pay may be granted by the Board upon the request of a teacher. Said leave may be granted for such reasons as full-time advanced study, teaching abroad, travel, work study programs, etc. Said leave may not be used for the purpose of obtaining other employment. Request for said leave shall be received by the Superintendent prior to March 1 of the school year prior to the commencement of said leave. In the event a teacher wishes to apply for an additional year of leave, said teacher must request approval in writing to the Superintendent prior to March 1. The granting of an extended unpaid leave may, at the Board's discretion, be contingent upon employment of a teacher qualified to assume the applicant's duties. A proper notification in writing must be received by the Superintendent prior to March 1 of the year of the leave or three (3) months prior to the end of the leave for a leave which does not coincide with the school year.

ARTICLE FOUR
PROFESSIONAL GRIEVANCE PROCEDURE

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PROFESSIONAL GRIEVANCE PROCEDURE

A. Definitions

1. A "grievant" means a teacher, or class of teachers or the Association making a claim by filing a grievance, providing any grievant to be a proper party to a grievance must be an aggrieved party to such grievance.
2. A "grievance" means an allegation by a grievant of a violation, misinterpretation, or misapplication of the express terms of this Agreement.
3. A "class grievance" means a grievance, as defined above, which has facts common to the class, and which grievance affects more than one (1) teacher.
4. The term "principal," as used in this Article, shall refer to the chief administrative official in each building, and other administrators authorized to process grievances for the employer.
5. "Work day" means any day for which the teacher is eligible to receive pay and every day Monday through Friday at times other than when the teacher is under contract with the exception of winter recess.

B. In General

1. Time limits provided in this Agreement may be extended by mutual agreement in writing signed by the parties. When a teacher is not under contract, if any party to a grievance is unable to meet the deadlines of the procedure, other than at Step One, an extension will be granted upon written request prior to the deadline. Failure at any step of this procedure to communicate the decision on a grievance within the specified time limit shall not prohibit the grievance from being appealed to the next step. Any grievance not advanced from one step to the next within the time limits of that step shall be deemed resolved by the employer's answer at the previous step without prejudice to other grievances, unless the Association agrees in writing with the settlement of the grievance; then it shall be resolved with prejudice to other grievances involving the same issue.
2. There shall be no reprisal against any teacher for his or her participation in the grievance procedure.
3. Any adjustment of any grievance shall not be inconsistent with the terms of this Agreement.
4. Should the employer deem it necessary for the grievant and an Association representative to be in attendance during school hours in any grievance meeting reaching Step Two or beyond, any such teacher shall be released from regular duties for such period as deemed necessary by the employer without loss of salary or leave.

C. Procedure

1. Grievance Procedure - Step One

In the event the teacher believes there is a basis for a grievance, he/she shall first discuss the alleged grievance with the building principal or immediate supervisor, either personally or accompanied by an Association Representative. The discussion must take place within ten

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(10) work days of the act or condition. The teacher must notify the principal when a grievance is being initiated and the meeting is to be considered as the informal level of the grievance procedure.

Within five (5) work days after the informal meeting, the principal or immediate supervisor shall inform the teacher of his or her decision in the matter. Documentation of this meeting must be made by the teacher and principal completing A-F and G respectively on the Grievance Report Form found in Appendix C.

2. Grievance Procedure - Step Two

- a. Within ten (10) work days of the time the principal has informed the teacher of his/her decision at the Step One informal level, the grievant, either individually or accompanied by a maximum of three (3) representatives who are teachers of this system, shall present the grievance in writing, on the Grievance Report Form provided in Appendix C, to the Principal or other authorized administrator, during non-teaching hours. A five (5) workday extension will be granted when the teacher has met during the ten (10) day period to discuss the grievance with the Principal.
- b. The "Statement of Grievance" shall name and/or identify the grievant(s) involved, shall state the specific facts giving rise to the grievance, shall identify by appropriate reference all provisions of this Agreement or Board policies alleged to be violated, and shall indicate the specific relief requested.
- c. Within five (5) workdays after receiving the grievance, the Principal or other authorized administrator shall complete H and I on the Grievance Report Form and distribute it.

3. Grievance Procedure - Step Three

- a. If the grievance is not resolved in Step Two, the grievant may, within ten (10) work days after receiving the Principal's or other authorized administrator's written answer, submit to the Superintendent or authorized designee a Grievance Report Form completed through L. The designee(s) of the Superintendent shall not be the counsel for the employer at any subsequent arbitration hearings.
- b. The Superintendent or his or her authorized representative shall have fifteen (15) work days to meet with the grievant and answer the grievance in writing. If further investigation is needed, additional time may be allowed by mutual agreement in writing by the Superintendent or authorized representative and the Association President or designee.

4. Grievance Procedure - Step Four

- a. Within ten (10) work days of receipt of the written decision of the Superintendent or designee, the Association, upon written notice to the employer, may submit the grievance to binding arbitration.
- b. The arbitrator shall be selected from a panel of arbitrators provided by the American Arbitration Association in accordance with its rules which shall likewise govern the arbitration hearing.

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D. Rules Governing Arbitration

1. The arbitration shall be conducted in accordance with the rules of the American Arbitration Association.
2. Any grievance not appealed to arbitration shall be deemed resolved by the employer's answer at the previous step without prejudice to other grievances, unless the Association agrees in writing with the settlement of the grievance.
3. The decision of the arbitrator shall be binding upon both parties to the grievance. The arbitrator shall have no power to amend, subtract from, add to, alter, disregard or modify any terms of this Agreement. The arbitrator shall not have authority to decide any issue not submitted or to interpret or apply the Agreement as to change what can fairly be said to have been the intent of the parties as determined by generally accepted rules of contract construction. Past practices of the parties in interpreting or applying terms of this Agreement can be relevant evidence, but may not be used so as to justify, or result in, what is in effect a modification, addition, or detraction of written terms of this Agreement.
4. The Arbitrator shall have the authority to determine whether the case will be heard on its merits at the same hearing in which the jurisdictional question is presented. In any case, where the Arbitrator determines that such grievance fails to meet said test of arbitrability, the case will be referred back to the parties without a recommendation on the merits. Unless expressly agreed to by the parties, in writing, the Arbitrator is limited to hearing one issue or grievance upon its merits at one hearing. Separate hearing shall be constituted for each grievance appealed to arbitration.
5. The fees and expenses of the arbitrator, American Arbitration Association administrative costs, cost of any transcripts, and cost of any hearing room shall be borne equally by the parties to the arbitration. All other expenses shall be borne by the party incurring them.
6. Neither party to a grievance shall be permitted to present any evidence not disclosed to the other party at least forty-eight (48) hours prior to the arbitration hearing, nor shall either party be permitted to amend a grievance at the level of arbitration (after Step Three).

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ARTICLE FIVE
FRINGE BENEFITS

A. Injury Arising Out of Employment Relationship

1. Time needed for a teacher to recuperate from any personal injury arising out of and in the course of his or her employment shall result in no loss of salary, contract rights, or leave for the remainder of the current contract year, provided the injury results in disablement preventing such teacher from performing the normal duties required of said teacher, and further provided the teacher shall qualify for worker's compensation benefits, must request worker's compensation benefits, and must receive worker's compensation benefits after the required waiting period, and must receipt into the general fund an amount of money equal to any benefits. The Board reserves the right to require, at the Board's expense, a physical examination at any time during this absence, and to receive a complete copy of such examination.
2. Time for appearance before the Industrial Board or court of law involving a case in which a teacher is physically injured while acting out of and in the course of his or her employment shall result in no loss of wages or reduction of leave to the injured teacher.

B. Personal Property Damage Reimbursement

The employer agrees to reimburse a teacher for damages sustained to a teacher's personal property, such as clothing, eye glasses, cellular phone, hearing aids and wrist watches, or repair such personal property, providing the following limitations and conditions shall apply:

1. Such personal property must be worn, be in the teacher's physical control or be within the teacher's work space at the time damage to such property is sustained;
2. Acceptable evidence shall be presented to the employer establishing such damage to said personal property was sustained during the normal school day and when the teacher was involved in an assigned duty involving authorized discipline of students related to instruction or supervision; or in other cases when approved by the employer;
3. The amount of reimbursement of such personal property replaced shall be the fair market value of such property at the time such damage was sustained;
4. The employer shall reserve the right to require property to be repaired by persons or firms authorized by the employer, or to replace such personal property at its option. Repair or replacement amounts shall be authorized and approved by the employer prior to such repair or replacement; and
5. Verification (bill, receipt, canceled check, etc.) of the amount expended by the teacher for repair or replacement for such personal property is presented to the employer.

C. Teacher Liability Protection

The employer shall provide primary liability insurance coverage for teachers who drive school corporation automobiles on the employer's business and secondary liability insurance coverage for teachers who drive their personal automobiles on the employer's business. Such secondary coverage will commence above the minimum liability required by law or after the teacher's

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liability insurance limit has been reached, whichever is higher, and will extend to the maximum limit of insurance carried by the corporation.

D. Legal Assistance to Teachers

1. Any case of alleged battery upon a teacher resulting from or related to the discharge of his or her duties shall be promptly reported to the employer. The employer shall provide legal counsel to advise the teacher of his or her rights and obligations with respect to such alleged battery.
2. In a civil case where a teacher is sued because of an incident arising out of the discharge of his or her duties, the employer agrees to defend such teacher pursuant to its powers under the Indiana General School Powers Act of 1965, and within its limitations I.C. 20-5-2-2-(16), to wit:

To defend any member of the governing body or any employee of the school corporation in any suit arising out of the performance of his duties for, or employment with, the school corporation, provided the governing body by resolution determined that such action was taken in good faith; and to save any such member or employee harmless from any liability, cost of damage in connection therewith, including but not limited to the payment of any legal fees, except where such liability, cost or damage is predicated on, or arises out of the bad faith of such member or employee, or is a claim or judgment based on his malfeasance in office or employment.

3. In cases where criminal charges are alleged against a teacher, when such charges are related to acts occurring during the course of normal duties, the Board's attorney will only be available to provide initial consultation. Should such need arise, contact the District Counsel/Chief of Staff and the Association President. The Attorney General of Indiana has given an opinion which prevents the Board's attorney from defending the teacher in any case involving criminal charges.
4. Legal assistance will also be provided when necessary in meetings with parents.

E. Life, Health, and Disability Insurance

The Board agrees to make available life, health and disability insurance.

In the event any insurance or company providing coverage below becomes no longer available, or at the request of either party not more than yearly, a joint search for comparable new policy(ies) or carriers shall be conducted by the Association and the employer. Changes in insurance which are approved by the Insurance Committee and the ETA Board and the School Board shall become a part of the overall insurance provisions.

1. Life Insurance

The Board agrees to make available a group insurance plan with coverage of fifty thousand dollars (\$50,000). The Board agrees to contribute ninety percent (90%) of the cost for all teachers except those who teach half-time or less, for whom the contribution will be sixty percent (60%).

2. Health Insurance

The Board will provide a single and dependent hospitalization and major medical plan, including family deductible, dental, and prescription drug. This insurance is provided for each teacher who is a member of the group

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hospitalization and major medical insurance program approved by the Board and the Association.

- a. For all teachers, except those who teach half-time or less, effective January 1, 2024, the Board agrees to contribute the following toward the cost of health insurance plan coverage:

Health Sync Plan 1

Coverage	Contribution
Single	\$6,385.00
Employee and Spouse	\$11,928.00
Employee and Child(ren)	\$8,054.00
Family	\$16,631.00
Family Both Employed	\$16,981.00

Health Sync Plan 2

Coverage	Contribution
Single	\$6,385.00
Employee and Spouse	\$11,928.00
Employee and Child(ren)	\$8,054.00
Family	\$16,631.00
Family Both Employed	\$16,981.00

- b. For teachers who teach half-time or less, effective January 1, 2024, the Board agrees to contribute the following toward the cost of health insurance plan coverage.

Health Sync Plan 1

Coverage	Contribution
Single	\$5,108.00
Employee and Spouse	\$9,542.00
Employee and Child(ren)	\$6,443.00
Family	\$13,305.00
Family Both Employed	\$13,585.00

Health Sync Plan 2

Coverage	Contribution
Single	\$5,108.00
Employee and Spouse	\$9,542.00
Employee and Child(ren)	\$6,443.00
Family	\$13,305.00
Family Both Employed	\$13,585.00

- c. For any certified teacher not participating in the ECS health insurance plan, the Employer shall contribute an additional half (.005) of a percent (beginning with the November 24, 2023 payroll) to their VEBA account.

d. Health Insurance Following Retirement:

Immediately following retirement, the teacher and his/her spouse, if any, shall have the option of remaining in the Employer's current group health insurance plan if all of the following conditions are met as of the date of severance and thereafter:

- (1) While the retired teacher and spouse, if any, remain enrolled in the health insurance plan, the retired teacher

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and spouse shall pay the entire insurance premium applicable to the insurance coverage, with the premium payment to be made monthly for each succeeding year.

- (2) Within ninety (90) days of the retirement date, the teacher has provided a written request to Elkhart Community Schools for continuing insurance coverage for the teacher and spouse, if any.

When a retired teacher first becomes eligible for Medicare, the teacher's eligibility to continue to participate in the Employer's group health insurance plan shall terminate, if not earlier terminated according to applicable law. (The same termination of eligibility shall also apply when a retired teacher's spouse first becomes eligible for Medicare.) It is acknowledged that the parties intend these provisions to comply with applicable federal and state laws that establish an eligible teacher's right to continue health insurance for the teacher and spouse.

3. Long-Term Disability Insurance

The Board agrees to make available a group long-term disability insurance policy, which will guarantee no less than sixty-six and two-thirds percent (66-2/3%) of the teacher's annual salary until age sixty-five (65). The Board agrees to contribute ninety percent (90%) of the cost for all teachers except those who teach half-time or less for whom the contribution will be sixty percent (60%).

F. Employee Assistance Program

The Employer shall provide an Employee Assistance Program (EAP) through a contracted provider. All costs related to intake and three (3) subsequent sessions shall be paid for by the Employer. The EAP shall cover employees, life partners, spouses, and dependent children. In addition, the Employer will provide a pool of one hundred (100) additional days per school year that may be utilized on an as needed basis by the provider with the intent to assist with situations where additional sessions are required.

G. Death Benefits

In the event of the death of a teacher with ten (10) or more years of service as a teacher in the Elkhart Community Schools, a cash payment as determined by the following formulas will be made to the teacher's primary beneficiary:

1. One percent (1%) of the bachelor's base times 1.08 times the number of years of recognized service as a teacher in the Elkhart Community Schools; plus
2. The number of accumulated illness absence days times the teacher's daily rate; minus
3. The value of teacher's 401(a) Severance account as of the teacher's date of death.

In addition to the cash benefit described above, the surviving dependent spouse of any teacher shall be entitled to participate in the basic group health insurance program until eligible for Medicare coverage by paying one hundred percent (100%) of the premium.

H. Disability Benefits

Any teacher who becomes permanently disabled (physically or mentally) prior to the age of fifty (50) after serving in the Elkhart Community Schools for ten

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(10) years, and who is not eligible to receive a benefit under Appendix D-B will be eligible to receive disability benefits. Benefits shall be computed as follows:

Multiply one percent (1%) of the bachelor's base times 1.08 times the number of years of recognized service in the Elkhart Community Schools. This benefit will be paid in one lump sum.

I. Transportation Allowance

1. Teachers who are required to travel to carry out their assignment of duties shall be reimbursed, in addition to their basic salaries, at the Internal Revenue Service allowable rate commensurate with the number of miles they are required to travel. This allowance shall not apply for travel from the teacher's residence to the initial place of assignment and from the last place of assignment back to the teacher's residence for either regular or extra-duty assignments.
2. It shall be the responsibility of the teacher to keep a log of dates, nature of business, points of origin and destination, odometer readings, and miles traveled, and to submit the appropriate claim form to the Business Office, monthly. When the destination is recurring, the odometer readings need only be recorded once. A trip odometer may be used or the mileage chart (Administrative Regulation DLC-3) when applicable.

J. Retirement Benefits

The Employer has established and maintains VEBA (Voluntary Employee Benefit Association) Plans pursuant to § 501(c) (9) of the Internal Revenue Code for each teacher employed under a teacher's contract. The Employer shall make an on-going contribution to individual teacher VEBA accounts at a rate of .5%.

Teachers will be assigned to a VEBA Plan based upon their individual employment date. Teachers will not be authorized to receive on-going contributions to multiple plans.

Teachers employed on or before 1/1/2006 shall be assigned to VEBA I

The VEBA Plan (VEBA I) for teachers under contract with the Elkhart Community Schools on January 1, 2006, or on a Board approved Leave of Absence at such time includes the following terms and conditions:

• Vesting:

In order to be vested in a teacher's individual VEBA account, a teacher must meet all three (3) of the following conditions:

1. A teacher must have served in the Elkhart Community Schools fifteen (15) years, or a combined total of fifteen (15) years, based on the calculation of years of service for those years recognized by ECS for salary schedule placement at the time of employment;
2. Reached the age of fifty-five (55); and
3. Retired from employment with Elkhart Community Schools, having met all other provisions of the Contract, Indiana Law, and Regulations governing the retirement of certified teachers.

- Contributions: The amount contributed by the employer for each teacher will be invested in a separate account. There will be no commingling of accounts and each teacher may determine how his or her account shall be invested among the investment options made available by the vendor for the VEBA.

ARTICLE FIVE
FRINGE BENEFITS

- Access to Account Assets: Until such time a teacher has retired and satisfied the eligibility requirements by virtue of age and years of service in the Elkhart Community Schools, the teacher shall have no access to the assets held in his or her separate VEBA account.
- Termination Prior to Vesting: If a teacher retires or otherwise terminates employment before satisfaction of the requirements by virtue of age and years of service in the Elkhart Community Schools, the terminated teacher's VEBA account shall be forfeited. However, if a teacher who is otherwise qualified by virtue of age and years of experience dies, said teacher will be viewed as having vested in their VEBA.
- Reallocation of Forfeitures: The ETA President shall receive a list of those teachers whose accounts have been terminated pursuant to this Appendix, which shall list the teacher's name and the total value of the terminated accounts. The ETA President will receive this list on or before September 30. All of the forfeited amounts shall be reallocated at the end of each plan year only among the then remaining separate VEBA I accounts. Reallocation of forfeitures will be applied on an actuarially sound basis that is consistent with the model previously developed for the distribution of forfeited amounts (i.e. where allocation results are based upon age and number of years until projected retirement date for each teacher) and deposited in teacher accounts on or before October 30. VEBA I accounts of teachers who have attained the age of fifty-nine (59) but who have not terminated employment may share in the reallocated forfeiture, but on a reduced actuarial basis.
- Teachers Prevented from Participation in Reallocation of Forfeitures: the VEBA I accounts of the following teachers will not share in the reallocation of a forfeiture of a VEBA I account.
 - Teachers who forfeited their VEBA I accounts in the same year,
 - Teachers who previously forfeited their VEBA I accounts; and
 - Teachers who have attained the age of fifty-nine (59) and terminated employment in or before the year of the reallocated forfeiture.

Teachers Hired between January 2, 2006 and March 31, 2016 shall be assigned to VEBA II

The VEBA Plan for teachers hired by Elkhart Community Schools between the dates of January 2, 2006 and March 31, 2016 (VEBA II) includes the following terms and conditions:

- Vesting:

In order to be vested in a teacher's individual VEBA account, a teacher must meet all three of the following conditions:

1. A teacher must have served in the Elkhart Community Schools fifteen (15) years, or a combined total of 15 years, based on the calculation of years of service for those years recognized by ECS for salary schedule placement at the time of employment;
 2. Reached the age of fifty-five (55); and
 3. Retired from employment with Elkhart Community Schools, having met all other provisions of the Contract, Indiana Law, and Regulations governing the retirement of certified teachers.
- Contributions: The amount contributed by the employer for each teacher will be invested in a separate account. There will be no commingling of

ARTICLE FIVE
FRINGE BENEFITS

accounts and each teacher may determine how his or her account shall be invested among the investment options made available by the vendor for the VEBA.

- Access to Account Assets: Until such time a teacher has retired and satisfied the eligibility requirements by virtue of age and years of service in the Elkhart Community Schools, the teacher shall have no access to the assets held in his or her separate VEBA account.
- Termination Prior to Vesting: If a teacher retires or otherwise terminates employment before satisfaction of the requirements by virtue of age and years of service in the Elkhart Community Schools, the terminated teacher's VEBA account shall be forfeited. However, if a teacher who is otherwise qualified by virtue of age and years of experience dies, said teacher will be viewed as having vested in their VEBA.
- Reallocation of Forfeitures: The ETA President shall receive a list of those teachers whose accounts have been terminated pursuant to this Appendix, which shall list the teacher's name and the total value of the terminated accounts. The ETA President will receive this list on or before September 30. Eighty percent (80%) of the forfeited amounts shall be reallocated at the end of each plan year only among the then remaining separate VEBA II accounts. Reallocation of forfeitures will be applied on an actuarially sound basis that is consistent with the model previously developed for the distribution of forfeited amounts (i.e. where allocation results are based upon age and number of years until projected retirement date for each teacher) and deposited in teacher accounts on or before October 30. Twenty percent (20%) of the forfeited amounts shall revert to the Employer. VEBA II accounts of teachers who have attained the age of fifty-nine (59) but who have not terminated employment may share in the reallocated forfeiture, but on a reduced actuarial basis.
- Teachers Prevented from Participation in Reallocation of Forfeitures: the VEBA II accounts of the following teachers will not share in the reallocation of a forfeiture of a VEBA account.
 - Teachers who forfeited their VEBA II accounts in the same year,
 - Teachers who previously forfeited their VEBA II accounts; and
 - Teachers who have attained the age of fifty-nine (59) and terminated employment in or before the year of the reallocated forfeiture.

Teachers Hired Subsequent to March 31, 2016 shall be assigned to VEBA IV

The VEBA Plan for teachers hired subsequent to March 31, 2016 (VEBA IV) includes the following terms and conditions:

- Vesting:

In order to be vested in a teacher's individual VEBA account, a teacher must meet all three of the following conditions:

1. A teacher must have served in the Elkhart Community Schools fifteen (15) years, or a combined total of 15 years, based on the calculation of years of service for those years recognized by ECS for salary schedule placement at the time of employment;
2. Reached the age of fifty-five (55); and
3. Retired from employment with Elkhart Community Schools, having met all other provisions of the Contract, Indiana Law, and Regulations governing the retirement of certified teachers.

ARTICLE FIVE
FRINGE BENEFITS

- Contributions: The amount contributed by the employer for each teacher will be invested in a separate account. There will be no commingling of accounts and each teacher may determine how his or her account shall be invested among the investment options made available by the vendor for the VEBA.
- Access to Account Assets: Until such time a teacher has retired and satisfied the eligibility requirements by virtue of age and years of service in the Elkhart Community Schools, the teacher shall have no access to the assets held in his or her separate VEBA account.
- Termination Prior to Vesting: If a teacher retires or otherwise terminates employment before satisfaction of the requirements by virtue of age and years of service in the Elkhart Community Schools, the terminated teacher's VEBA account shall be forfeited. However, if a teacher who is otherwise qualified by virtue of age and years of experience dies, said teacher will be viewed as having vested in their VEBA.
- Retention of Forfeitures by Employer: Teachers assigned to VEBA IV shall not be entitled to any reallocation of forfeitures. One hundred (100%) percent of forfeited funds shall be retained by the Employer.

K. Reimbursement of Licensure Expenses:

1. Teachers who elect to obtain CPR certification through ECS will be able to obtain said certification at no cost to the teacher.
2. ECS will reimburse teachers for the fee paid by teachers to the IDOE for licensure renewal.
3. ECS will pay fees incurred for conducting the five (5) year criminal background checks for current employees.

L. Attendance Incentive:

1. If a teacher does not use any personal/family illness days during a school year the teacher shall be entitled to a payment of one thousand (\$1,000) on or before June 30.
2. A teacher who uses one-half to one day of their personal/family illness days during a school year shall be entitled to a payment of six hundred (\$600) dollars on or before June 30.
3. A teacher who uses one and one-half to two days of their personal/family illness days during a school year shall be entitled to a payment of four hundred (\$400) dollars on or before June 30.
4. A teacher who uses two and one-half to three days of their personal/family illness days during a school year shall be entitled to a payment of two hundred (\$200) dollars on or before June 30.
5. For any teacher under contract for less than 100 days, attendance stipends will be reduced by fifty (50%) percent.

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A. Salary Payment

1. Teachers employed for the full school year shall be paid in twenty-six (26) payments. The first paycheck shall be issued to each contracted teacher within three (3) weeks of the start of the school year. A teacher who notifies the Human Resources Department in writing by July 1 prior to the next school year may be paid his/her salary over twenty-two (22) payments. Teachers who have previously requested twenty-two (22) payments may provide notification to the Human Resources Department of the desire to return to twenty-six (26) payments using the same procedure. The method of payment cannot be changed by either party during any school year. The contracted salary of a teacher will be issued in equal pays every other Friday, with certain exceptions. At no time will a teacher receive more than twenty-six (26) pays in any calendar year.
2. Newly employed, full-time teachers will be eligible to receive an advance of forty (40%) percent of their first regular pay one week prior to the scheduled pay date for teachers, subject to the following guidelines:
 - a. They must have signed a contract.
 - b. All tax forms and other required documentation must be completed and on file.
 - c. A written request must have been filed on or before the teacher's first contracted work day.
 - d. The advance will be deducted in equal installments in the first two (2) contract payments for that teacher.

B. Granting of Experience Credit for New Teachers

1. The hiring range for a Technology Integrator will be \$37,650 - \$52,950.
2. Any newly employed teacher will be placed on the Career Pathway Schedule according to recognized years of experience, but no years beyond five (5) will be recognized.
 - a. When the newly employed teacher also fills an added pay position, at the discretion of the employer, additional levels on the Career Pathway Schedule may be recognized.
 - b. At the discretion of the employer, a newly employed teacher in an area of limited supply may be granted levels on the Career Pathway Schedule.
 - c. Whenever the employer exercises such discretion for a newly employed teacher, written notification shall be given to the Association President prior to the execution of the newly employed teacher's contract.

3. Experience Credit for Verified Teaching Experience

Experience credit on the Career Pathways Schedule, Appendix A, will be granted by the employer for prior verified teaching experience only after the employer determines such teaching experience is equivalent to teaching experience in the Elkhart Community Schools. The employer will consider the following factors:

- a. Certification prior to the verified teaching experience.

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- b. Experience will be in an equivalent commissioned and/or accredited educational institution.
 - i. Elementary or secondary school;
 - ii. Employment as a long-term substitute teacher for Elkhart Community Schools;
 - iii. College or university; and
 - iv. Head Start or accredited pre-school (NECPA or NAEYC).
- c. Class load of prior teaching experience substantially the same as position applied for.
- d. Number of hours taught per week substantially the same as position applied for.
- e. Length of work year substantially the same as position applied for.
- f. The prior experience is helpful to the teaching assignment applied for.

Experience credit for verified teaching experience may be granted by the employer for a teacher who is employed after December 31, 2021. Any adjustment made shall become effective and awarded as a part of a current contract, and shall not be retroactive. Reasons for denial of such credit shall be furnished upon request, and shall not be arbitrary or capricious.

4. Experience Credit for Career Center Teachers

The following shall apply only to those teachers assigned to the Elkhart Area Career Center who hold an Occupational Specialist license.

- a. All professional instructional staff members must qualify for an appropriate teaching license. A copy of said license must be on file with the Director of Human Resources. Teachers with an Occupational Specialist license shall be placed on the Career Pathway Schedule.
- b. The Director of Human Resources shall have the final decision on all matters concerning recognition of teaching and/or work experience submitted for initial placement.
- c. Work experience submitted for initial placement on the Career Pathway Schedule shall be certified in writing by the private or public sector employer prior to initial employment of the teacher by the Board.
- d. Work experience shall be defined as employment in a skilled trade, business, or industry, applicable to the position for which the teacher is to be employed.
- e. A teacher may be granted experience levels on the Career Pathway Schedule in the amount of one year of experience granted for each full year of completed teaching experience, and/or one year of experience each year of approved work experience. No more than five (5) years of experience will be recognized except pursuant to the exceptions established in Article Six C-2.

5. Granting of Experience Credit for Military Service

A teacher will be placed on a level on the Career Pathway Schedule in the amount of one (1) year of experience credit granted for completion of each full year of verified honorable military service, or verified alternate service,

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SALARY

provided any such service fulfilled an existing legal military obligation. Notwithstanding the above, no more than four (4) years of experience credit shall be granted for such service.

6. Upon issuance of an initial regular teacher's contract, a conference between the employer and prospective teacher shall be held at which time the prospective teacher shall have an opportunity to identify, at that time, all rights under this Article. Any claim shall be subject to verification. The teacher shall have the burden of proof in establishing such claim or claims under this Article.

C. Schedule Placement When Prior Work Experience is a Requirement

1. When a current ECS teacher is assigned to or transfers to a position where prior work experience is a requirement to fill the position, the teacher shall be granted experience levels on the Career Pathway Schedule in the amount of one (1) year experience for every two (2) years of approved work experience. No more than ten (10) years of work experience will be recognized.
2. Work experience shall be defined as employment in a skilled trade, business, or industry, applicable to the position for which the teacher is to be employed. Work experience must be certified in writing by the private or public sector employer in order to be recognized. Any salary adjustment made shall become effective and awarded as a part of a current contract, and shall not be retroactive.

D. Granting of Academic Credit to New Teachers

1. A teacher who earns academic credit subsequent to the completion of a Bachelor's Degree program but prior to being hired by Elkhart Community Schools may receive credit for such course work. Such academic courses must be within the area of the teacher's current assignment, or be related to and helpful in the teacher's current assignment, and should increase the instructional skills of the teacher. A teacher may not receive credit for workshops or other activities completed prior to being hired by Elkhart Community Schools. Credits for academic courses completed prior to being hired by Elkhart Community Schools will be subject to the approval of the Director of Human Resources.
2. For Career Center teachers: college, university, and trade or technical school credit, in addition to what's required for teacher licensing, may be applied to the Career Pathway Schedule.

E. Compensation Plan

1. Salary Range

The salary range, not including current year increases or TRF contributions, of a teacher employed with Elkhart Community Schools ranges from \$41,500 to \$79,700.

2. Base Salary Increase

a. General Eligibility

- (1) A teacher who received an evaluation rating of Ineffective or Improvement Necessary in the prior school year is not eligible for any salary increase and remains at their prior year salary.
- (2) A teacher who is currently receiving the highest salary commensurate with the teacher's educational attainment and experience is not eligible for a salary increase.

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- b. Factors and Definitions
- (1) Evaluation Rating - The teacher received a Highly Effective or Effective evaluation rating on their most recent evaluation.
 - (2) Year of Experience - The teacher was employed at least one hundred (120) days by the corporation in the prior school year.
 - (3) Content Area Masters - The teacher who earned a Master's Degree in a content area as defined by the Indiana Department of Education after November 15, 2022.
- c. Distribution - Advancing on the Salary Schedule (See Salary Schedule attached as Appendix E)
- (1) A teacher in the Bachelor's column or Master's column who satisfies the Evaluation Rating Factor in their most recent evaluation will advance two (2) rows on the Salary Schedule.
 - (2) A teacher in the Bachelor's column who obtained subsequent to November 15, 2022 a Content Area Master's Degree shall move to the Master's Column.
 - (3) A teacher who satisfies the Year of Experience Factor, as defined above, will advance one (1) row.

The increase of advancing one row in either column is \$1,000.

The increase for advancing a column (but staying in the same row) is \$2,000. \$1,000 is for the evaluation rating and \$1,000 is for the first year of possessing a content area master's degree.

(Education = less than 50% of the increase)

- d. Redistribution of Compensation Plan Allocation

Any funds otherwise allocated for teachers who were rated ineffective or improvement necessary will be equally redistributed to all teachers rated effective or highly effective. The redistribution will be in the form of a stipend paid on the last pay date in June.

3. Stipends

A teacher rated Effective or Highly Effective in the most recent evaluation who is receiving the maximum salary commensurate with the teacher's educational attainment, as stated on the 2023-2024 salary schedule, will not receive an increase to their base salary, but will receive a stipend in the amount of \$3,000.

In the case a teacher's advancement on the salary schedule places them at the maximum salary before exhausting the amounts specified in 3(a) and 3(b), said teacher will receive a one-time stipend in the amount of the difference between \$3,000 and the value of their advancement on the salary schedule.

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SALARY

4. Newly Hired Teachers
 - a. Newly hired teachers will be placed on the hiring schedule (Appendix E) commensurate with the teacher's educational attainment and total years of experience recognized by the Human Resources Director.
 - b. Based upon the teacher's placement on the hiring schedule, a teacher would then be placed on the 2023 - 2024 Salary Schedule at the next highest amount.
 - c. Teachers with a bachelor's degree and more than 18 years of experience shall be placed at Row T.
 - d. Teachers with a bachelor's degree and 0 years of experience shall be placed at Row C (\$44,000).

Per Diem Rate

The Per Diem or Daily Rate for a bargaining unit member shall be determined by dividing the base salary for a bargaining unit member by 184.

Compensation for Part-Time Teachers

Compensation for part-time teachers will be determined by dividing the average number of student contact minutes the bargaining unit member is working, plus fifteen (15) minutes before and after student contact time, each day divided by 340. The report time for the teacher shall be adjusted accordingly and the additional thirty (30) minutes shall be used by the teacher on a part-time contract for collaboration, consultation, and preparation.

Compensation for Teachers with Extended Contracts

Compensation for teachers with extended contracts shall be determined by adding the teacher's base salary to the teacher per diem rate for each 7.5 hour day worked beyond 184 days.

F. Emergency Closing of Schools

If a teacher finds that he or she cannot report for assignment because of hazardous road conditions, substitute wages only will be deducted from such teacher's salary unless personal leave is taken.

G. Temporary Differential

At the discretion of the Superintendent or designee with prior notification to the Association President or Designee, temporary differentials will be paid in addition to the regular Career Pathway Schedule for the following reasons:

1. Responsibility – a teacher approved for a temporary differential for an assigned temporary responsibility will be paid a differential, at the teacher's professional hourly rate, while he or she carries that responsibility.
2. Extra Work – a teacher approved for a temporary differential for assigned work, with the exception of curriculum development, beyond his or her normal load will be paid a differential, at the teacher's professional hourly rate, while he or she performs that extra work.
3. Orientation –
 - a. New Teachers: Orientation of new teachers will be paid at the professional development rate.
 - b. New Assignment: A teacher who has been given a different assignment during the school year may be given release time for a period of orientation at the discretion of the Superintendent. A teacher entering the system during the school year or one who has

ARTICLE SIX
SALARY

been given a different assignment during the school year may be paid for a period of orientation when it has been authorized by the Superintendent.

4. The duties described above are listed for informational purposes only; the rate of pay is the only thing that has to be the subject of negotiations.

H. Additional Instructional Responsibility

1. Elementary and Secondary

- a. When no substitute is available to replace an absent teacher, then a teacher or teachers (2) in the building may be assigned, by the building administrator, the responsibility and shall be compensated at a rate of .001 of the Bachelor's base salary per hour, for each hour in half-hour increments, when he or she is fulfilling such assigned responsibility, other than his or her normal assignment.
- b. When a teacher is assigned the sole responsibility of instructing all students of an absent teacher for the entire instructional day, the teacher shall receive pay at the rate of .008 of the Bachelor's base salary for each full day of instruction.

2. Secondary

In the event a secondary teacher is assigned a required duty to deliver an additional section of classroom instruction beyond a teacher's normal instructional load for an extended period of time (usually a semester or a year), said teacher shall be compensated at a rate equal to said teacher's daily rate divided by 7.0 plus a premium of seventeen dollars and fifty cents (\$17.50) for each hour. The time spent each day delivering instruction as a result of the overload shall be rounded up to the next hour. Compensation will be calculated only for each day the additional section is taught.

3. Portions of this section unrelated to wages are practices of the school; as such, this language was not bargained and is included for information purposes only.

I. Compensation for Synchronous Instruction of Online Students

When a teacher is required to provide synchronous instruction for an on-line student, as a result of an alternative placement or building master schedule needs, the teacher shall receive additional compensation for each course or subject area taught per grading period according to the schedule set forth below:

One to five students	\$500
Six to ten students	\$1,000
Eleven to fifteen students	\$1,500
Sixteen to twenty students	\$2,000
Twenty-one to thirty students	\$2,500

J. Compensation for Non-ENL Teachers Carrying ENL Licensure

When a teacher (whose primary role is not ENL) has ENL licensure and is assigned the following Teacher of Record responsibilities (e.g. supporting the TOS in the preparation of the student's ILP, and providing consultation with the TOS in providing services to the EL students) for EL students in their class/Professional Learning Community (PLC)/Grade Level/Content Area, the teacher shall receive additional compensation each semester according to the schedule set forth below:

ARTICLE SIX
SALARY

One to five students	\$1,000
Six to ten students	\$1,500
Eleven to fifteen students	\$2,000
Sixteen to twenty students	\$2,500
Twenty-one to thirty students	\$3,000

K. Mentor Stipend

The Employer will pay a total of six hundred (\$600) dollars as a stipend to mentor a teacher new to the district. The stipend may be divided among a maximum of four (4) mentor teachers. This stipend is not included in the compensation plan and as such is not subject to the provisions of Indiana Code 20-28-9-1.5.

L. Extended Contractual Compensation

A teacher shall not be required to work without pay prior to or after the dates specified on the individual teacher's Regular Teacher's Contract for which teaching or additional services are to be rendered. When a teacher is requested to work prior to or after the dates specified on the individual teacher's Regular Teacher's Contract for which teaching, or additional services are to be rendered, the teacher shall be paid, for each full day worked, his or her per diem rate; or for each hour worked, his or her hourly rate, as computed on the existing Career Pathway Schedule, Appendix A.

M. Professional Development Rate

Teachers will be paid thirty-six (\$36) dollars per hour for participation in voluntary professional development activities occurring outside of the teachers' contracted workday. Such activities shall be calculated for purposes of compensation in half-hour increments.

Portions of the section unrelated to wages are practices of the school; as such, this language was not bargained and is included for information purposes only.

N. Added Pay Schedule

1. All continuing additional pay assignments shall be compensated in accordance with Appendix B. Part B.1 will be for the Added Pay/Extra Duty positions and Part B.2 will be for the Added Pay/Included Duty positions. The Added Pay Schedule does not impose an obligation on the employer to fill any vacant positions.
2. For included duty positions, the added pay position is not severable from the regular teacher's contract unless mutually agreeable. The continued employment of such teacher is based on the satisfactory evaluations of duties related to both parts of the individual contract. This shall be applicable to included duty positions as follows:
 - a. Positions in Appendix B.2 have responsibilities which are an integral part or an extension of a related instructional assignment and are not severable from the assignment.
 - b. Positions in Appendix B.2, the teacher accepts as a condition of initial employment. This includes the high school football and boys basketball coaches who shall be informed, as verified in writing, the coaching position is a part of their regular teacher's contract. (This

ARTICLE SIX
SALARY

shall only be applicable to teachers initially hired after the 1980-81 school year.)

3. A teacher with an Added-Pay/Extra-Duty position may choose to split the pay and responsibilities of the position with one other teacher on a fifty/fifty (50/50) basis. Such a split requires the approval of the building administrator and the District Counsel/Chief of Staff. The ETA President shall receive a copy of all positions approved for such a split within ten (10) work days of the position being filled.
4. With the exception of included duty positions and positions with responsibilities throughout the school year (e.g. class sponsor, department chair, MTSS, etc.), compensation for added pay positions will be paid to teachers holding said positions in four (4) equal payments during the season. A proposed payment schedule for the following school year for added pay positions, other than non-seasonal positions, shall be published by the Business Office on or before May 25 and provided to the Association President at least 10 days before publication.
5. In the event an employee with an added pay assignment experiences an extended absence during the time when the employee is expected to perform the primary duties related to the added pay assignment, the employee's compensation shall be prorated for the time they performed the assignment.
6. 2022 Higher Learning Commission Standards Eligibility

a. Content Area Teachers

Teachers who have completed Master's level course work in a content area satisfying the 2022 Higher Learning Commission Standards related to courses resulting in college credit for students shall be entitled to additional compensation set forth under Appendix B and identified as "Dual Credit Qualified".

Teachers will become eligible for this stipend when, during the course of their post graduate work, they have successfully completed eighteen (18) graduate credit hours in a core subject area (e.g. mathematics, economics, African History, Creative Writing, Chemistry, French, etc.) in addition to a Master's degree in a different subject, or obtained a Master's Degree in a core subject area. In both instances, the graduate degree or 18 hours of graduate coursework must be in a subject for which dual credit courses exist. Occasionally, teachers may have these credentials in more than one core subject area. In a circumstance such as this, the teacher would be eligible for the "Dual Credit Qualified" stipend for each of those areas.

Teachers who believe they meet the criteria allowing receipt of this added pay should submit evidence in the form of transcripts from the degree granting institution to the Human Resources Department. The transcripts will then be reviewed by district administrators in order to determine whether the submitted evidence meets the requirements of the Master Contract.

b. EACC Teachers

CTE Teachers assigned to the Elkhart Area Career Center who meet the criteria set forth below will be entitled to additional compensation set forth under Appendix B and identified as "Dual Credit Qualified":

ARTICLE SIX
SALARY

- Successfully completed a predetermined number of years in the field with evidence of ongoing industry approved professional development.
- Earned and maintained industry recognized credentials related to the field of training.
- Completed bachelor's and beyond post-secondary education, paired with industry documented employment in the field of study.

O. Retention Stipend

Teachers will be paid an annual teacher retention stipend in the sum of four hundred (\$400.00) dollars to be paid with their second pay in January to teachers continuing in active employment with ECS as of January 10th. This stipend shall not be considered to be part of the compensation plan as it is not applicable to all teachers.

P. Dual Credit

A dual-credit stipend of one thousand two hundred fifty (\$1,250) dollars will be paid each semester to any teacher providing instruction in a dual credit course.

ARTICLE SEVEN
SEVERABILITY

ARTICLE SEVEN

SEVERABILITY

Should any article, section or clause of this Agreement be declared illegal by a court of competent jurisdiction, said article, section, or clause, as the case may be, shall be automatically deleted from this Agreement to the extent that it violates the law, but the remaining articles, sections, and clauses shall remain in full force and effect for the duration of the Agreement.

ARTICLE EIGHT
EFFECT OF AGREEMENT AND EFFECTIVE PERIOD

ARTICLE EIGHT
EFFECT OF AGREEMENT AND EFFECTIVE PERIOD

The parties acknowledge during the bargaining which resulted in this Agreement, each had the unlimited right and opportunity to make proposals with respect to any subject or matter not removed by law from the area of collective bargaining and that agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the employer and the exclusive representative, for the life of this Agreement, each voluntarily and unqualifiedly waives the right, and each agrees that the other shall not be obligated, to bargain collectively, with respect to any subject or matter not specifically referred to or covered in this Agreement, even though such subject may not have been within the knowledge and contemplation of either or both of the parties at the time that they bargained or signed this Agreement.

This Agreement supersedes and cancels all previous agreements, verbal or written or based on alleged past practices, between the employer and the exclusive representative and constitutes the entire agreement between the parties.

- A. This agreement shall become effective as of August 14, 2023 and remain in effect until June 30, 2024.
- B. This negotiations agreement is so attested to by the parties whose signatures appear below.

ATTESTATION

The Employer and the Association held a public hearing on September 13, 2023, for the purpose of taking public testimony regarding the subjects of collective bargaining set forth in IC 20-29-6-4. The opportunity to participate by means of electronic communication was not offered.

On November 10, 2023, the Employer held a public meeting to discuss the tentative agreement entered into by representatives of the Employer and the Association pursuant to IC 20-29-6-19. The opportunity to participate by means of electronic communication was offered.

On November 14, 2023, a public meeting was held during which this Professional Negotiated Agreement was ratified by the Employer. The opportunity to participate by electronic communication was offered.

Signature to following on the next page.

ARTICLE EIGHT
EFFECT OF AGREEMENT AND EFFECTIVE PERIOD

ELKHART TEACHERS ASSOCIATION, INC. ADMINISTRATIVE NEGOTIATING TEAM

By _____
 Jessica Ramirez

By _____
 W. Douglas Thorne, Spokesperson

APPENDICES

APPENDIX A
CERTIFIED HIRING SCHEDULE

APPENDIX A
ELKHART COMMUNITY SCHOOLS
CERTIFIED HIRING SCHEDULE

This schedule is used by the Employer solely for the purpose of determining the starting salary for candidates for employment by Elkhart Community Schools. Placement on the hiring schedule by the Human Resources Department is governed by Article 6 §§ C, D & E. Increases in compensation after initial placement shall be solely governed by the Compensation Plan set forth in Article 6 § F, and this hiring schedule shall have no effect on a teacher's further advancement.

Base 36,000

Years	Bachelor's Schedule						Master's Schedule						INC 400							
	Index	BS/BA 0	BS+6	BS+12	BS+18	BS+24	BS+30	Index	MS-0	MS+6	MS+12	MS+18	MS+24	MS+30	MS+36	MS+42	MS+48	MS+54	MS+60	MS+66
0	1.22	43,920	44,220	44,520	44,820	45,120	45,420	1.29	46,440	46,840	47,240	47,640	48,040	48,440	48,840	49,240	49,640	50,040	50,440	50,840
1	1.23	44,280	44,580	44,880	45,180	45,480	45,780	1.31	47,160	47,560	47,960	48,360	48,760	49,160	49,560	49,960	50,360	50,760	51,160	51,560
2	1.25	45,000	45,300	45,600	45,900	46,200	46,500	1.33	47,880	48,280	48,680	49,080	49,480	49,880	50,280	50,680	51,080	51,480	51,880	52,280
3	1.27	45,720	46,020	46,320	46,620	46,920	47,220	1.35	48,600	49,000	49,400	49,800	50,200	50,600	51,000	51,400	51,800	52,200	52,600	53,000
4	1.28	46,080	46,380	46,680	46,980	47,280	47,580	1.36	48,960	49,360	49,760	50,160	50,560	50,960	51,360	51,760	52,160	52,560	52,960	53,360
5	1.30	46,800	47,100	47,400	47,700	48,000	48,300	1.39	50,040	50,440	50,840	51,240	51,640	52,040	52,440	52,840	53,240	53,640	54,040	54,440
6	1.32	47,520	47,820	48,120	48,420	48,720	49,020	1.46	52,560	52,960	53,360	53,760	54,160	54,560	54,960	55,360	55,760	56,160	56,560	56,960
7	1.34	48,240	48,540	48,840	49,140	49,440	49,740	1.51	54,360	54,760	55,160	55,560	55,960	56,360	56,760	57,160	57,560	57,960	58,360	58,760
8	1.36	48,960	49,260	49,560	49,860	50,160	50,460	1.55	55,800	56,200	56,600	57,000	57,400	57,800	58,200	58,600	59,000	59,400	59,800	60,200
9	1.38	49,680	49,980	50,280	50,580	50,880	51,180	1.61	57,960	58,360	58,760	59,160	59,560	59,960	60,360	60,760	61,160	61,560	61,960	62,360
10	1.40	50,400	50,700	51,000	51,300	51,600	51,900	1.66	59,760	60,160	60,560	60,960	61,360	61,760	62,160	62,560	62,960	63,360	63,760	64,160
11	1.42	51,120	51,420	51,720	52,020	52,320	52,620	1.69	60,840	61,240	61,640	62,040	62,440	62,840	63,240	63,640	64,040	64,440	64,840	65,240
12	1.44	51,840	52,140	52,440	52,740	53,040	53,340	1.75	63,000	63,400	63,800	64,200	64,600	65,000	65,400	65,800	66,200	66,600	67,000	67,400
13	1.46	52,560	52,860	53,160	53,460	53,760	54,060	1.83	65,880	66,280	66,680	67,080	67,480	67,880	68,280	68,680	69,080	69,480	69,880	70,280
14	1.50	54,000	54,300	54,600	54,900	55,200	55,500	1.86	66,960	67,360	67,760	68,160	68,560	68,960	69,360	69,760	70,160	70,560	70,960	71,360
15	1.59	57,240	57,540	57,840	58,140	58,440	58,740	1.91	68,760	69,160	69,560	69,960	70,360	70,760	71,160	71,560	71,960	72,360	72,760	73,160
16	1.61	57,960	58,260	58,560	58,860	59,160	59,460	1.98	71,280	71,680	72,080	72,480	72,880	73,280	73,680	74,080	74,480	74,880	75,280	75,680
17	1.64	59,040	59,340	59,640	59,940	60,240	60,540	2.01	72,360	72,760	73,160	73,560	73,960	74,360	74,760	75,160	75,560	75,960	76,360	76,760
18	1.67	60,120	60,420	60,720	61,020	61,320	61,620	2.05	73,800	74,200	74,600	75,000	75,400	75,800	76,200	76,600	77,000	77,400	77,800	78,200

APPENDIX B
 ADDED PAY SCHEDULE

ADDED PAY SCHEDULE
 2023 - 2024 SCHOOL YEAR

B-1. ADDED PAY/EXTRA DUTY

	INDEX	AMOUNT	Year (Y) Fall (F) Winter (W) Spring (S) Claim (C)
BASE	32,059		
SYSTEM-WIDE ASSIGNMENTS			
Academic Dean Stipend	0.12000	3,850	Y
National Board Certification (\$500 each)		500	Y
Cooper Science Lab Coordinator	0.04000	1,285	Y
Athletic Training Coordinator	0.04000	1,285	Y
Science Fair Coordinator	0.04500	1,445	W
Assistant Science Fair Coordinator	0.02250	725	W
Science Mentor Coordinator	0.03000	965	W
MTSS Coordinator	0.08000	2,565	Y
MTSS Team Member	0.04000	1,285	Y
Building Level Bully Prevention Coordinator	0.15000	4,810	Y
Alternative Programs Lead Teacher	0.14000	4,490	Y
Blind/Low Vision/Braille	0.12000	3,850	Y
Building Level High Ability Coordinator	0.04000	1,285	Y
District Wellness Coordinator	0.03000	965	Y
Building Wellness Coordinator	0.01500	485	Y
New Teacher Mentor		600	C
**Contest Advancement		200	C
LEAD TEACHER:			
PACE	0.03500	1,125	Y
School Psychologist	0.12000	3,850	Y
Speech Pathologist	0.12000	3,850	Y
Content Area Specialist:			
Mathematics			
- Grades 9 - 12	0.15000	4,810	Y
- Grades 7 - 8	0.14000	4,490	Y
- Grades 3 - 6	0.15000	4,810	Y
- Grades K - 2	0.15000	4,810	Y
Language Arts			
- Grades 9 - 12	0.15000	4,810	Y
- Grades 7 - 8	0.14000	4,490	Y
- Grades 3 - 6	0.15000	4,810	Y
- Grades K - 2	0.15000	4,810	Y

APPENDIX B
ADDED PAY SCHEDULE

Social Studies			
- Grades 9 - 12	0.15000	4,810	Y
- Grades 7 - 8	0.14000	4,490	Y
- Grades K - 6	0.15000	4,810	Y
Science			
- Grades 9 - 12	0.15000	4,810	Y
- Grades 7 - 8	0.14000	4,490	Y
- Grades K - 6	0.15000	4,810	Y
Special Education			
- Grades 9 - 12	0.15000	4,810	Y
- Grades 7 - 8	0.14000	4,490	Y
- Grades K - 6	0.15000	4,810	Y
Intense Interventions (SPED)			
-K - 6	0.14000	4,490	Y
-7 - 12	0.14000	4,490	Y
English Language Learners (ELL)			
- Grades 7 - 12	0.15000	4,810	Y
- Grades K - 6	0.15000	4,810	Y
Physical Education/Health			
- Grades K - 6	0.14000	4,490	Y
- Grades 7 - 12	0.14000	4,490	Y
Art			
- Grades K - 12	0.14000	4,490	Y
Library/Media			
- Grades 7 - 12	0.14000	4,490	Y
World Languages			
- Grades 9 - 12	0.14000	4,490	Y
Business			
- Grades 9 - 12	0.14000	4,490	Y
Counseling			
- Grades 7 - 12	0.14000	4,490	Y
Family and Consumer Science (FACS)			
- Grades 9 - 12	0.14000	4,490	Y
Engineering and Technology			
- Grades 9 - 12	0.14000	4,490	Y
Agricultural Science			
- Grades K - 12	0.14000	4,490	Y
Hourly Employment			
Building Rental Manager		14.50	C
Curriculum Development	.000105	33.66	C

APPENDIX B
ADDED PAY SCHEDULE

Data Coordinator		35.00	C
Technology Coordinator		35.00	C
Intramurals		7.25	C
Evening High School Coordinator	0.00100	32.06	C
Homebound or Adult Continuing Education (BS-0 rate on Certified Hiring Schedule)	0.00113	36.23	C
HIGH SCHOOL ASSIGNMENTS			
Schools of Study Lead Teachers			
School of Arts and Communication	0.14000	4,490	Y
School of Business and International Relations	0.14000	4,490	Y
School of Engineering, Technology, and Innovation	0.14000	4,490	Y
School of Health and Public Safety	0.14000	4,490	Y
School of Human Services	0.14000	4,490	Y
School of Natural Resources	0.14000	4,490	Y
Freshman Division Lead Teachers			
Freshman Academy Lead Teachers	0.07500	2,405	Y
Elkhart Academy Lead Teacher			
Elkhart Academy Lead Teachers	0.14000	4,490	Y
Athletics			
Cross Country Coach	0.12000	3,850	F
Cross Country Assistant Coach	0.06000	1,925	F
Crew Coach	0.15000	4,810	S
Assistant Crew Coach	0.07500	2,405	S
Archery Coach	0.10000	3,210	S
Assistant Archery Coach	0.05000	1,605	S
Lacrosse Coach	0.15000	4,810	S
Lacrosse Assistant Coach	0.07500	2,405	S
Coed Dive Coach	0.10000	3,210	W
Unified Track Coach	0.10000	3,210	S
Unified Track Assistant Coach	0.05000	1,605	S
Unified Football Coach	0.07500	2,405	F
Unified Football Assistant Coach	0.03750	1,205	F
Football Cheerleader Coach	0.15000	4,810	F
Football JV Cheerleader Coach	0.07500	2,405	F
Football Freshman Cheerleader Coach	0.07500	2,405	F
Basketball Cheerleader Coach	0.15000	4,810	W
Basketball JV Cheerleader Coach	0.07500	2,405	W
Basketball Freshman Cheerleader Coach	0.07500	2,405	W
Boys Athletics			
Head Basketball Coach	0.30000	9,620	Y
Assistant Basketball Coach	0.15000	4,810	W
Freshman Basketball Coach	0.10000	3,210	W
Head Football Coach	0.30000	9,620	Y

APPENDIX B
 ADDED PAY SCHEDULE

Assistant Football Coach	0.15000	4,810	F
Freshman Football Coach	0.10000	3,210	F
Baseball Coach	0.15000	4,810	S
Assistant Baseball Coach	0.07500	2,405	S
Freshman Baseball Coach	0.07500	2,405	S
Track Coach	0.15000	4,810	S
Assistant Track Coach	0.07500	2,405	S
Golf Coach	0.10000	3,210	S
Assistant Golf Coach	0.05000	1,605	S
Wrestling Coach	0.15000	4,810	W
Assistant Wrestling Coach	0.07500	2,405	W
Freshman Wrestling Coach	0.07500	2,405	W
Swimming Coach	0.15000	4,810	W
Assistant Swimming Coach	0.07500	2,405	W
Tennis Coach	0.14000	4,490	F
Assistant Tennis Coach	0.07000	2,245	F
Freshman Tennis Coach	0.07000	2,245	F
Soccer Coach	0.18180	5,830	F
Assistant Soccer Coach	0.09090	2,915	F
Freshman Soccer Coach	0.09090	2,915	F
Girls Athletics:			
Basketball Coach	0.30000	9,620	Y
Assistant Basketball Coach	0.15000	4,810	W
Freshman Basketball Coach	0.10000	3,210	W
Swimming Coach	0.15000	4,810	W
Assistant Swimming Coach	0.07500	2,405	W
Volleyball Coach	0.15000	4,810	F
Assistant Volleyball Coach	0.07500	2,405	F
Freshman Volleyball Coach	0.07500	2,405	F
Gymnastics Coach	0.15000	4,810	W
Assistant Gymnastics Coach	0.07500	2,405	W
Track Coach	0.15000	4,810	S
Assistant Track Coach	0.07500	2,405	S
Golf Coach	0.10000	3,210	F
Assistant Golf Coach	0.05000	1,605	F
Softball Coach	0.15000	4,810	S
Assistant Softball Coach	0.07500	2,405	S
Freshman Softball Coach	0.07500	2,405	S
Soccer Coach	0.18180	5,830	F
Assistant Soccer Coach	0.09090	2,915	F
Freshman Soccer Coach	0.09090	2,915	F
Tennis Coach	0.14000	4,490	S
Assistant Tennis Coach	0.07000	2,245	S

APPENDIX B
ADDED PAY SCHEDULE

Freshman Tennis Coach	0.07000	2,245	S
Athletic-Related Assignments:			
Ticket Manager	0.10000	3,210	Y
Sports Information Director	0.10000	3,210	Y
Athletic Trainer	0.24000	7,695	Y
Supervisor and Instructor of Student Trainers	0.04000	1,285	Y
Supervision Manager	0.06800	2,185	Y
Cheer Block Sponsor	0.03000	965	Y
Booster Club Sponsor	0.03000	965	Y
Non-Athletic Assignments:			
Dual Credit Qualified (\$500 each content area) <i>(using 2022 Higher Learning Commission Stds.)</i>		500	Y
AP Instructor (per semester)		500	C
EHS Activities Director	0.15000	4,810	Y
Freshman Division Activities Director	0.03500	1,125	Y
Theatre Director	0.15000	4,810	Y
Assistant Theatre Director	0.07500	2,405	Y
Forensics Coach	0.14000	4,490	Y
Assistant Forensics Coach	0.06800	2,185	Y
Speech Coach	0.11000	3,530	Y
Assistant Speech Coach	0.05000	1,605	Y
Mock Trial Coach	0.02000	645	S
ElkLogic Robotics Coach	0.15000	4,810	Y
ElkLogic Robotics Assistant Coach	0.07500	2,405	Y
E-Sports Coach	0.07500	2,405	Y
Marching Band Color Guard Director	0.12000	3,850	F
Marching Band Assistant Color Guard Director	0.06000	1,925	F
Winter Color Guard Director	0.12000	3,850	W
Winter Color Guard Assistant Director	0.06000	1,925	W
Pep Band	0.04000	1,285	W
Marching Band Percussion Director	0.12000	3,850	F
Marching Band Percussion Assistant Director	0.06000	1,925	F
Winter Percussion Director	0.12000	3,850	W
Winter Percussion Assistant Director	0.06000	1,925	W
Musical Pit Orchestra Director	0.04000	1,285	W
Musical Vocal Director	0.04000	1,285	W
Co-Curricular Jazz			
Jazz Choir	0.02500	805	Y
Jazz Band	0.02500	805	Y
Jazz String	0.02500	805	Y
Extra-Curricular Jazz			
Jazz Choir	0.05000	1,605	Y
Jazz Band	0.05000	1,605	Y

APPENDIX B
ADDED PAY SCHEDULE

Jazz String	0.05000	1,605	Y
Art Café	0.04100	1,315	Y
Move to Stand	0.02000	645	Y
Sigma Beta Upsilon	0.01350	435	Y
Key Club	0.02000	645	Y
Academic Competition Teams (Full Squad Competing Teams)	0.07700	2,470	Y
Elkhart Academy PRIDE Ambassador Sponsor	0.03000	965	Y
National Honor Society	0.03000	965	Y
National Honor Society Assistant	0.01500	485	Y
Student Government Sponsor	0.03000	965	Y
Student Government Assistant Sponsor	0.01500	485	Y
Senior Class Sponsor	0.02800	900	Y
Senior Class Assistant Sponsor	0.01400	450	Y
Junior Class Sponsor	0.03500	1,125	Y
Junior Class Assistant Sponsor	0.01750	565	Y
Sophomore Class Sponsor	0.02000	645	Y
Sophomore Class Assistant Sponsor	0.01000	325	Y
Freshman Class Sponsor	0.02000	645	Y
Freshman Class Assistant Sponsor	0.01000	325	Y
MIDDLE SCHOOL ASSIGNMENTS:			
Building Department Chairpersons			
English, Mathematics	0.08800	2,825	Y
Science, Social Studies, ELL	0.04700	1,510	Y
Special Education	0.08800	2,825	Y
Art, FACS, Industrial Arts, Media, Music, Physical Education/Health	0.03500	1,125	Y
Athletics			
Eighth Grade Basketball Coach	0.10000	3,210	W
Eighth Grade Assistant Basketball Coach	0.03750	1,205	W
Seventh Grade Basketball Coach	0.10000	3,210	W
Seventh Grade Assistant Basketball Coach	0.03750	1,205	W
Eighth Grade Track Coach	0.05500	1,765	S
Eighth Grade Assistant Track Coach	0.03750	1,205	S
Seventh Grade Track Coach	0.05500	1,765	S
Seventh Grade Assistant Track Coach	0.03750	1,205	S
Eighth Grade Soccer Coach	0.07500	2,405	F
Eighth Grade Assistant Soccer Coach	0.03750	1,205	F
Seventh Grade Soccer Coach	0.07500	2,405	F
Seventh Grade Assistant Soccer Coach	0.03750	1,205	F
Eighth Grade Lacrosse Coach	0.07500	2,405	S
Eighth Grade Assistant Lacrosse Coach	0.03750	1,205	S
Seventh Grade Lacrosse Coach	0.07500	2,405	S
Seventh Grade Assistant Lacrosse Coach	0.03750	1,205	S
Eighth Grade Volleyball Coach	0.07500	2,405	F

APPENDIX B
ADDED PAY SCHEDULE

Eighth Grade Assistant Volleyball Coach	0.03750	1,205	F
Seventh Grade Volleyball Coach	0.07500	2,405	F
Seventh Grade Assistant Volleyball Coach	0.03750	1,205	F
Cross Country Coach	0.07500	2,405	F
Assistant Cross Country Coach	0.03750	1,205	F
Swimming Coach	0.05500	1,765	W
Tennis Coach	0.05500	1,765	S
Football Eighth Grade Cheerleader Coach	0.07500	2,405	F
Football Seventh Grade Cheerleader Coach	0.07500	2,405	F
Basketball Eighth Grade Cheerleader Coach	0.07500	2,405	W
Basketball Seventh Grade Cheerleader Coach	0.07500	2,405	W
Boys Athletics			
Eighth Grade Feeder Football Coach	0.10000	3,210	F
Eighth Grade Feeder Assistant Football Coach	0.05000	1,605	F
Seventh Grade Feeder Football Coach	0.10000	3,210	F
Seventh Grade Feeder Assistant Football Coach	0.05000	1,605	F
Wrestling Coach	0.07500	2,405	W
Assistant Wrestling Coach	0.03500	1,125	W
Non-Athletic Assignments:			
Middle School Jazz Band	0.05000	1,605	Y
Middle School Jazz Choir	0.05000	1,605	Y
Middle School Jazz Orchestra	0.05000	1,605	Y
Theatre Director	up to 0.05000	550 to 1,605	Y
Yearbook Sponsor	0.03000	965	Y
Debate Coach	0.01000	325	Y
Move to Stand	0.02000	645	Y
Academic Competition (Full Squad Competing Teams)	0.05000	1,605	Y
Robotics Coach	0.05000	1,605	Y
Junior Honor Society	0.01500	485	Y
Student Council	0.01500	485	Y
Science Fair Coordinator	0.01700	550	W
ELEMENTARY ASSIGNMENTS:			
Athletics			
System-wide Athletic Director	0.24000	7,695	Y
Boys Basketball Coach	0.04850	1,555	W
Boys Softball Coach	0.02100	675	S
Boys Track Coach	0.01500	485	F
Boys Football Coach	0.04850	1,555	S
Boys Soccer Coach	0.04850	1,555	F
Boys Volleyball Coach	0.04850	1,555	S
Lacrosse Coach	0.03200	1,030	S
Girls Volleyball Coach	0.04850	1,555	F
Girls Basketball Coach	0.04850	1,555	W

APPENDIX B
ADDED PAY SCHEDULE

Girls Softball Coach	0.02100	675	S
Girls Track Coach	0.01500	485	F
Girls Soccer Coach	0.04850	1,555	S
Assistant Basketball Coach	0.02425	780	W
Assistant Softball Coach	0.01050	340	S
Assistant Track Coach	0.00750	245	F
Assistant Football Coach	0.02425	780	S
Assistant Soccer Coach	0.02425	780	F
Assistant Lacrosse Coach	0.01600	515	S
Assistant Volleyball Coach	0.02425	780	S
Football Cheerleader Coach	0.02500	805	S
Basketball Cheerleader Coach	0.02500	805	W
Non-Athletic Assignments:			
Drumming	0.04800	1,540	Y
Safety Patrol Sponsor	0.01700	550	Y
Science Fair Coordinator	0.01700	550	W
Robotics Coach	0.05000	1,605	F
Academic Competition (Full Squad Competing Teams)	0.05000	1,605	VARIES
Oratorical	0.02400	770	S
Student Council	0.00750	245	Y
UNIFIED SPORTS			
Special Olympics Coordinator (hourly rate)		7.50	Y
Special Olympics Basketball Coach – Traditional	0.04100	1,315	W
Special Olympics Middle/Elementary School Coach – Unified	0.04100	1,315	S
ELKHART AREA CAREER CENTER			
Lead teacher at EACC Annex	0.10000	3,210	Y
Vocational Club Coordination Sponsor	0.05000	1,605	Y
Vocational Advisors	0.01500	485	Y
Attendance at State Competition		500	C
Attendance at National Competition		1,000	C
Approved Equipment Repair, Maintenance or Procurement (hourly rate)	0.00100	32.06	C
Guidance Chairperson	0.07000	2,245	Y
Student Enterprise Program Sponsor	0.04100	1,315	Y
National Honor Society Sponsor	0.03000	965	Y
B-2 ADDED PAY/INCLUDED DUTY			
SYSTEM-WIDE ASSIGNMENTS			
6 th Grade Band	0.04800	1,540	Y
6 th Grade Orchestra	0.04800	1,540	Y
Psychologist	0.06800	2,185	Y
HIGH SCHOOL ASSIGNMENTS			
Director of Bands	0.18000	5,775	Y
Lead Band Director Freshman Division	0.13010	4,175	Y
Assistant Band Director	0.09000	2,890	Y

APPENDIX B
 ADDED PAY SCHEDULE

Head Band Director Competitive Marching Band	0.15000	4,810	Y
Assistant Band Director Competitive Marching Band	0.07500	2,405	Y
Director of Orchestras	0.12000	3,850	Y
Lead Orchestra Director Freshman Division	0.10000	3,210	Y
Assistant Orchestra Director	0.06000	1,925	Y
Director of Choirs	0.12000	3,850	Y
Lead Choir Director Freshman Division	0.10000	3,210	Y
Assistant Choir Director	0.06000	1,925	Y
Yearbook Sponsor	0.14000	4,490	Y
Publication Sponsor	0.14000	4,490	Y
Media Specialist	0.04700	1,510	Y
MIDDLE SCHOOL ASSIGNMENTS:			
Activities Director	0.24000	7,695	Y
Media Specialist	0.03000	965	Y
Middle School Band	0.10000	3,210	Y
Assistant Middle School Band	0.05000	1,605	Y
Middle School Orchestra	0.10000	3,210	Y
Assistant Middle School Orchestra	0.05000	1,605	Y
Middle School Choir	0.10000	3,210	Y
Assistant Middle School Choir	0.05000	1,605	Y
ELEMENTARY ASSIGNMENTS			
Elementary Music	0.01000	325	Y
<p>** Contest Advancement – This provision is applicable for all extra-curricular and co-curricular programs with officially sanctioned contests. When a program advances beyond sectionals (or the first round equivalent), “coaches” are eligible for this stipend paid by claim, signed by the Building Principal, for each additional level of competition (e.g. regional, semi-state, state, etc.).</p>			

APPENDIX C
GRIEVANCE REPORT FORM

STEP 1 (INFORMAL LEVEL)

<u>Building</u>	<u>Assignment</u>	<u>Name of Grievant</u>	<u>Date Filed</u>
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STATEMENT OF GRIEVANCE

- A. Teacher(s) involved. _____

- B. Date grievance occurred. _____

- C. Specific facts giving rise to grievance. _____

- D. Article and Section of Agreement or Board Policy violated.

- E. Specific relief requested. _____

- F. Date informal meeting held. _____
- G. Decision by principal and date grievant was informed of decision. _____

Principal's Signature

Grievant(s) signature.

Distribution of copies:
Superintendent
Grievant(s)

Principal or authorized administrator
Grievance Chairperson

APPENDIX C

GRIEVANCE REPORT FORM (Page 2)

STEP 2 (FORMAL LEVEL)

H. Date grievance formally submitted to principal or authorized administrator.

I. Disposition by principal or authorized administrator and date given to grievant(s). _____

Date _____

*J. Resolution accepted. _____

STEP 3 (SUBMISSION TO SUPERINTENDENT OR DESIGNEE)

K. Date Step 3 grievance filed with superintendent. _____

L. Signature of grievant(s). _____

M. Date received by superintendent or authorized representative. _____

N. Disposition by superintendent or authorized representative. _____

*O. Date superintendent's response distributed. _____

P. Date received by grievant. _____

STEP 4

*Q. Position of Association by _____

Resolution accepted _____

Proceed to binding arbitration _____

**Note: Distribution of copies is to be made after Item K by the grievant, after Q by the Association and after Items O and T/U by the Administration.*

Distribution of copies:

Superintendent

Grievant(s)

Principal or authorized administrator

Grievance Chairperson

APPENDIX D

RETIREMENT BENEFITS – *(This appendix is included for reference purposes only as it relates to prior agreements entered into by both parties of this agreement)*

2001 – 2006 401(a) Plan, Severance, Retirement, Death, and Disability Benefits

- A. Effective the 2001-2002 school year, Elkhart Community Schools will begin providing employer contributions into a 401(a) Plan for each teacher. One-half percent (0.5%) of each teacher's monthly base salary for 2002-2003 will be contributed monthly beginning in September of 2002 and ending June 30, 2006. Participants in the 401(a) Plan must have completed ten (10) years of continuous employment with Elkhart Community Schools in order to be vested in the 401(a) Plan.

The vendor for said 401(a) Plan shall be selected by mutual agreement of the Board and ETA.

B. 401(a) Severance, Retirement, and VEBA Plan

1. Severance:

The Employer shall establish a qualified 401(a) Severance Plan for each teacher employed under a teacher's contract with the Elkhart Community Schools on January 1, 2006, or on a Board approved Leave of Absence on that date. The total sum of the amount calculated by Educational Services Corporation as the present value of severance benefits calculated under the terms of the Master Contract in effect on January 1, 2006, shall be contributed to each teacher's individual Severance Plan on or before October 1, 2006. A teacher must have served in the Elkhart Community Schools for ten (10) years and reached the age of fifty (50) or fifteen (15) years in the Elkhart Community Schools and reached the age of forty-five (45) to be vested in the 401(a) Severance Plan. The teacher's age is determined as of December 31st in the calendar year the teacher's final contract expires.

The vendor for said 401(a) Severance Plan shall be selected by mutual agreement of the ETA and the Board.

The terms and conditions for administration of the 401(a) Severance Plan shall be as follows:

- a. The amount calculated for each teacher will be invested in a separate account. There will be no commingling of accounts and each teacher may determine how his or her account shall be invested among the investment options made available by the investment vendor for this 401(a) Severance Plan.
- b. Until such time, the teacher has properly severed employment by having given a proper written notice and actually severing employment, the teacher shall have no access to the assets held in his or her separate 401(a) Severance Plan account.
- c. Proper notification shall be construed as written notification of such teacher's resignation for the forthcoming year received by the Superintendent prior to August 1 or the signing of the last individual teacher's contract, whichever comes later. In the event the teacher does not give notice as required and resigns due to ill health, accident, or when mutually agreeable, the required notice shall be waived by the employer.
- d. If a teacher dies or severs employment before satisfaction of the vesting requirements set forth in this agreement, the terminated teacher's 401(a) Severance Plan account shall be forfeited. The ETA president shall receive a list of those teachers whose accounts have been terminated pursuant to this appendix, which shall list the teacher's name and the total value of the terminated accounts. The ETA president will receive this list at the end of

APPENDIX D

RETIREMENT BENEFITS – *(This appendix is included for reference purposes only as it relates to prior agreements entered into by both parties of this agreement)*

the plan year. The forfeited amounts shall be reallocated at the end of each plan year only among the remaining separate 401(a) Severance Plan accounts in a manner similar to that used in initially determining the present value calculations and deposited in teacher accounts by June 1. Therefore, the 401(a) Severance Plan accounts of the following teachers will not share in the reallocation of a forfeiture of a 401(a) Severance Plan account.

- (1) Teachers who forfeited their 401(a) Severance Plan accounts in the same year
- (2) Teachers who previously forfeited their 401(a) Severance Plan accounts
- (3) Teachers who have attained the age of 59 and terminate employment in or before the year of reallocated forfeiture

The 401(a) Severance Plan accounts of teachers who have attained the age of 59, but have not terminated employment may share in the reallocated forfeiture, but on a reduced actuarial basis.

- e. Amounts forfeited upon termination of employment because of failure to meet applicable vesting requirements shall not be reinstated or re-credited if an individual is subsequently re-hired or re-employed by the employer. Said teacher shall be treated as a “new-employee” and only be entitled to the benefit for teachers hired subsequent to July 1, 2006. However, if the Board approves a leave of absence for a teacher, such period of leave shall not result in forfeiture, provided the teacher promptly returns to employment upon expiration of the period of leave.
- f. Following severance and the satisfaction of the requirements set forth in this Appendix, the severed teacher may elect to commence distributions from his 401(a) Severance Plan account. If a teacher dies after having satisfied the vesting requirements of this Appendix, the deceased teacher’s 401(a) Severance Plan account shall be distributed to the decedent’s designated beneficiary or to his/her estate if no beneficiary designation has been made. At no time may a participant borrow from his 401(a) Severance Plan account.
- g. All costs incurred in the administration of the 401(a) Severance Plan and investment fees shall be paid from the 401(a) Severance Plan assets.
- h. Future Adjustments – The parties agree this Appendix, or any other provision of this Agreement, does not constitute an expectation of receiving the enumerated retirement benefits by any current teacher, future teacher, prospective teacher or applicant beyond the expiration of this Agreement. Therefore, except as otherwise limited by applicable law, it is understood the Board and Association may in the future bargain modifications of any kind to this provision, provided however, the future revision of this Appendix shall not affect the retirement benefits of teachers already receiving benefits pursuant to this Appendix.

2. Retirement:

The Employer shall establish a qualified 401(a) Retirement Plan for each teacher employed under a teacher’s contract with the Elkhart

APPENDIX D

RETIREMENT BENEFITS – *(This appendix is included for reference purposes only as it relates to prior agreements entered into by both parties of this agreement)*

Community Schools on January 1, 2006, or on a Board approved Leave of Absence. A teacher must have served in the Elkhart Community Schools fifteen (15) years in the Elkhart Community Schools, reached the age of fifty-five (55), and retire from employment with Elkhart Community Schools to be vested in the 401(a) Retirement Plan. The teacher's age is determined as of December 31st in the calendar year the teacher's final contract expires.

The vendor for said 401(a) Retirement Plan shall be selected by mutual agreement of the ETA and the Board.

The 401(a) Retirement Plan's terms and conditions for administration of the 401(a) Retirement Plan shall be as follows:

- a. The amount calculated for each teacher will be invested in a separate account. There will be no commingling of accounts and each teacher may determine how his or her account shall be invested among the investment options made available by the investment vendor for this 401(a) Retirement Plan.
- b. Until such time the teacher has properly retired from employment with Elkhart Community Schools by having given a written notice accepted by the employer, and actually retiring from employment, the teacher shall have no access to the assets held in his or her separate 401(a) Retirement Plan account.
- c. Proper notification shall be construed as written notification of such teacher's retirement for the forthcoming year received by the Superintendent prior to August 1 or the signing of the last individual teacher's contract, whichever comes later. In the event the teacher does not give notice as required and retires due to ill health, accident, or when mutually agreeable, the required notice shall be waived by the employer.
- d. If a teacher dies or severs employment before satisfaction of the requirements set forth in this agreement, the terminated teacher's 401(a) Retirement Plan account shall be forfeited. The ETA president shall receive a list of those teachers whose accounts have been terminated pursuant to this article, which shall list the teacher's name and the total value of the terminated accounts. The ETA president will receive this list at the end of the plan year. The forfeited amounts shall be reallocated at the end of each plan year only among the remaining separate 401(a) Retirement Plan accounts in a manner similar to that used in initially determining the present value calculations and deposited in teacher accounts by June 1. Therefore, the 401(a) Retirement Plan accounts of the following teachers will not share in the reallocation of a forfeiture of a 401(a) Retirement Plan account.
 - (1) Teachers who forfeited their 401(a) Retirement Plan accounts in the same year
 - (2) Teachers who previously forfeited their 401(a) Retirement Plan accounts
 - (3) Teachers who have attained the age of 59 and terminate employment in or before the year of reallocated forfeiture

The 401(a) Retirement Plan accounts of teachers who have attained the age of 59, but have not retired from employment with Elkhart Community Schools may share in the reallocated forfeiture, but on a reduced actuarial basis.

APPENDIX D

RETIREMENT BENEFITS – *(This appendix is included for reference purposes only as it relates to prior agreements entered into by both parties of this agreement)*

Amounts forfeited upon termination of employment because of failure to meet applicable vesting requirements shall not be reinstated or re-credited if an individual is subsequently re-hired or re-employed by the employer. Said teacher shall be treated as a “new-employee” and only be entitled to the benefit for teachers hired subsequent to July 1, 2006. However, if the Board approves a leave of absence for a teacher, such period of leave shall not result in forfeiture, provided the teacher promptly returns to employment upon expiration of the period of leave.

- e. Following retirement and the satisfaction of the requirements set forth in this Appendix, a retired teacher may elect to commence distributions from his 401(a) Retirement Plan account. If a teacher dies after having satisfied the requirements of this Appendix, the deceased teacher’s 401(a) Retirement Plan account shall be distributed to the decedent’s designated beneficiary or to his/her estate if no beneficiary designation has been made. At no time may a participant borrow from his 401(a) Retirement Plan account.
- f. All costs incurred in the administration of the 401(a) Retirement Plan and investment fees shall be paid from the 401(a) Retirement Plan assets.
- g. Future Adjustments – The parties agree this Appendix, or any other provision of this Agreement, does not constitute an expectation of receiving the enumerated retirement benefits by any current teacher, future teacher, prospective teacher or applicant beyond the expiration of this Agreement. Therefore, except as otherwise limited by applicable law, it is understood that the Board and Association may in the future bargain modifications of any kind to this provision, provided however, that the future revision of this Appendix shall not affect the retirement benefits of teachers already receiving benefits pursuant to this section.

APPENDIX E
Certified Hiring Schedule

2023-2024 Certified
Teacher Salary Schedule

Row	BA/BS	MA/MS
A	\$42,000	\$44,000
B	\$43,000	\$45,000
C	\$44,000	\$46,000
D	\$45,000	\$47,000
E	\$46,000	\$48,000
F	\$47,000	\$49,000
G	\$48,000	\$50,000
H	\$49,000	\$51,000
I	\$50,000	\$52,000
J	\$51,000	\$53,000
K	\$52,000	\$54,000
L	\$53,000	\$55,000
M	\$54,000	\$56,000
N	\$55,000	\$57,000
O	\$56,000	\$58,000
P	\$57,000	\$59,000
Q	\$58,000	\$60,000
R	\$59,000	\$61,000
S	\$60,000	\$62,000
T	\$61,000	\$63,000
U	\$62,000	\$64,000
V	\$63,000	\$65,000
W	\$64,000	\$66,000
X	\$65,000	\$67,000
Y	\$66,000	\$68,000
Z	\$67,000	\$69,000
AA	\$68,000	\$70,000
BB	\$69,000	\$71,000
CC	\$70,000	\$72,000
DD	\$71,000	\$73,000
EE	\$72,000	\$74,000
FF	\$73,000	\$75,000
GG	\$74,000	\$76,000
HH	\$75,000	\$77,000
II	\$76,000	\$78,000
JJ	\$77,000	\$79,000
KK	\$78,000	\$80,000



ELKHART AREA CAREER CENTER

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

TO: MR. MOW
FROM: BRANDON EAKINS *BE*
DATE: OCTOBER 18, 2023

SUBJECT: SIGNED AGREEMENTS FROM SENDING SCHOOLS

The enclosed agreements have been signed by our sending schools' superintendents and their Board members. Please include the signed agreements in the Board's packet for review and approval at the next Board meeting.

Agreements for the following sending schools are included in this packet:

- Baugo Community Schools
- Bremen Public Schools
- Concord Community Schools
- Edwardsburg Public Schools
- Goshen Community Schools
- Middlebury Community Schools
- Penn-Harris-Madison Schools
- School City of Mishawaka
- Wa-Nee Community Schools

Thank you.

Elkhart Area Career Center Agreement

THIS AGREEMENT made and entered into this 17th day of August, 2023, by and between the Elkhart Community Schools, Elkhart County, Indiana, and Baugo Community Schools.

WHEREAS, Elkhart Community Schools has constructed a building to provide occupational training for those individuals residing within the school corporation/districts who are desirous and in need of such training, said Center being known as the Elkhart Area Career Center and

WHEREAS, Baugo Community Schools is desirous as a school corporation/district to participate in their students attending said Career Center,

NOW, THEREFORE, in consideration of the premises and the mutual covenants hereinafter set forth, the parties mutually agree as follows:

ARTICLE I. STUDENTS AUTHORIZED TO ATTEND THE CAREER CENTER

Students from participating school corporations/districts may attend the Career Center on a partial day basis at the discretion of their own participating school corporation/district, and all credits toward graduation will be issued by the said home corporation/district.

Each student attending the Career Center shall be considered a student of the participating school corporation/district for the purposes of calculating the average daily attendance for the participating school corporation/district.

ARTICLE II. ADMINISTRATIVE CONTROL

The Elkhart Area Career Center shall be under the administrative control of the Board of School Trustees, Elkhart Community Schools, Elkhart, Indiana, and said Board shall have authority and responsibility to determine all final decisions concerning the financing and the operation of the Center.

ARTICLE III. LOCAL ADVISORY BOARD FOR CAREER
AND TECHNICAL EDUCATION

A local advisory board for career and technical education shall be selected by the Board of School Trustees, Elkhart Community Schools, Elkhart County, Indiana, representing broad interests in career and technical education, on an interest basis similar to that of the Indiana State Advisory Board. The functions of this board shall be to provide recommendations for the operation of the Career Center and to bring these recommendations to the administration of the Career Center and the Board of School Trustees, Elkhart Community Schools. This advisory board, as nearly as possible, should represent the interests of all of the people within the area served by the Elkhart Area Career Center.

This advisory board will meet a minimum of three times each year, and the minutes of those meetings shall be e-mailed to all participating school corporations/districts and shall be available at the Elkhart Area Career Center at all times.

ARTICLE IV. TRANSPORTATION OF STUDENTS

Decisions regarding transportation of students to the Career Center shall be left to the discretion of the local Boards. No transportation of students to and from the Center will be provided by the Career Center.

ARTICLE V. BUDGET AND ACCOUNTING

The annual budget for the operation of the Career Center shall be prepared in accordance with the policies of the Indiana State Board of Accounts and the Superintendent of Public Instruction. Said budget will be developed on a total project basis and shall first be subject to the final approval by the Board of School Trustees, Elkhart Community Schools, Elkhart County, Indiana. Elkhart Community Schools shall maintain a separate Career and Technical Education Fund in the Fund Ledger and Ledger of Receipts, and shall observe all other accounting procedures required by the Indiana State Board of Accounts.

The Elkhart Community Schools, serving as the administering school, is entitled to recover costs incurred for administering the Elkhart Area Career Center program by multiplying their approved federal fund indirect cost rate times the Elkhart Area Career Center fiscal year current expenditures and prorating the costs in accordance with the provisions of ARTICLE IV, as a part of the total cost per student enrolled.

A copy of the projected budget shall be submitted to the participating school corporations/districts no later than February 1, for the following school year. At the end of the fiscal year, an expenditure of funds report will be submitted to each school corporation/district.

ARTICLE VI. COST TO PARTICIPATING SCHOOL CORPORATION/DISTRICT

The cost to a participating school corporation/district shall be determined in the following manner: Each participating school corporation/district will pay the net per capita cost for each of its students enrolled in the Career Center program. Said net per capita cost shall be determined on the basis of the following formula:

Total operating cost of program
Less state and federal reimbursement
Net cost per student enrollment in the Career Center

Utilizing this formula, the participating school corporation/district shall be billed on a monthly basis on the estimated cost per student. The final billing shall be resolved after the reimbursement is made in July and will be based on the actual net cost per capita for the students enrolled.

Any specific fees, such as book rental or student supplies shall be the responsibility of the student.

ARTICLE VII. STUDENTS TO BE ENROLLED

The following enrollment procedures will be used:

The School Counselors of the Career Center will provide each participating school corporation/district with a list of Career & Technical Education programs to be offered during the new school year on or before January 10 of each year.

Applications for enrollment will be supplied to the participating school corporations/districts on or before February 20 and the enrollment process initiated.

On or before March 31, the participating school corporation/district shall have completed the enrollment forms and returned them to the School Counselors of the Elkhart Area Career Center.

On or before April 5, the Career Center counseling staff shall tabulate the number of applications and initiate the normal balancing procedure working with cooperating school counselors to insure reasonable and cost effective class enrollment numbers. It is understood that some variation in enrollment will take place between this spring balancing and the ADM final count; however, cooperating school agrees to have done the major portion of their screening by May 1 and only minor adjustments should occur from this point to the official ADM day.

On or before the official ADM count day for the school year of this Agreement, the participating school corporation/district does herewith enter into as a part of this contract to provide for the financial costs incurred for those student enrollees whose placement shall be determined in accordance with the procedures herewith defined for the succeeding school year.

ARTICLE VIII. EMPLOYMENT OF PERSONNEL

All personnel employed at the Elkhart Area Career Center shall be the responsibility of the Elkhart Community Schools, in accordance with licensing procedures of the State of Indiana.

Individuals employed by Elkhart Community Schools are subjected to a background check which shall include the following:

- A. An expanded national criminal history check (as defined by I.C. 20-26-2- 1.5) of the criminal history record system maintained by the Federal Bureau of Investigation based on fingerprint identification or another method of positive identification.
- B. A search of the national sex offender registry maintained by the United States Department of Justice.
- C. Search of U.S. District Court Records from the districts where applicants resided.

Individuals employed by Elkhart Community Schools subsequent to July 1, 2017 are also subject to a reference check satisfying the terms of I.C. 20-26-5-10.5

In addition, employees are obligated pursuant to policies adopted by the Board of School Trustees to during the course of his/her employment to reports his/her arrest or the filing of criminal charges against the employee, and conviction of criminal charges to the Superintendent within two (2) business days of the occurrence.

ARTICLE IX. PERIOD OF AGREEMENT

This agreement shall begin on the 1st day of August, and shall continue on a fiscal year, July 1 to June 30. A new contract will be written on or before August 1 of the fiscal year.

IN WITNESS WHEREOF the parties hereto have signed this Agreement and caused their seals to be affixed and attested on the day and year indicated.

ELKHART COMMUNITY SCHOOLS

By _____
President of the Board

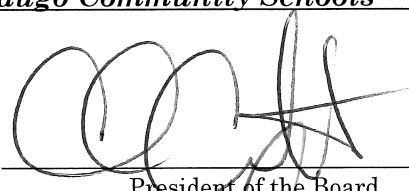
Superintendent of Schools

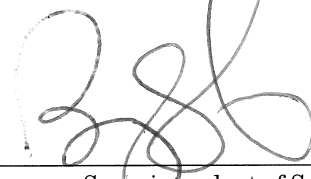
Attested:

Secretary of the Board

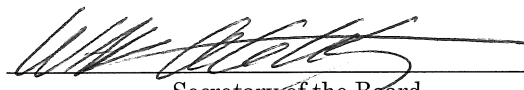
Date: _____

Baugo Community Schools

By  _____
President of the Board

 _____
Superintendent of Schools

Attested:

 _____
Secretary of the Board

Date: 10/09/23

Baugo Community Schools

OCT 9 2023

BOARD APPROVED

Book	Policy Manual
Section	3000 Personnel
Title	PROPOSED REVISED PROFESSIONAL STAFF CONTRACTS AND COMPENSATION PLANS (ADMINISTRATORS)
Code	po3421.01A
Status	First Reading
Adopted	December 13, 2016
Last Revised	July 13, 2023
Last Reviewed	November 14, 2023

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

Administrative Salary Schedule

Salary - Low	Salary - High	Position
109,893 112,393	133,647 136,147	Assistant Superintendent of Exceptional Learners
109,893 112,393	133,647 136,147	Assistant Superintendent of Instruction
109,893 112,393	133,647 136,147	Assistant Superintendent of Student Services
109,893 112,393	133,647 136,147	Chief Operating Officer
108,893 111,394	132,426 134,926	Chief Financial Officer
108,894 111,394	132,426 134,926	Director of Elkhart Area Career Center
108,894 111,394	132,426 134,926	District Counsel/Chief of Staff
108,894 111,394	132,426 134,926	Executive High School Principal
98,904 101,404	120,216 122,716	Director of Secondary Curriculum
98,904 101,404	120,216 122,716	Director of Elementary Curriculum
98,904 101,404	120,216 122,716	Director of Human Resources
98,904 101,404	120,216 122,716	Director of Technology
98,904 101,404	120,216 122,716	Director of Federal Programs
88,914 91,414	108,006 110,506	Director of Transportation
88,914 91,414	108,006 110,506	Director of Food Services
96,906 99,406	117,774 120,274	Elkhart Area Career Center Principal
96,906 99,406	117,774 120,274	Freshman Division Principal
88,914 91,414	108,006 110,506	Elementary Principal
88,914 91,414	108,006 110,506	PRIDE Academy Principal Principal Alternative Education/Emotional Disabilities Program K-8
96,906 99,406	117,774 120,274	Middle School Principal
88,914 91,414	108,006 110,506	Director of Literacy
88,914 91,414	108,006 110,506	High School Principal School of Study
88,914 91,414	108,006 110,506	High School Principal Elkhart Academy
88,914 91,414	108,006 110,506	Supervisor of Special Programs
79,923 82,423	97,017 99,517	Alternative Programs Principal
89,913 92,413	109,227 111,727	High School Athletic Director
79,923 82,423	97,017 99,517	Assistant Director of Human Resources
79,923 82,423	97,017 99,517	Controller
79,923 82,423	97,017 99,517	Director of English Learners

88,914 91,414	108,006 110,506	Director of Counseling
79,923 82,423	97,017 99,517	High School Assistant Principal
79,923 82,423	97,017 99,517	Middle School Assistant Principal
79,923 82,423	97,107 99,517	Supervisor of Accounting, Audits, and Investments
71,931 74,431	87,249 89,749	Director of Communication
71,931 74,431	87,249 89,749	Director of Inclusion
71,931 74,431	87,249 89,749	Elementary Assistant Principal
71,931 74,431	87,249 89,749	Supervisor of Early Childhood
88,914 91,414	108,006 110,506	Principal of School Without Walls
79,923 82,423	97,017 99,517	Supervisor of Student Services/Attendance Officer
88,914 91,414	108,006 110,506	Director of School Safety, Security, and Risk Assessment
96,906 99,406	117,774 120,274	High School Vice Principal
88,914 91,414	108,006 110,506	Director of High Ability

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

Placement of Newly Employed Administrators on the Administrator Salary Schedule

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

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

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

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

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

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

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

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

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

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

Education	MA = 8 points x 2	16 points
Experience	5 years = 5 points x 2	10 points
Environment	Coming From Elkhart Schools = 13 x 2	26 points
Total Points		52 points

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

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

Position Value Matrix

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

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

Component	Minimal	Low	Medium	High
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<p>Expertise and Education (Total Points Available 40)</p>	<p>10 POINTS</p> <p>Position involves complicated procedures, skills, or equipment that are integrated within the overall departmental operation, but does not require much experience.</p> <p>Position description indicates a Bachelor's Degree is preferred.</p>	<p>20 POINTS</p> <p>Position requires a college-level education in a professional or technical field, advanced skills, and a vocational level knowledge of a professional field.</p> <p>Position description indicates a Bachelor's Degree is required but might also require further credentials or certifications.</p>	<p>30 POINTS</p> <p>Position requires college-level education in a professional or technical field, broadened by extensive related work experience.</p> <p>Position description indicates a Master's Degree is required.</p>	<p>40 POINTS</p> <p>Position requires professional, technical, or managerial expertise in at least one field, developed through extensive experience, training and education to the point of being an authority in the Corporation.</p> <p>Position description indicates a requirement for education beyond a Master's Degree.</p>
<p>Decision-Making Discretion and Impact (Total points Available 60)</p>	<p>15 POINTS</p> <p>Decisions made by this position usually directly affect the quality, quantity, and timeliness of work produced by this position itself, those closely engaged in related work (work unit), or, at times, by those in different work units. The majority of decisions made by this position relate to how the work should be done (work execution), but some relate to work planning.</p>	<p>30 POINTS</p> <p>Decisions made by this position usually directly affect the success of a major department or school in meeting its objectives. Decisions are roughly balanced between planning and execution.</p>	<p>45 POINTS</p> <p>Decisions made by this position usually directly affect the success of the District in meeting its objectives and mission. The majority of decisions are related to program and resource planning, allocation, and adjustment.</p>	<p>60 POINTS</p> <p>Decisions made in these positions regularly affect the short- and long-term success of the District. Decisions are balanced roughly between those related to strategic plans and program/resource planning and allocation. Effects of decisions are characterized by a high visibility inside and outside the organization.</p>
<p>Interpersonal Relations (Total Points Available 20)</p>	<p>5 POINTS</p> <p>Position requires the normal courtesy and respect for others expected of any employee. Contact is primarily with coworkers and supervisors.</p>	<p>10 POINTS</p> <p>Position requires the normal courtesy and respect for others expected of any employee, plus a moderate degree of tact. Contact is with employees, students, and the public on primarily routine requests or inquiries.</p>	<p>15 POINTS</p> <p>Position requires more than normal courtesy and respect for others. Position requires sufficient tact and diplomacy to effectively handle regular contact outside of the organization on difficult or sensitive matters; job might alternatively, require extensive interaction with students.</p>	<p>20 POINTS</p> <p>Position requires, in addition to tact and diplomacy, the ability to persuade and motivate others, both inside and outside the organization, to take desired action. Position is characterized by regular interaction with the Board of Education and the public on complex and highly sensitive matters.</p>

<p>Supervision <i>(Total Points Available 20)</i></p>	<p>5 POINTS</p> <p>Directly supervises non-administrative positions, does not have any direct reports, and/or completes limited work on cross-departmental projects.</p>	<p>10 POINTS</p> <p>Directly supervises employees and administrators mainly with Minimal Expertise and Education and/or Supervision requirements. Position maintains supervisory capacities consistent with those of Asst. Principals at the Elementary or Middle School Level.</p>	<p>15 POINTS</p> <p>Directly supervises employees and administrators mainly with Low Expertise and Education and/or Supervision requirements. Position maintains supervisory capacities consistent with those of Elementary/Middle School Principals, or School of Study Principals.</p>	<p>20 POINTS</p> <p>Directly supervises administrators, especially those with 1) Medium Expertise and Education and/or Supervision requirements, and 2) responsibility for large and complex departments or facilities. Position maintains supervisory capacities consistent to or greater than those of High School Principals.</p>
<p>Fiscal Responsibilities <i>(Total Points Available 20)</i></p>	<p>5 POINTS</p> <p>Position monitors a minimal budget, at most.</p>	<p>10 POINTS</p> <p>Position may monitor a small-to-moderate budget.</p>	<p>15 POINTS</p> <p>Position monitors a budget comparable to that of an Elementary or Middle School.</p>	<p>20 POINTS</p> <p>Position monitors a budget comparable to that of a High School or of a District.</p>
<p>Complexity <i>(Total Points Available 40)</i></p>	<p>10 POINTS</p> <p>Job tasks and conditions are diverse and considerable discretion is allowed and required to accomplish them utilizing a variety of procedures within a framework of general instructions.</p>	<p>20 POINTS</p> <p>The work objective and the fundamental principles of the job's discipline (teaching, accounting, social work, personnel, etc.) are the framework within which decisions are made and tasks are accomplished. The job tasks focus on the objective rather than the procedures used.</p>	<p>30 POINTS</p> <p>Goals, policies, and Board directives are fairly specific; however, this position must use considerable judgment in determining how to get work done or solve the problem. Job is characterized by rapidly changing issues, problems, and requirements dealing with the matters of significant and strategic importance to the district.</p>	<p>40 POINTS</p> <p>Within the framework of general Board policy, strategic planning, and long-range goals, this position is responsible for pointing the way by establishing more specific goals and objectives. This position is responsible for initiating changes in Board policy, district priorities, etc. in response to a variety of input from both inside and outside the organization.</p>

Annual Base Salary Amount

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

Salary Ranges, Placement, and Appeal

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

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

administrator would then initiate a discussion with the Director of Human Resources.

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

An administrator employed on a less than a twelve (12) month contract shall be eligible to be reimbursed for up to five (5) days for time worked ~~beyond the term of his or her contract~~ **in addition to their scheduled duty days, exclusive of weekends.** The rate of pay shall be ~~\$200~~**\$400** per day so long as the reason for working is shown on the list below.

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

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

School Closings

Twelve (12) month employees may elect to work from home when school buildings are closed due to inclement weather.

Length of Administrative Contract

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

Revised 12/12/17
Revised 3/10/20
Revised 8/10/21
Revised 2/8/22
Revised 7/12/22
Revised 3/28/23

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EXPENSE REIMBURSEMENTS

Section 1. Conference Leaves

A. **Conference Leave** - a conference or professional development opportunity, not required by a specific grant, but providing an opportunity to further knowledge and skills **directly related** to Elkhart Community Schools' (ECS) goals.

1. A memo from the approving administrator should be submitted to the Board at least forty-five (45) days prior to the conference. This memo should include: the number of attendees, basic meeting/conference information, cost associated, funding source(s), and how this Conference Leave supports the Elkhart mission and aligns with ECS' goals.
2. A Conference Leave Request form should be completed and submitted for Board approval no later than three weeks prior to the conference. Any exception to this timeline and procedure **MUST** be approved by the Superintendent.

B. **Conference Leave (Grant Required)** - a conference required by a grant received by the school corporation as part of the expectations for maintaining the grant.

1. A memo from the approving administrator should be submitted to the board at least thirty (30) days prior to the conference. This memo should include: basic meeting/conference information, cost associated, funding source(s), reason this Conference Leave is required to fulfill the expectations of the grant.
2. A Conference Leave Request form should be completed and submitted for board approval no later than three weeks prior to the conference. Any exception to this timeline and procedure **MUST** be approved by the Superintendent. The Assistant Superintendent of Instruction will provide a copy of this memo to the Board.

C. Request for Approval Process

1. A Conference Leave Request Memo shall be completed by the approving administrator and submitted to Assistant Superintendent of Instruction **at least thirty (30) days prior for a conference leave request required by a grant and forty-five (45) days for all others.** This memo should include information outlined above pertaining to the specific leave request.
2. A Conference Leave Request form shall be completed and submitted to Instructional Leadership Department for Board approval **no later than three (3) weeks prior to the conference.**

3. After the Conference Leave, attending staff shall submit a Conference Sharing Report and Conference Leave Expense Report within five (5) workdays of the conference. Reimbursement will not be approved/received without the completion of this report.

Section ~~1~~2. Guidelines for Mileage Claims

The following guidelines are to be used by employees filing for reimbursement of transportation expenses incurred in fulfilling their assignment of duties:

- A. Transportation expenses incurred to and from work on a direct route shall not be considered as a proper claim for mileage reimbursement; however, in the event school-related business or job-related responsibilities require a deviation from an employee's regular route to work, then it is proper to claim reimbursement for additional transportation expenses above and beyond those expenses incurred in the regular route to and from the place of work. Example: If an employee travels a total of 18 miles in visiting two schools on the way to work, and a direct route from home to work is 12 miles, the employee may claim mileage reimbursement for 6 miles.
- B. Transportation expenses incurred in returning to work in the evening or on Saturday to complete unfinished job requirements, except where such return is to attend a meeting, conference, or other required evening or weekend activity shall not be a claimable expense.
- C. The primary place of job responsibility is to be used to determine beginning and ending points in computing total mileage traveled during the regular work day.
- D. When departing from the employee's residence for the purpose of attending evening or Saturday meetings, conferences or other required activity within the Elkhart Community Schools corporation boundaries, the employee's residence is to be used to determine beginning and ending points in computing total mileage traveled (no more than 20 miles may be claimed when using the employee's residence in computing mileage).
- E. In determining whether or not mileage can be claimed when attending extra or co-curricular activities, mileage can be claimed when the employee attends for the purpose of direct work responsibility.
- F. To claim mileage, the activity attended must be related to the employee's position description, or be an express direction or requirement of the employee's supervisor.
- G. The appropriate information is to be transferred to official Claim Form 101 and filed in the Business Office on the first of each month. Claim Form 101 is obtainable from the Business Office.
- H. Questions concerning interpretation of this regulation are to be directed to the

~~Executive Director of Support Services~~ Chief Financial Officer.

- I. Mileage claims are not to be confused with conference attendance claims. Each employee's must have the ~~Deputy Superintendent's~~ Assistant Superintendent of Instruction's or, when applicable, the Director of the Elkhart Area Career Center's approval for conference attendance prior to such attendance. Only the immediate supervisor's approval is needed for administrative/professional assignments and prior approval of other claimable transportation expenses is not necessary.
- J. Administrative Regulation DLC (Mileage Chart) shall be used in determining distance between particular buildings in the school corporation except that no mileage between buildings shall be considered to be less than one mile.

~~December 20, 2016~~ November 14, 2023