

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

NOTICE OF MEETING CANCELLATION

Date: Tuesday, April 9, 2024
Time: 6:00 p.m.
Location: Riverview Elementary School
2509 Wood Street
Elkhart, IN 46516



Superintendent of Schools

Posted and electronically delivered
to News Media on Wednesday,
April 3, 2024 and electronically
delivered to Board Members and School
Attorney on Friday, April 5, 2024.

NOTICE OF EXECUTIVE SESSION
OF THE
BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools
Elkhart, Indiana

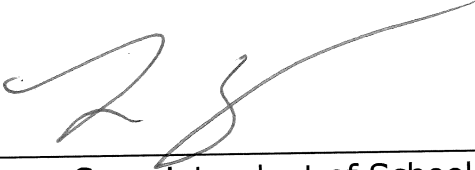
Date: Tuesday, April 9, 2024

Time: 6:00 p.m.

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

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

Location: Riverview Elementary School
2509 Wood Street
Elkhart, IN 46516



Superintendent of Schools

Posted and electronically delivered to News Media on Wednesday, April 3, 2024 and electronically delivered to Board Members and School Attorney on Friday, April 5, 2024.

AGENDA FOR
BOARD OF SCHOOL TRUSTEES
REGULAR MEETING

Elkhart Community Schools
Elkhart, Indiana

April 9, 2024

CALENDAR

Apr 9 6:00 p.m. Executive Session, Riverview Elementary School
Apr 9 7:00 p.m. Regular Board Meeting, Riverview Elementary School
Apr 23 6:00 p.m. Public Work Session, J.C. Rice Educational Services Center
Apr 23 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. PUBLIC COMMENT
- E. SPECIAL RECOGNITION OF DISTINGUISHED SUPPORT STAFF
- F. EXCELLENCE OF ELKHART
- E. MOMENT OF PRIDE
- F. CONSENT ITEMS:

- Minutes – March 26, 2024 – Regular Board Meeting
- Claims
- Gift Acceptance
- Conference Leaves
- Overnight Trips
- Personnel Report

- G. OLD BUSINESS
- H. NEW BUSINESS

Board Policy 6320 – Purchasing – The administration presents proposed revisions to Board Policy 6320 – Purchasing for initial consideration.

Administrative Guideline 6320A – Purchasing – The administration presents proposed new Administrative Guideline 6320A – Purchasing for initial review.

Board Policy 6330 – Approval of Contracts – The administration presents proposed new Board Policy 6330 – Approval of Contracts for initial consideration.

Common School Fund Loan Petition – The Business Office seeks confirmation of the submission of a Common School Fund Loan Petition.

I. INFORMATION AND PROPOSALS

From Superintendent and Administrative Staff

From Board

J. ADJOURNMENT

MINUTES
OF THE REGULAR MEETING
OF THE BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools
Elkhart, Indiana

March 26, 2024

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

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

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

Board Member Mike Burnett recited the Elkhart Promise. The Elkhart Promise

Mr. Scott discussed the invitation to speak protocol noting Public Comment was moved to the beginning of the meeting agenda.

Audience member expressed concerns about the proposed new Board Policy 9130 – Public Complaints and Concerns. Public Comment

Erin Wagler, Director of Communication, share some of the wonderful things happening in Elkhart Community School (ECS) during the Excellence of Elkhart highlighting Academics, Arts, and Athletics. Excellence of Elkhart

In the area of Academics, great things continue to happen in Elkhart including the Elkhart Area Career Center (EACC) hosting a mock interview event for nine hundred (900) students. Local business professionals volunteered to lead over one thousand two hundred (1,200) interviews. ECS is also home to the leading K-12 Ag program in the State of Indiana and had over four hundred (400) students who were excited to experience Ag Day at the Elkhart County Fairgrounds this year. Elkhart Schools is closing in on the championship round of the district’s reading initiative, *“Elkhart Builds Readers, Dreamers, and Inspiring Leaders”*. Finish strong Elkhart!

In the area of Arts, the Elkhart High School (EHS) Symphony had the amazing opportunity to perform alongside the Elkhart County Symphony, creating a wonderful community event. The EHS Winter Guard

performed at the Indiana High School Color Guard Association (IHSCGA) State Finals and finished in 5th place. Last but not least, students across Elkhart Schools continue to earn Gold ratings in Indiana State School Music Association (ISSMA) competitions. Way to go Elkhart!

In the area of Athletics, ECS has offered elementary sports for 5th and 6th grade students for decades; this year, Eastwood Elementary won the 2024 Elementary Girls Basketball Championship. Elkhart is also proud of their alum, Christian Mejia, who won the NCAA Division II National Championship in wrestling. Elkhart spring sports are underway and schedules can be found online. Come out and support Elkhart athletics!

Future happenings in Elkhart Schools include a community-wide Solar Eclipse educational presentation on March 28, 2024 at 6:30 p.m. at ETI; Kindergarten Roundup will be held on April 11, 2024 from 6 – 7 p.m.; summer trip opportunities for high school students include a Marine Biology trip to Massachusetts/Maine and Earth Science trip to Colorado; and Elkhart will be hosting the Disability Resource Fair on April 13, 2024. For more information about Elkhart Schools, follow us on social media and the ECS website.

SSAC member Alaina Mendoza reported ECS chess teams from EHS, West Side, North Side, Daly, Roosevelt and Feeser competed at State; EHS Symphony Orchestra performed alongside the Elkhart County Symphony Orchestra; EHS Student Government held their annual Blood Drive collecting 69 units, saving 207 lives; EHS National Honor Society (NHS) Induction Ceremony is on April 21, 2024; and Future Business Leaders of America (FBLA) attended the Indiana FBLA State Conference in Muncie with eight (8) Lions qualifying for Nationals. Mr. Anderson was pleased to report EHS has experienced success with the new dismissal times/procedures leading to improvement in student behavior in the halls as well as grades.

Moment of
Pride

Miss Mendoza is on the EHS Cheer Team and they have had one of their best seasons yet, placing 1st at the UCA Hoosier Nationals which provided them a bid to UCA Nationals at the ESPN Center in Orlando, Florida; they took 8th place out of thirty (30) teams in their division. The EHS Cheer team not only works hard to compete, but also to play a leadership role in the community by welcoming Riverview students in the morning, participating in pep rallies, and cheering at basketball games as well as the Sunburst Race at Notre Dame.

Tony England, Assistant Superintendent of Exceptional Learners, shared that he was pleased to announce two employees and one student from ECS were the recipients of three out of the ten awards being presented by the Indiana Council for Exceptional Children (ICEC). Elizabeth Hausbach, District Translator, was awarded Advocate of the Year and David Bird, Principal of EHS – Engineering, Technology, and Innovation School of Study, was awarded Administrator of the Year.

ICEC Award
Winners

Congratulations and thank you both for all you do for Elkhart students and families. Aayden Hajdaj, a 4th grade student, was Bristol’s YES I CAN! Award winner and went on to win the YES I CAN! Student Award from the ICEC. This honor recognizes students and youth with exceptionalities whose hard work and dedication have allowed them to excel. Staff members describe Aayden as being a warrior both academically and in speech therapy. He is persistent, putting forth his best effort in everything he does. When he does struggle, he works hard to overcome and persevere. Aayden is an honor roll student and was named one of Kiwanis’ 4th grade representatives. He is well on his way to achieving his educational goals. Congratulations Aayden! You truly are amazing and ECS is very proud of you.

| | |
|---|---------------------------|
| By unanimous action, the Board approved the following consent items: | Consent Items |
| Minutes – March 12, 2024 – Regular Board Meeting | Minutes |
| Payment of claims totaling \$7,954,536.15 as shown on the March 26, 2024, claims listing. (Codified File 2324-124) | Payment of Claims |
| Proposed school fundraisers in accordance with Board policy. (Codified File 2324-125) | Fundraisers |
| The following donations were made to Elkhart Community Schools (ECS): 2009 Ford 6.4 Diesel engine core form with an owner estimated value of \$1,250 from Mikel Farms, care of Ryan Mikel, to Elkhart Area Career Center (EACC) to be used in the Motorcycle/Outdoor Power Technology classes; thirty (30) Laryngeal Mask Airways, thirty-one (31) Anesthesia Circuits, and thirty-five (35) X-large drapes from Unity Physicians Hospital, care of Jennifer Medich, to EACC to be used in the Surgical Services Program; \$1,000 from Elkhart Education Foundation to Pierre Moran to be used for the upcoming Hoopla Event; \$1,000 from DBA Brian’s Tree Services, care of Brian Ketchum, to EHS Unified Track Team to be used to assist with the growth and development of the program; \$4,000 from Linda Homo to EHS Boys/Girls Track and Field teams to be used to assist with the growth and development of the program; \$4,000 from Linda Homo to EHS Boys Track Team to be used to assist with the growth and development of the program; \$1,000 from Passionately Purple to EHS Boys Track and Field Team as well as EHS Boys XC Team to be used to assist with the growth and development of the program; and \$4,000 from First Federal Savings Bank to EHS Boys and Girls Track and Field Teams to assist with the growth and development of the program. | Gift Acceptances |
| Conference leave requests in accordance with Board policy for staff members as recommended by the administration on the March 26, 2024 listings. (Codified File 2324-126) | Conference Leave Requests |

| | |
|--|-----------------------------------|
| <p>Submission of the following grant: Perkins Basic Grant hosted by Office of Career and Technical Education in the amount of \$848,556 to be used for equipment, professional development, staff salaries, and career guidance and AWS Foundations Grant hosted by AWS Foundation of Fort Wayne in the amount of \$65,770 to be used to purchase ARIS Language Builder, Academic Readiness Intervention System (ARIS) Early Autism Curriculum by Stages Learning as a supplemental resource for student who are not yet ready for traditional school, paper-based learning, or making gains using the current Intense Interventions curriculum, Unique Learning Systems. (Codified File 2324-127)</p> | <p>Grants</p> |
| | <p>Personnel Report</p> |
| <p>Administrative Appointment of the following one (1) certified staff on dates indicated: Laura Christophel – Assistant Principal at Eastwood, 3/27/24</p> | <p>Administrative Appointment</p> |
| <p>Retirement of the following one (1) certified staff effective on date indicated: Jeanne Davidson, Special Education at PACE, 5/31/24 with 32 years of service</p> | <p>Certified Retirement</p> |
| <p>Resignation of the following four (4) certified staff effective on date indicated: David Freel – Math at Elkhart High, 5/31/24 Mackenzie Hill – Grade 3 at Daly, 5/31/24 Larissa Lomeli – ALS at Elkhart High, 3/11/24 Carl Rust – Grade 3/4 Split at Roosevelt, 5/31/24</p> | <p>Certified Resignation</p> |
| <p>Correction of Unpaid Leave of the following one (1) certified staff: Brittany Choler – Social Studies at West Side, beginning 3/21/24 and ending 5/31/24</p> | <p>Correction of Unpaid Leave</p> |
| <p>Employment of the following eight (8) classified employees effective on dates indicated: Rachuel Emerson – Custodian at Feeser, 3/25/24 Angela Jones – Food Service at Osolo, 3/18/24 Lisa McFarland – Food Service at Elkhart High, 3/21/24 Andrew Overmyer – Bus Helper at Transportation, 3/26/24 Shawna Reyes – Food Service at Daly, 3/25/24 Olivia Roberts – Paraprofessional at HELC, 3/25/24 Kelsey Stone – Food Service at Woodland, 3/25/24 Desiree Wright – Bus Driver at Transportation, 3/22/24</p> | <p>Classified Employment</p> |

Unpaid leave for the following four (4) classified employee, effective on dates indicated: Classified Unpaid Leave
Tanita Bynum – Food Service at Osolo, beginning 3/14/24 and ending 5/31/24
Janie Halliburton – Custodian at Elkhart High, beginning 3/13/24 and ending 5/10/24
Priscilla Rodriguez – Paraprofessional at North Side, beginning 4/22/24 and ending 5/31/24
Constance Warner – Bus Driver at Transportation, beginning 3/14/24 and ending 4/18/24

Retirement of the following one (1) classified employee: Classified Retirement
Debra Brick – Food Service at Roosevelt, 5/31/24 with 36 Years of Service

Resignation of the following four (4) classified employees, effective on dates indicated: Classified Resignations
Rochelle Alberding – Food Service at Feeser, 3/8/24
Emily Lewandowski – Social Worker at Monger, 5/31/24
Palmira Salazar – Secretary at Pierre Moran, 3/22/24
Melissa Smith – Paraprofessional at PACE, 3/29/24

Termination of the following two (2) classified employee, effective on the date indicated: Classified Terminations
Nikita Belt – Bus Helper at Transportation, 3/26/24 in accordance with Board Policy 3039.01S
Stacy Swoverland – Production Coordinator at Food Service, 3/26/24 in accordance with Board Policy 3039.01S

Board Vice President Doug Weaver made a motion to approve Board Policy 9130 – Public Complaints and Concerns and it was seconded by Board Secretary Anne VonDerVellen. Then, Mr. Weaver made a second motion to postpone consideration of the Board Policy until April 23, 2024 and Board Member Kellie Mullins seconded the motion. By unanimous action, the Board postponed consideration of Board Policy 9130 – Public Complaints and Concerns until April 23, 2024. Board Policy 9130

The Board received a financial report from Zac Quiett, Chief Financial Officer, for February 2024 and found it to be in order. Mr. Quiett reported the cash balance for February was \$46,590,888.98 making note expenses were heavy this month due to expenditures for school buses; he will continue to monitor to ensure it does not become a trend. In response to Board inquiry, retiring Chief Financial Officer, Kevin Scott, informed Board members the purchase order for school buses from December 2022 was just received. ECS currently has twelve (12) buses on order from December 2023. These delayed expenditures were caused by supply chain issues. Financial Report

The Board received an insurance update for the month of February 2024. Mr. Quiett reported claims for the month were lower than last February. Year to date, expenditures are back in line with 2023.

Insurance
Report

Superintendent, Dr. Larry Huff spoke of how proud he was of the outstanding students who were at the Board meeting this evening, Alaina Mendoza and Aayden Hajdaj. They are wonderful reminders of the importance of investing in Elkhart students.

From the
Superintendent

Dr. Huff congratulated the Board for attaining the Commendable Level of the Indiana School Boards Association and thanked them for their leadership.

Dr. Huff congratulated and thanked retiring Chief Financial Officer, Kevin Scott, for being a steward to the district for many years. He will be greatly missed.

Dr. Huff reminded audience members of the Solar Eclipse Program at the ETI Building on March 28, 2024 which is open to the public.

Dr. Huff gave a shout out to ECS teacher, Peggy DeLanghe. Ms. DeLanghe is being recognized by Indiana University South Bend (IUSB) as the 2024 recipient of the Excellence in Leadership Award for her work as a student. Ms. DeLanghe currently works at the Elkhart Area Career Center (EACC) in Early Childhood Education.

In closing, Dr. Huff wished all teachers and staff a relaxing Spring Break and reminded the Board their next regularly scheduled Board meeting will be on April 9, 2024 at 7:00 p.m. at Riverview Elementary School.

Mr. Doug Weaver spoke about the Military Ball and what a wonderful event it was for the Elkhart High School Air Force Junior Reserve Officer Training Corps (AF JROTC) cadets. Mrs. Mullins added the guest speaker was ECS's very own Maggie Lozano, Director of Human Resources, who participated in a JROTC program when she was in high school. It was a great night for all.

From the
Board

Mrs. Mullins shared that this year was her third year participating on the Employability Panel at the EACC and how impressed she was with the professionalism of the students.

Mrs. Mullins encouraged the Board and audience members to check out the March 16, 2024 interview with Tracy Weirich about the ECS music program; it can be found on the ECS website. Mrs. Mullins congratulated all the band, choir, and orchestra middle school students who participated in Indiana State School Music Association (ISSMA) competitions. Also, the Winter Percussion is holding a community preview night on March 28, 2024.

Board Member Jeff Bliler thanked Mrs. Wagler for doing a great job informing the Board and community about the Excellence of Elkhart and what makes Elkhart exceptional.

Board President Scott thanked Mr. (Kevin) Scott for the many years of service he has given to ECS. As a Board member, he expressed his gratitude for the great fiscal condition Mr. Scott left the district at his tenure which will enable ECS to continue to do good things for the children of Elkhart.

The meeting adjourned at approximately 7:43 p.m.

Adjournment

APPROVED:

Signatures

Troy E. Scott, President

Douglas K. Weaver, Vice President

Anne M. VonDerVellen, Secretary

Jeffrey S. Bliler, Member

Mike Burnett, Member

Dacey S. Davis, Member

Kellie L. Mullins, Member



ELKHART AREA CAREER CENTER

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

To: DR. HUFF
BOARD OF SCHOOL TRUSTEES

FROM: BRANDON EAKINS BE

DATE: MARCH 26, 2024

RE: DONATION APPROVAL - EACC

Eric Jantzen has donated a 2012 Chevrolet VOLT, VIN #1G1RD6E4XCU105211 to our Automotive Technology classes.

This vehicle will be very useful as it will be used by students for training purposes.

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

Eric Jantzen
15543 Countryview Ct
Granger, IN 46530-8929



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: March 27, 2024

TO: Dr. Larry Huff
Board of School Trustees

FROM: Cary Anderson, Principal
Kyle Weirich, Music Coordinator *Kyle Weirich*

RE: Donation Approval

Elkhart High School received a donation of \$1000 from the Elkhart County Symphony Orchestra. The donation is in support of the EHS Orchestras in support of clinicians and private lessons.

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:

Elkhart County Symphony Association, Inc.
P.O. Box 144
Elkhart, IN 46515

Thank you for considering this request.

ELKHART COMMUNITY SCHOOLS OVERNIGHT TRIP REQUEST

School: Elkhart Area Career Center

Class/Group: SkillsUSA State Conference

Number of Students: 120

Date/Time Departing: April 19, 2024 at 6:30 am

Date/Time Returning: April 20, 2024 at 10:00 pm

| | | | |
|---------------------|----------------------------------|---------------------|----------------|
| Destination: | <u>Indiana State Fairgrounds</u> | <u>Indianapolis</u> | <u>Indiana</u> |
| | | City | State |

Overnight facility: Country Inn & Suites Indy 7610 Old Trails Rd. Indianapolis, IN

Mode of transportation: Car and bus

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

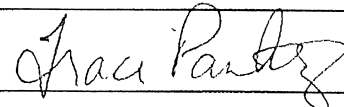
Names of chaperones: Amber Kosar, Kenny Helbling, Marty Hostetler, Dave Kriegel, Seth Barnett
Tracy Teegarden, Ryan Gortney, Traci Pankratz, Amy Stutzman etc.

Cost per student: estimated 150.00

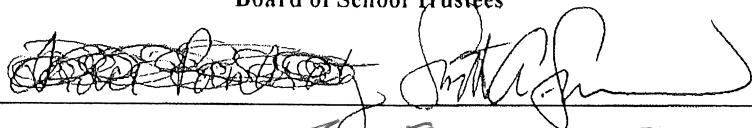
Describe plans for Raising Funds or Funding Source: N/A


Plans to defray costs for needy students: N/A

Are needy students made aware of plans? N/A

Signature of Teacher/Sponsor: 

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

Signature of Principal:  Date: 3/22/24

Approval of Assistant Superintendent:  Date: 3/29/24

Approval by Board: _____

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

ELKHART COMMUNITY SCHOOLS OVERNIGHT TRIP REQUEST

School: Elkhart High School

Class/Group: ElkLogics Robotics Team

Number of Students: 10

Date/Time Departing: 2:00 PM, April 5th, 2024

Date/Time Returning: 10:00 PM, April 7th, 2024

Destination: Lafayette Jefferson High School Lafayette IN
City State

Overnight facility: TBD

Mode of transportation: Car

Reason for trip: Competing in FIRST Indiana Robotics State Championship

Names of chaperones: Ted Elli, Nick Seidl


Cost per student: \$60 to be charged to students

Describe plans for Raising Funds or Funding Source: \$60 from each student, plus money in extra-curricular account from grants/donations

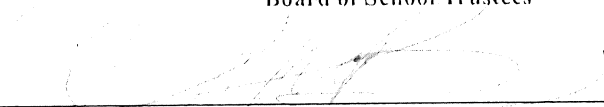
Plans to defray costs for needy students: Supplement using money in extra-curricular account

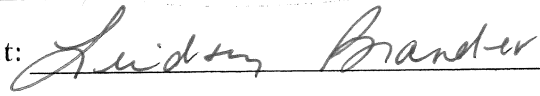
Are needy students made aware of plans? Yes, students were told to speak to Mr. Elli or Mr. Seidl privately if there is a need.

Name of Teacher/Sponsor: Nick Seidl

Signature of Teacher/Sponsor: 

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

Signature of Principal:  Date: 3/7/24

Approval of Asst. Superintendent:  Date: 4/1/24

Approval by Board: _____

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

ELKHART COMMUNITY SCHOOLS OVERNIGHT TRIP REQUEST

School: EHS

Class/Group: Choirs

Number of Students: Unknown at this point- Based on Registrations

Date/Time Departing: 4/6/25

Date/Time Returning: 4/11/25

Destination: Disney World Orlando Florida
City State

Overnight facility: Fairfield Inn and Suites

Mode of transportation: Charter Bus

Reason for trip: To learn about the professional music industry by participating the "Disney Choral Soundtrack Session" where students will work with industry professionals to record a soundtrack set to Disney film footage. Students will also learn skills and expectations for being a professional musician.

Names of chaperones: Jeff Reinert, HS Vocal Staff, and parent chaperones

Cost per student: \$1,880

Describe plans for Raising Funds or Funding Source: The choir program is planning several fundraising opportunities over the summer and next school year to help offset the cost. Music program ads for next year will be started in May. Specific fundraisers for the summer are still being determined. In the Fall, we will do the annual Mum sale and a Brochure sale through Century Resources.

Plans to defray costs for needy students: Funds earned by the student will be used to pay down their trip costs.

Are needy students made aware of plans? There will be a kickoff for families to discuss the trip details and fundraising possibilities. We will also be discussing this with all of the choir classes.

Name of Teacher/Sponsor: Jeffrey Reinert

Signature of Teacher/Sponsor: 

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

Signature of Principal: Kelly Berheide A&C Principal Date: 3/27/24

Approval of Assistant Superintendent:  Date: 3/29/24

Approval by Board: _____



HUMAN RESOURCES

ELKHART
COMMUNITY SCHOOLS

TO: DR. LARRY HUFF
FROM: MS. MAGGIE LOZANO
DATE: APRIL 9, 2024

PERSONNEL RECOMMENDATIONS

CERTIFIED

- a. **Administrative Appointment** – The administration recommends confirmation of one administrative appointment.
- b. **New Certified Staff** – We recommend employment for four new certified staff for the 2024-25 school year.
- c. **Retirement** – We report the retirement of two employees who have provided a total of 30 years of service.
- d. **Separation** – We report the separation of three employees.

CLASSIFIED

- a. **New Hire** – We recommend regular employment for 13 employees.
- b. **Retirement** – We report the retirement of one employee who has provided 22 years of service.
- c. **Separation** – We report the separation of five employees.
- d. **Death** – We report the death of one employee.

| | |
|---------------|-----------------------------|
| Book | Policy Manual |
| Section | 6000 Finances |
| Title | PROPOSED REVISED PURCHASING |
| Code | po6320 |
| Status | First Reading |
| Adopted | November 22, 2016 |
| Last Revised | June 9, 2020 |
| Last Reviewed | April 9, 2024 |

6320 - **PURCHASING**

The Chief Financial Officer is the designated purchasing agent for Elkhart Community Schools. The Corporation Treasurer or Deputy Treasurer is authorized to act as purchasing agent in the event of the absence of the Chief Financial Officer. The Director of Technology is authorized to serve as the designated purchasing agent for Corporation technology needs.

All expenditures must be approved by the purchasing agent prior to being made.

For purchases of supplies and/or materials under \$50,000, the purchasing agent may purchase such supplies or materials on the open market for the best value and price without soliciting bids, proposals, or quotations.

For purchases of supplies and/or materials of at least \$50,000 and not more than \$150,000, the purchasing agent must invite quotations from at least three (3) suppliers known to deal in the supplies to be purchased. Such invitations shall be made at least seven (7) days before the fixed date for receiving the quotations. If a satisfactory quotation is received, the purchasing agent shall award the contract to the lowest responsible and responsive offeror. The purchasing agent may reject all quotations received if none are responsive and/or responsible. If the purchasing agent does not receive a responsive and/or responsible quotation, the purchase may be made by following the process for purchases under \$50,000.

If the cost of the items purchased is in excess of the legal limit, as set forth in I.C. 5-22-8-1.2 & 3, specifications must be prepared describing the kind, quantity and quality of all materials, equipment, goods and supplies which may be needed for a designated period. The purchasing agent shall give notice of the time and place of receiving bids by publication by two (2) insertions in each of two (2) newspapers, in accordance with I.C. 5-3-1, and said notice shall appear at least ten (10) days prior to receiving of bids. If no valid bid is received therefore, or for any item thereof, the Board may approve the purchase of such item or items on the open market.

The purchasing agent will recommend the lowest responsible and responsive bid. Preference will be given to the school community bidder and then to the state bidder provided there are identical bids, and service and quality are equal. Normally, supplies and materials will be purchased from stores and business houses that regularly have in stock the merchandise under consideration.

Procurement – Federal Grants

The Superintendent shall maintain a procurement and contract administration system in accordance with the United States Department of Education (USDOE) requirements (2 C.F.R. 200.317 - .326) for the administration and management of Federal grants and Federally-funded programs. The Corporation shall maintain a compliance system that requires contractors to perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders. Except as otherwise noted, procurement transactions shall conform to the provisions of this policy and administrative guidelines (AG 6320A) and comply with 34 C.F.R. 80.36. Please refer to Policy 6325 - Procurements - Federal Grants/Funds.

Purchase of Services

For purposes of this policy "services" means the furnishing of labor, time, or effort by a person, not involving the delivery of specific supplies other than printed documents or other items that are merely incidental to the required performance.

The purchasing agent may purchase as follows:

A. For purchases of services anticipated to exceed \$50,000.00 in a single school year:

1. If the purchasing agent has purchased services previously from a vendor, the purchasing agent may continue to purchase services from that vendor as long as the Board is satisfied with the services delivered by the vendor.
2. If a new vendor is sought to provide services, the purchasing agent will issue a request for proposal asking that interested vendors submit proposals to serve as vendors for those specific services. Notice of the request for proposal may be sent directly to potential vendors and/or posted on the Corporation's website. The purchasing agent will interview those vendors who respond to the request for proposal that the purchasing agent believes are able to provide the services sought and will select the vendor from those interviewed. The purchasing agent may seek input from other administrators or Board members in making the selection.

B. For all other purchases of services, the purchasing agent may select the vendor s/he believes is the most appropriate vendor who provides the services sought.

The Board should be advised, for prior approval, of all purchases of services when the purchase was not contemplated during the budgeting process.

The purchasing agent is authorized to make emergency purchases, without prior approval, of those services needed to keep the schools in operation.

Such purchases shall be brought to the Board for approval at the next regular meeting.

Legal

I.C. 5-22-8-2

I.C. 5-22-8-3

| | |
|---------------|-------------------------|
| Book | Policy Manual |
| Section | 6000 Finances Templates |
| Title | PROPOSED NEW PURCHASING |
| Code | ag6320A |
| Status | First Reading |
| Last Reviewed | April 9, 2024 |

6320A - PURCHASING

Purchasing - General Provisions

- A. All purchases shall be by purchase order processed through the the Business Department.
- B. The Purchasing Agent shall be the contracting agent for all financial obligations.
- C. The Business Department shall be responsible for encumbering the funds as soon as the purchase order has been issued.
- D. A verbal financial commitment may be made only for emergencies or when it is impossible or impractical to precede the purchase with a purchase order. Before such a commitment is made, the Business Department shall be contacted for prior approval. In all such cases, a purchase order shall be issued as soon as possible after the commitment is made.
- E. Employees are forbidden to use the name of the Corporation, any discounts provided the Corporation, or any other means for associating a personal purchase with the Corporation. They are to make clear to any Corporation supplier from whom they are purchasing an item that it is a personal purchase by the employee and is not associated with the Corporation. Failure to abide by this provision could lead to disciplinary action.
- F. Ongoing commitments such as service contracts and leases should be renewed annually, in writing, at the renewal date.
- G. Blanket purchase orders for supplies or services are valid only for the time period and amount indicated on the purchase order. Extension of the commitment beyond that time and/or amount shall be confirmed by a new purchase order. Blanket purchase orders must be approved by the Purchasing Agent before they are issued.
- H. Purchases of contracted services shall be negotiated either verbally, by a Request for Proposal provided in Board Policy 6320. See Board Policy 6320 to determine when prior approval of the Board for services is required.
- I. Supplies manufactured in the United States shall be specified and purchased unless the Purchasing Agent determines that any of the following apply:
 1. The supplies are not manufactured in the United States in reasonably available quantities.
 2. The price of the supplies manufactured in the United States exceeds by an unreasonable amount the price of available and comparable supplies manufactured outside the United States.
 3. The quality of the supplies is substantially less than the quality of comparably priced available supplies manufactured outside the United States.
 4. The purchase of supplies manufactured in the United States is not in the public interest.
- J. The Purchasing Agent will determine the most appropriate method of obtaining prices for items or groups of items which are not subject to formal bidding procedures.
- K. Quotes will be requested for any item or group of items in a single transaction costing between \$50,000 and

\$150,000.

- L. Purchases of supplies costing more than the amount stipulated in Board policy must be obtained through competitive, sealed bids and be approved by the Board. (See Board Policy 6320).
- M. Annual purchase order cut-off dates shall be determined by the Business Department.

Purchase Order Procedure

- A. The requestor completes the requisition-purchase order and submits it to the principal/supervisor for review and approval.
- B. The requisition-purchase order is entered into the computer for verification, and if verified, the Business Department affixes a date and assigns a number.
- C. The Business Department then sends the requisition-purchase order to the Purchasing Agent for approval and dating.
- D. The original copy of the requisition-purchase order is sent to the vendor unless there are specific instructions to the contrary.
- E. The pink copy is filed by the Purchasing Secretary and the blue and golden rod copies are sent to the principal/supervisor.

Payment of Claims Procedure

- A. When delivery is made, the principal/supervisor checks the golden rod copy of the requisition-purchase order to ensure the order has been received correctly and in proper condition.
- B. If so, the packing or delivery slip is initialed, attached to the golden rod copy of the requisition-purchase order, and both are sent, within five (5) working days, to the Purchasing Secretary for payment.
- C. The Purchasing Secretary checks the pink copy against the invoice, and if everything is in order, a warrant is drawn.
- D. If the Purchasing Secretary finds discrepancies or has questions, s/he shall contact the principal/supervisor.
- E. The vendor's invoice is filed with the pink copy of the requisition-purchase order and a copy of the warrant.

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| Book | Policy Manual |
| Section | 6000 Finances |
| Title | PROPOSED NEW APPROVAL OF CONTRACTS |
| Code | po6330 |
| Status | First Reading |
| Last Reviewed | April 9, 2024 |

6330 - APPROVAL OF CONTRACTS

All contracts obligating the School Corporation or the School Board, in excess of \$5,000.00, whether written or oral, and however named (contract, agreement, amended contract, amended agreement, memorandum of understanding, lease, note, etc.) shall be approved by the Board. Contracts not approved by the Board shall be considered null and void.

Contracts shall be reviewed by legal counsel before Board approval.

The following administrators are authorized to sign contracts, pending Board approval:

- Superintendent
- Assistant Superintendent
- Chief Financial Officer
- Chief Operating Officer
- District Counsel
- Director of Technology

Please note, contracts with limited exceptions such as contracts requiring more than a year to perform or involving the purchase or lease of real estate, may be written or oral. An oral contract may be formed by an offer (by the vendor or the corporation). This policy applies to both written and oral contracts.

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| Legal | I.C. 32-21-1-1 |
| | I.C. 20-26-5 |
| | I.C. 20-26-4-8 |