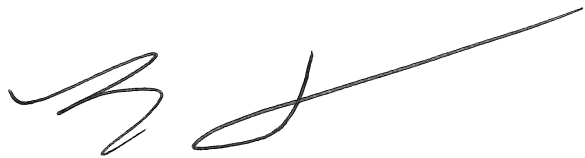


PUBLIC WORK SESSION
OF THE
BOARD OF SCHOOL TRUSTEES
Elkhart Community Schools
Elkhart, Indiana

NOTICE OF MEETING CANCELLATION

Date: Tuesday, August 13, 2024
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 Wednesday, August 7, 2024,
and electronically delivered to Board Members
and School Attorney on Friday, August 9, 2024.

NOTICE OF EXECUTIVE SESSION
OF THE
BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools
Elkhart, Indiana

Date: Tuesday, August 13, 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: J.C. Rice Educational Services Center
2720 California Road
Elkhart, Indiana 46514



Superintendent of Schools

Posted and electronically delivered
to News Media on Wednesday,
August 7, 2024 and electronically
delivered to Board Members and School
Attorney on Friday, August 9, 2024.

AGENDA FOR
BOARD OF SCHOOL TRUSTEES
REGULAR MEETING

Elkhart Community Schools
Elkhart, Indiana

August 13, 2024

CALENDAR

Aug	13	6:00 p.m.	Executive Session, J.C. Rice Educational Services Center
Aug	13	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center
Aug	27	6:00 p.m.	Public Work Session, J.C. Rice Educational Services Center
Aug	27	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center

- A. CALL TO ORDER
- B. THE ELKHART PROMISE
- C. INVITATION TO SPEAK PROTOCOL
- D. PUBLIC COMMENT
- E. EXCELLENCE OF ELKHART
- F. BACK TO SCHOOL UNIVERSITY UPDATE
- G. CONSENT ITEMS:

- Minutes – July 23, 2024 –Regular Board Meeting
 - Claims
 - Fundraiser
 - Extra-Curricular
 - Gift Acceptances
 - Conference Leaves
 - Grants
 - Contracts
 - Personnel Reports
 - Employment

- H. OLD BUSINESS

Board Policy 0100 – Definitions – The administration presents proposed revisions to Board Policy 0100 – Definitions for final consideration.

Board Policy 5136 – Personal Communication Devices – The administration presents proposed revisions to Board Policy 5136 – Personal Communication Devices for final consideration.

Administrative Guideline 5136 – Personal Communication Devices – The administration presents proposed revision to Administrative Guideline 5136 – Personal Communication Devices for final review.

I. NEW BUSINESS

Sale of iPads – The Business Office seeks authorization for the bulk sale of iPads having reached the end of their lifecycle.

Recommendation for Award of the Addition to the Diesel Tech Building – The administration presents Recommendation for Award of the Addition to the Diesel Tech Building for approval.

Board Policy 3422.07S – Executive Assistants’ Salary Schedule – The administration presents proposed revision to Board Policy 3422.07S – Executive Assistants’ Salary Schedule for initial consideration.

J. INFORMATION AND PROPOSALS

From Superintendent and Administrative Staff

From Board

K. ADJOURNMENT

MINUTES
OF THE REGULAR MEETING
OF THE BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools
Elkhart, Indiana

July 23, 2024

J.C. Rice Educational Services Center, 2720 California Road, Elkhart, IN 46514 – at 7:01 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
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Board President Troy Scott 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

An audience member asked about the proposed Mandatory Curriculum Policy; specifically, changes regarding Government. Public Comment

Erin Wagler, Director of Communication, shared some of the wonderful things happening in 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! The end of June, Elkhart Area Career Center (EACC) had seven (7) teams of students representing Elkhart Community Schools (ECS) at the National SkillsUSA competition competing in events such as radio/tv/news production, manufacturing, and medical skills. Three EACC (3) teams placed in the top fifteen (15) in the United States, two (2) teams in the top twenty (20), and two (2) in the top thirty-five (35). Way to exemplify the Excellence of Elkhart!

Kindergarten Readiness and Jumpstart started yesterday. Kindergarten Readiness is a time for incoming kindergarteners to spend time in the building and ease into the classroom environment. Jumpstart is to help upcoming first through sixth grade students transition from summer break back into classroom learning. It is also a great way for students to catch up and receive a little extra help tackling learning gaps while having fun reuniting with their friends and school staff.

In the area of Arts, EHS Marching Band season is underway with the start of Band Camp.

In the area of Athletics, ECS is excited to grow the robust elementary sports program to now include softball for grades five (5) through eight (8) with a focus on developing and building a championship culture!

Some upcoming events across Elkhart Schools include:

- Back to School University: July 29 - Aug 2
- "Yes I Can" Awards: August 2
- First Day of School: August 15

For more information about Elkhart Schools, follow us on social media and the ECS website.

Mr. Cary Anderson, Executive Principal of Elkhart High School (EHS) expressed that he was honored to celebrate EHS excellence and proud to introduce the 2024 Indiana High School State Bowling Champions. Coach Don Smith praised the team saying they are one of a kind and are a young team with a lot more potential in the future. Coach Smith introduced the team and each member was presented with their State Championship ring. Mr. Smith thanked the community and local businesses for their support as they helped to fund team jerseys and letterman jackets enabling the team to get their jackets at the same time. Country Club Lanes has provided a space for the team to practice and Rod Williams, from Herff Jones, donated half the cost of the State Championship rings for the team. In closing, Coach Smith thanked Coach Bill Juday and Coach Matt Farley. Congratulations to the EHS Bowling Team!

Moment of
Pride

Lindsey Brander, Director of Student Services, provided an update on the ProjectAWARE Grant. The Indiana Department of Education and Indiana Division of Mental Health and Addiction applied for a federal grant through the Substance Abuse and Mental Health Services Administration in an effort to address the mental health needs of students in grades K – 12. In 2021, Elkhart received \$787,900 each year for up to five (5) years. Requirements of the grant included hiring a ProjectAWARE Coordinator, achieving stated goals which are outlined for ECS, attending required professional development and conferences, and reporting data monthly to Pacific Institute for Research and Evaluation (PIRE); this is an external evaluator. The established goals are used to help ECS use these funds to address student mental health needs. A few examples include developing and expanding school-based mental health infrastructure, providing professional development opportunities for educators, and using evidence-based mental health tiered interventions which Ms. Brander

ProjectAWARE
Update

primarily focused on. Tiered mental health interventions provide support to students based on their needs.

- Tier 1 – all students receive Tier 1 mental health supports which includes the Olweus Bullying Prevention Program educating students about bullying and changing school culture around bullying. Boxout Bullying is used in elementary schools and is a fun engaging way for students to learn bullying rules. Move2Stand is a student-led group that meets after school meant to build student leaders to help anti-bullying efforts in the secondary buildings.
- Tier 2 – some students may require more support or interventions in addition to Tier 1 which includes small group therapy/resiliency groups to help students build skills to manage challenging emotions and situations. ECS has partnered with Rio’s Rainbow and Oaklawn. Rio’s Rainbow built out the first resiliency group with Oaklawn beginning with 16 students across 2 middle schools, the second year grew to 30 students across 3 middle schools, and they are hoping to have 90 students across 3 middle schools this school year. Feedback has been tremendous from both students and families.
- Tier 3 – a few students may need individualized targeted support and interventions in addition to Tier 1 and 2. To fulfill this need, ECS has worked with local providers to establish school-based therapy to increase high-quality medical health services providing over 600 hours of services to students.

ProjectAWARE has also supported community events such as the Mental Health Walk during the month of May, Mental Health Awareness Month. There were over 150 participants and volunteers as well as monetary donations from the community.

In response to Board inquiry, measuring the impact of the initiative can depend due to the size and scope of the grant but very important as this will help ECS determine which programs should continue beyond the grant. Some common measurements include reduction in bullying reports and Olweus Bullying anonymous student questionnaire to help determine building culture improvement. In the resiliency groups, students’ self-reports skill set can be compared from the beginning to the end of the session. Tier 3 would be tricky due to confidentiality but could be seen in attendance, how many times the student is asking to see the social worker for emotional support, etc.

By unanimous action, the Board approved the following consent items:	Consent Items
Minutes – July 9, 2024 – Regular Board Meeting	Minutes
Payment of claims totaling \$7,714,165.92 as shown on the July 23, 2024, claims listing. (Codified File 2425-005)	Payment of Claims
Proposed school fundraisers in accordance with Board policy. (Codified File 2425-006)	Fundraisers
The following donations were made to Elkhart Community Schools (ECS): two (2) tickets to the “Bored Teachers Comedy Tour”, with a value of \$124.50, from an anonymous donor to be used in conjunction with the training as an incentive/reward to one of the school social media liaisons; \$1,300 from Simonton Sales, Inc., care of David W. Elliott, to EHS Girls Soccer team to assist with the growth and development of the team; one (1) month free membership to CrossFit Elkhart from CrossFit Elkhart to be used as a door prize at Back to School University; five (5) coffee lovers gift baskets from Hart City Coffee to be used as door prizes at Back to School University; four (4) train tickets from Linton’s Enchanted Gardens to be used as door prizes at Back to School University; a popcorn lovers gift basket from All Things Snacks to be used as a door prize at Back to School University; tickets to an upcoming show from Phoenix Performing Arts to be used as a door prize at Back to School University; a gift basket from Ivy & Oak, valued at \$100, to be used as a door prize at Back to School University; various gift cards from Hacienda to be used as door prizes at Back to School University; one hundred (100) admission tickets from Wellfield Gardens to be used as door prizes at Back to School University; miscellaneous items and gift cards from Jeremy’s Construction to be used as a door prize at Back to School University; five (5) spirit t-shirts and lanyards from the Elkhart Athletic Club, care of Laramie Keim, to be used as door prizes at Back to School University; and a one (1) hour photo session, valued at \$275, from Miranda Baier to be used as a door prize at Back to School University.	Gift Acceptances
Conference leave requests in accordance with Board policy for staff members as recommended by the administration on the July 23, 2024 listings. (Codified File 2425-007)	Conference Leave Requests
Contract recommendations in accordance with Board policy. (Codified File 2425-008)	Contracts
	Personnel Report

Employment of the following twenty-one (21) certified staff effective on dates indicated:

Certified
Employment

Mary Balch – Kindergarten at Pinewood, 8/12/24
Danielle Carrington – Grade 1 at Riverview, 8/12/24
Lilian Chidalek – Special Education at Eastwood, 8/12/24
Christina Dougherty – Grade 2 at Monger, 8/12/24
Amy King – Social Worker at Elkhart Academy, 8/12/24
Julie Kline – Special Education at Exceptional Learners, 8/12/24
Cameron Kincaid – Grade 3 at Beck, 8/12/24
Stevi Kirkpatrick – FACS at Elkhart High, 8/12/24
Frederick Koepfel – Social Studies at North Side, 8/12/24
Michael Marchi – Grade 5 at Beck, 8/12/24
Sara McMahon – Science at Freshman Division, 8/12/24
Michelle Mohler – Special Education at Eastwood, 8/12/24
Jacob Putnam – Social Worker at North Side, 8/12/24
Anne Reverman – Literacy Cadre Coach at Cleveland, 8/12/24
Jacob Riley – Choir Director at Arts & Communication, 8/5/24
Priscilla Rodriguez – Counselor at North Side, 8/5/24
Margo Ross – Grade 3 at Cleveland, 8/12/24
Kortnee Singer – Speech Pathologist at Exceptional Learners, 8/12/24
Damen Ullery – Grade 4 at Daly, 8/12/24
Bethany Wilcox – Grade 6 at Woodland, 8/12/24
Karen Young – Special Education Intern at Exceptional Learners, 8/12/24

Transfer of the following six (6) certified staff effective on date indicated:

Certified
Transfers

Megan Anagnos – Speech Pathologist to Hawthorne Coordinator of Preschool, 8/12/24
Amber Hammontree – Kindergarten at Woodland to Kindergarten – Grade 1 at Pride Academy, 8/12/24
Chris Hipsher – Special Education at Eastwood to Special Education at Osolo, 8/12/24
Tracy Kelm – Dean at Feeser to Grade 5 at Daly, 8/12/24
Holly Powell – Grade 6 at Pinewood to Grade 1 at Woodland, 8/12/24
Sara Strack – Grade 2 at Feeser to Grade 2 at Roosevelt, 8/12/24

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

Certified
Resignations

Jane Farrand – Special Education at Bristol, 5/31/24

Pamela Ritzler – Special Education at Cleveland, 5/31/24
 Heather Rohyans – Grade 1 at Daly, 5/31/24
 Holly Stanfill – Academic Dean at Daly, 7/15/24
 Rebecca Ulrich – Psychologist at Exceptional Learners,
 5/31/24
 Charles Wolter – Grade 6 at Pinewood, 5/31/24

Employment of the following twenty-one (21) classified employees pending the successful completion of the probationary period on dates indicated:

Classified
 Employment

Dionne Acker – Food Service at Hawthorne, 10/2/24
 Jahna Almaguer – Registered Behavior Technician at
 Roosevelt, 9/6/24
 Keith Clark – Driver at Commissary, 8/5/24
 Nancy Conner – Food Service at Woodland, 9/23/24
 Lisa Cooper – Custodian at Bristol & Eastwood, 8/16/24
 Alix Davis – Food Service at Feeser, 9/6/24
 Cristina De La Rocha – Food Service at Feeser, 9/20/24
 Brian Emerson – Custodian at Pierre Moran, 8/30/24
 Isabel Harrigan – Registered Behavior Specialist, 9/6/24
 Michael Janovic – Promotions Manager at WVPE, 9/9/24
 Starr Laughman – Paraprofessional at Freshman Division,
 9/19/24
 Johanna Montas-Arias – Benefits Coordinator & Employee
 Engagement Specialist, 9/10/24
 Juana Ramirez Ramirez – Food Service at Commissary,
 9/11/24
 Josie Rehmel – Food Service at Roosevelt, 9/10/24
 Kristina Richardson – Registered Behavior Specialist at
 Freshman Division, 8/27/24
 Becky Schindler – Food Service at Elkhart High, 9/9/24
 Olivia Sipocz – Operations Manager at WVPE, 7/30/24
 JD Walters – Custodian at Roosevelt, 7/30/24
 Jason Watts – Driver at Transportation, 9/25/24
 Lashawn Whitener – Driver at Transportation, 9/16/24
 Sharun Williams – Driver at Transportation, 8/30/24

Confirmation of the following twenty-two (22) classified employees, pending successful completion of the probationary period:

Classified
 Probationary
 Employment

Ava Bordeau – Registered Behavior Technician at
 Eastwood
 Alexa Bustos – Registered Behavior Technician at ESC
 Beatrice Flores – Food Service at Elkhart High
 Jill Daly – Registered Behavior Technician at Cleveland
 Jimena Gomez – Secretary at Elkhart High
 David Griffis – Food Service at Feeser
 Roxan Guggenmos – Registered Nurse at North Side

Reid Harmacinski – Registered Behavior Technician at PACE
 Bethany Hartman – Substitute Teacher at ESC
 Asher Inclan – Paraprofessional at Woodland
 Jady Jackson – Secretary at Freshman Division
 Dayenerra Johnson – Bus Driver at Transportation
 Paula Johnson – Bus Driver at Transportation
 Antwon Jones – Assistant Director of Safety, Security, and Risk Management at ESC
 Dakota Lewis – Registered Behavior Technician at North Side
 Judith Mecchia – Food Service at Riverview
 Mia Osoria – Registered Behavior Technician at Beck
 Keosha Payton – Technical Assistant at Cleveland
 Michelle Roberts – Licensed Practical Nurse at Beardsley
 Stacy Rogers – Paraprofessional at Feeser
 Rene Rodriguez – Food Service at Elkhart High
 Kaelynn Veich – Food Service at Food Service Administration

Transfer of the following eight (8) classified employees effective on date indicated:

Classified Transfers

Linda Delgado – Bus Helper to Bus Driver
 Kelsey Rockstroh – Registered Nurse at Daly to District Health Coordinator
 Rebecca Ruch – Registered Behavior Technician at Eastwood to Registered Behavior Technician at North Side
 Richard Stahley – Custodian at Woodland to Custodian at North Side
 Angela Schwalm – Secretary at Building Services to Secretary at Food Services
 Nicole Talley – Food Services at Elkhart High to Food Services at Beardsley
 Nicole Tweedy – Paraprofessional at Pinewood to Technical Assistant at Pinewood
 Crystal Zullo – Technical Assistant at Pinewood to Paraprofessional at PRIDE

Employment of the following five (5) substitute teachers in the 2024-25 school year:

Employment Substitutes

Janie Boyden – Retired ECS Teacher
 Patricia Heitzmann – Retired ECS Teacher
 Terri Lee Huffman – Retired ECS Teacher
 Rita Janson – Retired ECS Teacher
 Dana Soptich – Retired ECS Teacher

Employment of the following nine (9) employees in the 2024-25 school year:

Claims & Coaches

Krystal Coons – Bus Driver Trainee at Transportation
 Ross Hostetler – Assistant Percussion Director
 Simeon Lewis – Bus Driver Trainee at Transportation
 Graham Nelson – Head Football Coach, Grade 7 at Pierre Moran
 Ashton Poppe – Support Technician at Technology
 Vivian Santillan-Gonzalez – Assistant Softball Coach at Elkhart High
 Tiffeine Saunders – Bus Driver Trainee at Transportation
 Zack Sem – Assistant Color Guard Coach
 Chance Urbina – Assistant Football Coach at West Side

Reassignment of the two (2) classified employees to a certified position: Classified Reassignments

Priscilla Rodriguez – Paraprofessional at North Side
 Karen Young – Paraprofessional at Freshman Division

Retirement of the following one (1) classified employee on dates indicated: Classified Retirement

Vicky Kraus – Paraprofessional at HELC, 5/31/24
 with 14 Years of Service

Resignation of the following five (5) classified employee on dates indicated: Classified Resignation

Kami Brenneman – Social Worker at Osolo, 5/31/24
 Bryan Fossett – Paraprofessional at Pierre Moran, 5/31/24
 Ginger Knox – Technical Assistant at North Side, 5/31/24
 Mercedes Mayweathers-Brown – Food Service at North Side, 6/3/24
 Chelsea Pontius – Food Service at Monger, 5/31/24

By unanimous action, the Board approved Board Policy 9130 – Public Complaints and Concerns including recommendations made since presented during the April 23, 2024 Board meeting. Board Policy 9130

Doug Thorne, District Counsel/Chief of Staff, presented proposed revisions to Board Policy 0100 – Definitions to include the definition of Personal Communication Devices as it is incorporated into multiple ECS policies and administrative guidelines. Board Policy 0100

Mr. Thorne presented proposed revisions to Board Policy 2221 – Mandatory Curriculum which outlines the expectations of the Board and administration regarding the delivery of instruction by district teachers in curricular topics mandated by law for initial consideration. Board Policy 2221

<p>Mr. Thorne presented proposed revisions to Administrative Guideline 2221 – Mandatory Curriculum which outlines the expectations of the Board and administration regarding the delivery of instruction by district teachers in curricular topics mandated by law for initial review.</p>	<p>Administrative Guideline 2221</p>
<p>Mr. Thorne presented proposed revisions to Board Policy 5136 – Personal Communication Devices which governs the use of personal communication devices by students while being transported to and from school and during the student day for initial consideration.</p>	<p>Board Policy 5136</p>
<p>In response to Board inquiry, Mr. Thorne informed the Board school administration will determine if an incident constitutes a “bona fide emergency”.</p>	
<p>Mr. Thorne presented proposed revisions to Administrative Guideline 5136 – Personal Communication Devices which sets forth the disciplinary consequences students will receive should they violate Board Policy 5136 for initial review.</p>	<p>Administrative Guideline 5136</p>
<p>By unanimous action, the Board authorized the purchase of a district firewall which includes a five (5) year contract with Fortinet Fortigate. (Codified File: 2425-009)</p>	<p>District Firewall Purchase</p>
<p>In response to Board inquiry, Jason Inman, Director of Technology, informed the Board the prior vendor increased the cost substantially which prompted the search for other alternatives. They were able to find a less expensive option with more advanced protections and ECS already has two (2) employees who are certified in the software. There is also twenty-four (24) hour monitoring with notifications sent within a few minutes.</p>	
<p>By unanimous action, the Board authorized the approval of an alternative residential services agreement for an ECS student. (Codified File: 2425-010)</p>	<p>Residential Services Agreement</p>
<p>The Board received a financial report from Zac Quiett, Chief Financial Officer, for June 2024 and found it to be in order. Mr. Quiett pointed out the Education fund’s cash balance is back in normal range. The Operations fund has also returned to normal levels with the large infusion from local property taxes as well as the transfer from the Rainy Day fund to zero out the school lunch and catering funds, providing a fresh start moving forward. Plans have been put in place to monitor going forward.</p>	<p>Financial Report</p>
<p>The spending down of ESSER funds is moving forward as planned.</p>	
<p>The Board received an insurance update for the month of June 2024. Mr. Quiett reported expenditures were lower than anticipated for the month and the plan has continued to perform as expected.</p>	<p>Insurance Report</p>

Superintendent, Dr. Larry Huff thanked the Technology Services and Building Services departments for their tireless work following the tornado.

From the
Superintendent

Dr. Huff informed the Board of the upcoming Back to School University, a weeklong professional development for ECS employees as well as surrounding districts that includes nationally recognized presenters. He expressed pride in ECS teachers, support staff, and administrators who helped to organize this event and provide such a great opportunity for ECS employees.

Dr. Huff informed the Board there were 1,200 students on ECS's elementary campuses this week. Teachers have been busy acclimating students to school and more importantly, helping them understand what school can do for them.

Board Member Kellie Mullins thanked Mr. Inman and his team for their work; ECS is very fortunate to have this great team.

From the
Board

Mrs. Mullins shared that it was fun to see all the kindergarteners and Jump Start kids back in the elementary buildings.

Board Member Dacey Davis thanked ECS Building Services, Technology Services, and Food Services for all their hard work and efforts in response to the tornado.

Board Member Jeff Bliler highlighted that, over the last three (3) Board meetings, ECS has been celebrated as the absolute best in the State of Indiana, including the EHS Unified Track Team State Championship, EHS State of Indiana All Music Award across all music departments, and the EHS Bowling Team State Championship. What a great way to begin a new year.

The meeting adjourned at approximately 7:56 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

School	Fundraising Activity Description/Purpose	Date(s) of Activity	Date Submitted	Sponsor(s)
Elkhart High - Class of 2027	The Class of 2027 will be hosting a carwash at North Side Middle School. Proceeds will be used for future Student Government events.	8/17/2024	7/29/2024	Linda Fine
Elkhart High	EHS will continue online sales of EHS clothing and merchandise. Proceeds will be for EHS students and staff activities.	8/13/2024 - 7/1/2025	7/30/2024	Cary Anderson
Elkhart High - Volleyball	The team will sell laundry soap buckets and pods. Profits will offset the cost of player packets.	8/10/2024 - 8/19/2024	7/30/2024	Jacquie Rost
Elkhart High - Girls Cross Country Team	The team will sell t-shirts, snowcones and accept donations at meets to help pay for team shirts, trips, food and awards/gifts.	8/17/2024 - 10/19/2024	7/29/2024	Bekah Shenk
Elkhart High - Girls Soccer	Proceeds from a Nelson's Chicken sale will be used for team food, warm-ups, entry fees, senior banners and equipment needs.	8/17/2024	7/26/2024	Sherwin Simon & Jesse Wyatt
West Side - Music Dept.	The music department will host a Century Resources brochure fundraiser. Funds will help offset the costs of reeds, music, instruments, stands and other materials in music class.	9/25/2024 - 10/9/2024	7/30/2024	Stephanie Rappatta
	Please note the following fundraisers are presented for confirmation only.			



BUSINESS OFFICE

PHONE: 574-262-5563



ELKHART COMMUNITY SCHOOLS

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

**TO: DR. HUFF
SUPERINTENDENT**

**FROM: ZAC QUIETT
CHIEF FINANCIAL OFFICER**

DATE: AUGUST 5, 2024

RE: EXTRA-CURRICULAR PURCHASE

THE BUSINESS OFFICE RECOMMENDS BOARD APPROVAL TO PURCHASE THE FOLLOWING ITEMS FROM EXTRA-CURRICULAR FUNDS:

SCHOOL/ACCOUNT	ITEM	AMOUNT
WEST SIDE –FOOTBALL	RECONDITIONED HELMETS	\$3,349.25



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

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

To: Dr. Huff
From: Brent Curry / Kerry Leader 
Date: August 5, 2024
Re: Approval for payment of Reconditioned Football Helmet Bill

West Side Middle School is requesting approval to pay for the reconditioned football helmet bill from the athletic extra-curricular account. The cost of the bill is \$3,349.25 which would get WestSide 67 reconditioned helmets \$ 3,333.25 and 2 helmets that were rejected \$16.00. The helmets will be for the 7th and 8th grade football teams.

The equipment is being purchased from

Sportsarama
P.O. Box 596
209 W. Hatch St.
Sturgis, MI 49091

SPORTSARAMA

P.O. BOX 596
209 W. Hatch St.
STURGIS, MI 49091

DATE: July 8, 2024
INVOICE # 59775

269-651-5382

Bill To: WESI01
West Side Middle School
101 S. Nappanee St
Elkhart, IN 46514

Ship To:
Brent Curry

Football

P.O. #	Sales Rep. Name	Ship Date	Ship Via	Terms	Due Date
	Chad Stewart			Net 30	

Product ID	Description	Quantity	Unit Price	Line Total
	JR High Helmet Reconditioning	67	49.75	3,333.25
	Includes Helmet Insurance Surcharge			
	Helmets Rejected	2	8.00	16.00

SUBTOTAL	3,349.25
MISC.	
DISCOUNT	
FREIGHT	
TOTAL	3,349.25
PAID	-
TOTAL DUE	3,349.25

THANK YOU FOR YOUR BUSINESS!



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: 08/08/2024

**TO: Dr. Larry Huff
Board of School Trustees**

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

Re: Donation Approval - EHS - Athletics

A donation in the amount of \$500 has been given to the Elkhart High School Boys Soccer Team, from Cappy's Northside Bar & Grill LLC. These funds will be used to assist with the growth and development of our Boys Soccer 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:

**Cappy's Northside Bar & Grill LLC
1000 North Michigan St
Elkhart, IN 46514**



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



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

DATE: 08/05/2024

**TO: Dr. Larry Huff
Board of School Trustees**

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

Re: Donation Approval - EHS - Athletics

A donation in the amount of \$1,000 has been given to the Elkhart High School Unified Track and Field Team, from Elkhart Central & Elkhart Memorial High School United Class of 1974 CO. These funds will be used to assist with the growth and development of our Unified Track & Field 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:

**Elkhart Central High School & Elkhart Memorial High School United Class of 1974 CO.
6906 S Five Points Rd.
Indianapolis, IN 46259**



STUDENT SERVICES

PHONE: 574-262-5540



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, Dr. Larry Huff**

From: Natalie Bickel, Supervisor Student Services

Date: July 30, 2024

Subject: Gift Acceptance

Voyant Beauty made a large donation of aerosol products for our students. They fulfilled the entire “wish list” from social workers, which totaled \$589.61.

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:

Judy Miltroka, Specialist, EMRA
Voyant Beauty
2730 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: 08/08/2024

TO: Dr. Larry Huff
Board of School Trustees

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

Re: Donation Approval - EHS - Athletics

A donation in the amount of \$500 has been given to the Elkhart High School Boys Soccer Team, from Kao's LLC. These funds will be used to assist with the growth and development of our Boys Soccer 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:

**Kao's LLC
201 Marion 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: 08/06/2024

TO: Dr. Larry Huff
Board of School Trustees

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

Re: Donation Approval - EHS - Athletics

A donation of 2 Flat Screen TV's, 3 Boomboxes, Snacks for the refrigerator, an Xbox and a PS5. This donation from Bob Martin to the Football team totals approximately \$5,100. He will also be paying for a set of uniforms totaling approximately \$20,000.

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:

Thor Industries
Attn: Bob Martin
701 County Rd 15
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: 08/08/2024**TO: Dr. Larry Huff
Board of School Trustees****FROM: Brian Buckley & Jacquie Rost
Elkhart High School Athletic Department**

Re: Donation Approval - EHS - Athletics

A donation in the amount of \$1000 has been given to the Elkhart High School Girls Cross Country Team, from Michael & Jennifer Nolan. These funds will be used to assist with the growth and development of our Girls Cross Country 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:

**Michael & Jennifer Nolan
3221 East Lake Dr. N
Elkhart, IN 46514**



HUMAN RESOURCES DEPARTMENT

PHONE: 574-262-5509



ELKHART COMMUNITY SCHOOLS

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

Date: July 24, 2024

To: Dr. Larry Huff, Superintendent
Board of School Trustees

From: Instructional Leadership and Human Resources Department

Re: Donation Approval

Elkhart Community Schools received a donation from the Elkhart Teachers Association. The Elkhart Teachers Association will sponsor lunch for all new teachers at the New Teacher Orientation on August 9, 2024.

Administration is seeking approval from the Board of School Trustees to accept this donation and that an appropriate letter of acknowledgment and appreciation be sent to:

Elkhart Teachers Association
c/o Jessica Ramirez



HUMAN RESOURCES DEPARTMENT

PHONE: 574-262-5509



ELKHART COMMUNITY SCHOOLS

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

Date: July 24, 2024

To: Dr. Larry Huff, Superintendent
Board of School Trustees

From: Instructional Leadership and Human Resources Department

Re: Donation Approval

Elkhart Community Schools received a donation from Corebridge. Corebridge will be sponsoring lunch for all new teachers at the New Teacher Orientation on August 7, 2024.

Administration is seeking approval from the Board of School Trustees to accept this donation and that an appropriate letter of acknowledgment and appreciation be sent to:

Corebridge
c/o Rob Hoffert
630 W Carmel Dr. Suite 140
Carmel, IN 46032



HUMAN RESOURCES DEPARTMENT

PHONE: 574-262-5509



ELKHART COMMUNITY SCHOOLS

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

Date: July 24, 2024

To: Dr. Larry Huff, Superintendent
Board of School Trustees

From: Instructional Leadership and Human Resources Department

Re: Donation Approval

Elkhart Community Schools received a donation of 100 backpacks filled with supplies for new teachers. This donation was made by the Greater Elkhart Chamber.

Administration is seeking approval from the Board of School Trustees to accept this donation and that an appropriate letter of acknowledgment and appreciation be sent to:

Greater Elkhart Chamber
c/o Levon Johnson
418 S. Main St.
Elkhart, IN 46516



HUMAN RESOURCES DEPARTMENT

PHONE: 574-262-5509



ELKHART COMMUNITY SCHOOLS

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

Date: July 24, 2024

To: Dr. Larry Huff, Superintendent
Board of School Trustees

From: Instructional Leadership and Human Resources Department

Re: Donation Approval

Elkhart Community Schools received a donation from everwise Credit Union. Everwise Credit Union will sponsor breakfast for all new teachers for the New Teacher Orientation on August 7, 2024.

Administration is seeking approval from the Board of School Trustees to accept this donation and that an appropriate letter of acknowledgment and appreciation be sent to:

Everwise Credit Union
c/o Bethany Stauffer and Paul Steffeck
201 County Rd 6 W
Elkhart, IN 46514



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

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

DATE: 07/22/2024

**TO: Dr. Larry Huff
Board of School Trustees**

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

Re: Donation Approval - EHS - Athletics

A donation in the amount of \$20,000 has been given to the Elkhart High School Athletic Department, from NIVA. These funds will be used to assist with the growth and development of our Athletic Programs.

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

**NIVA
10100 Billet CT
Granger, IN 46530**



ELKHART HIGH SCHOOL
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: 07/30/2024

**TO: Dr. Larry Huff
Board of School Trustees**

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

Re: Donation Approval - EHS - Athletics

A donation in the amount of \$800 has been given to the Elkhart High School Football Team, from SEK CONSTRUCTION LLC. These funds will be used to assist with the growth and development of our Football 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:

**SEK CONSTRUCTION LLC
57000 Downy Ct
Goshen, IN 46528**

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?
K-12 Robotics Competition Grant	IDOE	District	Lisa Ernsberger/Lauren VanGoey	\$ 50,000.00	The grant funds will be used to target funding for competitive robotics competitions.	The grant will be used to increase interest and improve skills in STEM through robotics competitions to give students more hands-on experiences, create stronger partnerships in the community, highlight career and college opportunities, and give connections to advanced manufacturing, machining, and fabrication.	High School - \$25000 (registrations, replacement parts, travel, stipends) Middle School - \$12500 (registrations, replacement parts, travel, stipends) Elementary Schools - \$12500 (registrations, replacement parts, travel, stipends)	8/23/2024
Indiana Retired Teachers Association Foundation Grant	Indiana Retired Teachers Association	Osolo Elementary	Heather Burton and Bethany Keever	\$ 500.00	The grant will be used in the classroom of Bethany Keever. This grant will support the PBIS district and building initiative . Christina Morris, Osolo Academic Dean, will oversee the management of the grant. The grant will cover curriculum, decor and materials for monthly classroom transformation incentives.	The grant will help further the PBIS implementation within the classroom. The grant money will allow Ms. Keever to purchase the necessary materials to establish monthly celebrations to recognize students for their accomplishments and to encourage them to meet the school expectations and values. This will allow for creativity, student motivation, improved behavior and increased academic success.	Curriculum for all transformations: \$246.36 Space Day Materials: \$126.82 Camping Day Materials: \$126.82	9/30/2024
Sinclair Recreation Matching Playground Grant	Sinclair/ Game Time	Feeser School	Carolyn Lesperance	\$ 100,000.00	To help fund the replacement of the existing, unusable playground equipment for K-6 students. Carolyn Lesperance will manage the grant.	This matching grant will bring us one step closer to a safer school environment as the current playground equipment is not in 100% working condition. Developing the whole child-sharing and properly utilizing playground equipment with peers assists with social development and incorporates the PRIDE skills the district has adopted. Physically active students are healthier and more well rounded.	Total cost for Playground phase I, II and installation \$300,000. Grant matches up to \$100,000 to assist with the cost. Phase I is approximately \$63,000.	10/24/2024
For Confirmation Only								
Center for Excellence in Leadership Grant Opportunity	Cognitive Science Academy grant from the Center for Excellence in Leadership of Learning (CELL) at the University of Indianapolis.	District	Lisa Ernsberger	\$ 6,500.00	Registration for the Cognitive Science Academy is \$6,500 per school. The cost includes all nine virtual masterclasses for school teams of up to four people. Grant will be managed by Lisa Ernsberger	The Cognitive Science Academy grant from the Center for Excellence in Leadership of Learning (CELL) will provide funding to enhance our professional learning. By leveraging research-based practices in cognitive science, we will equip ourselves with the advanced knowledge and skills to implement effective Tier I teaching strategies. This aligns directly with our district's vision of continuous school improvement and excellence in teaching.	Registration - \$6500	7/31/2024





HUMAN RESOURCES

ELKHART
COMMUNITY SCHOOLS

TO: DR. LARRY HUFF
FROM: MS. MAGGIE LOZANO
DATE: AUGUST 13, 2024

PERSONNEL RECOMMENDATIONS

CERTIFIED

- a. **Administrative Appointment** – The administration recommends confirmation of five (5) administrative appointments.
- b. **New Certified Staff** – We recommend employment of twenty-two (22) new certified staff for the 2024-25 school year.
- c. **Certified Staff Transfers** – We recommend the transfer of sixteen (16) certified staff for the 2024-25 school year.
- d. **Retirement** – We report the retirement of one (1) employee who has provided eleven (11) years of service.
- e. **Separation** – We report the separation of three (3) employees.

CLASSIFIED

- a. **Administrative Appointment** – The administration recommends confirmation of one (1) administrative appointment.
- b. **New Classified Staff** – We recommend the employment of twenty-one (21) new classified staff pending successful completion of the probationary period.
- c. **Classified Staff Transfers** – We recommend the transfer of six (6) classified staff for the 2024-25 school year.
- d. **Substitute Teachers** – We recommend the employment of four (4) substitute teachers for the 2024-25 school year.
- e. **Claims/Coaches** – We recommend the employment of seventeen (17) employees for the 2024-25 school year.
- f. **Reassignment** – We recommend the approval of reassignment of six (6) classified employees to certified positions.

- g. **Retirement** – We report the retirement of two (2) employee who have provided fifty-one (51) years of service.
- h. **Separation** – We report the separation of eighteen (18) employees.





HUMAN RESOURCES

ELKHART
COMMUNITY SCHOOLS

TO: BOARD OF SCHOOL TRUSTEES
FROM: MS. MAGGIE LOZANO
DATE: AUGUST 13, 2024

EMPLOYMENT – ACTION ITEM

CLASSIFIED

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

Position: Bus Driver Trainee

Location: Transportation

Position: Bus Driver Trainee

Location: Transportation

Book	Policy Manual
Section	0000 Bylaws
Title	PROPOSED REVISED - DEFINITIONS - (as presented during the 7/23/24 BST meeting)
Code	po0100
Status	Second Reading
Adopted	November 22, 2016
Last Reviewed	August 13, 2024

0100 - **DEFINITIONS**

As used in the School Board's bylaws and policies and the Superintendent's administrative guidelines, the following terms shall have the meaning set forth below:

Administrative Guideline

A written statement adopted and approved by the Superintendent which is reviewed by the Board and which is consistent with Board policy to outline and prescribe procedures to be used in implementing Board policy.

Administrator

An individual responsible for the supervision of District instructional programming or for making recommendations regarding hiring, or the purchase or acquisition of any property or services, and includes the following titles: superintendent, deputy superintendent, assistant superintendent, executive director, senior director, director, supervisor, principal, assistant principal, athletic director, and assistant athletic director.

Board

The Elkhart Community Schools Board of School Trustees.

Bylaw

A rule of the Board for its own governance adopted by a Board vote at a meeting.

Certified Staff

An employee of the Board in a position which requires a license or permit, other than a substitute permit, from the Division of Professional Standards of the Indiana Department of Education, and includes the following positions: teacher, librarian, guidance counselor, high school social worker, speech pathologist, school psychologist, behavior consultant, coordinator, and academic dean.

Corporation

The Elkhart Community Schools.

Due Process

Procedural due process requires an established rule or standard, notice of facts of an alleged violation and the applicable rule or standard (accusation), and an opportunity to respond before a decision is made.

Full Board

All members of the Board.

May

A statement providing that an action is permitted but not required.

Meeting

A gathering of the majority of the members of the Board for the purpose of taking "official action" on "public business" of the School Corporation. See Indiana Code 5-14-1.5-2(c) and (d).

Official Action

Board action to receive information, deliberate, make recommendations, establish policy, make decisions, or take final action. See Indiana Code 5- 14-1.5-2(d).

Parent

The natural, adoptive, or surrogate parent(s) or the party designated by the courts as the legal guardian, custodian or third party legal guardian of a student. Both parents will be considered to have equal rights once paternity is established by a court if in question unless a court terminates parental rights.

Personal Communication Devices

Personal communication devices ("PCDs") include computers, laptops, tablets, e-readers, cellular or mobile phones, smartphones, telephone paging devices (e.g., beepers or pagers), and/or other web-enabled devices of any type.

Policy

A general, written statement approved by the Board which defines its expectations or position on a particular matter and authorizes appropriate action that must or may be taken to establish and/or maintain those expectations.

President

The chief executive officer of the Board of School Trustees (or Education) (see Bylaw 0170).

Principal

A professional employee who is assigned to be the educational leader and head administrator of one or more Corporation schools. The use of the term includes a delegate unless the law, policy or guideline specifically prohibits delegation. "Assistant Principal" and "Dean" means an individual licensed by the Division of Professional Standards assisting a Principal with the performance of all or a portion of the duties assigned to the Principal.

Public Business

The performance by the Board of a function upon which it is specifically authorized to take official action, or not statutorily prohibited from performing. See Indiana Code 5-14-1.5-2(e), Indiana Code 20-26-3, and Indiana Code 20-26-5-4.

Relative

The mother, father, sister, brother, spouse, child, parent of spouse, siblings of spouse, grandparents, grandchild, or dependent residing in the immediate household of a person.

Secretary

An officer of the Board of School Trustees responsible for the minutes of Board meetings and custody of the Records of the Board (see Bylaw 0170).

Shall

Expressing non-discretionary required action or action, synonymous with "will" or "must".

Student

A person who is officially enrolled in a school or program of the Board.

Superintendent

The chief executive officer of the School Corporation. The use of the term includes a delegate unless the law, policy or guideline specifically prohibits delegation.

Support Staff

A non-administrative employee of the Board who's employment is not dependent upon holding a license or permit from the Division of Professional Standards of the Indiana Department of Education.

Teacher

A professional person whose position in a school corporation requires certain educational preparation and licensing and whose primary responsibility is the instruction of students. The term includes a superintendent who holds a license under I.C. 20-28-5, a principal, a teacher, a librarian, school psychologist and a school counselor. See I.C. 20-28-2-22

Vice-President

The Vice-President of the Board of School Trustees (see Bylaw 0170).

Voting

An action by which a member of the Board indicates approval or rejection of a motion by a Board member that has been seconded by another Board member at a meeting convened in compliance with all applicable laws including the Indiana Open Door Law (Indiana Code 5-14-1.5). Also see Bylaw 0167.1.

Using Citations to Indiana and Federal Statutes, Rules and Cases**Citations to Indiana Law, Rules and Court Decisions**

Citations to the Indiana Code are shown as I.C. or Ind. Code. The numbers which follow I.C. or Ind. Code separated by a hyphen state the title, article, chapter, section, and subsection of an Indiana statute. So Ind. Code 5-14-1.5-6.1(a) is found at title 5, article 14, chapter 1.5, section 6.1, subsection (a).

Citations to the Indiana Administrative Code ("IAC") are prefaced by a title and followed by an article and section number. So 511

I.A.C. 6-5-1 identifies title 511, article 6, section 5, sub-section 1.

Citations to Indiana cases begin with a citation to a volume and page in West Publishing Company's Northeast Reporter Series Second Edition. So a citation to 545 N.E.2d 341 (Ind. 1997) is a cite to volume 545, page 341 of the Northeast Reporter. The "(Ind. 1997)" tells the reader the case cited is an Indiana Supreme Court decision issued in 1997.

Citations to Federal Laws, Rules and Court Decisions

Citations to the United States Code are preceded by a title number and followed by a section number. So 20 USC 1232g for USCA (for United States Code Annotated) refers to title 20 of the United States Code section 1232g.

Citations to the Code of Federal Regulations are identified by a citation similar to the Indiana Administrative Code. The citation to the volume precedes CFR, and the section number follows.

Federal cases are cited in much the same way as Indiana cases. Trial court decisions are not reported. The first time the decision is made widely available is when an appellate court issues an opinion. A volume number precedes the name of the volume, and a page number in that volume follows the volume number. So a cite to 406 F.3d 500 (7th Cir. 2005) directs the reader to volume 406 of the Federal Reporter Third Series, page 500. The (7th Cir. 2005) tells the reader that the case was issued by the Seventh Circuit Court of Appeals in 2005.

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Book	Policy Manual
Section	5000 Students
Title	PROPOSED REPLACEMENT - PERSONAL COMMUNICATION DEVICES
Code	po5136 - (as presented during the 7/23/24 BST meeting)
Status	Second Reading
Adopted	November 22, 2016
Last Reviewed	August 13, 2024

5136 - PERSONAL COMMUNICATION DEVICES

The School Board believes that attendance at school should occupy a student's full attention and that the educational process should be safe and free from distraction and disruption.

Personal communication devices (PCDs) as used in this policy are defined in Bylaw 0100 - Definitions.

Students are prohibited from using a PCD during instructional time except that:

- A. a teacher may allow a student to use a PCD for a planned educational purpose during instructional time with advance building administrator approval;
- B. a student may use a PCD to manage the student's health care or in the event of an emergency; or
- C. a student may use a PCD if the use of a PCD is included in the student's individualized education program or Section 504 plan.

Students otherwise are permitted to use PCDs before and after school hours, during after-school activities (e.g., extracurricular activities), and at school-related functions as long as they do not create a distraction, disruption or otherwise interfere with the educational environment. Use of a PCD on Corporation property that results in a distraction, disruption or otherwise interferes with the educational environment shall not be tolerated and may result in the loss of use of the PCD while on Corporation property.

Students are prohibited from using PCDs while riding to and from school on a Corporation bus or other Corporation vehicle during school-sponsored activities except that:

- A. a student may use a PCD to manage the student's health care or in the event of an emergency;
- B. a student may use a PCD if the use of a PCD is included in the student's individualized education program or Section 504 plan;
- C. with the coach's/teacher's permission, a student may use a PCD to notify parents of pickup and drop off times when returning from an extra-curricular activity.

Distracting behavior that creates an unsafe environment shall not be tolerated and may result in the loss of use of the PCD while on a Corporation bus or other Corporation vehicle.

Students are prohibited from using PCDs, including but not limited to those with cameras (i.e., devices that take still or motion pictures, whether in a digital or other format), in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include but are not limited to gymnasiums, locker rooms, shower facilities, restrooms/bathrooms, swimming pools, and any other areas where students or others may change clothes or be in any stage of undress. The Superintendent and building principals are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited. If

a student needs to use a PCD to manage the student's health care or in the event of an emergency, the student should go to an area where a reasonable expectation of personal privacy does not exist, except where the emergency prevents the student from leaving the area.

Except as authorized by a teacher, administrator or IEP team/case conference committee (CCC) or Section 504 committee, students are prohibited from using PCDs to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person in school, before and after school hours, on Corporation property, during after-school activities (e.g., extra-curricular activities), and at school-related functions. Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted.

Students who violate this policy and/or use a PCD to violate the privacy rights of another person shall have their PCD confiscated and held until a parent/guardian picks it up and may be directed to delete the audio and/or picture/video file while the parent/guardian is present. If the violation involves potentially illegal activity, the confiscated-PCD may be turned over to law enforcement.

When the use of PCDs is permitted, all PCDs must be placed in silent mode and must be stored out of sight when directed by the administrator or sponsor.

When the use of PCDs is prohibited, all PCDs must be powered off completely (i.e., not just placed in vibrate or silent mode) and stored out of sight.

Students may not use PCDs to access and/or view Internet websites that otherwise are blocked to students while in school, on Corporation property, or at a school-sponsored activity.

Students shall have no expectation of confidentiality with respect to their use of PCDs while at school or on Corporation property, including school buildings, other Corporation facilities, and Corporation buses or other Corporation vehicles.

Students shall not use a PCD in any way that reasonably might create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior. In particular, students are prohibited from using PCDs to: 1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex (including sexual orientation/transgender identity), disability, age, religion, ancestry, or political beliefs; and 2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions shall be reported to local law enforcement and the Indiana Department of Child Services (DCS), as required by law.

Students also are prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information.

Except when authorized by this policy, possession of a PCD by a student in school, before and after school hours, on Corporation property, during their lunch break, between classes, during after-school activities (e.g., extra-curricular activities), and at school-related functions is a privilege that may be forfeited by any student who fails to abide by the terms of this policy or otherwise abuses this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The building principal also shall refer the matter to local law enforcement or DCS if the violation involves an illegal activity (e.g., child pornography, sexting) or child abuse. Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student's parent/guardian unless the violation involves a potentially unlawful activity, in which case the PCD may be turned over to local law enforcement. A confiscated device will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent/guardian or turned over to local law enforcement. School officials will not search or otherwise tamper with PCDs in Corporation custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy 5771 – Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a PCD to school for a designated length of time or on a permanent basis.

A person who discovers a student using a PCD in violation of this policy is required to report the violation to the building principal, facility administrator, or Superintendent.

Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for damage to or theft, loss, misuse, or unauthorized use of PCDs brought onto Corporation property.

LEGAL REFERENCES:

I.C. 20-26-5-40.7

CROSS REFERENCES

po0100

po5517.01

po5771

po7540.03

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Legal I.C. 20-26-5-40.7

Cross References po0100 - DEFINITIONS
po5517.01 - BULLYING
po5771 - SEARCH AND SEIZURE
po7540.03 - STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY

Book	Policy Manual
Section	5000 Students
Title	PROPOSED REPLACEMENT - PERSONAL COMMUNICATION DEVICES
Code	ag5136 - (with revisions made following the 7/23/24 BST meeting)
Status	Second Reading
Last Reviewed	August 13, 2024

5136 - PERSONAL COMMUNICATION DEVICES

Possession/use of a personal communication device (PCD) by a student before and after school hours, on School Corporation property, during after-school activities (e.g., extra-curricular activities), and at school-related functions is a privilege that may be forfeited by any student who fails to abide by the terms of Board Policy 5136, this guideline, or otherwise engages in abuse of this privilege. Strict adherence to Policy 5136 and this guideline is required.

If a teacher or administrator observes a violation of Board Policy 5136 - Personal Communication Devices or this guideline, they are required to confiscate the device, and keep it in a designated area in the teacher's classroom until the end of class or the end of the school day, as appropriate, for minor violations, bring it to the building principal's office and provide the name of the student from whom the PCD was taken. Any confiscated device that is taken to the building principal will be held in a secure location in the building's central office until the item is retrieved by the student's parent/guardian or turned over to law enforcement. Students whose PCDs are confiscated may be required to contact their parents/guardians to inform them that the item was confiscated and that it will be returned only to the parents/guardians.

Students are required to comply with a teacher or administrator's directive to relinquish their PCD for a violation of Policy 5136 - Personal Communication Devices or this guideline. Failure to comply with such a directive may result in disciplinary action, as outlined in this guideline:

Expectations

1. Cell phones (personal communication devices) are to be powered off and remain out of sight during the school day unless you have permission by a classroom teacher or administrator.
2. Recording, creating, or sharing videos or pictures of other people while at school is strictly prohibited.

Consequences

Step 1.

- Warning
- **Device collected, brought to the office, and returned to student at the end of the day**
- Parent Conversation **Notification (phone call)**
- **PowerSchool documentation**

Step 2.

- **Device collected, brought to the office, and returned to parent at the end of the day**
- In-person conference with parents
- Detention
- **PowerSchool documentation**

Step 3.

- **Device collected, brought to the office, and returned to parent at the end of the day**
- One (1) day ISS
- **PowerSchool documentation**

Step 4.

- **Device collected, brought to the office, and returned to parent at the end of the day**
- ~~ISS -- up to 5 days~~ **Two (2) days ISS**
- Loss of privileges for semester (check in/check out process if deemed necessary)

Depending on the severity of a cell phone violation, consequences may be accelerated at the discretion of administration.

If a student refuses to relinquish the PCD to the teacher or administrator when directed, the teacher or administrator must direct the student to go to the building principal's office, and the building principal will contact the student's parent, who will be informed of the violation and asked to come to school to retrieve the PCD, unless the violation is one that requires notification of law enforcement, in which case local law enforcement will be called to come to the school to retrieve the PCD.

CROSS REFERENCES:

po0100

po5136

po5517.01

po5771

po7540.03

I.C. 20-26-5-40.7

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Legal

I.C. 20-26-5-40.7

Cross References

po0100 - DEFINITIONS

po5136 - PERSONAL COMMUNICATION DEVICES

po5517.01 - BULLYING

po5771 - SEARCH AND SEIZURE

po7540.03 - STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY

Book	Policy Manual
Section	3000 Personnel
Title	PROPORSE REVISED EXECUTIVE ASSISTANTS' SALARY SCHEDULE
Code	po3422.07S
Status	First Reading
Adopted	December 20, 2016
Last Revised	July 9, 2024
Last Reviewed	August 13, 2024

3422.07S - EXECUTIVE ASSISTANTS' SALARY SCHEDULE

The Board of School Trustees hereby adopts the following wage schedule for Executive Assistant positions, effective ~~July 1, 2024~~ **August 13, 2024**. In addition, the three percent (3%) employee contribution to PERF will be paid by the Elkhart Community Schools.

Annual Base Salary Amount

Each year the Superintendent and/or his/her designee(s), and the Executive Assistants on this schedule shall meet and determine a recommendation to the Board regarding the annual base salary and policy changes affecting these staff members. The year shall be from January 1 to December 31.

Salary Factor Range and Review

A. Each Executive Assistant shall be assigned a salary factor range which shall serve as a range for salaries applicable to that given position. This salary factor range is intended to reflect the actual degree of responsibility in a particular assignment, as well as the expected minimum amount of time required to perform the responsibilities. Such salary factor range takes into account both qualitative and quantitative aspects of a particular assignment.

Salary Factor Range*	Assignment
.85 - 1.02	Executive Assistant to District Counsel/Chief of Staff
.85 - 1.10	Executive Assistant to Superintendent and Board of School Trustees
.85 - 1.02 1.04	Executive Assistant to Assistant Superintendent of Instruction and District Counsel/Chief of Staff/Instructional Leadership
.85 - 1.02	Executive Assistant/Human Resources
.85 - 1.02	Executive Assistant/Business Office

* Apply factor to base amount of \$67,305

Upon an individual's assignment as an Executive Assistant, the Director of Human Resources, with input from the Superintendent and the staff member's immediate supervisor, shall:

1. determine "recognized" previous experience in the Elkhart Community Schools.
2. determine the staff member's placement on the salary factor range on the basis of previous experience in the Elkhart Community Schools and other experience and training.

- B. The placement on the salary factor range shall be reviewed annually by the immediate supervisor(s) of the Executive Assistant and any recommendation for change shall be submitted to the Superintendent for review and a final decision regarding range placement.
- C. Any Executive Assistant, acting in his or her own behalf, may appeal the established salary factor or the salary factor range. Such appeal shall first be made to the staff member's immediate supervisor(s). If said appeal results in an unsatisfactory decision to the appellant, then an appeal may be made to the Superintendent. The Superintendent's decision shall be final.

Performance Award

Executive Assistant will be eligible for an annual performance award up to \$1,000. The performance award will be based upon the Executive Assistant's accomplishments in the performance of duties exceeding normal expectations. Administrators who supervise Executive Assistants are to make a recommendation to the Superintendent for an award. All awards must be approved by the Superintendent prior to payment.

Insurance

A. Health

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

For any executive assistant 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.

B. Life

All Executive Assistants shall be provided a group term life insurance policy with a face value equal to the annual salary of each staff member rounded up to the next thousand dollars multiplied by two (2). The Board will pay ninety percent (90%) of the annual cost of the insurance.

The retiring Executive Assistants may participate in the group term life insurance policy through age seventy (70) (with the exception that such coverage shall not include accidental death or dismemberment) in a face amount as indicated in the preceding paragraph by paying 100% of the group rate premium in excess of that provided in Section 4, Retirement Benefits, paragraph B, Life Insurance.

C. Disability

All Executive Assistants who qualify shall be provided a long-term disability insurance policy. Such policy will provide payment of not less than sixty-six and two-thirds (66 2/3) percent of salary after a waiting period of ninety (90) calendar days of disability. The Board will pay ninety percent (90%) of the annual cost of the insurance.

D. Liability - Automobile

The employer shall provide primary liability insurance coverage for Executive Assistants who drive school corporation automobiles while performing job duties and responsibilities and secondary liability insurance coverage for Executive Assistants who drive their personal automobiles while performing job duties and responsibilities. Such secondary coverage will begin above the minimum liability required by law or after the executive secretary's liability insurance limit has been reached, whichever is higher, and will extend to the maximum limit of insurance carried by the corporation.

Definitions and Eligibility Requirements for Retirement, Severance, Disability and Death Benefits

A. Definitions

1. "Retirement" is defined as the mutually agreeable cessation of the employment relationship between an Executive Assistant and Elkhart Community Schools by such an individual who had made a written application for PERF benefits.
2. "Severance" is defined as the mutually agreeable cessation of the employment relationship between an Executive Assistant and Elkhart Community Schools.

B. Eligibility Requirements

1. Retirement

Any Executive Assistant who had ten (10) years or more of recognized service and has reached the age of fifty-five (55), or has twenty (20) years or more of recognized service and has reached the age of fifty (50) years, and who is serving in such capacity at the time of retirement, will be eligible for retirement benefits provided the following conditions are met:

The staff member shall notify his or her supervisor in writing of his or her intent to retire no later than twelve (12) months before the effective date of such retirement. This notice may be waived by the Superintendent.

2. Severance

Any Executive Assistant who has completed at least six (6) months of active employment with Elkhart Community Schools will be eligible for severance benefits if he or she submits a written resignation to the Director of Human Resources which specifies the last date of employment and which is delivered to the Director of Human Resources at least twenty (20) working days prior to the last day of employment.

3. Disability or Death Prior to Age Fifty (50)

- a. The staff member who becomes permanently disabled (physically or mentally) or dies prior to age fifty (50) and has met the ten (10) year requirement shall be paid severance benefits under this policy. Benefits will be paid at the time of disablement and in the case of death, benefits will be paid to the decedent's estate or designated beneficiary.
- b. **Death** - In addition to the severance benefits provided for in other sections of this policy, upon the death of the staff member, their estate or designated beneficiary shall receive an amount equal to the number of days of accumulated sick leave times the staff member's daily salary.

The surviving unmarried dependent spouse of any Executive Assistant shall be entitled to participate in the basic group health insurance program until eligible for Medicare by paying 100% of the premium.

Retirement Benefits

A. Health Insurance

An Executive Assistant who retires from the Elkhart Community Schools and who satisfies the provisions of Section 3-B-1 of this policy may use the amounts held in his/her separate VEBA account, established pursuant to applicable resolutions adopted by the Board of School Trustees and this policy, to pay the full cost of health insurance offered by the Board to its employees provided the following conditions are met:

1. Immediately following retirement, the Executive Assistant and spouse, if any, shall have the option of remaining in the Corporation's current group health insurance plan if all of the following conditions are met as of the date of severance and thereafter.
 - a. While the retired Executive Assistant and spouse, if any, remain enrolled in the health insurance plan, the retired Executive Assistant 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.
 - b. Within ninety (90) days of the retirement date, the Executive Assistant has provided a written request to Elkhart Community Schools for continuing insurance coverage for the Executive Assistant and spouse, if any.
2. When a retired Executive Assistant becomes eligible for Medicare, the Executive Assistant's eligibility to continue to participate in the Corporation'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 Executive Assistant's spouse first becomes eligible for Medicare.) It is acknowledged that the parties intend these provisions to comply with the applicable Federal and state laws that establish an eligible Executive Assistant's right to continue health insurance for the Executive Assistant and spouse.

B. Life Insurance

The retiring staff member may participate in the group term life insurance policy through age seventy (70) (with the exception that such coverage shall not include accidental death or dismemberment) in an amount equal to the life

insurance, as per Section 2-I-B, by paying 100% of the group rate premium for life insurance in excess of that provided in the following schedule:

1. Period through age sixty-five (65) - equal to the last salary
2. Period age sixty-six (66) through seventy (70) - \$10,000
3. Beyond age seventy-one (71) - 0

C. Additional Benefits

1. A retiring executive assistant, who has worked in another classified group and was promoted to the position of executive assistant, is eligible to receive retirement and severance benefits accrued prior to becoming an executive assistant; however, the total benefits paid shall not exceed the maximum benefits set forth in this policy.
2. A retiring executive assistant will be paid his/her daily rate multiplied times the number of years of service in the Elkhart Community Schools.
3. A maximum of thirty-five (35) accumulated days of unused personal leave will be paid to an executive assistant who retires, dies, or becomes totally permanently disabled while employed by Elkhart Community Schools. Vacation days earned in the current year shall also be paid prior to retirement, or upon disability termination or death of the employee. In the event of death, the above benefit shall be paid to the decedent's estate.
4. In addition to the above benefits, the actual number of days of accumulated sick leave, not to exceed a maximum of twelve (12) days or forty-five percent (45%) of the accumulated sick leave days, whichever is greater, shall be paid to an administrative assistant at the time of retirement, or the executive assistant's beneficiary in the event of the death of an administrative assistant eligible for retirement.

Disability Benefits

A. Health Insurance

1. A disabled staff member who is not otherwise eligible for retirement or severance, who severs employment as a result of his/her disability may participate in all or any part of the health insurance program (except long-term disability) until eligible for Medicare at the same cost as for other Executive Assistants.
2. Any future increase in health insurance premiums as a result of this benefit until eligible for Medicare will be calculated annually as a part of the staff member's fringe benefits.
3. This benefit will be discontinued if the disabled staff member becomes employed on a full-time or calendar year basis, or if other employment qualifies for health insurance benefits. The Board reserves the right to request the employment status of the disabled staff member.

B. Life Insurance

The disabled staff member may participate in the group term life insurance policy through age seventy (70) (with the exception that such coverage shall not include accidental death and dismemberment) in an amount equal to the life insurance, as per Section 2-I-B, by paying 100% of the group rate premium for life insurance in excess of that provided in the following schedule:

1. Period through age sixty-five (65) - equal to the last salary
2. Period age sixty-six (66) through seventy (70) - \$10,000
3. Age seventy-one (71) and beyond - 0

C. Financial Benefits

The staff member who qualifies for disability benefits will be given the following benefits:

1. Executive Assistants shall be compensated for 1) unused personal business days in the current year of employment, 2) unused vacation days in the current year of employment, and 3) unused vacation days from the previous year of employment.

2. One-half percent (.5%) of the highest salary received times the number of years of recognized service in Elkhart Community Schools prior to becoming an Executive Assistant, and
3. Two percent (2.0%) of the highest salary times the number of years employed as an Executive Assistant.

Death Benefits

A. Health Insurance

The surviving unmarried dependent spouse of any Executive Assistant shall be entitled to participate in the basic group health insurance program until eligible for Medicare by paying 100% of the premium.

B. Financial Benefits

The estate of the Executive Assistant who qualifies will be given the following benefits:

1. One-half percent (.5%) of the highest salary received times the number of years employed in the Elkhart Community Schools prior to becoming an Executive Assistant, and;
2. Two percent (2.0%) of the highest salary times the number of years employed as an Executive Assistant. In addition, upon the death of the Executive Assistant, the estate or designated beneficiary shall receive an amount equal to the number of days of accumulated sick leave times the Executive Assistant's daily salary.

VEBA (Voluntary Employee Benefit Account)

- A. The Board of School Trustees has established a VEBA (Voluntary Employee Benefit Accounts) pursuant to § 501(c)(9) of the Internal Revenue Code. An Executive Assistant must meet the requirements of Section 3-B-1 and retire from employment with Elkhart Community Schools to be vested in the VEBA account.
- B. Executive Assistants employed by Elkhart Community Schools shall be entitled to a contribution equal to one-half percent (1.5%) of each Executive Assistant's salary. This one-half percent (1.5%) contribution will be deposited into the VEBA account on a monthly basis as the base salary is paid.

The terms and conditions for the administration of said VEBA accounts shall be as follows:

1. The amount contributed for each Executive Assistant will be invested in a separate account. There will be no co-mingling of accounts and each Executive Assistant may determine how his/her account shall be invested among the investment options made available by the vendor for the VEBA.
2. Until such time that an Executive Assistant has retired and satisfied the eligibility requirements set forth in this policy, the Executive Assistant shall have no access to the assets held in his/her separate VEBA account.
3. If an Administrator or Executive Assistant retires or otherwise terminates employment before satisfaction of the requirements set forth in this policy, the terminated Administrator or Executive Assistant's VEBA account shall be forfeited. Forfeited amounts shall be reallocated at the end of each plan year only among the then remaining separate VEBA accounts. Therefore, the VEBA accounts of the following Administrators and Executive Assistants will not share in the reallocation of a forfeiture of a VEBA account:
 - a. Administrators and Executive Assistants who forfeited their VEBA accounts in the same year;
 - b. Administrators and Executive assistants who previously forfeited their VEBA accounts; and
 - c. Administrators and Executive Assistants who have attained the age of fifty-nine (59) and terminated employment in or before the year of the reallocated forfeiture.

Furthermore, VEBA accounts of Administrators and Executive Assistants who have attained the age of fifty-nine (59) but who have not terminated employment share in the reallocated forfeiture, but on a reduced actuarial basis.

4. Following retirement and the satisfaction of the requirements set forth in this policy, a retired Executive Assistant may use the amounts held in his/her separate VEBA account, for example, to pay health insurance premiums, term life insurance premiums, and to be reimbursed for unreimbursed medical expenses of the Executive Assistant, spouse, and dependents. Furthermore, following the death of an Executive Assistant who had otherwise satisfied the requirements of this policy, any amounts remaining in the deceased

administrator's VEBA account may continue to be used to pay these premiums and expenses of the Executive Assistant's spouse and dependents. At no time may the VEBA make loans to an employee, his/her spouse, or his/her dependents.

Physical Examination and Reports

Executive Assistants may undergo a complete physical examination on a schedule established by the Superintendent.

School Closings

Executive Assistants may elect to work from home when school buildings are closed due to inclement weather.

Absences

When unable to report for work, it is the employee's responsibility to notify and give the reason for absence to his/her immediate supervisor as soon as possible. This notice is to be given at least one-half (1/2) hour before the time that the employee regularly reports for work, except for bus drivers, who should give at least one (1) hour's notice. Upon return to work, the employee shall file a report of absence. Deductions for absence will be made at the daily rate unless covered by an available benefit.

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

Illness Absence and Leaves

Personal/Family Illness Absence

Executive Assistants will be allowed the number of hours equal to one (1) workday per month of employment for personal illness/family illness absence. This will provide ninety-six (96) hours of personal illness/family illness absence annually. Unused personal illness/family illness absence may accumulate to a total of the number of scheduled paid days in the current year as personal illness days.

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

Family Illness

- A. All Executive Assistants are allowed up to twenty (20) days' leave annually for illness in the immediate family, which is non-accumulative and independent of personal illness/family illness policies. Immediate family shall mean the employee's spouse, life partner, children, siblings, parents, parents-in-law, brother- or sister-in-law, son- or daughter-in-law, grandparents, grandchildren, great-grandparents, stepparents, stepchildren, or any member of the family unit living in the employee's household, any person for whom the employee is the legal guardian, or for whom the employee is exercising rights authorized pursuant to a Power of Attorney. "Life Partner" shall mean an individual whose close association with the employee is the equivalent of a family relationship. "Family Unit" shall mean any person related to the employee, genetically or by marriage, or any person for whom the employee is the legal guardian.
- B. In the event a prolonged illness of a member of the immediate family occurs, the Superintendent may grant additional days.

Work-Related Injury

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

Personal Leave

Executive Assistants are entitled to the number of hours equal to three (3) workdays for absence for personal reasons during each calendar year without loss of pay. A personal leave request form shall be completed and submitted to the appropriate administrator to accompany the payroll report for the period in which the absence occurs.

If an employee retains all three (3) personal leave days at the end of the year, he/she can roll two (2) of the three (3) days to the following year to equal five (5) personal leave days. The remaining unused personal leave day shall accumulate for retirement. In the event the employee intends to use five (5) consecutive days, the executive assistant must provide thirty (30) calendar days written notice requesting the use of said consecutive days to their immediate supervisor.

Effective January 1, 2020, at the end of each calendar year, if the executive assistant does not elect to roll two (2) personal leave days into the following year, all unused personal leave days shall accumulate for retirement.

Support Staff Personal Leave - Procedures

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

Executive Assistants may take personal business leave at any time upon the approval of the supervisor or authorized designee.

Bereavement

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

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

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

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

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

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

Military Leave

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

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

Health Leave

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

statement.

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

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

Health Leave – Procedure

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

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

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

The cost of any such examination will be paid by the employer. In the event an employee is incapacitated, a family member or legal guardian may submit the request for health leave, and any required documentation.

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

Jury and Witness Duty Pay

A. Jury Duty

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

B. Witness Duty

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

Paid Parental Leave

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

Parental Leave

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

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

Adoptive Leave

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

Foster Care Leave

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

Maternity Leave

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

Vacations and Holidays

Executive Assistants shall be eligible for fifteen (15) days of vacation each contract year, exclusive of weekends and holidays, at a time(s) approved by the staff member's immediate supervisor(s). Upon completion of five (5) years of employment with the Elkhart Community Schools as an Executive Assistant, or when previous employment provided relatively comparable or executive secretarial experience, an Executive Assistant shall be eligible for twenty-five (25) days of vacation each year.

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

Holidays

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

A. Executive Assistants shall be paid for the following holidays:

New Year's - two (2) days

Martin Luther King Jr. Day

Presidents' Day

Memorial Day

Independence Day - two (2) days

Labor Day

Thanksgiving

Friday immediately following Thanksgiving Day

Christmas - two (2) days

Specific dates for items A-1, 5, & 9 must be approved by the immediate supervisor

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

Revised 3/28/17

Revised 12/12/17

Revised 8/14/18

Revised 12/18/18

Revised 12/10/19

Revised 1/14/20

Revised 11/24/20

Revised 2/9/21

Revised 12/14/21

Revised 4/12/22

Revised 11/22/22

Revised 11/28/23

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