

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

NOTICE OF MEETING CANCELLATION

Date: Tuesday, August 27, 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 Thursday, August 22, 2024,
and electronically delivered to Board Members
and School Attorney on Friday, August 23, 2024.

NOTICE OF EXECUTIVE SESSION
OF THE
BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools
Elkhart, Indiana

Date: Tuesday, August 27, 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

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to News Media on Thursday,
August 22, 2024 and electronically
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Attorney on Friday, August 23, 2024.

AGENDA FOR
BOARD OF SCHOOL TRUSTEES
REGULAR MEETING

Elkhart Community Schools
Elkhart, Indiana

August 27, 2024

CALENDAR

Aug	27	5:00 p.m.	Coffee Truck Launch
Aug	27	6:00 p.m.	Executive Session, J.C. Rice Educational Services Center
Aug	27	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center
Sept	10	6:00 p.m.	Public Work Session, J.C. Rice Educational Services Center
Sept	10	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 UPDATE – Barb Cripe and Frank Serge
- G. CONSENT ITEMS:

- Minutes – August 13, 2024 –Regular Board Meeting
 - Claims
 - Fundraiser
 - Extra-Curricular
 - Gift Acceptances
 - Conference Leaves
 - Grants
 - Contracts
 - Personnel Reports

- H. OLD BUSINESS

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

I. NEW BUSINESS

Board Policy 2623.01 – Test Administration and Security Provisions for Statewide Assessments – The administration presents proposed revisions to Board Policy 2623.01 – Test Administration and Security Provisions for Statewide Assessments for initial consideration.

Board Policy 3220.01C – Teacher Appreciation Grant – The administration presents proposed revisions to Board Policy 3220.01C – Teacher Appreciation Grants for initial consideration.

Board Policy 5136 – Personal Communication Devices – The administration presents proposed revisions to Board Policy 5136 – Personal Communication Devices for initial consideration and requests to waive second reading.

Financial Report

Insurance Report

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

August 13, 2024

J.C. Rice Educational Services Center, 2720 California Road, Elkhart, IN 46514 – at 7:02 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 Kellie Mullins recited the Elkhart Promise. The Elkhart Promise

Three (3) audience members spoke about the proposed Personal Communications Device Policy and corresponding Administrative Guideline. 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. This past year, Elkhart Community Schools (ECS) students earned over 10,000 college credits, saving families nearly two (2) million dollars and fifty-six (56) percent of Elkhart High School juniors and seniors earned college credits. ECS is also the home to one of the leading career centers in the state of Indiana. ECS is paving the way, preparing students for the future! Excellence of Elkhart

ECS is excited to celebrate a Mary Daly kindergarten teacher, Heidi Miller, who was named among the Top 25 Indiana Teacher of the Year candidates. Each year, the Indiana Teacher of the Year (INTOY) program recognizes exceptional and outstanding teachers from across the state. Congratulations, Heidi! You exemplify the Excellence of Elkhart!

ECS would also like to congratulate Tim Adams, a counselor at Pierre Moran Middle School, who was just named Middle School Counselor of the Year for the State of Indiana! This honor, given out by the Indiana School Counselors Association, is reserved for counselors who go above and beyond in their duties for the students they serve.

Congratulations, Tim! ECS is proud to have a counselor like you supporting our students!

Elkhart High School (EHS) Student Government spent time this summer doing early morning clean up at the fairgrounds. Thank you to these kids for their volunteer heart and service!

The end of July, elementary students joined us for Kindergarten Readiness and Jumpstart; both programs allowed students to come to the classroom for a week to slowly transition out of summer vacation mode into learning mode, meet their teachers, and learn the dynamics of being part of a classroom community. The goal was to help students make a smooth transition into the 2024 – 2025 school year.

This week, ECS teachers returned to school but not before coming together for breakfast, a welcome from the mayor and superintendent, and an opening presentation to outline goals for the school year.

As one of the largest special education districts in the State of Indiana, ECS is proud to offer an in-depth, comprehensive training to aid the education of students of all abilities through the ECS Back to School University (BSU). The best part of the week was the “Yes I Can Awards” which were established by the Council for Exceptional Children to recognize the accomplishments of students with exceptionalities across the district. One (1) student from each school building, as well as one (1) from each School of Study at EHS, who displays outstanding achievement in one (1) of six (6) categories including Academics, Arts, School & Community, Self-Advocacy, Technology, and Transition. This year, Superintendent Dr. Larry Huff and Lex Gillette, a blind man who became a globally recognized Paralympian in the long jump event, presented the awards to the students.

In the area of Arts, ECS’s state-award-winning music programs are welcoming new teachers in several schools including Mr. Josh Bowling, Director of Percussion Activities for Elkhart Schools; Mr. Jacob Riley, Choir Director at Elkhart High School Freshman Division; and Ms. Katy Thornthwaite, Music Teacher at Roosevelt STEAM Academy. ECS is glad to have these teachers join ECS’s “National Association of Music Merchants (NAMM) Best Communities for Music Education” team.

In the area of Athletics, the EHS boys’ soccer team had an opportunity to train with the Chelsea Football Club staff. In addition, the boys were surprised with tickets to the game at Notre Dame. To see pictures and learn more about this amazing opportunity, check out

the EHS Athletics Facebook page as well as the article in The Elkhart Truth.

The Olympics have been all of the buzz the past two weeks and ECS has had reason to celebrate. EHS student, Regan Iannarelli, competed in all-around and individual events (vault, bars, beam and floor) at the AAU Junior Olympics in North Carolina. Regan was the 2024 Elkhart Pride award winner in gymnastics, 2023 MVP and Rookie of the Year. Thank you for representing the Excellence of Elkhart!

The EHS football team has been hard at work both on and off the field, from team building opportunities to service opportunities. The Community Foundation of Elkhart County's Acts of Service team came to speak to the players and teach them about service and how student-athletes will be able to commit to serving their community this year. Thank you to the coaches for investing in EHS students' athletic abilities as well as their character.

Congratulations to the EHS girls golf team for placing 6th at the Penn Invitational. There are still opportunities to see them compete. Be sure to follow their Facebook page for more information.

ECS staff have been working hard on some much-needed sports facility updates in preparation for the fall season. We look forward to you coming out and cheering on our sports teams this year!

Some upcoming events across Elkhart Schools include:

- August 12-14: Back to School Open Houses
- August 15: First Day of School
- August 18: Alumni Basketball Game at Northside Gym
- August 30: Annual Tailgating prior to the football game
- September 27: Conn Selmer 150th Anniversary Marching Band Competition
- October 11: Homecoming

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

Tony England, Director of Exceptional Learners, provided an overview of the Back to School University (BSU) event which is a five (5) day professional development for all special education educators to continue to take steps to improve services for students across the district. ECS hosted one-hundred sixteen (116) sessions led by staff as well as local and State professionals. They utilized the Council for Exceptional Children's High Leverage Practices with each day having a theme: Inclusion, Assessment, Emotional Intelligence, Instruction, and Collaboration. Each day there was a keynote speaker, including Dr. Shelley Moore (expert on inclusion), Dan Habib (filmmaker/parent of child with severe disability), Dr. Adolph Brown (globally recognized

Back to
School
University
Update

figure in education, psychology, and leadership), Dr. Kelly Grillo (award-winning educator serving in special education/education justice), and Lex Gillette (globally recognized Paralympian who competes primarily in the long jump). On the last day, there was a Resource Fair enabling attending families to learn more and connect with various resources available to their students. To close out the week, there was the “Yes I Can” awards recognizing the accomplishments of twenty-seven (27) students with exceptionalities across the district. Each student was honored by Dr. Huff and Lex Gillette. Mr. England closed by thanking all of the amazing community partners who supported this event.

By unanimous action, the Board approved the following consent items:

Consent Items

Minutes – July 23, 2024 – Regular Board Meeting

Minutes

Payment of claims totaling \$13,468,701.90 as shown on the August 13, 2024, claims listing. (Codified File 2425-011)

Payment of Claims

Proposed school fundraisers in accordance with Board policy. (Codified File 2425-012)

Fundraisers

Extra-curricular purchase requests: West Side Football Extra-Curricular Account to purchase reconditioned helmets totaling \$3,349.25.

Extra-Curricular Purchase

The following donations were made to Elkhart Community Schools (ECS): \$500 from Cappy’s Northside Bar & Grill LLC to EHS Boys Soccer Team to assist with the growth and development of the team; \$1,000 from Elkhart Central and Elkhart Memorial High Schools United Class of 1974 CO to EHS Unified Track and Field Team to assist with the growth and development of the team; large donation of aerosol products from Voyant Beauty, care of July Miltroka, to fulfill the entire wish list from social workers for ECS students; \$500 from Kao’s LLC to EHS Boys Soccer Team to assist with the growth and development of the team; two (2) flat screen TV’s, three (3) boom boxes, snacks for the refrigerator, an Xbox and PS5, with an estimated value of \$5,100, from Thor Industries, care of Bob Martin, to be used for the EHS Football Team; set of new uniforms, with an estimated value of \$20,000, from Thor Industries, care of Bob Martin, for the EHS Football Team; \$1,000 from Michael and Jennifer Nolan to EHS Girls Cross Country Team to assist with the growth and development of the team; sponsorship of lunch for New Teacher Orientation from the Elkhart Teachers Association to ECS; sponsorship of lunch for New Teacher Orientation from Corebridge, care of Rob Hoffert, to ECS; 100 backpacks filled with supplies for new

Gift Acceptances

teachers from the Greater Elkhart Chamber to ECS; sponsorship of breakfast for the New Teacher Orientation from Everwise Credit Union, care of Bethany Stauffer and Paul Steffek, to ECS; \$2,000 from NIVA to EHS Athletics to assist with the growth of the athletic programs; and \$800 from SEK Construction LLC to EHS Football Team to assist with the growth and development of the program.

Conference leave requests in accordance with Board policy for staff members as recommended by the administration on the August 13, 2024 listing. (Codified File 2425-013)

Conference
Leave
Requests

Submission of the following grant: K-12 Robotics Competition Grant hosted by the Indiana Department of Education in the amount of \$50,000 to be used to increase interest and improve skills in STEM through robotics competitions to give student more hands-on experiences, create stronger partnerships in the community, highlight career and college opportunities, and give connections to advanced manufacturing, machining, and fabrication; Indiana Retired Teachers Association Foundation Grant hosted by the Indiana Retired Teachers Association in the amount of \$500 to be used in Bethany Kever's classroom to support the PBIS district and building initiative covering curriculum, décor, and materials for monthly classroom transformational incentives; Sinclair Recreational Matching Playground Grant hosted by Sinclair/Game Time in the amount of \$100,000 to help fund the replacement of the existing, unusable playground equipment for K-6 students; and for confirmation only, Center for Excellence in Leadership Grant Opportunity hosted by Cognitive Science Academy Grant from the Center for Excellence in Leadership of Learning (CELL) at the University of Indianapolis in the amount of \$6,500 to fund the registration for the Cognitive Science Academy which includes all nine virtual masterclasses for school teams of up to four people. (Codified File 2425-014)

Grants

Contract recommendations in accordance with Board policy on the August 13, 2024 listing. (Codified File 2425-015)

Contracts

Personnel
Report

Administrative Appointment of the following five (5) certified staff on dates indicated:

Administrative
Appointments

Kelly Blair-Kinkaide – Assistant Principal at Career Center, 8/1/24

Denise Copeland-Boyd – Assistant Principal at Daly, 8/1/24

Shirley Elliott – Principal at Daly, 8/1/24

Carlucia Gadson – Assistant Principal at Feeser, 8/1/24
Angelica Nagy – Assistant Principal at Beardsley, 8/1/24

Employment of the following twenty-two (22) certified staff effective on dates indicated:

Certified
Employment

Maudie Barnes – Grade 4 at Eastwood, 8/12/24
Meghan Berkheiser – Grade 3 at Pinewood, 8/12/24
Ashley Bishop – Special Education Intern at Riverview,
8/12/24
Sydney Brown – Health at North Side, 8/12/24
Lauren Christophel – Grade 1 at Daly, 8/12/24
Mary Clark – Kindergarten at Woodland, 8/12/24
Sarah Fox – Kindergarten at Osolo, 8/12/24
Patia Hubbard – Grade 4 at Pinewood, 8/12/24
Bredi Jones – Grade 2 at Pinewood, 8/12/24
Zachary Luccese – Culinary Arts at Career Center,
8/12/24
Ambre McCuddy – Grade 4 at Eastwood, 8/12/24
Yancy McGuire – Construction Trades at Career Center,
8/12/24
Zackery Maggert – Social Studies at North Side, 8/12/24
Tracy Martin – Academic Dean at Bristol, 8/12/24
Gabriela Martinez – ENL at Roosevelt, 8/12/24
Mark Nevil – Choir at Pierre Moran, 8/12/24
Matthew Oakley – Grade 4 at Riverview, 8/12/24
Nicholas Rinehart – Grade 3 at Beck, 8/12/24
Emily SeCheverell – Kindergarten at Beck, 8/12/24
Marcia Taylor – Special Education at Freshman Division,
8/12/24
Sarah Tripp – Physical Education at Freshman Division,
8/12/24
Veronica Velasco Torres – ENL at Elkhart High, 8/12/24

Transfer of the following sixteen (16) certified staff effective on date indicated:

Certified
Transfers

Elizabeth Avery – Special Education Intern at
Exceptional Learners to Special Education Mild at
North Side, 8/12/24
Danielle Carrington – Grade 1 at Riverview to
Kindergarten at Riverview, 8/12/24
Brittany Choler – Social Studies at West Side to Grade 6
at Pinewood, 8/12/24
Sara Chrobot – Kindergarten at Riverview to Grade 1 at
Riverview, 8/12/24
Jennifer Dennis – Academic Dean at Feeser to Academic
Dean at Beck, 8/1/24
Shannon Duley – Grade 1 at Osolo to ENL at Roosevelt
Carissa Glasgow – Kindergarten at Feeser to Grade 1 at
Feeser, 8/12/24

Brittany Hedman – Grade 4 at Riverview to Grade 5 at Riverview, 8/12/24
 Emma Irvine – Grade 2 at Roosevelt to Grade 4 at Roosevelt, 8/12/24
 Cambria Neely – Physical Education at Eastwood to Academic Dean at Eastwood, 8/1/24
 Rose Miller – Kindergarten at Feeser to Grade 2 at Feeser, 8/12/24
 Najah Monroe – Special Education Intern at Exceptional Learners to Special Education Mild at North Side, 8/12/24
 Holly O’Connell – Grade 2 at Pinewood to Grade 2 at Eastwood, 8/12/24
 Michael Thompson – Grade 3 at Beck to Grade 3 at Eastwood, 8/12/24
 Andrea Welles – Grade 3 at Eastwood to Physical Education at Eastwood, 8/12/24
 Karen Young – Special Education Intern at Exceptional Learners to Special Education Mild at North Side, 8/12/24

<p>Retirement of the following one (1) certified staff effective on date indicated: Anthony England – Director of Exceptional Learners at ESC, 9/1/25 with 11 Years of Service</p>	<p>Certified Retirement</p>
<p>Resignation of the following three (3) certified staff effective on date indicated: Erin Pinter – Grade 2 at Pinewood, 7/29/24 Brandon Squibb – Health at North Side, 7/23/24 Sarah Sweet – Science at North Side, 7/30/24</p>	<p>Certified Resignations</p>
<p>Unpaid medical leave for the following one (1) certified staff effective on dates indicated: Alexandria Sikes – Kindergarten at Osolo, beginning 8/12/24 and ending 5/29/25</p>	<p>Certified Medical Leave</p>
<p>Unpaid parental leaves for the following two (2) certified staff effective on dates indicated: Emily Clinton – Grade 5 at Osolo, beginning 8/12/24 and ending 9/20/24 Leslee Gage – Social Worker at Woodland, beginning 8/12/24 and ending 5/29/25</p>	<p>Certified Parental Leaves</p>
<p>Rescission of a leave request for the following one (1) certified staff effective on date indicated: Brittany Choler – Social Studies at West Side, 7/29/24</p>	<p>Certified Rescission of Leave</p>

Administrative Appointment of the following one (1) classified staff on date indicated:

Classified
Administrative
Appointment

Brandon Berger – Interim Director of Transportation at Transportation, 8/14/24

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

Classified
Employment

Gina Brown – Paraprofessional at Eastwood, 10/9/24
Wendy Baumgardner – Custodian at Woodland, 10/7/24
Lisa Cebra – Testing Specialist at Career Center, 10/9/24
Avonne Dainton – Social Worker at Woodland, 10/7/24
Shakeya Dale – Registered Behavior Technician at Eastwood, 10/21/24
Cristina De La Rocha – Secretary at Adult Ed, 10/11/24
Victorianne Hendrickson – Registered Behavior Technician at Cleveland, 10/7/24
Jerikka Hernandez – Paraprofessional at North Side, 10/9/24
Gloria Hernandez-Atayde – Food Service at North Side, 10/7/24
Chakiea Jackson – Technical Assistant at Pinewood, 10/7/24
Mackenzie Jackson-Ingle – Paraprofessional at Woodland, 10/9/24
Sharon Klug – Paraprofessional at Beardsley, 10/9/24
Monet Malone – Secretary at ESC, 10/14/24
Shylah Mattison – Paraprofessional at Cleveland, 10/9/24
Lynn Morrison – Secretary at North Side, 10/7/24
Janelle Owen – Registered Behavior Technician at HELC, 10/7/24
Bryanah Pendleton – Registered Behavior Technician at Pinewood, 10/7/24
Laura Ralston – Social Worker at Osolo, 10/7/24
Holly Rehmels – Registered Behavior Technician at Cleveland, 10/8/24
Taylor Rodriguez – Paraprofessional at Pinewood, 10/9/24
Rayshon Smith – Registered Behavior Technician at Elkhart High, 10/7/24

Transfer of the following six (6) classified employees effective on date indicated:

Classified
Transfers

Sarah Avery – Technical Assistant at Beck to Paraprofessional at Daly,
Lisa Canfield – Paraprofessional at Cleveland to Paraprofessional at Elkhart High,
Tristyn Cataldo – Registered Behavior Technician at Freshman Division to Registered Behavior Technician at Young Adult Program,

Lili Eash – Registered Behavior Technician at Pierre Moran to Board Certified Behavior Analyst at Exceptional Learners,
 Deanna Foster – Technical Assistant at Eastwood to Secretary at West Side,
 PAlysha McDaniel – Food Service at North Side and Riverview to Food Service at Feeser,

Employment of the following four (4) substitute teachers in the 2024-25 school year:

Employment
 Substitutes

Kathleen Dotlich – Retired ECS Teacher
 David Freel – Retired ECS Teacher
 Barry Johnson – Retired ECS Teacher
 Linda Ogle – Retired Teacher

Employment of the following seventeen (17) employees in the 2024-25 school year:

Claims &
 Coaches

Taylor Barrett – Volleyball Coach at North Side
 Laney Becraft – Summer Camp Helper at Elkhart High
 Brianna Canfield – Summer Camp Helper at Elkhart High
 Valeria Cruz-Portillo – Summer Camp Helper at Elkhart High
 Alaina Dibley – Summer Camp Helper at Elkhart High
 Ellie Dibley – Summer Camp Helper at Elkhart High
 Harley Eash – Summer Camp Helper at Elkhart High
 Alexis Elion – Summer Camp Helper at Elkhart High
 Paige Elliott – Summer Camp Helper at Elkhart High
 Meghan Grasty – Summer Camp Helper at Elkhart High
 Ronald Kurz – Swim Coach at Elkhart High
 Andrea Lee – Driver Trainee at Transportation
 Sandi Miller – Substitute at Food Service
 Rosell Robles – Summer Camp Helper at Elkhart High
 Jennifer Ruiz Chan – Evening Secretary at Adult Education
 Amanda Sanders – Day-Time Receptionist at Adult Education
 Jazlyne Torres – Summer Camp Helper at Elkhart High

Reassignment of the following classified employees to a certified position:

Classified
 Reassignments

Ashley Bishop – Paraprofessional at Riverview
 Sydney Brown – Technical Assistant at Beck
 Bredi Jones – Paraprofessional at Pinewood
 Zachary Lucchese – Substitute Teacher at ESC
 Yancy McGuire – Technical Assistant at Career Center
 Veronica Velasco Torres – ENL at Elkhart High

Retirement of the following two (2) classified employee on dates indicated:	Classified Retirement
<p>Jan Roscoe – Paraprofessional at Elkhart High, 5/31/24 with 26 Years of Service</p> <p>Charles Warner – Head Mechanic at Transportation, 8/16/24 with 25 Years of Service</p>	
Resignation of the following seventeen (17) classified employee on dates indicated:	Classified Resignation
<p>Michelle Beyler – Substitute Teacher at ESC, 7/29/24</p> <p>Amanda Christensen – Paraprofessional at Cleveland, 8/6/24</p> <p>David Cassell – Paraprofessional at Elkhart High, 8/7/24</p> <p>Cristina De La Rocha – Food Service at Feeser, 7/25/24</p> <p>Tabitha DeWitt – Food Service at Eastwood, 7/26/24</p> <p>Geoffrey DiPiro – Registered Behavior Technician at HELC, 7/30/24</p> <p>Evan Hartwig – Paraprofessional at Daly, 7/19/24</p> <p>Richard Hughes – Substitute Teacher at ESC, 8/6/24</p> <p>Karen Hupp – Secretary at Osolo, 7/18/24</p> <p>Michele Kovatch – Paraprofessional at Monger, 7/31/24</p> <p>Sandra Mondragon Lara – Secretary at ESC, 8/10/24</p> <p>Kristin Pacely – Social Worker at Daly, 7/30/24</p> <p>Amanda Sanders – Secretary at Bristol, 7/25/24</p> <p>Larry Schumacher – Driver at Transportation, 8/1/24</p> <p>Kris Sieracki – Development Assistant at WVPE, 6/10/24</p> <p>Brittany Stewart – Secretary at North Side, 8/7/24</p> <p>Emily Van Overberghe – Grant Coordinator/Recruiter at ESC, 8/16/24</p>	
Termination of the following one (1) classified employee on date indicated:	Classified Termination
Isaac Stewart – Custodian at Pierre Moran, 8/2/24 in accordance with Policy 3139.01S	
Unpaid leave for the following one (1) classified employee on dates indicated:	Classified Unpaid Leave
Janie Halliburton – Custodian at Elkhart High, beginning 7/12/24 and ending 8/2/24	
Employment of the following two (2) classified employees effective on the dates indicated:	Classified Employment
<p>Alvin Sanders – Bus Driver at Transportation, 8/14/24</p> <p>Christopher Pendleton – Bus Driver at Transportation, 8/14/24</p>	
Doug Thorne, District Counsel/Chief of Staff, presented proposed revisions to Board Policy 0100 – Definitions as presented during the July 23, 2024 Board meeting.	Board Policy 0100

In response to Board inquiry, Doug Thorne, District Counsel/Chief of Staff, read the definition of Personal Communication Devices (PCD). Mr. Thorne then clarified that by law, the district has to meet those minimal requirements but school districts can extend beyond those requirements. He also clarified that there are exceptions under the statute as well as policy i.e. to manage the student's health care, if included in a student's IEP or 504 plan, or for a planned educational purpose during instructional time with advance building administrator approval to name a few. This policy also prohibits the use of PCDs going to and from school as well as extra-curricular activities; with the permission of a coach/teacher, they are permitted to call parents to notify them of what time they will be getting back to the school.

By unanimous action, the Board approved proposed revisions to Board Policy 0100 – Definitions as presented during the July 23, 2024 Board meeting.

Mr. Thorne, presented proposed revisions to Board Policy 5136 – Personal Communication Devices as presented during the July 23, 2024 Board meeting.

Board Policy
5136

In response to Board inquiry, Dr. Huff assured the community, staff, and students that if the policy passes this evening, it does not mean the policy cannot be revisited at a later date. If there are things found to not be working well, he will work with building administrators and their teams to review concerns and collectively make proposed revisions. Dr. Huff's goal is to make sure ECS is safe, compliant with the law, educating students, and focusing on what is best for the ECS community as a whole. He also affirmed that teachers are not expected to approach a student to take a PCD out of their hand; district security will be available to help in these situations. Staff safety should never be jeopardized.

Board members assured the audience they will be willing to work with ECS staff if adjustments are needed to get it right.

In response to Board inquiry, Dr. Huff assured the Board the policy being presented is in line with other nearby districts and may provide a bit more flexibility. When crafting this policy, there was input from elementary and secondary administrators in order to help provide consistency across the district. He encouraged all to let the policy play out the first couple weeks, see how it works, and then come back and remediate if necessary. ECS needs students following the policy as well as staff members setting the example and being good models for this policy.

By unanimous action, the Board approved proposed revisions to Board Policy 5136 – Personal Communication Devices as presented during the July 23, 2024 Board meeting.

Mr. Thorne presented proposed revisions to Administrative Guideline 5136 – Personal Communication Devices to include additional changes made since the July 23, 2024 Board meeting for final review. In response to Board inquiry, Mr. Thorne clarified “detention” would be defined by the building, utilizing the detention programs currently in effect i.e. after school detention, lunch detention, etc.

Administrative
Guideline
5136

By unanimous action, the Board authorized the bulk sale of iPads having reached the end of their lifecycle as presented. (Codified File 2425-016)

Sale of iPads

By unanimous action, the Board approved the recommendation for award of a contract in the amount guaranteed maximum price of \$3,399,517 to CORE Construction Indiana, LLC of Schererville, Indiana for the addition to the Diesel Tech Building. (Codified File 2425-017)

Recommendation
for Award

Mr. Thorne presented proposed revisions to Board Policy 3422.07S – Executive Assistants’ Salary Schedule as presented for initial consideration.

Board Policy
3422.07S

Superintendent, Dr. Larry Huff informed the Board the past couple weeks have been great as ECS welcomed over ninety (90) new teachers to our family. He was impressed with the new teachers and happy to hear they chose Elkhart, some returning to the district after finding the grass isn’t always greener on the other side of the fence. Dr. Huff was also happy to report ECS has fewer vacancies this year; hats off to the Human Resources team and teachers for spreading the word about the good things happening in Elkhart schools. This week has been exciting as Monday kicked off the first day back for teachers with a morning of fellowship and conversation about continuous improvement, hospitality, and what this looks like at ECS. The ECS staff is committed to working hard for you.

From the
Superintendent

This week, schools have been full of families for Back to School Night. A big thank you to teachers for being there to show ECS families how we care for their kids.

Dr. Huff also shared with the audience that he has been reviewing the feasibility study which was completed before his arrival. He would like to start moving on some of the recommendations, all of which will require collaboration, clear articulation from the Superintendent’s office, and cooperation from the Board. Dr. Huff will continue to keep the community informed and work with his team, the ETA, and members of the community to be sure things move forward as an open collaborative effort.

In closing, Dr. Huff looks forward to welcoming all ECS students back for the new school year.

Mrs. Mullins thanked the ECS staff for their hard work hiring and onboarding all the new employees. It is wonderful to read the Board packet knowing these things are going to be celebrated during the Board meeting. ECS is only going up from here.

From the
Board

Board Member Jeff Bliler congratulated Ms. Heidi Miller for being named one of the Top 25 Teacher of the Year Candidates in the State of Indiana and Mr. Tim Adams for being named Middle School Counselor of the Year for the State of Indiana, adding what a privilege it is to know ECS has two of the best! Achieving ECS's vision of excellence is possible because of the amazing staff we have in place and they should be celebrated.

Dr. Huff added that he met a teacher this week who is beginning her fifty-fifth (55th) year of teaching at Elkhart. She has touched tens of thousands of lives and our new teachers can do that too!

The meeting adjourned at approximately 8:07 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

SPORTSARAMA

P.O. BOX 596
209 W. Hatch St
STURGIS, MI 49091
269-651-5382

DATE: July 8, 2024
INVOICE # 59773

Bill To: Pierre Moran Middle School
Ath Department

Ship To:

Jeremy Satterfield

P.O. #	Sales Rep. Name	Ship Date	Ship Via	Terms	Due Date
	Chance Stewart				

Product ID	Description	Quantity	Unit Price	Line Total
	A11 Schutt Helmets White w/ Grey guard 1-xxs, 7-s, 8-m, 7-l, 1-xl No charge (4-xs) buy 6 get 1 no charge	24	179.99	4,319.76

SUBTOTAL	4,319.76
TAX	
DISCOUNT	
FREIGHT	
TOTAL	4,319.76
PAID	-
TOTAL DUE	4,319.76

1,439.92
for school

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Quote# QU032773

Date: 8/19/2024
Valid Until: 8/31/2024

ATTN:
Brent Curry

Bill To:
WEST SIDE MIDDLE SCHOOL
EXTRA CURRICULAR ACCOUNT
101 SOUTH NAPPANEE STREET
ELKHART IN 46514
United States

Ship To:
WEST SIDE MIDDLE SCHOOL
101 SOUTH NAPPANEE STREET
ELKHART IN 46514
United States

Sales Rep:
Michael Calo
mcalo@sportsimports.com

Sports Imports Senoh AL7 Aluminum Net Systems - 33 lbs. Per Pole, 25-Year Warranty

Item	Description	QTY	Rate	Amount
AL7-B	Aluminum Volleyball Pole-Black	3	\$980.00	\$2,940.00
HDNR-B	Heavy Duty Net Ratchet w/ Crank Handle - Black (SI-1, AL7)	2	\$365.00	\$730.00
Subtotal				\$3,670.00
Shipping & Handling				\$362.70
Tax Total (%)				\$0.00
Total				\$4,032.70

Remit to Address:
Sports Imports Inc
PO Box 98
Middletown, OH 45042




Federal Tax ID#: 31-0879428



CLEVELAND ELEMENTARY SCHOOL
53403 COUNTY ROAD 1 • ELKHART, IN 46514
PHONE: 574-262-5580



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: Kelly Carmichael

Date: 8/12/2024

Subject: Gift Acceptance

Bob's Discount Furniture makes a donation to worthy organizations in the area each time they open a new store. Cleveland Elementary has been selected to receive a "Random Act of Kindness" donation for \$2,500 from Bob's Discount Furniture. This donation will be used to benefit the students at Cleveland.

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:

Nicole Ball
Bob's Discount Furniture
435 E University Drive
Granger, IN 46530-4499

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?
Tech Point: After School Robotics Grant - Elementary School (1st-5th)	Tech Point	Cleveland Elementary School	Lisa Ernsberger	Approximately \$5,500.00	To provide a VEX IQ robot/field/team registration; Lisa Ernsberger	Robotics, coding, and engineering are key components of many future careers. VEX IQ helps students develop these skills early on, aligning with a district's focus on preparing students for success beyond high school, whether in college or careers.	If awarded the grant, they send us (1) VEX IQ Classroom Bundle (Accommodates 25-30 students) Training and ongoing support for awarded educators	8/30/2024
Tech Point: After School Robotics Grant - Elementary School (1st-5th)	Tech Point	Woodland Elementary School	Lisa Ernsberger	Approximately \$5,500.00	To provide a VEX IQ robot/field/team registration; Lisa Ernsberger	Robotics, coding, and engineering are key components of many future careers. VEX IQ helps students develop these skills early on, aligning with a district's focus on preparing students for success beyond high school, whether in college or careers.	Training and ongoing support for awarded educators	8/30/2024
Title I, Part A	Indiana Department of Education	Elkhart Community Schools on behalf of 10 Title I schools: Beardsley, Beck, Bristol, Daly, Monger, Osolo, Riverview, Roosevelt, Woodland and Pierre Moran	Beth A. Williams	\$ 4,406,664.31	To support student academic success at Title I schools. Beth Williams will oversee the management of the grant.	To ensure that all children have a fair, equal, and significant opportunity to obtain a high quality education. Intervention teachers provide additional academic supports to identified students. Parent support coordinators and parent liaison translators support the needs of families within the school community.	Budgeted items include the following: Intervention teachers, literacy cadre coaches, parent support coordinators, parent/liaison translators, instructional consumable supplies, parent engagement supplies and salaries/benefits for summer programming.	8/30/2024



HUMAN RESOURCES

ELKHART
COMMUNITY SCHOOLS

TO: DR. LARRY HUFF
FROM: MS. MAGGIE LOZANO
DATE: AUGUST 27, 2024

PERSONNEL RECOMMENDATIONS

CERTIFIED

- a. **Administrative Appointment** – The administration recommends confirmation of one (1) administrative appointment.
- b. **New Certified Staff** – We recommend employment of eight (8) new certified staff for the 2024-25 school year.
- c. **Separation** – We report the separation of three (3) employees.

CLASSIFIED

- a. **New Classified Staff** – We recommend the employment of six (6) new classified staff pending successful completion of the probationary period.
- b. **Classified Staff Transfers** – We recommend the transfer of two (2) classified staff for the 2024-25 school year.
- c. **Substitute Teachers** – We recommend the employment of two (2) substitute teachers for the 2024-25 school year.
- d. **Claims/Coaches** – We recommend the employment of two (2) employees for the 2024-25 school year.
- e. **Retirement** – We report the retirement of one (1) employee who has provided thirty-two (32) years of service.
- f. **Separation** – We report the separation of eleven (11) employees.

Book	Policy Manual
Section	2000 Program
Title	PROPOSED REVISION TO TEST ADMINISTRATION AND SECURITY PROVISIONS FOR STATEWIDE ASSESSMENTS
Code	po2623.01
Status	Proposed
Adopted	November 22, 2016
Last Revised	August 22, 2023
Last Reviewed	August 20, 2024

2623.01 - TEST ADMINISTRATION AND SECURITY PROVISIONS FOR STATEWIDE ASSESSMENTS

It is the expectation of the Board that all staff complies with the requirements of the Indiana Department of Education (IDOE) regarding the test administration and security of the Indiana assessment system, including traditional standardized multiple-choice items, open-ended items, performance assessments, and modified/alternate assessments.

The Superintendent shall communicate annually, to all school staff members, the corporation's expectations regarding the appropriate use of test preparation materials and compliance with test security protocols. The administration will annually review school materials and practices related to appropriate strategies used to prepare students for assessments. The Superintendent shall also communicate to all staff the measures used by the corporation to monitor test administration and test security.

The Assessment and Data Coordinator is designated as the Corporation Test Coordinator (CTC). The CTC shall

- A. securely inventory and track all assessment materials in a manner which prohibits the reviewing of any secure test questions, **and secure testing materials** before, during, and after assessment administration;
- B. control and secure storage, distribution, administration, and collection of tests;
- C. ensure no tests are copied;
- D. follow all procedures located in the testing manuals and those outlined by the IDOE;
- E. prior to the IDOE's established deadline, ensure all appropriate staff have knowledge, through professional development, of the Indiana Ethical Practices and Procedures and understands the procedures related to test security and integrity, administration, and handling of assessment materials;
- F. ensure test administration and test security standards and procedures are monitored by building and District level administrators to assure compliance with this policy and the Code of Ethical Practices and Procedures;
- G. establish procedures for reviewing practices and materials used to prepare students for assessments and communicating these at least annually;
- H. establish a District window for testing;
- I. communicate guidelines related to appropriate practices for preparation of students for assessments; and
- J. be responsible for the delivery of professional development to School Test Coordinators (STC) sufficient to assure each STC fully understands the responsibilities assigned to STCs.

Upon receipt of assessment materials, the CTC shall provide for storage under lock and key at a central location. Assessment materials shall not be available to unauthorized parties. Teachers and other school staff members shall not have access to secure materials (except for the Examiner's Manual **and other non-secure materials**) more than four (4)

hours in advance of test administration.

The CTC is responsible for the secure distribution of assessment materials to each school building. Secure test materials shall not be delivered to school buildings more than one (1) week in advance of the designated test window. Each school building principal shall designate an STC. The STC is responsible for security of assessment materials during the time the materials are in his/her school.

The STC responsibilities include, but are not limited to, the following:

- A. developing a testing schedule prior to the testing window which adheres to the testing schedule established by the CTC and shall include assessment name, testing dates and times, applicable grade levels, content areas, and testing room locations;
- B. prohibiting the review of any secure test questions before, during, or after an administration session;
- C. establishing a process to ensure all student assessment materials are secured in a centralized locked location when not being administered, ~~and~~ not accessed prior to the administration of the test **and subsequent to the administration of the test**;
- D. establishing procedures for reviewing practices and materials used to prepare students for assessments and communicating these at least annually;
- E. prior to the IDOE's established deadlines, insuring all appropriate staff have knowledge, through professional development, of the Indiana Ethical Practices and Procedures and understands the procedures related to test security and integrity, administration, and handling of assessment materials;
- F. providing other professional development the STC believes is necessary in order for individuals to fully understand the state and district's expectations related to the conduct of assessments and the interpretation of results;
- G. ensure all appropriate staff have knowledge of the Code of Ethical Practices and Procedures prior to the IDOE's established deadline, in addition to local standards, prior to testing;
- H. ensuring staff members who provide students with testing accommodations are familiar with each student's individual accommodation needs as per the student's Individual Education Plan (IEP), Individual Learning Plan (ILP), and/or Section 504 Plan prior to testing;
- I. describe the monitoring procedures to be utilized to assure compliance and monitor testing to ensure staff are administering assessments with fidelity in terms of test administration and test security protocols/procedures and staff are appropriately providing students with accommodations included in the IEPs, ILPs, and Section 504 Plans, CSEPs, or Service Plans;
- J. ensuring staff members who will provide students with testing accommodations receive focused training on providing such accommodations prior to testing;
- K. ensuring building staff have complied with the procedures established by the Superintendent for the annual review of materials. CTC will communicate the state's guidelines for appropriate practices for test preparation with building principals. Building principals, along with the STC, will be responsible for ensuring test preparation materials used by school staff are appropriate and do not violate test security protocol; and
- L. arranging for the secure transport of the assessment materials to the CTC at the conclusion of the testing window following procedures outlined in the Examiner's Manual.

Each person designated as an examiner is responsible for assuring all assessment security provisions are met while each administration session is in progress. Additionally, each examiner is responsible for accounting for all assessment booklets by serial number, answer documents, and other assessment materials until returned to the STC at the conclusion of the administration session.

Each examiner, monitor, and other school personnel authorized to be present in the room during an administration session shall be informed of prescribed assessment administration and assessment security procedures as well as ethical testing practices.

No person shall reveal or cause to be revealed, release or cause to be released, reproduce or cause to be reproduced any secure assessment materials through any means or medium including, but not limited to, electronic, photographic, photocopy, written, paraphrase, or oral.

Violations to test security include, but are not limited to the following:

- A. giving examinees access to test questions prior to testing
- B. copying, reproducing, or using in any manner any portion of any secure assessment book for any reason
- C. altering answer documents during or after a testing session, except to erase stray marks
- D. sharing an actual test instrument in a public forum
- E. deviating from the prescribed administration procedures specified in the Examiner's Manual
- F. participating in, directing, aiding, counseling, assisting, encouraging, or failing to report any acts violating this policy or the Indiana Ethical Practices and Procedures
- G. scoring student responses on the assessment before returning the answer document for official scoring
- H. providing answers to examinees
- I. comment on test content in a public forum
- J. post actual test content or paraphrase test content on social media
- K. take pictures of test materials
- L. Email, text, or instant message actual or paraphrased test content
- M. review test questions prior to, during, or after test administration
- N. any violations outlined in the Indiana Assessment Program Manual

The CTC shall establish procedures for teachers, administrators, students, parents, and other community members to voice their concerns about practices they consider inappropriate. The CTC shall investigate any complaints on inappropriate testing practices or testing irregularities. Any such investigation shall insure the protection of both the rights of the individuals involved along with the integrity of the assessment. The investigation will be performed in a manner consistent with the expectations set forth in 511 IAC 5-5-4 and include, but not be limited to, the following:

- A. a formal process by which all complaints are documented and can be tracked to resolution
- B. an initial inquiry to determine whether there is credible evidence that such an event occurred is to be conducted within one (1) school day of the receipt of the complaint
- C. if any evidence of an inappropriate testing practice or testing irregularity exists, a report to the IDOE Office of Student Assessment must be sent within the next seven (7) calendar days
- D. protection of the integrity of any ongoing assessments
- E. a final report to the IDOE Office of Student Assessment within four (4) weeks, unless a written request for a timeline extension has been granted
- F. the final report must clearly indicate any recommendations or findings which would impact the reliability or validity of student scores and detail actions which the School Corporation recommends the State take

Before the opening of the test window for any standardized test, the IDOE requires the training of any person associated with testing has occurred, **such training shall include: test security and integrity, test accommodations, where appropriate, etc.** This includes, but is not limited to, the CTC, the STC, test examiners, proctors, and any other person associated with the testing process.

Any individual with a license granted by the IDOE who violates the Code of Ethical Practices and Procedures as established and published pursuant to 511 IAC 5-5-3 may face disciplinary action up to and including suspension without pay, termination of employment, and/or other applicable remedies available under State and Federal laws.

Revised 9/28/21

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Book	Policy Manual
Section	3000 Personnel
Title	PROPOSED REVISED TEACHER APPRECIATION GRANTS
Code	po3220.01C
Status	First Reading
Adopted	September 12, 2017
Last Revised	September 12, 2023
Last Reviewed	August 27, 2024

3220.01C - **TEACHER APPRECIATION GRANTS**

The Board of School Trustees adopts this policy for the purpose of determining the distribution of teacher appreciation grants. This policy shall be submitted to the Indiana Department of Education (IDOE) along with the School Corporation's staff performance evaluation plan online as one (1) document by September ~~15, 2023~~ **13, 2024**.

Definitions:

For purposes of this policy, the following definitions apply:

The term teacher means a professional person whose position with the Corporation requires a license (as defined in I.C. 20-28-1-7) and whose primary responsibility is the instruction of students.

The term license refers to a document issued by the IDOE that grants permission to serve as a particular kind of teacher. The term includes any certificate or permits issued by the IDOE.

Distribution of Annual Teacher Appreciation Grants:

Teacher appreciation grant funds received by the Corporation shall be distributed to licensed teachers who meet the following criteria:

- A. employed in the classroom (including providing instruction in a virtual classroom setting);
- B. rated as Effective or Highly Effective on their most recent performance evaluation; and
- C. employed by the Corporation as of December 1st of the year in which the teacher appreciation grant funds are received by the Corporation.

The Corporation shall distribute the teacher appreciation grant funds it receives as follows:

- A. The Corporation shall not allocate a percentage of the Teacher Appreciation Grant funds received to provide a supplemental award to each teacher with less than five (5) years of service who is rated as highly effective or effective on the most recent performance evaluation;
- B. A cash stipend as determined by the Superintendent shall be distributed to all teachers in the Corporation who are rated as Effective; and
- C. A cash stipend in an amount that is twenty-five percent (25%) more than the stipend given to the teachers rated as Effective shall be distributed to all teachers in the Corporation who are rated as Highly Effective.

A stipend to an individual teacher in a particular year is not subject to collective bargaining but is discussable and is in addition to the minimum salary or increases in the salary set under I.C. 20-28-9-5.

The Corporation shall distribute all stipends from a teacher appreciation grant to individual teachers within twenty (20) business days of the date the IDOE distributes the teacher appreciation grant funds to the Corporation.

This policy shall be reviewed annually by the Board and shall be submitted to the IDOE annually by the Superintendent as indicated above.

Revised 9/11/18

Revised 9/10/19

Revised 9/8/20

T.C. 8/10/21

Revised 8/23/22

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Legal

I.C. 20-18-2-22

I.C. 20-28-1-7

I.C. 20-43-10-3.5

Book	Policy Manual
Section	3000 Personnel
Title	PROPORSE REVISED EXECUTIVE ASSISTANTS' SALARY SCHEDULE
Code	po3422.07S (as presented during the 8/13/2024 BST meeting)
Status	Second Reading
Adopted	December 20, 2016
Last Revised	July 9, 2024
Last Reviewed	August 27, 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 27, 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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Book	Policy Manual
Section	5000 Students
Title	Proposed Revisions PERSONAL COMMUNICATION DEVICES
Code	po5136
Status	First Reading
Adopted	November 22, 2016
Last Revised	August 13, 2024
Last Reviewed	August 26, 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 their lunch break**, 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 **while riding to and from extra-curricular activities** **and** 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.

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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

ACCOUNT BALANCES/INVESTMENT DETAIL
July 2024

CASH:

Petty Cash	\$ 500.00
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BANK ACCOUNTS:

Everwise Credit Union	\$ 3,010,764.61
Lake City Bank – Accounts Payable	(515,113.02)
Lake City Bank – Payroll Account	(304,062.66)
Lake City Bank – Flex Account	81,763.40
Lake City Bank – Merchant Account	-
Lake City Bank – Prepaid Lunch	249,499.60
Lake City Bank – Deposit Account	42,903,487.57

INVESTMENTS:

Certificate of Deposit	-
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\$ 45,426,839.50

ESSER III - Utilization Review

YTD Expenditures as of July 2024	Total % of Allocation Expended	Account	Budget	% of Total Budget
5,022,004.35	94.04%	Instruction - Regular Programs	\$5,340,049.08	20.22%
606,952.33	99.60%	Instruction - Special Programs	\$609,361.00	2.31%
36,426.94	100.42%	Instruction - Adult/Continuing Ed Programs	\$36,274.00	0.14%
638,511.63	84.52%	Instruction - Summer School Programs	\$755,433.00	2.86%
645,839.86	107.96%	Instruction - Remediation Programs	\$598,217.00	2.27%
1,603,831.31	97.75%	Support Services Students	1,640,792.00	6.21%
4,669,343.17	101.27%	Support Services - Instruction	4,610,864.00	17.46%
160,663.56	100.00%	Support Services - General Admin	160,663.00	0.61%
514,259.93	100.00%	Operations and Maintainance	514,258.00	1.95%
463,361.48	100.06%	Student Transportation	463,084.00	1.75%
571,282.07	94.32%	Community Service Operations	605,664.00	2.29%
8,163,470.05	83.30%	Facilities Acquisition and Construction	\$9,799,781.29	37.11%
748,962.97	58.99%	Non-Programmed Charges/Transfer	\$1,269,650.00	4.81%
\$23,844,909.65	90.31%		\$26,404,090.37	100.00%

Expenditures for July 2024 consisted of salaries/benefits, summer school, construction, and supplies for budgeted programming.

ESSER III - Expenditure to Budget as of 7/31/2024

