

NOTICE OF EXECUTIVE SESSION  
OF THE  
BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools  
Elkhart, Indiana

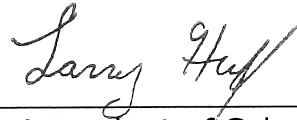
Date: Tuesday, December 10, 2024

Time: 5:00 p.m.

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

(11) To train school board members with an outside consultant about the performance of the role of the members as public officials.

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



---

Superintendent of Schools

Posted and electronically delivered  
to News Media on Wednesday,  
December 4, 2024 and electronically  
delivered to Board Members and School  
Attorney on Friday, December 6, 2024.

AGENDA FOR  
BOARD OF SCHOOL TRUSTEES  
REGULAR MEETING

Elkhart Community Schools  
Elkhart, Indiana

December 10, 2024

CALENDAR

Dec 10 5:00 p.m. Executive Session, J.C. Rice Educational Services Center  
Dec 10 6:00 p.m. Public Work Session, J.C. Rice Educational Services Center  
Dec 10 7:00 p.m. Regular Board Meeting, J.C. Rice Educational Services Center  
Dec 17 8:00 a.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. COUNSELOR OF THE YEAR

F. EXCELLENCE OF ELKHART

G. CONSENT ITEMS:

Minutes – November 26, 2024 –Regular Board Meeting  
Claims  
Fundraisers  
Extra-Curricular Purchases  
Gift Acceptances  
Grants  
Overnight Trip Requests  
Contracts  
Personnel Report

H. NEW BUSINESS

Recommendation for Award – The Business Office recommends award of a contract for Fuel for the 2025 calendar year.

Recommendation for Award – The Business Office recommends award of a contract for Food Service Supplies through July 31, 2025.

Recommendation for Award – The Business Office recommends the award of a contract in the amount of \$1,447,316.00 to CORE Construction Indiana LLC for the addition and renovation to the Elkhart Area Career Center Construction Trades Building.

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

Board Policy 3142.01A – Non-Renewal of Administrative Contracts – The administration presents proposed Board Policy 3142.1A – Non-Renewal of Administrative Contracts for initial consideration.

Board Policy 3362.01ACS – Threatening and/or Intimidating Behavior Toward Staff Members – The administration presents proposed Board Policy 3362.01ACS – Threatening and/or Intimidating Behavior Toward Staff Members for initial consideration.

Board Policy 8452 – Automated External Defibrillators (AED) – The administration presents proposed Board Policy 8452 – Automated External Defibrillators (AED) for initial consideration.

Board Policy 8455 – Coaches Training, References, and IHSAA Reporting – The administration presents proposed Board Policy 8455 – Coaches Training, References, and IHSAA Reporting for initial consideration.

I. INFORMATION AND PROPOSALS

From Superintendent and Administrative Staff

From Board

J. ADJOURNMENT

MINUTES  
OF THE REGULAR MEETING  
OF THE BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools  
Elkhart, Indiana

November 26, 2024

J.C. Rice Educational Services Center, 2720 California Road, Place/Time  
Elkhart, IN 46514 – at 7:05 p.m.

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

Via Electronic Communication: Douglas K. Weaver

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

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

Superintendent’s Student Advisory Council (SSAC) members Cameryn Tyrakowski and Brendan Scott are Elkhart High School (EHS) students. Miss Tyrakowski is involved in multiple activities including SSAC, gymnastics, track, volleyball, basketball, and student government and Mr. Scott is involved in SSAC, Basketball and Track. They shared recent highlights and upcoming events at Elkhart High School with Board members. Moment of Pride

October’s feature event was Homecoming, featuring one of Elkhart’s largest parades, with the freshmen winning for the first time in years. Student government launched a kindness initiative, distributing “kindness” clips to promote positivity and featuring "I in Kind" posters at both campuses. Student government led a successful Toys for Tots donation drive, including a "Stuff-a-Bus" event, collecting toys and non-perishable items for the community. The annual district chess tournament event included eighty (80) participants from various schools, with Gavin Ayers winning the championship trophy. EHS’s recent blood drive collected eighty-one (81) units of blood from one-hundred twenty-four (124) donors, potentially saving two hundred forty-three (243) lives. The Speech and Debate team placed 5th at the Plymouth competition and hosted a local event featuring six individual placements. The

Science Olympiad team competed at Northridge, marking their third year as a competitive group.

A special recognition for Aangee Mehta, an EHS senior who has been the drum major for three years, was selected as the 2025 commencement speaker, and achieved a perfect SAT reading and writing score and a 770 score on Math.

#### Upcoming Events:

- Madrigal Performance: December 7.
- Winter Concerts for Band, Symphony, and Choir: December.
- Gymnastics Invitational: December 28.
- Chess Regionals: January 4 and 11.
- Coming Home Week: January 13–17.
- Dance Marathon: March, raising funds for the Children’s Miracle Network.

#### Additional Updates:

- The freshman basketball team recently won against South Bend Washington, and varsity plays Northridge tonight.
- The cheerleading team won its latest competition and will compete at nationals in February.
- Club activities remain strong, with over 90 students attending the Dungeons & Dragons Club weekly, and a new Ski Club is forming.

Erin Wagler, Director of Communication, shared some of the wonderful things happening in ECS during the Excellence of Elkhart highlighting Academics, Arts, and Athletics.

Excellence  
of Elkhart

In the area of Academics, Elkhart High School hosted the districtwide chess tournament and had a fantastic turnout, showcasing students' skills and sportsmanship.

Families joined for dinner and educational sessions on technology's impact on students at the Parent University at Roosevelt STEM Academy where community partners highlighted valuable services for ECS families.

Hope, a Mary Feeser student, was the fifth student in the nation to be honored as the Kindest Kid in America by the Think Kindness initiative. Her compassion was celebrated with a custom children’s book during a special assembly with her family, classmates, and staff.

Families enjoyed a culturally rich, educational bingo night blending Spanish language learning with literacy at their Lotería Night. Every student received books to promote reading at home.

5th and 6th graders explored middle schools, met staff, learned about clubs, and experienced their future environments with guided tours led by 8th graders at North Side, Pierre Moran, and West Side.

Pierre Moran received the Gold Star Award for its exceptional School Counseling Program. Additionally, Mr. Tim Adams was named Indiana's School Counselor of the Year.

The EHS Speech and Debate team placed 5th at the Plymouth Tournament, showcasing their dedication and talent.

In the area of Arts, EHS Arts and Communications students are creating "zipper paintings," a project exploring self-expression and the masks we wear, highlighting their creativity and thoughtful reflection.

In the area of Athletics, The EHS Football team earned multiple NIC honors, with Coach Travon Curry named Northern Indiana Conference (NIC) Coach of the Year and Mariyon Dye as conference MVP. Eleven (11) athletes received All-Conference recognition. At the annual fall sports banquet, ten (10) student-athletes were honored with PRIDE Awards for exemplary leadership and excellence.

Some upcoming events across Elkhart Schools include:

- November 27-29: Thanksgiving Recess
- December 5: Swimming/Diving (HOME)
- December 6: Boys Basketball (HOME)
- December 11: Boys and Girls Wrestling (HOME)
- December 13: Girls Basketball (HOME)
- December 23-January 3: Christmas Break

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

Superintendent Dr. Larry Huff introduced a new tradition, the Elkhart Alumni Excellence Hall of Fame, established to honor distinguished graduates of Elkhart Community Schools who have achieved remarkable accomplishments across the country. The second recipient of the Elkhart Alumni Excellence Award is Mayor Roderic (Rod) Roberson.

Alumni  
Excellence

Dr. Huff celebrated Mayor Roberson as a leader whose journey embodies the spirit and values of Elkhart Community Schools. His life is a testament to the transformative power of a strong educational foundation and a deep connection to community. This tribute emphasized how his experiences in Elkhart schools shaped his purpose and leadership.

As mayor, Mr. Roberson continues to inspire and uplift the city, exemplifying the skills and values instilled during his time in the district. His story highlights the excellence cultivated in Elkhart's schools and the collective responsibility to foster future leaders.

A video was shared showcasing Mayor Roberson's remarkable journey, followed by an opportunity for him to share his reflections with the audience.

Mayor Rod Robertson addressed the audience, expressing his gratitude to the Board for their commitment to the community and recognizing the hardworking staff of Elkhart Community Schools. Reflecting on his own connection to the district, Mayor Robertson shared fond memories from his time at Elkhart Central, where the foundation for his success was laid. Graduating in 1977, he carried pride for Elkhart throughout his career, often sharing its legacy while working and living in cities like Chicago, New York, Baltimore, and Kansas City.

Highlighting the district's enduring excellence, the mayor proudly spoke about his daughter's achievements. A graduate of the unified Elkhart High School in 2021, she earned two Ivy Tech degrees, became a certified phlebotomist, and accumulated eighty-three (83) college credits before graduating high school. She is now set to graduate from Indiana University Indianapolis after just two years. Mayor Robertson emphasized that accomplishments like hers are a testament to the exceptional education provided in Elkhart.

He concluded with gratitude for the impact the school system had on his life and the lives of others, acknowledging the importance of collaboration between the city and the schools to ensure Elkhart's continued success. Mayor Robertson accepted his recognition humbly, attributing it to the efforts of those who nurtured and supported him during his time at Elkhart Community Schools.

Cindy Lopez-Bonner, Director of English Learners (EL), presented an update to the Board, expressing her gratitude for the opportunity to share the department's efforts to support EL students. The presentation highlighted trends in EL enrollment, progress toward goals, and the challenges and successes of the program. Notably, EL enrollment has steadily increased, equivalent

English  
Learners  
Update

to adding five additional classrooms in recent years. This growth includes a significant rise in "newcomers" (students with less than two years in the country), presenting unique challenges, as well as the need to balance support for both newcomers and higher-level ELs (levels 3 and 4).

Mrs. Lopez-Bonner outlined three primary goals for the EL department: 1) improving student achievement by addressing a 20%-35% performance gap between EL and non-EL students; 2) pursuing Certificates of Multilingual Proficiency to certify students in multiple languages; and 3) researching and seeking grant opportunities to implement dual-language programs that provide instruction in two languages.

To address these goals, the department has implemented an action plan centered on student achievement. This plan includes monthly meetings with EL teachers to review instructional frameworks, share strategies, and monitor student progress with a specific focus on speaking skills as the greatest area for growth. It emphasizes oral language development through WIDA rubrics, self-assessment, and targeted speaking activities. Professional development and coaching also play a critical role, helping educators improve practices across schools, particularly in lesson planning and strategy implementation.

Key successes shared by Mrs. Lopez-Bonner included the completion of Individual Learning Plans with specific goals for EL students and the successful exit of ninety-three (93) students from the EL program, the highest number in four years. This milestone was achieved thanks to updated state criteria and the use of portfolio submissions.

The district continues to face ongoing challenges, particularly with the increasing number of students with Limited or Interrupted Formal Education (SLIFE). Addressing these needs requires tailored strategies, which the department is exploring by adopting best practices from other districts, such as culturally rich newcomer programs and dual-language curricula.

In response to Board inquiries, Mrs. Lopez-Bonner noted that thirty-eight (38) languages are currently spoken within the district and shared that realistic growth expectations for EL students is 0.5 annually. Board members commended her leadership and the EL team's intentional efforts, acknowledging the complexities of language acquisition and emphasizing the importance of continued collaboration to support EL students' success.

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

Consent Items



|  |                           |
|--|---------------------------|
| Minutes – November 12, 2024 – Regular Board Meeting  | Minutes                   |
| Payment of claims totaling \$6,690,605.84 as shown on the November 26, 2024, claims listing. (Codified File 2425-063)  | Payment of Claims         |
| Proposed school fundraisers in accordance with Board policy. (Codified File 2425-064)  | Fundraisers               |
| The following donations were made to Elkhart Community Schools (ECS): \$5,000 from Gurley Leep Automotive to the Elkhart Area Career Center (EACC) for the Platinum Level for the Sponsorship program; \$750 from HRP Construction to Elkhart High School (EHS) to be used to purchase supplies, equipment and expenses related to robot construction and attending competitions; \$1,000 from Ironworkers Local #292 to EACC for the Gold Level for the Sponsorship program; \$250 from Juan and Tamara Gonzalez to EHS to be used for the purchase of supplies and expenses related to the Speech Team and attending various competitions; \$2,000 from Kevin and Nyla Bender to the EACC for the Bruce Poarch Automotive Heritage Scholarship; \$2,500 from Patrick Industries, Inc. to EHS to be used to purchase supplies, equipment and expenses related to robot construction and attending competitions; \$1,000 from The Galley Sports Pub to EHS to be used to pay for snacks, equipment, and competition registrations for the Air Force Junior Reserve Officers Training Corp (AFJROTC); and \$280 from Tiffany McLaughlin to the EACC for the Bruce Poarch Automotive Heritage Scholarship. | Gift Acceptances          |
| Conference leave requests in accordance with Board policy for staff members as recommended by the administration on the November 26, 2024, listing. (Codified File 2425-065)   | Conference Leave Requests |
| Confirmed overnight trip request for the EHS Choirs to travel to Fort Wayne, Indiana on January 17 – 18, 2025 to attend the Association All-State Honor Choir and North Side Choir to travel to Fort Wayne, Indiana on January 16 – 17, 2025 to attend the Association All-State Honor Choir.  | Overnight Trip Requests   |
| Submission Confirmation of the following grant: Gene Haas Foundation FIRST and SAE Competition Teams Grant hosted by the Gene Haas Foundation in the amount of up to \$4,000, dependent on the number of applications, to be used to attend additional competitions throughout the year and to purchase robot parts and Perkins Reserve Grant hosted by Commission for High Education in the amount of \$150,000 to be used to improve career exploration and exposure for students in   | Grants                    |

grades 5-9 in partnering school districts. (Codified File 2425-066)

Contract recommendations in accordance with Board policy on the November 26, 2024, listing. (Codified File 2425-07)

Contracts

Personnel Report

Revision of the following one (1) certified staff effective on date indicated:

Certified Revision of Resignation

Laura Crull – Foreign Language at Elkhart High, 12/20/24

Employment of the following four (4) classified employees effective on the dates indicated:

Classified Employment

Ana DeLaRocha – Secretary at ESC, 1/6/25  
Stephen Engstrom – Custodian at Elkhart High, 1/6/25  
Mamie Johnson – Food Service at West Side, 1/21/25  
Alberta Wujcikowski – Paraprofessional at Elkhart Academy, 1/21/25

Transfer of the following four (4) classified employee effective for the 2024-25 school year:

Classified Transfer

Alexus Geers – Paraprofessional at Freshman Division to Registered Behavior Technician at Freshman Division  
Kim Fultes – Custodian at EACC to Custodian at Elkhart High  
Sondra Rodgers – Custodian at Cleveland to Custodian at West Side  
Nathan Scheetz – Head Custodian at Elkhart High to Head Custodian at Freshman Division

Employment of the following two (2) substitute teachers for employment in the 2024-25 school year:

Substitute Teachers

Jenelle Huskey – Substitute Teacher  
Amani Simon – Substitute Teacher

Employment of the following two (2) Claims/Coaches in the 2024-25 school year:

Claims/Coaches

Anna Oberlie – Coach at Elkhart High  
Angelia Stone – Substitute at Food Service

Resignation of the following six (6) classified employee on dates indicated:

Classified Resignations

Erin Byers – Paraprofessional at Cleveland, 12/20/24

Nathalia Estrada – Food Service at Eastwood,  
11/26/24  
Katherine Hocker – Registered Nurse at Cleveland,  
12/20/24  
Ana DeLaRocha – Secretary at ESC, 11/13/24  
Maribel Maxson – Secretary at Elkhart High, 11/15/24  
Janyth Tidwell – Bus Helper at Transportation,  
11/26/24

Unpaid leave request for the following two (2) classified employee on date indicated:

Classified  
Unpaid Leave

Desiree Diliberti – Food Service at West Side,  
beginning 10/28/24 and ending 11/13/24  
Sarah Hobbs – Food Service at Commissary,  
beginning 11/4/24 and ending 11/15/24

Rescission of resignation of the following one (1) classified employee on date indicated:

Rescission of  
Resignation

Kristine Baker – Bus Helper at Transportation,  
11/12/24

By unanimous action via roll call, the Board waived second reading and approved proposed revisions to Board Policy 3422.08S – Paraprofessionals’ Compensation Plan retroactive to August 1, 2024. Said revisions provide competitive wages for this employee group and offer opportunities for increasing levels of compensation as employees enhance their skills during their tenure with ECS.

Board Policy  
3422.08S

By unanimous action via roll call, the Board waived second reading and approved proposed revisions to Board Policy 3422.09S – Technical Assistants’ Compensation Plan retroactive to August 1, 2024. This employee group brings unique workplace skills and experiences to students enrolled at the EACC, provides instruction to students in ECS elementary libraries and computer labs, offers academic support to the district’s suspension alternative program, and serves as accompanists for our secondary school music programs.

Board Policy  
3422.09S

By unanimous action via roll call, the Board approved the proposed Agreement with the American Federation of State, County, and Municipal Employees (AFL-CIO, Local #2925). The administration finalized a three-year master contract with AFSCME, including salary reopeners in the second and third years. The agreement includes a three percent (3%) increase in hourly wage rates for employees represented by AFSCME, effective January 1, 2025. (Codified File 2425-068)

Custodial  
Agreement

By unanimous action via roll call, the Board authorized the implementation of a three percent (3%) increase in individual employee wages and salaries, effective January 1, 2025, for the following groups: Food Service, Mechanics, Bus Drivers, Bus Helpers, Maintenance, Secretarial/Business, Executive Assistants, Paraprofessionals, Technical Assistants, Registered Nurses, Social Workers, Employees in Miscellaneous Positions, Therapists, Technology Services Employees, and Licensed Practical Nurses. (Codified File 2425-069)

Support Staff  
Wages &  
Salaries

By unanimous action via roll call, the Board authorized the implementation of an increase in salaries for administrators by three percent (3%) for the 2024-2025 school year. (Codified File 2425-070)

Administrator  
Salaries

The Board received a financial report from Zac Quiett, Chief Financial Officer, for October 2024 and found it to be in order. Expenses have started to come in from the 2023 B&C and 2024A series bonds as work begins on the Wellness ETI and Career Center projects, marking significant progress. The district continues to draw down on its cash in the Education Operations Fund, as expected. There are signs this process is beginning to slow, which is necessary; efforts will continue in the coming year.

Financial Report

The Board received an insurance update for the month October 2024. Mr. Quiett reported the district continues to run slightly above projections by approximately three percent (3%). However, the district secured a favorable loss renewal, which allowed for a reduction in employees' deductibles. The district is very proud of this achievement.

Insurance  
Report

Superintendent Dr. Larry Huff shared several positive updates from ECS) that deserve recognition. The attendance rates at the elementary level are particularly impressive, with all schools exceeding 95%, surpassing the state average. Pinewood leads the way with an attendance rate of 97.1% last week. Middle school attendance also showed improvement, with an increase of over 1% from the previous week. High schools have seen the largest increase, reaching a range of 90%. The goal is for all schools to achieve 95% attendance or higher by the end of the year, with some friendly competitions to encourage progress.

From the  
Superintendent

The recent middle school visits were a success, thanks to the coordination of elementary and secondary directors, administrators, principals, and teachers. Students reported that the visits were not as scary as they had anticipated, and the counselors played a key role in helping the students feel heard and comfortable. Principals noted that parents' initial hesitations eased

once they saw their children confidently navigate the middle school setting.

Ryder Rans, a freshman, was recognized as the Student of the Week by the South Bend Tribune for his excellence in both singing and sports. His accomplishments were featured in an article in the South Bend Tribune.

The district also celebrated impressive results from the state's ILEARN rankings. Bristol moved up over 120 spots, Monger advanced by 162 spots (and 282 the previous year), and Riverview improved by 212 spots. Monger's sixth-grade students ranked in the top 25% of the state for academic achievement, with sixth-grade teachers ranking in the top 12%. The efforts of teachers at these schools were acknowledged, with a special thank you to the staff at Monger and Riverview for their dedication.

Lastly, Dr. Huff wished staff a happy Thanksgiving, with an emphasis on taking time to rest and refresh with their families before returning to continue their excellent work.

Board Member Kellie Mullins shared that she had a group of excited elementary students at her house, where they expressed how comfortable and manageable the transition felt. The students were initially nervous, but once they got to the middle schools, they quickly became at ease and enjoyed the experience. One student even remarked how they couldn't understand why the move hadn't happened sooner. Mrs. Mullins praised the middle school staff for their efforts in making the students feel welcome, acknowledging that the teachers and counselors did an amazing job. She emphasized that the middle school transition has been a primary focus, and the positive feedback from the students highlights the success of these efforts.

From the  
Board

The meeting adjourned at approximately 8:09 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







November 26, 2024

To Whom It May Concern:

Students who are interested in participating in an area choral festival called Circle the State with Song on Saturday, February 1, 2025 at the Elkhart High School Freshman Division. The cost per student is \$30. The \$30 pays for their music, a clinician, an accompanist, the use of the space, a snack, water, and a t-shirt. West Side has 29 students who are interested. Out of those 29, 6 are already paid for which leaves 23 whose registration needs to be paid. I am seeking approval to pay for those 23 registrations which is a total of \$690. It will be paid out of the Vocal ECA at West Side.

If you have any questions or concerns, please feel free to contact me.

Thank you,

Stephanie Rappatta  
Choir Director  
West Side Middle School



Indiana Music Education  
ASSOCIATION

## Circle The State With Song Registration Receipt of Purchase

|   |  |                   |
|---|--|-------------------|
| Director Name: <b>Stephanie Rappatta</b>    |  |                   |
| School Name: <b>West Side Middle School</b> |  |                   |
| Address 1: <b>101 S. Nappanee St.</b>       | Phone: <b>574-295-4815</b>                 |                   |
| Address 2:                                  | E-mail: <b>srappatta@elkhart.k12.in.us</b> |                   |
| City: <b>Elkhart</b>                        | State: <b>IN</b>                           | Zip: <b>46514</b> |

|  |                 |
|--|-----------------|
| <b><u>Circle The State With Song Registrations</u></b> |                 |
| Student Registrations                                  | <b>\$690.00</b> |
| Total Student Plus Sizes (T-shirt sizes XXL and XXXL)  | <b>\$0.00</b>   |
| Total Teacher T-shirt Order                            | <b>\$0.00</b>   |

|  |                                     |
|--|-------------------------------------|
| Payment Method: <b>check</b> (payment pending until check is received) | <u>Grand Total:</u> <b>\$690.00</b> |
| CC Last Four:  |                                     |









ELKHART AREA CAREER CENTER

\*\*\*\*\*

**ELKHART**  
COMMUNITY SCHOOLS

INTERNAL MEMO

To: DR. HUFF  
BOARD OF SCHOOL TRUSTEES

FROM: BRANDON EAKINS *BE*

DATE: NOVEMBER 26, 2024

**RE: DONATION APPROVAL - EACC**

Culver's has donated \$759.00 to the FFA program. This money was collected through canister donations and Scoop of Thanks. This money will be used for student related activities.

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:

HF Restaurants, LLC  
Attn: Andrew Habich, Owner  
2915 Brittany Ct.  
Elkhart, IN 46514



ELKHART AREA CAREER CENTER

\*\*\*\*\*

**ELKHART**  
COMMUNITY SCHOOLS

INTERNAL MEMO

To: DR. HUFF  
BOARD OF SCHOOL TRUSTEES

FROM: BRANDON EAKINS *BE*

DATE: DECEMBER 2, 2024 *[Signature]*

**RE: DONATION APPROVAL - EACC**

Industrial Finishes has donated miscellaneous automotive supplies with an owner estimated value of \$5,114.87. (Please see attached for a breakdown of items) These items will be used in our Automotive Collision Repair class.

The donated items will be useful in the classroom as they will be used by students for training purposes.

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

Industrial Finishes  
1123 Verdant St  
Elkhart, IN 46516

| Donation from Industrial Finishes  | quantity  | \$\$\$     |
|------------------------------------|-----------|------------|
| Norton 320 grit sandpaper          | 4 boxes   | \$87.50    |
| 3m 400 grit sandpaper              | 6 boxes   | \$493.92   |
| 3m compound and polish             | 8 gallons | \$1,696.00 |
| sunmight 1200 grit sandpaper       | 2 boxes   | \$98.00    |
| 3m 220 grit sandpaper (sheet roll) | 2 boxes   | \$84.00    |
| Norton 60 grit grinding wheels     | 5 boxes   | \$57.50    |
| sunmight 40 grit                   | 3 boxes   | \$21.42    |
| 3m 280 grit utility rolls          | 5 boxes   | \$317.05   |
| safe grip micro flex gloves        | 20 boxes  | \$440.00   |
| 3m dust collector bags             | 52        | \$1,819.48 |



| What is the title of the grant?                        | 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? |
|--|-------------------------------------|-------------------------------------|--|---------------------------------|---|--|---|--|
| FIRST Indiana Robotics Growth and Sustainability Grant | FIRST Indiana Robotics              | Elkhart HS/EIKLogics Robotics Team  | Nick Seidl                                 | \$2,000                         | The funds will be used for practice field carpet replacement and travel mileage to competition. It will be overseen by David M. Bird, Principal of ETI. | Competitive robotics allows students to practice STEM and soft skills required to be "College/Career Ready" and support our goal of excellence in academics. | Approximate round trip miles @ .67/mile (\$1200), practice field carpet replacement (\$800) | 12/18/2024                             |





HUMAN RESOURCES

\*\*\*\*\*

**ELKHART**  
COMMUNITY SCHOOLS

**TO: DR. LARRY HUFF**  
**FROM: MS. MAGGIE LOZANO**  
**DATE: DECEMBER 10, 2024**

---

**PERSONNEL RECOMMENDATIONS**

---

**CERTIFIED**

- a. **Separation** – We report the separation of one (1) employee.

**CLASSIFIED**

- a. **New Classified Staff** – We recommend the employment of nine (9) 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 four (4) substitute teachers for the 2024-25 school year.
- d. **Claims/Coaches** – We recommend the employment of three (3) employees for the 2024-25 school year.
- e. **Separation** – We report the separation of ten (10) employees.
- f. **Death** – We report the death of one (1) employee.

|               |  |
|---------------|--|
| Book          | Policy Manual  |
| Section       | 3000 Personnel   |
| Title         | PROPOSED REVISED - NON-RENEWAL OF ADMINISTRATIVE CONTRACTS |
| Code          | po3142.01A   |
| Status        | Proposed   |
| Adopted       | November 22, 2016  |
| Last Reviewed | December 10, 2024  |

### 3142.01A - **NON-RENEWAL OF ADMINISTRATIVE CONTRACTS**

Before March 1st of the year in which the contract of an assistant superintendent, a principal, or an assistant principal is due to expire and before February 1st of the year in which the contract of a local director of special education is due to expire, the Board or an employee at its direction shall give written notice of renewal or refusal to renew the individual's contract for the following school year. If the notice is not given before March 1st, or in the case of a local director of special education before February 1st, the contract then in force shall be reinstated only for the ensuing year.

The Superintendent shall, after consultation with the Board, issue written preliminary notice of the Board's consideration not to renew the contract of an assistant superintendent, principal or assistant principal **at least 30 days prior to March 1** ~~between the dates of December 1st and January 15th~~. In the case of a local director of special education, written preliminary notice, pursuant to this policy, shall be issued prior to January 1st. The written preliminary notice shall include the following:

- A. the Board is considering a decision not to renew the contract; and
- B. if the administrator files a request for a private conference not later than five (5) days after receiving the notice, the administrator is entitled to a private conference with the Superintendent.

If the administrator files a request with the Board for an additional private conference not later than five (5) days after the initial conference with the Superintendent, the administrator is entitled to an additional private conference with the Board before being given written notice of refusal to renew the contract.

The written preliminary notice must include the Board's reasons for considering a decision not to renew the contract.

© Elkhart 2024

|       |                 |
|-------|-----------------|
| Legal | I.C. 20-28-8-3  |
|       | I.C. 20-28-8-4  |
|       | I.C. 20-28-8-11 |
|       | I.C. 20-28-8-12 |

|               |  |
|---------------|--|
| Book          | Policy Manual  |
| Section       | 3000 Personnel   |
| Title         | Proposed Revised - THREATENING AND/OR INTIMIDATING BEHAVIOR TOWARD STAFF MEMBERS |
| Code          | po3362.01ACS   |
| Status        | Proposed   |
| Adopted       | November 22, 2016  |
| Last Reviewed | December 10, 2024  |

### 3362.01ACS - THREATENING AND/OR INTIMIDATING BEHAVIOR TOWARD STAFF MEMBERS

The School Board believes that a staff members should be able to work in an environment free of threatening or intimidating speech or actions.

Threatening behavior consisting of any words or deeds that intimidate a staff members or cause anxiety concerning their his/her physical well-being is strictly forbidden. Any threat to a member of the staff made by a student, parent, visitor, staff member, or agent of this Board shall be reported to the principal, and the individual making the threat may be subject to discipline or further action. Any student, staff member, or agent of this Board who is found to have threatened a member of the staff will be subject to discipline and reported to the principal. The principal shall immediately report to the directors of school safety and security.

State law requires that any individual who has reason to believe that a school employee:

- A. has received a threat;
- B. is the victim of intimidation;
- C. is the victim of battery; or
- D. is the victim of harassment

by any individual immediately shall notify the principal and the principal immediately shall make an oral report to the local law enforcement agency.

Harassment based on a protected class shall be investigated under Policy 2266 - Nondiscrimination on the Basis of Sex Education Programs or Activities or Policy 3362 - Anti-Harassment, as applicable. Related policies can be found at Policy 5517 - Anti-Harassment.

The Superintendent shall implement guidelines whereby students and employees understand this policy and appropriate procedures are established for prompt and effective action on any reported incidents.

© Neola ~~2001~~ 2024

Legal I.C. 20-33-9-2 et seq., 34-30-2-85.1, 35-45-2-1

|               |  |
|---------------|--|
| Book          | Policy Manual  |
| Section       | 8000 Operations  |
| Title         | PROPOSED REVISED - AUTOMATED EXTERNAL DEFIBRILLATORS (AED) |
| Code          | po8452   |
| Status        | First Reading  |
| Adopted       | November 22, 2016  |
| Last Revised  | June 9, 2020   |
| Last Reviewed | December 10, 2024  |

#### 8452 - AUTOMATED EXTERNAL DEFIBRILLATORS (AED)

The School Board has determined that it may enhance school safety to have an automated external defibrillator (AED) placed in building(s) within the Corporation.

An AED is a medical device that contains a heart monitor and defibrillator that is used to administer an electric shock through a person's chest wall to the heart. The built-in computer system of the AED assesses the patient's heart rhythm, determines whether defibrillation is needed, and then administers a shock, if necessary. Audible and/or visual prompts guide the user through the process of using the AED.

The Corporation shall develop a venue-specific action plan for sudden cardiac that:

- A. requires that AEDs are maintained properly;
- B. establishes a goal of responding within three (3) minutes to a sudden cardiac arrest occurring within the venue;
- C. requires periodic drills;
- D. requires the plan to be posted in a conspicuous place in the venue visible to participants;
- E. requires the plan be shared with each head coach or assistant coach of an athletic activity, marching band leader, drama or musical leader, or sponsor of an extracurricular activity in which students have an increased risk of sudden cardiac arrest and all student participants before the beginning of the season for each event in which students have an increased risk of sudden cardiac arrest; and
- F. is distributed to the Board.

The Superintendent shall develop a system by which each AED is maintained properly.

Each head coach or assistant coach of an athletic activity, marching band leader, drama or musical leader, or sponsor of an extracurricular activity in which students have an increased risk of sudden cardiac arrest shall be required to participate in a sudden cardiac training course which includes use of an AED. (See policies 1520.08, 3120.08, 4120.08 and 8455)

Each head coach or assistant coach of an athletic activity, marching band leader, drama or musical leader, or sponsor of an extracurricular activity in which students have an increased risk of sudden cardiac arrest shall be required to participate in a sudden cardiac arrest training course which includes the use of an AED. (See Policy 1520.08 - Employment of Personnel for Extracurricular Activities, Policy 3120.08 - Employment of Personnel for Extracurricular Activities, Policy 4120.08 - Employment of Personnel for Extracurricular Activities, and Policy 8455 - Coach Training, References, and IHSAA Reporting)

The Board directs the Superintendent to develop guidelines that govern AEDs, including the use of the AED, placement of the AED, training and oversight by a medical doctor or by the local EMS Medical Director. The Board also directs the Superintendent, in conjunction with the Medical Director, to review the guidelines, as appropriate. The AED devices will shall be located at school buildings for use by employees with proper AED training.

~~Automated external defibrillators (AED) will be maintained according to manufacturer's specifications on the premises of selected buildings/facilities of Elkhart Community Schools. The school district will attempt to provide an AED in school facilities where staff, first responders, and others may access the unit in an emergency medical situation. The Assistant Superintendent of Student Services, in conjunction with principals and/or site representatives, will approve site selection at each selected building/facility.~~

~~AED training for select employees, including school nurses, night custodians, athletic trainers, and other essential staff members will be provided by the School District.~~

~~Any medical incident requiring the use of an AED will be documented.~~

I.C. 16-31-3.5

I.C. 20-34-8

I.C. 34-30-12-1

© Neola 2004 2024

|               |  |
|---------------|--|
| Book          | Policy Manual  |
| Section       | 8000 Operations  |
| Title         | PROPOSED REVISED - COACH TRAINING, REFERENCES, AND IHSAA REPORTING |
| Code          | po8455   |
| Status        | First Reading  |
| Adopted       | November 22, 2016  |
| Last Revised  | March 27, 2018   |
| Last Reviewed | December 10, 2024  |

### 8455 - COACH TRAINING, REFERENCES, AND IHSAA REPORTING

The school Corporation shall comply with State law governing the training and certification of all coaches, including cheerleading. This applies to all coaches, whether employees, volunteers, or other individuals, who are coaching student athletes.

The School Board requires that:

A. Prior to coaching football to students who are less than twenty (20) years of age, all head and assistant football coaches shall complete a certified coaching education course approved by the Indiana Department of Education (IDOE) not less than once during a two (2)-year period which:

1. is sport specific;
2. contains player safety content, including content on:
  - a. concussion awareness;
  - b. equipment fitting for football;
  - c. heat emergency preparedness;
  - d. proper technique; and
  - e. cardiac arrest
3. requires a coach to complete a test demonstrating comprehension of the content of the course; and
4. awards a certificate of completion to a coach who successfully completes the course.

If the coach receives notice/notification from the School Corporation about new information which has been added to the course within before the end of the two (2) years period, the coach must complete the training and pass instruction and successfully complete a test on that concerning the new information.

B. After June 30, 2017, prior to coaching students in grades 5--12, all head and assistant coaches of interscholastic sports other than football, including cheerleading, shall complete a certified coaching education course approved by the Indiana Department of Education IDOE at least once during a two (2)-year period which:

1. contains player safety content on concussion awareness;
2. includes content for prevention of or response to heat-related medical issues that may arise from a student athlete's training;
3. requires a coach to complete a test demonstrating comprehension of the content of the course; and

4. awards a certificate of completion to a coach who successfully completes the course.

If the coach receives notice notification from the Corporation about new information which has been added to the course before the end of the within two (2)-years, period, the coach must complete the training and pass instruction and successfully complete test concerning the on that new information.

- C. A head or assistant coach of an intramural sport other than football who is coaching students in grades 5 - 12 may elect to complete the above- referenced certified coaching education course. If compliance with I.C. 20- 34-7 is required by the coaching certification requirements for the intramural sport the head or assistant coach is coaching, the coach shall complete the above-referenced certified coaching education course.
- D. A head coach or assistant coach of an athletic activity, marching band leader, JROTC leader, drama or musical leader or sponsor of an extracurricular activity in which students have an increased risk of sudden cardiac arrest as determined by the IDOE shall complete the sudden cardiac training course offered by a provider approved by the IDOE. The sudden cardiac arrest training course shall include training in the use of an automated external defibrillator. The coach, marching band leader, drama or musical leader, or extracurricular activity sponsor shall complete this required sudden cardiac arrest training prior to coaching or leading the activity.

The Corporation shall receive a certificate of completion from the provider for each coach, marching band leader, drama or musical leader, or extracurricular activity sponsor successfully completing the required sudden cardiac arrest training. The Corporation shall maintain all certificates of completion awarded for each individual who completes the sudden cardiac arrest training. A head coach or assistant coach of an athletic activity, marching band leader, drama or musical leader or sponsor of an extracurricular activity in which students have an increased risk of sudden cardiac arrest who provides coaching or leadership services in good faith is not personally liable for damages in a civil action as a result of sudden cardiac arrest incurred by a student participating in an event in which students have an increased risk of sudden cardiac arrest except for an act or omission by the individual coach, leader or sponsor that constitutes gross negligence or willful and wanton misconduct.

- E. All head and assistant coaches of students of any age participating in interscholastic or intramural sports other than football, including cheerleading, shall complete a certified coaching education course approved by the IDOE at least once during a two (2) year period that:
1. contains player safety content on concussion awareness;
  2. includes content for prevention of or response to heat-related medical issues that may arise from a student athlete's training;
  3. requires a coach to complete a test demonstrating comprehension of the content of the course; and
  4. awards a certificate of completion to a coach who successfully completes the course.

If the coach receives notice from the Corporation that new information has been added to the course before the end of the two (2) year period, the coach shall complete instruction and successfully complete a test concerning the new information.

- F. All coaches of interscholastic or intramural sports for students of any age shall receive training about concussions, sudden cardiac arrest, and heat-related medical issues at least once during a two (2) year period.
- G. All coaches, shall be required to complete a coaching education course that contains player safety content on concussion awareness, equipment fitting for football, heat emergency preparedness, and proper technique. The course shall be completed prior to coaching or serving as an athletic activity sponsor. Each coach shall complete a course not less than once during a two (2) year period.

The Superintendent shall require that each person employed as a coach is qualified, has cleared a background check as required by State law, Policy 3121ACS - Personal Background Checks, References and Mandatory Reporting, Policy 8120 - Volunteers, or Policy 8121 - Personal Background Check - Contracted Services, and has received the training required by State law and this policy. Before allowing an individual to be a volunteer coach, the Corporation shall conduct an expanded criminal history check (as defined in I.C. 20-26-2-1.5) on him/her. Additionally, before the Corporation hires or allows an individual to coach an Indiana High School Athletic Association (IHSAA) recognized sport, the Corporation shall take the following steps:

- A. ask the individual:



1. whether the individual is or has been accredited by the IHSAA; and
  2. if the individual is or has been accredited by the IHSAA, whether the individual's accreditation has ever been suspended or revoked;
- B. request references from the individual;
- C. contact the references that the individual provides to the Corporation; and
- D. contact the IHSAA to determine whether the individual's accreditation has ever been suspended or revoked.

All coaches shall be informed of Corporation policies regarding reporting requirements and investigation requirements for complaints of bullying or harassment and suspected child abuse/sexual abuse.

The Corporation shall report to the IHSAA, in a manner prescribed by the IHSAA, when a nonteaching or volunteer coach accredited by the IHSAA has been convicted of an offense described in I.C. 20-28-5-8(c) or I.C. 20-26-5-11.2(b) or of a known comparable offense in another state.

The Corporation shall make a report to the Department of Child Services if an individual serving as a coach has engaged in suspected child abuse or neglect.

The Corporation shall report to the IHSAA when a professional staff member who is a coach accredited by the IHSAA has been convicted of an offense described in I.C. 20-28-5-8(c) or I.C. 20-26-5-11.2(b) or of a known comparable offense in another state.

The Corporation shall report to local law enforcement any suspected misconduct by an individual serving as a coach that may constitute a crime.

I.C. 20-26-5-11.2(B)  
I.C. 20-26-14-8  
I.C. 20-26-14-9  
I.C. 20-28-5-8(C)  
I.C. 20-34-7  
I.C. 20-34-8

© Neola 2024

~~The guidelines shall also provide that all coaches and athletic activity sponsors must be informed of Corporation policies regarding reporting requirements and investigation requirements for complaints of bullying or harassment and suspected child abuse/sexual abuse.~~

© Neola 2015

Legal I.C. 20-34-7  
I.C. 20-34-8