


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

NOTICE OF MEETING CANCELLATION

Date: Tuesday, July 9, 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, June 27, 2024,
and electronically delivered to Board Members
and School Attorney on Wednesday, July 3, 2024.

NOTICE OF EXECUTIVE SESSION
OF THE
BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools
Elkhart, Indiana

Date: Tuesday, July 9, 2024

Time: 6:00 p.m.

Purpose: Reference Indiana Code Section 5-14-1.5-6.1-(b)-
(6) With respect to any individual over
whom the governing body has jurisdiction.

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



Superintendent of Schools

Posted and electronically delivered
to News Media on Thursday,
June 27, 2024 and electronically
delivered to Board Members and School
Attorney on Wednesday, July 3, 2024.

AGENDA FOR
BOARD OF SCHOOL TRUSTEES
REGULAR MEETING

Elkhart Community Schools
Elkhart, Indiana

July 9, 2024

CALENDAR

Jul	9	6:00 p.m.	Executive Session, J.C. Rice Educational Services Center
Jul	9	7:00 P.M.	Regular Board Meeting, J.C. Rice Educational Services Center
Jul	23	6:00 p.m.	Public Work Session, J.C. Rice Educational Services Center
Jul	23	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center

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

- Minutes – June 25, 2024 – Public Work Session
 - Minutes – June 25, 2024 – Regular Board Meeting
 - Claims
 - Gift Acceptances
 - Conference Leaves
 - Contracts
 - Personnel Reports

- G. OLD BUSINESS

Board Policy 3422.07S – Executive Assistants’ Compensation Plan – The administration presents proposed revisions to Board Policy 3422.07S – Executive Assistants’ Compensation Plan for final consideration.

Board Policy 3422.10S – Registered Nurses’ Compensation Plan – The administration presents proposed revisions to Board Policy 3422.10S – Registered Nurses’ Compensation Plan for final consideration.

H. NEW BUSINESS

Resolution for Rainy Day Transfer – The Business Office seeks Board adoption of a resolution to transfer funds from the Rainy Day Fund.

I. INFORMATION AND PROPOSALS

From Superintendent and Administrative Staff

From Board

J. ADJOURNMENT

MINUTES OF THE
PUBLIC WORK SESSION
OF THE
BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools
Elkhart, Indiana

June 25, 2024

J.C. Rice Educational Services Center, 2720 California Road, Elkhart,
Indiana 46514 – at 6:02 p.m.

Place/Time

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

Roll Call

ECS Staff Present: Dr. Larry Huff
Beth Williams
Lindsey Brander

The Board was presented information on Title Federal Grants and District
Goals for the 2024 – 2025 school year.

Topics
Discussed

The meeting adjourned at approximately 6:37 p.m.

Adjournment

APPROVED:

Signatures

Troy E. Scott, President

Jeffrey S. Bliler, Member

Douglas K. Weaver, Vice President

Mike Burnett, Member

Anne M. VonDerVellen, Secretary

Dacey S. Davis, Member

Kellie L. Mullins, Member

MINUTES
OF THE REGULAR MEETING
OF THE BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools
Elkhart, Indiana

June 25, 2024

J.C. Rice Educational Services Center, 2720 California Road, Elkhart, IN 46514 – at 7:01 p.m. Place/Time

Board Members Present:	Troy E. Scott Douglas K. Weaver Anne M. VonDerVellen	Jeffrey S. Bliler Mike Burnett Dacey S. Davis Kellie L. Mullins	Roll Call
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Board President Troy Scott called the regular meeting of the Board of School Trustees to order. Call to Order

Mr. Scott recited the Elkhart Promise. The Elkhart Promise

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

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

In the area of Academics, great things continue to happen in Elkhart, including North Side's students, staff, and National Junior Honor Society raising \$1,700 for Riley Children's Hospital. Miss Wisniewski, Assistant Principal, and five others rode their bikes to Indianapolis to personally deliver the check to Riley Hospital.

Summer School is in full swing as Elkhart has students at the high school, Beardsley Elementary, and Roosevelt STEAM Academy. Elementary schools are focusing on reading growth and keeping those skills sharp throughout the summer.

Elkhart has a group of students in Colorado studying earth science, and a group in New England studying marine biology; both groups post frequent updates on their Facebook pages so feel free to check it out.

West Side students traveled to the University of Maryland for their first National History Day national competition. ECS is so proud of them representing the Excellence of Elkhart.

In the area of Arts, EHS color guard hosted their guard camp last week learning new skills in preparation for this fall's marching band season.

In the area of Athletics, ECS honored the Tim Bringle and Catherine Wolf athletic award winners, Nate Munson and Ava Decker. It was great to welcome back past award recipients as well as recognize elementary and middle school athletes who may be future Bringle and Wolf award winners.

ECS wishes everyone a happy 4th of July holiday.

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

Lisa Ernsberger, Director of High Ability, thanked the Board for celebrating the students who were national qualifiers for National History Day including Brynn England, Colbi Crawford, Nielsen Jimenez Murillo, Scarlett Janis, Brynn Grasty, Camryn Tyrakowski, Ethan Martin, and Ryan Rowland. Ms. Ernsberger introduced Dr. Natalie Schultz and Mr. Chad Crabtree, two of the teachers who coached and helped prepare students for this competition. National History Day is a highly regarded academic program for middle and high school students who complete historical research through a theme by presenting a paper, exhibit, performance, documentary or website. These students compete at the regional, state, and national level competitions; three (3) groups consisting of eight (8) West Side students advanced to nationals providing an opportunity to compete against other students across the country at the University of Maryland. Brynn England spoke about her group's project, the effects of airport security due to 9/11. They presented a skit starting with George Bush, when he first heard the news of the attack while reading a book to a kindergarten class; then they shared various stories of the victims and their families; next was a speech by George Bush; and the last scene was about the new TSA protocols put in place following the attack. Camryn Tyrakowski spoke to her group's project, a documentary on the cultural impacts National Parks have on not only our nation but areas around us. The other group presented on the evolution of the cotton gin on society. Some student reflections from the trip include they learned how to present well in a way that clearly gets their point across; they got to meet a lot of people from not only across the country but from different parts of the world; they had the opportunity to meet new people from different places and cultures and talked to them about their experiences; and they learned how to pay attention to every single detail, how to research with strong reliable sources, and take in various opinions to fix and make their project stronger. Congratulations to these amazing students!

Moment of
Pride

In response to Board inquiry, there are two (2) levels, middle and high school; high school students need a sponsor to participate.

In response to Board inquiry, Ms. Ernsberger will share videos of the presentations with the Board if they are available.

By unanimous action, the Board approved the following consent items:	Consent Items
Minutes – June 11, 2024 – Public Work Session Minutes – June 11, 2024 – Regular Board Meeting	Minutes
Payment of claims totaling \$7,494,219.95 as shown on the June 25, 2024, claims listing. (Codified File 2324-149)	Payment of Claims
Proposed school fundraisers in accordance with Board policy. (Codified File 2324-150)	Fundraisers
The following donations were made to Elkhart Community Schools (ECS): \$500 from the employees at NIBCO, care of John Brander, to ECS to support student supply needs; \$4,574 from the Community Foundation of Elkhart County to EHS Football team to be used for the purchase of training equipment for the program; \$500 from Michele and Patrick Tibbs to EHS Athletics to be used to help purchase Unified Track and Field State Championship rings; and \$1,000 from Phyllis Tubbs to EHS Athletics to be used to help purchase Unified Track and Field State Championship rings.	Gift Acceptances
Conference leave requests in accordance with Board policy for staff members as recommended by the administration on the June 25, 2024 listings. (Codified File 2324-151)	Conference Leave Requests
Submission of the following grant: Secured School Safety Grant hosted by the Department of Homeland Security in the amount of \$100,000 to be used to purchase additional AEDs, Stop the Bleed kits, and provide for one social worker’s salary. (Codified File 2324-152)	Grants
Contract recommendations in accordance with Board policy. (Codified File 2324-153)	Contracts
	Personnel Report
Administrative Appointment of the following one (1) certified staff on dates indicated: Machelle Seese – Principal at Beardsley, 8/1/24	Administrative Appointment

<p>Appointment of the following one (1) certified staff on dates indicated: Travon Curry – K-8 Attendance Coordinator, 8/12/24</p>	<p>Certified Appointment</p>
<p>Change in Administrative Titles for the following seven (7) certified staff members on dates indicated: Cynthia Bonner – Director of ENL Services, 7/1/24 Lindsey Brander – Director of Student Services, 7/1/24 Barbara Cripe – Director of Elementary Schools, 7/1/24 Anthony England – Director of Exceptional Learners, 7/1/24 Lisa Ernsberger – Director of Professional Learning, 7/1/24 Rhiannon Harrison – Supervisor of ENL Services, 7/1/24 Frank Serge – Director of Secondary Schools, 7/1/24</p>	<p>Administrative Title Changes</p>
<p>Employment of the following eight (8) certified staff effective on dates indicated: Kayla Beitler – Speech Pathologist in Exceptional Learners, 8/12/24 Gabrielle Books – ASL at Elkhart High, 8/12/24 Maiah Huffman – Grade 1 at Monger, 8/12/24 Kelly Krider – Counselor at EHS, 8/5/24 Angelina Lazovich – Literacy Cadre Coach at Roosevelt, 8/12/24 Dyan Phillips – Language Arts at Elkhart High, 8/12/24 Nanci Tarantino – Special Education at Monger, 8/12/24 Ana Wahll – Science at Elkhart High, 8/12/24</p>	
<p>Transfer of the following two (2) certified staff effective on date indicated: Cynthia Hansel – Grade 6 at Woodland to Grade 4 at Woodland, 8/12/24 Kim Latimer-Grannan – Grade 3 at Woodland to Art at Woodland, 8/12/24</p>	<p>Certified Transfers</p>
<p>Resignation of the following five (5) certified staff effective on date indicated: Matthew Brown – Music at Elkhart High, 5/31/24 David Burden – Assistant Principal at Bristol, 6/14/24 Alexis Carroll-Troyer – Kindergarten at Beck, 5/31/24 Cortney Moreno – Grade 4 at Riverview, 5/31/24 Joshua Tyson – Music at Pierre Moran, 5/31/24</p>	<p>Certified Resignations</p>
<p>Appointment of the following one (1) classified employee effective on the date indicated pending Board approval of proposed revisions to Board Policy 3422.10S: Kelsey Rockstroh – District Health Services Coordinator, 7/29/24</p>	<p>Classified Appointment</p>

<p>Reclassification of the following one (1) classified employee effective on the date indicated pending Board approval of proposed revisions to Board Policy 3422.07S: Sarah Nelson – Business Office/Executive Assistant, 7/1/24</p>	<p>Classified Reclassification</p>
<p>Approval of the following two (2) classified positions pending Board approval of the proposed revisions to Board Policy 3422.12S: Assistant Director of Safety, Security, and Risk Management K-12 High-Performance Leadership Coach</p>	<p>Classified New Positions</p>
<p>Employment of the following one (1) classified employees effective on dates indicated: Jonathan Coleman – Custodian at West Side, 6/24/24</p>	<p>Classified Employment</p>
<p>Resignation of the following three (3) classified employees, effective on dates indicated: Eric La Grand – Food Service at West Side, 5/31/24 Marek Mazurek – Reporter & Assignment Editor at WVPE, 6/21/24 AnaVictoria Santos – Secretary at ESC, 6/28/24</p>	<p>Classified Resignations</p>
<p>Frank Serge, Director of Secondary Curriculum, presented proposed new course offerings for the 2024-2025 school year: Interpersonal Relationships, a third year course in the Human Services NLPS pathway and Teaching and Learning, a third year in the Education Professions NLPS pathway. (Codified File 2324-154)</p>	<p>New Courses</p>
<p>By unanimous action, the Board approved a Request for Proposals (RFP) for Supply and Dairy from July 30, 2024 – July 31, 2025 to the following companies: Draxwell – Supplies, \$50,201.65; Wallace – Supplies, \$8,525.00; Commercial Foods – Supplies, \$465.00; DayMark – Supplies, \$16,639.71, and Dean Foods – Dairy (escalating/de-escalating), \$401,014.57. (Codified File: 2423-155)</p>	<p>Supply and Dairy RFP</p>
<p>Dr. Larry Huff, Superintendent, presented proposed revisions to Board Policy 3422.07S – Executive Assistants’ Salary Schedule for initial consideration.</p>	<p>Board Policy 3422.07S</p>
<p>Dr. Huff presented proposed revisions to Board Policy 3422.10S – Registered Nurses’ Compensation Plan for initial consideration.</p>	<p>Board Policy 3422.10S</p>
<p>By unanimous action, the Board authorized the submission of a School Technology Advancement Account Application in the amount of \$214,497.80. (Codified File: 2324-156)</p>	<p>School Technology Advancement Account (STAA)</p>

By unanimous action, the Board authorized an agreement with Lexia Learning Systems, LLC to provide professional training for ECS teachers on LETRS, *Language Essentials for Teachers of Reading and Spelling*, a suite of professional development providing deep knowledge of the areas of literacy, language, and science of reading and specifically teaches the skills necessary to master the foundational and fundamental elements of phonological awareness, phonics, fluency, vocabulary, comprehension, and written language. (Codified File: 2324-157)

Lexia Learning Systems LLC

By unanimous action, the Board authorized an agreement with NIESC, ESC, and HPS aiming to enhance ECS's purchasing power and streamline the procurement processes, particularly in the areas of food services, professional development, and cooperative purchasing.

NIESC, ESC, and HPS Agreement

In response to Board inquiry, Zac Quiett, Chief Financial Officer, confirmed the cost associated with this agreement is based on enrollment at \$3.65 per student. (Codified File: 2324-158)

The Board received a financial report from Zac Quiett, Chief Financial Officer, for May 2024 and found it to be in order. Mr. Quiett pointed out the Education fund's cash balance increased as anticipated following the reduced transfer from the Education Operation's fund and local income tax distribution. The Operations fund experienced a couple annual expenses this month including buses from a 2022 purchase order and property casualty insurance; June's disbursement of local property taxes will return this balance to normal levels.

Financial Report

In response to Board inquiry, Mr. Quiett informed the Board there is no set timeline for reimbursements from the State and Federal government.

In response to Board inquiry, Mr. Quiett explained property casualty insurance increased 10 – 11 % mostly due to an increase in property values. He and his team will continue to work with ECS's broker to search for possible solutions.

The Board received an insurance update for the month of May 2024. Mr. Quiett reported expenditures were slightly higher than anticipated; however, year to date, ECS is under spending on their projected cost.

Insurance Report

Superintendent, Dr. Larry Huff informed Board members and the community that summer school is in its final week, wrapping up at both the elementary and high schools. The high school had students earn an additional 254 credits so far this summer, and even more importantly, 17 students completed their graduation requirements. This brings the number of graduates in the 2024 Cohort to 705 as of June 25, 2024. Elementary is also finishing up this week. Dr. Huff

From the Superintendent

expressed his appreciation for the collaboration between ECS and their community partners as well as the programming created by the instructional team. He recognized and thanked Dan Walsh for doing a phenomenal job with the Soar into Reading summer program which is filled with hands-on learning through Aerospace Connections in Education as incoming 1st – 3rd grade students explore the world of reading and writing together. Dr. Huff also expressed excitement about 3rd grade students who will be taking the IREAD assessment; he is confident their success will help ECS beat their overall proficiency rates from last year.

Dr. Huff informed the Board the EHS Unified Track Team was honored by Mayor Roberson and City Council. He is beyond proud of these young ladies and gentlemen.

Dr. Huff gave a special thank you to Terry Chomer, who came out of retirement and served as the Director of Transportation, helping ECS through some difficult times.

In closing, Dr. Huff welcomed all those who have joined the ECS family of outstanding staff and students.

Board Member Jeff Bliler shared his experience attending the 1st Makers Space focusing on project based learning with a dose of technology and 3D Printers. He expressed his excitement for the potential of bringing this type of program to ECS. Other districts that implemented these programs have experienced a reduction in discipline referrals, increased attendance and increased test scores in both English and Math standardized testing.

From the
Board

Board Secretary Anne VonDerVellen shared an ECS success story with 930 students who earned over 10,189 college credits through the dual-credit offerings at EHS. There were also 17 students who earned an Associate's Degree for General Studies and 141 students who earned Indiana College Core Certificate. ECS continues to add more Dual-Credit, Advanced Placement and additional courses to complete robust pathway programs to prepare students to be college and life ready. ECS currently offers 47 college credit courses and has 37 credentialed teachers, with more in the process of being credentialed. All of this success is a true testament to the dedication of ECS staff and leadership and should be celebrated.

The meeting adjourned at approximately 7:46 p.m.

Adjournment

APPROVED:

Signatures

Troy E. Scott, President

Douglas K. Weaver, Vice President

Anne M. VonDerVellen, Secretary

Jeffrey S. Bliler, Member

Mike Burnett, Member

Dacey S. Davis, Member

Kellie L. Mullins, Member



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

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

DATE: 06/24/2024

TO: Dr. Larry Huff Superintendent
Board of School Trustees

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

Re: Donation Approval - EHS - Athletics

A donation in the amount of \$500.00. has been given to the Elkhart High School Volleyball Team. These funds will be used for the development and growth of the program.

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

**Michiana Microblading
2311 Cassopolis Street
Elkhart, IN 46514**



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



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

DATE: 06/25/2024

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

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

Re: Donation Approval - EHS - Athletics

A donation in the amount of \$1,000.00. has been given to the Elkhart High School Football Team. These funds will be used for the development and growth of the program.

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

**Premium Services
712 Richmond Street
Elkhart, IN 46516**



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



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

DATE: 06/25/2024

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

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

Re: Donation Approval - EHS - Athletics

A donation in the amount of \$2,000.00 has been given to the Elkhart High School Girls Basketball Team. These funds will be used for the development and growth of the program.

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

**Elkhart Bucks
111 South Elkhart Street
P.O. 971
Wakarusa, IN 46573**



HUMAN RESOURCES

ELKHART
COMMUNITY SCHOOLS

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

PERSONNEL RECOMMENDATIONS

CERTIFIED

- a. **Administrative Appointment** – The administration recommends confirmation of two (2) administrative appointments.
- b. **New Certified Staff** – We recommend employment of sixteen (16) new certified staff for the 2024-25 school year.
- c. **Certified Staff Transfers** – We recommend the transfer of six (6) certified staff for the 2024-25 school year.
- d. **Separation** – We report the separation of five (5) employees.
- e. **Retirement** – We report the retirement of one (1) employee who has provided 33 years of service.

CLASSIFIED

- a. **Appointment** – We recommend the appointment of one (1) classified employee pending Board approval of the proposed revision to Board Policy 3422.12S.
- b. **Classified Staff Transfers** – We recommend the transfer of two (2) classified staff for the 2024-25 school year.
- c. **Reassignment** – We recommend the approval of reassignment of two (2) classified employees to certified positions.
- d. **Retirement** – We report the retirement of one (1) employee who has provided 26 years of service.
- e. **Separation** – We report the separation of four (4) employees.

Book Policy Manual
 Section 3000 Personnel
 Title PROPOSED REVISED EXECUTIVE ASSISTANTS' SALARY SCHEDULE
 Code po3422.07S (as presented during the 6/25/2024 BST meeting)
 Status Second Reading
 Adopted December 20, 2016
 Last Revised November 28, 2023
 Last Reviewed July 9, 2024

3422.07S - EXECUTIVE ASSISTANTS' SALARY SCHEDULE

The Board of School Trustees hereby adopts the following wage schedule for Executive Assistant positions, effective ~~January 1~~ **July 1**, 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 - 1.02	Executive Assistant/Human Resources
.85 - 1.02	Executive Assistant/Business Office
.85 - 1.02	Executive Assistant/Instructional Leadership

* 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 in 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

Book Policy Manual
 Section 3000 Personnel
 Title PROPOSED REVISED REGISTERED NURSES' COMPENSATION PLAN
 Code po3422.10S (as presented during the 6/25/2024 BST meeting)
 Status Second Reading
 Adopted December 13, 2016
 Last Revised November 28, 2023
 Last Reviewed July 9, 2024

3422.10S - REGISTERED NURSES' COMPENSATION PLAN

Registered Nurses' Salary Schedule

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

Step	Experience* as Registered Nurse	Salary Elementary Schools	Salary Middle School	Salary High School	Salary District Health Service Coordinator**
1	Less than 1 year	43,635	43,635	48,396	59,000
2	1 year to 3 years	44,993	44,993	49,876	60,000
3	3 years to 5 years	45,959	45,953	50,980	61,000
4	5 years to 7 years	46,644	46,644	51,763	62,000
5	7 years or more	46,943	46,943	52,108	63,000

* Step placement will be determined on verified past experience. Experience with Elkhart Community Schools will be updated annually, effective on January 1.

** Funded 50% by ProjectAWARE Grant 7/1/2024 - 9/30/2026.

DIFFERENTIAL FOR CUSTODIAL CARE

During any month when a registered nurse is required to provide custodial care and lifting for a student, the nurse shall be paid a differential of \$150.00 within that month.

CAREER INCREMENT SCHEDULE

Years regularly employed in Elkhart Community Schools	Annual Increment
five (5) or more, but less than ten (10)	\$300.00
ten (10) or more, but less than fifteen (15)	\$600.00
fifteen (15) or more, but less than twenty (20)	\$900.00
twenty (20) or more	\$1,200.00

School Nurse Certification Incentive Compensation

Upon submission of proof, Registered Nurses who have earned a School Nurse's Certification by the National Board for Certification of Nurses and have received an effective evaluation for that calendar year will receive a \$1,500 stipend annually in recognition of this endorsement. The stipend will be distributed at the end of each calendar year in which they are employed full-time.

Stipend

- A. ~~The registered nurse who is assigned the responsibility of ordering and maintaining supplies will be paid a stipend of \$1,100. The Assistant Superintendent of Student Services and the District Counsel/Chief of Staff shall develop a committee with the Nurses to determine additional stipends for registered nurses in addition to the present stipend for ordering and maintaining supplies.~~
- B. ~~The registered nurse who is assigned the responsibility of Health Coordinator will be paid a stipend of \$2,500.00.~~
- C. A registered nurse who is regularly assigned to serve more than one (1) building will be paid a stipend of \$600.

Fringe Benefits

A. Income Protection and Annuities

The Elkhart Community Schools provides the opportunity for regular classified employees to purchase income protection and tax-sheltered annuities. This is done by specifications and through company or broker approved by the Board of Schools Trustees of the Elkhart Community Schools.

B. Insurance

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 of the plans provided by the Board.

The amount of life insurance coverage is an amount equal to the employee's annual salary or wages rounded up to the next thousand dollars. The Board will contribute ninety percent (90%) of the premium cost of a group long-term disability insurance policy for employees who work thirty (30) or more hours per week.

C. Severance Benefits

Registered Nurses who have completed a minimum of six (6) months of active service with the Elkhart Community Schools will be eligible for the following benefits upon written resignation received by the Director of Human Resources at least ten (10) working days prior to the last date of employment.

1. Resignation

Employees shall be paid for unused personal business leave in the current year of employment at the rate of pay in effect at termination. The effective date of resignation shall be established to include use of all personal leave.

2. Retirement, Death, or Disability

The benefits listed below are in addition to those in **Registered Nurses' Fringe Benefits**.

- a. For purposes of this benefit, "retirement" shall be defined as resignation by an employee who at the time of retirement is age sixty (60) and has ten (10) or more consecutive years of employment in the Elkhart Community Schools. Only the six (6) months service requirement must be met to be eligible for the disability or death benefit.
- b. A maximum of thirty-five (35) accumulated days of unused personal leave will be paid to eligible employees who retire, die, or become totally permanently disabled while employed by the Elkhart Community Schools. In the event of death, the benefit shall be paid to the decedent's estate.
- c. In addition, employees who are fifty-five (55) years of age or older and have at least fifteen (15) years of service and who have been insured under the Elkhart Community Schools' group insurance plan for at least the last five (5) years, shall be eligible to continue in that program until age sixty-five (65) by paying 100% of the premiums in advance at the business office.

d. When retiring, a Registered Nurse who has ten (10) years of service and is at least fifty-five (55) years of age may select one of the following benefits based upon the employee's daily rate at the time of retirement:

1. One (1) day's pay for each full year employed by the Elkhart Community Schools, or
2. at least forty-five percent (45%) of the unused sick leave will be paid, in accordance with the provisions in the Registered Nurses employee booklet.

D. Change in Classification

When any classified employee is employed in another classified employee group, all comparable benefits will remain in effect. Years of accrued service and accumulated benefit days will continue, subject to Board Policy.

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. 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 absence policy. (No absence report is necessary on emergency closing days when pay is not to be received.)

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 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 or less consecutive working days may be approved. The best interests of the school corporation will be considered.

Personal Illness/Family Illness Absence

Regular school-year classified employees will be awarded twelve (12) days of personal illness/family illness leave each calendar year.

Any unused hours will accumulate as illness absence to a total of the number of hours equal to 120 workdays. Use of accumulated sick leave by a school year employee terminates at the close of the school year. It cannot be used again unless the employee is employed for the following school year or employed at a later date.

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

Family Illness

As used in this section, "immediate family" shall mean 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.

Job-Related Injury

An employee injured in the performance of his/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 ment 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 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 he/she shall present the check or a copy of the check to the payroll office, whereupon a deduction equal to the per diem pay 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 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, 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 - Administrative Regulation

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 available benefit days have been exhausted, or
- B. When a physician's statement indicating 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.

Personal Leave

Registered Nurses 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 business 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 business days. The remaining unused personal business day will accumulate for retirement at the end of the year. In the event the employee intends to use five (5) consecutive days the employee must provide thirty (30) calendar days written notice requesting the use of said consecutive days to their immediate supervisor.

If an employee does not elect to roll two (2) personal business days into the following year, all unused personal leave will accumulate for retirement.

Personal Leave - Procedure

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.

Except for emergencies, personal business hours shall not be used for the sole purpose of extending the school vacation periods of Thanksgiving, Winter Recess, Spring Break or Summer Break, or the day preceding fall recess in the event that day is scheduled as a parent-teacher conference day, as defined by the school calendar, unless the employee complies with the following procedure:

- A. Once every three (3) years, an employee may use personal business hours to extend a holiday or vacation period described above by exchanging two personal business hours for each personal business hour taken adjacent to the holiday or vacation period.
- B. The employee must give notice, in writing, to the Office of the Superintendent ten (10) working days in advance of taking said day.
- C. All emergency requests for personal business immediately preceding or immediately following vacation periods shall be granted only upon approval of the Superintendent or designee. For the purpose of determining when an emergency exists, "emergency" shall be defined as an unforeseen event that prohibits the employee from attending to his/her assigned duties.

Jury and Witness Duty Pay

Jury Duty

All Registered Nurses 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.

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 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 that 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 that 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 that 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.

Holidays

Registered Nurses shall be paid for the following holidays when they occur on days which they would have worked if it were not for that special day, subject to the provisions above:

- A. Martin Luther King, Jr. Day
- B. Presidents' Day
- C. Memorial Day
- D. Labor Day
- E. Thanksgiving Day and the following Friday (two (2) days)
- F. Christmas Day - (if celebrated on a weekend, it will be a paid holiday on the Friday preceding or the Monday following)

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

Payment of State Licensing Fees

The Elkhart Community Schools will reimburse each Registered Nurse for the biennial licensing fee paid to the State of Indiana by the nurse.

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