

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

NOTICE OF MEETING CANCELLATION

Date: Tuesday, March 12, 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,
March 7, 2024 and electronically
delivered to Board Members and School
Attorney on Friday, March 8, 2024.

NOTICE OF EXECUTIVE SESSION
OF THE
BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools
Elkhart, Indiana

Date: Tuesday, March 12, 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,
March 7, 2024 and electronically
delivered to Board Members and School
Attorney on Friday, March 8, 2024.

AGENDA FOR
BOARD OF SCHOOL TRUSTEES
REGULAR MEETING

Elkhart Community Schools
Elkhart, Indiana

March 12, 2024

CALENDAR

Mar 12 6:00 p.m. Executive Work Session, Pierre Moran Middle School
Mar 12 7:00 p.m. Regular Board Meeting, Pierre Moran Middle School
Mar 26 6:00 p.m. Public Work Session, J.C. Rice Educational Services Center
Mar 26 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. MOMENT OF PRIDE
- F. CONSENT ITEMS:

- Minutes – February 27, 2024 – Regular Board Meeting
 - Claims
 - Fundraisers
 - Extra-Curricular
 - Gift Acceptance
 - Conference Leaves
 - Grant Requests
 - Personnel Report

- G. OLD BUSINESS

Board Policy 2240 – Controversial Issues – The administration presents proposed revisions to Board Policy 2240 – Controversial Issues for final consideration.

- H. NEW BUSINESS

Board Policy 3422.06S – Secretarial/Business Compensation Plan – The administration presents proposed revisions to Board Policy 3422.06S – Secretarial/Business Compensation Plan for initial consideration and requests to waive second reading.

Board Policy 3422.12S – Employees in Miscellaneous Positions Compensation Plan –
The administration presents proposed revisions to Board Policy 3422.12S –
Employees in Miscellaneous Positions Compensation Plan for initial consideration and
requests to waive second reading.

Memorandum of Understanding Regarding School Resource Officers and School
Crossing Guards – The Administration presents proposed Memorandum of
Understanding Regarding School Resource Officers and School Crossing Guards
for approval.

1028 Hearing – Apple Inc. Lease –

Resolution Authorizing and Approving the Execution and Delivery of an Installment
Purchase Agreement with Apple Inc. for Computer Equipment, Software, and Support
Services –

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

February 27, 2024

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

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

Board Secretary Anne VonDerVellen recited the Elkhart Promise. The Elkhart Promise

Mr. Scott discussed the invitation to speak protocol.

SSAC member Maria Artigas is a sophomore at Elkhart High School (EHS) and active member of the Superintendent’s Student Advisory Council (SSAC); Sigma Beta Upsilon (SBU); Latino Union; Society for a Better Earth; Student Government; and Move to Stand. Miss Artigas shared the history behind SBU which translates to Sisters and Brothers United. This club originated in 1990 when a group of students looked to uplift African-American History during Black History Month in order to promote Black culture and cultivate a better environment through educational and social programs. There was a brief period of time when SBU was inactive; however, it has resumed thanks to the supportive staff at EHS. Some of the activities the group participated in this year have been Breast Cancer Awareness Month raising almost \$1,000; Annual School-wide Can Food Drive, donating over 200 cans/items; and Marine Corps with a School-wide Toys for Tots Drive. Moment of Pride

Some upcoming events Board members may be interested in include the Dollars for Scholars Campaign which closes the end of the week; upcoming ISMAA season with band, choir, and orchestra students busy preparing; *"Sponge Bob" the Musical* is March 8 – 10, tickets can be purchased through gofan.com; Coffee House Talent Show coming up in March; Spring break is April 1 – 5, 2024; Prom is scheduled for Saturday, May 11; and EHS Graduation is June 5.

In response to Board inquiry, Miss Artigas shared she plans continue her studies to become a Biomedical Engineer. Board Members congratulated Miss Artigas and thanked her for presenting at the Board meeting.

By unanimous action, the Board approved the following consent items:	Consent Items
Minutes – February 13, 2024 – Regular Board Meeting	Minutes
Payment of claims totaling \$7,268,002.56 as shown on the February 27, 2024, claims listing. (Codified File 2324-109)	Payment of Claims
Proposed school fundraisers in accordance with Board policy. (Codified File 2324-110)	Fundraisers
Extra-curricular purchase request: EHS Theatre Extra-Curricular Fund to purchase a Bubble Haze Machine for the upcoming production of " <i>Sponge Bob</i> " the Musical totaling \$539.99.	Extra-Curricular Purchase
The following donations were made to Elkhart Community Schools (ECS): \$100 from an anonymous donor to be used to pay student meal accounts at Cleveland, Eastwood, and Osolo in honor of Brett Cramer; \$50 from an anonymous donor to be used to pay student meal accounts at Cleveland in honor of Brett Cramer; \$500 from Boutique Bounce, LLC to be used to support fall conference registrations, dues, and SLC in relation to the Future Business Leaders of America (FBLA) program; \$150 from Drew Danik to be used to purchase supplies for the upcoming Pierre Moran Hoopla Event; donation of a 2005 Jeep Liberty Sport from Sherry Dixon, with an owner estimated value of \$6,000, to be used for training purposes for student in the Automotive Technology classes; \$250 from Hoover Automotive, LLC, care of Jeremy Hoover, to be used to support fall conference registrations, dues, and SLC in relation to the Future Business Leaders of America (FBLA) program; \$500 from J&E Utilities, LLC to support fall conference registrations, dues, and SLC in relation to the Future Business Leaders of America (FBLA) program; \$2,000 from Kevin Segner to EHS Athletic Department to be used to assist with the growth and development of the Elkhart Health and Strength Facility; and donation of a Tobi Dynavox device, valued at \$17,000, from James Fuehrmeyer in honor of his late wife, Jean Fuehrmeyer, to be used by the Special Education Department.	Gift Acceptances
Tony England, Assistant Superintendent of Exceptional Learners, thanked Mr. Fuehrmeyer for this amazing donation which will be utilized by ECS's special education students. Mrs. Fuehrmeyer was a double major in French and Russian and also certified to teach at both elementary and secondary levels, spending thirteen (13) years as a gifted program teacher for grades 4 – 8. Her love of	

language later drove her to take Spanish classes which became useful as she devoted much of her time to community service, tutoring English Language Learners. Mrs. Fuehrmeyer was diagnosed with ALS (Lou Gehrig's Disease) in March of 2022 and passed on November 25, 2023.

Board Member Mike Burnett personally thanked Mr. Fuehrmeyer for his donation sharing how this equipment can provide a *voice* for those students who have none, including his daughter; what a wonderful gift.

Conference leave requests in accordance with Board policy for staff members as recommended by the administration on the February 27, 2024 listings. (Codified File 2324-111)

Conference
Leave Requests

Confirmed overnight trip request for EHS's FBLA to travel to Muncie, Indiana to participate in the State Leadership Conference Competition on March 15 - 17, 2024 and Pierre Moran's FBLA to travel to Muncie, Indiana to participate in the State Leadership Conference Competition on March 15 - 17, 2024.

Overnight Trip
Requests

Personnel
Report

Consent agreements regarding unpaid time for two (2) certified staff. (Codified File 2324-112)

Certified
Agreements

Employment of the following one (1) certified staff effective on dates indicated:

Certified
Employment

James McClain - Math at Freshman Division, 2/20/24

Retirement of the following two (2) certified staff effective on dates indicated:

Certified
Retirement

Patricia Heitzmann - Grade 3 at Pinewood, 5/31/24 with 19 years of service

Cynthia Whittaker - Special Education at Osolo, 5/31/24 with 33 years of service

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

Certified
Resignation

DeVetta Farrow - Assistant Principal at Pierre Moran, 2/29/24

Unpaid parental leave for the following five (5) certified staff:
Elizabeth Gerndt - Special Education at Woodland, beginning 3/21/24 and ending 5/31/24

Certified
Leave

Riley Geschke - Grade 2 at Cleveland, beginning 3/1/24 and ending 3/28/24

Taylor Ibrekic – Grade 1 at Woodland, beginning 3/29/24 and ending 5/31/24	
Jocelyn Mathiak – Grade 1 at Cleveland, beginning 8/12/24 and ending 11/1/24	
Molly Moosa – Grade 2 at Monger, beginning 8/12/24 and ending 5/29/25	
Employment of the following six (6) classified employees effective on dates indicated:	Classified Employment
Jennifer Abell – Food Service at Daly, 2/27/24	
Marco Borja – Paraprofessional at Roosevelt, 2/21/24	
Alexia Burling – Registered Behavior Technician at Roosevelt, 2/27/24	
Nicole Russell – Paraprofessional at Beck, 2/14/24	
Gabrielle Sheets – Food Service Administration at Food Service, 2/20/24	
Nathan Taylor – Support Technician at Technology, 2/26/24	
Extension of unpaid leave for the following one (1) classified employee, effective on dates indicated:	Classified Extension of Leave
Cynthia Miller – Food Service at Daly, beginning 1/8/24 and ending 2/20/24	
Unpaid leave for the following two (2) classified employee, effective on dates indicated:	Classified Leave
Tina Helbling – Bus Driver at Transportation, beginning 2/12/24 and ending 3/11/24	
Gloria Pace – Bus Driver at Transportation, beginning 1/8/24 and ending 4/19/24	
Retirement of the following one (1) classified employee:	Classified Retirement
Jamie Woodfin – Head Custodian at Bristol, 5/31/24 with 27 years of service	
Resignation of the following four (4) classified employees, effective on dates indicated:	Classified Resignations
Audriana Byers – Registrar at Freshman Division, 2/22/24	
David Griffis – Food Service at Osolo, 2/14/24	
Christina Manley – Food Service at West Side, 2/12/24	
Gregory McMillan – Paraprofessional at Cleveland, 2/29/24	
Termination of the following two (2) classified employee, effective on the date indicated:	Classified Termination
Luella Hanks – Paraprofessional at North Side, 2/27/24 in accordance with Board Policy 3422.08S and 3139AC	
Tevin Jackson – Custodian at Pierre Moran, 2/6/24 in accordance with Board Policy 3139AC	

By unanimous action, the Board approved proposed revisions to Board Policy 3142.01A – Non-Renewal of Administrative Contracts as presented during the February 13, 2024 Board meeting.

Board Policy
3142.01A

Doug Thorne, District Counsel/Chief of Staff, present proposed revisions to Board Policy 2240 – Controversial Issues for initial consideration. Mr. Thorne informed Board members these policy changes provide direction to the district’s teachers when discussions of controversial topics related to instructional goals of a course of study; specifically, when a student’s understanding of a controversial issue might be expected under the State of Indiana’s Academic Standards. This policy limits the teacher’s ability to express personal opinion regarding a topic and appoints the building principal as the person who can determine if a teacher may discuss issues not covered by the course of study.

Board Policy
2240

By unanimous action, the Board approved proposed revisions to Board Policy 3422.12S – Employees in Miscellaneous Positions Compensation Plan and waived second reading. Mr. Thorne explained to Board members the revisions included changes to the titles for two positions, the first being the Manager of Afterschool and Community Programming changing to Manager of Community and Family Engagement. This position is moving away from afterschool programming and focusing more on programming and partnerships with families with a focus on the broader community. The second change is changing the title Lead Program Coordinator for the Full Service Community Schools (FSCS) Grant to FSCS Data Manager. As the district has progressed through the implementation of this grant, it has become increasingly clear that data gathering and reporting responsibilities are more significant than originally thought. The program management will be transferred to an outside contractor and will be fully funded through the grant. In response to Board inquiry, Mr. Thorne will make notation in Board Policy 3422.12S that the Manager of Community and Family Engagement is partially grant funded.

Board Policy
3422.12S

Mr. Thorne presented proposed new Board Policy 9130 – Public Complaints for initial consideration. Mr. Thorne explained this policy establishes orderly procedures for the processing of complaints and concerns regarding both employees and programming. In response to an audience comment, Mr. Thorne explained this policy would supersede the current administrative regulation on complaints about library materials.

Board Policy
9130

Frank Serge, Director of Secondary Curriculum, presented proposed new course offerings for the 2024-2025 school year: American Literature After 1865 where students surveys major American writers from the Civil War to the present and includes discussions of the major historical, cultural, intellectual, and political events which influenced the authors;

New Course
Proposals

and Pre-AP World History and Geography will be offered at the Freshman Division and focuses on the skills fundamental to study of history and geography in high school, Advanced Placement, and beyond. This will provide students multiple opportunities to think and work like historians and geographers as they develop and strengthen these disciplinary reasoning skills throughout their education in history and the social sciences. (Codified Files 2324-113)

Mr. Scott opened the public 1028 hearing on the Health and Wellness Facility High School Addition Project. Kevin Scott, Chief Financial Officer, asked Barnes & Thornburg bond counsel Jeff Qualkinbush to share with the Board background on the structure and work of the Elkhart Schools Building Corporation, what a Lease/Rental bond is, and a brief overview of state law and how it relates to today's requirements. Mr. Scott then outlined the Board action being requested this evening and noted that we are required to allow time for public comment. With no comments from the audience, the hearing was closed.

1028 Hearing

By unanimous action, the Board adopted a resolution confirming execution of the amendment to lease, approved the issuance of bonds and related matters with regard to the 2024 Health and Wellness Facility High School Addition Project. (Codified File 2324-114)

Resolution

By unanimous action, the Board adopted a resolution approving additional appropriation and related matters for the proposed 2024 Health and Wellness Facility High School Addition Project. (Codified File 2324-115)

Resolution

The Board received a financial report from Zac Quiett, Chief Financial Officer, for January 2024 and found it to be in order.

Financial Report

Mr. Quiett reported ESSER III is moving along nicely as the business office is continuing to work with the administrative team to ensure dollars are expended within the guidelines set by the Federal Government.

The Board received an insurance update for the month of January 2024. Mr. Quiett reported January expenditures were significantly higher than the previous year. With the announcement of the plan changes, the administration expected an increase in expenditures at the end of the year, which in turn would be spent out in January. Furthermore, there have been more high dollar claimants than the prior year. The administration will be monitoring this closely.

Insurance Report

An audience member expressed concerns about staffing at West Side.

From the Audience

Superintendent Mark Mow reminded Board Members their next regularly scheduled Board meeting will be at Pierre Moran Middle School on March 12, 2024. Mr. Mow thanked the Board Members and staff for working with him over the past seven (7) months and expressed his excitement for the future of ECS under the leadership of the incoming Superintendent, Dr. Larry Huff. He looks forward to watching ECS's progress from a far.

From the
Superintendent

Board Member celebrated students who participated in Indiana State School Music Association (ISSMA) competitions.

From the
Board

Board Members thanked Mr. Mow for stepping in to lead ECS during this time of transition. His graciousness; calming effect; knowledge of the district and community; and wisdom were very helpful to the Board throughout their search for a new superintendent.

Board Members thanked Dr. Dean Speicher, Dr. Bruce Stahley, Mr. Frank Serge, and Mrs. Barbara Cripe for their contribution throughout the transition and ongoing.

Board Member announced the Black History event at Roosevelt STEAM Academy on Thursday, February 29, 2024 at 5:30 p.m.

The meeting adjourned at approximately 8:00 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 COMMUNITY SCHOOLS
Elkhart, Indiana

March 5, 2024

TO: Dr. Larry Huff
Board of School Trustees

FROM: Zac Quiett

SUBJECT: Extra-Curricular Purchase

The Business Office recommends Board approval of purchase of the following items from extra-curricular funds:

SCHOOL/ACCOUNT	ITEM	AMOUNT
Elkhart High/Extra Curricular	Volleyball Net System	\$3,757.55

sports imports

AT THE CENTER OF EVERY VOLLEYBALL CHAMPIONSHIP



Toll Free 800.556.3198
Phone 614.771.0246
Fax 614.771.0750
Email info@sportsimports.com
Web address www.sportsimports.com
Mailing Address PO Box 21040
Columbus, OH 43221

Quote# QU024335

Date: 2/14/2024
Valid Until: 8/31/2024

ATTN:
Jacquie Rost

Bill To:
ELKHART HIGH SCHOOL
EXTRA CURRICULAR ACCOUNT
2608 California Road
ELKHART IN 46516
United States

Ship To:
ELKHART HIGH SCHOOL
EXTRA CURRICULAR ACCOUNT
2608 California Road
ELKHART IN 46516
United States

Sales Rep:
Michael Calo
mcalo@sportsimports.com

Senoh SI-1 Carbon Fiber Set (19 lbs. Per Pole, True Lifetime Warranty, Phasing out 60 lbs. Steel Poles)

Item	Description	QTY	Rate	Amount
SI-1-Demo	All Carbon Volleyball Pole - Demo Pole	2	\$1,799.10	\$3,598.20
HDNR-B DEMO	DEMO Heavy Duty Net Ratchet w/ Crank Handle - Black (SI-1, AL7)	1	\$328.50	\$328.50
TIU-C CARBON CREDIT	Carbon Credit Program	2	(\$200.00)	(\$400.00)
			Subtotal	\$3,526.70
			Shipping & Handling	\$230.85
			Tax Total (%)	\$0.00
			Total	\$3,757.55

BEFORE PURCHASING, PLEASE NOTE:

Must receive method of payment to release order

Please include the quote number on your Purchase Order

If you are sales tax exempt, please provide a copy of your tax exemption certificate with your method of payment

Customers are responsible for customs, duties, and import taxes, if applicable

Sales tax rates are subject to change and the rate on the invoice may be higher or lower than the rate on the quote



Certificate #: 2005126770

Federal Tax ID#: 31-0879428



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: 03/04/24

TO: Dr. Larry Huff
Board of School Trustees

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

RE: Donation Approval

A donation in the amount of \$500.00 has been given to the Elkhart High School Boys Track and Field team, from Cressy & Everett, Inc. Realtors. These funds will be used to assist with the growth and development of our Boys Track and Field team.

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

Cressy & Everett, Inc. Realtors
332 N. Ironwood Dr.
South Bend, IN 46615



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



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2720 CALIFORNIA ROAD • ELKHART, IN 46514
PHONE: 574-262-5500

DATE: 03/04/24

TO: Dr. Larry Huff
Board of School Trustees

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

RE: Donation Approval

A donation in the amount of \$500.00 has been given to the Elkhart High School Boys Track and Field team, from D & B Environmental, LLC. These funds will be used to assist with the growth and development of our Boys Track and Field team.

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

D & B Environmental, LLC
401 Lincoln Way West
Osceola, IN 46561



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



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

DATE: March 5, 2024

TO: Dr. Larry Huff
Board of School Trustees

FROM: Cary Anderson (Principal)
Farrah Burkhardt (Teacher/Sponsor)
Julie Jerzak (Teacher/Sponsor)

RE: Donation Approval

Elkhart High School received a donation of \$250.00 from Welch Packaging Group, Inc. The donation is in support of the FBLA extra-curricular program and will be used to pay for fall conference registrations, dues and SLC in relation to the FBLA program

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:

Welch Packaging Group, Inc.
1020 Herman St
Elkhart, IN 46516



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



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

DATE: 03/04/24

TO: Dr. Larry Huff
Board of School Trustees

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

RE: Donation Approval

A donation in the amount of \$2,000.00 has been given to the Elkhart High School Girls Tennis team, from Haley Renee Stouder. These funds will be used to assist with the growth and development of our Girls Tennis team.

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

Haley Renee Stouder
30331 Holben Woods Ln.
Elkhart, IN 46516



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PHONE: 574-262-5600



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

DATE: February 28, 2024

TO: Mr. Mark Mow
Board of School Trustees

FROM: Cary Anderson (Principal)
Farrah Burkhardt (Teacher/Sponsor)
Julie Jerzak (Teacher/Sponsor)

RE: Donation Approval

Elkhart High School received a donation of \$500.00 from Subway of Elkhart, Goshen and Wakarusa. The donation is in support of the FBLA extra-curricular program and will be used to pay for fall conference registrations, dues and SLC in relation to the FBLA program

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:

Subway of Elkhart, Goshen and Wakarusa
Attn: Robin M. Giddings
514 S. Main St.
Elkhart, IN 46517



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



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

DATE: March 6, 2024
TO: Dr. Larry Huff
Board of School Trustees
FROM: Cary Anderson (Principal)
Nick Seidl (Teacher/Sponsor)
RE: Donation Approval

Elkhart High School received a donation of \$750.00 from PE Robbins 2. The donation is in support of the ElkLogics Robotics extra-curricular activity and will be used to purchase supplies, equipment, and competition entry fees.

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:

PE Robbins 2
C/O Mr. Ed Robbins
1777 IL Route 167
Victoria, IL 61485



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



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

DATE: March 6, 2024
TO: Dr. Larry Huff
Board of School Trustees
FROM: Cary Anderson (Principal)
Nick Seidl (Teacher/Sponsor)
RE: Donation Approval

Elkhart High School received a donation of \$500.00 from S.A. Comunale. The donation is in support of the ElkLogics Robotics extra-curricular activity and will be used to purchase supplies, equipment, and competition entry fees.

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:

S.A. Comunale
C/O Ms. Kathy Karlson
2900 Newpark Drive
Barberton, OH 44203



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



ELKHART COMMUNITY SCHOOLS
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2720 CALIFORNIA ROAD • ELKHART, IN 46514
PHONE: 574-262-5500

DATE: March 7, 2024

TO: Dr. Larry Huff
Board of School Trustees

FROM: Cary Anderson (Principal)
Farrah Burkhart (Teacher/Sponsor)
Julie Jerzak (Teacher/Sponsor)

RE: Donation Approval

Elkhart High School received a donation of \$250.00 from JSK Hospitality. The donation is in support of the FBLA extra-curricular program and will be used to pay for fall conference registrations, dues and SLC in relation to the FBLA program

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:

JSK Hospitality

Attn: Priti Patel
121 South Dr. Martin Luther King Jr. Blvd
South Bend, IN 46601



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: 03/04/24

TO: Dr. Larry Huff
Board of School Trustees

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

RE: Donation Approval

A donation in the amount of \$1,000.00 has been given to the Elkhart Middle School Baseball team, from K Squared Painting LLC. These funds will be used to assist with the growth and development of our Middle School Baseball Team.

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

K Squared Painting LLC
53115 Old Farm Rd.
Elkhart, IN 46514

ELKHART COMMUNITY SCHOOLS

Elkhart, Indiana

DATE: **March 8, 2024**

TO: **Board of School Trustees**

FROM: **Dr. Larry Huff, Superintendent**

S 3/7/24

RE: **Conference Leave Requests**
March 12, 2024 - Board of School Trustees Meeting

The following requests for excused absences are recommended for approval:

2023 - 2024 CONFERENCES	EXPENSES	SUBSTITUTE
<p>FBLA (Future Business Leaders of America) State Leadership Conference</p> <p>Julie Jerzak is the State Chair for Indiana FBLA (Future Business Leaders of America) and will supervise and coordinate this conference. There is no cost incurred by ECS for Ms. Jerzak attending this conference.</p> <p>Muncie, IN</p> <p>March 11 - 17, 2024</p> <p align="center">JULIE JERZAK - EHS (3-4)</p>	<p align="center">\$0.00</p> <p align="center"><i>N/C</i></p>	<p align="center">\$0.00</p>
<p>FBLA (Future Business Leaders of America) State Leadership Conference</p> <p>Students are participating in the FBLA state competition against other high school students for state honors. This competition exposes our students to a higher level of academic opportunity in the area of college and careers.</p> <p>Muncie, IN</p> <p>March 15, 2024</p> <p align="center">FARRAH BURKHART - EHS (1-0)</p> <p align="center">SID SHAFER - EHS (0-0)</p> <p align="center">DWIGHT MOODY - PMMS (1-0)</p>	<p align="center">\$3,200.00</p> <p align="center"><i>Title IV Com Schools-Yr. 2</i></p>	<p align="center">\$600.00</p> <p align="center"><i>Education Fund</i></p> <p align="center"><i>Education Fund</i></p>
<p>2024 COABE (Coalition on Adult Basic Education) National Conference</p> <p>This conference will provide sessions which are aligned to the required adult education programming and services expectations. The sessions will address career and workforce development, HSE: High School Equivalency preparation and testing centers, IET/WEI certifications, employer engagement, staff professional development, local programming administration leadership and policy review. Opportunities for networking, collaboration, and sharing best practices will be provided. Information gained at this conference will be shared with staff with resources related to curriculum, retention strategies, professional development, immigration, and citizenship.</p> <p>Nashville, TN</p> <p>March 18-20, 2024</p> <p align="center">DEBORAH SHERWOOD - ADULT ED (3-6)</p>	<p align="center">\$1,899.00</p> <p align="center"><i>Adult Basic Ed 2023-2024</i></p>	

<p>CEA (College English Association) 2024</p> <p>This conference will provide several presentations providing approaches to teaching in an adult ELL classroom. Resources, best practices, and strategies learned at this conference will be shared with colleagues in Adult Education.</p> <p>Atlanta, GA</p> <p>March 20-21, 2024</p> <p>TERESA HILL - ADULT ED (0-0)</p>	\$0.00	
<p>2024 INAEYC (Indiana Association for the Education of Young Children) Early Childhood Conference</p> <p>This conference will provide up-to-date best practices in early childhood education. Participants will also gain necessary training hours needed for licensing and Paths to Quality. Information gained at this conference will be shared with colleagues in early childhood.</p> <p>Atlanta, GA</p> <p>March 20-21, 2024</p> <p>GALINA AVERKIEV - EACC TAPP/CHILD CARE (0-0) DIAMOND KELLY - EACC TAPP/CHILD CARE (0-0) NANCY RODMAN - EACC TAPP/CHILD CARE (0-0) LORNA SUGGS - EACC TAPP/CHILD CARE (0-0) MAKITA WASHINGTON - EACC TAPP/CHILD CARE (0-0)</p>	\$2,923.05	
<p>EFFECTIVE COACHING INSTITUTE</p> <p>This conference will provide instructional coaches and building leaders essential coaching skills, fostering meaningful relationships with teachers, and mastering the art of coaching conversations. Practice strategies will also be provided for building transparency, feedback, clarity and collaboration. Information will be shared with staff through coaching, modeling, co-teaching and professional development.</p> <p>Louisville, KY</p> <p>April 10-12, 2024</p> <p>CHRIS DESELM - BRISTOL (0-0) TIM PEDLEY - BRISTOL (0-0)</p>	\$1,809.70	
FOR CONFIRMATION ONLY: (RECEIVED TOO LATE FOR PRIOR APPROVAL)		
	\$9,831.75	\$0.00
2022/23 YEAR-TO-DATE EDUCATION FUNDS	\$22,516.62	\$2,755.00
2023/24 YEAR-TO-DATE EDUCATION FUNDS	\$14,679.16	\$600.00
2022/23 YEAR-TO-DATE OTHER FUNDS	\$198,529.66	\$6,175.00
2022/23 YEAR-TO-DATE ADJUSTMENTS	-\$2,547.75	\$0.00
2023/24 YEAR-TO-DATE OTHER FUNDS	\$345,913.70	\$4,465.00
2023/24 YEAR-TO-DATE ADJUSTMENTS	\$0.00	\$0.00
GRAND TOTAL	\$579,091.39	\$13,995.00

(Figures in parentheses are the number of conferences & the number of absence days previously approved for the current school year.)


ELKHART COMMUNITY SCHOOLS

Elkhart, Indiana

DATE: March 4, 2024
 TO: Dr. Larry Huff
 FROM: Brandon Eakins *BE*
 RE: **Conference Leave Requests Paid Under Carl D. Perkins Grant
 March 12, 2024 - Board of School Trustees Meeting**

2023-2024 CONFERENCES	EXPENSES	SUBSTITUTE
<p>PBL 101: Open Online Workshop 2024</p> <p>By attending this conference, I will have a better understanding of the PBL process in order to better prepare to assist as an instructional coach in PBL training. In this workshop, I will plan a Gold Standard project for our students and learn equity-centered teaching practices to facilitate high-quality PBL. The PBL 101 workshop models the Project Based Learning.</p> <p align="center">Virtual March 12 - 14, 2024 Nicole Homo (0-0) Instructional Leadershp **FOR CONFIRMATION ONLY</p>	<p>\$599.00</p>	<p>\$0.00</p>
TOTAL	\$599.00	\$0.00
2023-24 YEAR-TO-DATE PERKINS FUNDS	\$14,354.59	\$0.00
GRAND TOTAL	\$14,953.59	\$0.00

What is the title of the grant?	What is the name of the granting agency/entity?	Please list school/entity applying.	Individual/contact applying for the grant?	What is the amount applied for?	How will the grant funds be used and who will oversee the management of the grant?	Please explain how the grant funds will be used to support the district vision, focus, and goals.	Please outline the grant budget for the funds requested.	What is the grant submission deadline?
2024 Digital Learning Grant	Indiana Department of Education	Department of Instruction and Learning	Barbara Cripe	\$50,000.00	The grant funds will be used to support learning through Universal Design for Learning strategies. A cohort of UDL Champions will support teachers and learners using blended instructional strategies through iPADS and Logitech Crayons. These assistive technologies, along with training on their use, will be used to ensure accessibility and inclusivity for all learners, and improve digital literacy for school professionals and students.	<p>The Elkhart Community School Corporation is deeply committed to ensuring equitable access to education for all students, regardless of their individual needs or abilities. As part of our district vision and goals, we recognize the importance of making educational content accessible to every learner. To support this vision, the grant funds will be utilized to provide comprehensive training opportunities for our educators.</p> <p>By equipping our educators with the knowledge and skills necessary to address diverse learning needs, we will be better positioned to meet the district's focus on inclusive education. We aspire to create an educational environment where every student has the opportunity to thrive and succeed.</p>	\$20,000.00 for stipends for professional learning and conference registration. \$30,000.00 for technology tool.	3/15/2024

 3/7/24



TO: DR. LARRY HUFF
FROM: MS. MAGGIE LOZANO
DATE: MARCH 12, 2024

PERSONNEL RECOMMENDATIONS

CERTIFIED

a. **Agreement** – We recommend the approval of two separation agreements.

b. **Retirement** – We report the retirement of the following employees:

Kristin Carpenter	Feeser/Grade 4	25 Years of Service
Suzanne Shaffer	Roosevelt/Music	33 Years of Service

c. **Resignation** – We report the resignation of the following employee:

Michelle Kessler Began: 8/11/14	Freshman Division/Counselor Resign: 6/7/24
Caitlin Lanctot Began: 8/14/23	Daly/Art Resign: 3/15/24
Brenda Mitchell Began: 8/13/07	Elkhart High/Science Resign: 6/28/24
Meagan Rodriquez Began: 8/8/22	Freshman Division/Science Resign: 3/8/24
Donald Stolz Began: 8/13/07	Elkhart High/Social Studies Resign: 7/31/24
Paige Walters Began: 10/19/21	Beck/Speech Pathologist Resign: 5/31/24

d. **Unpaid Leave** – We recommend an unpaid parental leave for the following employee:

Mariana Cortez
Begin: 3/4/24

Pierre Moran/ENL
End: 3/15/24

e. **Unpaid Leave** – We recommend an unpaid personal leave for the following employee:

Brittany Choler
Begin: 3/21/24

Woodland/Special Education
End: 5/31/24

CLASSIFIED

a. **New Hires** – We recommend regular employment of the following classified employees:

Destiny Bell
Began: 1/8/24

ECS/Substitute Teacher
PE: 3/4/24

Kayla Brookshire
Began: 1/8/24

PACE/Paraprofessional
PE: 3/4/24

Corentis Crawford III
Began: 1/16/24

Freshman Division/Custodian
PE: 3/11/24

Jonathan Halliburton
Began: 1/8/24

Elkhart High/Custodian
PE: 3/4/24

Taia Hunt
Began: 1/17/24

Eastwood/Registered Behavior Technician
PE: 3/12/24

Lisa M. Jones
Began: 1/17/24

HELIC/Paraprofessional
PE: 3/12/24

Shaun McAllister
Began: 1/8/24

PRIDE/Paraprofessional
PE: 3/4/24

Elisabeth Miller
Began: 1/16/24

Monger/Custodian
PE: 3/11/24

Larry Schumacher
Began: 1/8/24

Transportation/Driver
PE: 3/4/24

Luke Smittendorf
Began: 1/8/24

Freshman Division/Paraprofessiona
PE: 3/4/24



Umeki Williams
Began: 1/8/24

Freshman Division/Paraprofessional
PE: 3/4/24

b. **Unpaid Leave** – We recommend an unpaid leave for the following employees:

Janie Halliburton
Began: 2/28/24

Elkhart High/Custodian
End: 3/12/24

Tracy Kirts
Began: 4/22/24

EACC/Testing Specialist
End: 5/31/24

Deondra Nelson
Began: 2/21/24

Transportation/Bus Driver
End: 3/12/24

Quiana Owens
Began: 3/13/24

Elkhart High/Food Service
End: 5/31/24

c. **Retirement** – We report the retirement of the following classified employee:

Patricia Robinson
Began: 8/24/94

Commissary/Food Service
Retire: 3/15/24
YOS: 29

d. **Resignation** – We report the resignation of the following classified employee:

Ann Marie Doyle
Began: 3/16/23

Elkhart Academy/Paraprofessional
End: 2/27/24



Book	Policy Manual
Section	2000 Program
Title	PROPOSED REVISED CONTROVERSIAL ISSUES
Code	po2240
Status	Second Reading
Adopted	November 22, 2016
Last Reviewed	March 12, 2024

2240 - **CONTROVERSIAL ISSUES**

The Board believes ~~that~~ the consideration of controversial issues has a legitimate place in the instructional program of the ~~schools~~ **School Corporation**.

Properly introduced and conducted, the consideration of such issues can help students learn to identify important issues, explore fully and fairly all sides of an issue, weigh carefully the values and factors involved, and develop techniques for formulating and evaluating positions.

For purposes of this policy, a controversial issue is a topic on which opposing points of view have been promulgated by responsible opinion, or is likely to arouse both support and opposition in the community and/or classroom.

The Board will permit the introduction and proper educational use of controversial issues provided that their use in the instructional program:

- A. is related to the instructional goals of the course of study and level of maturity of the students;
- B. does not tend to indoctrinate or persuade students to a particular point of view;
- C. encourages open-mindedness and is conducted in a spirit of scholarly inquiry; **and**
- D. **does not cause a substantial disruption in the school environment.**

Controversial issues related to the program may be initiated by the students themselves provided they are presented in the ordinary course of classroom instruction, **relate to the topic of instruction, and do not cause substantial disruption into the school environment** ~~and they are not substantially disruptive to the educational setting.~~

Controversial issues may not be initiated by a source outside the schools unless prior approval has been given by the principal.

When controversial issues have not been specified in the course of study, the Board will permit the instructional use of only those issues which have been approved by the principal.

~~In the discussion of any issue, a teacher may express a personal opinion, but shall identify it as such, and must not express such an opinion for the purpose of persuading students to his/her point of view.~~

~~Instructional materials selected for school use shall be such that a variety of viewpoints are represented on issues. No restrictions on the use of materials shall be based upon race, religion, national origin, or political view. Materials should be chosen in the hope of stimulating growth in knowledge and to help develop judgment on political, economic, social, or literary concerns of the day.~~

The Board recognizes ~~that~~ a course of study or certain instructional materials may contain content and/or activities that some parents find objectionable. If after careful, personal review of the program lessons and/or materials, a parent indicates to the school that either the content or activities conflicts with his/her religious beliefs or value system, the school will honor a written request for his/her child to be excused from a particular class for specified reasons. The student, however, will not be excused from participating in the course and will be provided alternate learning activities during times of such parent-requested absences.

The Superintendent shall develop administrative guidelines for dealing with controversial issues and with parental concerns about program content or the use of particular materials.

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Book Policy Manual
 Section 3000 Personnel
 Title PROPOSED REVISED SECRETARIAL/BUSINESS COMPENSATION PLAN
 Code po3422.06S
 Status First Reading
 Adopted December 13, 2016
 Last Revised November 28, 2023
 Last Reviewed March 12, 2024

3422.06S - **SECRETARIAL/BUSINESS COMPENSATION PLAN**

The Board of School Trustees hereby adopts the following wage schedule for secretaries commencing ~~January 1~~ **March 12**, 2024. In addition, the three percent (3%) employee contribution to PERF will be paid by the Elkhart Community Schools.

Position Names	Base	1 Year Plus	2 Years Plus	3 Years Plus	4 Years Plus	5 Years Plus
Assistant Superintendent of Exceptional Learners	20.39	20.87	21.60	22.44	23.21	24.33
Assistant Superintendent of Student Services	20.39	20.87	21.60	22.44	23.21	24.33
Director of Food Services	20.39	20.87	21.60	22.44	23.21	24.33
Director of Federal Programs	20.39	20.87	21.60	22.44	23.21	24.33
Payroll	20.39	20.87	21.60	22.44	23.21	24.33
Chief Financial Officer/Chief Operating Officer	18.07	18.54	19.29	20.12	20.90	22.02
Insurance	18.07	18.54	19.29	20.12	20.90	22.02
Director of EACC	18.07	18.54	19.29	20.12	20.90	22.02
Director of Transportation	18.07	18.54	19.29	20.12	20.90	22.02
Executive Principal, High School	18.07	18.54	19.29	20.12	20.90	22.02
Treasurer, High School	18.07	18.54	19.29	20.12	20.90	22.02
Principal, EACC	18.07	18.54	19.29	20.12	20.90	22.02
Principal, Elementary	18.07	18.54	19.29	20.12	20.90	22.02
Principal, Middle School	18.07	18.54	19.29	20.12	20.90	22.02
Principal, Freshman Division	18.07	18.54	19.29	20.12	20.90	22.02
Accounts Payable	18.07	18.54	19.29	20.12	20.90	22.02
Payroll Assistant (12 months)	18.07	18.54	19.29	20.12	20.90	22.02
Classified Human Resources	18.07	18.54	19.29	20.12	20.90	22.02
Bookkeeper, Food Service	18.07	18.54	19.29	20.12	20.90	22.02
PACE Program	18.07	18.54	19.29	20.12	20.90	22.02
Safety & Security	17.15	17.56	18.34	19.17	19.95	21.07
Principal, Elkhart Academy	17.15	17.56	18.34	19.17	19.95	21.07
Principal, School of Study	17.15	17.56	18.34	19.17	19.95	21.07

Building Services	17.15	18.08	17.56	18.54	18.34	19.29	19.17	20.12	19.95	20.90	21.07	22.02
Exceptional Learners	17.15		17.56		18.34		19.17		19.95		21.07	
Payroll Assistant (10.5 months)	17.15		17.56		18.34		19.17		19.95		21.07	
Bookkeeper, High School Athletics	17.15		17.56		18.34		19.17		19.95		21.07	
Media Services Center	17.15		17.56		18.34		19.17		19.95		21.07	
Student Services	17.15		17.56		18.34		19.17		19.95		21.07	
Director of Elementary Curriculum	16.70		17.40		18.10		18.80		19.50		20.20	
Director of English Learners	16.70		17.40		18.10		18.80		19.50		20.20	
Registrar - District	16.70		17.40		18.10		18.80		19.50		20.20	
Registrar - High School	16.70		17.40		18.10		18.80		19.50		20.20	
Counseling - High School	16.70		17.40		18.10		18.80		19.50		20.20	
Student Office - High School	16.70		17.40		18.10		18.80		19.50		20.20	
Mail/Copy Center	16.70		17.40		18.10		18.80		19.50		20.20	
Accounts Payable Assistant	16.70		17.40		18.10		18.80		19.50		20.20	
Assistant Secretary/Receptionist - EACC	16.70		17.40		18.10		18.80		19.50		20.20	
Elementary, Assistant Secretary	15.51		15.97		16.70		17.15		17.92		18.64	
Middle School, Assistant Secretary	15.51		15.97		16.70		17.15		17.92		18.64	
Elkhart Academy, Assistant Secretary	15.51		15.97		16.70		17.15		17.92		18.64	
Receptionist/Office Manager - High School Athletics	15.51		15.97		16.70		17.15		17.92		18.64	
Media Center - High School	15.51		15.97		16.70		17.15		17.92		18.64	
Adult & Community Education	15.51		15.97		16.70		17.15		17.92		18.64	
Elkhart Area Career Center - Data Reporting	15.51		15.97		16.70		17.15		17.92		18.64	
Hawthorne Early Learning Center	15.51		15.97		16.70		17.15		17.92		18.64	
Guidance - Middle School	15.51		15.97		16.70		17.15		17.92		18.64	
Receptionist (High School, EACC , Freshman Division, Human Resources)	15.51		15.97		16.70		17.15		17.92		18.64	
Registrar (Freshman Division, SWW)	15.51		15.97		16.70		17.15		17.92		18.64	
Music - High School	15.51		15.97		16.70		17.15		17.92		18.64	
Food Service/Building Services	15.51		15.97		16.70		17.15		17.92		18.64	

Secretaries holding a position where the rate of pay has been reduced as a result of the revision of the compensation plan, approved by the board in 2023, shall retain their current rate of pay plus any overall increase approved for this employee group, provided they retain the position held as of November 28, 2023.

Those secretaries who work in the evening on a regular basis shall be paid an additional twenty-five cents (\$.25) per hour for evening hours.

*Subject to reclassification if this position becomes funded from the General Fund.

A. Commencement of Employment

Upon a secretary's commencement of employment with the Elkhart Community Schools, such secretary may, at the discretion of the superintendent/authorized designee, be placed at any of the first six (6) steps of the salary schedule. The secretary will serve a fifty-five (55) calendar day probationary period.

A secretary will proceed to the next step when she/he accumulates the time normally required to qualify for progression to the next step of the wage schedule, unless performance is such that the immediate supervisor recommends the step movement be withheld. This recommendation shall be made at the end of the probationary period of no more than eight (8) weeks, nor fewer than six (6) weeks, prior to the anniversary date of the secretary in question.

B. Transfer of Job Classification

At the discretion of the employer, a secretary may be assigned to fill another secretarial position vacancy without the need to post the vacancy, so long as both positions are within the same department, and both positions are in the same job classification. In the event that a secretary transfers from one (1) job classification to another, the secretary will normally be placed on probation in the new position, but will continue to receive benefits. The provisions as written above shall be applicable except when a presently employed secretary who is at the top step is transferred, and in that case, the transferred secretary may be placed at her/his present step position by the Director of Human Resources.

C. Reclassification of Positions

The administration retains the authority to reclassify positions when it determines that it is in the best interest of the Corporation.

In addition, the Secretarial Negotiations Committee may, during their annual discussions with the administration, propose the reclassification of secretarial positions.

D. Secretarial Career Increment Schedule

The amounts as listed will be added to the salary of any secretary whose years of employment in the Elkhart Community Schools would qualify for such.

Years Regularly Employed in Elkhart Community Schools	Hourly Increment
five (5) or more, but less than ten (10)	\$.25
ten (10) or more, but less than fifteen (15)	\$.50
fifteen (15) or more, but less than twenty (20)	\$.75
twenty (20) or more	\$1.00

Mentor Program

Effective January 1, 2020, any secretary who is assigned to serve as a mentor shall be given a stipend of \$600 per calendar year. Mentors shall be assigned at the sole discretion of the Director of Human Resources at the time a secretary is assigned to a new position.

Substitute Coverage for a Nurse

Effective January 1, 2022, when a nurse has been absent from a building for an extended period of time (i.e. more than five (5) consecutive school days) and substitute coverage has not been provided for the nurse assigned to said building, the secretary designated by the principal to provide coverage for the nurse may claim up to one (1) hour of overtime each day for the purpose of completing duties the secretary was unable to complete during the normal workday as a result of providing coverage for the nurse.

Fringe Benefits**Income Protection and Annuities**

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

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 (1) 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.

Severance Benefits

Secretarial employees 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.

A. Resignation

Employees shall be paid for unused personal business leave in the current year of employment. Vacation days earned in the current year shall also be paid to full-time employees. Payment for unused personal leave and vacation shall be made at the rate of pay in effect at termination. The effective date of resignation shall be established to include the use of all personal leave and unused vacation days.

B. Retirement, Death, or Disability - The benefits listed below are in addition to those in Section A.

1. As used in this section, "retirement" shall be defined as a resignation by a secretarial employee who is age sixty (60) and has ten (10) or more consecutive years of employment; or who is fifty-five (55) years of age or older and has fifteen (15) or more consecutive years of employment; or who is fifty (50) years of age or older and has twenty (20) consecutive years of employment in the Elkhart Community Schools.
2. The Board will contribute \$3,000 per year to be applied to the single or family plan insurance premium until age sixty-five (65) for each secretary, age sixty (60) or beyond, who retires with notice received in the office of the Superintendent three (3) months in advance. In the event of an emergency, relief from the required three (3) month notice may be granted at the Superintendent's discretion.

In addition, for the secretary who has fifteen (15) years of experience, is age fifty-five (55), and has been participating in the group health and life insurance program for at least the last five (5) years, the employee, by paying 100% of the annual premium until age sixty (60), and by paying \$1,250 less than 100% of the annual premium until age sixty-five (65), may continue in the group insurance plan until age sixty-five (65).

Also, this benefit will be discontinued if the retired secretary becomes employed on a full-time school year or calendar year basis, or if through other employment qualifies for health insurance benefits. The employer reserves the right to request the employment status of the retired secretary.

3. A retiring secretary will be paid his/her daily rate multiplied times the number of years of service in the Elkhart Community Schools.
4. A maximum of thirty-five (35) accumulated days of unused personal leave will be paid to a secretarial employee who retires, dies, or becomes totally permanently disabled while employed by the 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.
5. In addition to the above benefits, forty-five percent (45%) of the accumulated sick leave days shall be paid to a secretarial employee at the time of retirement, or to the secretary's beneficiary in the event of the death of a secretary eligible for retirement.

Change in Support 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 3413S.

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 absence policy. (No absence report is necessary on emergency closing days when payment 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 (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.

Absences and Leaves Personal/Family Illness Absence Full-time Secretaries

Full-time secretaries 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 hours equal to 215 days as personal illness days.

School-year Secretaries

- A. Regular school year classified employees will be awarded twelve (12) days of personal illness/family illness leave each calendar year.
- B. Any unused hours will accumulate as personal illness absence to a total of the number of hours equal to 150 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.

All Secretaries

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

Family Illness Leave

- A. As used in this section, "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. A secretary shall be entitled to the number of hours equal to two (2) paid days for family illness leave per calendar year, provided that such leave shall be for the sole purpose to care for a member of the secretary's immediate family who becomes seriously ill and requires both medical attention by a licensed physician and the care and attention of the secretary. Such medical attention provided may be requested to be verified by a licensed practicing physician. Unused family illness will accumulate as illness absence.
- C. When an emergency medical condition of an employee's immediate family necessitates personal care by the employee for an extended period of time (days), the employee may annually use ten (10) or less days of personal illness to provide such care. This is in addition to family illness provisions already provided.

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 may receive full payment by using available illness absence, personal business, and/or vacation benefits.

Personal Leave

Secretarial/Business staff members 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 shall

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

Secretarial/Business 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.

For less than twelve (12) months secretaries, 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 (2) 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.

For twelve (12) month secretaries, personal business leave may be taken at any time upon the approval of the supervisor or authorized designee.

No personal leave will be granted for participation in any strike or work stoppage or other concerted action by an employee or employee group.

Attendance Incentive Program

For the purpose of this attendance incentive program, the year will run from January 1st through December 31st.

During the month of January, any secretary who has perfect attendance throughout the prior year, other than vacation, bereavement, or personal leave, shall be paid the sum of \$500. Any employee who is absent for any reason for five (5) or less days throughout the prior year, other than vacation, bereavement, or personal leave days, shall be paid the sum of \$250.

Bereavement

Each regular classified employee 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 employee's immediate family.

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

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

A secretary shall be entitled to up to one (1) paid day per year, to be taken in increments of no less than two (2) hours for an absence, to attend the funeral of a close friend, upon the condition that the requested absence must not create a serious problem in the secretary's work setting.

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 an 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 secretaries will be granted excused absences 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.

Holidays and Vacations

Definitions

- A. As used in this policy, the term "full-time employee" means an employee who is employed on a twelve (12) month basis and who has a regular workday of four (4) or more hours.
- B. As used in this policy, the term "school-year employee" means an employee who is employed on a school-year basis and works approximately 175 or more days per year, and who has a regular workday of four (4) or more hours.

Holidays

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

- A. Full-time employees shall be paid for the following holidays when they occur on days which would have been worked if it were not for that special day, subject to the provisions below:

New Year's - two (2) days (See Sec. A.1.)

Martin Luther King Jr. Day

Presidents' Day (See Sec. A.4.)

Memorial Day

Independence Day - two (2) days (See Sec. A.2.)

Labor Day

Thanksgiving - two (2) days (See Sec. A.3.)

Christmas - two (2) days (See Sec. A.1.)

1. During the winter break (when schools are closed) four (4) days will be allowed as follows:

- a. When January 1 and December 25 fall on a weekday, they shall be paid holidays, and a classified employee may, subject to approval of the immediate supervisor, select either but not both, December 24 or December 26 as a holiday with pay, and may, subject to approval of the immediate supervisor, select either but not both, December 31 or January 2 as a holiday with pay. To be eligible for either of the above selections, a classified employee must make such request to the immediate supervisor no later than December 10.

- b. When January 1 and December 25 fall on a weekend, then both the Friday before and the Monday after shall be paid holidays, unless schools are open on one (1) of these days, in which case an alternate day will be determined.

2. When any holiday is celebrated on a weekend, it will be a paid holiday on the Friday preceding or the Monday following, unless school is in session.
3. Thanksgiving Day and the day following will be paid holidays.
4. Presidents' Day will be a paid holiday.

- B. School-year classified employees 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:

Martin Luther King Jr. Day

Presidents' Day

Memorial Day

Labor Day

Thanksgiving - two (2) days (See Sec. A.3.)

Christmas - one (1) day (if celebrated on a weekend, it will be paid holiday on the Friday preceding or the Monday following.

Vacations

- A. A full-time employee, who has, as of December 31, been employed by the Elkhart Community Schools for less than one (1) calendar year, shall be entitled to one (1) working day vacation with pay during the calendar year, for each full month of employment completed, provided no more than ten (10) vacation days may be accrued. Vacation benefits may not be utilized prior to accrual and approval from the Administrator.
- B. A full-time employee, who has, as of December 31 of each year, been employed by the Elkhart Community Schools for that entire calendar year, shall be entitled to ten (10) working days vacation with pay during the next calendar year.
- C. A full-time employee, who has, as of December 31 of each year, been employed by the Elkhart Community Schools for five (5) consecutive years, is entitled to fifteen (15) working days vacation with pay during the next calendar year.
- D. A full-time employee, who has, as of December 31 of each year, been employed by the Elkhart Community Schools for fifteen (15) consecutive years, is entitled to twenty (20) working days vacation with pay during the next calendar year.
- E. A full-time employee, who has, as of December 31 of each year, been employed by the Elkhart Community Schools for twenty (20) consecutive years, is entitled to twenty-five (25) working days vacation with pay during the next calendar year.
- F. Years shall be considered "consecutive" so long as any interruption of service did not include other employment.
- G. For the sole purpose of determining vacation benefit eligibility; employees who transfer from a school-year position to a twelve (12) month position will be granted years of service based on the following conversion formula. **NOTE: the years of service conversion is *only applicable for the purpose of vacation benefits*. This computation does *not* replace the total years of service invested with Elkhart Community Schools for the purposes of Retirement benefits or Staff Recognition.**

The employee's employment record with Elkhart Community Schools for all positions held will be considered. Using the number of paid hours per day, multiplied by the number of paid days per school year, divided by 2080 to obtain the number of years equivalent to a twelve (12) month position. The total number of equivalent years will be rounded up to the nearest whole number.

The calculated number of years of service will be used in determining the total number of day's vacation which such full-time employee is entitled to receive under this policy. The employee will receive the total amount of awarded vacation days effective the January following their date of conversion. Prior to completing one (1) full year of service, the employee will be entitled to a prorated amount of vacation days based on the calculation formula referenced in the paragraph above.

- H. Dates requested for use as vacation days shall be submitted to the immediate supervisor prior to the first day of requested vacation, and shall be subject to the approval of the immediate supervisor.

When vacation days for secretaries have been requested and approved but are not able to be used due to administrative directive, an extension of up to three (3) months will be granted for the use of such day(s).

- I. Vacation days will be available to the staff member during the twelve (12) months of the calendar year and for six (6) months beyond. Should a full-time employee be unable to use accumulated vacation days during this period, any unused days shall be transferred to accumulated personal illness days.
- J. A school-year employee will not be entitled to paid vacation days.

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Revised 2/17/18

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3422.12S - **EMPLOYEES IN MISCELLANEOUS POSITIONS COMPENSATION PLAN**

The Board of School Trustees hereby adopts the following wage schedule for Employees to be effective for ~~January 1~~ **March 12**, 2024. In addition, the three percent (3%) employee contribution to PERF will be paid by Elkhart Community Schools.

POSITION	HOURLY WAGE RANGE
Assistant Supervisor of Transportation	26.99 - 32.62
**Transportation Trainer/Dispatcher	22.98 - 26.36
Food Service Supervisor of Truck Drivers	22.99 - 26.36
Food Service Truck Driver	19.05 - 22.07
Food Service Receiving/Supply	19.05 - 22.07
Supervisor of Building Services	24.03 - 28.89
Food Service Support Specialist	21.18 - 28.46
Assistant to the Food Service Director for Secondary Schools	21.18 - 28.46
Food Service Bids & Commodity Coordinator	20.31 - 30.05
Culinary Event Coordinator	20.31 - 30.05
Assistant to the Food Service Director for Elementary Schools	21.18 - 28.46
Production Coordinator	22.98 - 26.36
**Transportation Route/Driver Coordinator	22.98 - 26.36
Transportation Clerk	18.29 - 19.81
Adult/Community Education Non-Contract Teachers	36.23 *
Building Community Education Coordinator	30.93 - 37.92
Radio Station Staff Announcer	12.42 - 16.39
Radio Station Development Assistant	13.95 - 20.52
School Security Officer	33.57
Federally Funded Pupil/Program/Parent Support Person	22.95 - 32.06
Federally Funded Building Translator/Interpreter	22.95 - 32.06
Federally Funded Building Translator/Parent Liaison	18.64 - 22.62
School Parent/Community Liaison	22.95 - 32.06

District Translator	35.70 - 45.70
Evening Events Supervisor	18.10
After-School Programming (ParaPro Credentialed)	18.00
After-School Programming (Non-ParaPro Credentialed)	14.00
Deaf/Hard of Hearing Educational Interpreter	19.43 - 33.67
Early College Data Specialist	27.70 - 31.23
EACC Testing Specialist	27.70 - 31.23
Manager of Community and Family Engagement (partially grant funded)	31.53 - 39.68
Campus Security – I	15.23 - 23.38
Campus Security – II	17.27 - 25.42
Farm Technician	18.00 - 23.00
After-School Certified Teacher Tutoring	.001 of salary set forth in Article 6-E-4-d of the Master Contract

* Hourly rate based on .00113 of the base salary set forth in Appendix B of the 2023-2024 Master Contract.

** On days when an employee is required to serve as a driver on a bus route, the employee shall receive an additional ten (\$10) dollars for a half-day or an additional twenty (\$20) dollars for a full-day.

POSITION	YEARLY SALARY RANGE
Radio Station Manager	61,367 - 100,750
Radio Station Development Director	58,386 - 82,832
Radio Station Business Account Manager	48,347 - 81,634
Radio Station Program Director	48,347 - 68,595
Radio Station Senior Reporter and Assignment Editor	43,231 - 58,309
Radio Station Operations Manager	36,780 - 53,410
Radio Station Morning Edition Host	40,292 - 57,253
Radio Station Promotions Manager	41,135 - 55,960
Radio Station Membership Manager	50,227 - 64,129
Radio Station Business/Workforce Development Reporter - IPB News	41,320 - 55,930
Radio Station News Director/Reporter	51,500 - 66,500
Assistant Supervisor of Food Services	67,500 - 77,500
Assistant Manager of Transportation Department	67,500 - 77,500
EACC Career Coordinator	44,337 - 77,634
Olweus Bullying Prevention Program Coordinator	56,325 - 68,670
Elementary Activities Coordinator	45,000 - 65,000
Education and Engagement Coordinator	48,347 - 81,634
Adult and Community Education Program Manager	75,375 - 86,163
Special Education Transition Specialist	46,500 - 66,500
High School Scheduling Coordinator (11 months)	61,500 - 76,500
Building Services Manager	76,985 - 97,365
Energy and Risk Management Specialist	61,700 - 82,080

Data and Assessment Manager	75,475 - 86,263
Data Specialist	49,084 - 70,989
Communication Specialist	49,084 - 70,989
Substitute Coordinator	51,483 - 60,581
Staff Accountant	51,510 - 63,738
FSCS Data Management Coordinator (funded by FSCS Grant 1/1/23 - 12/31/27)	72,500 - 82,500
Student Program Developer (funded by FSCS Grant 1/1/23 - 12/31/27)	45,000 - 50,000
School Site Coordinator (funded by FSCS Grant 1/1/23 - 12/31/27)	50,000 - 55,000
Grant Coordinator/Talent Recruiter (funded by APR Grant 9/29/22 - 9/30/24)	71,100
School Psychologist Intern	44,000
21st Century Community Learning Center Coordinator	2,500 (per semester)

An hourly employee who is required to report to work to respond to an emergency outside the employee's regular work hours will be paid for a minimum of two (2) hours.

Performance Awards for Radio Station Employees

The Radio Station Manager may propose performance awards to be paid to radio station employees who achieve performance goals established by the Station Manager and approved by the Chief Financial Officer.

The proposed goals, once approved by the Chief Financial Officer, shall be presented in writing to the radio station employee.

Radio station employees who achieve their performance goals shall be paid their award during the fiscal year when the goal is met.

Fringe Benefits

A. Income Protection and Annuities

The Elkhart Community Schools provide the opportunity for regular classified employees to purchase income protection and tax-sheltered annuities. This is done by specifications and through a 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 (1) 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

Employees in Miscellaneous Positions 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. Vacation days earned in the current year shall also be paid to full-time employees. Payment for unused personal leave

and vacation shall be made at the rate of pay in effect at termination. The effective date of resignation shall be established to include the use of all personal leave and unused vacation days.

2. Retirement, Death, or Disability

The benefits listed below are in addition to those in Employees' Fringe Benefits.

- a. For purposes of this benefit, retirement shall be defined as a 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 (30) 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. A miscellaneous employee who retires at age fifty-five (55) or older with ten (10) or more consecutive years of service, or a miscellaneous employee who dies with ten (10) or more consecutive years of service, is eligible to select one (1) 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 Employees' employee booklet.

In the case of the death of an eligible employee, this benefit will be paid to the employee's beneficiary.

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 the employee's 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 payment 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 (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.

Personal Illness/Family Illness Absence

As used in this section, 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.

Full-time classified personnel 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 hours equal to 200 days as personal illness.

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

Any unused hours will accumulate as personal 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.

Attendance Incentive Program

During the month of January, any miscellaneous employee who has perfect attendance, other than vacation, bereavement, or personal leave, in any full year subsequent to January 1, 2019, shall be paid the sum of \$100 each year; any employee who is absent for any reason for five (5) or less days, other than vacation, bereavement, or personal leave, shall be paid a sum of fifty dollars (\$50).

Job-Related Injury

An employee injured in the performance of 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.

Bereavement

Employees 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 by 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, 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 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 the employee 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 their 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 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 Personnel from the appropriate administrator.

Should the employee fail to provide a requested physician's statement within thirty (30) days after the employee 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, that employee will be eligible for re-employment when an opening for which the employee is qualified becomes available.

Personal Leave

Full-time and regular school year classified personnel 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. If an employee retains all three (3) personal business days at the end of the year, the employee 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 days shall 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 a thirty (30) calendar day 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) hour 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 (2) 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, an emergency shall be defined as an unforeseen event that prohibits the employee from attending to his or her assigned duties.

Jury and Witness Duty Pay

Jury Duty

All Employees in Miscellaneous Positions 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 (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 a 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 Personnel. 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 which the staff member is qualified for, 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 the staff member is eligible, at their 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 Personnel 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 and Vacations Definitions

- A. As used in this policy, the term 'full-time employee' means an employee who is employed on a twelve (12) month basis and who has a regular workday of four (4) or more hours.
- B. As used in this policy, the term 'school-year employee' means an employee who is employed on a school-year basis and works approximately 175 or more days per year, and who has a regular workday of four (4) or more hours.

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. Full-time classified employees shall be paid for the following holidays when they occur on days which would have been worked if it were not for that special day, subject to the provisions below:

New Year's - two (2) days

Martin Luther King Jr. Day

Presidents' Day

Memorial Day

Independence Day – two (2) days

Labor Day

Thanksgiving - two (2) days

Christmas - two (2) days

1. During the winter break (when schools are closed), four (4) days will be allowed as follows:
 - a. When January 1 and December 25 fall on a weekday, they shall be paid holidays, and a classified employee may, subject to the approval of the immediate supervisor, select either but **not both** December 24 or December 26 as a holiday with pay, and may, subject to the approval of the immediate supervisor, select either but **not both** December 31 or January 2 as a holiday with pay. To be eligible for either of the above selections, a classified employee must make such a request to the immediate supervisor no later than December 10.
 - b. When January 1 and December 25 fall on a weekend, then both the Friday before and the Monday after shall be paid holidays, unless schools are open on one (1) of these days, in which case an alternate day will be determined.
2. 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.
3. Thanksgiving Day and the day following will be paid holidays.
4. Presidents' Day will be a paid holiday.

- B. School-year classified employees 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:

Martin Luther King, Jr. Day

Presidents' Day

Memorial Day

Labor Day

Thanksgiving Day and the following Friday (two (2) days)

Christmas Day - (if celebrated on a weekend, it will be a paid holiday on the Friday preceding or the Monday following)

Vacations

- A. A full-time employee who has, as of December 31, been employed by the Elkhart Community Schools for less than one (1) calendar year, shall be entitled to one (1) working day vacation with pay during the next calendar year, for each full month of employment completed, provided that no more than ten (10) vacation days may be accrued.
- B. A full-time employee who has, as of December 31 of each year, been employed by the Elkhart Community Schools for that entire calendar year, shall be entitled to ten (10) working days vacation with pay during the next calendar year.
- C. A full-time employee who has, as of December 31 of each year, been employed by the Elkhart Community Schools for five (5) consecutive years, is entitled to fifteen (15) working days vacation with pay during the next calendar year.
- D. A full-time employee who has, as of December 31 of each year, been employed by the Elkhart Community Schools

for fifteen (15) consecutive years, is entitled to twenty (20) working days vacation with pay during the next calendar year.

E. A full-time employee who has, as of December 31 of each year, been employed by the Elkhart Community Schools for twenty (20) consecutive years, is entitled to twenty-five (25) working days vacation with pay during the next calendar year.

F. Years shall be considered consecutive so long as any interruption of service did not include other employment.

G. For the sole purpose of determining vacation benefit eligibility; employees who transfer from a school-year position to a twelve (12) month position will be granted years of service based on the following conversion formula. *NOTE: the years of service conversion is only applicable for the purpose of vacation benefits. This computation does not replace the total years of service invested with Elkhart Community Schools for the purposes of Retirement benefits or Staff Recognition.*

The employee's employment record with Elkhart Community Schools for all positions held will be considered. Using the number of paid hours per day, multiplied by the number of paid days per school year, divided by 2080 to obtain the number of years equivalent to a twelve (12) month position. The total number of equivalent years will be rounded up to the nearest whole number.

The calculated number of years of service will be used in determining the total number of days vacation that such full-time employee is entitled to receive under this policy. The employee will receive the total amount of awarded vacation days effective January following their date of conversion. Prior to completing one (1) full year of service, the employee will be entitled to a prorated amount of vacation days based on the calculation formula referenced in the paragraph above.

H. Dates requested for use as vacation days shall be submitted to the immediate supervisor prior to the first day of the requested vacation, and shall be subject to the approval of the immediate supervisor.

I. Vacation days will be available to the staff member during the twelve (12) months of the calendar year and for six (6) months beyond.

J. Only twelve (12) month employees will be entitled to paid vacation days.

K. Radio Station Manager, Data and Assessments Manager, and Building Services Manager shall be eligible for twenty (20) 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 in such position, or when previous employment provided relatively comparable experience, said managers shall be eligible for twenty-five (25) days of vacation each year.

The FSCS Data Management Coordinator shall be awarded ten (10) vacation days each year the grant is in effect to be used during the period between July 1 through June 30.

Vacation days will be available to the said managers 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.

Revised 1/24/17

Revised 6/27/17

Revised 10/24/17

Revised 12/12/17

Revised 5/8/18

Revised 8/14/18

Revised 11/13/18

Revised 12/11/18

Revised 12/18/18

Revised 2/12/19

Revised 3/12/19

Revised 6/25/19

Revised 8/13/19

Revised 10/7/19

Revised 12/10/19

Revised 2/11/20

Revised 8/25/20
Revised 11/24/20
Revised 1/12/21
Revised 3/9/21
Revised 8/10/21
Revised 9/14/21
Revised 12/14/21
Revised 4/12/22
Revised 5/10/22
Revised 6/28/22
Revised 9/13/22
Revised 10/25/22
Revised 11/22/22
Revised 2/14/23
Revised 3/14/23
Revised 5/23/23
Revised 6/13/23
Revised 7/25/23
Revised 8/22/23
Revised 11/28/23

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EXHIBIT C

RESOLUTION OF ELKHART COMMUNITY SCHOOLS
 AUTHORIZING AND APPROVING THE EXECUTION AND DELIVERY
 OF AN INSTALLMENT PURCHASE AGREEMENT;
 AND APPROVING THE EXECUTION AND DELIVERY OF
 SCHEDULE NO. 1

WHEREAS, the ELKHART COMMUNITY SCHOOLS (the "School District"), is authorized by the laws of the state of Indiana (the "State") to enter into a installment purchase agreement in order to acquire personal property equipment and other property for governmental or proprietary purposes; and

WHEREAS, the School District has an immediate need to acquire and finance certain computer equipment, software, maintenance, and support services as applicable, which are more fully described on Exhibit A hereto (the "Equipment"); and

WHEREAS, in order to finance the costs of acquiring the Equipment, the School District desires to execute and deliver the Standard Terms and Conditions for Installment Purchase Agreements with Apple Inc. (the "Agreement") and Schedule No. 1 thereto, which together constitute the "Contract"; and

WHEREAS, all acts, conditions and things required by the Constitution and laws of the State, and requirements of the School District, to happen, exist and be performed precedent to, and as a condition of, the adoption of this Resolution have happened, exist and have been performed in the time and manner required to make this Resolution and the Agreement and Contract valid and binding obligations of the School District.

NOW, THEREFORE, IT IS RESOLVED BY THE BOARD OF SCHOOL TRUSTEES AS FOLLOWS:

Section 1. The School District hereby authorizes and approves the execution and delivery of the Agreement;

Section 2. The School District hereby authorizes and approves the execution and delivery of Schedule No. 1 to the Agreement in an amount not to exceed \$982,710.00 for the purpose of financing the costs of the acquisition and installation of the Project;

Section 3. The persons of the School District listed below (each an " Authorized Officer") are each hereby authorized and empowered, for and on behalf of the School District, to execute, with such changes therein and modifications thereto as may be approved by the Authorized Officer executing the same, together with any contracts or agreements and certificates and other documents necessary or appropriate in connection therewith, as approved by such Authorized Officer, which approval will be conclusively evidenced by such Authorized Officer's execution and delivery thereof:

Name	Title
Dr. Larry Huff	Superintendent
Zac Quiett	Chief Financial Officer
Doug Thorne	District Counsel

Section 4. The Authorized Officers are each hereby authorized and empowered, for and on behalf of the School District, to take such actions and execute, or attest, as the case may be, and deliver, such instruments, agreements and certificates as may be necessary or appropriate to consummate the transactions authorized and approved hereby.

Section 5. The appropriate officials and employees of the School District are authorized and directed to take all such actions as may be necessary and appropriate to carry out and perform the School District's obligations and agreements pursuant thereto.

Section 6. All actions of the officers, agents and employees of the School District whether heretofore or hereafter taken that are in conformity with the purposes and intent of the foregoing resolutions be, and the same are hereby, in all respects, authorized, approved, ratified and confirmed.

PASSED AND ADOPTED BY THE BOARD OF SCHOOL TRUSTEES ON MARCH 12th, 2024.

AYE

NAY

ATTEST:

Secretary, Board of School Trustees