


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

**NOTICE OF MEETING CANCELLATION**

Date: Tuesday, March 26, 2024  
Time: 6:00 p.m.  
Location: J.C. Rice Educational Services Center  
2720 California Road  
Elkhart, Indiana 46514



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Superintendent of Schools

Posted and electronically delivered  
to News Media on Thursday,  
March 21, 2024 and electronically  
delivered to Board Members and School  
Attorney on Friday, March 22, 2024.

AGENDA FOR  
BOARD OF SCHOOL TRUSTEES  
REGULAR MEETING

Elkhart Community Schools  
Elkhart, Indiana

March 26, 2024

CALENDAR

Mar 26 7:00 p.m. Regular Board Meeting, J.C. Rice Educational Services Center  
Apr 9 6:00 p.m. Public Work Session, Riverview Elementary School  
Apr 9 7:00 p.m. Regular Board Meeting, Riverview Elementary School

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

- Minutes – March 12, 2024 – Regular Board Meeting
  - Claims
  - Fundraisers
  - Gift Acceptance
  - Conference Leaves
  - Grant Requests
  - Personnel Report

- H. OLD BUSINESS

- Board Policy 9130 – Public Complaints and Concerns – The administration presents proposed new Board Policy 9130 – Public Complaints and Concerns for second reading.

- I. NEW BUSINESS

- Financial Report –

- Insurance Update –

J. INFORMATION AND PROPOSALS

From Superintendent and Administrative Staff

From Board

K. ADJOURNMENT

MINUTES  
OF THE REGULAR MEETING  
OF THE BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools  
Elkhart, Indiana

March 12, 2024

Pierre Moran Middle School, 200 W Lusher Ave, Elkhart – at 7:03 p.m.

Place/Time

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

Roll Call

Absent: Troy E. Scott

Board Vice President Doug Weaver called the regular meeting of the Board of School Trustees to order.

Call to Order

Board Member Kellie Mullins recited the Elkhart Promise.

The Elkhart Promise

An audience member expressed concerns about leadership at Eastwood.

From the Audience

Jeff Hemmerlein, Principal at Pierre Moran Middle School, welcomed the Board and introduced the Pierre Moran staff.

Moment of Pride

Mr. Hemmerlein shared Pierre Moran’s demographics which includes a total of four hundred thirty-seven (437) students, of which 59.6% are Hispanic, 21.2% White, 12.1% African American, and 7.1% Multiracial. Currently, 37% of students are English Learners (EL) and 75% of students qualify for free or reduced lunch.

Pierre Moran attendance is up over 12% from 2022-2023 school year with all sub groups showing a positive increase in attendance. Overall, attendance is slightly below the state average; however, they have demonstrated positive improvement this school year.

As a part of their School Improvement Plan (SIP), Pierre Moran is continuing to work on chronic absenteeism with a goal to improve by at least 7% which will decrease the student population experiencing absenteeism to less than 50%. Goals for academics include increasing students’ proficiency rates on the 2024 ILearn by 5% as well as increasing the percentage of students performing above the “Below” category by at least 10%.

Mr. Hemmerlein shared that Pierre Moran realized academic growth in English, demonstrating a 14% decrease in students performing in the "Below" category and a 6% increase in students labeled "Proficient" (at or above). 56% of eighth grade students met or exceeded growth goals on NWEA with academic growth in Math significantly higher than expected. Both seventh and eighth grade far exceeded their projected growth with 55% and 52% respectively meeting or exceeding their growth projections. Mr. Hemmerlein is confident they are headed in the right direction, and celebrated all teachers and students for their dedication and hard work.

Mr. Hemmerlein highlighted the Student Services Team consisting of school counselors and social workers working with reading intervention groups and small focus group support to ensure students are capable of learning in the classroom.

Pierre Moran will be one (1) of thirty-four (34) Indiana schools participating in the Recognized ASCA Model Program (RAMP). RAMP is a counseling program which is based on data-informed decision making; is delivered to all students systematically; uses developmentally appropriate curriculum focused on the mindsets and behaviors needed by all students to obtain postsecondary readiness and success; works to close achievement and opportunity gaps; and results in improved student achievement, attendance and discipline. All of this work is intended to increase student achievement in math and reading, state test scores, and attendance rate as well as decrease suspension rates, bullying, and negative student behavior. This is a two (2) year project.

Pierre Moran offers additional academic opportunities including academic enrichment four (4) days per week and Fridays are used for setting goals, checking grades, and creating plans to complete work. Pierre Moran is also a part of the Full Service Community Schools Grant which provides even more after school opportunities, mentoring programs, and community partnerships. Pierre Moran's professional development for staff has a strong focus on content area literacy, engagement strategies, EL accommodations, and after-school tutoring.

Pierre Moran is a very active school offering various activities, competitions, incentives and recognitions for students. They are currently planning their annual Hoopla event at the end of March and all proceeds will go to the Tolson Center; last year, they raised \$1,800 for CAPS. The Pierre Moran Boys Soccer Team won their conference championship game. They also had five (5) students who received gold and silver keys and four (4) who received honorable mentions for the Scholastic Art Competition.

In response to Board inquiry, Mr. Hemmerlein informed Board members that attendance issues are generally more student specific, not based on grade level; however, seventh graders do tend to be more "excited" to be in middle school than eighth graders. Currently, staff members

are doing check-ins with students to monitor how they are doing. The administration is in the process of developing an attendance team which will be breaking down data and doing check-ins with both students and parents.

Mrs. Mullins shared that people are talking about the upward trends and positive things happening at Pierre Moran and it is spreading across the community.

In response to Board inquiry, Mr. Hemmerlein shared parent feedback regarding student absences is unique to each family's circumstances and Pierre Moran is no different than what is happening in other districts. COVID and eLearning created a culture which makes it easy and acceptable for students to stay home as students can easily access their work on learning management systems and submit missed work electronically.

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

Consent Items

Minutes – February 27, 2024 – Regular Board Meeting

Minutes

Payment of claims totaling \$9,457,488.90 as shown on the March 12, 2024, claims listing. (Codified File 2324-116)

Payment of Claims

Proposed school fundraisers in accordance with Board policy. (Codified File 2324-117)

Fundraisers

Extra-curricular purchase requests: Elkhart High School (EHS) Athletics Extra Curricular Fund to purchase a volleyball net system for the volleyball team totaling \$3,757.55.

Extra-Curricular Purchases

The following donations were made to Elkhart Community Schools (ECS): \$500 from Cressy & Everett, Inc. Realtors to EHS Athletics to be used to assist in the growth and development of the Boys Track and Field Team; \$500 from D & B Environmental, LLC to EHS to be used for the growth and development of the Boys Track and Field Team; \$250 from Welch Packaging Group, Inc. to EHS to be used to pay fall conference registrations and dues for the Future Business Leaders of America (FBLA) program; \$2,000 from Haley Renee Stouder to EHS Athletics to assist in the growth and development of our Girls Tennis Team; \$500 from Subway of Elkhart, Goshen, and Wakarusa, care of Robin M. Giddings, to EHS to be used to pay fall conference registrations and dues for the FBLA program; \$750 from PE Robbins 2 to EHS to be used to purchase supplies, equipment and competition entry fees for ElkLogics Robotics; \$500 from S.A. Comunale, care of Kathy Karlson, to EHS to be used to purchase supplies, equipment and competition entry fees

Gift Acceptance

for ElkLogics Robotics; \$250 from JSK Hospitality, care of Priti Patel, to EHS to be used to pay fall conference registrations and dues for the FBLA program; \$1,000 from K Squared Painting LLC to the Elkhart Middle Schools to be used for the growth and development of the middle school baseball program; \$1,200 from Crossroads Community Church to Pierre Moran to be used for the purchase of supplies for the Hoopla event; \$540 from Premium Concrete Services Inc. to Pierre Moran to be used for the purchase of supplies for their student rewards; and \$1,000 from Susan and David Rowley to Pierre Moran to be used for the purchase of supplies for the Hoopla event.

Conference leave requests in accordance with Board policy for staff members as recommended by the administration on the March 12, 2024 listings. (Codified File 2324-118)

Conference  
Leave Requests

Submission of the following grant: 2024 Digital Learning Grant hosted by the Indiana Department of Education in the amount of \$50,000 to 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. (Codified File 2324-119)

Grants

Two (2) Separation agreements. (Codified File 2324-120)

Personnel  
Report

Agreements

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

Kristin Carpenter – Grade 4 at Feeser, 5/31/24  
Suzanne Shaffer – Music at Roosevelt, 5/31/24

Certified  
Retirements

Resignation of the following six (6) certified staff member, effective on dates indicated:

Michelle Kessler – Counselor at Freshman Division,  
6/7/24  
Caitlin Lanctot – Art at Daly, 3/15/24  
Brenda Mitchell – Science at EHS, 6/28/24  
Meagan Rodriguez – Science at Freshman Division,  
6/28/24  
Donald Stolz – Social Studies at EHS, 7/31/24  
Paige Walters – Speech Pathologist at Beck, 5/31/24

Certified  
Resignations

<p>Unpaid parental leave for the following one (1) certified staff:  Mariana Cortez – ENL at Pierre Moran, beginning 3/4/24  and ending 3/15/24</p>	<p>Unpaid Parental  Leave</p>
<p>Unpaid personal leave for the following one (1) certified staff:  Brittany Choler – Special Education at Woodland,  beginning 3/21/24 and ending 5/31/24</p>	<p>Unpaid Personal  Leave</p>
<p>Employment of the following eleven (11) classified employees  effective on dates indicated:  Destiny Bell – Substitute Teacher at ESC, 3/4/24  Kayla Brookshire – Paraprofessional at PACE, 3/4/24  Corentis Crawford III – Custodian at Freshman Division,  3/11/24  Jonathan Halliburton – Custodian at EHS, 3/4/24  Taia Hunt – Registered Behavior Technician at  Eastwood, 3/12/24  Lisa M. Jones – Paraprofessional at HELC, 3/12/24  Shaun McAllister – Paraprofessional at PRIDE, 3/4/24  Elisabeth Miller – Custodian at Monger, 3/11/24  Larry Schumacher – Bus Driver at Transportation,  3/4/24  Luke Smittendorf – Paraprofessional at Freshman  Division, 3/4/24  Umeki Williams – Paraprofessional at Freshman Division,  3/4/24</p>	<p>Classified  Employment</p>
<p>Unpaid Leave for the following four (4) classified employees:  effective on dates indicated:  Janie Halliburton – Custodian at EHS, beginning 2/28/24  and ending 3/12/24  Tracy Kirts – Testing Specialist at EACC, beginning  4/22/24 and ending 5/31/24  Deondra Nelson – Bus Driver at Transportation,  beginning 2/21/24 and ending 3/12/24  Quiana Owens – Food Service at EHS, beginning  3/13/24 and ending 5/31/24</p>	<p>Classified  Unpaid Leaves</p>
<p>Retirement of the following one (1) classified employee,  effective on date indicated:  Patricia Robinson – Food Service at Commissary,  3/15/24 with 29 Years of Service</p>	<p>Classified  Retirement</p>
<p>Resignation of the following one (1) classified employees,  effective on dates indicated:  Ann Marie Doyle – Paraprofessional at Elkhart Academy,  2/27/24</p>	<p>Classified  Resignations</p>



By unanimous action, the Board approved proposed revisions to Board Policy 2240 – Controversial Issues as presented during the February 27, 2024 Board meeting.

Board Policy  
2240

By unanimous action, the Board approved proposed revisions to Board Policy 3422.06S – Secretarial/Business Compensation Plan and waived second reading. Mr. Thorne explained to Board members that additional duties were assigned to two (2) positions within this policy; therefore, both position descriptions were evaluated using the rubric developed to rate all positions in this employee group and hourly wage ranges were adjusted accordingly. The proposed revisions bring these positions into alignment with other similar positions.

Board Policy  
3422.06S

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 a new classified position was created to be responsible for the oversight and development of elementary activities and athletics. Previously, this position was a certified teacher position with responsibilities for both elementary activities and attendance. The attendance responsibilities have been shifted to the Student Services Department and moving forward, this new position will be paid out of the Operations Fund once filled.

Board Policy  
3422.12S

By unanimous action, the Board approved a Memorandum of Understanding Regarding School Resource Officers and School Crossing Guards. (Codified File 2324-121)

Memorandum of  
Understanding

Mr. Weaver opened the public 1028 hearing on the Apple Inc. Lease. Zac Quiett, Chief Financial Officer, provided the Board a historical context of funding, a project description, and terms of the financing. Mr. Quiett then outlined the Board action being requested and noted the requirement to allow time for public comment. After hearing one comment from the audience, the hearing was closed. (Codified File 2324-122)

1028 Hearing

By unanimous action, the Board adopted a resolution authorizing and approving the execution and delivery of an installment purchase agreement with Apple Inc. for computer equipment, software and support services. (Codified File 2324-123)

Resolution

Superintendent Dr. Larry Huff shared that he had a great first week in Elkhart. He thanked the patrons who attended the community events last week and shared how very important it is for him to hear the visions from our teachers, community, parents and students when it comes to establishing how to make Elkhart the destination place not only for this region, but for the State of Indiana.

From the  
Superintendent

Dr. Huff recognized it was National Social Worker Month and thanked them for the compassion and dedication they have for our students;

they are wonderful individuals and ECS is very lucky to have them. Dr. Huff expressed his disappointment about having to miss "SpongeBob" the Musical over the weekend; he heard students did an outstanding job and made Elkhart proud. In closing, he thanked those who have been kind, generous with their words, and supportive; he is looking forward to learning more about the community

Board member Kellie Mullins celebrated the girls' basketball team from Eastwood for winning the city tournament. Mrs. Mullins announced the military ball is coming up along with the music department continuing its pathway to amazing music

Board Vice President, Doug Weaver thanked current and prior Board members for their support over the years as well as Mr. Mow for his service as interim Superintendent. Mr. Weaver welcomed Dr. Huff and expressed his excitement about the future of Elkhart Community Schools under his leadership

Dr. Huff thanked Mr. Weaver for the kind words and is humbled to be part of Elkhart's story.

The meeting adjourned at approximately 7:58 p.m.

From the Board

Adjournment

APPROVED:

\_\_\_\_\_  
Troy E. Scott, President

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Douglas K. Weaver, Vice President

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Anne M. VonDerVellen, Secretary

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Jeffrey S. Bliler, Member

\_\_\_\_\_  
Mike Burnett, Member

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Dacey S. Davis, Member

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Kellie L. Mullins, Member

Signatures





ELKHART AREA CAREER CENTER

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**ELKHART**  
COMMUNITY SCHOOLS

INTERNAL MEMO

**TO: DR. HUFF  
BOARD OF SCHOOL TRUSTEES**

**FROM: BRANDON EAKINS** *BE*

**DATE: MARCH 15, 2024**

**RE: DONATION APPROVAL - EACC**

Mikel Farms has donated a 2009 Ford 6.4 Diesel engine core form with an owner estimated value of \$1,250.00. This mower will be used in our Motorcycle/Outdoor Power Technology classes.

This donation will be useful in the classrooms as the engine will be used by students for training purposes.

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

Mikel Farms  
Attn: Ryan Mikel  
7610 West 850 North  
Etna Green, IN 46524



ELKHART AREA CAREER CENTER

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**ELKHART**  
COMMUNITY SCHOOLS

INTERNAL MEMO

**TO: DR. HUFF**  
**BOARD OF SCHOOL TRUSTEES**

**FROM: BRANDON EAKINS** BE

**DATE: MARCH 15, 2024**

**RE: DONATION APPROVAL - EACC**

Unity Physicians Hospital has donated 30 Laryngeal Mask Airways, 31 Anesthesia Circuits and 35 X-large drapes. These items will be used in our Surgical Services program.

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

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

Unity Physicians Hospital  
Attn: Jennifer Medich  
4455 Edison Lakes Parkway  
Mishawaka, IN 46545





**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: 03/14/2024**

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

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

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**Re: Donation Approval - EHS - Athletics**

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**A donation in the amount of \$1,000 has been given to the Elkhart High School Unified Track Team. These funds will be used to assist with the growth and development of our Unified Track 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:**

**Brian Ketchum  
DBA Brian's Tree Service  
29770 CR 2  
Granger, IN 46530**





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

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

**DATE: 03/14/2024**

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

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

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**Re: Donation Approval - EHS - Athletics**

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**A donation in the amount of \$4,000 has been given to the Elkhart High School Boys Track and Girls Track and Field teams, from Linda Homo. These funds will be used to assist with the growth and development of our Boys Track and Field Team, as well as, our Girls 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:**

**Linda Homo  
20399 State Rd 120  
Bristol, IN 46507**



**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: 03/14/2024**

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

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

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**Re: Donation Approval - EHS - Athletics**

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**A donation in the amount of \$4,000 has been given to the Elkhart High School Boys Track Team, from Linda Homo. 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:**

**Linda Homo  
20399 State Rd 120  
Bristol, IN 46507**



**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:** 03/14/2024

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

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

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**Re: Donation Approval - EHS - Athletics**

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A donation in the amount of \$1,000 has been given to the Elkhart High School Boys Track and Field and Boys XC teams, from Passionately Purple. These funds will be used to assist with the growth and development of our Boys Track and Field Team, as well as, our Boys XC 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:

Passionately Purple  
54921 David Dr.  
Elkhart, IN 46514



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



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

DATE: 03/08/24

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 \$4,000.00 has been given to the Elkhart High School Boys and Girls Track and Field teams, from First Federal Savings Bank. These funds will be used to assist with the growth and development of our Boys and Girls Track and Field teams.

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:

First Federal Savings Bank  
301 E. 9th St. PO Box 527  
Rochester, IN 46975



HUMAN RESOURCES

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**ELKHART**  
COMMUNITY SCHOOLS

**TO: DR. LARRY HUFF**  
**FROM: MS. MAGGIE LOZANO**  
**DATE: MARCH 26, 2024**

**PERSONNEL RECOMMENDATIONS**

**CERTIFIED**

- a. **Administrative Appointment** – The administration recommends confirmation of one administrative appointment.
- b. **Retirement** – We report the retirement of one employee who has provided 32 years of service.
- c. **Separation** – We report the separation of four employees.

**CLASSIFIED**

- a. **New Hire** – We recommend regular employment for eight employees.
- b. **Retirement** – We report the retirement of one employee who has provided 36 years of service.
- c. **Separation** – We report the separation of six employees.

Book	Policy Manual
Section	9000 Relations
Title	PROPOSED NEW PUBLIC COMPLAINTS AND CONCERNS
Code	po9130
Status	Second Reading
Last Reviewed	March 26, 2024

### 9130 - PUBLIC COMPLAINTS AND CONCERNS

Any person or group having a legitimate interest in the operations of the School Corporation shall have the right to present a request, suggestion, complaint, or concern relating to Corporation personnel, the program, or the operations of the Corporation. At the same time, the School Board has a duty to protect its staff from unnecessary harassment. It is the intent of this policy to provide the means for judging each public complaint and concern in a fair and impartial manner and to seek a remedy where appropriate.

It is the desire of the Board to rectify any misunderstandings between the public and the Corporation by direct discussions of an informal type among the interested parties. It is only when such informal meetings fail to resolve the differences, shall more formal procedures be employed.

**Any requests, suggestions, complaints, or concerns reaching the Board, Board members, and the administration shall be referred to the Superintendent for consideration according to the following procedure.**

#### **Matters Regarding a Professional Staff Member**

##### A. First Level

If it is a matter specifically directed toward a professional staff member, the matter must be addressed, initially, to the concerned staff member who shall discuss it promptly with the complainant and make every effort to provide a reasonable explanation or take appropriate action within his/her authority.

This level does not apply if the matter involves suspected child abuse, substance abuse, or any other serious allegation which may require investigation or inquiry by school officials prior to approaching the professional staff member.

##### B. Second Level

If the matter cannot be satisfactorily resolved at the First Level, it shall be discussed by the complainant with the staff member's supervisor and in compliance with provisions of a collective bargaining agreement, if applicable.

##### C. Third Level

If a satisfactory solution is not achieved by discussion with the supervisor, a written request for a conference shall be submitted to the Superintendent. This request should include:

1. the specific nature of the complaint and a brief statement of the facts giving rise to it;
2. the respect in which it is alleged that the complainant (or child of the complainant) has been affected adversely;
3. the action which the complainant wishes taken and the reasons why it is felt that such action be taken.

##### D. Fourth Level

Should the matter still not be resolved, or if it is one beyond the Superintendent's authority and requires a Board decision or action, the complainant shall request, in writing, consideration by the Board.

The Board, after reviewing all material relating to the case, shall provide the complainant with its written decision.

The complainant shall be advised, in writing, of the Board's decision. The Board's decision on the matter will be final, and it will not provide consideration to other complainants on the same issue.

If the complainant contacts an individual Board member to discuss the matter, the Board member shall inform the complainant that s/he has no authority to act in his/her individual capacity and that the complainant must follow the procedure described in this policy.

### **Matters Regarding the Superintendent**

Should the matter be a concern regarding the Superintendent which cannot be resolved through discussion with the Superintendent, the complainant may submit a written request for review to the Board. This request should include:

- A. the specific nature of the complaint and a brief statement of the facts giving rise to it;
- B. the respect in which it is alleged that the complainant (or child of the complainant) has been affected adversely;
- C. the reason that matter was not able to be resolved with the Superintendent;
- D. the action which the complainant wishes taken and the reasons why it is felt that such action should be taken.

The Board, after reviewing the request, may provide a written determination or may grant a hearing before the Board or a committee of the Board or refer the matter to an executive session.

The complainant shall be advised, in writing, of the Board's determination within thirty (30) business days. The Board's determination will be final and not subject to appeal.

### **Matters Regarding an Administrative Staff Member**

Since administrators are considered members of the Corporation's professional staff, the general procedure specified in "Matters Regarding a Professional Staff Member" shall be followed.

### **Matters Regarding a Support Staff Member**

In the case of a support staff member, the complaint is to be directed, initially, toward the person's supervisor, and the matter then brought as required to higher levels in the same manner as prescribed for "Matters Regarding a Professional Staff Member."

### **Matters Regarding Corporation Services or Operations**

If the request, suggestion, complaint, or concern relates to a matter of Corporation procedure or operation, it should be addressed, initially, to the Chief Financial Officer, who will direct the individual to the appropriate administrator, and then brought, in turn, to higher levels of authority in the manner prescribed in "Matters Regarding a Professional Staff Member."

### **Matters Regarding the Educational Program**

If the request, suggestion, complaint, or concern relates to a matter of Corporation program, it should be addressed, initially, to the Assistant Superintendent for Instruction and then brought, in turn, to higher levels of authority in the manner prescribed in "Matters Regarding a Professional Staff Member."

### **Matters Regarding Instructional Materials**

The Superintendent shall prepare administrative guidelines to ensure that students and parents are adequately informed each year regarding their right to inspect instructional materials and the procedure for completing such an inspection.

If the request, suggestion, complaint, or concern relates to instructional materials such as textbooks, reference works, and other instructional aids used in the Corporation, the following procedure shall be followed:

- A. The criticism is to be addressed to the Assistant Superintendent for Instruction, in writing, and shall include:
  1. author;
  2. title;

3. publisher;
  4. the complainant's familiarity with the material objected to;
  5. sections objected to, by page and item;
  6. reasons for objection.
- B. Upon receipt of the information, the Assistant Superintendent for Instruction may, after advising the Superintendent of the complaint, appoint a review committee which may consist of:
1. one (1) or more professional staff members;
  2. one (1) or more Board members;
  3. one (1) or more laypersons knowledgeable in the area.
- C. The Superintendent shall be an ex officio member of the committee.
- D. The committee, in evaluating the questioned material, shall be guided by the following criteria:
1. the appropriateness of the material for the age and maturity level of the students with whom it is being used;
  2. the accuracy of the material;
  3. the objectivity of the material;
  4. the use being made of the material.
- E. The material in question may be, at the discretion of the committee, ~~withdawn~~ withheld from use pending the committee's recommendation to the Superintendent.
- F. The committee's recommendation shall be reported to the Superintendent in writing within thirty (30) business days following the formation of the committee. The Superintendent will advise the complainant, in writing, of the committee's recommendation and advise the Board of the action taken or recommended.
- G. The complainant may appeal this decision, within ten (10) business days, to the Board through a written request to the Superintendent, who shall forward the request and all written material relating to the matter to the Board.
- H. The Board shall review the case and advise the complainant, in writing, of its decision within thirty (30) business days.

### **Matters Regarding School Library Materials**

If a parent or guardian of a student enrolled in a school in the School Corporation or a community member residing within the Corporation submits a request to remove material that they contend is obscene or harmful to minors from a school library, the following procedure shall be followed:

- A. The request is to be presented to the Assistant Superintendent for Instruction, in writing, and shall include:
1. author;
  2. title;
  3. publisher;
  4. the requester's familiarity with the objectionable material;
  5. sections objected to, by page and item;
  6. reasons for objection.
- B. Upon receipt of the information the Assistant Superintendent for Instruction may after advising the Superintendent



of the request, appoint a review committee which may consist of:

1. one certified teacher;
  2. one Board member;
  3. one building level administrator;
  4. school librarian;
  5. Language Arts teacher; and
  6. community member.
- C. The Superintendent shall be an ex officio member of the committee.
- D. The review committee, in evaluating the questioned material, shall be guided by the following criteria:
1. the appropriateness of the material for the age and maturity level of the students who have access to it;
  2. the accuracy of the material;
  3. the objectivity of the material;
  4. the use being made of the material;
  5. whether the material is obscene as defined by I.C. 35-49-2-1;
  6. whether the material is harmful to minors as defined by I.C. 35-49-2-2.
- E. The material in question may, at the discretion of the committee, be ~~withdrawn~~ withheld from use pending the review committee's recommendation to the Superintendent.
- F. The review committee's recommendation shall be reported to the Superintendent in writing within thirty (30) business days following the formation of the review committee. The Superintendent will advise the individual making the request, in writing, of the review committee's recommendation and advise the Board of the action taken or recommended.
- G. The individual who filed the request may appeal this decision, within ten (10) business days, to the Board through a written request to the Superintendent, who shall forward the request and all written material relating to the matter to the Board.
- H. The Board shall review the request and decision at the next public meeting after an appeal is submitted. The Board shall advise the complainant, in writing, of its decision within thirty (30) business days.

No challenged material may be removed from the curriculum, school library, or from a collection of resource materials except by action of the Board. No challenged material may be removed solely because it presents ideas that may be unpopular or offensive to some without it being obscene or harmful to minors. Any Board action to remove material will be accompanied by the Board's statement of its reasons for the removal. The Board's decision shall be final.

I.C. 20-26-5-4

I.C. 20-26-5.5

20 U.S.C. 1232h

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I.C. 20-26-5-4

20 U.S.C. 1232h

**ACCOUNT BALANCES/INVESTMENT DETAIL**  
**February 2024**

**CASH:**

Petty Cash	\$ 500.00
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**BANK ACCOUNTS:**

Everwise Credit Union	\$ 3,004,933.31
Lake City Bank – Accounts Payable	(3,318,933.33)
Lake City Bank – Payroll Account	(6,985.15)
Lake City Bank – Flex Account	73,801.44
Lake City Bank – Merchant Account	-
Lake City Bank – Prepaid Lunch	1,225,350.11
Lake City Bank – Deposit Account	45,612,222.60
Lake City Bank – Book Rental	-

**INVESTMENTS:**

Certificate of Deposit	-
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**\$ 46,590,888.98**

### ESSER III - Utilization Review

YTD Expenditures as of February 2024	Total % of Allocation Expended	Account	Budget	% of Total Budget
4,222,028.30	83.32%	Instruction - Regular Programs	\$5,067,510.08	19.19%
600,211.23	90.92%	Instruction - Special Programs	\$660,172.00	2.50%
36,426.94	100.42%	Instruction - Adult/Continuing Ed Programs	\$36,274.00	0.14%
627,756.42	72.94%	Instruction - Summer School Programs	\$860,617.00	3.26%
538,340.52	88.21%	Instruction - Remediation Programs	\$610,286.00	2.31%
1,378,214.88	81.99%	Support Services Students	1,681,015.00	6.37%
4,474,977.42	89.36%	Support Services - Instruction	5,007,721.29	18.97%
160,663.56	55.25%	Support Services - General Admin	290,800.00	1.10%
514,259.93	66.00%	Operations and Maintainance	779,235.00	2.95%
462,817.90	89.99%	Student Transportation	514,301.00	1.95%
463,401.52	71.77%	Community Service Operations	645,664.00	2.45%
5,040,367.15	55.37%	Facilities Acquisition and Construction	\$9,103,827.00	34.48%
739,794.81	64.52%	Non-Programmed Charges/Transfer	\$1,146,668.00	4.34%
<b>\$19,259,260.58</b>	<b>72.94%</b>		<b>\$26,404,090.37</b>	<b>100.00%</b>

Expenditures for February 2024 consisted of salaries/benefits, construction projects, and supplies for budgeted programming.

### ESSER III - Expenditure to Budget as of 2/29/2024

