


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

NOTICE OF MEETING CANCELLATION

Date: Tuesday, May 14, 2024
Time: 6:00 p.m.
Location: Cleveland Elementary School
53403 County Road 1
Elkhart, Indiana 46514



Superintendent of Schools

Posted and electronically delivered
to News Media on Wednesday, May
8, 2024, and electronically
delivered to Board Members and School
Attorney on Friday, May 10, 2024.

NOTICE OF EXECUTIVE SESSION
OF THE
BOARD OF SCHOOL TRUSTEES

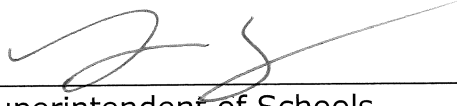
Elkhart Community Schools
Elkhart, Indiana

Date: Tuesday, May 14, 2024

Time: 5:45 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: Cleveland Elementary School
53403 County Road 1
Elkhart, Indiana 46514



Superintendent of Schools

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to News Media on Wednesday,
May 8, 2024 and electronically
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Attorney on Friday, May 10, 2024.

AGENDA FOR
BOARD OF SCHOOL TRUSTEES
REGULAR MEETING

Elkhart Community Schools
Elkhart, Indiana

May 14, 2024

CALENDAR

May	14	5:45 p.m.	Executive Session, Cleveland Elementary School
May	14	7:00 p.m.	Regular Board Meeting, Cleveland Elementary School
May	28	6:00 p.m.	Public Work Session, J.C. Rice Educational Services Center
May	28	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
- F. EXCELLENCE OF ELKHART
- E. MOMENT OF PRIDE
- F. CONSENT ITEMS:

- Minutes – April 23, 2024 – Regular Board Meeting
 - Claims
 - Fundraisers
 - Gift Acceptance
 - Conference Leaves
 - Overnight Trips
 - Grants
 - Personnel Report

- G. OLD BUSINESS
- H. NEW BUSINESS

Elkhart Public Library Board Re-Appointment

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.

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

April 23, 2024

J.C. Rice Educational Services Center, 2720 California Road, Elkhart
– at 7:03 p.m. Place/Time

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

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

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

Maggie Lozano, Director of Human Resources, recognized and
celebrated the retirement of Elkhart Community Schools' (ECS)
classified and certified staff, celebrating those who have dedicated
much of their lives to ECS students as teachers, therapists, social
workers, paraprofessionals, food service employees, bus drivers,
custodians, secretaries, and administrators. Education is not merely
about imparting knowledge, it is about empowering individuals to
realize their dreams, overcome obstacles, and create a bright future for
themselves and for future generations to come. As ECS celebrates the
retirement of these individuals, it is important to take a moment to
reflect on the collective number of years of service they have poured
into the lives of students, 898 years of service total. Ms. Lozano
thanked all retirees for their commitment to ECS and wished them
much enjoyment of the countless new adventures to come. Special
Recognition of
Retirees

<u>Classified Retirees</u>	<u>Years of Service</u>
Sue Ann Artley	14
Mary Baker	33
Lynda Barker	10

Debra Brick	36
Cindy Carroll	24
Edry Danner	10
Loretta Dass	27
Lamont "MONTY" Donathen	23
Michelle Draper	21
JoEllen Frend	15
Cliftina Gwilt	21
Michele Habic	23
Michelle Ivey	21
Debora Krallman	31
Dorrie Malec	29
Teresa McLain	11
Robert Myers	10
David R Paulson	37
Michele Piper	24
Patricia Robinson	29
Kevin Scott	7
Jeanetta Thompson	10
Becky Toomey	22
Lori Weaver	11
Jamie Woodfin	28

<u>Certified Retirees</u>	<u>Years of Service</u>
Kelly Berheide	20
Janie Boyden	38
Kelly Brown	37
Kristin Carpenter	25
Jon Chevalier	15
Jeanne Davidson	31
Michael Drews	25
Christine Ganger	29
Patricia Heitzmann	19
Terri Lee Huffman	8
Suzanne Shaffer	33
LuAnne VanKirk	22

Cynthia Whittaker	33
Peggy Zimmerman	26

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

Excellence of Elkhart

In the area of Academics, great things continue to happen in Elkhart including EHS being re-endorsed by CELL as an Early College High School with students earning nearly 11,000 college credits, saving families \$1.3 million dollars; EHS Academic Super Bowl Team placed second in the Regional competition; EHS students now have two new internship opportunities, the Thor LEAP Program and Business and Sports Management, with the South Bend Cubs; JAG students are giving back to the community and learning life-ready skills as they helped to build homes with Habitat for Humanity; and EHS student, Elena Krueper, was named a Hoosier Resilience Hero by Indiana University's Environmental Resilience Institute on Earth Day.

In the area of Arts, four EHS students and two alternates were invited to be a part to the thirty-five-member All-State Jazz Choir.

In the area of Athletics, EHS's natural grass soccer field was widened and leveled and will get a portable dugout and new scoreboard this summer; EHS's baseball facility has a new clubhouse and batting cages, and will also be adding a new press box; the elementary flag football and girls' soccer kicked off last week; ECS middle schools have expanded their athletic program to include golf and tennis; and a huge shout out to Ava Decker, EHS senior, who was named one of 13 recipients of the Eugene Cato Memorial Scholarship by the IHSAA.

Future happenings in Elkhart Schools include Instrument Registration Night on April 23 from 5-7:30 at North Side; Parent University April 30 from 5:30-7:00 at Mary Beck; Teacher of the Year Ceremony on May 2 at 6:00 p.m. at ETI; and Walk a Mile in Their Shoes on May 11 at 11:00 a.m. at the Freshman Division.

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

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

Consent Items

Minutes – April 9, 2024 – Regular Board Meeting

Minutes

Payment of claims totaling \$9,267,667.19 as shown on the April 23, 2024, claims listing. (Codified File 2324-132)

Payment of Claims

The following donations were made to Elkhart Community Schools (ECS): 2008 Chevrolet Avalanche K1500, VIN# 3GNFK12318G150456, with an owner estimated value of \$1,000 from Michele Zachary to Elkhart Area Career Center (EACC) to be used in the Automotive Technology class; power cot with an estimated value of \$1,000 from Penn Township Fire Department, care of Jacob and Mike Gerndt, to EACC to be used in the EMT program; six (6) Mitek Meniscal repair kits, four (4) boxes of K-wire pin covers, four (4) rotator cuff suture retrievers, and one (1) Ethicon powered laparoscopic linear stapler with an estimated value of \$3,378 from Unity Physicians Hospital, care of Jennifer Medich, to EACC to be used in the Surgical Services program; \$250 from Elkhart Area Marines, Inc., care of Edward Hiar, to Elkhart Academy to be used for the upcoming Mental Health Walk; \$1,470 from INOVA Federal Credit Union to Elkhart High School (EHS) to be used to support the fieldtrip extra-curricular program; and \$500 from Phyllis Tubbs to EHS to be used to assist with the growth and development of the volleyball program.

Gift
Acceptances

Conference leave requests in accordance with Board policy for staff members as recommended by the administration on the April 23, 2024 listings. (Codified File 2324-133)

Conference
Leave Requests

Confirmed overnight trip request for EACC students to travel to Trafalgar, Indiana to participate in the State Contest for Indiana FFA Small Engines Contest on April 26 – 27, 2024.

Overnight Trip
Requests

Submission of the following grant: Digital Learning Coach Grant hosted by the Indiana Department of Education (IDOE) in the amount of \$10,000 to be used for three (3) instructional coaches to attend ISTE in the summer of 2024, ISTE memberships, Micro:bits, makey makeys, CSTA membership, and one ticket to a coaching virtual summit; and IDOE High Ability Grant hosted by the IDOE in the amount of \$102,184 to support high ability training, curriculum, and materials. (Codified File 2324-134)

Grants

Administrative Appointment of the following one (1) certified staff on dates indicated:

Dr. Amy Rauch – Assistant Superintendent of Instruction at ESC, 7/1/24

Personnel
Report

Administrative
Appointment

Resignation of the following two (2) certified staff effective on date indicated:

Andrew Danik, Social Studies at Pierre Moran, 5/31/24
W. Douglas Hunnings, District Science at ESC, 4/19/24

Certified
Resignations

Unpaid Leave of the following one (1) certified staff: Nicole Harris – Grade 6 at Eastwood, beginning 4/19/24 and ending 5/31/24	Certified Unpaid Leave
Employment of the following seven (7) classified employees effective on dates indicated: Devin Brewer – Bus Driver at Transportation, 4/23/24 Darryel Jefferson – Food Service at North Side, 4/23/24 Michael Jeffirs, Substitute Teacher at Beardsley, 4/17/24 Sondra Rodgers – Custodian at Cleveland, 4/18/24 Amanda Sanders – Secretary at Bristol, 4/23/24 Meredith Slattery – Registered Behavior Technician at North Side, 4/23/24 Ryan Whitmyer – Custodian at North Side, 4/22/24	Classified Employment
Extension of unpaid leave for the following one (1) classified employee, effective on dates indicated: Gloria Pace – Bus Driver at Transportation, beginning 4/22/24 and ending 5/31/24	Classified Unpaid Leave Extension
Unpaid leave for the following three (3) classified employee, effective on dates indicated: Keiasha Bowen – Food Service at Freshman Division, beginning 5/13/24 and ending 5/31/24 Claudia Bermeister – Social Worker at North Side, beginning 4/8/24 and ending 5/31/24 Shirley Kelley – Food Service at Woodland, beginning 3/25/24 and ending 4/24/24	Classified Unpaid Leave
Resignation of the following five (5) classified employees, effective on dates indicated: Kayla Brookshire – Paraprofessional at PACE, 4/10/24 Stephanie Crothers – Food Service at Feeser, 4/12/24 Riley Keppler – Speech Language Pathology Assistant, 5/31/24 Jefferson Pineda – Bus Driver at Transportation, 4/26/24 Brian Prugh – Bus Driver at Transportation, 4/23/24	Classified Resignations
Employment of the following one (1) classified employee, effective on date indicated: Devin Neice – Volunteer at Pinewood, 5/2/2024	Classified Employment
Board Vice President Doug Weaver made a motion, and Board Member Dacey Davis seconded it, to consider approval of Board Policy 9130 – Public Complaints and Concerns including Board recommendations made since last review during the March 26, 2024 meeting. Then, Board Member Kellie Mullins made a motion to postpone consideration indefinitely and this was seconded by Mr. Weaver. By unanimous	Board Policy 9130

action, the Board postponed consideration of Board Policy 9130 – Public Complaints and Concerns indefinitely.

By unanimous action, the Board approved proposed revisions to Board Policy 6320 – Purchasing, as presented during the April 9, 2024 Board meeting.

Board Policy
6320

Doug Thorne, District Counsel/Chief of Staff, presented proposed new Administrative Guideline 6320A – Purchasing, as presented during the April 9, 2024 Board meeting with no further questions.

Administrative
Guideline
6320A

By unanimous action, the Board approved proposed new Board Policy 6330, Approval of Contracts, as presented during the April 9, 2024 Board meeting.

Board Policy
6330

The Board received a financial report from Zac Quiett, Chief Financial Officer, for March 2024 and found it to be in order. Mr. Quiett reported the cash balance for March was \$38,114,301.35 which is slightly inflated due to general obligations bonds which typically do not sit in those accounts. The Education Fund expenditures are up due to teacher raises and incentives put in place. Operations Fund expenditures are also up, caused by twenty-three (23) purchase orders from 2023 but spent in 2024. Mr. Quiett will continue to monitor.

Financial
Report

ESSER Funds are spent down approximately seventy-five (75) percent. There are roofing projects ongoing and funds will be fully expended by November.

In response to Board inquiry, Mr. Quiett explained the purchase orders carried over from 2023 to 2024 were about one-million dollars more than the purchase orders carried over from 2022 to 2023. After review of the purchase orders, Mr. Quiett believes this difference is caused by the timing and payout of projects.

The Board received an insurance update for the month of March 2024. Mr. Quiett reported claims for the month of March were lower than expected; year to date, claims are still up sixteen (16) percent but are trending down.

Insurance
Report

Superintendent, Dr. Larry Huff reminded Board members and administrators that Administrative Professionals Day is this week. He thanked all of ECS administrative professionals for providing a warm welcome as people enter Elkhart schools. Be sure to thank them for all they do, helping to create a great experience for our students, staff, and parents.

From the
Superintendent

Dr. Huff gave a shout out to the Superintendent's Student Advisory Council (SSAC), a group of young people he had the pleasure of meeting last month. Students shared their perspective of their experiences at

ECS, offering great ideas and values. The voices of young people are very powerful and it's important for the district to listen.

Dr. Huff congratulated all the retirees recognized this evening referencing their collective knowledge of almost nine-hundred (900) years. He wished them the best and thanked them for every experience they provided the children of ECS.

Dr. Huff gave a huge welcome to all the new employees joining the ECS family on the Board report.

In closing, Dr. Huff reminded the Board their next regularly scheduled Board meeting will be on May 14, 2024 at 7:00 p.m. at Cleveland Elementary School.

In honor of Administrative Professionals Day, Mrs. Mullins gave a special thanks to the Board secretaries for all they do for the Board.

From the
Board

Mrs. Mullins commended ECS art teachers and the amazing art work by students showcased at the Youth Art Month Show for elementary and middle school students.

Mrs. Mullins congratulated Ava Decker for being the first ECS student to be named a recipient of the Eugene Cato Memorial Scholarship.

Mrs. Mullins gave a loud shout out to the Music Department that hosted an event enabling ECS to showcase their wonderful music program. ECS students received many metals in choir, band, and orchestra. Congratulations ECS music students!

Mrs. Mullins reminded everyone of the Unified Track Meet Wednesday, April 24, 2024.

Mr. Scott gave a special thank you to all retirees for their dedication to ECS; their years of service to education is amazing. Know ECS recognizes and appreciates all retirees for making ECS students better people.

The meeting adjourned at approximately 7:39 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

School	Fundraising Activity Description/Purpose	Date(s) of Activity	Date Submitted	Sponsor(s)
Cleveland - Art Club	The Art Club will host a a sales event of student crafts, art, t-shirts and rubber ducks. The proceeds will support fine and performing arts day and pay for the needs of art and choir club.	5/23/2024	4/22/2024	Robin Todorovich
Osolo - 6th Grade Class	The incoming 6th grade class will sell candy bars off campus/school time to fund the 6th grade class trip.	9/16/2024 - 4/18/2025	4/29/2024	Britney Sawyer
West Side	The school will send out a donation letter to help fund end-of-semester celebrations for students.	4/2024 - 6/2024	4/18/2024	Kathy Enfield
Elkhart High - EHS Key Club	EHS Key Club will host a spikeball tournament. The cost will be \$10 per team and the funds will be used to fund future club dues, fees, cords and community activities.	5/28/2024	4/23/2024	Jennifer Andrews
	Please note the following fundraisers are presented for confirmation only.			
Elkhart High - Asia Pop Appreciation Club	The club will host a drawing for different household items and goods. Funds from the drawing will go towards a Korean meal for the club as well as other enrichment activities.	4/19/2024	4/17/2024	Holli Ness



ELKHART AREA CAREER CENTER

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

TO: DR. HUFF
BOARD OF SCHOOL TRUSTEES

FROM: BRANDON EAKINS *BE*

DATE: MAY 6, 2024

RE: DONATION APPROVAL - EACC

Dr. Jill and Matt Windy recently donated \$500.00 to establish a scholarship for Elkhart Area Career Center students in the Veterinary Careers class. This scholarship will be awarded to 1 senior each year.

This donation will be very helpful and will benefit students to further their education.

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:

Dr. Jill & Matt Windy
Noah's Landing Pet Care Clinic
3929 E Jackson Blvd
Elkhart, IN 46516



ELKHART AREA CAREER CENTER

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

TO: DR. HUFF
BOARD OF SCHOOL TRUSTEES

FROM: BRANDON EAKINS *BE*

DATE: MAY 6, 2024

RE: DONATION APPROVAL - EACC

Cheers to Wheels has donated \$2,400.00 to be used towards toolboxes for three (3) graduating students who plan to attend a Trade School.

This donation will be very helpful and allow for a great head start in their careers

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:

Cheers to Wheels
Barb White
61321 Donald Roadway E
Vandalia, MI 49095

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: May 6, 2024

TO: Dr. Larry Huff
Board of School Trustees

FROM: Brian Buckley, Athletic Director

RE: Donation Approval

We are in receipt of an extracurricular donation in the amount of \$500.00 for the Volleyball team. This donation will go towards the purchase of travel apparel and training equipment for the 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:

Tim Cole and Ed Jarrett
2040 Industrial Parkway
Elkhart, IN 46516

Sincerely,

[Signature]

Brian Buckley
Elkhart High School, Athletic Director

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?
Project Lead the Way	Project Lead the Way	Elkhart High School - HPS	Kelly Blair-Kinkaide	\$ 2,400.00	Train a teacher in the 4th PLTW course (in the pathway) so that we can offer it since the previous teacher has left the district.	We will be able to continue to offer this pathway, and this course specifically, will allow for students to apply for scholarships as well.	Teacher Training	4/30/2024
School Violence Prevention Program Grant	COPS - USDOJ	ECS District	Jason Inman	\$500,000	Existing access control hardware in our district is nearly 20 years old in many locations. These devices include access control panels, electronic locking hardware, badge/credential readers, power supplies, door position sensors, egress buttons, accessibility hardware, and safety system integrations such as fire alarm relays; 202 existing entrances, with new locations planned. Jason Inman will oversee the management of the grant.	The district entry systems need to be up-to-date, prioritizing the safety and security of our students, teachers, and staff members.	SVPP is a matching grant for 75% of a maximum \$500,000 award, making our responsibility a maximum of \$125,000. We are asking for the maximum award due to the size of this project. The district currently has 202 access controlled doors. To fully upgrade the system we have an approximate budget of \$3,500 per door, which includes the hardware, installation and licensing of the software.	6/17/2024
The History Field Trip Grant Program	American Battlefield Trust	West Side	Lisa Ernsberger	\$3,000	Transportation and teacher stipends for non-contract hours to the Re-enactment of the War of 1812; Lisa Ernsberger	ECS is committed to the IDOE Academic Standards and to create active and responsible citizens. By hands-on/experiential learning of historical events related to the 8th grade social studies standards and the sacrifices made by past generations, students gain a deeper understanding and connection for the rights we have today.	\$2200 - Transportation costs to/from Marion, Indiana and West Side Middle School \$800 - Stipends for teachers to attend during non-contract hours (Saturday)	8/30/2024





HUMAN RESOURCES

ELKHART
COMMUNITY SCHOOLS

TO: DR. LARRY HUFF
FROM: MS. MAGGIE LOZANO
DATE: MAY 14, 2024

PERSONNEL RECOMMENDATIONS

CERTIFIED

- a. **Administrative Transfer** – The administration recommends confirmation of one administrative transfer.
- b. **New Certified Staff** – We recommend employment for one new certified staff for the 2023-2024 school year and four new certified staff for the 2024-25 school year.
- c. **Retirement** – We report the retirement of four employees who have provided a total of 95 years of service.
- d. **Separation** – We report the separation of 11 employees.

CLASSIFIED

- a. **New Hire** – We recommend regular employment for three employees.
- b. **Separation** – We report the separation of 20 employees.



CERTIFICATE OF APPOINTMENT – PUBLIC LIBRARY BOARD MEMBER

Form for Class I Libraries

State Form 31873 (R5 / 5-17)

INSTRUCTIONS: (See IC 36-12-2-19; IC 5-4-1-1.2; IC 5-4-1-4)

1. Appointing Authority completes the "Appointment" section then delivers this Certificate of Appointment to the board appointee in person or by mail.
2. Within 10 days of receiving the Certificate of Appointment, the library board appointee must take the oath of office and ensure the "Oath of Office" section is completed. The oath may be administered by the circuit court clerk, a notary public, or anyone else authorized under IC 33-42-4-1 or IC 33-42-9-7 to administer oaths.
3. The library board appointee must file the completed Certificate of Appointment with the library and with the clerk of the circuit court of the county in which the library is located. **The form must be filed with the clerk of the circuit court not later than 30 days after the board term begins.**

APPOINTMENT

I/We _____ Troy E. Scott _____
Name(s) of Official(s)

President _____, of _____
Title(s)

Board of School Trustees, Elkhart Community Schools _____ of _____ Elkhart _____, Indiana
Name of Appointing Authority(ies) Municipal Corporation(s)

hereby certify that I/we have duly appointed _____ Cynthia Dunlop _____ to the
_____ Elkhart _____ Public Library Board,

said term beginning on the 1 day of July, 2024 and ending on the 30 day of June, 2028.

☒ This is a full 4-year term. - OR -

☐ This is a partial term to complete the unexpired term of _____
Name of Appointee Being Replaced

WITNESS, MY HAND AND OFFICIAL SEAL, THIS 14th DAY OF June, 2024.

Signature of appointing official or attesting officer

(Additional line for signatures if joint appointment occurs)

OATH OF OFFICE

STATE OF INDIANA)
) SS
Elkhart _____ COUNTY)

I, the undersigned, do hereby solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution of the State of Indiana and to the best of my ability will faithfully, impartially, and diligently discharge the duties and accept the responsibilities of a member of the Library Board of the _____ Elkhart _____ Public Library, and that I will observe and obey all the laws relating to said office now in force or which may hereafter be enacted during my term of service.

_____ Cynthia Dunlop _____
Name of Appointee Signature of Appointee

SUBSCRIBED AND SWORN TO ME THIS _____ DAY OF _____, 20____.

Signature

Printed Name

Title

If the person administering the oath is a notary public, add the county of residence and date of commission expiration.

County of Residence _____ Date Commission Expires _____/_____/_____

Book	Policy Manual
Section	3000 Personnel
Title	PROPOSED REVISED EMPLOYEES IN MISCELLANEOUS POSITIONS COMPENSATION PLAN
Code	po3422.12S
Status	First Reading
Adopted	December 20, 2016
Last Revised	January 23, 2024
Last Reviewed	May 14, 2024

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, 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 After School and Community Programs	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
Benefits Coordinator and Employee Engagement Specialist	50,500 - 63,000
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
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
Lead Program 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 Lead Program 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.

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