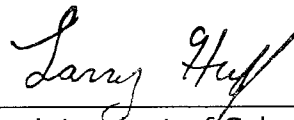


PUBLIC WORK SESSION
OF THE
BOARD OF SCHOOL TRUSTEES
Elkhart Community Schools
Elkhart, Indiana

NOTICE OF MEETING CANCELLATION

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



Superintendent of Schools

Posted and electronically delivered
to News Media on Wednesday, November 20, 2024,
and electronically delivered to Board Members
and School Attorney on Friday, November 22, 2024.

NOTICE OF EXECUTIVE SESSION
OF THE
BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools
Elkhart, Indiana

Date: Tuesday, November 26, 2024

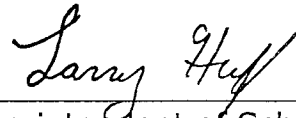
Time: 6:00 p.m.

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

(10) When considering the appointment of a public official,
to do the following:

(A) Develop a list of prospective appointees.

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



Superintendent of Schools

Posted and electronically delivered
to News Media on Wednesday,
November 20, 2024 and electronically
delivered to Board Members and School
Attorney on Friday, November 22, 2024.

AGENDA FOR
BOARD OF SCHOOL TRUSTEES
REGULAR MEETING

Elkhart Community Schools
Elkhart, Indiana

November 26, 2024

CALENDAR

Nov 26 4:30 p.m. EHS Health and Strength Center Groundbreaking
Nov 26 6:00 p.m. Executive Session, J.C. Rice Educational Services Center
Nov 26 7:00 p.m. Regular Board Meeting, J.C. Rice Educational Services Center
Dec 10 6:00 p.m. Public Work Session, J.C. Rice Educational Services Center
Dec 10 7:00 p.m. Regular Board Meeting, J.C. Rice Educational Services Center

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

- Minutes – November 12, 2024 – Regular Board Meeting
- Claims
- Fundraisers
- Gift Acceptances
- Conference Leaves
- Overnight Trip Requests
- Grants
- Contracts
- Personnel Report
- Rescission of Resignation

J. NEW BUSINESS

Board Policy 3422.08S – Paraprofessionals’ Compensation Plan – The administration presents proposed revisions to Board Policy 3422.08S – Paraprofessionals’ Compensation Plan retroactive to August 1, 2024 and requests to waive second reading.

Board Policy 3422.09S – Technical Assistants’ Compensation Plan – The administration presents proposed revisions to Board Policy 3422.09S – Technical Assistants’ Compensation Plan retroactive to August 1, 2024 and requests to waive second reading.

Custodial Agreement – The administration recommends Board approval of the proposed agreement with the American Federation of State, County, and Municipal Employees (AFL-CIO, Local #2925).

Support Staff Wages and Salaries – The administration requests Board authorization to implement a three (3%) percent increase in individual employee wages and salaries, effective January 1, 2025, for the following groups: Food Service, Mechanics, Bus Drivers, Bus Helpers, Maintenance, Secretarial/Business, Executive Assistants, Paraprofessionals, Technical Assistants, Registered Nurses, Social Workers, Employees in Miscellaneous Positions, Therapists, Technology Services Employees, and Licensed Practical Nurses.

Administrator Salaries – The administration requests Board authorization to increase salaries for administrators by three (3%) percent for the 2024-2025 contract year.

Financial Report

Insurance Report

K. INFORMATION AND PROPOSALS

From Superintendent and Administrative Staff

From Board

L. ADJOURNMENT

MINUTES
OF THE REGULAR MEETING
OF THE BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools
Elkhart, Indiana

November 12, 2024

J.C. Rice Educational Services Center, 2720 California Road, Elkhart, IN 46514 – at 7:02 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. Call to Order

Board Secretary Kellie Mullins recited the Elkhart Promise. The Elkhart Promise

Mrs. Barb Cripe, Director of Elementary Schools, introduced the following second and third grade students and presented them with an award for earning a perfect score on the Indiana Reading Evaluation and Determination (IREAD-3) assessment: IREAD Perfect Scores

Second Grade Perfect Scores

- Shane Donnelly – Eastwood
- Oona McCuddy – Eastwood
- Emma Clifford – Mary Feeser
- Teagan Dooley – Mary Feeser
- Melanie Kantz – Osolo
- Eli Decker – Riverview

Third Grade Perfect Scores

- Carter Anderson – Cleveland
- Olivia Gardner – Cleveland
- Blair Miller – Cleveland
- Felicity Doot - Eastwood
- Serenity Marks – Eastwood
- Owen Myers – Eastwood
- Greyson Gallagher – Mary Daly
- Prim Browning – Mary Feeser
- Johnathan Compliment – Mary Feeser
- Anayah Towns – Mary Feeser
- Julia Radeline – Roosevelt

- Evelyn Vargas – Mary Feeser
- Brielle Eads – Monger
- Ximena Rojas – Monger
- Henry Balch – Pinewood
- Jacob Hawkins – Pinewood
- Lukas Sharp – Pinewood
- Serenity Vincent – Pinewood
- Sawyer Kline – Riverview
- Alexa Lopez Ramirez – Riverview
- Kevin Aguilar Munoz – Roosevelt

Congratulations to these outstanding students and a big thank you to the parents. Great job!

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, students across the district experienced hands-on approach to learning about the election process. They participated in interactive simulations, organized “mini-elections,” created campaign posters, and set up “voting booths” to mimic real-life voting. These activities helped students experience the excitement of campaigning, understand government roles, and appreciate the importance of voting, while developing skills in public speaking, critical thinking, and teamwork.

Over the weekend, the Elkhart High School (EHS) Air Force Junior Reserve Officer Corps (AFJROTC) Raiders competed in the 2024 Raider National Championships at Fort Knox, earning first place among JROTC teams in their division and seventh overall.

The EHS Spell Bowl team secured second place at the Indiana Association of School Principals (IASP) Academic Spell Bowl. They competed against top schools demonstrating exceptional spelling skills, hard work, and teamwork.

In the area of Arts, the EHS Theatre delighted audiences with the hilarious “Game of Tiaras.” Featuring Disney-inspired characters, this slapstick comedy reimaged Shakespeare’s *King Lear* with a Monty Python twist, delivering plenty of laughs and unexpected surprises. The cast and crew embraced the whimsy, earning rave reviews from attendees.

The high school and freshman choirs gave remarkable performances at their fall concerts, showcasing incredible talent and dedication. Congratulations to all the singers and directors for their outstanding work!

Middle and high school band students wowed audiences at their fall showcase, presenting an unforgettable evening of music. Their energy and skillful performances highlighted the district's exceptional talent.

At Bristol, the walls are now adorned with a stunning display of student artwork. Each piece reflects the creativity and dedication of these talented students, adding color and inspiration to the building.

In the area of Athletics, Max Malloy and Otto Richter of the EHS Cross Country team competed in the state finals, with Max earning an impressive eighth place finish. Congratulations to both athletes on their outstanding performances.

North Side Middle School Assistant Principal Mary Wisniewski was inducted into the Indiana University South Bend Coaching Hall of Fame during its inaugural ceremony, alongside three other honorees. Congratulations on this well-deserved recognition.

Some upcoming events across Elkhart Schools include:

- November 14: Parent University
- November 16: Districtwide Chess Tournament
- November 16: Osolo Holiday Bazaar
- November 18: Elementary Spell Bowl
- November 27-29: Thanksgiving Recess

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

Brandon Berger, Interim Director of Transportation, presented a transportation update to the Board. With over eight years of experience in the field, transportation is his passion, and he is honored to serve the Elkhart community. Mr. Berger recognizes that transportation is more than just moving students—it's about ensuring safety, building trust, and creating a welcoming environment on every ride, every day.

Transportation
Update

ECS operates 130 buses, maintained to the highest standards by in-house mechanics. School buses are among the safest vehicles on the road as they undergo annual state and police inspections; Mr. Berger is proud to report a 100% passing rate for these inspections. The next semiannual inspection for buses 12 years or older is scheduled for November 19.

At a glance, ECS has 107 drivers (highest number since 2019), 35 helpers, 15 Claim Drivers (retired or part-time drivers), 2 drivers in training, and currently operates 93 routes.

In response to Superintendent inquiry, Mr. Berger explained that helpers provide vital assistance with PACE, Title I, and special needs education routes ensuring student safety and claim drivers fill in for driver absences, field trips, and other needs providing additional flexibility. Training for new drivers includes pre-trip inspections, parking maneuvers, and on-road skills, typically taking 2–4 weeks.

Safety is top priority for ECS as there is rigorous training; the addition of the Vector online platform has helped to strengthen drivers and helpers training, ensuring alignment with departmental policies.

The Transportation Department is working hard to foster a family-oriented work environment through team building activities and the addition of a new assistant manager role in an effort to enhance morale, efficiency, and safety standards.

In partnership with Transfinder, the routing provider, ECS is in the process of optimizing routes to prepare for the transition of 6th graders to middle schools ensuring safe, efficient transportation, and reduction of walk zones.

In conclusion, Mr. Berger recognized that the Transportation department has unique challenges, but his team plans to remain steadfast in their commitment to building a top-tier team and providing safe, efficient, and reliable services.

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

Minutes – October 22, 2024 – Public Work Session Minutes
Minutes – October 22, 2024 – Regular Board Meeting
Minutes – November 1, 2024 – Special Board Meeting

Payment of claims totaling \$9,597,059.38 as shown on the November 12, 2024, claims listing. (Codified File 2425-056) Payment of Claims

Proposed school fundraisers in accordance with Board policy. (Codified File 2425-057) Fundraisers

The following donations were made to Elkhart Community Schools (ECS): \$1,000 from Farm Bureau to the Purdue University Extension Educator for 4-H Youth Development at Daly to be used to supply materials for the new 4-H after school program; \$525 from Airxcel to Elkhart High School (EHS) Air Gift Acceptances

Force Junior Reserve Officer Training Corp (AFJROTC) to be used for snacks, equipment and competition registrations; \$1,300 from Bristol American Legion Post 143 to EHS AFJROTC to be used for snacks, equipment and competition registrations; \$1,000 from Fitzpatrick Media Group, LLC DBA DistrictWON via T-Mobile Sponsorship to EHS Athletic Department to be used to assist with the growth and development of the athletic program; \$514.15 from McDonald’s of Greater Indiana to EHS Athletics Department to be used to assist with the growth and development of the athletic program; \$7,050 from Phyllis Tubbs to EHS Athletics Department to be used to assist with the growth and development of the athletic program; \$500 from JLB Builders, LLC to EHS Theatre Department to be used to purchase supplies, costumes, set construction, decorations, and student snacks for upcoming productions; \$2,500 from Lippert to ElkLogics Robotics to be used to purchase supplies, equipment, and competition entry fees; \$300 from Mr. and Mrs. Cronkhite to Pierre Moran’s Bring Change to Mind group to be used towards the cost of supplies for their event; \$300 from Sports Time to Pierre Moran’s Bring Change to Mind group to be used towards the cost of supplies for their event; and \$225 from Tri Kappa to Pierre Moran’s Bring Change to Mind group to be used towards the cost of supplies for their event.

Extra-curricular purchase requests: West Side Extra-Curricular Account to purchase uniforms, poms and backpacks for the Cheer team totaling \$2,126.35; West Side Extra-Curricular Account to purchase uniforms for the Basketball team totaling \$6,300; and Pierre Moran Extra-Curricular Account to purchase uniforms for the Cheer team totaling \$2,773.62.

Extra-Curricular

Conference leave requests in accordance with Board policy for staff members as recommended by the administration on the November 12, 2024 listing. (Codified File 2425-058)

Conference Leave Requests

Contract recommendations in accordance with Board policy on the November 12, 2024 listing. (Codified File 2425-059)

Contracts

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

Personnel Report

Jennifer Roden – District Instructional Coach at ESC, 11/18/24

Certified Employment

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

Certified Resignation

Allison Riggs – Grade 4 at Beardsley, 11/8/24

Employment of the following nine (9) classified employees effective on the dates indicated:	Classified Employment
<ul style="list-style-type: none"> Mary Engle – Technical Assistant at Beck, 1/28/25 Angela Johnson – Registered Nurse at Roosevelt, 12/20/24 Emily Johnson – Paraprofessional at Eastwood, 1/13/25 Markese Junious – Bus Helper at Transportation, 12/16/24 Abby Kinder – Registered Behavior Technician at Pierre Moran, 1/13/25 Mary Laughman – Food Service at Woodland, 12/11/24 Noel Rangel – Technical Assistant at EACC, 12/20/24 Martha Sandoval Galvan – Food Service at Eastwood, 12/20/24 Eric Tucker – Bus Driver at Transportation, 12/20/24 	

Transfer of the following seven (7) classified employee effective for the 2024-25 school year:	Classified Transfer
<ul style="list-style-type: none"> Victoria Cockerham – Custodian at Elkhart High to Campus Security at Elkhart High Willie Coleman – Head Custodian at Elkhart High to Campus Security at Elkhart High Shykila Lawson – Freshman Division to Young Adult Program Charlene Masten – Site Coordinator at Monger to Lead Federal Program Coordinator at ESC Andrew Overmyer – Bus Driver to Mechanic Nathan Scheetz – Head Custodian at Freshman Division to Head Custodian at Elkhart High Jessica Scholfield – Mild Interventions Paraprofessional to Instructional Paraprofessional at Feeser 	

Employment of the following six (6) substitute teachers for employment in the 2024-25 school year:	Substitute Teachers
<ul style="list-style-type: none"> Jayda Andrews – Substitute Teacher Marlies Leszczynski – Retired Substitute Teacher Jessica McKenzie – Substitute Teacher Ashley Miltroka – Substitute Teacher Eric Walker – Substitute Teacher Kharyzma Williams – Substitute Teacher 	

Employment of the following twenty-eight (28) Claims/Coaches in the 2024-25 school year:	Claims/Coaches
<ul style="list-style-type: none"> Dayanara Aguirre-Mulato – Interpreter at Student Services Arizbeth Alarcon – Interpreter at Student Services Fabiana Camacho-Cruz – Interpreter at Student Services 	

Alexandra Casas-Garcia – Interpreter at Student Services
 Connie Cruz – Interpreter at Student Services
 Keylin Cruz – Interpreter at Student Services
 Nohely Freitez Dorantes – Interpreter at Student Services
 Ashely Gonzalez Espinosa – Interpreter at Student Services
 Jamie Granados – Interpreter at Student Services
 Beverly Johnson – Coach at Woodland
 Michelle Lopez – Interpreter at Student Services
 Yarmy Lopez-Tellez – Interpreter at Student Services
 Irving Matute – Interpreter at Student Services
 Maria Macias Martinez – Interpreter at Student Services
 Amber Markel – Coach at West Side
 Jennifer Molina Diaz – Interpreter at Student Services
 Sara Nunez Soto – Interpreter at Student Services
 Diana Ortiz – Interpreter at Student Services
 Anna Palos – Interpreter at Student Services
 Leigh Todd – Teacher at Adult Education
 Carlos Perez Torres – Interpreter at Student Services
 Christopher Pendleton – Bus Driver Trainee at Transportation
 Britney Ramirez – Interpreter at Student Services
 Stephanie Sebastian Granados – Interpreter at Student Services
 Bryan Sixtos-Armas – Interpreter at Student Services
 Amy Torres Obando – Interpreter at Student Services
 Julieta Varela Lopez – Interpreter at Student Services
 William Woods – Coach at Riverview

Resignation of the following nine (9) classified employee on dates indicated:

Classified Resignations

Kristine Baker – Bus Helper at Transportation, 11/8/24
 Joey Anne Blossom – Food Service at West Side, 10/15/24
 Kimberly Brayton – Secretary at ESC, 11/22/24
 Jonathan Coleman – Custodian at West Side, 10/22/24
 Janie Halliburton – Custodian at Elkhart High, 10/23/24
 Ronald Kurz – Coach at Elkhart High, 10/24/24
 America Martinez Lopez – Secretary at Elkhart High, 11/22/24
 Cory Shields – Driver Trainee at Transportation, 10/23/24
 Yalunka Washington – Paraprofessional at North Side, 11/5/24

Termination of the following two (2) classified employee on date indicated:	Classified Termination
Sean Cooper – Substitute at Building Services and Coach at West Side and Osolo, 11/12/24 in accordance with Board Policy 3139.01S	
Aileen Smart – Bus Driver at Transportation, 11/12/24 in accordance with Board Policy 3139.01S & 3121ACS	
By unanimous action, the Board approved the tentative agreement with the Elkhart Teachers’ Association (ETA) for a Master agreement expiring June 30, 2025. A tentative agreement was reached on October 15, 2024, and members of the ETA ratified the tentative agreement on October 21, 2024. The Board met to discuss the proposed tentative agreement during a Special Meeting, noticed pursuant to IC §5-14-1.5-5, on November 1, 2024. (Codified File: 2425-060)	Tentative Agreement
By unanimous action, the Board approved a Resolution authorizing supplemental payments to teachers in excess of the salary specified in the school corporation’s compensation plan, who are providing instruction to students beyond the normal load expected of teachers. (Codified File: 2425-061)	Resolution
By unanimous action, the Board approved the proposed Board Meeting Schedule for 2025 as presented during the October 22, 2024 Board meeting. (Codified File: 2425-062)	2025 Board Meeting Schedule
By unanimous action, the Board approved the proposed 2024-2025 Student Parent Guide as presented during the October 22, 2024 Board meeting.	2024-2025 Student Parent Guide
By unanimous action, the Board approved the proposed revisions to Board Policy 0165 – Notification of Board Meetings as presented during the October 22, 2024 Board meeting.	Board Policy 0165
By unanimous action, the Board approved the proposed rescission of Board Policy 0164.1 – Regular Meetings; Board Policy 0164.2 – Special Meetings; Board Policy 0164.3 – Emergency Meetings; Board Policy 0164.5 – Member Participation in Meetings Through Electronic Means of Communication; Board Policy 0164.6 – Meetings During Declared Disaster Emergencies; Board Policy 0165.3 – Notice of Emergency Meetings; and Board Policy 0165.5 – Series of Meetings (Gatherings) upon the approval of Board Policy 0165 as presented during the October 22, 2024 Board meeting.	Rescission of Policies
By unanimous action, the Board approved the proposed revisions to Board Policy 5460 – Graduation Requirements as presented during the October 22, 2024 Board meeting.	Board Policy 5460

Superintendent, Dr. Larry Huff, shared that over the past couple of weeks, ESC has experienced some remarkable moments worth highlighting.

From the
Superintendent

Dr. Huff thanked West Side for their exceptional Veterans' Day program. The event exceeded all expectations, featuring outstanding student performances, prominent community leaders, including the mayor, and local veterans. Hearing veterans praise West Side as the best in hosting such an event was truly touching. A special thanks to West Side Principal Kerry Leader and her team for creating a meaningful, educational experience that allowed students to honor the country's heroes and connect with history.

Dr. Huff recognized the veterans working in our schools, specifically those present at the Board meeting thanking Mr. Jason Inman and Mr. Zac Quiett for their service and continued impact on the community.

Dr. Huff reported this year's Fall Sports Awards at EHS was a celebration of over 40 student athletes' accomplishments. A special recognition goes to Coach Travon Curry who was named NIC Coach of the Year, as well as the students honored for academic excellence at the conference and state levels. The unveiling of the new Wellness Center renderings brought the loudest cheers of the evening, reflecting students' pride in leaving a legacy for future generations. Dr. Huff also gave a special thank you to Athletic Directors Jacquie Rost and Brian Buckley for organizing this fantastic event.

Dr. Huff commended the administration and ETA teams for their dedication to the Middle School Transition Committees. Their hard work is helping to ensure this important change is managed with care and transparency. The next community update will be distributed this Friday.

Dr. Huff provided an update regarding the transportation concern raised at the last Board meeting. Mr. Berger and his team acted swiftly, meeting with the employee and addressing her feedback. The successful resolution underscores the value of their proactive and responsive leadership.

Dr. Huff reminded the Board and audience that the next board meeting will be November 26, 2024, and thanked Mrs. Cripe for tonight's excellent presentation highlighting ECS students.

In closing, Dr. Huff asked the community to remember to say something kind and do something thoughtful this week—it makes a difference.

Board Member Kellie Mullins encouraged the community to support the Holiday Bazaar at Osolo Elementary School this weekend.

From the Board

Board Secretary Anne VonDerVellen gave a shout out to kindergarten through grade three teachers, thanking them for their hard work and efforts. Teachers and parents working together helps kids succeed.

Board Vice President Doug Weaver spoke of how awesome it was to see all the students who earned a perfect score on IREAD-3 this year and looks forward to seeing even more students recognized next year. He also commended West Side for their impressive Veterans' Day program.

The meeting adjourned at approximately 7:55 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)
West Side - NJHS	NJHS will raise money and donations for the Elkhart County Animal Shelter.	3/3/2025- 3/21-25	11/18/2024	Tricia Davis
West Side - NJHS	NJHS will host a dance and sell concessions. Funds will be used for staff and student rewards.	2/21/2025	11/18/2024	Tricia Davis
West Side - NJHS	NJHS will host a dodgeball tournament with a concession stand. Funds will go towards staff and student rewards.	1/31/2025	11/18/2024	Tricia Davis
Bristol - Student Council	Student Council will host an off-site presale of Krispy Kreme donuts. This funds will be used for future student body related activities.	11/26/2024 - 12/11/2024	11/12/2024	Nicole King
Elkhart High - Cheer	The team will have two gift card baskets that are raffled. Proceeds from the raffle will be put towards team spirit packs, competition fees, Nationals, and team celebrations.	12/8/2024	11/11/2024	Haley Warstler
Elkhart High - Cheer	Friends, family and businesses will be given the opportunity to sponsor a cheerleader. Funds collected will be used to support the cost of spirit packets, competition fees, Nationals and team celebrations.	11/27/2024 - 12/31/2024	11/11/2024	Haley Warstler
West Side - Girls Basketball	Girls basketball will host a calendar fundraiser. An individual chooses a day to sponsor and their donation coincides with they date they have chosen. Proceeds will help the team with the cost of uniforms and the purchase of equipment.	12/20/2024 - 1/17/2025	11/11/2024	Brent Curry
Mary Feeser - Student Council	Student Council will host a Valentine's Flower Sale to support future school activities, prizes and to help in their pursuit of a new bench.	1/27/2025 - 1/31/2025	11/19/2024	Kerry Gianesi
Mary Feeser - Student Council	Student Council will host a chapstick sale to support future school activities, prizes and to help in their pursuit of a new bench.	1/15/2025 - 1/17/2025	11/19/2024	Kerry Gianesi
Mary Feeser - Student Council	Student Council will host a fuzzy pencil sale to support future school activities and prizes.		11/19/2024	Kerry Gianesi
	Please note the following fundraisers are presented for confirmation only.			
Elkhart High - Cheer	EHS Cheer will sell Double Good Popcorn to friends and family to help raise funds for spirit packs, competition fees, Nationals, team dinners/celebrations.	11/16/2024	11/11/2024	Haley Warstler



ELKHART AREA CAREER CENTER

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

TO: DR. HUFF
BOARD OF SCHOOL TRUSTEES

FROM: BRANDON EAKINS BE 

DATE: OCTOBER 2, 2024

RE: DONATION APPROVAL - EACC

Gurley Leep Automotive has donated \$5,000.00 (Platinum Level) for our Sponsorship program. The purpose of this program is an effort to assure students enrolled in EACC educational programming will not have an obligation to pay for college credit and/or industry certification. Proceeds from sponsorships will also be used by the EACC to support student organizations and associated activities.

Platinum Level sponsorship recognition includes:

- EACC bi-monthly newsletter-distributed to over 3,000 community partners
- EACC National Technical Honors Society and Awards Recognition flyers- distributed to over 1,000 guests for two events in the spring
- EACC Course Description Guides - over 1,000 hard copies are distributed annually to be utilized by families and counselors to inform placement decisions
- All EACC Open House materials - over 19,000 flyers and posters distributed to families and posted throughout all sending schools in the region

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:

Gurley Leep Automotive
Attn: Chris Zellers
5201 Grape Rd
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: November 15, 2024

TO: Dr. Larry Huff
 Board of School Trustees

FROM: Cary Anderson (Principal) 
 Nick Seidl (Teacher/Sponsor)

RE: Donation Approval

Elkhart High School received a donation of \$750.00 from HRP Construction. The donation will be used to purchase supplies, equipment and expenses related to robot construction and attending competitions. 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:

HRP Construction
C/O Mr. Matt Cain
5777 Cleveland Road
South Bend, IN 46228



ELKHART AREA CAREER CENTER

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

TO: DR. HUFF
BOARD OF SCHOOL TRUSTEES

FROM: BRANDON EAKINS *BE*

DATE: NOVEMBER 19, 2024

RE: DONATION APPROVAL - EACC

Ironworkers Local #292 has donated \$1,000.00 (Gold Level) for our Sponsorship program. The purpose of this program is an effort to assure students enrolled in EACC educational programming will not have an obligation to pay for college credit and/or industry certification. Proceeds from sponsorships will also be used by the EACC to support student organizations and associated activities.

Gold Level sponsorship recognition includes:

- EACC bi-monthly newsletter-distributed to over 3,000 community partners
- EACC National Technical Honors Society and Awards Recognition flyers- distributed to over 1,000 guests for two events in the spring
- EACC Course Description Guides – over 1,000 hard copies are distributed annually to be utilized by families and counselors to inform placement decisions

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:

Ironworkers Local #292
Attn: Robert Kara
3515 Boland Dr
South Bend, IN 46628



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: November 15, 2024

TO: Dr. Larry Huff
Board of School Trustees

FROM: Cary Anderson (Principal)
Janis Elli (Teacher/Sponsor)

RE: Donation Approval

Elkhart High School received a donation of \$250.00 from Juan & Tamara Gonzalez. The donation will be used to purchase supplies and expenses related to the Speech Team and attending various competitions. 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:

Juan & Tamara Gonzalez
54360 Sagewood Drive
Mishawaka, IN 46545



ELKHART AREA CAREER CENTER

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

To: DR. HUFF
BOARD OF SCHOOL TRUSTEES

FROM: BRANDON EAKINS *BE*

DATE: NOVEMBER 14, 2024

RE: DONATION APPROVAL - EACC

Kevin & Nyla Bender recently donated \$2,000.00 to the Bruce Poarch Automotive Heritage Scholarship. This scholarship will be awarded each year to a senior who is enrolled in our Automotive Technology program

This donation will be very helpful and will benefit students to further their education in the Automotive field.

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:

Kevin & Nyla Bender
23624 County Road 106 E
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: November 13, 2024

TO: Dr. Larry Huff
Board of School Trustees

FROM: Cary Anderson (Principal)
Nick Seidl (Teacher/Sponsor)

RE: Donation Approval

Elkhart High School received a donation of \$2,500.00 from Patrick Industries, Inc. will be used to purchase supplies, equipment and expenses related to robot construction and attending competition. 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:

Patrick Industries, Inc.
C/O Jason Teich
107 West Franklin St.
PO Box 638
Elkhart, IN 46515



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: November 19, 2024

TO: Dr. Larry Huff
Board of School Trustees

FROM: Cary Anderson (Principal)
Scott Rutledge (Teacher/Sponsor)

RE: Donation Approval

Elkhart High School received a donation of \$1,000.00 from The Galley Sports Pub. The donation will be used to pay for snacks, equipment and competition registrations for the AFJROTC Extra Curricular 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:

The Galley Sports Pub
C/O Mr. Jason Reynolds
3147 Northview Drive
Elkhart, IN 46514



ELKHART AREA CAREER CENTER

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

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

FROM: BRANDON EAKINS *BE* 

DATE: NOVEMBER 14, 2024

RE: DONATION APPROVAL - EACC

Tiffany McLaughlin recently donated \$280.00 to the Bruce Poarch Automotive Heritage Scholarship. This scholarship will be awarded each year to a senior who is enrolled in our Automotive Technology program

This donation will be very helpful and will benefit students to further their education in the Automotive field.

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:

Tiffany McLaughlin
66869 Bulhand Rd
Cassopolis, MI 49031-8547



HUMAN RESOURCES

ELKHART
COMMUNITY SCHOOLS

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

PERSONNEL RECOMMENDATIONS

CERTIFIED

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

CLASSIFIED

- a. **New Classified Staff** – We recommend the employment of four (4) new classified staff pending successful completion of the probationary period.
- b. **Classified Staff Transfers** – We recommend the transfer of four (4) classified staff for the 2024-25 school year.
- c. **Substitute Teachers** – We recommend the employment of two (2) substitute teachers for the 2024-25 school year.
- d. **Claims/Coaches** – We recommend the employment of two (2) employees for the 2024-25 school year.
- e. **Separation** – We report the separation of six (6) employees.



DISTRICT COUNSEL/
CHIEF OF STAFF

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

TO: BOARD OF SCHOOL TRUSTEES

FROM: W. DOUGLAS THORNE 
DISTRICT COUNSEL/CHIEF OF STAFF

DATE: NOVEMBER 22, 2024

RE: EMPLOYEE COMPENSATION

The Administration will be presenting a number of recommendations related to employee compensation for your consideration and approval on November 26, 2024. These recommendations are outlined below:

Paraprofessionals and Technical Assistants

As you know, the Administration has been working for several months to develop new compensation plans for these employees. The new compensation plans are included in the packet. Position descriptions for employees in these two groups will be shared with you during the executive session on the 26th. The Administration will be seeking your approval of the revised compensation plans, with the new wage scales being retroactive to August 1, 2024.

AFSCME Local #2925 Contract

The Administration recently reached a settlement with AFSCME Local #2925 for a new three-year master contract, with salary reopeners in years two and three. This settlement has been ratified by the membership of Local #2925, and we will be seeking your approval of this agreement during your meeting on the 26th.

Three (3%) Percent Increase to Wages and Salaries

The Administration will be seeking authorization during your November 26, 2024, regular meeting to increase individual employee wages and salaries for the following employee groups by three (3%) percent, effective January 1, 2025:

- Food Service
- Mechanics
- Bus Drivers
- Bus Helpers
- Maintenance
- Secretarial/Business
- Executive Assistants

- Paraprofessionals
- Technical Assistants
- Registered Nurses
- Social Workers
- Employees in Miscellaneous Positions
- Therapists
- Technology Services Employees
- Permanent Substitute Teachers
- Licensed Practical Nurses

Proposed revisions to the compensation plans for these employee groups will be submitted for your review and consideration in January.

Administrators

Finally, the Administration is requesting authorization to increase salaries paid to individual administrators for the 2024-2025 school year by three (3%) percent.

WDT/crr

Cc: Dr. Larry Huff



Book Policy Manual
 Section 3000 Personnel
 Title PROPOSED REVISED PARAPROFESSIONALS' COMPENSATION PLAN
 Code po3422.08S
 Status Second Reading
 Adopted December 13, 2016
 Last Revised November 28, 2023
 Last Reviewed November 26, 2024

3422.08S - PARAPROFESSIONALS' COMPENSATION PLAN

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

Instructional Paraprofessionals' Wage Schedule

Wage Schedule A – No B.A. or B.S. Degree in Education

Steps	Class A	Class B	Class C
Step 1 - Probationary	\$15.28	\$16.26	\$18.95
Step 2 - 55 days to 1 year	\$15.54	\$16.54	\$19.40
Step 3 - 2 years	\$15.82	\$16.81	\$19.85
Step 4 - 3 years	\$16.09	\$17.09	\$20.30
Step 5 - 4 years	\$16.37	\$17.37	\$20.75
Step 6 - 5 years	\$16.65	\$17.65	\$21.20
Step 7 - 6 years	\$16.93	\$17.92	\$21.70
Step 8 - 7 years	\$17.20	\$18.20	\$21.70
Step 9 - 8 years	\$17.48	\$18.48	\$21.70
Step 10 - 9 years	\$17.76	\$18.76	\$21.70
Step 11 - 10 years	\$18.04	\$19.03	\$21.70
Step 12 - 11 years	\$18.31	\$19.31	\$21.70
Step 13 - 12 years	\$18.59	\$19.59	\$21.70
Step 14 - 13 years	\$18.87	\$19.87	\$21.70
Step 15 - 14 years	\$19.15	\$20.14	\$21.70
Step 16 - 15 years +	\$19.44	\$20.69	\$22.70

Class A	Class B	Class C
EACC Paraprofessionals	APEX Paraprofessional	Blind Low Vision Paraprofessional
EACC Child Care Paraprofessionals	Alternative Program Paraprofessional	
Instructional Paraprofessional	ENL Paraprofessional	

	RBT certification hourly differential (paraprofessionals not serving in a RBT position only)*	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
1	0 days or more, but less than 55 days (Probationary Rate)	13.96	16.95	16.95	16.95	16.95	16.95	17.49	18.95	18.95
2	55 days or more, but less than 1 year	14.35	17.40	17.40	17.40	17.40	17.45	18.24	19.40	19.40
3	1 year or more, but less than 2 years	14.85	17.85	17.85	17.85	17.85	17.85	18.91	19.85	19.85
4	2 years or more, but less than 3 years	15.28	18.30	18.30	18.30	18.30	18.30	19.63	20.30	20.30
5	3 years or more, but less than 4 years	15.80	18.75	18.75	18.75	18.75	18.75	20.58	20.75	20.75
6	4 years or more, but less than 5 years	16.29	19.20	19.20	19.20	19.20	19.20	NA	21.20	21.20
7	5 years or more, but less than 15 years	16.82	19.70	19.70	19.70	19.70	19.70	NA	21.70	21.70
8	15 years or more	17.82	20.70	20.70	20.70	20.70	20.70	21.58	22.70	22.70

*-effective 2022-2023 school year

Explanation of Schedules

A. Paraprofessional with no B.A. or B.S. Degree

1. An employee who does not possess by January 1 of each year a Bachelor of Arts or Bachelor of Science degree in education from an accredited four (4) year college or university shall be classified as a "paraprofessional" and shall be paid a wage in accordance with the Wage Schedule, pursuant to **Paraprofessionals' Wage Schedule A** of this Policy.
2. Any paraprofessional with thirty (30) or more but less than ninety (90) semester hours credit as described in part 4 of this section shall be placed on Step 3 of the salary schedule after successful completion of probationary employment.
3. Any paraprofessional with ninety (90) or more semester hours credit as described in part 4 of this section shall be placed on Step 4 of the salary schedule after successful completion of probationary employment.
4. All semester credit hours must be a part of a regular college or university program leading to a B.A. or B.S. degree in education, and a letter of verification shall be submitted to the Director of Human Resources for approval before credit towards experience is granted.
5. Verified experience as a teacher, substitute teacher, or educational aide will be evaluated to determine placement, but in no case will an employee be placed at Step 8 or higher.
6. Director of Human Resources/Designee may place paraprofessionals in hard to fill positions (e.g. emotionally disabled, intense intervention) on steps 4 — 8 of the Paraprofessionals' Wage Schedule at their date of hire.

7. ~~No change in wage status due to earned credit hours shall be made at any time other than January 1 of each year.~~
8. ~~Paraprofessionals employed on or before January 1, 1976, who possess a B.A. or B.S. college degree in a field other than educational shall be eligible for placement on Paraprofessionals' Wage Schedule B, Paraprofessional Wage Schedule.~~

B. Paraprofessional with a B.A. or B.S. Degree

1. ~~Upon completion of a Bachelor of Arts or Bachelor of Science degree in education, a paraprofessional shall be classified, beginning January 1 of the year following completion of said degree, as a "paraprofessional" and shall be paid a wage in accordance with the Paraprofessional Wage Schedule, pursuant to Paraprofessionals' Wage Schedule B of this Policy.~~
2. ~~Verified experience as a teacher, substitute teacher, or educational aide will be evaluated to determine placement, but in no case will an employee be placed at Step 6 or higher.~~

C. Wage Differentials

1. Paraprofessionals assigned to duties (not already outlined in their job description) where custodial care and lifting are required shall be paid a differential of \$1.00 per hour over their existing rate.
2. ~~Instructional Paraprofessionals assigned to the Elkhart Academy, both secondary and elementary, shall be paid a differential of \$1.00 per hour over their existing rate.~~
3. Instructional Paraprofessionals, assigned by a building administrator to serve as a substitute for an absent teacher, shall be paid a differential of \$15.00 for one-half (1/2) day coverage and \$30.00 for a full day coverage.
4. ~~Exceptional Learners paraprofessionals who are RBT certified but not serving in an RBT position are eligible for an hourly wage differential per Wage Schedule C above. In order to receive the wage differential, said paraprofessionals are responsible for providing proof of certification to the Human Resources Department as well as maintaining the certification to continue receiving the differential.~~

D. Paraprofessional Career Increment Schedule

Years regularly employed by Elkhart Community Schools	Amount of Hourly Career Increment
five (5) or more, but less than ten (10)	.25
ten (10) or more, but less than fifteen (15)	.50
fifteen (15) or more, but less than twenty (20)	.75
twenty (20) or more	1.00

Retention Payment(s)

Paraprofessionals will be eligible to receive a retention payment of \$250.00 with their second pay of the school term provided the paraprofessional was employed by the school corporation as a paraprofessional for one hundred and twenty (120) days or more during the immediately preceding school term and continues in an active employment status as a paraprofessional.

Paraprofessionals' Fringe Benefits

A. Income Protection and Annuities

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

the Board.

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

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

1. Resignation

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

2. Retirement, Death, or Disability

The benefits listed below are in addition to those in **Paraprofessionals' 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 or who is age fifty-five (55) and has fifteen (15) or more consecutive years of employment in Elkhart Community Schools. Only the six (6) months service requirement must be met to be eligible for the disability or death benefit.

The requirement for consecutive years of employment is modified only under the following conditions: If a paraprofessional leaves the employment of the Elkhart Community Schools for any reason and for any period of time and then returns to employment with the Elkhart Community Schools, the years of service completed prior to this break in employment will be counted toward the years of employment requirement for severance benefits, but the employee must work two additional years beyond the total number required to normally reach the years of employment requirement. For example, if a paraprofessional works for the district for eight (8) years, leaves the district's employment for one (1) year, and then returns to employment, s/he must work another four (4) years in order to meet the age sixty (60) and ten (10) years of experience requirement, or nine (9) years in order to meet the age fifty-five (55) and fifteen (15) years of the experience requirement. In addition, there can only be one break in employment under this exception to the consecutive years of service requirement. If there is more than one (1) break in service, the paraprofessional's prior years of service will not be counted and the consecutive service requirement will apply.

- b. A maximum of thirty-five (35) accumulated days of unused personal leave will be paid to eligible employees who retire, die, or become totally permanently disabled while employed by the Elkhart Community Schools. In the event of death, the benefit shall be paid to the decedent's estate.
- c. In addition, employees who are fifty-five (55) years of age or older and have at least fifteen (15) years of service and who have been insured under the Elkhart Community Schools' group insurance plan for at least the last five (5) years, shall be eligible to continue in that program until age sixty-five (65) by paying 100% of the premiums in advance at the business office.
- d. When retiring, a Paraprofessional may select one (1) of the following benefits based upon the employee's daily rate at the time of retirement:

1. Two (2) 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 Paraprofessional employee booklet.

D. Change in Paraprofessionals Classification

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

Absences

When unable to report for work, it is the employee's responsibility to notify and give the reason for absence to his/her immediate supervisor as soon as possible. This notice is to be given at least one-half (1/2) hour before the time that the employee regularly reports for work. Upon return to work, the employee shall file a report of absence. Deductions for absence will be made at the daily rate unless covered by an absence policy. (No absence report is necessary on emergency closing days when 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

A. School-year Employees

1. Regular school year classified employees will be awarded twelve (12) days of personal illness/family illness leave each calendar year.
2. 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.

B. All Employees

1. The Elkhart Community Schools may request a doctor's approval to return to work following an illness.
2. 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.
3. An employee injured in the performance of his/her duties is eligible for Worker's Compensation. The employee is required to complete an injury report form on the day of the injury and to visit the designated medical facility as directed by the employer. Time required for the employee to recuperate from any personal injury arising out of and in the course of employment responsibility shall be governed by Indiana laws regarding Worker's Compensation. Worker's Compensation benefits will begin after seven (7) calendar days at a rate of sixty-six and two-thirds percent (66 - 2/3%) of the employee's average wage rate. The employee's share of the health/life insurance premium must be paid in advance to the Business Office or insurance will be terminated. An employee may receive full payment by using available illness absence, personal business, and/or vacation benefits.

Bereavement

Each regular classified employee shall be entitled to be absent from work without loss of compensation on account of death in the immediate family for five (5) business days beyond the date of death in order to attend to matters related to the death of the family member (attendance at a funeral, memorial service, appointment with attorney, financial advisor, court

appearance, etc.). Said days must be used by the employee within twelve (12) months of the death of the immediate family member, but do not have to be used consecutively.

"Immediate family" shall mean the employee's spouse, life partner, children, siblings, parents, parents-in-law, brother- or sister-in-law, son- or daughter-in-law, grandparents, grandchildren, great-grandparent, stepparents, stepchildren, or any member of the family unit living in the employee's household, any person for whom the employee is the legal guardian, or for whom the employee is exercising rights authorized pursuant to a Power of Attorney.

Bereavement leave shall also include a miscarriage or the birth of a stillborn baby and be considered a death within the employee's immediate family.

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

Each calendar year, an employee may take one (1) day of bereavement, without loss of compensation, to attend the funeral of a friend.

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

Military Leave

A leave of absence may be granted by the Board of School Trustees on the recommendation of the Superintendent to any regular employee who may be required or shall elect to enter the military service. This will permit the employee to return to take a comparable position after s/he receives an honorable discharge.

An employee who, as a reserve member of the armed forces of the United States or of the National Guard, is called on to receive temporary military training shall be entitled to a temporary leave of absence not to exceed fifteen (15) days in any one (1) calendar year. Such absence shall result in no loss of wages. When the employee has received the military pay he/she shall present the check or a copy of the check to the payroll office, whereupon a deduction equal to the per diem payments will be made for each day of paid absence from the next payroll check. Upon return from temporary training or leave, the employee will be restored to a comparable position without loss of vacation, sick leave, or other benefits of employment.

Health Leave

Through Board of School Trustees' action, regular classified employees may be granted a health leave after one (1) year of service. Requests for health leave by an employee must be submitted in writing and must be supported by a physician's statement.

The Board, after examining medical evidence, may place a regular employee on leave for health reasons if, in its judgment, the physical or mental health of the employee is interfering with the successful performance of his/her responsibilities.

Health leaves may be granted for a maximum period of one (1) year. An employee shall be afforded the opportunity to continue participation in any insurance program in which s/he is enrolled. Such participation shall be at the employee's own expense.

Health Leave - Procedure

Through Board of School Trustees' action, regular classified employees may be granted a health leave after one (1) year of service. Requests for health leave by an employee must be submitted in writing and must be supported by a physician's statement.

The Board of School Trustees, after examining medical evidence, may place a regular employee on leave for health reasons if, in its judgment, the physical or mental health of the employee is interfering with the successful performance of his/her responsibilities.

Health leaves may be granted for a maximum period of one (1) year. An employee shall be afforded the opportunity to continue participation in any insurance program in which s/he is enrolled. Such participation shall be at the employee's own expense.

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 Human Resources from the appropriate administrator.

Should the employee fail to provide a requested physician's statement within thirty (30) days after s/he has used all benefits, it will be grounds for termination. In addition, the employer may require an employee to have an examination by a physician. The cost of any such examination will be paid by the employer.

In the event an employee is incapacitated, a family member or legal guardian may submit the request for health leave, and any required documentation.

An employee may return from health leave with a physician's statement indicating the ability to perform the job responsibilities. Employment will be held for a period of up to one (1) year. After the employee has been on leave for a year, s/he will be eligible for re-employment when an opening for which s/he is qualified becomes available.

Personal Leave

Regular classified employees are entitled to the number of hours equal to three (3) workdays for absence for personal reasons during each calendar year without loss of pay. A personal leave request form shall be completed and submitted to the appropriate administrator to accompany the payroll report for the period in which the absence occurs.

If an employee retains all three (3) personal business days at the end of the year, he/she can roll two (2) of the three (3) days to the following year to equal five (5) personal business days. The remaining unused personal business day shall accumulate for retirement at the end of the year. In the event the employee intends to use five (5) consecutive days, the employee must provide thirty (30) calendar days written notice requesting the use of said consecutive days to their immediate supervisor.

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

Personal Leave - Procedure

Request for personal leave shall be made by completing the classified personal leave request form and giving such form to the employee's supervisor or authorized designee, no less than twenty-four (24) hours in advance. In the event of an unforeseen emergency beyond the control of the employee, which makes it impossible to give the twenty-four (24) hours advance notice, the employee shall notify the employer as soon as reasonably possible. When such is the case, the written request shall be completed no later than the first day of return from the absence.

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

- A. Once every three (3) years, an employee may use personal business hours to extend a holiday or vacation period described above by exchanging two (2) personal business hours for each personal business hour taken adjacent to the holiday or vacation period.
- B. The employee must give notice, in writing, to the Office of the Superintendent ten (10) working days in advance of taking said day.
- C. All emergency requests for personal business immediately preceding or immediately following vacation periods shall be granted only upon approval of the Superintendent or designee. For the purpose of determining when an emergency exists, "emergency" shall be defined as an unforeseen event that prohibits the employee from attending to his/her assigned duties.

Jury and Witness Duty Pay

Jury Duty

All paraprofessionals will be granted excused absences when they are subpoenaed to serve on the jury. Such absence shall result in no loss of wages. When an employee receives notification from the Court canceling a trial, the employee is to report to work or use personal business. When the employee has received her/his jury duty check, the check or copy of the check shall be presented to the payroll office, whereupon a deduction equal to jury duty pay will be made from the next payroll check.

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. When the employee is in receipt of his/her witness duty check, a copy of the check shall be presented to the payroll office, whereupon a deduction equal to witness duty pay will be made from the next payroll check. The employee will not be paid when such testimony is given in any litigation in which the employee is a party, or employee relations-related litigation involving the employer of any other school employer unless the employer subpoenas the employee to testify. However, if the employee has been named as a party as a result of the employee's performance of duties as an ECS employee, such employee shall not be subjected to the foregoing prohibition.

Paid Parental Leave

An employee not eligible for maternity leave (e.g. father, adopting parent, surrogate parent, etc.) for whom parental rights have been established, shall be entitled to a paid leave of absence of up to ten (10) work days, for the purpose of bonding with the employee's newborn child, or caring for the newborn child subsequent to delivery. Said leave must be taken within six (6) months of the child's birth or adoption.

Parental Leave

A leave, without pay, may be granted to any expectant parent upon written request of the employee to the Director of Human Resources. In the event that the employee is pregnant, the leave may be requested to begin any time between thirty (30) days after the Director of Human Resources is notified of the pregnancy and thirty (30) days after the birth of the child. For employees who are not pregnant, the leave may be requested to begin any time within thirty (30) days of the date that the child is expected in the home. In cases of emergency, the thirty (30) day notification period may be waived. Leaves may be requested for a period not to exceed one (1) year, and are non-renewable.

The staff member shall return to the first position which becomes available for which s/he is qualified, as determined by the employer or waive any right to re-employment. For the period of the leave, a staff member may continue in any group insurance program for which s/he is eligible, at his/her own expense, by paying the full cost of premiums in advance at the Business Office.

Adoptive Leave

An employee who legally adopts a child whose age is less than eighteen (18) years old shall be entitled to use family illness leave days to serve as the primary caregiver for the adoptive child. In order to be eligible for paid adoptive leave, the employee must notify the Director of Human Resources and the employee's immediate supervisor of the request for adoptive leave upon acceptance of the application for adoption. All such leaves shall commence on the date that the child is physically turned over to the employee for the employee's care and legal custody.

Foster Care Leave

Paid leave of up to five (5) days shall be granted for bonding with a child who has recently joined the employee's household through foster care placement. In the event of multiple foster placements occurring, no more than ten (10) days shall be granted to an individual employee during a twelve (12) month period.

Maternity Leave (effective 1/1/25)

Elkhart Community Schools shall grant ~~three (3)~~ **six (6)** weeks of paid maternity leave for a vaginal birth and ~~four (4)~~ **eight (8)** 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.

Paraprofessionals' 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. Definitions

1. 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.

2. 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.

B. Holidays

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 – two (2) days

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

Revised 1/1/17

Revised 12/12/17

Revised 10/23/18

Revised 1/8/19

Revised 12/10/19

Revised 1/14/20

Revised 11/24/20

Revised 4/13/21

Revised 10/12/21

Revised 12/14/21

Revised 6/28/22

Revised 8/9/22

Revised 11/22/22

Book Policy Manual
 Section 3000 Personnel
 Title PROPOSED REVISED TECHNICAL ASSISTANTS' COMPENSATION PLAN
 Code po3422.09S
 Status Second Reading
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3422.09S - **TECHNICAL ASSISTANTS' COMPENSATION PLAN**

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

Technical Assistants' Wage Schedule

Step	ECS Experience as Paraprofessional	Hourly Rate
1	0 days or more, but less than 55 days (Probationary Rate)	17.24
2	55 days or more, but less than 1 year	17.99
3	1 year or more, but less than 2 years	18.66
4	2 years or more, but less than 3 years	19.38
5	3 years or more	20.33

Steps	Hourly Rate
Step 1 - Probationary	\$18.95
Step 2 - 55 days to 1 year	\$19.29
Step 3 - 2 years	\$19.63
Step 4 - 3 years	\$19.97
Step 5 - 4 years	\$20.31
Step 6 - 5 years	\$20.65
Step 7 - 6 years	\$20.99
Step 8 - 7 years	\$21.33
Step 9 - 8 years	\$21.67
Step 10 - 9 years	\$22.01
Step 11 - 10 years	\$22.35
Step 12 - 11 Years	\$22.69
Step 13 - 12 years	\$23.03
Step 14 - 13 years	\$23.37
Step 15 - 14 years	\$23.71
Step 16 - 15 years	\$24.11

Technical Assistants
EACC Technical Assistants
Elementary Library/Media
Technology Instructional
Suspension Program (Elkhart Academy)
Choral Accompanist

Wage Differential

Elementary Library and Technology Instructional Technical Assistants with an assigned preparation period, will be entitled to the current period substitution rate set forth in the Master Contract when the technical assistant covers a teacher's class during their preparation period.

EACC Technical Assistants assigned by a building administrator to serve as a substitute for an absent teacher, shall be paid a differential of \$15.00 for one half (1/2) day coverage and \$30.00 for a full day coverage.

Years regularly employed by Elkhart Community Schools	Amount of Hourly Career Increment
five (5) or more, but less than ten (10)	.25
ten (10) or more, but less than fifteen (15)	.50
fifteen (15) or more, but less than twenty (20)	.75
twenty (20) or more	1.00

~~*Step placement shall be determined on verified past experience, but in no case will any new employee be placed higher than Step 4 following the probationary employment period.~~

~~**Additional Course Work Increment**~~

~~A Technical Assistant who completes a forty five (45) contact hour, pre approved course related directly to his or her position and receives a final course grade of C+ or better in graded courses, will receive a 10¢ increase in hourly rate for each such approved course which is completed, up to a maximum of 30¢ per hour. The request must be submitted to the Director of Human Resources in writing for his/her approval.~~

Fringe Benefits

A. Income Protection and Annuities

The Elkhart Community Schools provides the opportunity for regular classified employees to purchase income protection and tax sheltered annuities. This is done by specifications and through 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

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

1. Resignation

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

2. Retirement, Death, or Disability

The benefits listed below are in addition to those in **Technical Assistants' Fringe Benefits**.

- a. For purposes of this benefit, "retirement" shall be defined as resignation by an employee who at the time of retirement is age sixty (60) and has ten (10) or more consecutive years of employment in the Elkhart Community Schools or who is age fifty five (55) and has fifteen (15) or more consecutive years of employment in Elkhart Community Schools. Only the six (6) months service requirement must be met to be eligible for the disability or death benefit.
- b. A maximum of thirty five (35) accumulated days of unused personal leave will be paid to eligible employees who retire, die, or become totally permanently disabled while employed by the Elkhart Community Schools. In the event of death, the benefit shall be paid to the decedent's estate.
- c. In addition, employees who are fifty five (55) years of age or older and have at least fifteen (15) years of service and who have been insured under the Elkhart Community Schools' group insurance plan for at least the last five (5) years, shall be eligible to continue in that program until age sixty five (65) by paying 100% of the premiums in advance at the business office.
- d. When retiring, a Technical Assistant who has ten (10) years of service and is at least fifty-five (55) years of age may select one (1) of the following benefits based upon the employee's daily rate at the time of retirement:
 1. Two (2) days' 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 Technical Assistants employee booklet.

D. Change in Classification

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

Absences

When unable to report for work, it is the employee's responsibility to notify and give the reason for absence to his/her immediate supervisor as soon as possible. This notice is to be given at least one half (1/2) hour before the time that the employee regularly reports for work. Upon return to work, the employee shall file a report of absence. Deductions for absence will be made at the daily rate unless covered by an absence policy. (No absence report is necessary on emergency closing days when pay is not to be received.)

All classified employees employed four (4) or more hours are entitled to certain illness and leave benefits. Absences for all classified personnel in addition to the days to which they are entitled shall be considered to be unexcused, except those for which prior approval has been granted. Any absence of an employee may, at the discretion of the employer, be subject to proper and sufficient verification satisfactory to the employer. Three (3) days' unexcused absences in any one (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

A. Full-Time Technical Assistants

Full-time Technical Assistants will be allowed the number of hours equal to one (1) workday per month of employment for personal illness/family illness absence. This will provide ninety six (96) hours of 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 days.

B. School-year Technical Assistants

1. Regular school-year classified employees will be awarded twelve (12) days of personal illness/family illness leave each calendar year.
2. 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.

Family Illness

The number of hours equal to two (2) workdays may be used for family illness in the immediate family, two (2) workdays may be used for either family illness in the immediate family or personal illness, and the balance may be used for personal illness.

As used in this section, "immediate family" shall mean employee's spouse, life partner, children, siblings, parents, parents in law, brother or sister in law, son or daughter in law, grandparents, grandchildren, great grandparents, stepparents, stepchildren, or any member of the family unit living in the employee's household, any person for whom the employee is the legal guardian, or for whom the employee is exercising rights authorized pursuant to a Power of Attorney. "Life Partner" shall mean an individual whose close association with the employee is the equivalent of a family relationship. "Family Unit" shall mean any person related to the employee, genetically or by marriage, or any person for whom the employee is the legal guardian.

Job-Related Injury

An employee injured in the performance of his or her duties is eligible for Worker's Compensation. The employee is required to complete an injury report form on the day of the injury and to visit the designated medical facility as directed by the employer. Time required for the employee to recuperate from any personal injury arising out of and in the course of employment responsibility shall be governed by Indiana laws regarding Worker's Compensation. Worker's Compensation benefits will begin after seven (7) calendar days at a rate of sixty-six and two-thirds percent (66-2/3%) of the employee's average wage rate. The employee's share of the health/life insurance premium must be paid in advance to the Business Office or insurance will be terminated. An employee may receive full pay by using available illness absence, personal business, and/or vacation benefits.

Attendance Incentive Program

Beginning January 1, 2020, the following attendance incentive program will be effective for all technical assistants. For the purpose of this program, the year will run from January 1st through December 31st.

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

Bereavement

Each regular classified employee shall be entitled to be absent from work without loss of compensation on account of death in the immediate family for five (5) business days beyond the date of death in order to attend to matters related to the death of the family member (attendance at a funeral, memorial service, appointment with attorney, financial advisor, court appearance, etc.). Said days must be used by the employee within twelve (12) months of the death of the immediate family member, but do not have to be used consecutively.

"Immediate family" shall mean employee's spouse, life partner, children, siblings, parents, parents in law, brother or sister-in-law, son- or daughter-in-law, grandparents, grandchildren, great-grandparents, stepparents, stepchildren, or any member of the family unit living in the employee's household, any person for whom the employee is the legal guardian, or for whom the employee is exercising rights authorized pursuant to a Power of Attorney.

Bereavement leave shall also include a miscarriage or the birth of a stillborn baby and be considered a death within the employee's immediate family.

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

Each calendar year, an employee may take one (1) day of bereavement, without loss of compensation, to attend the funeral of a friend.

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

Military Leave

A leave of absence may be granted by the Board of School Trustees on the recommendation of the Superintendent to any regular employee who may be required or shall elect to enter the military service. This will permit the employee to return to take a comparable position after s/he receives an honorable discharge.

An employee who, as a reserve member of the armed forces of the United States or of the National Guard, is called on to receive temporary military training shall be entitled to a temporary leave of absence not to exceed fifteen (15) days in any one (1) calendar year. Such absence shall result in no loss of wages. When the employee has received the military pay he/she shall present the check or a copy of the check to the payroll office, whereupon a deduction equal to the per diem pay will be made for each day of paid absence from the next payroll check. Upon return from temporary training or leave, the employee will be restored to a comparable position without loss of vacation, sick leave, or other benefits of employment.

Health Leave

Through Board of School Trustees' action, regular classified employees may be granted a health leave after one (1) year of service. Requests for health leave by an employee must be submitted in writing and must be supported by a physician's statement.

The Board, after examining medical evidence, may place a regular employee on leave for health reasons if, in its judgment, the physical or mental health of the employee is interfering with the successful performance of his/her responsibilities.

Health leaves may be granted for a maximum period of one (1) year. An employee shall be afforded the opportunity to continue participation in any insurance program in which s/he is enrolled. Such participation shall be at the employee's own expense.

Through Board of School Trustees' action, regular classified employees may be granted a health leave after one (1) year of service. Requests for health leave by an employee must be submitted in writing and must be supported by a physician's statement.

The Board of School Trustees, after examining medical evidence, may place a regular employee on leave for health reasons if, in its judgment, the physical or mental health of the employee is interfering with the successful performance of his/her responsibilities.

Health leaves may be granted for a maximum period of one (1) year. An employee shall be afforded the opportunity to continue participation in any insurance program in which s/he is enrolled. Such participation shall be at the employee's own expense.

Health Leave - Procedure

An employee with at least one (1) year's service, who has used all of his/her personal illness, personal leave, FMLA Leave, and vacation benefits, may be placed on a health leave.

- A. After all available benefit days have been exhausted, or
- B. When a physician's statement indicating inability to perform regular duties for an extended period of time has been provided, or
- C. Upon receipt of a request for placement on such leave by the Director of Human Resources from the appropriate administrator.

Should the employee fail to provide a requested physician's statement within thirty (30) days after s/he has used all benefits, it will be grounds for termination. In addition, the employer may require an employee to have an examination by a physician. The cost of any such examination will be paid by the employer.

In the event an employee is incapacitated, a family member or legal guardian may submit the request for health leave, and any required documentation.

An employee may return from health leave with a physician's statement indicating the ability to perform the job responsibilities. Employment will be held for a period of up to one (1) year. After the employee has been on leave for a year, s/he will be eligible for re employment when an opening for which s/he is qualified becomes available.

Personal Leave

Technical Assistants who work a regular workday of four (4) or more hours 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, he/she can roll two (2) of the three (3) days to the following year to equal five (5) personal business days. The remaining unused personal business day shall accumulate for retirement at the end of the year. In the event the employee intends to use five (5) consecutive days, the employee must provide thirty (30) calendar days written notice requesting the use of said consecutive days to their immediate supervisor.

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

A personal leave request form shall be completed and submitted to the appropriate administrator to accompany the payroll report for the period in which the absence occurs.

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 twenty-four (24) hours advance notice, the employee shall notify the employer as soon as reasonably possible. When such is the case, the written request shall be completed no later than the first day of return from the absence.

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

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

Jury and Witness Duty Pay

Jury Duty

All Technical Assistants will be granted excused absence when they are subpoenaed to serve on the jury. Such absence shall result in no loss of wages. When an employee receives notification from the Court canceling a trial, the employee is to report to work or use personal business. When the employee has received her/his jury duty check, the check or copy of the check shall be presented to the payroll office, whereupon a deduction equal to jury duty pay will be made from the next payroll check.

Witness Duty

In the event an employee is subpoenaed to serve as a witness, except in cases noted below, and gives testimony before a court of law or governmental administrative agency, the employee shall be granted absence to witness for the time during the working day which the employee is required to be present. Such absence, up to three (3) days for any one (1) case, shall result in no loss of wages. For cases involving extended absence to witness, the superintendent may grant additional days. When the employee is in receipt of his/her witness duty check, a copy of the check shall be presented to the payroll office, whereupon a deduction equal to witness duty pay will be made from the next payroll check. The employee will not be paid when such testimony is given in any litigation in which the employee is a party, or employee relations related litigation

involving the employer of any other school employer unless the employer subpoenas the employee to testify. However, if the employee has been named as a party as a result of the employee's performance of duties as an ECS employee, such employee shall not be subjected to the foregoing prohibition.

Paid Parental Leave

An employee not eligible for maternity leave (e.g. father, adopting parent, surrogate parent, etc.) for whom parental rights have been established, shall be entitled to a paid leave of absence of up to ten (10) work days, for the purpose of bonding with the employee's newborn child, or caring for the newborn child subsequent to delivery. Said leave must be taken within six (6) months of the child's birth or adoption.

Parental Leave

A leave, without pay, may be granted to any expectant parent upon written request of the employee to the Director of Human Resources. In the event that the employee is pregnant, the leave may be requested to begin any time between thirty (30) days after the Director of Human Resources is notified of the pregnancy and thirty (30) days after the birth of the child. For employees who are not pregnant, the leave may be requested to begin any time within thirty (30) days of the date that the child is expected in the home. In cases of emergency, the thirty (30) day notification period may be waived. Leaves may be requested for a period not to exceed one (1) year, and are non-renewable.

The staff member shall return to the first position which becomes available for which s/he is qualified, as determined by the employer or waive any right to re employment. For the period of the leave, a staff member may continue in any group insurance program for which s/he is eligible, at his/her own expense, by paying the full cost of premiums in advance at the Business Office.

Adoptive Leave

An employee who legally adopts a child whose age is less than eighteen (18) years old shall be entitled to use family illness leave days to serve as the primary caregiver for the adoptive child. In order to be eligible for paid adoptive leave the employee must notify the Director of Human Resources and the employee's immediate supervisor of the request for adoptive leave upon acceptance of the application for adoption. All such leaves shall commence on the date that the child is physically turned over to the employee for the employee's care and legal custody.

Foster Care Leave

Paid leave of up to five (5) days shall be granted for bonding with a child who has recently joined the employee's household through foster care placement. In the event of multiple foster placements occurring, no more than ten (10) days shall be granted to an individual employee during a twelve (12) month period.

Maternity Leave (effective 1/1/25)

Elkhart Community Schools shall grant ~~three (3)~~ **six (6)** weeks of paid maternity leave for a vaginal birth and ~~four (4)~~ **eight (8)** 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

A. Definitions

1. 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.
2. 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.

B. Holidays

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

Full time Technical Assistants 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:

1. New Year's - two (2) days
2. Martin Luther King, Jr. Day
3. Presidents' Day
4. Memorial Day
5. Independence Day - two (2) days
6. Labor Day
7. Thanksgiving Day - two (2) days
8. Christmas Day - two (2) days

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

1. 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.
2. 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.
3. 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.
4. Thanksgiving Day and the day following will be paid holidays.
5. Presidents' Day will be a paid holiday.

D. Technical Assistants 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:

1. Martin Luther King, Jr. Day
2. Presidents' Day
3. Memorial Day
4. Labor Day
5. Thanksgiving Day and the following Friday (two (2) days)
6. 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. Years shall be considered "consecutive" so long as any interruption of service did not include other employment.
- F. For the sole purpose of determining vacation benefit eligibility; employees who transfer from a school-year position to a twelve (12) month position will be granted years of service based on the following conversion formula. **NOTE: the years of service conversion is *only applicable for the purpose of vacation benefits*. This computation does *not* replace the total years of service invested with Elkhart Community Schools for the purposes of Retirement benefits or Staff Recognition.**

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

The calculated number of years of service will be used in determining the total number of day's vacation which such full-time employee is entitled to receive under this policy. The employee will receive the total amount of awarded vacation days effective the January following their date of conversion. Prior to completing one (1) full year of service, the employee will be entitled to a prorated amount of vacation days based on the calculation formula referenced in the paragraph above.
- G. Dates requested for use as vacation days shall be submitted to the immediate supervisor prior to the first day of requested vacation, and shall be subject to the approval of the immediate supervisor.
- H. Vacation days will be available to the staff member during the twelve (12) months of the calendar year and for six (6) months beyond.

Revised 1/1/17
Revised 12/12/17
Revised 12/18/18
Revised 12/10/19
Revised 1/14/20
Revised 11/24/20
Revised 12/14/21
Revised 8/9/22
Revised 11/22/22

ACCOUNT BALANCES/INVESTMENT DETAIL
October 2024

CASH:

Petty Cash	\$	500.00
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BANK ACCOUNTS:

Everwise Credit Union	\$	3,014,322.99
Lake City Bank – Accounts Payable		(923,304.21)
Lake City Bank – Payroll Account		(457,320.83)
Lake City Bank – Flex Account		84,275.08
Lake City Bank – Merchant Account		-
Lake City Bank – Prepaid Lunch		1,744,413.88
Lake City Bank – Deposit Account		26,778,449.85

INVESTMENTS:

Certificate of Deposit		-
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\$ 30,241,336.76