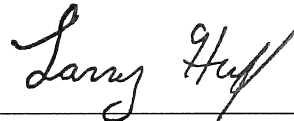


PUBLIC WORK SESSION
OF THE
BOARD OF SCHOOL TRUSTEES
Elkhart Community Schools
Elkhart, Indiana

NOTICE OF MEETING CANCELLATION

Date: Tuesday, April 8, 2025
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,
April 2, 2025 and electronically
delivered to Board Members and School
Attorney on Friday, April 4, 2025.

MEETING
OF THE
BOARD OF SCHOOL TRUSTEES

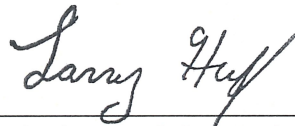
Elkhart Community Schools
Elkhart, Indiana

NOTICE OF MEETING TIME CHANGE

Date: Tuesday, April 8, 2025

Time: ~~7:00 p.m.~~ 5:00 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,
April 2, 2025 and electronically
delivered to Board Members and School
Attorney on Friday, April 4, 2025.

AGENDA FOR
BOARD OF SCHOOL TRUSTEES
REGULAR MEETING

Elkhart Community Schools
Elkhart, Indiana

April 8, 2025

CALENDAR

Apr 8 5:00 p.m. Regular Board Meeting, J.C. Rice Educational Services Center
Apr 22 6:00 p.m. Little Theatre, Elkhart High School
Apr 22 7:00 p.m. Little Theatre, Elkhart High School

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

- Minutes – March 25, 2025 – Board Work Session
 - Minutes – March 25, 2025 – Regular Board Meeting
 - Claims
 - Fundraisers
 - Extra-Curricular Purchases
 - Gift Acceptances
 - Conference Leaves
 - Overnight Trips
 - Contracts
 - Personnel Report
 - Employment

- F. OLD BUSINESS

Board Policy 0164 – Notice of Meetings – The administration presents proposed new Board Policy 0164 – Notice of Meetings for final consideration.

Board Policy 0165.1 – Notice of Regular Meetings – The administration recommends rescission of Board Policy 0165.1 – Notice of Regular Meetings for final consideration.

Board Policy 0165.2 – Notice of Special Meetings – The administration recommends rescission of Board Policy 0165.2 – Notice of Special Meetings for final consideration.

Board Policy 0165.4 – Notice Requirements Established by Other Statutes – The administration recommends rescission of Board Policy 0165.4 – Notice Requirements Established by Other Statutes for final consideration.

G. NEW BUSINESS

Board Policy 3421.01A – Professional Staff Contracts and Compensation Plans (Administrators) – The administration presents proposed revisions to Board Policy 3421.01A – Professional Staff Contracts and Compensation Plans (Administrators) for initial consideration.

H. INFORMATION AND PROPOSALS

From Superintendent and Staff

From Board

I. ADJOURNMENT

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

Elkhart Community Schools
Elkhart, Indiana

March 25, 2025

J.C. Rice Educational Services Center, 2720 California Road, Elkhart,
Indiana 46514 – at 6:03 p.m.

Place/Time

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

Roll Call

Presenters: Dr. Larry Huff
Zac Quiett

The Board was provided a district financial update.

Topics
Discussed

The meeting adjourned at approximately 6:48 p.m.

Adjournment

APPROVED:

Signatures

Troy E. Scott, President

Mike Burnett, Member

Douglas K. Weaver, Vice President

Dacey S. Davis, Member

Kellie L. Mullins, Secretary

Eric Ivory, Member

Anne M. VonDerVellen, Member

MINUTES
OF THE REGULAR MEETING
OF THE BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools
Elkhart, Indiana

March 25, 2025

J.C. Rice Educational Services Center, 2720 California Road, Elkhart, IN 46514 – at 7:01 p.m.			Place/Time
Board Members Present:	Troy E. Scott Douglas K. Weaver Kellie L. Mullins	Mike Burnett Dacey S. Davis Eric Ivory Anne M. VonDerVellen	Roll Call
Board President Troy Scott called the regular meeting of the Board of School Trustees to order.			Call to Order
Board Member Anne VonDerVellen recited the Elkhart Promise.			The Elkhart Promise
The Board welcomed and celebrated the ElkLogics Robotics Team from Elkhart High School (EHS) following their recent championship win at the FIRST Robotics Competition in Baltimore, Maryland. Executive Principal Cary Anderson proudly introduced the team, their coaches, and support staff, recognizing their remarkable achievements.			Moment of Pride
The robotics program is led by Nick Seidl, Engineering Technology teacher at ETI; Ted Elli, Engineering Technology teacher at Freshman Division; and long-time volunteer Mr. Todd Miller, with additional support from a dedicated group of volunteers and alumni. Mr. Seidl thanked the district for providing a permanent space in the ETI building, allowing students to work more efficiently without daily setup and breakdown, which has been a “game changer” for the program.			
Mr. Seidl also highlighted the community’s role in sustaining the program through generous sponsorships, as the robotics team’s operations require significant funding. Students take ownership of fundraising efforts, building professional and communication skills alongside technical ones.			
Two student team members, Axel Coronado Fernandez (junior) and Gavin Ayers (senior), spoke about their roles. Axel works on the build team, focusing on designing and maintaining mechanisms. During competitions, he manages pit repairs between matches. Gavin, the			

team captain, lead driver, and programmer, manages the robot's code and drives during competitions.

In response to Board inquiry, they shared that the robot weighs exactly 115 pounds and has a 30"x30" footprint. They noted it was currently being repaired at the ETI building in preparation for an upcoming competition.

Board members inquired about the pins and decorations worn by team members, which a team member explained are part of a culture of goodwill and sportsmanship, exchanged between teams at events. He described the competition environment as highly collaborative despite being competitive.

The Board commended the team's accomplishments, praised their growth, and thanked them for representing Elkhart with excellence. A Board member noted the significant financial support from the community received for the team, affirming the value and impact of those investments.

Next, Brian Buckley and Jacquie Rost, Athletic Directors, on behalf of the EHS Athletic Department, recognized Mr. Larry Kissinger for his outstanding service and dedication to student-athletes throughout his career. With 38 years in education, Mr. Kissinger has contributed 14 years coaching in Illinois, 20 years as the Athletic Director at Goshen High School, and the last 3.5 years teaching and supporting EHS, where he has led the Servant Leadership class for the past two (2) years.

Mr. Kissinger's professional affiliations include 24 years of active membership in the National Interscholastic Athletic Administrators Association (NIAAA), the Indiana Interscholastic Athletic Administrators Association (IIAAA), and the IHSAA, where he has served as a district membership chair and proposal chair for 15 years.

On Sunday evening, Mr. Kissinger was honored with two prestigious awards including the NIAAA State Award of Merit, recognizing his outstanding leadership at the state level and the Charles F. Maas Distinguished Service Award, presented in recognition of his significant contributions to athletics.

Mr. Kissinger was joined by his wife Kelly, to whom he has been married for 33 years, and together they have three adult children, all married. The Board congratulated Mr. Kissinger and expressed deep appreciation for his lasting impact on EHS student-athletes.

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

Excellence
of Elkhart

Academics, the EHS Air Force Junior Reserve Officer Training Corp (AFJROTC) Military Ball was held to celebrate student discipline, leadership, and accomplishments, highlighting the cadets' commitment to excellence. Thirty-four (34) Bring Change 2 Mind (BC2M) students attended the BC2M Middle School Summit in Indianapolis, where they received tools to build resilience, express emotions in healthy ways, and foster positive mental health habits. District students participated in Ag Day at the 4-H Fairgrounds, engaging in hands-on agricultural learning activities alongside Future Farmers of America (FFA) members and local industry professionals. Students in the Young Adult Program demonstrated their entrepreneurial skills by selling Hart City Coffee and hand-crafted products at Goshen College, gaining valuable business experience. Additionally, the EHS ElkLogics Robotics Team earned first-place honors at the FIRST Robotics Competition in Maryland—congratulations to the team on their outstanding performance.

In the area of Arts, EHS's music ensembles had a remarkable weekend of achievements. Gold Rush Vocal Jazz made their fourth appearance at the ISSMA Jazz Finals, while the Advanced Jazz Band made history as the first Elkhart jazz instrumental ensemble to advance to the state level. The Winter Guard and Winter Percussion groups also delivered strong performances, with Winter Percussion earning a return trip to the IPA State Finals. In the Freshman Division, students demonstrated creativity and leadership by transforming the stairwell walls to reflect EHS's identity. Additionally, Mary Feeser Elementary students applied their understanding of complex scientific concepts by creating children's books on topics such as protein synthesis, which they then shared with younger students.

In the area of Athletics, Max Malloy proudly represented Elkhart at the Nike Indoor Track Nationals, qualifying for both the 2-mile and 1-mile championship races, and demonstrating his elite athletic ability on a national stage. Maya Betancourt and Regan Iannarelli competed at the Indiana High School Athletic Association (IHSAA) State Gymnastics Meet, with Maya excelling in the vault event and Regan contributing as a base gymnast on the beam. Congratulations to Phyllis Tubbs, who was honored with the IHSAA 2025 Beyond the Game Award, recognizing her lasting impact on education-based athletics beyond her high school years. Additionally, congratulations to Keaton Anderson-Mitchell for being named Honorable Mention All-Conference in Boys Basketball—a well-earned acknowledgment of his dedication and talent.

Some upcoming events across Elkhart Schools include:

- March 25: Boys Volleyball Season Opener
- April 7-11: Spring Break
- April 21, 23, 24: Middle School Parents Nights

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

Dr. Huff had the honor of introducing Judge Deborah Thorne, who currently serves on the United States Bankruptcy Court for the Northern District of Illinois, a position she has held since 2015. A graduate of Macalester College and Duke University, Judge Thorne was recognized for her exceptional service, leadership, and lifelong commitment to justice and economic equity. Dr. Huff emphasized that her journey serves as powerful evidence of the strong foundation provided by Elkhart Community Schools, affirming that ECS students can achieve anything they set their minds to.

Alumni
Excellence

Though unable to attend in person due to court obligations the next morning, Judge Thorne joined virtually and expressed deep gratitude for being honored with the Alumni Excellence Award. She reflected fondly on her years at Mary Daly Elementary, West Side Middle School, and Elkhart High School, noting how ECS shaped her intellectual development, values, and career path. She recalled memorable experiences including the West Side Science Fair, band, Latin studies, speech and debate tournaments, and student council. She also highlighted the impact of dedicated teachers who encouraged critical thinking and civic awareness during a time of national unrest.

Judge Thorne emphasized her belief in the importance of a fair and independent judiciary, as well as the need to build a diverse pipeline into the legal profession. She shared that her daily work often involves individuals and small businesses facing significant financial hardship, and she strives to render decisions that are fair and compassionate—an approach rooted in the lessons she learned growing up in Elkhart.

Dr. Huff thanked Judge Thorne for sharing her story and presented her award through her brother, Doug Thorne. Judge Thorne concluded by offering to host ECS students who are interested in the legal field, either in South Bend or Chicago, welcoming the opportunity to inspire future generations.

The Board and audience joined in giving a round of applause for Judge Thorne, expressing appreciation for her accomplishments and ongoing commitment to justice and education.

Mrs. Barb Cripe, Director of Elementary Schools, presented on the progress and impact of the Indiana Literacy Cadre within ECS. She began by expressing gratitude for the opportunity to share updates and acknowledged the dedication of the cadre coaches and their principals. ECS currently has ten schools participating in this state-supported initiative, which focuses on coaching and professional development for educators, emphasizing data-driven instruction and evidence-based literacy practices. Each of the ten schools has a dedicated cadre coach, all of whom undergo extensive, ongoing training and are held to high accountability standards by the state.

Lisa Regan outlined the intensive professional development the coaches have received, including training in the Science of Reading, participation in state-wide meetings, weekly collaboration with a training support specialist, and regular book studies. The professional learning also includes Indiana Department of Education (IDOE) sponsored programs such as Keys to Literacy and Keys to Early Writing, all aimed at improving classroom literacy instruction.

Angelina Lazovich provided an overview of the formal coaching cycles, which span approximately six weeks. Each cycle includes a pre-cycle planning meeting, data collection through pre- and post-assessments, co-planning and co-teaching between coaches and teachers, and a post-cycle reflection to assess student growth and instructional effectiveness. Various coaching models are utilized during this process, allowing for a collaborative and flexible approach to improving instruction.

Holly Kimble shared a summary of the cadre's documented efforts through a data dashboard that tracks their activities. To date, the coaches have logged over 800 hours each in both data analysis and co-teaching, as well as hundreds of hours in planning, goal setting, and delivering or receiving professional development. She emphasized the value of their training support specialist and noted the importance of continued collaboration between coaches and teachers.

Mrs. Cripe concluded by commending the cadre team and principals for their significant contributions to the district's rising IREAD-3 test scores. She highlighted the positive impact on student literacy and expressed enthusiasm for the cadre's continued work in the upcoming school year.

Next, Mrs. Cripe provided a mid-year review of elementary student outcomes, beginning with an overview of the K-2 evaluation assessment, Amplify MCLASS DIBELS 8, which measures the five foundational pillars of reading. Now in its second year of use, the assessment has allowed ECS to establish baseline data and track growth. While incoming kindergarteners began below national

benchmarks (at 18% proficiency compared to a national average of 30%), they made significant progress, reaching 52% proficiency by mid-year. Similar growth was noted in other grade levels, with first graders increasing to 43% proficiency mid-year and second graders showing even stronger performance.

Mrs. Cripe noted improvements were tied to enhanced progress monitoring, accountability, and principal support. She highlighted the impact of ECS's focused literacy strategies, including professional development through the Science of Reading, membership in the state-supported Literacy Cadre, and a shift toward more direct instruction rather than reliance on iPads. The implementation of rigorous IREAD practice assessments also contributed, designed by cadre coaches using the Pear Assessment platform to mirror the actual test format.

In terms of IREAD performance, preliminary data suggests a 15% overall increase in scores, surpassing the original goal of 5–10%. Five schools improved by more than 10%, and another five by over 15%. Additionally, 13 students earned perfect scores. For second grade, proficiency increased by 10% in foundational skills and 4% in literature, while third grade saw 18% and 7% gains, respectively. Non-fiction scores were slightly lower, signaling an area of focus for upcoming instruction and May retesting. Mrs. Cripe reported 141 second graders and 108 third graders are currently on track to pass.

She also addressed ECS's participation in the new ILEARN checkpoint pilot. These formative assessments include three checkpoints, offering a second testing opportunity to support reteaching and learning. Preliminary results from ELA and math checkpoints indicate progress across most schools. Though some schools showed declines, these were attributed to curriculum pacing mismatches with checkpoint standards. Overall, data show consistent growth from checkpoint 1 to checkpoint 2, especially in reducing students scoring in the lowest proficiency bands.

Mrs. Cripe emphasized these results reflect a district-wide effort to improve academic performance through strategic instructional changes and stronger data practices. Dr. Huff thanked Mrs. Cripe for her leadership and praised the entire team's dedication. He also noted the importance of the state now offering two additional IREAD testing opportunities, including a June session following summer school, which will be focused exclusively on helping students meet the IREAD benchmark.

In response to Board inquiry, Mrs. Cripe explained the occasional decline between checkpoint 1 and 2 may result from a mismatch in timing between instruction and the assessment.

Board members commended the principals and educators for their progress, acknowledging the challenges they've faced and celebrating the visible results now reflected in student performance data.

Frank Serge, Director of Secondary Schools, presented an update on secondary academic performance, emphasizing the foundational impact of elementary progress on secondary outcomes. He acknowledged Mrs. Cripe's efforts and noted that continued growth at the elementary level directly supports long-term student success in middle and high school.

Secondary Data
Presentation

The presentation focused on ECS's instructional model—Instruction, Assessment, and Reteaching—which guides both elementary and secondary approaches. This cycle ensures that after instruction, students are assessed, and when gaps are identified, targeted reteaching occurs, followed by reassessment to measure effectiveness.

A significant component of this work has been the implementation of Mastery Connect, a formative assessment platform. To date, ECS secondary teachers have administered 747 assessments, covering 831 standards, with 98.4% student participation and 277 teachers actively engaged. The system enables short, targeted assessments (5–10 questions), allowing teachers to make quick instructional adjustments based on data. Teachers are encouraged to create at least four assessments per semester, though many have created more to support ongoing reteaching efforts.

Data highlights included middle school math and ELA assessments showing active use and instructional adjustments; high school usage across grades 9–11 demonstrated widespread adoption and teacher engagement; and instructional coaches have been helpful in supporting staff with data interpretation and system use.

The presentation also reviewed the ILEARN checkpoint assessments, which function as formative assessments aligned with state summative tests. Each checkpoint focuses on 2–4 standards, and students are provided a second opportunity after reteaching.

In ELA, checkpoint data showed grade 7 and 8 scores have demonstrated modest growth, though language arts remain more challenging to improve compared to math. Math checkpoint data, both 7th and 8th grades, showed consistent growth, particularly in 7th grade, where middle schools demonstrated notable improvement; despite gains, ECS still trails state averages; and checkpoint 3 comparisons between 2023–24 and 2024–25 school years show North Side is improving in both ELA and math, while Pierre Moran and West Side remain relatively flat.

In response to a Board inquiry, Mr. Serge explained inconsistent results between Opportunity 1 and 2 assessments at the state level may be due to differences in the testing population, which affect overall averages. He reiterated that overall, ECS is seeing growth in both math and language arts, though more work is needed to meet and surpass state benchmarks.

The Board thanked Mr. Serge for the detailed report and acknowledged the ongoing work of teachers and administrators to raise academic performance across secondary schools.

Mr. Anderson presented an overview of EHS's Advanced Placement (AP) program, highlighting substantial growth in both participation and performance. He began by noting that unlike the general decline many schools experienced post-pandemic, EHS has shown significant upward trends across key AP metrics.

In the 2022–23 school year, 284 students were enrolled in AP courses, a notable increase from 237 students the previous year—representing roughly 20% growth. The number of AP exams administered also rose sharply, approaching 400 exams in 2022–23, and this year has increased further to 447 exams, representing a 12% year-over-year growth.

Mr. Anderson emphasized that while expanding access is important, ensuring students are successful is equally critical. The number of students earning at least one score of 3 or higher (a common college credit threshold) increased from 73 students to 117 students, a nearly 50% gain. This reflects not only more students taking the exams but also improved outcomes, with the percentage of students earning a qualifying score rising from 30% to 41%.

He credited the increase in performance to intentional support systems, including high ability coordinators, new course offerings such as AP Precalculus and upcoming AP Cybersecurity, as well as professional development for teachers. Elkhart's AP Calculus BC course was highlighted as a strong performer compared to state averages.

In response to Board inquiries, Mr. Anderson explained that while AP courses count for high school credit, they also offer the opportunity for college credit, depending on student scores and university policies. Scores range from 1 to 5, with more competitive universities often requiring a 4 or 5. Additionally, AP courses receive a weighted GPA.

Board members commended the school's efforts, noting the value of exposing students to rigorous coursework that mirrors the expectations of higher education. They stressed the importance of challenging students within a supportive environment and expressed

hope that AP enrollment and performance will continue to grow, ultimately better preparing students for success beyond high school.

The Board thanked Mr. Anderson for the report and for a job well done.

By unanimous action, the Board approved the following consent items:	Consent Items
Minutes – March 11, 2025 – Board Work Session Minutes – March 11, 2025 - Regular Board Meeting	Minutes
Payment of claims totaling \$8,202,552.55 as shown on the March 25, 2025, claims listing. (Codified File 2425-121)	Payment of Claims
Proposed school fundraisers in accordance with Board policy. (Codified File 2425-122)	Fundraisers
The following donations were made to Elkhart Community Schools (ECS): Donation of a Toyota Forklift with an owner estimated value of \$6,200, a JLG Manlift with an owner estimated value of \$4,150, and an Ingersoll Rand compressor with an owner estimated value of \$2,200 from Cummins Onan – Elkhart, care of Carmen Wegener, to the EACC to be used in the Diesel Technology classes; donation of miscellaneous supplies, with an owner estimated value of \$4,000, from Beacon Health System, care of Melissa Clark, to be used in the Surgical Services program; donation of a 2010 Dodge Grand Caravan, VIN Number 2D4RN3D13AR402280, with an owner estimated value of \$3,000, from Meredith Warnock to the EACC to be used in the Automotive Technology classes; \$5,637 from Elkhart Blue Blazer Football, care of the Community Foundation of Elkhart County, to the EHS Football team to be used to assist with the growth and development of the team; and \$1,000 from Haley Stouder, to EHS in support of the National Honor Society events and celebrations.	Gift Acceptances
Conference leave requests in accordance with Board policy for staff members as recommended by the administration on the March 25, 2025, listing. (Codified File 2425-123)	Conference Leave Requests
Confirmed overnight trip request for two (2) EHS gymnasts on the Gymnastics team to travel to Muncie, Indiana on March 14 – 15, 2025 to participate in the IHSAA State Finals.	Overnight Trips
Contract recommendations in accordance with Board policy on the March 25, 2025, listing. (Codified File 2425-124)	Contracts

	Personnel Report
Two (2) consent agreements regarding unpaid time. (Codified File 2425-125)	Certified Agreements
One (1) agreement regarding services. (Codified File 2425-126)	Service Agreement
Resignation of the following one (1) certified staff effective on date indicated: Erica Conley Shannon – Science at Elkhart High-HS, 3/12/25	Certified Resignation
Employment of the following ten (10) classified employees effective on the dates indicated: Kimberly Andert – Bus Helper at Transportation, 5/12/25 Alice Baker – Bus Helper at Transportation, 5/9/25 Gerald Bergman, Jr. – Custodian at Building Services, 5/19/25 Jayquan Campbell – Food Service at Osolo, 5/19/25 Dana Fuelling – Registered Nurse at Feeser, 5/19/25 Nicole LeCount – Paraprofessional at Osolo, 5/7/25 Jarred Null – Custodian at Building Services, 5/19/25 Zeai Opaczewski – Site Coordinator at Monger, 5/12/25 Merridith Paul – Secretary at Pinewood, 5/23/25 Dajshiana Williams – Paraprofessional at Elkhart High, 5/13/25	Classified Employment
Transfer of the following four (4) classified employee effective for the 2024-25 school year: Tristyn Cataldo – Paraprofessional at Young Adult Program to Paraprofessional at Pierre Moran Courtney Hamilton – Food Service at Feeser to Paraprofessional at EACC Nathan Scheetz – Head Custodian at Freshman Division to Custodial Pool Quentin Washington – Custodian at Elkhart High to Custodian at Beardsley	Classified Transfers
Employment of the following five (5) substitute teachers for employment in the 2024-25 school year: Arram Almanaseer – Substitute Teacher Aliza Clayton – Substitute Teacher Ian Enfield – Substitute Teacher Jeremy Espinoza – Substitute Teacher Ronald Smith – Retired Substitute Teacher	Substitute Teachers

Employment of the following six (6) Claims/Coaches in the 2024-25 school year:	Claims/Coaches
<ul style="list-style-type: none"> Steven Clark, Jr. – Assistant Coach at Pierre Moran Matthew Gimson – Police Officer at Elkhart High Matthew Kline, Jr. – Police Officer at Elkhart High Travis Linn – Coach at Beck Elizabeth Moody – Coach at West Side Haley Stouder – Assistant Coach at Elkhart High 	
Resignation of the following twenty-two (22) Classified employees on dates indicated:	Classified Resignations
<ul style="list-style-type: none"> MacKenzie Andrews – Coach at North Side, 3/10/25 Taylor Barrett – Coach at North Side, 3/4/25 Emma Brabender – Assistant Coach at Elkhart High, 2/19/25 Yessenia Cisneros – Coach at Woodland, 2/27/25 Darrin Cline – Substitute Teacher at ESC, 3/5/25 Grace Combes – Assistant Coach at Elkhart High, 3/13/25 Iris Curras-Velez – Secretary at Elkhart High, 3/10/25 Timothy Eldridge – Substitute Teacher at ESC, 3/5/25 Gabriel Fillio – Campus Security at Pierre Moran, 3/6/25 Gavin Fisher – Coach at Woodland, 1/29/25 Karina Flores – Coach at Woodland, 2/27/25 Andrea Garcia – Secretary at Exceptional Learners, 3/28/25 Ashley Kiehl – Coach at Daly, 3/14/25 Michael S. Mitchell, Jr. – Coach at Beardsley, 3/10/25 Sesalie Nelson – Assistant Coach at Daly, 3/10/25 Cathy Puterbaugh – Food Service at Osolo, 3/20/25 Steven Robinson, Jr. – Coach at Elkhart High, 3/2/25 Amani Simon – Assistant Coach at Elkhart High, 3/13/25 Hallie Stabler – Custodian at Beardsley, 3/3/25 Haley Stouder – Coach at West Side, 2/6/25 Nathan Taylor – Support Technician at Technology, 4/4/25 Katherine Waymire – Data Specialist at Technology, 5/30/25 	
Retirement of the following one (1) classified employee on date indicated:	Classified Retirement
<ul style="list-style-type: none"> Janet Ferro – Secretary at North Side, 6/20/25 with 13 Years of Service 	

<p>Revision of retirement to a resignation reported on February 11, 2025 for the following one (1) classified employee on date indicated: Angela Hubbard – Paraprofessional at Elkhart High, 3/28/25</p>	<p>Classified Revision of Retirement</p>
<p>Unpaid Leave Extension Request of the following one (1) classified employee on dates indicated: Arnola Grant Booze – Food Service at North Side beginning 2/21/25 and ending 3/20/25</p>	<p>Classified Extension to Unpaid Leave</p>
<p>Unpaid Leave Request of the following one (1) classified employee on dates indicated: Alyssa Bogunia – Paraprofessional at PACE beginning 3/10/25 and ending 3/14/25</p>	<p>Classified Unpaid Leave</p>
<p>By unanimous action, the Board approved Board Policy 8210 – School Calendar as presented during the March 11, 2025, Board meeting.</p>	<p>Board Policy 8210</p>
<p>The administration presented Board Policy 0164 – Notice of Meetings for initial consideration. Doug Thorne, District Counsel/Chief of Staff, informed the Board the purpose of this policy is to streamline and consolidate the requirements outlined under Indiana Law regarding the issuance of meeting notices for the Board; currently, these legal requirements are spread across three separate bylaws.</p>	<p>Board Policy 0164</p>
<p>The administration recommends rescission of Board Policy 0165.1 – Notice of Regular Meetings upon the approval of proposed Board Policy 0164 – Notice of Meetings.</p>	<p>Board Policy 0165.1</p>
<p>The administration recommends rescission of Board Policy 0165.2 – Notice of Special Meetings upon the approval of proposed Board Policy 0164 – Notice of Meetings.</p>	<p>Board Policy 0165.2</p>
<p>The administration recommends rescission of Board Policy 0165.4 – Notice Requirements Established by Other Statutes upon the approval of proposed Board Policy 0164 – Notice of Meetings.</p>	<p>Board Policy 0165.4</p>
<p>By unanimous action, the Board approved an alternative residential services agreement for an Elkhart Community Schools’ student. (Codified File 2425-127)</p>	<p>Agreement for Residential Services</p>
<p>By unanimous action, the Board approved confirmation of the submission of the Spring Common School Fund Loan Petition. (Codified File 2425-128)</p>	<p>Common School Fund Loan Petition</p>

Zac Quiett, Chief Financial Officer, provided an overview of current expenditures and financial projections. The presentation focused on the Education Fund and Operations Fund, the district's two primary operating funds, which are central to tracking the consolidated cash balance.

Financial
Report

Mr. Quiett presented pie chart data revealing that 97% of the Education Fund spending goes to wages and benefits, exceeding the ideal range in the low 90s. When combined with the Operations Fund—which includes non-wage expenses like utilities and transportation—this percentage drops to 85%. The figures are based on the calendar year to date.

Mr. Quiett explained that deficit spending remains a concern, reinforcing the need for cost controls. To ease strain on the Operations Fund, the district is using 2024 B and C bond proceeds for capital needs, buses, and curricular materials—a new Education Fund expense. He also highlighted the district's low debt service rate, allowing room for future financial planning.

In response to a Board inquiry, Mr. Quiett clarified that the target range for the district's ending cash balance should be between 10% and 15% of annual expenditures. This buffer is particularly important given current declining enrollment and the potential for unexpected costs.

Mr. Quiett provided a brief update on the district's insurance fund. As of February 2025, the loss ratio stands at 81.2%. He shared a new graph showing projected funding versus actual expenses, noting that current expenses are slightly below projections—a positive indicator. However, he cautioned that insurance funds can fluctuate significantly over time, so it's too early to draw definitive conclusions.

Insurance
Report

Mr. Quiett also noted a smooth transition to working with Gallagher, the district's new insurance partner. Gallagher has already launched several initiatives to improve employee understanding and engagement with their insurance benefits. Since the district invests heavily in quality benefits, the goal is to ensure employees recognize the value of the plan and know how to use it effectively.

Dr. Huff thanked Mr. Quiett for preparing the financial presentation, particularly the slides and visual representations that, while not shared during the meeting, will be shared with the community in the future. He emphasized the value of continuing to include visual tools in future presentations to help clearly communicate complex financial information.

Dr. Huff shared his experience attending the Air Force Junior Reserve Officer Training Corp (AFJROTC) Military Ball, describing it as a fantastic and memorable event. He praised the cadets involved, noting their character, dedication, and the strong sense of camaraderie that was evident throughout the evening.

He highlighted the exceptional leadership of Master Sergeant Rutledge and Major Dorman, emphasizing their professionalism and the deep respect and admiration they have earned from the students. Dr. Huff remarked that beyond discipline and structure, the program fosters a lasting sense of brotherhood and sisterhood among its members.

He also recognized the evening's guest speaker, Mr. Weaver, who delivered an inspiring speech. Students were fully engaged, asking thoughtful questions that reflected their commitment to the program. He noted several students who had previously left the program chose to return, which he saw as a strong endorsement of the program's impact.

Dr. Huff concluded by commending the JROTC program at ECS, calling it one of the best not only in the state of Indiana, but also in general, thanks to the outstanding work of its leaders and team.

Dr. Huff shared that he visited Cleveland Elementary School, where he had the opportunity to read to the kindergarten students. He praised the teachers for being outstanding and trusting educators, expressing gratitude for the chance to engage with their students.

During his visit, he read the book *We Don't Eat Our Classmates*, which sparked a thoughtful and lively discussion with the students. He was impressed by their ability to discuss high-level concepts such as speech bubbles, text emphasis, and authorial intent—demonstrating the teachers are truly preparing their students for the future.

He gave a special shoutout to Principal Kelly Carmichael and commended the entire kindergarten team, noting the students were bright, engaged, and caring.

In closing, Dr. Huff thanked the literacy cadres and commended them for the powerful impact they are making across ECS. It was noted that some of the most meaningful reports come directly from those doing the work, and hearing from these educators was both inspiring and affirming. Their work has made a significant difference in the professional practice within the district and a great investment by ECS.

Board Vice President Doug Weaver thanked the AFJROTC for allowing him the honor to speak at their awesome event and he looks forward to seeing the pictures from the event during a future Excellence of Elkhart presentation.

From the
Board

Board Secretary Kellie Mullins thanked Mrs. Cripe, Mr. Serge and Mr. Anderson for their informative presentation and dedication to ECS. She also recognized EHS senior Olivia Gutierrez who received an award for her flute solo over the weekend. She has also been active in theatre throughout her high school career and recently played a key role in the play, 9 to 5.

The meeting adjourned at approximately 8:57 p.m.

Adjournment

APPROVED:

Signatures

Troy E. Scott, President

Douglas K. Weaver, Vice President

Kellie L. Mullins, Secretary

Mike Burnett, Member

Dacey S. Davis, Member

Eric Ivory, Member

Anne M. VonDerVellen, Member

School	Fundraising Activity Description/Purpose	Date(s) of Activity	Date Submitted	Sponsor(s)
Elkhart High - Choir	Proceeds from the Gold Rush Performance for the Four Arts Club will be used to purchase music, experience, equipment, uniforms, and financial support for choir events.	5/5/2025	3/18/2025	Jeffery Reinert
Elkhart High - Band, Choir, & Orchestra	Proceeds from the mum sale will be used to support future music expenses.	8/18/2025 - 9/3/2025	3/18/2025	Kyle Weirch
Elkhart High - Orchestra	Orchestra will host a brochure sale to help with future orchestra expenses.	10/28/2025 - 11/13/2025	3/18/2025	Kyle Weirch
Elkhart High - Volleyball	There will be an online coffee sale to assist with the expenses of summer volleyball camp at Purdue University.	5/1/2025 - 6/30/2025	3/24/2025	Jacquie Rost
West Side - Music Dept	The music department will host a brochure sale. Proceeds will be used to purchase instruments, reeds, strings and other music needs.	9/24/2025 - 10/7/2025	4/2/2025	Stephanie Rappata
West Side - Athletics	The athletics department and student-athletes will sell golf coupon books for various courses in Michigan, Indiana, Ohio and Kentucky to help cover the costs of future atheltic needs.	4/11/2025 - 4/30/2025	4/2/2025	Brent Curry
	Please note the following fundraisers are presented for confirmation only.			
Elkhart Football	The football program will be selling past white football jerseys. Money collected will help feed players during summer camp circuit and cover some fees to assist players in attending college camps this summer.	3/24/2025 - 4/1/2025	3/24/2025	Travon Curry
Elkhart High - Boys & Girls Golf	The golf team and coaches will seek sponsors/donations to help with the cost of apparel and equipment.	03/17/2025 - 8/30/2025	3/24/2025	Todd King

ELKHART COMMUNITY SCHOOLS
Elkhart, Indiana

April 2, 2025

TO: Dr. Huff
Board of School Trustees

FROM: Zac Quiett

SUBJECT: Extra-Curricular Purchase

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

SCHOOL/ACCOUNT	ITEM	AMOUNT
Elementary Athletic Fund	Soccer Goals	\$3,210.00
Vocal, Band & Orchestra - West Side	Travel Expenses	\$8,631.00

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

★ ★

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

DATE: 03/28/2025

TO: Dr. Larry Huff
Board of School Trustees

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

Re: Purchase Approval - EHS - Athletics

Elementary Athletics would like to purchase goals for soccer. This item will help with the growth and development of our Elementary Athletics program.

We are requesting approval of the attached quote so that we may purchase this equipment as soon as possible. This purchase will be made using the Elementary Athletic General Fund.



ELKHART
COMMUNITY SCHOOLS

Brian Buckley <bbuckley@elkhart.k12.in.us>

Elementary Soccer Goals

1 message

CHAD STEWART <sportsarama40@msn.com>

Mon, Mar 10, 2025 at 12:07 PM

To: Elkhart Memorial <bbuckley@elkhart.k12.in.us>

https://kwikgoal.com/product/academy-soccer-goal/?attribute_pa_size=6-5-x-18-5

Buck: Goal cost is \$1,385/each

Freight: \$440

Total: \$3,210

BA Request Elkhart Ath. Gr

March 31, 2025

To Whom It May Concern:

The West Side Music Department will be attending Cedar Point as a reward trip from music students on Saturday May 24, 2025. We will be using Royal Excursion for our transportation. Attached is a quote from them. Total cost is \$8,631.00 including a down payment of \$800 due. We are seeking approval for the down payment as well as the total cost for this trip. It will be paid out of the Vocal, Band and Orchestra ECAs at West Side.

If you have any questions or concerns, please feel free to contact me (Stephanie Rappatta, department chair).

Thank you,

A handwritten signature in black ink, appearing to read 'Stephanie Rappatta', with a stylized flourish at the end.

Stephanie Rappatta *MR*
Music Department Chair
West Side Middle School



12807 McKinley Hwy
Mishawaka, IN 46545
Phone: 574-257-8540
Fax: 574-258-9890
Toll Free 888-527-3779
Website: www.royalexursion.com
Email: info@royalexursion.com

Charter Invoice

Stephanie Rappatta
Westside Middle School
101 S. Nappanee St
Elkhart, IN 46514

Invoice Date: 03/29/25
Charter No. : 120874
Phone: 574-295-4815
Fax: 574-295-4812
Order Date 05/30/24
SalesRep: Phil Grady

Group Name: Westside Middle School
Group Leader: Stephanie Rappatta
Destination: Sandusky, OH
Leave Date: Saturday, May 24, 2025
Spot Time: 6:10 am TZ: et
Leave Time: 6:30 am
Pickup Westside Middle School
Location: 101 S Nappanee St,
Elkhart, IN 46514

Coaches: 3
Equipment: 3-56 pax
Return Date: Saturday, May 24, 2025
Retn\Drop Time: 11:00 pm TZ: et
Destination Cedar Point
Details: 1 Cedar Point Dr
Sandusky, OH 44870

Driver's gratuity not included.

Duration: 16 Hours / Overtime \$45.00/hr after 16 hours. Group responsible for all damages incurred to coaches by group. Please, no candy or gum. Group has no access to the coaches during the day. Cancellation must be made 30 days prior to trip date to avoid cancellation fee. A 1/2% Energy Charge will be added for every \$.10 increase in fuel price over \$5/gallon upon trip date, prices based on <https://www.eia.gov/petroleum/gasdiesel/>.

Price subject to the final itinerary.

Billing Instructions : cash, check, 3% service charge on credit card

<u>Due Dates</u>	<u>Description</u>	<u>Amount</u>	<u>Date Received</u>	<u>Transport Charge:</u>	<u>\$8,631.00</u>
06/18/24	Signed Contract		06/03/24	Amount Paid	\$0.00
11/01/24	Deposit	\$800.00		Balance Due	\$8,631.00
04/24/25	Full Payment	\$7,831.00			

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

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

DATE: 04/03/2025

TO: Dr. Larry Huff 
Board of School Trustees

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

Re: Donation Approval - EHS - Athletics

A donation in the amount of \$1,000 has been given to the Elkhart High School Boys Track Team, from D & B Environmental, LLC. These funds will be used to assist with the growth and development of our Boys Track and Field Team.

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

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

WHERE LEARNING HAS NO LIMITS

1135 KENT STREET • ELKHART, IN 46514
PHONE: 574-262-5551

★ ★

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

DATE: March 17, 2025

TO: Larry Huff
Board of School Trustees

FROM: Pam Melcher

RE: Donation Approval

A donation of \$458.36 was given by VFW Post 88 Auxiliary to pay negative balances throughout the Elkhart Community Schools.

VFW Post 88 Auxiliary
1519 W. Bristol St
Elkhart IN 46514

I am requesting approval from the Board of School Trustees to accept this donation.

BRISTOL ELEMENTARY SCHOOL
705 INDIANA STREET • BRISTOL, IN 46507
PHONE: 574-848-7421

★ ★

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

To: Board of School Trustees
Superintendent Larry Huff

From: Timothy Pedley, Principal

Date: 3/26/2025

Subject: Gift Acceptance

Bristol Elementary received a donation of two soccer goals, valued at \$560.00, from Niblock Excavating. These will be used for boys and girls soccer practice.

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:

Chad Niblock
Niblock Excavating
906 Maple St
Bristol IN 46507

WHERE FARMING HAS NO LIMITS

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

★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★

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

DATE: 03/28/2025

TO: Dr. Larry Huff
Board of School Trustees

A hand-drawn sketch of a line graph on a grid. The graph shows a line that starts at a low point on the left, rises sharply to a peak, and then gradually declines towards the right. The line is drawn with a single continuous stroke.

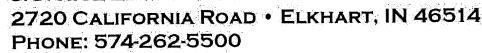
FROM: Brian Buckley & Jacquie Rost
Elkhart High School Athletic Department

Re: Donation Approval - EHS - Athletics

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

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

Passionately Purple
The Sarah Crane Foundation
54921 David Dr.
Elkhart, IN 46514



WHERE LEARNING HAS NO LIMITS

WHERE LEARNING HAS NO LIMITS

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

★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★

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

DATE: 03/28/2025

TO: Dr. Larry Huff
Board of School Trustees



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

Re: Donation Approval - EHS - Athletics

A donation in the amount of \$1,000 has been given to the Elkhart High School Softball Team, from Goshen College. These funds will be used to assist with the growth and development of our Softball Team.

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

Goshen College
1700 S Main St.
Goshen, IN 46526

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

[illegible]

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

DATE: 4/1/2025

TO: Dr. Larry Huff
Board of School Trustees

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

Re: Donation Approval - EHS - Athletics

A donation in the amount of \$500 has been given to the Elkhart High School Boys Track Team, from Vaughn & Cynthia Nickell. These funds will be used to assist with the growth and development of our Boys Track and Field Team.

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

Vaughn & Cynthia Nickell
51147 Maplewood Dr.
Elkhart, IN 46514

WHERE LEARNING HAS NO LIMITS

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: 4/1/2025

TO: Dr. Larry Huff
Board of School Trustees



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

Re: Donation Approval - EHS - Athletics

A donation in the amount of two \$4,000 checks have been given to the Elkhart High School Boys Track Team, from Linda Homo. These funds will be used to assist with the growth and development of our Boys Track and Field Team.

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

Linda Homo
20399 State Rd 120
Bristol, IN 46507

WHERE LEARNING HAS NO LIMITS

PIERRE MORAN MIDDLE SCHOOL
200 WEST LUSHER AVENUE • ELKHART, IN 46517
PHONE: 574-295-4805

★ ★

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

Date: March 19th, 2025

To: Board of School Trustees

From: Jeff Hemmerlein, PMMS Principal


RE: Donation Approval

We have received an extracurricular donation in the amount of \$875.00 for Pierre Moran Middle School's Hoopla Event. This donation will go towards the cost of supplies for this club.

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:

Elkhart Education Foundation
200 W Lusher Ave
Elkhart, IN 46517
574-295-4920

Sincerely,



Jeff Hemmerlein
Pierre Moran Middle School Principal



DISTRICT COUNSEL/
CHIEF OF STAFF

ELKHART
COMMUNITY SCHOOLS

TO: BOARD OF SCHOOL TRUSTEES

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

DATE: APRIL 4, 2025

RE: CONTRACT RECOMMENDED FOR BOARD APPROVAL

The Administration recommends approval of the following contracts. These contracts have been reviewed by the Chief Financial Officer and District Counsel prior to submission to the Board.

Contractor	Requesting Administrator	Description	Funding Source	Amount
Indianapolis Colts	Brian Buckley	Recommendation to approve MOU with Indianapolis Colts, Inc. to have a high school girls flag football team beginning the fall of 2025. The Indianapolis Colts will make two payments totaling \$6,500 over two years for expenses related to startup of a girl's flag football team.		
USIC Locating Servies, LLC	Dr. Amy Rauch	Recommendation to approve Service Agreement with USIC Locating Services, LLC. USIC will provide and support a curriculum that aligns with ECS, in accordance with State of Indiana educational requirements, regarding utility locating services for use at educational site(s) by ECS.		

WDT/crr

Cc: Dr. Larry Huff



HUMAN RESOURCES

ELKHART
COMMUNITY SCHOOLS

TO: DR. LARRY HUFF
FROM: MS. MAGGIE LOZANO
DATE: APRIL 8, 2025

PERSONNEL RECOMMENDATIONS

CERTIFIED

- a. **Administrative Appointment** – The administration recommends the confirmation of one (1) administrative appointment effective July 1, 2025.
- b. **Agreement** – We recommend the approval of one (1) consent agreement regarding services.
- c. **New Certified Staff** – We recommend employment of two (2) new certified staff for the 2025-26 school year.
- d. **Separation** – We report the separation of one (1) employee.
- e. **Retirement** – We report the retirement of one (1) employee who has provided a twenty-four (24) years of employment.

CLASSIFIED

- a. **New Classified Staff** – We recommend the employment of three (3) new classified staff pending successful completion of the probationary period.
- b. **Classified Staff Transfers** – We recommend the transfer of three (3) classified staff for the 2024-25 school year.
- c. **Substitute Teachers** – We recommend the employment of five (5) substitute teachers for the 2024-25 school year.
- d. **Claims/Coaches** – We recommend the employment of three (3) employees for the 2024-25 school year.
- e. **Separation** – We report the separation of ten (10) employees.
- f. **Retirement** – We report the retirement of one (1) employee who has provided a total of twelve (12) years of service.



HUMAN RESOURCES

ELKHART
COMMUNITY SCHOOLS

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

FROM: MS. MAGGIE LOZANO

DATE: APRIL 7, 2025

ADDENDUM TO PERSONNEL REPORT

CLASSIFIED

- a. **New Position** – We recommend the addition of one (1) classified position description, effective April 8, 2025.



HUMAN RESOURCES

ELKHART
COMMUNITY SCHOOLS

TO: BOARD OF SCHOOL TRUSTEES
FROM: MS. MAGGIE LOZANO
DATE: APRIL 8, 2025

VOLUNTEER – ACTION ITEM

CLASSIFIED

- a. **Volunteer** – We recommend the following volunteer:

Position: Volunteer

Location: Elkhart Community Schools

Book	Policy Manual
Section	0000 Bylaws
Title	PROPOSED NEW BYLAW - NOTICE OF MEETINGS
Code	po0164
Status	Second Reading
Last Revised	April 8, 2025

0164 - NOTICE OF MEETINGS

The School Board shall give notice of regular, special, and emergency Board meetings to Board members, the news media, and the general public in compliance with Indiana law on the organization and operation of the governing body of a school corporation, the Open Door Law, and as provided herein.

Definitions

As used in this bylaw, "legal holiday" means a day listed in I.C. 1-1-9-1.

As used in this bylaw, "regular meeting" means a meeting of the Board held in compliance with a schedule of meetings approved by the Board at its annual organizational meeting.

As used in this bylaw, "special meeting" of the Board is a meeting other than a regular meeting on a schedule of regular meetings established at the Board's annual organizational meeting. At a special meeting, the Board may take any action permitted at a regular meeting. Executive sessions are excluded from this definition.

Notice Required

Public notice of the date, time, and place of any meetings, executive sessions, or of any rescheduled or reconvened meeting, shall be given at least forty-eight (48) hours (excluding Saturdays, Sundays, and legal holidays) before the meeting. This requirement does not apply to reconvened meetings (not including executive sessions) where the announcement of the date, time, and place of the reconvened meeting is made at the original meeting and recorded in the memoranda and minutes thereof, and there is no change in the agenda. This requirement also does not apply to regular meetings of the Board held in compliance with a schedule of meetings approved by the Board for the next calendar year on or before December 31 of the preceding calendar year or at its annual organizational meeting.

The Board shall give public notice by posting a copy of the notice at the administrative offices of the Corporation and by delivering notice to all news media that submit an annual written request for such notice for the next calendar year to the Board on or before December 31 of the preceding calendar year.

Notice to the news media shall be given by depositing the notice in the United States mail with first-class postage prepaid, transmitting the notice by e-mail, or transmitting the notice by facsimile (fax).

In addition to notice of regular meetings to the news media, the Board shall give public notice to persons who give the Board a written request for notice of meetings not later than December 31 of the preceding calendar year. The Board shall give this notice by e-mail, if an email address has been provided with the request. The Board may also meet this requirement by publishing notice of regular meetings on the Corporation's Internet website at least forty-eight (48) hours in advance of the meeting, excluding Saturdays, Sundays, and legal holidays.

Notice of any meeting of the Board shall contain the following statement:

"The Board's meeting site is fully accessible to all persons. Any person requiring further accommodation should contact the Superintendent's Office with the School Corporation's administrative office at 574-262-5515."

In the event of an Executive Order issued by the Governor or guidance provided by the Public Access Counselor, notice of a Board meeting may be provided using alternative means than is required by the Open Door Law. For example, permitting notice to be made through electronic means, e.g., on the Corporation website or social media site rather than by posting

and publication.

Any notice requirement for a Board meeting or hearing before the Board established by the Open Door Law (I.C. 5-14-1.5) or this bylaw shall not serve to shorten or otherwise modify the content or timing of notice required by another statute or policy. For example, I.C. 5-3-1-2 establishes a ten (10) day minimum notice period for public hearings held by the Board on certain contract matters.

If the Board utilizes an agenda for the meeting, a copy of the agenda shall be posted at the entrance to the location of the meeting prior to the meeting.

Notice of Regular Board Meetings

Notice need not be given to a Board member for holding or taking any action at a regular meeting.

Public notice of regular Board meetings shall be given only once a year by posting a copy of the notice at the administrative offices of the Corporation and delivering notice to all news media which submit an annual written request for such notice for the next calendar year to the Board on or before December 31 of the preceding calendar year.

Additional notice of a regular meeting shall be given by the Board if the date, time, or place of a regular meeting is changed. Notice to the public of a change in the date, time, or place of a regular Board meeting, executive session, or any rescheduled or reconvened meeting shall be given at least forty-eight (48) hours (excluding Saturdays, Sundays, and legal holidays) before the meeting is to convene by posting a copy of the notice at the administrative offices of the Corporation and delivering notice to all news media which submit an annual written request for such notice for the next calendar year to the Board on or before December 31st of the preceding calendar year. With the exception of executive sessions, this requirement does not apply to reconvened meetings where the announcement of the date, time, and place of the reconvened meeting is made at the original meeting and recorded in the memoranda and minutes of the meeting if there is no change in the agenda.

Notice of Executive Sessions

Notice of an executive session shall include the purpose(s) of the session as enumerated in I.C. 5-14-1.5-6.1(b) (see Policy 0167.2 - Executive Session).

Notice of Special Board Meetings

A special meeting of the Board shall be held when called by the President or Superintendent. The call shall be evidenced by a written notice specifying the date, time, and place of the special meeting. Special meetings shall be held at the regular meeting place of the Board.

A copy of the notice of a special meeting shall be served upon each member of the Board so that it is received by the Board member at least seventy-two (72) hours before the special meeting is to convene. This notice shall be given by delivering written notice to the member personally or by mail or telegram. Notice may be given by email or facsimile if the member agrees to receive notice in this form. If each member of the Board has waived notice of the special meeting, notice of the meeting to Board members is not necessary.

Waiver of notice of a special meeting by a Board member may be given by the member's presence at the special meeting or the member's execution of a written waiver of notice of the date, time, and place of the special meeting, executed either before or after the special meeting. If a waiver of notice of a special meeting is executed by a Board member after the meeting, the waiver also shall state in general terms the purpose of the special meeting. If a waiver specifies that the waiver was executed before the meeting, third persons are entitled to rely on the statement.

Notice to the public and news media of a special meeting shall state the date, time, and place of the special meeting and the business to be transacted, as well as the name, address, and telephone number of the Corporation's administrative office. This notice shall be given at least forty-eight (48) hours before the special meeting convenes, excluding Saturdays, Sundays, and legal holidays.

Notice of Emergency Board Meetings

The Board may meet to address an actual or threatened emergency involving injury to person or property or actual or threatened disruption of the operation of the Corporation. The notice requirements of the Open Door Law do not apply to a Board meeting convened to address such an emergency, but news media which have requested notice of meetings shall be given the same notice as is given to Board members without charge, and the public shall be notified by posting a copy of the notice at the administrative offices of the Corporation and on the Corporation's Internet website.

I.C. 1-1-9-1 (Legal Holidays) List; observance

I.C. 5-3-1 (Publication of Notices) Publication Procedures

I.C. 5-3-1-2

I.C. 5-14-1.5 Public Meetings (Open Door Law), including notice to the public and news media of regular, emergency, and special meetings

I.C. 5-14-1.5-3.1

I.C. 20-26-4-3 (Organization and Operation of Governing Body) Regular, statutory, and special meetings, including notice of meetings to Board members

© Neola 2024

Book	Policy Manual
Section	0000 Bylaws
Title	RESCIND NOTICE OF REGULAR MEETINGS
Code	po0165.1
Status	Second Reading
Adopted	November 22, 2016
Last Reviewed	April 8, 2025

~~0165.1 NOTICE OF REGULAR MEETINGS~~

~~As used in this bylaw, "regular meeting" means a meeting of the Board held in compliance with a schedule of meetings approved by the Board at its annual organizational meeting. Notice need not be given to a Board member for holding or taking any action at a regular meeting.~~

~~Public notice of regular Board meetings will be given only once a year by posting a copy of the notice at the administrative offices of the School Corporation and delivering notice to all news media which submit an annual written request for such notice for the next calendar year to the Board on or before December 31 of the preceding calendar year.~~

~~In addition to notice of regular meetings to the news media, the Board shall give public notice to persons who give the Board a written request for notice of meetings not later than December 31 of the preceding calendar year. The Board shall give this notice by e-mail or by publishing notice of regular meetings on the Board's Internet website at least forty-eight (48) hours in advance of the meeting excluding Saturdays, Sundays, and legal holidays.~~

~~Changes in the Date, Time, or Place of a Regular Meeting and Notice Required; Notice of Executive Sessions and Reconvened Meetings~~

~~Additional notice of a regular meeting shall be given by the Board if the date, time, or place of a regular meeting is changed. Notice to the public of a change in the date, time, or place of a regular Board meeting, executive session, or any rescheduled or reconvened meeting shall be given at least forty-eight (48) hours (excluding Saturdays, Sundays, and legal holidays) before the meeting is to convene by posting a copy of the notice at the administrative offices of the School Corporation and delivering notice to all news media which submit an annual written request for such notice for the next calendar year to the Board on or before December 31st of the preceding calendar year. With the exception of executive sessions, this requirement does not apply to reconvened meetings where announcement of the date, time, and place of the reconvened meeting is made at the original meeting and recorded in the memoranda and minutes of the meeting if there is no change in the agenda.~~

~~Notice to the news media under this section shall be given by depositing the notice in the United States mail with first class postage prepaid, transmitting the notice by e-mail, or transmitting the notice by facsimile (fax).~~

~~Neola 2013~~

Book	Policy Manual
Section	0000 Bylaws
Title	RESCIND NOTICE OF SPECIAL BOARD MEETINGS
Code	po0165.2
Status	Second Reading
Adopted	November 22, 2016
Last Reviewed	April 8, 2025

~~0165.2 NOTICE OF SPECIAL BOARD MEETINGS~~

~~A "special meeting" of the Board is a meeting other than a regular meeting on a schedule of regular meetings established at the Board's annual organizational meeting. At a special meeting, the Board may take any action permitted at a regular meeting. Executive sessions are excluded from this definition.~~

~~Authority to Call a Special Meeting~~

~~A special meeting of the Board must be held when called by the President or Superintendent. The call must be evidenced by a written notice specifying the date, time, and place of the special meeting. Special meetings must be held at the regular meeting place of the Board.~~

~~Notice to Board Members of Special Meeting~~

~~A copy of notice of a special meeting shall be served upon each member of the Board so that it is received by the Board member at least seventy two (72) hours before the special meeting is to convene. This notice shall be given by delivering written notice to the member personally or by mail or telegram. Notice may be given by e-mail or facsimile if the member agrees to receive notice in this form. If each member of the Board has waived notice of the special meeting, notice of the meeting to Board members is not necessary.~~

~~Waiver of notice of a special meeting by a Board member may be given by the member's presence at the special meeting or the member's execution of a written waiver of notice of the date, time, and place of the special meeting, executed either before or after the special meeting. If waiver of notice of a special meeting is executed by a Board member after the meeting, the waiver also must state in general terms the purpose of the special meeting. If a waiver specifies that the waiver was executed before the meeting, third persons are entitled to rely on the statement.~~

~~Notice to the Public and News Media of Special Meeting~~

~~Notice to the public and news media of a special meeting shall state the date, time, and place of the special meeting and the business to be transacted, as well as the name, address, and telephone number of the School Corporation's administrative office. This notice shall be given at least forty eight (48) hours before the special meeting convenes, excluding Saturdays, Sundays, and legal holidays.~~

~~Neola 2013~~

Book	Policy Manual
Section	0000 Bylaws
Title	Rescind NOTICE REQUIREMENTS ESTABLISHED BY OTHER STATUES
Code	po0165.4
Status	Second Reading
Adopted	November 22, 2016
Last Reviewed	April 8, 2025

~~0165.4 NOTICE REQUIREMENTS ESTABLISHED BY OTHER STATUES~~

~~Any notice requirement for a Board meeting or hearing before the Board established by the Open Door Law (I. C. 5-14-1.5) or this bylaw shall not serve to shorten or otherwise modify the content or timing of notice required by another statute or policy. For example, I. C. 5-3-1.2 establishes a ten (10) day minimum notice period for public hearings held by the Board on certain contract matters.~~

Neola 2013

Legal I.C. 20-26-4-3 Notice of meetings to Board members
I.C. 5-14-1.5 Open Door Law notice to the public and news media of regular, emergency and special meetings

Book	Policy Manual
Section	3000 Personnel
Title	Proposed Revised - PROFESSIONAL STAFF CONTRACTS AND COMPENSATION PLANS (ADMINISTRATORS)
Code	po3421.01A
Status	First Reading
Adopted	December 13, 2016
Last Revised	November 28, 2023
Last Reviewed	April 8, 2025

3421.01A - PROFESSIONAL STAFF CONTRACTS AND COMPENSATION PLANS (ADMINISTRATORS)

Determination of Annual Salaries for Administrative Positions

The Board of School Trustees shall approve compensation plans, individual contracts, and salary schedules for all administrative employees.

Annually, the Superintendent, utilizing input from various sources, will propose in the form of a resolution for consideration by the Board of School Trustees, an annual salary for each administrative position.

Length of Administrative Contract

New administrators shall be issued an initial contract for a term of at least one (1) year but not more than three (3) years. Each administrator who is to continue employment shall be recommended for re-employment by the Superintendent. Successive contracts, unless otherwise authorized by the Board, shall have a duration of one (1) year. At no time may an administrative contract exceed three (3) years in duration.

Administrative Salary Schedule

Salary — Low	Salary — High	Position
112,393	136,147	Assistant Superintendent of Exceptional Learners
112,393	136,147	Assistant Superintendent of Instruction
112,393	136,147	Assistant Superintendent of Student Services
112,393	136,147	Chief Operating Officer
111,394	134,926	Chief Financial Officer
111,394	134,926	Director of Elkhart Area Career Center
111,394	134,926	District Counsel/Chief of Staff
111,394	134,926	Executive High School Principal
101,404	122,716	Director of Secondary Curriculum
101,404	122,716	Director of Elementary Curriculum
101,404	122,716	Director of Human Resources
101,404	122,716	Director of Technology
101,404	122,716	Director of Federal Programs
91,414	110,506	Director of Transportation
91,414	110,506	Director of Food Services
99,406	120,274	Elkhart Area Career Center Principal
99,406	120,274	Freshman Division Principal

91,414	110,506	Elementary Principal
91,414	110,506	Principal Alternative Education/Emotional Disabilities Program
99,406	120,274	Middle School Principal
91,414	110,506	High School Principal School of Study
91,414	110,506	High School Principal Elkhart Academy
91,414	110,506	Supervisor of Special Programs
92,413	111,727	High School Athletic Director
82,423	99,517	Assistant Director of Human Resources
82,423	99,517	Controller
82,423	99,517	Director of English Learners
91,414	110,506	Director of Counseling
82,423	99,517	High School Assistant Principal
82,423	99,517	Middle School Assistant Principal
82,423	99,517	Supervisor of Accounting, Audits, and Investments
74,431	89,749	Director of Communication
74,431	89,749	Director of Inclusion
74,431	89,749	Elementary Assistant Principal
74,431	89,749	Supervisor of Early Childhood
91,414	110,506	Principal of School Without Walls
82,423	99,517	Supervisor of Student Services/Attendance Officer
91,414	110,506	Director of School Safety, Security, and Risk Assessment
99,406	120,274	High School Vice Principal
91,414	110,506	Director of High Ability

The Superintendent or his/her designee is directed by the Board to conduct a bi-annual analysis of administrative salaries to ensure pay equity exists for those administrators subject to the provisions of this policy.

Placement of Newly Employed Administrators on the Administrator Salary Schedule

The Superintendent shall place newly employed administrators on the salary schedule by application of the rubric set forth in the table below:

Hiring Rubric		Column A Times Factor	Column B Possible Points
Education	max 12	2	24
BA with Licensure	5	-	-
MA with Licensure	8	-	-
Ed.S with Licensure	10	-	-
Ph.D. with Licensure	12	-	-
Experience	max 15	2	30
3-5 years	5	-	-
6-10 years	10	-	-
10+ years	15	-	-
Environment	max 13	2	26
Coming from District Unlike ECS	4	-	-
Coming from District Like ECS	8	-	-
Coming From ECS	13	-	-
Director of Human Resources' Discretion	max 10	2	20
Total Points	-	-	100

The Director of Human Resources shall have the discretion to award the maximum of 10 points on the hiring rubric when seeking to fill an administrative vacancy in a high need area, an area of limited supply, or when an applicant possesses a unique skill set required for the position.

Whenever the Director of Human Resources exercises such discretion, a supporting memorandum shall be provided to the Superintendent and Board of School Trustees setting forth the rationale for awarding the additional points. A copy of which will be retained in the employee's personnel file.

In addition, the Superintendent shall have the discretion to place a candidate at the top of the salary range for the position being filled. Whenever the Superintendent exercises this discretion, the Superintendent shall provide a memorandum to the Board of School Trustees setting forth the rationale for the exercise of such discretion, and a copy of which will be retained in the employee's personnel file.

The points awarded to the incoming administrator in Column B translate to the percentage of the range which would be applied. For example:

The range of salaries for elementary principals may vary by \$19,000 from the lowest possible salary to the highest possible salary for administrators in this category. A newly employed principal may have the following characteristics:

Education	MA = 8 points x 2	16 points
Experience	5 years = 5 points x 2	10 points
Environment	Like Elkhart Schools = 8 x 2	16 points
Discretion	Using no discretion	0 points
	Total Points	42 points

For the purpose of this rubric, environment shall be defined as urban districts with demographics similar to Elkhart Community Schools.

The incoming administrator would then receive a percentage of the total variance between the lowest and highest possible salary equivalent to the points earned. In the example described above, the incoming administrator's initial salary would be \$7,980 above the lowest possible salary for an administrator in that category.

Current Administrator Movement on the Salary Schedule

Rubric for Current ECS Admin Annual Review			Column A Times Factor	Column B Possible Points
Education		max 12	2	24
BA with Licensure	5			
MA with Licensure	8			
Ed.S. with Licensure	10			
Ph.D. with Licensure	12			
Experience		max 25	2	50
3-5 years	5			
6-10 years	10			
11-15 years	18			
16+ years	25			
Environment		max 13	2	26
Coming from District Unlike ECS	4			
Coming from District Like ECS	8			
Coming from ECS	13			
Total Points				100

The points awarded to the current administrator in Column B translate to the percentage of the range which would be applied for a compensation increase. For example:

The range of salaries for elementary principals may vary by \$19,000 from the lowest possible salary to the highest possible salary for administrators in this category. A currently employed principal may have the following characteristics:

Education	— MA = 8 points x 2	— 16 points
Experience	5 years = 5 points x 2	10 points
Environment	Coming From Elkhart Schools = 13 x 2	26 points
	Total Points	52 points

For the purpose of this rubric, experience shall be defined as experience as an administrator or in an administrator capacity within or outside of Elkhart Community Schools. This is also inclusive of time as an academic dean at Elkhart Community Schools.

A current administrator would then receive a percentage of the total variance between the lowest and highest possible salary equivalent to the points earned. In the example described above, the incoming administrator's initial salary would be \$7,980 above the lowest possible salary for an administrator in that category.

Position Value Matrix

A committee of three (3) administrators appointed by the Superintendent shall utilize the position value matrix, set forth below, in order to make a recommendation to the Superintendent regarding the appropriate placement of any newly created administrative position on the Corporation's Administrative Salary Schedule, and for the reclassification of any currently existing administrative position whenever there has been a substantial change in responsibilities for such position.

Normally, recommendations for reclassification of an administrator position shall be submitted to the Board for consideration on or before September 1st.

Component	Minimal	Low	Medium	High
Expertise and Education (Total Points Available 40)	10 POINTS Position involves complicated procedures, skills, or equipment that are integrated within the overall departmental operation, but does not require much experience. Position description indicates a Bachelor's Degree is preferred.	20 POINTS Position requires a college level education in a professional or technical field, advanced skills, and a vocational level knowledge of a professional field. Position description indicates a Bachelor's Degree is required but might also require further credentials or certifications.	30 POINTS Position requires college level education in a professional or technical field, broadened by extensive related work experience. Position description indicates a Master's Degree is required.	40 POINTS Position requires professional, technical, or managerial expertise in at least one field, developed through extensive experience, training and education to the point of being an authority in the Corporation. Position description indicates a requirement for education beyond a Master's Degree.

Decision-Making Discretion and Impact <i>(Total points Available 60)</i>	15 POINTS Decisions made by this position usually directly affect the quality, quantity, and timeliness of work produced by this position itself, those closely engaged in related work (work unit), or, at times, by those in different work units. The majority of decisions made by this position relate to how the work should be done (work execution), but some relate to work planning.	30 POINTS Decisions made by this position usually directly affect the success of a major department or school in meeting its objectives. Decisions are roughly balanced between planning and execution.	45 POINTS Decisions made by this position usually directly affect the success of the District in meeting its objectives and mission. The majority of decisions are related to program and resource planning, allocation, and adjustment.	60 POINTS Decisions made in these positions regularly affect the short and long term success of the District. Decisions are balanced roughly between those related to strategic plans and program/resource planning and allocation. Effects of decisions are characterized by a high visibility inside and outside the organization.
Interpersonal Relations <i>(Total Points Available 20)</i>	5 POINTS Position requires the normal courtesy and respect for others expected of any employee. Contact is primarily with coworkers and supervisors.	10 POINTS Position requires the normal courtesy and respect for others expected of any employee, plus a moderate degree of tact. Contact is with employees, students, and the public on primarily routine requests or inquiries.	15 POINTS Position requires more than normal courtesy and respect for others. Position requires sufficient tact and diplomacy to effectively handle regular contact outside of the organization on difficult or sensitive matters; job might alternatively, require extensive interaction with students.	20 POINTS Position requires, in addition to tact and diplomacy, the ability to persuade and motivate others, both inside and outside the organization, to take desired action. Position is characterized by regular interaction with the Board of Education and the public on complex and highly sensitive matters.

Supervision <i>(Total Points Available 20)</i>	5 POINTS Directly supervises non-administrative positions, does not have any direct reports, and/or completes limited work on cross-departmental projects.	10 POINTS Directly supervises employees and administrators mainly with Minimal Expertise and Education and/or Supervision requirements. Position maintains supervisory capacities consistent with those of Asst. Principals at the Elementary or Middle School Level.	15 POINTS Directly supervises employees and administrators mainly with Low Expertise and Education and/or Supervision requirements. Position maintains supervisory capacities consistent with those of Elementary/Middle School Principals, or School of Study Principals.	20 POINTS Directly supervises administrators, especially those with 1) Medium Expertise and Education and/or Supervision requirements, and 2) responsibility for large and complex departments or facilities. Position maintains supervisory capacities consistent to or greater than those of High School Principals.
Fiscal Responsibilities <i>(Total Points Available 20)</i>	5 POINTS Position monitors a minimal budget, at most.	10 POINTS Position may monitor a small to moderate budget.	15 POINTS Position monitors a budget comparable to that of an Elementary or Middle School.	20 POINTS Position monitors a budget comparable to that of a High School or of a District.
Complexity <i>(Total Points Available 40)</i>	10 POINTS Job tasks and conditions are diverse and considerable discretion is allowed and required to accomplish them utilizing a variety of procedures within a framework of general instructions.	20 POINTS The work objective and the fundamental principles of the job's discipline (teaching, accounting, social work, personnel, etc.) are the framework within which decisions are made and tasks are accomplished. The job tasks focus on the objective rather than the procedures used.	30 POINTS Goals, policies, and Board directives are fairly specific; however, this position must use considerable judgment in determining how to get work done or solve the problem. Job is characterized by rapidly changing issues, problems, and requirements dealing with the matters of significant and strategic importance to the district.	40 POINTS Within the framework of general Board policy, strategic planning, and long-range goals, this position is responsible for pointing the way by establishing more specific goals and objectives. This position is responsible for initiating changes in Board policy, district priorities, etc. in response to a variety of input from both inside and outside the organization.

Annual Base Salary Amount

Each year, two (2) representatives of the Board; two (2) principals, one (1) certified and one (1) classified representative of the district administrative staff; the Superintendent; and Chief Financial Officer shall meet and determine a recommendation to the Board regarding allocation of funds toward salary range, fringe benefits, and funds for performance awards. A school year shall be July 1 through June 30.

Salary Ranges, Placement, and Appeal

Annually, the Superintendent, utilizing input from various sources where applicable, will establish a salary for each administrator. Such salary shall be established within the salary range for each position on the Administrative Salary Schedule. After establishing such salaries, the Superintendent shall report such recommended salaries to the Board.

During an administrator's annual evaluation conference, the supervising administrator shall review with the administrator their position description as well as the appeal process should the administrator believe their position on the salary matrix need to be re-evaluated as a result of a substantial change in responsibilities for said position. The supervising administrator would then initiate a discussion with the Director of Human Resources.

An administrator who is not satisfied with their salary placement may schedule a meeting with the Superintendent to discuss his or her concerns.

An administrator employed on a less than twelve (12) month contract shall be eligible to be reimbursed for up to five (5) days for time worked in addition to their scheduled duty days, exclusive of weekends. The rate of pay shall be \$400 per day so long as the reason for working is shown on the list below:

- A. Required conference/training attendance
- B. Interviewing prospective employees
- C. Curriculum work
- D. Other, with prior approval of the Superintendent

To receive reimbursement, the administrator must prepare a properly completed payroll form and submit it to the Superintendent for approval. Additional days up to five (5) may be utilized only with prior approval of the Superintendent.

School Closings

Twelve (12) month employees may elect to work from home when school buildings are closed due to inclement weather.

Length of Administrative Contract

Each administrator who is to continue to be employed shall be recommended by the Superintendent for re-employment. The length of contract may be for a period not to exceed three (3) years with compensation review to be made on an annual basis. New administrators shall be issued an initial two (2) year contract with successive contracts, absent Board authorization, having a duration of one (1) year.

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