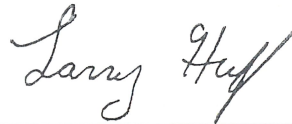


PUBLIC WORK SESSION
OF THE
BOARD OF SCHOOL TRUSTEES
Elkhart Community Schools
Elkhart, Indiana

NOTICE OF MEETING TIME CHANGE

Date: Tuesday, August 26, 2025
Time: **5:30 p.m.**
Location: J.C. Rice Educational Services Center
2720 California Road
Elkhart, Indiana 46514



Superintendent of Schools

Posted and electronically delivered
to News Media on Thursday,
August 21, 2025 and electronically
delivered to Board Members and School
Attorney on Friday, August 22, 2025.

AGENDA FOR
BOARD OF SCHOOL TRUSTEES
REGULAR MEETING

Elkhart Community Schools
Elkhart, Indiana

August 26, 2025

CALENDAR

Aug	26	5:30 p.m.	Public Work Session, J.C. Rice Educational Services Center
Aug	26	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center
Sept	9	6:00 p.m.	Public Work Session, J.C. Rice Educational Services Center
Sept	9	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 – National History Day National Qualifiers
- F. EASTWOOD REPORT
- G. EXCELLENCE OF ELKHART
- H. CONSENT ITEMS:

- Minutes – August 12, 2025 – Regular Board Meeting
 - Claims
 - Fundraisers
 - Gift Acceptances
 - Conference Leaves
 - Personnel Report
 - Employment

- I. OLD BUSINESS

Contracts – The administration presents contracts for final consideration.

- Michiana Public Broadcasting Corporation
 - Edmentum
 - FrankFilms
 - ADEC, Inc.
 - SecureW2
 - IXL Learning

- Sprigeo, Inc.
- Amergis Healthcare Staffing, Inc.
- Education Advanced
- Relayhub, LLC
- SweetHawk
- LoveWay, Inc.

Board Policy 7440.01 – Electronic Monitoring and Recording – The administration presents proposed revisions to Board Policy 7440.01 – Electronic Monitoring and Recording for final consideration.

J. NEW BUSINESS

Contracts – The administration presents contracts for initial consideration.

- Eden Barber Academy
- AdTec Administrative and Technical Consulting, Inc.
- Lexia Voyager Sopris, Inc.
- Crossing National, Inc.
- Elkhart County Special Education Cooperative
- Medical Communications Ambassadors, LLC
- Policy Analytics, LLC

Board Policy 2623.01 – Test Administration and Security – The administration presents proposed revisions to Board Policy 2623.01 – Test Administration and Security for initial consideration.

Administrative Guideline 5200 – Student Attendance – The administration presents a proposed new Administrative Guideline – Student Attendance for initial review and requests to waive the second review.

2025 – 2026 School Calendar – The administration presents proposed revisions to the 2025 – 2026 School Calendar and requests to waive the second reading.

Agreement for Non-Residential Services – The administration recommends Board approval of an Agreement for Non-Residential Services for an Elkhart Community Schools' student.

Financial Report

Insurance Report

K. INFORMATION AND PROPOSALS

From Superintendent and Staff

From Board

L. ADJOURNMENT

National History Day

June 2025



Excellence of Elkhart

ACADEMICS • ARTS • ATHLETICS

Introductions

Ania Berkshire

Paige Miller

Brenda Martinez

Aubrey Burmeister

Aneri Mehta

This June, we were able to participate in the National History Day Competition in College Park, Maryland. It was an extremely unique, fun, and rewarding trip that we hope to experience next year!



Excellence of Elkhart

ACADEMICS • ARTS • ATHLETICS

Overview of NHD

During the time we were there, we had many different fun experiences. We walked down town and saw the White House, Washington Monument, World War II Memorial, and private aspects of the U. S. capitol. We stayed in the dorms on the University of Maryland, College Park Campus. We had opportunities to go out to explore the campus and got to know our way around.

The group had an amazing time and got to socialize with many people from different states and countries. We got to see and engage in many things that most people wouldn't get the chance to do. We made very good memories wherever we were, even on the metro and in the dorms.



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Achievements & Highlights

- Visiting national monuments like the Capitol, Washington Monument, and many more. We got to meet so many new people.
- Trading pins gave us the chance to see how different states represented themselves on their pins.
- Meeting the Speaker of the House.
- Staying in college dorms.



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ACADEMICS • ARTS • ATHLETICS

Student Impact

- Along with many other students, we had the opportunity to explore many aspects of Washington D.C.
- This experience was really exciting. Our feet hurt really bad, but it was all worth it.
- This experience brought out a more social side, turning us into more of a social butterfly. This trip can truly and positively change a person.
- Also, in doing this, it was really educational. We learned many historical things.



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Acknowledgment & Thank You

This trip was a great opportunity for us, and it would not have been possible without these people:

- Welch Packaging
- Hull Lift Trucks
- Rocky Enfield
- Ms. Lexi Gribble
- Dr. Schultz
- Mr. Crabtree
- Mrs. Ernsberger

We are so grateful for all of them and we are so happy that we could be a part of this. Thank you so much.



Excellence of Elkhart

ACADEMICS • ARTS • ATHLETICS

What Questions Can We Answer?





Eastwood Elementary

**IREAD Success: Growth
and Achievement 2025**



Excellence of Elkhart

ACADEMICS • ARTS • ATHLETICS

District Highlight

Elkhart Community Schools grew
+16.2% on IREAD during the
2024-2025 school year.



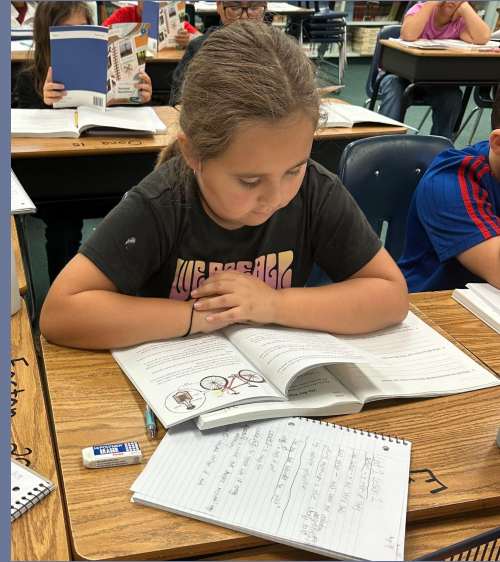
Eastwood's Achievement

IREAD

- 2024 - 72% Passing rate
- 2025 - 94.4% Passing rate
- 23 percent overall growth from 2024-2025 school year

ILEARN

- ELA - 29% proficient or above proficiency, 7% growth
- Math - 35% proficient or above proficiency, 9% growth

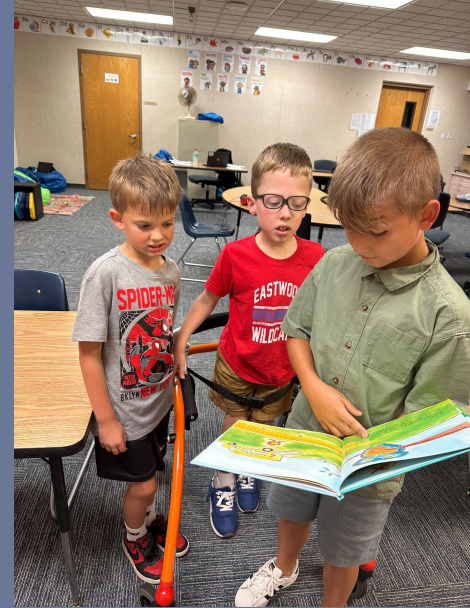


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ACADEMICS • ARTS • ATHLETICS

How did it happen?

- Tier 1 Foundations (K-3 Consistently since Kindergarten)
- Tier 2: Geodes and UFLI Interventions
- All hands on deck:
 - Specialists, specials teachers, and support staff
 - Retired teachers and parent volunteers
- Stronger attendance rates - more consistent instruction

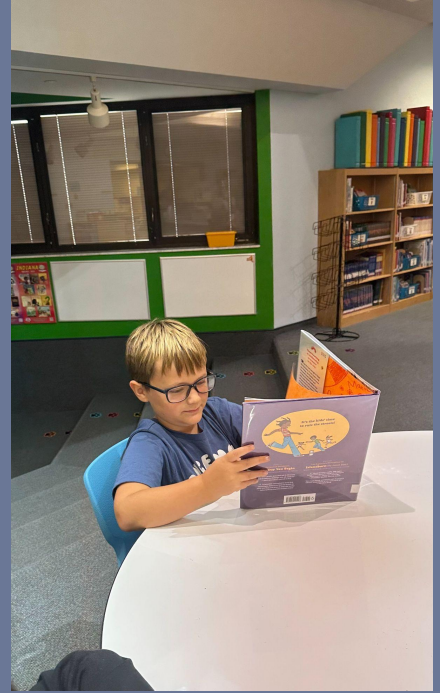


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Keys to Success

- Teachers committed to research based instruction
- Strong PLC collaboration
- Parent and community partnerships
- Unified belief: “Kids deserve better”

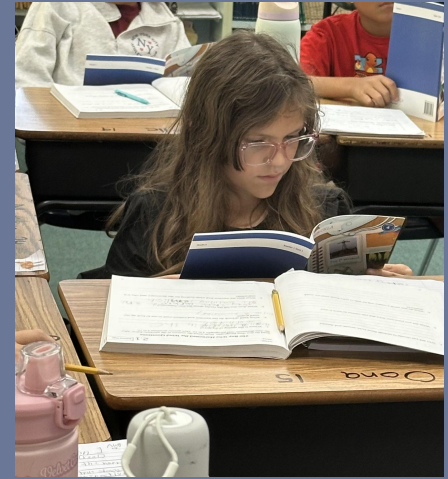


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Looking Ahead

- Transition to Amplify CKLA - Reading curriculum
- Continue Structured Tier 2 Supports
- Sustain Growth and Surpass 95%
- Strengthen Tier 1 instruction in ELA and Math



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Excellence of Elkhart

August 26, 2025

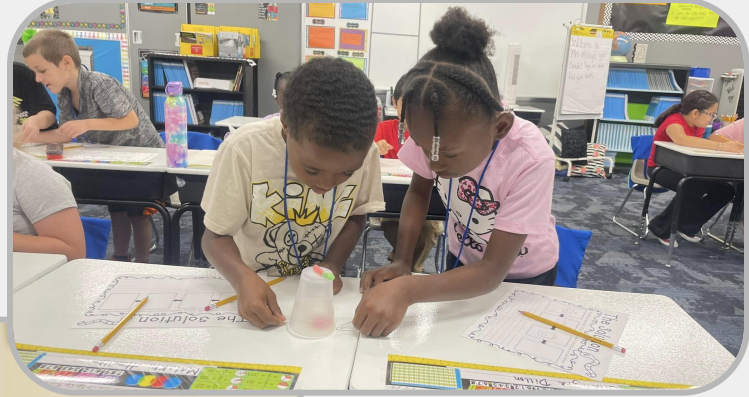


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ACADEMICS PRIDE





ACADEMICS

IREAD

CELEBRATING THE POSITIVE WORK HAPPENING LOCALLY CONT.

Elkhart Community Schools

Eastwood Elementary: 23 percentage point increase
Woodland Elementary: 21.5 percentage point increase



2024 65%
2025 81%
+ 16%



2024 62%
2025 71%
+ 9%



2024 87%
2025 94%
+ 7%



ARTS

Color-by-number & Math





ATHLETICS

Girls Golf





ATHLETICS

Elkhart Lions Flag Football



EHS GIRLS FLAG FOOTBALL CAPTAINS



SUEANN WATT
SOPHOMORE
Co-Captain

HEAD CAPTAIN
TAYLOR HIGGINS
SENIOR

ROSE
REYES-AREVALO
SOPHOMORE
Co-Captain



FUTURE HAPPENINGS

- **September 1:** Schools Closed for Labor Day
- **September 4:** EACC Back to School Night
- **September 12:** Emens Coaches Awards ½ time (Football Game)
- **September 26:** Homecoming

**As always, you can
stay-up-to-date by
following us on social
media**



ElkhartCommunitySchools



Elkhartschools



Elkhart Community Schools



ParentSquare



MINUTES
OF THE REGULAR MEETING
OF THE BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools
Elkhart, Indiana

August 12, 2025

J.C. Rice Educational Services Center, 2720 California Road, Elkhart, Indiana 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 Dacey Davis recited the Elkhart Promise.			The Elkhart Promise
One (1) audience member addressed the Board about policies on the agenda, and two (2) audience members expressed concerns to the Board regarding banked personal business benefits lost at the time of separation following Elkhart Community Schools' partnership with Chartwells.			Public Comment
Wendy Wood, Interim Director of Communication, shared some of the wonderful things happening in Elkhart Community Schools (ECS) during the Excellence of Elkhart, highlighting Academics, Arts, and Athletics.			Excellence of Elkhart
In the area of Academics, Mrs. Wood reported that educators, administrators, and support staff have been engaged in professional development activities to prepare for the new school year. Through welcome-back sessions, keynote speakers, and leadership gatherings, staff are equipped to return to classrooms knowledgeable, empowered, and motivated to support student success. She also shared that elementary schools hosted Kindergarten Readiness events this past week, providing incoming kindergartners with the opportunity to explore their schools, practice classroom routines, and gain a head start on the year ahead.			
In the area of Arts, Mrs. Wood reported that last week concluded summer band and orchestra practice for incoming 6th- and 7th-			

grade students. To celebrate their efforts, students from both programs presented a recital highlighting the progress they achieved over the past month.

In the area of Athletics, Mrs. Wood reported that middle school girls' volleyball players spent the summer practicing with their respective schools before coming together for joint training. She noted that athletes from incoming 6th graders to rising 8th-grade leaders entered tryouts with strengthened skills, confidence, and momentum. Mrs. Wood also highlighted the district's first-ever Elkhart Lions Football Night, which brought together football athletes from elementary, middle, and high schools, as well as girls' flag football. The event provided opportunities to build skills, foster mentorship, and strengthen connections across age groups, reinforcing a sense of unity within the football community.

Some upcoming events across Elkhart Schools include:

- August 12: Open Houses
- August 14: First Day of School
- August 14: First Girls Flag-Football Game
- September 26: Homecoming

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

Maggie Lozano, Director of Human Resources, provided an update on staffing in preparation for the new school year. She reviewed enrollment and staffing trends over the past several years, noting that while student enrollment has declined, staffing levels have remained steady due in part to positions funded by ESSER, the addition of social workers, RBTs, translators, literacy cadre coaches, and middle school support positions connected to the transition of sixth grade. Mrs. Lozano explained that the district is now aligning staffing decisions more closely with actual enrollment and has implemented a new FTE control system to provide greater transparency and oversight. She also noted the Board's recent approval of adjustments to substitute compensation.

Human
Resources
Update

Mrs. Lozano reported that at the end of the 2024–25 school year, the district employed 835 certified staff and 908 classified staff. As of August 8, 2025, those numbers stood at 756 certified and 703 classified, the latter largely reflecting the transition of food service staff to Chartwells and positions held vacant through attrition. She highlighted the importance of the substitute teaching pool, noting that 144 substitutes have already been reactivated for the year, with efforts underway to increase that number.

She further shared that while the district hired 110 certified staff in 2024, only 41 have been hired to date for 2025, reflecting a more deliberate process of aligning staff to student enrollment and needs. Hard-to-fill positions remain in areas such as math, science, and special education; however, progress has been made with the addition of several new hires supported by Board-approved stipends. Recruitment efforts continue through open interviews and substitute support. Mrs. Lozano emphasized that staffing work is ongoing, with daily review of enrollment and staffing needs to ensure decisions remain data-driven and focused on student success.

In response to a Board inquiry, Mrs. Lozano reported the average turnaround time for background checks has been approximately two (2) days. While most are completed within one (1) to three (3) days, the timeline may vary depending on the applicant's responsiveness and prior residences, as some counties require in-person record checks.

Doug Thorne, District Counsel/Chief of Staff, presented the Legal Report and highlighted several major statutory changes from this year's legislative session that have resulted in numerous policy revisions for Board consideration. He noted new requirements related to human sexuality instruction, including Board approval of curricular materials, public posting of those materials, and mandated inclusion of specific instructional videos on fetal development. He also reviewed legislation expanding parental rights, including the right to record IEP meetings, retrieve a child's property upon withdrawal, and the prohibition of staff advising students to withhold information from parents.

Legal Report

Mr. Thorne further explained that recent legislation expanded absenteeism and discipline requirements to include grades K-12, extended the timeframe for mandatory parent conferences from five (5) to ten (10) instructional days, and temporarily prohibited suspension or expulsion solely for chronic absence or truancy. He also discussed new child protection laws requiring law enforcement investigations when alleged abusers are staff, youth coaches, or volunteers, and emphasized the importance of school documentation and staff training to ensure compliance. These legislative changes account for many of the policy revisions being presented to the Board for approval.

In response to Board inquiry, Mr. Thorne explained that under current law, an individual is only excused from filing a separate report if they have actual knowledge that another employee has already submitted the report.

In response to Board inquiry, Mr. Thorne explained that policy drafts are initially prepared by NEOLA and then reviewed by district

administrators to ensure alignment with the practices and needs of ECS.

By unanimous action, the Board approved the following consent items:	Consent Items
Minutes – July 22, 2025 – Public Work Session Minutes – July 22, 2025 – Regular Board Meeting	Minutes
Payment of claims totaling \$9,930,551.63 as shown on the August 12, 2025, claims listing. (Codified File 2526-013)	Payment of Claims
Proposed school fundraisers in accordance with Board policy. (Codified File 2526-014)	Fundraisers
Extra-curricular purchase requests: West Side/Extra-Curricular Fund to purchase Lanyards and Safety Breakaways in the amount of \$1,743.03, which will be distributed to students along with their IDs for the school year.	Extra-Curricular Purchases
The following donations were made to ECS: \$3,500 from Bailey’s Butterflies to Elkhart High School (EHS) Volleyball program to be used towards the purchase of training equipment for the three (3) middle school programs; \$1,500 from CTS Corporation to EHS to be used to purchase supplies, equipment, and expenses related to robot construction and attending competitions; \$300 from International Union of Operating Engineers, care of David Fagan, to Elkhart Area Career Center (EACC) to be used to cover all expenses related to the SkillsUSA National event for Diesel Service Technology students participating in the Heavy Equipment Operations contest; \$1,000 from an anonymous donor to EHS Swim and Dive Team to be used to assist with the growth and development of the team.	Gift Acceptances
Conference leave requests in accordance with Board policy for staff members as recommended by the administration on the August 12, 2025, listing. (Codified File 2526-015)	Conference Leaves
Confirmed overnight trip request for EHS Girls Cross Country to travel to Marion, Indiana, to participate in the Marion Invitational Cross Country Meet (varsity) on September 5 – 6, 2025.	Overnight Trip Requests
Submission Confirmation of the following grant: STEM Integration Grant: 2025-2026 hosted by the Indiana Department of Education (IDOE) in the amount of \$50,000 to be used to increase access to STEM courses, programs, and resources; 2025-2026 HA Grant hosted by the IDOE in the	Grants

amount of \$95,595 to be used to support high ability staff, training, curriculum, and materials; and Putting Learning in Their Hands hosted by Donors Choose in the amount of \$440.58 to be used to purchase items to improve literacy and language instruction in the classroom. (Codified File 2526-016)

Personnel Report

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

Administrative Appointment

Robb Freeze – Principal at Feeser, 8/1/25

Employment of the following nine (9) certified staff effective on date indicated:

Certified Employment

Timothy Appleby – Language Arts at Pierre Moran, 8/11/25

Mary Bowers – Early College Counselor at Elkhart High, 8/8/25

Erin Britt – Language Arts at North Side, 8/11/25

Morgan Chupp – Mathematics at Elkhart High-A&C, 8/11/25

Denise Downing – Grade 6 Language Arts at North Side, 8/11/25

Cinthya Gutierrez Perez – ENL at West Side, 8/11/25

Shayla Nelson – Cosmetology at Career Center, 8/11/25

Shelly Sierzputowski – Science at Elkhart High-HS, 8/11/25

Melanie Watson – ENL at North Side, 8/11/25

Transfer of the following forty (40) certified staff effective August 11, 2025:

Certified Transfers

Elizabeth Avery – Special Education Cohort at North Side to Special Education at North Side

Meghan Berkheiser – Grade 2 at Beck to Grade 3 at Pinewood

Sydney Bias – Grade 6 at Beck to Grade 6 at Pierre Moran

Andrea Bucher – Grade 6 at Bristol to Grade 6 at Pierre Moran

Melissa Carr – Grade 6 at Roosevelt to Grade 6 at West Side

Tara Ciesiolka – Grade 6 at Osolo to Grade 6 at West Side

Margaret Dippell – Grade 6 at Beardsley to Grade 6 at West Side

Jewel Eyestone – Grade 6 at Woodland to Grade 6 at West Side

Maria Garcilazo – Grade 5 at Beck to Grade 6 at Pierre Moran
Lisa Goudarzi – Special Education at North Side to Special Education at Elkhart High
Jennifer Higgins – Grade 6 at Pinewood to Grade 6 at North Side
Michelle Holderman – Grade 6 at Eastwood to Grade 6 at Pierre Moran
Stellios Karagiannis – Intervention at Pierre Moran to Social Studies at Pierre Moran
Nicole King – Grade 6 at Bristol to Grade 6 at North Side
Lori Kois – Grade 6 at Monger and Grade 6 at Pierre Moran
Sarah La Bounty – Grade 2 at Feeser to Grade 4 at Roosevelt
Stacy Lambdin – Grade 6 at Monger to Grade 6 at North Side
Mary Lange – Kindergarten at Osolo to Grade 2 at Daly
Deborah LaPierre – Grade 6 at Eastwood to Grade 6 at West Side
Garrett Lewis – Grade 4 at Woodland to Grade 5 at Daly
Jamita Maddox – Grade 1 at Osolo to Grade 2 at Cleveland
Erick Martinez – Special Education Cohort at Elkhart High-HS to Elkhart High ENL
Michael Paniccia – Social Studies at North Side to Grade 6 at North Side
Joni Peak – Grade 5 at Feeser to Grade 6 at North Side
Giovanni Ponciano – Grade 6 at Daly to Grade 6 at West Side
LaTisha Rhoades – Grade 5 at Roosevelt to Grade 6 at Pierre Moran
Nicholas Rinehart – Grade 3 at Beck to Grade 3 at Beardsley
Megan Screes – Grade 6 at Beck to Grade 6 at Pierre Moran
Emily SeCheverell – Kindergarten at Beck to Grade 2 at Cleveland
Morgan Springer – Grade 1 at Feeser to Grade 2 at Roosevelt
Gina Stone – Grade 6 at Roosevelt to Grade 6 at Pierre Moran
Cara Storer – Science at Freshman Division to Science at Elkhart High Human Services
Tracy Thompson – Grade 6 at Beardsley to Grade 6 at North Side

Heidi Trowbridge – Grade 6 at Osolo to Grade 6 at North Side
 Lauren Van Goey – College and Careers at North Side to Computer Science at North Side
 Kendra Wardlaw – Grade 6 at Feeser to Grade 6 at Pierre Moran
 Rita Walt – Grade 5/6 Split at Roosevelt to Grade 6 at West Side
 Sabrina Wickens – Grade 6 at Cleveland to Grade 6 at West Side
 Bethany Wilcox – Grade 6 at Woodland to Grade 6 at West Side
 Tonya Winters – Grade 6 at Roosevelt to Grade 6 at Pierre Moran

Resignation of the following twenty-one (21) certified staff effective on date indicated:

Certified Resignations

Katrina Barhydt – Counselor at Elkhart Academy, 8/15/25
 Cami Berkey – Alternative Education-MS at Elkhart Academy, 5/29/25
 Lauren Christophel – Grade 1 at Daly, 5/29/25
 Sarah Fox – Kindergarten at Osolo, 5/29/25
 Leslee Gage – Social Worker at Woodland, 5/29/25
 Jayme Iannarelli – Grade 6 at West Side, 5/29/25
 Kelsey Kilmer – Kindergarten at Daly, 5/29/25
 Erika Matteson – Grade 5 at Cleveland, 5/29/25
 Mirlym Milfort – Grade 5 at Monger, 5/29/25
 Abigail Miller – ENL at Osolo, 5/29/25
 Jeffrey Miller – Career and Exploration at Elkhart High, 6/17/25
 Najah Monroe – Special Education Cohort at North Side, 5/29/25
 Lauren Morales – Art at West Side, 5/29/25
 Deena Smith – Grade 2 at Cleveland, 5/29/25
 Joel Springle – Mathematics at Freshman Division, 5/29/25
 Mariah Srmek – Special Education at PACE, 5/29/25
 Matthew Stoll – Health at Pierre Moran, 5/29/25
 Emily Thomas – Art at North Side, 5/29/25
 McKenna Wallace – Special Education at Freshman Division, 9/8/25
 Austin Ward – Language Arts at Elkhart High-A&C, 5/29/25
 Rodesha Wildrick – Grade 2 at Beck, 5/29/25

Retirement of the following four (4) certified staff effective on date indicated:

Certified Retirements

Nancy Baker – Grade 5 at Daly, 5/29/25 with 24 Years of Service
 Theodore Keeler – Career Readiness at North Side, 5/29/25 with 3 Years of Service
 Valerie Mullins – Grade 2 at Beardsley, 5/29/25 with 32 Years of Service
 Stephanie Scheimann – Science at Elkhart High-A&C, 5/29/25 with 16 Years of Service

Approval of the following one (1) classified administrative appointment effective on date indicated:

Classified Administrative Appointment

Wendy Wood – Director of Communications, 8/13/2025

Employment of the following four (4) classified employees effective with the 2025-26 school year:

Classified Employment

Jeffery Ashley – Custodian at Building Services, 9/15/25
 Haley Garrison – Custodian at Riverview, 10/13/25
 Haley Masten – Paraprofessional at Monger, 10/7/25
 Chinesa Taylor – Paraprofessional at Roosevelt, 10/7/25

Transfer of the following nine (9) classified employees for the 2025-26 school year:

Classified Transfers

Lindsey Boomersshine – Paraprofessional at Eastwood to Paraprofessional at Pierre Moran
 Sarah Castleman – Food Service at Elkhart High to ESC Food Service Specialist (FLMC Oversight)
 Angela Jones – Food Service at Osolo to Custodian at Woodland
 Jessica Bouie – Paraprofessional at West Side to Campus Security at Freshman Division
 Sylvester Brown – Food Service Receiving at Commissary to Campus Security at North Side
 Shykila Lawson – Paraprofessional at Freshman Division to Paraprofessional (YAP) at Freshman Division
 Courtney Pierce – Paraprofessional at Exceptional Learners to Paraprofessional at West Side
 John Poe – Swing Custodian at Eastwood/Pinewood to Custodial Pool at Building Services
 Eric Tucker – Bus Driver at Transportation to Campus Security at Elkhart High

Reassignment of the following two (2) classified employees effective on date indicated:

Classified Reassignment

Shayla Nelson – Cosmetology at Career Center, 8/11/25

Shelly Sierzputowski – Science at Elkhart High-HS&S,
8/11/25

Employment of the following six (6) substitute teachers effective with the 2025-26 school year: Barbara Outka – Substitute Teacher Jenna Parsons – Substitute Teacher Patrice Penny-Henerson – Substitute Teacher Clyde Riley – Substitute Teacher David Walker – Substitute Teacher Kasey Witt – Substitute Teacher	Substitute Teachers
Resignation of the following one (1) classified administrator effective on date indicated: Erin Wagler – Director of Communication, 8/1/25	Classified Administrative Resignation
Resignation of the following thirteen (13) classified employees effective on date indicated: Carl Burgess – Bus Driver at Transportation, 5/29/25 Teresa Byrkett – Catering at Food Service Administration, 5/29/25 Corentis Crawford III – Custodian at Freshman Division, 7/23/25 Mary Engle – Technical Assistant at Beck, 5/29/25 Simeon Lewis – Bus Driver at Transportation, 8/18/25 Caitlin Mangrum – Custodian at Eastwood, 7/25/25 Elizabeth Nutt – Food Service at Freshman Division, 5/30/25 Jenna Parsons – Paraprofessional at Hawthorne Early Learning Center, 5/29/25 Anna Prawat – Paraprofessional at Elkhart Academy, 5/29/25 Jeffrey Riehl – Campus Security at Freshman Division, 8/1/25 Kalley Slater – Support Technician at Technology, 8/14/25 Lakesha Washington – Paraprofessional at North Side, 5/29/25 Hailey Wichman – Support Technician at Technology, 8/15/25	Classified Resignations
Termination of the following one (1) classified employee effective on date indicated: Barbara Miller – Substitute Teacher at ESC, 5/29/25 Policy 3139.01S	Classified Terminations
By unanimous action, the Board approved the following contracts, which include changes recommended during the July 22, 2025, Board meeting: Five Star Life Innovative Learning Grant; NoRedInk	Contracts for Final Consideration

Corp; Amergis Healthcare Staffing, Inc.; Instructure, Inc.; Northern Indiana Workforce Board, Inc.; Pristine Rehab Care LLC; Seesaw Learning, Inc.; Soliant Health, LLC; and Certiport, a business of NCS Person, Inc. (Codified File 2526-017)

Doug Thorne, District Counsel/Chief of Staff, presented the following contracts for initial consideration: Michiana Public Broadcasting Corporation; Edmentum; FrankFilms; ADEC, Inc.; SecureW2; IXL Learning; Sprigeo, Inc.; Amergis Health Care Staffing, Inc.; Education Advanced; Relayhub, LLC; SweetHawk; and LoveWay, Inc.

Contracts for
Initial
Consideration

Board Member Anne VonDerVellen made a motion, seconded by Board Secretary Kellie Mullins, to approve the ETHOS contract and waive second reading to expedite curriculum delivery to classrooms.

By unanimous action, the Board approved the ETHOS contract and waived second reading. All other contracts will be brought back for final reading during the next regularly scheduled Board meeting.

Mr. Thorne presented recommended updates to the board policies listed below to ensure compliance with legislation recently enacted by the Indiana General Assembly and signed into law by the Governor. He also requested a waiver of second reading to ensure timely implementation before the start of the school year.

Board Policy
Updates

- Board Policy 2221 – Mandatory Curriculum
- Board Policy 2410 – Audio, Video, and Digital Recording of Meetings
- Board Policy 2414 – Reproductive Health and Family Planning and Human Sexuality Instruction
- Board Policy 2416 – Student Privacy and Parental Access to Information
- Board Policy 2461.18 – Recording of IEP Team Meetings/Case Conferences
- Board Policy 2623 – Student Assessment
- Board Policy 3220.02 – Supplemental Payments for Teachers
- Board Policy 5111 – Determination of Legal Settlement and Eligibility for Enrollment of Students Without Legal Settlement in the Corporation; Proof of Indiana Residency
- Board Policy 5200 – Attendance
- Board Policy 5223 – Absences for Religious Instruction
- Board Policy 5517 – Anti-harassment
- Board Policy 5517.01 – Bullying
- Board Policy 5600.01 – Student Discipline
- Board Policy 5605 – Suspension and Expulsion of Students with Disabilities
- Board Policy 5610 – Suspension and Expulsion of Students

- Board Policy 5611 – Due Process Rights
- Board Policy 5771 – Search and Seizure

In response to a Board inquiry, Mr. Thorne explained that recent actions by the state legislature prompted a significant number of policy changes. While policy updates are routine, the volume of policies impacted this year was substantially greater than usual and required timely updates to ensure compliance. This resulted in many policies being presented to the Board in one meeting.

By unanimous action, the Board approved the presented policies and authorized the correction of numbering and grammatical errors without further review.

Mr. Thorne added that grammatical errors and technical corrections needed to ensure clarity in a policy may be addressed through bylaws. He noted that a resolution outlining the administration's ability to make such corrections without full Board review will be presented during the next Board meeting.

Mr. Thorne presented recommended updates to the administrative guidelines listed below to ensure compliance with legislation recently enacted by the Indiana General Assembly and signed into law by the Governor. He also requested a waiver of the second review to ensure timely implementation before the start of the school year.

Administrative
Guidelines
Updates

- Administrative Guideline 2221 – Mandatory Curriculum
- Administrative Guideline 2414 – Reproductive Health and Family Planning and Human Sexuality Instruction
- Administrative Guideline 2416 – Procedures for Distribution of Written Consent Forms and Inspection of Materials Used in Connection with Certain Surveys, Analyses, or Evaluations
- Administrative Guideline 2623 – Testing Program
- Administrative Guideline 5600.01 – Student Discipline
- Administrative Guideline 5605.01 – Disciplining Special Education Students
- Administrative Guideline 5605.02 – Disciplining a Section 504 Student
- Administrative Guideline 5610 – Suspension and Expulsion of Students
- Administrative Guideline 5610.02 – In-School Discipline
- Administrative Guideline 5611 – Due Process
- Administrative Guideline 5771 – Search and Seizure

In response to a Board inquiry regarding Administrative Guideline 2221 – Mandatory Curriculum, Mr. Thorne addressed concerns about

conflicting language. The guideline stated that principals “may” direct teachers to provide certain instruction, while the following sentence indicated that failure to comply constitutes a Class C infraction. The Board noted this appeared contradictory, as the discretionary wording conflicted with the mandatory consequence.

Mr. Thorne agreed to revise the guideline by changing “may” to “shall” to ensure consistency and clarity.

By unanimous action, the Board waived further review of the presented administrative guidelines.

Mr. Thorne presented proposed revisions to Board Policy 6320 – Purchasing for initial consideration. He explained the proposed revisions, which govern the purchase of materials, supplies, and services, provide additional detail regarding district purchasing procedures. The revisions also introduce language requiring regular evaluation of service providers to ensure a high level of service to the school corporation.

Board Policy
6320

Mr. Thorne noted that the policy had undergone significant review by the Business Office and acknowledged the contributions of Ms. Davis and Mr. Weaver in reviewing the policy.

During the discussion of Policy 6320 – Purchasing, a Board member expressed concern that the proposed policy revisions required further customization to better align with the needs of ECS. Since the policy was presented for first reading, additional review and revision would be possible before final consideration.

Mr. Thorne presented proposed revisions to Board Policy 7440.01 – Electronic Monitoring and Recording for initial consideration. He explained the revisions will address the district’s use of surveillance cameras and smart sensor technology, such as vape detectors in secondary schools.

Board Policy
7440.01

By unanimous action, the Board approved five (5) non-residential services agreements for ECS students. (Codified File 2526-018)

Non-Residential
Services
Agreements

By unanimous action, the Board approved proposed revisions to the 2025-2026 School Calendar to include designating October 1 and November 4 as synchronous eLearning days to ensure staff and students are prepared to transition effectively to remote instruction in the event of inclement weather. (Codified File 2526-019)

2025-2026
School Calendar

In response to a Board inquiry, Dr. Amy Rauch, Assistant Superintendent of Secondary Schools, clarified the distinction between asynchronous and synchronous eLearning. Asynchronous learning occurs when teachers post assignments to Seesaw or Canvas for students to complete independently, with teachers available by email for questions. Synchronous learning requires that at least 50% of the school day be taught live, with a set schedule provided so students know when to meet with their teachers.

Superintendent Larry Huff reported that the week had been busy across ECS as teachers, administrators, and staff prepared to welcome students back for the start of the school year. He expressed appreciation to teachers, secretaries, custodians, transportation staff, and others who worked behind the scenes to ensure that students and families had a positive start. He noted strong attendance at back-to-school nights and emphasized that the new school year provides both students and staff with a fresh start.

From the
Superintendent

Dr. Huff updated the Board on student enrollment. Since his last report, official enrollment had increased from approximately 7,500 to 10,086 students. He commended Ms. Brander and her team, and the school secretaries for their efforts in contacting families and processing registrations, noting that enrollment is expected to surpass last year's numbers.

He was excited to announce that one district school will be recognized by the Indiana Department of Education (IDOE) for ranking in the top ten statewide in both proficiency and growth. This recognition highlights the impact of the Board's investment in LETRS training and professional development, as well as the skillful teaching and leadership of staff. Dr. Huff stated that this achievement demonstrates the excellence of ECS and serves as a reminder of the district's commitment to students. He will attend the recognition ceremony in Indianapolis and provide a presentation on behalf of the district.

Dr. Huff reminded families that the first student day is Thursday and encouraged students to prepare by getting adequate rest. He expressed excitement about the return of students, calling it the true beginning of the school year.

Dr. Huff invited Tony Gianesi, Director of Building Services, to provide an update on traffic and construction near Pinewood, Eastwood, and Osolo schools. Mr. Gianesi explained that the district has worked closely with the City of Elkhart to maintain traffic flow during ongoing construction projects. Parent drop-off and pick-up will continue from Jeanwood Drive and Bristol Street, while buses will access the front of Pinewood from Bristol Street. Additional staff and a contracted traffic

mitigation company will assist with directing traffic during the first days of school.

Mr. Giansesi noted that construction near Eastwood will primarily affect nearby neighborhoods rather than the school itself. In addition, railroad work at the Blazer Waterfall/State Division Street intersection is expected to conclude shortly, though it may continue through the first week of school. Safe walking routes have been arranged for students traveling from the west side neighborhoods.

Dr. Huff added that communication will be sent to families outlining traffic and safety procedures for the first days of school.

Mrs. Mullins recognized and celebrated the efforts of Cindy Lopez-Bonner and her team for their outreach to Spanish-speaking families, providing one-on-one support to ensure parents and students understood how to use computers and access accounts. She expressed admiration for their dedication and the personal connections they fostered within the community.

From the Board

Mrs. Mullins also emphasized the importance of traffic safety near Pinewood and Eastwood schools, noting that children walking or biking in areas without sidewalks are at risk. She urged the community to slow down and drive carefully, commending both the neighborhood residents and construction crews for working diligently to maintain safety and communicate effectively with families.

In addition, Mrs. Mullins shared her visit to North Side, where she observed the excitement of sixth-grade teachers as they prepared their classrooms. She praised CORE Construction and district staff for their work on building improvements, noting the positive atmosphere and readiness for the new school year. She concluded by congratulating the district team and expressing enthusiasm for the school year ahead.

Mr. Scott thanked the community for its strong participation in student registration this year. He noted that in previous years, only 2,000–3,000 students were registered by this time, creating uncertainty for the administration. This year, with more than 10,000 registrations completed, planning for the first day of school has been greatly improved. He credited parents, building principals, and administrators for their teamwork and commitment to making the process successful.

The meeting adjourned at approximately 8:13 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

[illegible]

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: 08/11/2025

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 \$1,400 has been given to the Elkhart High School Girls Cross Country Team, from Pura Vida Popup - Yoga Adventure Retreats. These funds will be used to assist with the growth and development of our Girls Cross Country 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:

Pura Vida Popup - Yoga Adventure Retreats
3221 East Lake Dr. N
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: August 12, 2025

TO: Dr. Larry Huff
Board of School Trustees

AS

FROM: Brian Buckley, Athletic Director

RE: Donation Approval

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

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

Legacy Heating & Air, Inc.
4902 Elkhart East Blvd.
Elkhart, IN 46514

Sincerely,

B. J.

Brian Buckley
Elkhart High School, Athletic Director

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: 08/18/2025

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 \$20,000 has been given to the Elkhart High School Athletic Department, from Phyllis Tubbs. These funds will be used to assist with the growth and development of our Athletic Teams.

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

Phyllis Tubbs
71075 Dawn Drive
Union, MI 49130

WHERE LEARNING HAS NO LIMITS



WHERE LEARNING HAS NO LIMITS



HUMAN RESOURCES

ELKHART COMMUNITY SCHOOLS

TO: DR. LARRY HUFF
FROM: MS. MAGGIE LOZANO
DATE: AUGUST 26, 2025

PERSONNEL RECOMMENDATIONS

CERTIFIED

- a. **Administrative Appointment** – We recommend the approval of one (1) administrative appointment effective September 2, 2025.
- b. **New Certified Staff** – We recommend the approval of thirteen (13) new certified staff for the 2025-26 school year.
- c. **Certified Staff Transfer** – We recommend the approval of three (3) certified staff transfers for the 2025-26 school year.
- d. **Administrative Resignation** – We report the resignation of one (1) administrator effective September 2, 2025.
- e. **Separation** - We report the separation of seven (7) employees.
- f. **Job Description Revision** – We recommend the revision of one (1) job description for the 2025-26 school year.

CLASSIFIED

- a. **Agreement** – We recommend the approval of one (1) agreement for services.
- b. **New Classified Staff** – We recommend seven (7) new classified staff for employment in the 2025-26 school year.
- c. **Classified Staff Transfers** – We recommend the transfer of one (1) classified staff for the 2025-26 school year.
- d. **Reassignment** – We recommend the reassignment of five (5) classified employees.
- e. **Substitute Teachers** – We recommend the employment of fourteen (14) substitute teachers for the 2025-26 school year.
- f. **Claims** – We recommend the employment of four (4) employees for the 2025-26 school year.
- g. **Separation** – We report the separation of thirteen (13) employees.

- h. **Retirement** – We report the retirement of one (1) employee who has provided a total of 31 years of service.
- i. **Job Description Revision** – We recommend the revision and reclassification from certified to classified, of one (1) job description for the 2025-26 school year.





HUMAN RESOURCES

ELKHART
COMMUNITY SCHOOLS

TO: BOARD OF SCHOOL TRUSTEES
FROM: MS. MAGGIE LOZANO
DATE: AUGUST 26, 2025

TEACHER – ACTION ITEM

CERTIFIED

- a. **Teacher** – We recommend the following teacher:

Position: Teacher

Location: Cleveland



DISTRICT COUNSEL/
CHIEF OF STAFF

ELKHART
COMMUNITY SCHOOLS

For Final Consideration

TO: BOARD OF SCHOOL TRUSTEES

FROM: W. DOUGLAS THORNE *WDT*
DISTRICT COUNSEL/CHIEF OF STAFF *[Signature]*

DATE: AUGUST 22, 2025

RE: CONTRACTS RECOMMENDED FOR BOARD APPROVAL – FINAL READ

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
Michiana Public Broadcasting Corporation	Doug Thorne	Recommendation to approve agreement with Michiana Public Broadcasting. The agreement authorizes WVPE to continue broadcasting from Michiana's facility as well as having access to the facility.	WVPE – through revenue generated by WVPE through membership fees and underwriting.	\$32,400
Edmentum	Dr. Amy Rauch	Recommendation to approve Edmentum License for APEX Learning. APEX curricula support high-quality educational programs, promote on-time graduation through credit recovery, and address the diverse learning needs of individualized students.	Curriculum	\$128,220

Contractor	Requesting Administrator	Description	Funding Source	Amount
FrankFilms	Brandon Eakins	Recommendation to approve proposal by FrankFilms. The proposal is for two video campaigns highlighting the success attained by former students of the Elkhart Area Career Center. These videos can be utilized by both EACC and ECS to promote the positive impact district programming has on students.	EACC's READI Grant	\$26,650
ADEC, Inc.	Lindsey Brander	Recommendation to approve Memorandum of Understanding with ADEC related to the delivery of Pre-Employment Transition Services to students with a disability. Pre-employment services are required by the Workforce Innovation and Opportunity Act (WIOA), is monitored by through the state educational agency, and is fully funded by the state.	Paid directly from the State of Indiana to ADEC, Inc.	
SecureW2	DJ Rhoades	Recommendation to approve renewal of SecureW2 Service subscription. SecureW2 provides end users with a streamlined and secure way of connecting their devices to the ECS Wireless network.	Technology	\$23,472.92



Contractor	Requesting Administrator	Description	Funding Source	Amount
IXL Learning	Dr. Amy Rauch	Recommendation to approve renewal purchase of IXL site licenses for grades K-12 in Math and English Language Arts. IXL offers comprehensive, standards-aligned practice that supports our students' individual learning needs while also providing valuable data to inform instruction.	Education Fund	\$155,625
Sprigeo, Inc.	Lindsey Brander	Recommendation to approve Memo of Understanding with Sprigeo, Inc. The agreement grants ECS a license to use the Sprigeo online reporting system. The platform allows students, staff, and community members to anonymously report bullying or safety concerns. Sprigeo is part of our Bullying Prevention and Investigation Plan.	ProjectAware	\$10,150
Amergis Healthcare Staffing, Inc.	Lindsey Brander	Recommendation to approve contract buyout for one Amergis nurse. The district will realize significant savings by employing the nurse rather than continuing to pay Amergis for services.	Education Fund – Nursing Services	\$7,041.45



Contractor	Requesting Administrator	Description	Funding Source	Amount
Education Advanced	DJ Rhoades	Recommendation for renewal of subscription to the evaluation software provided by Education Advanced. This platform offers administrators a comprehensive and efficient system for evaluating staff, helping ensure the district retains and supports highly effective personnel. In addition to streamlining the evaluation process, the software enables administrators to deliver real-time feedback, allowing for timely support, early identification of potential issues, and opportunities for continuous improvement.	Operations	\$24,382
Relayhub, LLC	Lindsey Brander	Recommendation to approve service agreement with Relayhub. Relayhub is a Medicaid billing provider offering a more targeted support and compliance monitoring than our current provider.	Medicaid reimbursement	7.5% of ECS monthly Medicaid Reimbursement



Contractor	Requesting Administrator	Description	Funding Source	Amount
SweetHawk	DJ Rhoades	Recommendation for approval to renew SweetHawk Super Suite plugin for Zendesk ticketing system. The system allows tech services to create parent tickets, scheduled tickets, follow-up tickets, and an approval workflow system. The functions help to simplify work flows and increase department efficiency freeing up technical resources to better support staff and students.	Operations	\$6,240
LoveWay, Inc.	Lindsey Brander	Recommendation to approve Memorandum of Understanding with LoveWay, Inc. LoveWay will provide equine-assisted services to students with IEPs and 504 plans offering expanded skills and access to curricular resources that meet their needs and help them access the educational setting.	Transportation	Cost of transportation to and from Loveway

WDT/crr

Cc: Dr. Larry Huff, Superintendent



Book	Policy Manual
Section	7000 Property
Title	Proposed Revised - ELECTRONIC MONITORING AND RECORDING
Code	po7440.01
Status	Second Reading
Adopted	November 22, 2016
Last Revised	August 12, 2025
Last Reviewed	August 26, 2025

7440.01 - **ELECTRONIC MONITORING AND RECORDING**

~~In order to assist the Corporation in its efforts to protect Board property, promote security and protect the health, welfare and safety of students, staff and visitors, the Board authorizes the use of video and audio monitoring equipment on Board property, and on school buses. Information obtained through video and audio monitoring may be used for purposes including but not limited to identify intruders and persons violating the law, Board policy, or the Student Code of Conduct.~~

The Board authorizes the use of video and audio monitoring equipment on Corporation property and on buses. The monitoring equipment shall be used to protect Corporation property and assets from theft and vandalism, through deterrence and documentation. No representation shall be made that the monitoring system is capable of insuring protection of persons or property.

The monitoring of the conduct of persons on Corporation property is intended to assist students, staff, and visitors in protecting themselves and their property. Video and audio monitoring is to complement other means being employed by the Board and staff to provide a safe and secure working and learning environment for students and staff.

The monitoring of actions and behavior of individuals who come onto school property is a significant factor in maintaining order and discipline and protecting students, staff, visitors, and school and student property. Video surveillance/electronic monitoring systems serve to complement other means being employed in the Corporation to promote and foster a safe and secure teaching and learning environment for students and staff. The Board recognizes that the use of a video surveillance/electronic monitoring system does not replace the need for the ongoing vigilance of the school staff assigned by the building principal to monitor and supervise the school building. Rather, the video surveillance/electronic monitoring system serves as an appropriate and useful tool with which to augment or support the in-person supervision provided by staff. The building principal is responsible for verifying that due diligence is observed in maintaining general campus security.

The Superintendent is responsible for approving where and when to deploy and operate fixed location monitoring equipment. The building principals and administrators responsible for other facilities shall be responsible for recommending use of monitoring in those facilities. Monitoring equipment may be placed in common areas in Board facilities. Common areas include but are not limited to hallways, entryways, offices where students, employees and visitors are permitted to freely come and go, gymnasiums, cafeterias, libraries, parking lots and other outside areas, and in school buses. Except in extraordinary circumstances such as a response to possible bullying, hazing, harassment, personal injury, property damage, or theft, and only with the written authorization of the Superintendent, monitoring equipment shall not be used in areas where persons have a reasonable expectation of privacy (e.g., restrooms, locker rooms, changing areas). In assessing whether extraordinary circumstances exist, the Superintendent shall consult with legal counsel before authorizing placement of monitoring equipment. Access to live monitoring or recordings made in private areas will be based on the need for access to respond to the information obtained. ~~The Superintendent may authorize individuals to carry and use video and audio recording equipment when video and audio documentation would assist in performing the duties of their position.~~

A person who blocks, moves, or alters the location or viewing angle of monitoring equipment, or attempts to do so shall be subject to disciplinary action.

Legible and visible signs shall be placed at the main entrance to buildings in which monitoring equipment may be deployed. These signs shall notify people entering through that entrance that their communication and actions may be monitored and recorded in the facility they are entering. Students and staff shall also be advised of the use of monitoring the recording equipment in Corporation facilities and on Corporation property.

Information obtained from monitoring and recording may be used to support the safe and orderly operation of the School Corporation's schools and facilities. This includes providing access to monitoring or recordings to law enforcement officers when proper authority in support of the requested access is provided. Records obtained through the use of monitoring equipment installed and operated in compliance with this policy may be authenticated and used as evidence in any forum in which its use would assist in the search for the truth concerning the recorded event. Recording that focuses on and follows a specific student or staff member may become a part of the student's education record or the staff member's personnel file.

Monitoring and recording equipment capability shall not be used to intercept or record communication between persons unless at least one of the participants is aware of the possibility of monitoring and recording. The results of monitoring or recording shall not be used for any tortious or criminal purpose and shall never be used in violation of the rights of the persons whose communication is monitored or recorded.

Not all monitoring will result in recording of what is monitored. Where a recording is made, not all recordings will include both audio and video, and the quality of recorded audio or video is not warranted to always be intelligible. Where audio or video records are made, they may be destroyed if a timely request is not made pursuant to this policy.

Monitoring and recording equipment will not be used for the purpose of routine staff appraisal/evaluation. However, prerecorded lessons or observations of online or virtual learning sessions may be included as part of an employee's evaluation.

Further, if an employee is assigned to work remotely (i.e., telework), the administration is authorized to conduct observations that consist of the supervisor reviewing video-recordings of the employee working and/or watching the employee perform his/her job responsibilities through means of a live-stream that includes both video and audio, provided the employee is afforded advanced notice of the observation.

Additionally, nothing herein shall prevent the administration from using information gathered through electronic means (i.e., viewing a video-recording or live-stream of an employee working) for employment purposes, including but not limited to completing components of an evaluation.

Recordings containing personally identifiable information about a student shall not be released except as required or authorized by the Family Educational Rights and Privacy Act ("FERPA"). A parent or guardian of a student, and a student who is eighteen (18) years of age or older shall have access to relevant portions of any video or audio recording related to disciplinary charges against the student. Upon written request to the Superintendent, if the requested access does not violate State and/or Federal law (i.e., the privacy rights of any other student whose images appear on the recording), a recording may be exhibited to a parent/guardian and an eligible student. However, the parent/guardian and student will not be given a copy of the recording.

School personnel with responsibility for the program of a student may have access to relevant portions of a recording related to the services they delivered to the student and any disciplinary charge against the depicted student.

The Board shall maintain monitoring recordings for a limited period. Any request to view a recording under this policy must be made within seven (7) days of the event/incident. Unless an investigation is being conducted, or the School Attorney Corporation legal counsel advises that specific recordings must be preserved pursuant to a "litigation hold" notice, recordings may be destroyed after ten (10) days. If, however, action is taken by the Board/administration based upon recorded events, the recordings shall be kept for a minimum of two (2) years from the date of the action taken. Recordings may also be kept beyond the normal retention period if they are going to be used for training purposes. This policy shall not be interpreted to guarantee the destruction of a recording after any specific length of time.

With the knowledge of the persons depicted, students, staff or a parent/guardian may record a school event open to the public such as a play, music performance, athletic contest, graduation, or Board meeting. Instruction may be recorded for staff evaluation or educational or research purposes.

Smart Sensor Monitoring Technology

To protect students and faculty, promote security, and protect the health, welfare, and safety of students, staff, and visitors, the Board authorizes the use of smart sensor electronic monitoring equipment on school property, including in school buildings and on school vehicles. Smart sensor monitoring technology uses devices that can

sense, collect, and process a variety of environmental information. Information obtained through smart sensor devices may be used to identify intruders and persons breaking the law, Board policy, or the Student Code of Conduct; as such, it may be used as evidence in disciplinary actions and may be provided to law enforcement in appropriate circumstances.

The monitoring of actions and behavior of individuals who come onto school property is a significant factor in maintaining order and discipline and protecting students, staff, visitors, and school and student property. Smart sensor monitoring systems serve to complement other means that the Corporation employs to promote and foster a safe and secure teaching and learning environment for students and staff. The Board recognizes that the use of a smart sensor monitoring system does not replace the need for the ongoing vigilance of the school staff assigned by the building principal to monitor and supervise the school building. Rather, the smart sensor monitoring system serves as an appropriate and useful tool with which to augment or support the in-person supervision provided by staff. The building principal is responsible for verifying that due diligence is observed in maintaining general campus safety and security.

The Superintendent is responsible for determining where to install and operate fixed-location smart sensor monitoring equipment in the Corporation. The determination of where and when to use smart sensor equipment will be made in a nondiscriminatory manner. Smart sensor monitoring equipment may be placed in designated areas in school buildings (e.g., school hallways, restrooms, classrooms, gymnasiums, libraries, locker rooms, entryways, the front office, and other areas where students, employees, and visitors are permitted to freely come and go). The Superintendent will post notices in areas where smart sensor monitoring equipment is in use.

Any person who takes action to block, move, or alter the location of a smart sensor device shall be subject to disciplinary action.

Any information obtained from smart sensor monitoring systems may only be used to support the orderly operation of the Corporation's schools and facilities and for law enforcement purposes and not for any other purposes. As such, information obtained through the use of smart sensor monitoring equipment may be used as evidence in any disciplinary proceedings or administrative proceedings, or provided to local law enforcement, subject to Board policy and administrative guidelines.

Smart sensor monitoring technology is to be implemented in accordance with this policy and the related guidelines. The Board will not accept or tolerate the improper use of smart sensor monitoring equipment and will take appropriate action in any cases of wrongful use of this policy or such technology.

The Superintendent may develop administrative guidelines consistent with this policy to address the use of monitoring and recording equipment in school buildings, school buses and on property owned and/or operated by the Board.

Monitoring is to be implemented in accordance with this policy and the Superintendent's guidelines. The use of monitoring and recording equipment in violation of this policy will result in disciplinary action.

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Legal
FERPA, 20 U.S.C. 1232g
34 C.F.R. 99.1-99.67
Title I of the Electronic Communication Privacy Act of 1986
18 U.S.C. 2510-2521



DISTRICT COUNSEL/
CHIEF OF STAFF

ELKHART
COMMUNITY SCHOOLS

For First Consideration

TO: BOARD OF SCHOOL TRUSTEES

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

DATE: AUGUST 22, 2025

RE: CONTRACTS RECOMMENDED FOR BOARD APPROVAL – FIRST READ

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
Eden Barber Academy	Brandon Eakins	Recommendation to approve two (2) year continuation Memorandum of Understanding (MOU) with Eden Barber Academy. The two (2) year agreement will allow EACC students to complete the Next Level Program of Study for Cosmetology / Barbering during their junior and senior years.	Tied directly to tuition and funneled directly to Eden Barber	\$4,500 per student with a cap of 40 students
AdTec Administrative and Technical Consulting, Inc.	DJ Rhoades	Recommendation for approval of agreement with AdTec for Category 1 E-rate consultation for the 2026 funding year. The services allow ECS to receive the maximum amount of available funds to subsidize our current network access, allowing for high-speed internet for staff and students to support digital learning in the classroom at a discounted cost to ECS.	Operations Fund	\$6,100

Contractor	Requesting Administrator	Description	Funding Source	Amount
Lexia Voyager Sopris Inc.	Michele Riise	A recommendation to approve Acadience Learning Online (ALO) Reading K-6 digital licenses for the DIBELS Next assessment was approved in June for \$35,685.50. A new quote was requested for digital licenses for only Kindergarten through Grade 2, saving the corporation \$17,127.55.	Formative Assessment Grant	\$18,557.95
Crossing National, Inc.	Dr. Amy Rauch	Recommendation to approve service agreement with Crossing National, Inc. The Crossing provides state-accredited academic education. The Crossing will offer Work-Based Learning Only (WBLO) and Career Pathway Only (CPO) programs for eligible students referred by the school corporation.	Education Fund	\$2,500/yr for WBLO \$1,250/semester for CPO
Elkhart County Special Education Cooperative	Lindsey Brander	Recommendation to approve Memo of Understanding (MOU) with Elkhart County Special Education Cooperative (ECSEC). ECSEC agrees to provide two (2) teachers and three (3) interpreters to support approximately twenty-five (25) students identified as needing services.	Education Fund (count towards our Maintenance of Effort)	\$5,000 per quarter for administrator oversight and salaries, wages, and benefits for five (5) staff



Contractor	Requesting Administrator	Description	Funding Source	Amount
Medical Communications Ambassadors, LLC	Brandon Eakins	Recommendation to approve Memorandum of Understanding (MOU) with Medical Communications Ambassadors (MCA). MCA and ECS Adult Education collaborate to offer workforce/career preparation activities for adults pursuing certification for medical interpreting.	Adult Basic Education Grant	\$800 per student
Policy Analytics, LLC	Ronda Ross	Recommendation to approve Engagement Letter with Policy Analytics. ECS recommends engaging Policy Analytics to provide professional public finance services, including an evaluation of the tax base within the school corporation's taxing districts, an analysis of the impact of circuit breaker changes on property tax revenues over the next 10 years, and the development of a multi-year cash flow model.	Operations	\$44,000

WDT/crr

Cc: Dr. Larry Huff, Superintendent
Ronda Ross, CFO



Book	Policy Manual
Section	2000 Program
Title	Proposed Revised - TEST ADMINISTRATION AND SECURITY PROVISIONS FOR STATEWIDE ASSESSMENTS
Code	po2623.01
Status	First Reading
Adopted	November 22, 2016
Last Revised	September 10, 2024
Last Reviewed	August 26, 2025

2623.01 - **TEST ADMINISTRATION AND SECURITY PROVISIONS FOR STATEWIDE ASSESSMENTS**

It is the expectation of the Board that all staff complies with the requirements of the Indiana Department of Education (IDOE) regarding the test administration and security of the Indiana assessment system, including traditional standardized multiple-choice items, open-ended items, performance assessments, and modified/alternate assessments.

The Superintendent shall communicate annually, to all school staff members, the corporation's expectations regarding the appropriate use of test preparation materials and compliance with test security protocols. The administration will annually review school materials and practices related to appropriate strategies used to prepare students for assessments. The Superintendent shall also communicate to all staff the measures used by the corporation to monitor test administration and test security.

The ~~Assessment and Data Coordinator~~ **Data and Assessment Manager** is designated as the Corporation Test Coordinator (CTC). The CTC shall

- A. securely inventory and track all assessment materials in a manner which prohibits the reviewing of any secure test questions, and secure testing materials before, during, and after assessment administration;
- B. control and secure storage, distribution, administration, and collection of tests;
- C. ensure no tests are copied;
- D. follow all procedures located in the testing manuals and those outlined by the IDOE;
- E. prior to the IDOE's established deadline, ensure all appropriate staff have knowledge, through professional development, of the Indiana Ethical Practices and Procedures and understands the procedures related to test security and integrity, administration, and handling of assessment materials;
- F. ensure test administration and test security standards and procedures are monitored by building and District level administrators to assure compliance with this policy and the Code of Ethical Practices and Procedures;
- G. establish procedures for reviewing practices and materials used to prepare students for assessments and communicating these at least annually;
- H. establish a District window for testing;
- I. communicate guidelines related to appropriate practices for preparation of students for assessments; and
- J. be responsible for the delivery of professional development to School Test Coordinators (STC) sufficient to assure each STC fully understands the responsibilities assigned to STCs.

Upon receipt of assessment materials, the CTC shall provide for storage under lock and key at a central location. Assessment materials shall not be available to unauthorized parties. Teachers and other school staff members shall not have access to secure materials (except for the Examiner's Manual and other non-secure materials) more than four (4) hours in advance of test administration.

The CTC is responsible for the secure distribution of assessment materials to each school building. Secure test materials shall not be delivered to school buildings more than one (1) week in advance of the designated test window. Each school building principal shall designate an STC. The STC is responsible for security of assessment materials during the time the materials are in his/her school.

The STC responsibilities include, but are not limited to, the following:

- A. developing a testing schedule prior to the testing window which adheres to the testing schedule established by the CTC and shall include assessment name, testing dates and times, applicable grade levels, content areas, and testing room locations;
- B. prohibiting the review of any secure test questions before, during, or after an administration session;
- C. establishing a process to ensure all student assessment materials are secured in a centralized locked location when not being administered, not accessed prior to the administration of the test and subsequent to the administration of the test;
- D. establishing procedures for reviewing practices and materials used to prepare students for assessments and communicating these at least annually;
- E. prior to the IDOE's established deadlines, ensuring all appropriate staff have knowledge, through professional development, of the Indiana Ethical Practices and Procedures and understands the procedures related to test security and integrity, administration, and handling of assessment materials;
- F. providing other professional development the STC believes is necessary in order for individuals to fully understand the state and district's expectations related to the conduct of assessments and the interpretation of results;
- G. ensure all appropriate staff have knowledge of the Code of Ethical Practices and Procedures prior to the IDOE's established deadline, in addition to local standards, prior to testing;
- H. ensuring staff members who provide students with testing accommodations are familiar with each student's individual accommodation needs as per the student's Individual Education Plan (IEP), Individual Learning Plan (ILP), and/or Section 504 Plan prior to testing;
- I. describe the monitoring procedures to be utilized to assure compliance and monitor testing to ensure staff are administering assessments with fidelity in terms of test administration and test security protocols/procedures and staff are appropriately providing students with accommodations included in the IEPs, ILPs, and Section 504 Plans, CSEPs, or Service Plans;
- J. ensuring staff members who will provide students with testing accommodations receive focused training on providing such accommodations prior to testing;
- K. ensuring building staff have complied with the procedures established by the Superintendent for the annual review of materials. CTC will communicate the state's guidelines for appropriate practices for test preparation with building principals. Building principals, along with the STC, will be responsible for ensuring test preparation materials used by school staff are appropriate and do not violate test security protocol; and
- L. arranging for the secure transport of the assessment materials to the CTC at the conclusion of the testing window following procedures outlined in the Examiner's Manual.

Each person designated as an examiner is responsible for assuring all assessment security provisions are met while each administration session is in progress. Additionally, each examiner is responsible for accounting for all assessment booklets by serial number, answer documents, and other assessment materials until returned to the STC at the conclusion of the administration session.

Each examiner, monitor, and other school personnel authorized to be present in the room during an administration session shall be informed of prescribed assessment administration and assessment security procedures as well as ethical testing practices.

No person shall reveal or cause to be revealed, release or cause to be released, reproduce or cause to be reproduced any secure assessment materials through any means or medium including, but not limited to, electronic, photographic, photocopy, written, paraphrase, or oral.

Violations to test security include, but are not limited to the following:

- A. giving examinees access to test questions prior to testing
- B. copying, reproducing, or using in any manner any portion of any secure assessment book for any reason
- C. altering answer documents during or after a testing session, except to erase stray marks
- D. sharing an actual test instrument in a public forum
- E. deviating from the prescribed administration procedures specified in the Examiner's Manual
- F. participating in, directing, aiding, counseling, assisting, encouraging, or failing to report any acts violating this policy or the Indiana Ethical Practices and Procedures
- G. scoring student responses on the assessment before returning the answer document for official scoring
- H. providing answers to examinees
- I. comment on test content in a public forum
- J. post actual test content or paraphrase test content on social media
- K. take pictures of test materials
- L. Email, text, or instant message actual or paraphrased test content
- M. review test questions prior to, during, or after test administration
- N. any violations outlined in the Indiana Assessment Program Manual

The CTC shall establish procedures for teachers, administrators, students, parents, and other community members to voice their concerns about practices they consider inappropriate. The CTC shall investigate any complaints on inappropriate testing practices or testing irregularities. Any such investigation shall ensure the protection of both the rights of the individuals involved along with the integrity of the assessment. The investigation will be performed in a manner consistent with the expectations set forth in 511 IAC 5-5-4 and include, but not be limited to, the following:

- A. a formal process by which all complaints are documented and can be tracked to resolution
- B. an initial inquiry to determine whether there is credible evidence that such an event occurred is to be conducted within one (1) school day of the receipt of the complaint
- C. if any evidence of an inappropriate testing practice or testing irregularity exists, a report to the IDOE Office of Student Assessment must be sent within the next seven (7) calendar days
- D. protection of the integrity of any ongoing assessments
- E. a final report to the IDOE Office of Student Assessment within four (4) weeks, unless a written request for a timeline extension has been granted
- F. the final report must clearly indicate any recommendations or findings which would impact the reliability or validity of student scores and detail actions which the School Corporation recommends the State take

Before the opening of the test window for any standardized test, the IDOE requires the training of any person associated with testing has occurred, such training shall include: test security and integrity, test accommodations, where appropriate, etc. This includes, but is not limited to, the CTC, the STC, test examiners, proctors, and any other person associated with the testing process.

Any individual with a license granted by the IDOE who violates the Code of Ethical Practices and Procedures as established and published pursuant to 511 IAC 5-5-3 may face disciplinary action up to and including suspension without pay, termination of employment, and/or other applicable remedies available under State and Federal laws.

Revised 9/28/21

Revised 8/22/23

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Book	Administrative Guideline Manual - First Draft Clean
Section	5000 Students
Title	Proposed New Guideline - STUDENT ATTENDANCE
Code	ag5200
Status	First Reading
Adopted	August 26, 2025

5200 - **STUDENT ATTENDANCE**

The School Board requires all students enrolled in the schools and programs it offers to attend school regularly in accordance with the laws of the State. The Board's educational program is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose.

Attendance, as used in this guideline, means being physically present in a school or at another location where the school's educational program is being conducted during regular school hours on a day on which the educational program in which the student is enrolled is being offered.

Exceptions to Compulsory Attendance

Exceptions to compulsory attendance recognized by the School Corporation are contained in Board Policy 5200 - Attendance. Students not in attendance at school for one (1) of the exceptions contained in Board Policy 5200 will be recorded as having an excused absence from school.

Excused Absences

Each student absence will be explained verbally by the student if over eighteen (18) or an emancipated minor or by the student's parents if the student is not yet eighteen (18) or an emancipated minor.

An excuse for absence from school may be approved for one (1) or more of the reasons contained in Board Policy 5200.

If a student over eighteen (18), an emancipated minor, or the student's parent, if the student is not yet eighteen (18) or an emancipated minor presents a certificate of incapacity appropriately completed and signed by an Indiana physician, an individual holding a license to practice osteopathy or chiropractic in Indiana, or a Christian Science practitioner who resides in Indiana and is listed in the Christian Science Journal, the absence(s) covered by the dates provided in the certificate of incapacity will be excused.

Other excused absences include college visits, not to exceed three (3) in number.

Excused absences must be categorized based on the reason for the absence in accordance with the categorization framework established by the Indiana Department of Education pursuant to I.C. 20-19-3-12.4.

Unexcused Absences

Any absence that is not an excused absence or an exception to compulsory attendance contained in Board Policy 5200 is an unexcused absence. An out-of-school suspension is not considered an unexcused absence.

Student Vacations During the School Year

Students are permitted to go on vacation during the school year without penalty (except the last week in each semester). The purpose of this administrative guideline is to establish standards to accommodate parents who want to take their vacations during the school year and the desire to enjoy that time as a family.

Whenever a proposed absence for vacation is requested, parents must discuss it with the principal. The length of absence must be made clear, and those involved should have an opportunity to express their views on the potential effects of the absence.

- A. A student may be given approximate assignments and materials for completion during an excused absence. Assignments will not be given or graded for credit for an unexcused absence.
- B. Separate daily assignments may be given.
- C. Work completed during an unexcused absence for a vacation and submitted to a teacher on the day of the student's return may be counted at the discretion of the teacher. Each teacher must have a consistently applied policy with respect to credit for make-up work after a student returns from an absence for vacation.

Chronically Absent

Chronically absent means missing ten percent (10%) or more of a school year for any reason.

Truancy

A student is "truant" each day or part of the day the student has an absence from school that is not an excused absence as provided in Board Policy 5200 or that is not an absence under a parental request that has been filed with the school. "Absence" means not present at the assigned location any time beyond the tardiness limit. A student will be "tardy" rather than absent if the student is in the assigned location within ten (10) minutes after the official start of the school day, class, or assignment.

Truancy is a serious barrier to student achievement and represents a waste of scarce resources by failing to utilize instruction and curricular resources reserved for the truant student. To attempt to better utilize instructional resources on students willing to attempt to benefit from those resources, administrative action will be as follows:

- A. Investigation into the cause of the truancy.
- B. When appropriate, modification of the student's educational program to meet particular needs that may be causing the truancy.
- C. Student discipline in accordance with the Corporation's policies and administrative guidelines on student discipline.
- D. If a physical or mental impairment is suspected, initiation of an evaluation to determine the student's eligibility under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973 (Section 504), as appropriate.
- E. A parent conference may be held if the parent/guardian is willing and able to be an effective participant in addressing the truancy.
- F. A record of the truancy will be maintained in the student's educational records.

The building principal and/or attendance officer will keep the Bureau of Motor Vehicles informed of each student who has been suspended for the second time in a school year, is expelled, or is considered a dropout under I.C. 20-33-2-28.5.

Truancy Prevention

The Corporation has established a truancy prevention policy for absent students. An "absent student" is a student in Kindergarten through Grade 6 who is absent from school five (5) days within a ten (10) week period without a valid excuse. (See Board Policy 5200 - Attendance)

In accordance with that policy, the school will hold an attendance conference to establish a plan for the absent student to prevent future absences. The attendance conference must be held not more than ten (10) instructional days after the student's fifth absence in a ten (10) week period regardless of whether the parent or the parent's chosen representative is able to attend the conference. The school will make all reasonable efforts to hold the attendance conference on a date and at a time that works with the schedule of the student's parent.

The truancy prevention plan may include the following:

- A. Any wraparound services that are able to be provided to the absent student to enable the absent student to attend school.

- B. A specific description of the behavior that is required or prohibited for the absent student.
- C. The period for which the plan will be effective, not to exceed forty-five (45) instructional days after the date it is established.
- D. Any additional disciplinary action the school will take if the absent student does not comply with the plan.
- E. If applicable, a referral to counseling, mentoring, or other services for the absent student.
- F. If applicable, whether a parent is expected to attend the counseling, mentoring, or other services with the absent student.
- G. Additional counseling or services to an absent student if the school determines that the student's absences are related to any of the following:
 - 1. The student's pregnancy.
 - 2. The student is in foster care (I.C. 31-9-2-46.7)
 - 3. The student is homeless.
 - 4. The student has a severe or life-threatening illness or related treatment.

The school will ask the parent to sign the plan indicating the parent's agreement to comply with its terms.

Habitual Truant

A student will be considered a "habitual truant" when the student has been absent from school ten (10) days or more within a school year without being excused or without being absent under a parental request that has been filed with the school.

Notice to Indiana Bureau of Motor Vehicles

The Principal and/or attendance officer will report each student who is a habitual truant to the Indiana Bureau of Motor Vehicles.

Truant students will be disciplined in accordance with Board policies and due process described in the Student Code of Conduct and Board Policy 5600 - Student Discipline. However, no student will be suspended or expelled solely because the student is chronically absent or a habitual truant.

Students Leaving School During School Day

No student will leave school during the school day established by the class schedule for that student without authorization by a staff member. No staff member will permit or cause any student to leave the school prior to the regular dismissal time set by the schedule established for that student except with the approval of the Principal and with notice to the student's parent/guardian.

Encouraging Attendance

Promoting and fostering desired student attendance habits requires a commitment from the administration, faculty, and parents. No single individual or group can - in and of itself - successfully accomplish this task.

A professional staff member's responsibility includes but is not limited to:

- A. providing meaningful learning experiences every day;
- Therefore, a student who is absent from any given class period would be missing a significant component of the course.
- B. speaking frequently of the importance of students being in class, on time, ready to participate;
- C. keeping accurate attendance records (i.e., excused vs. unexcused);

Make-Up Opportunities

A student may make up units of study with a properly certificated teacher if prior approval has been granted by the Principal or if required by the student's individualized education program (IEP) or Section 504 plan.

- A. Students will be given the opportunity for completing work missed due to approved/excused absences.
- B. Students will be given the opportunity to make-up work missed due to suspension. The make-up work must be completed and presented to the teacher upon their return to school. Tests missed during the period of suspension may be made up by the students by contacting the teacher on the day of their return to school. The teacher, at the teacher's convenience, may administer the test or assign alternate written work in lieu of the test missed.

Tardiness

- A. Students not in homeroom or in class when the late bell rings are considered tardy.
- B. Students who attend any part of the class shall be recorded as present.
- C. All students who are tardy to school must report to the Principal's office to sign in.
- D. When a teacher detains a student after class, they will issue a late pass for the student's next class.

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SCHOOL CALENDAR

JULY 2025						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

AUGUST 2025						
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

SEPTEMBER 2025						
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

OCTOBER 2025						
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
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NOVEMBER 2025						
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30						

DECEMBER 2025						
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JULY

AUGUST

8/11-13 Teacher Pre-Session Days
NO STUDENTS
8/14 FIRST DAY OF SCHOOL FOR STUDENTS

SEPTEMBER

9/1 Labor Day
ALL BUILDINGS CLOSED
9/15 eLearning / * Asynchronous Day - staff PD

OCTOBER

10/10 End of 1st Grading Period / Midterm
10/20-21 Parent/Teacher Conferences (held in evenings)
10/22 eLearning / * Asynchronous Day - staff PD
10/22 Parent / Teacher Conferences (am only)
10/23-27 Fall Recess
ALL SCHOOLS CLOSED

NOVEMBER

11/4 ** eLearn Day /Synchronous
11/26-28 Thanksgiving Recess
ALL SCHOOLS CLOSED

DECEMBER

12/19 End of 2nd Grading Period / Semester
12/22-1/2/25 Winter Recess
ALL SCHOOLS CLOSED

JANUARY

1/1-1/2 Winter Recess
ALL SCHOOLS CLOSED
1/5 School resumes after Winter Recess
1/19 Martin Luther King, Jr. Day ALL BUILDINGS CLOSED

FEBRUARY

2/13-2/16 Presidents' Recess
ALL SCHOOLS CLOSED

MARCH

3/4 eLearning / * Asynchronous Day - staff PD
3/4 SAT Participants are expected to come to school in-person for testing.
3/13 End of 3rd Grading Period / Midterm

APRIL

4/3-10 Spring Break
ALL SCHOOLS CLOSED
4/16 Kindergarten Kick-off (evening school visits)

MAY

5/25 Memorial Day
ALL BUILDINGS CLOSED
5/29 LAST DAY OF SCHOOL FOR STUDENTS

JUNE

JANUARY 2026						
S	M	T	W	T	F	S
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
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FEBRUARY 2026						
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MARCH 2026						
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22	23	24	25	26	27	28
29	30	31				

APRIL 2026						
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26	27	28	29	30		

MAY 2026						
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JUNE 2026						
S	M	T	W	T	F	S
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

1st Semester 89 days

184 Teacher Days/180 Student Days

2nd Semester 95 days

* **Asynchronous** – Instruction that is provided at different times and the teacher and students are in different physical spaces.

** **Synchronous** – Students are learning at the same time, through a live virtual meeting on Google Meet, interacting with their teachers.

Pending Board approval 8/26/2025

ACCOUNT BALANCES/INVESTMENT DETAIL
July 2025

CASH:

Petty Cash	\$	500.00
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BANK ACCOUNTS:

Everwise Credit Union	\$	3,024,926.12
Lake City Bank – Accounts Payable		(692,083.33)
Lake City Bank – Payroll Account		(10,091.53)
Lake City Bank – Flex Account		85,741.19
Lake City Bank – Merchant Account		-
Lake City Bank – Prepaid Lunch		68,127.28
Lake City Bank – Deposit Account		26,195,955.98

INVESTMENTS:

Certificate of Deposit		-
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\$ 28,673,075.71



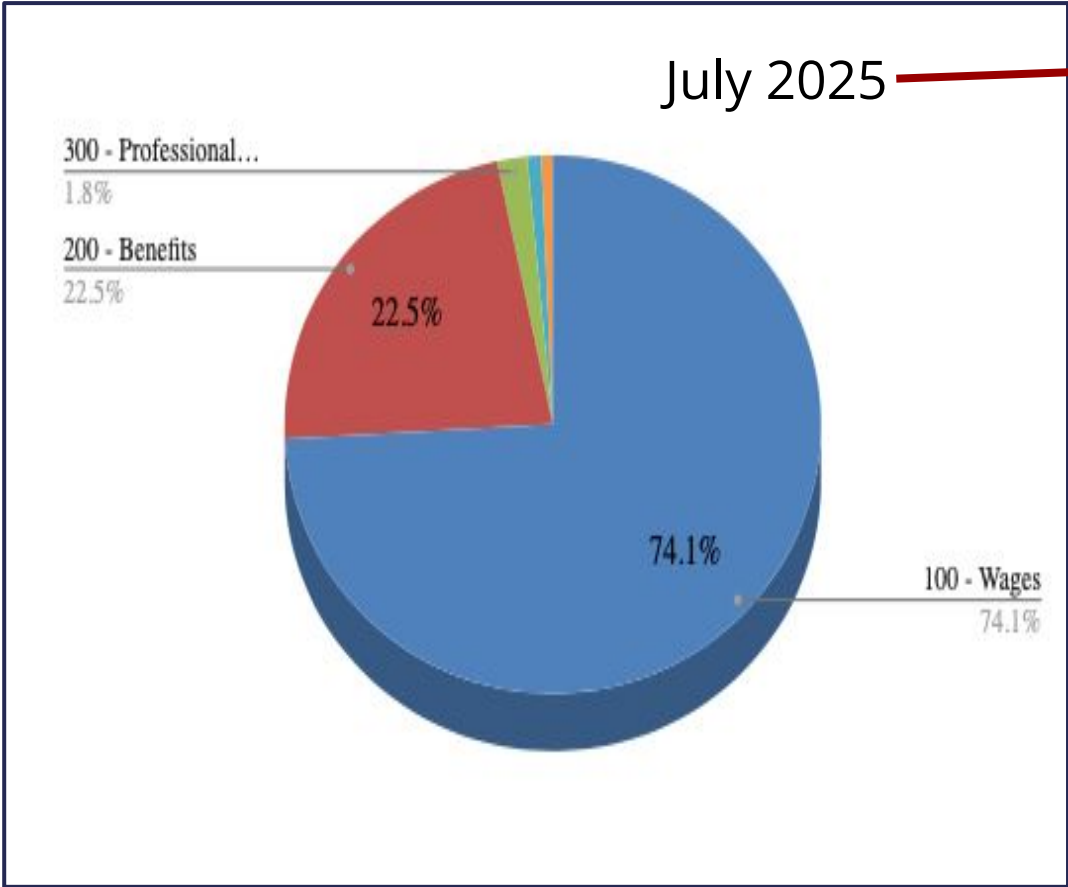
FINANCIAL UPDATE

Ronda Ross, CPA

Board Meeting

8/26/2025

EXPENDITURES - Education Fund

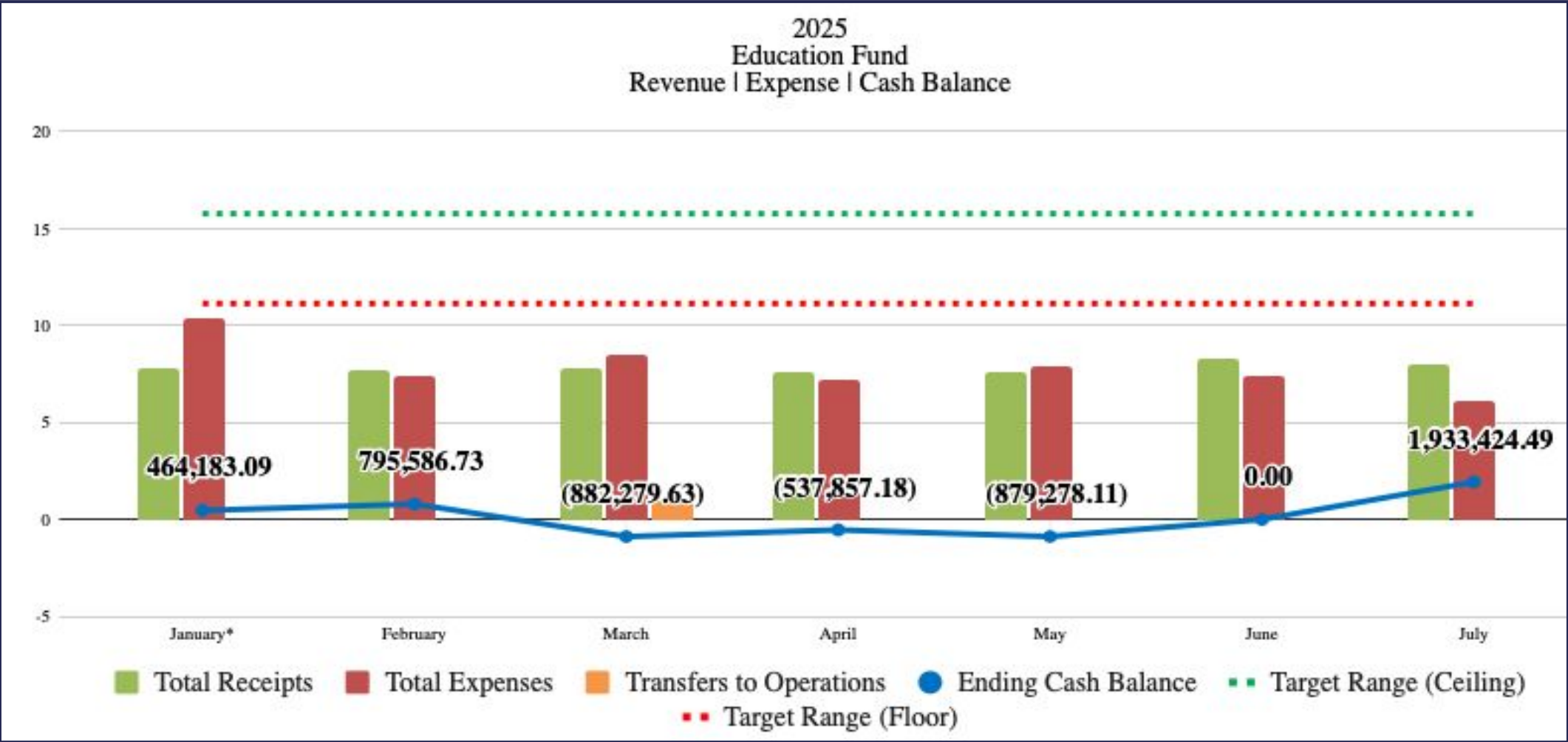


	July	Total	Remaining Budget	Remaining %age
Total Receipts	8,036,786.85	54,765,882.66	44,864,617.34	45%
Expenses				
100 - Wages	4,226,732.15	39,634,884.04	26,572,275.96	40%
200 - Benefits	1,398,178.29	12,051,353.66	7,790,662.34	39%
300 - Professional Svcs	83,631.51	967,735.24	1,931,939.76	67%
400 - Purchased Property		-	-	0%
500 - Other Purchased Svcs	153,060.88	446,688.71	103,158.29	19%
600 - Supplies	52,408.10	358,552.94	905,439.89	72%
600 - Curricular Materials	9,449.30	9,664.09	30,921.08	76%
700 - Property		-	7,425.00	100%
800 - Other	35.87	7,007.81	31,372.19	82%
900 - Transfers	179,866.26	1,467,060.62	452,197.92	24%
Total Expenses	6,103,362.36	54,942,947.11	37,825,392.43	41%
Net Revenue (Expense)	1,933,424.49	(177,064.45)		
Ending Cash Balance	1,933,424.49			

We are spending 97% on average on salaries and benefits. A better estimate for our district would be in the range of 85% +/-.

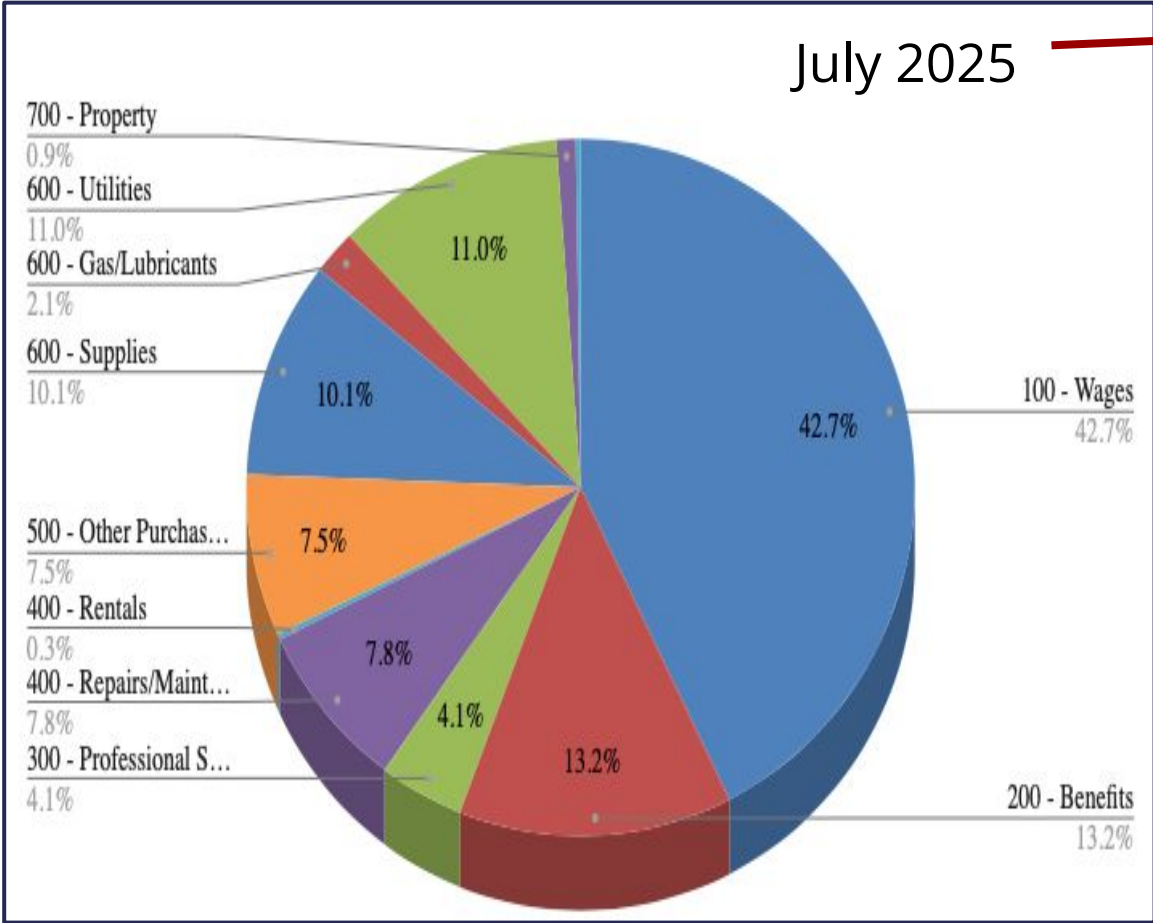


EXPENDITURES - Education Fund



EXPENDITURES - Operations Fund

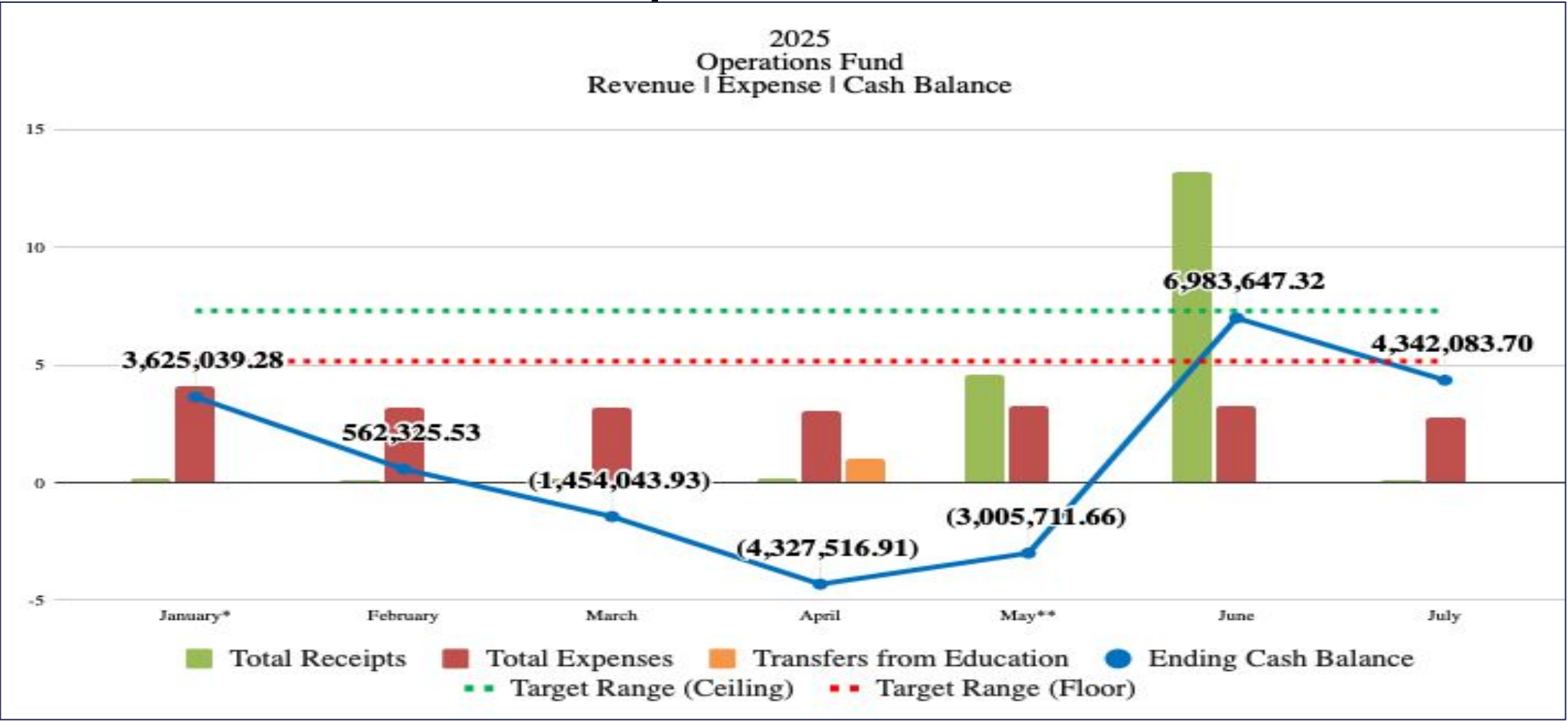
July 2025



	July	Total	Remaining Budget	Remaining %age
Total Receipts	91,218.53	18,452,737.68	13,649,738.32	43%
Expenses				
100 - Wages	892,294.92	9,502,989.63	7,786,010.37	45%
200 - Benefits	300,612.91	2,945,856.34	2,471,037.66	46%
300 - Professional Svcs	50,027.96	912,387.80	1,170,444.52	56%
400 - Repairs/Maint/Constr	208,599.63	1,746,720.11	1,939,158.20	53%
400 - Rentals	20,632.94	56,914.14	9,085.86	14%
500 - Other Purchased Svcs	386,228.28	1,674,750.29	1,014,506.90	38%
600 - Supplies	429,793.64	2,261,211.29	3,173,312.86	58%
600 - Gas/Lubricants	4,435.81	466,399.76	478,600.24	51%
600 - Utilities	380,418.73	2,453,275.59	1,791,724.41	42%
700 - Property		206,323.31	(145,347.62)	-238%
800 - Other	1,804.50	52,082.78	61,379.22	54%
900 - Transfers	57,932.83	405,529.81	471,535.85	54%
Total Expenses	2,732,782.15	22,684,440.85	20,221,448.47	47%
Net Revenue (Expense)	(2,641,563.62)	(3,231,703.17)		
Ending Cash Balance	4,342,083.70			



EXPENDITURES - Operations Fund

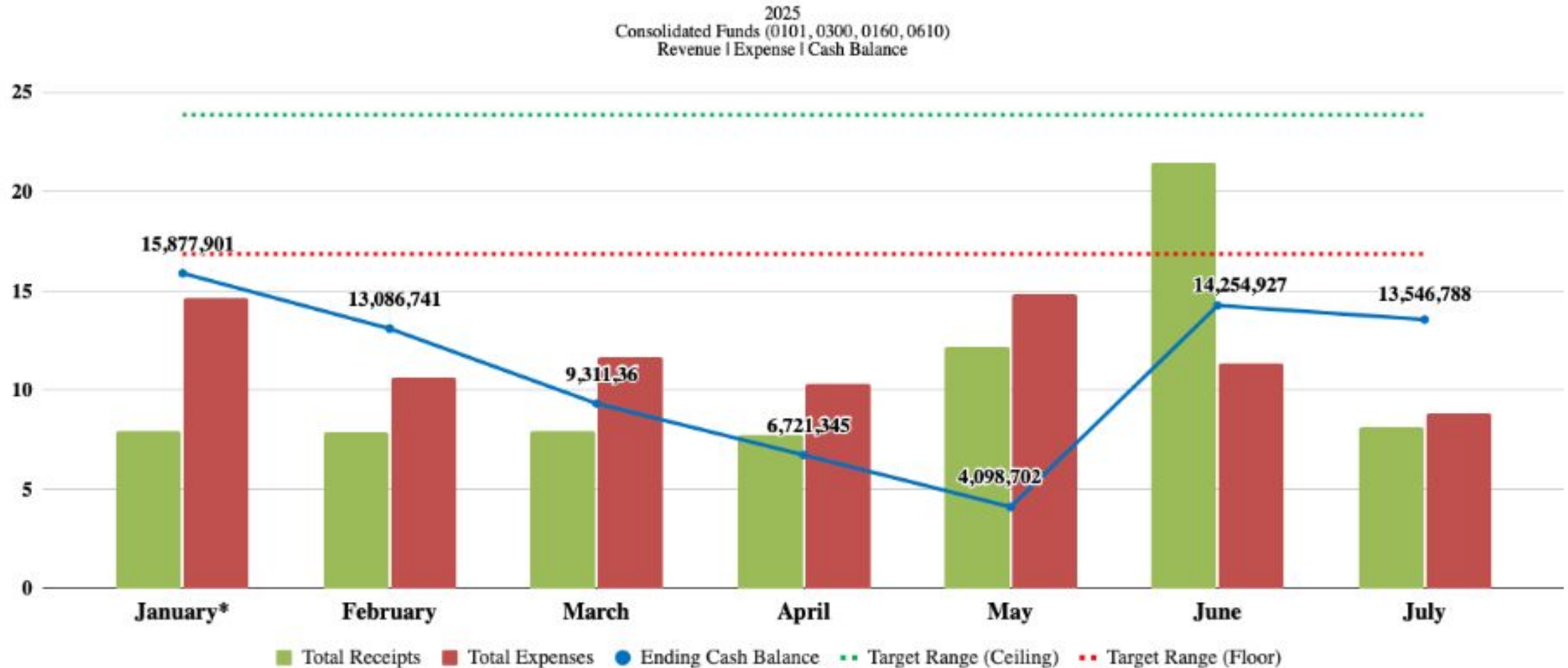


RAINY DAY FUND

Beginning Cash Balance	7,983,692.0
Transfer to Education	(712,412)
Ending Cash Balance (2025)	7,271,280



CASH FLOW - Consolidated Funds*



* Education, Operations, Oper. Ref. & Rainy Day

CASH FLOW - Projections*

	2023	2024	2025	2026
Beginning Cash Balance	27,290.7	24,212.1	14,581.8	3,640.6
<u>Cash Inflow</u>				
Revenues	117,403.1	119,590.1	120,014.9	122,962.6
Transfer In	9,953.8	9,636.7	9,827.3	-
Total Cash Inflow	127,356.9	129,226.8	129,842.2	122,962.6
<u>Cash Outflow</u>				
Expenditures	(118,065.6)	(128,088.9)	(133,228.0)	(135,616.7)
Transfer Out	(12,369.8)	(10,768.2)	(7,555.4)	(4,097.1)
Total Cash Outflow	(130,435.4)	(138,857.1)	(140,783.4)	(139,713.7)
Surplus (Deficit)	(3,078.5)	(9,630.4)	(10,941.2)	(16,751.2)
Ending Cash Balance	24,212.1	14,581.8	3,640.6	(13,110.6)
Ending Cash Balance + Rainy Day	33,003.3	22,565.5	10,911.9	(5,839.3)

* Education, Operations, Oper. Ref. & Rainy Day

SAVINGS Initiatives

- Curriculum - ending some contracts, negotiations of better pricing
- Administration and Building Level - staff reductions
- Assessment and Reduction of some of Added Pay and Extended Contract Allocations
- Overtime and Comp. Time controls
- Timeclock Software
- Food Services Management Contract - Chartwells
- Special Education - significant recuperation of support costs
- Contract Review Cycle - ensure contract value





INSURANCE UPDATE

Ronda Ross, CPA

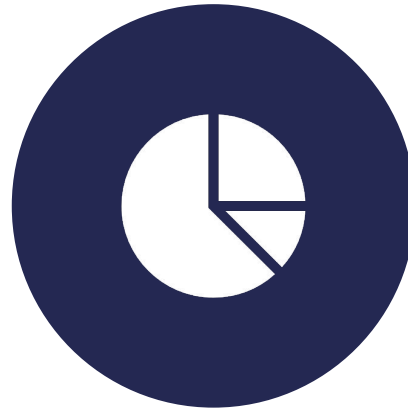
Board Meeting

8/26/2025

INSURANCE PLAN UPDATE



SUMMUS &
MARATHON COLLAB



80.7%
LOSS RATIO



COMMUNICATION
PROCESS
IMPROVEMENTS

INSURANCE PLAN UPDATE

	2024	2025
January	112.5	68.9
February	101	84.6
March	58	67.3
April	88.8	75.6
May	128.7	105.1
June	104.6	48.3
July	145.8	115.2
Loss Ratio	105.6	80.7

This time last year —>

