

NOTICE OF EXECUTIVE SESSION  
OF THE  
BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools  
Elkhart, Indiana

Date: Tuesday, February 25, 2025

Time: 12:00 p.m.

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

(6) With respect to any individual over whom the governing body has jurisdiction.

(11) To train school board members with an outside consultant about the performance of the role of the members as public officials.

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, February 20, 2025  
and electronically delivered to Board Members  
and School Attorney on Friday, February 21, 2025.

AGENDA FOR  
BOARD OF SCHOOL TRUSTEES  
REGULAR MEETING

Elkhart Community Schools  
Elkhart, Indiana

February 25, 2025

CALENDAR

Feb	25	12:00 p.m.	Executive Session Board Retreat, J.C. Rice Educational Services Center
Feb	25	6:00 p.m.	Public Work Session, J.C. Rice Educational Services Center
Feb	25	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center
Mar	11	6:00 p.m.	Public Work Session, J.C. Rice Educational Services Center
Mar	11	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. BOARD MEMBER RECOGNITION
- F. EXCELLENCE OF ELKHART
- G. CONSENT ITEMS:

- Minutes – February 11, 2025 – Regular Board Meeting
- Claims
- Fundraisers
- Gift Acceptances
- Overnight Trips
- Grants
- Contracts
- Personnel Report

- H. OLD BUSINESS

Board Policy 3120.08CS – Employment of Personnel for Extracurricular Activities  
– The administration presents proposed revisions to Board Policy 3120.08CS –  
Employment of Personnel for Extracurricular Activities for initial consideration.

Board Policy 3122.01ACS – Drug-Free Workplace – The administration presents proposed revisions to Board Policy 3122.01ACS – Drug-Free Workplace for final consideration.

Board Policy 5340.01 – Student Concussions and Sudden Cardiac Arrest – The administration presents proposed revisions to Board Policy 5340.01 – Student Concussions and Sudden Cardiac Arrest for final consideration.

Board Policy 5410 – Promotion, Placement and Retention – The administration presents proposed revisions to Board Policy 5410 – Promotion, Placement and Retention for final consideration.

Administrative Regulation JEA-1 – Kindergarten Early Entrance Procedure and Application Form – The administration presents proposed revisions to Administrative Regulation JEA-1 – Kindergarten Early Entrance Procedure and Application Form for final consideration.

I. NEW BUSINESS

Wellness Services Recommendation

Resolution Confirming Lease and Taking Other Actions for the 2025 Middle School Renovations and Facility Update Project

Appropriations Resolution for the 2025 Middle School Renovations and Facility Update Project

Financial Report

J. INFORMATION AND PROPOSALS

From Superintendent and Staff

From Board

K. ADJOURNMENT

MINUTES  
OF THE REGULAR MEETING  
OF THE BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools  
Elkhart, Indiana

February 11, 2025

J.C. Rice Educational Services Center, 2720 California Road, Elkhart, IN 46514 – at 7:01 p.m. Place/Time

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

Board President Troy Scott called the regular meeting of the Board of School Trustees to order. Call to Order

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

The Air Force Junior Reserve Officer Training Corps (AFJROTC) IN-20162 unit presented its mission briefing, covering key areas including the 2024-2025 unit goals and measurements, physical training progress, community service and field trips, co-curricular Leadership Development Requirements (LDRs), and current unit activities and achievements. Moment of Pride

Cadet Colonel Aidan McFall informed the Board that the unit set several goals focused on cadet and school impact. One primary objective was achieving a 75% or greater passage rate in the 30-command drill sequence. Additionally, the unit aimed for more than 50% of cadets to score at or above the 30th percentile in physical fitness assessments, promoting a healthier and more active student body. To strengthen school impact, the unit emphasized building strong relationships between cadets, the unit, and the school board. A major initiative included sponsoring a school-wide canned food drive, which resulted in the collection of over 1,000 cans. The unit also set a goal to conduct two (2) recruiting events at the Freshman Division and two (2) of the feeder middle schools. Community impact goals were successfully met, including hosting six (6) color guard events as well as partnering with the Elkhart Education Foundation (EEF) to help organize the annual Ugly Sweater Run.

Cadet Major James Weaver reported on Physical Fitness Test (PFT) results, which included a mile run or walk, push-ups, and sit-ups. The

unit conducts two (2) assessments annually—an initial baseline test and a midpoint evaluation. All cadets achieved a score of fifty (50) or higher within the 30th percentile range. Further, there are thirty-five (35) cadets participating in weekly training sessions focused on building strength, endurance, and technical skills in events like the Rope Bridge, Rope Climb, and 5K. They are also preparing to host a Raider Competition in April.

Cadet Captain Zack Larsen provided an overview of community service efforts and field trips. The unit participated in seven (7) service events, accumulating approximately seven-hundred seventy-six (776) community service hours. Additionally, a field trip to the Grissom Air Reserve Base is planned for May, offering cadets an educational experience. The unit's LDRs included Raider Team, Drill Team, Color Guard, Saber Team, Marksmanship, JLAB, and APT. The Drill Team is actively preparing for competitions, including an event in March, and participates in Memorial Day, Labor Day, and Homecoming parades as well. The Color Guard regularly performs at school and community events, including Veterans Day ceremonies and basketball games. The Saber Team supports state send-offs for sports teams and Annual Military Ball with a ceremonial arch.

Cadet Captain Hayden Dinehart highlighted cadet participation in extracurricular activities, noting forty-one (41) JROTC cadets participated in school activities outside the program. The Military Ball, team-building events, and flag retirement ceremonies remain to be key traditions. Promotion Recognition Ceremonies (PRC) are held to honor cadet achievements, and the Bataan Death March remains a mandatory and highly valued event. Several cadets achieved significant milestones, including early graduation and dual-credit coursework, with seventy (70) cadets earning college credits. Additionally, JROTC had a gold medalist for First Aid and CPR at the SkillsUSA competition and a Civil Air Patrol's Billy Mitchell Award winner.

Cadet Colonel McFall concluded the presentation by outlining the unit's achievements. The Raider Team placed seventh in the all-male National Competition at Fort Knox and remained the top Air Force team in the nation for the second consecutive year. Fundraising efforts reached a record high of over \$11,000, with \$9,500 raised through online donations. The Marksmanship Team gained momentum, with cadets actively training. The Drill and Color Guard were featured in local news for their Veterans Day performances. The unit prioritized health and wellness through nutrition education and fitness initiatives.

The Headquarters (HQ) Unit Assessment, completed on January 28, resulted in good standing with only one (1) discrepancy. In summary, the unit successfully met four of its primary goals, improved physical

training outcomes, contributed nearly eight hundred (800) hours of community service, and maintained strong participation in LDR activities, including a Raider Team with approximately forty (40) competing cadets.

In response to Board inquiry, Major Jeff Dorman informed the Board that cadets would be shadowing people while on the Grissom field trip to learn about different career opportunities.

Board Vice President Doug Weaver congratulated the presenting students, encouraging them to keep up the good work. He also expressed his enthusiasm for attending this year's Military Ball.

Board Member Eric Ivory commended the AFJROTC students on their excellent mission brief presentation. He expressed his appreciation for their work, noting that they are always well prepared and demonstrate strong presentation skills and command presence.

Board Secretary Mullins thanked and commended the AFJROTC cadets for achieving an impressive 80% completion rate for their LDR hours.

In closing, Mr. Weaver thanked Senior Master Sergeant Rutledge and Major Dorman for everything they do—their leadership within ECS and their dedication to the cadets, emphasizing that their efforts are truly appreciated and inspiring.

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

Excellence  
of Elkhart

In the area of Academics, sixth graders at Bristol regularly participate in service activities within the school, such as distributing end-of-day notes, collecting recycling, and assisting in classrooms. Recently, the oldest students contributed by reading with kindergarteners, fostering leadership and a sense of community.

Elkhart's Speech and Debate team recently competed in the Bethany Christian Speech Tournament, facing strong competition from larger schools like Bishop Dwenger and Canterbury. Despite being a smaller team, the students demonstrated impressive skill and determination, with four (4) members earning placements in their respective categories. Speech tournaments require extensive preparation and high-level performance, and the team continues to rise to the challenge.

February marked Career and Technical Education Month, emphasizing the importance of hands-on learning. On February 1, the Elkhart Area Career Center (EACC) hosted the Region 1

SkillsUSA competition, where students competed in fourteen (14) contests across various career pathways. A total of one hundred thirty-eight (138) EACC students advanced to the state competition in Indianapolis this April, showcasing their expertise in fields such as construction, digital media, and automotive service. SkillsUSA continues to provide valuable opportunities for students to demonstrate their skills and career readiness on a competitive stage.

In the area of Arts, Elkhart High School's (EHS) theater program received incredible recognition from Dolly Parton, a testament to the excellence of the Arts & Communication School of Study. This honor highlighted the dedication of students and staff while also connecting to Parton's impact on literacy through the Imagination Library, which launched in Elkhart County in late 2023. Be sure to catch their production of 9 to 5 on March 14-16.

The EHS jazz band recently traveled to Purdue University, where they showcased their talent in a special performance. This opportunity allowed students to perform in a collegiate setting, gain valuable experience, and represent the excellence of Elkhart's music program on a broader stage.

Many middle and high school students recently competed in the ISSMA Solo and Ensemble Contest, earning outstanding results. In vocal and piano, students received twenty-seven (27) Gold and three (3) Silver ratings, with twenty (20) individuals and groups advancing to the state competition. In band, there were thirty-six (36) Gold and eight (8) Silver ratings, with Elkhart High School qualifying four (4) ensembles and nineteen (19) soloists for state—along with one (1) soloist from Pierre Moran Middle School.

In the area of Athletics, the EHS boys wrestling team earned an impressive third-place finish at sectionals. Additionally, five (5) wrestlers were announced as semi-state qualifiers today, marking a significant achievement for the program.

Congratulations to Wyatt Skipper, who earned the title of Bowling Semi-State Runner-Up, an outstanding accomplishment that secures his place at the state competition!

The cheerleading team recently competed at Nationals in Orlando, Florida, representing Elkhart with excellence on a national stage. Their hard work and dedication were evident as they showcased their skills at this prestigious event.

Some upcoming events across Elkhart Schools include:

- February 12: Band and Orchestra Instrument Selection Night
- February 14-17: Presidents' Day Recess–All Schools Closed
- February 19: EHS Academic Letters Award Ceremony
- February 22: Winter Guard Contest
- Just added: February 23–College Goal Sunday

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

By unanimous action, the Board approved the following consent items:	Consent Items
Minutes – January 28, 2025 – Board Work Session Minutes – January 28, 2025 - Regular Board Meeting Minutes – January 29, 2025 – Special Board Meeting	Minutes
Payment of claims totaling \$11,239,582.67 as shown on the February 11, 2025, claims listing. (Codified File 2425-102)	Payment of Claims
Proposed school fundraisers in accordance with Board policy. (Codified File 2425-103)	Fundraisers
Extra-curricular purchase requests: Pierre Moran's Extra-Curricular Athletic Account to purchase forty (40) wrestling singlets from SportsArama, Inc. in the amount of \$1,880 and forty (40) wrestling warmups from It's Tops, Inc. in the amount of \$842 for the wrestling team.	Extra-Curricular Purchases
The following donations were made to Elkhart Community Schools (ECS): \$350 from Bring Change 2 Mind to Pierre Moran's BringChange2Mind Club to be used towards the cost of supplies for the club; \$300 from EEF to Pierre Moran's Hoopla Event to be used towards the cost of supplies for this event; \$250 from Jeff and Tracey Miller to the EACC to be used for supplies and other needs of the Teenage Parent Program (TAPP); and \$300 from Jeffrey and Amy Martin to EHS to be used to purchase supplies, equipment, and expenses related to robot construction and attending competitions.	Gift Acceptances
Conference leave requests in accordance with Board policy for staff members as recommended by the administration on the February 11, 2025, listing. (Codified File 2425-104)	Conference Leave Requests
Confirmed overnight trip request for the EHS AFJROTC Drill/Color Guard teams to travel to Dayton, Ohio on March 7 –	Overnight Trips

9, 2025 for the Drill/Color Guard Competition at Tecumseh High School and a visit to the Air Force Museum and Pinewood 6<sup>th</sup> grade students to travel to Cassopolis, Michigan on May 1 – 2, 2025 for their 6<sup>th</sup> grade trip.

Submission Confirmation of the following grant: IN-MaC Microgrant hosted by IN-MaC in the amount of \$2,000 to be used to purchase equipment and supplies for the robotics team. (Codified File 2425-105) Grants

Contract recommendations in accordance with Board policy on the February 11, 2025, listing. (Codified File 2425-106) Contracts

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

Tina Jones – Special Education at Elkhart High B&IR, 2/21/25 Certified Resignation

Cheri Puetz – Media at Pierre Moran, 5/29/25

Retirements of the following fourteen (14) certified staff effective on date indicated: Certified Retirements

Naomi Baumgartner – ENL at Beck, 5/29/25 with 14 years of service

Carla Darr – Grade 2 at Beck, 5/29/25 with 41 years of service

Rachel Denney – Special Education at Beck, 5/29/25 with 19 years of service

Susan Felix – Grade 2 at Beardsley, 5/29/25 with 31 years of service

Stephanie Knowlton – Special Education at Elkhart High B&IR, 5/29/25 with 18 years of service

Denise Kurth – Intervention at Woodland, 5/29/25 with 23 years of service

Susan Law – Grade 3 at Cleveland, 5/29/25 with 36 years of service

Pete Lestinsky – Diesel Tech at Career Center, 5/29/25 with 10 years of service

Barbara Outka – Special Education at Pinewood, 5/29/25 with 3 years of service

Fern Palmer – Grade 1 at Monger, 5/29/25 with 19 years of service

Pachia Rumble – Cosmetology at Career Center, 5/29/25 with 27 years of service

Mark Schroeder – Science at West Side, 5/29/25 with 31 years of service

Heather Sheldon – Grade 1 at Feeser, 5/29/25 with 32 years of service

T. Kelli Weaver – Physical Education at Cleveland,  
5/29/25 with 30 years of service

Revision of retirement date for the following one (1) certified  
staff effective on date indicated:

Certified  
Revision

Anthony England – Director of Exceptional Learners at  
ESC, 4/1/25

Employment of the following eight (8) classified employees  
effective on the dates indicated:

Classified  
Employment

Shanna Bratcher – Custodian at Elkhart High, 3/31/25  
Joedward Bynum, Jr. – Custodian at Elkhart High,  
3/25/25

Deanna Davis – Food Service at Beck, 3/24/25  
Cathy Kmitta – Food Service at Daly, 3/24/25  
Mary Kucinich – Food Service at Elkhart High, 3/31/25  
Kimberly Morton – Secretary at Osolo, 4/14/25  
Koral Pfishner – Food Service at Feeser/Osolo, 3/31/25  
Samantha Waterman – Custodian at Elkhart High,  
3/25/25

Transfer of the following one (1) classified employee effective  
for the 2024-25 school year:

Classified  
Transfer

Kyle Workman – Custodial Pool to Head Custodian at  
Beardsley

Employment of the following one (1) substitute teachers for  
employment in the 2024-25 school year:

Substitute  
Teachers

Ethan Miller – Substitute Teacher

Employment of the following six (6) Claims/Coaches in the  
2024-25 school year:

Claims/Coaches

Brandon Cabrera – Assistant Color Guard Director at  
Elkhart High  
Darrian Dotson – Assistant Volleyball Coach at Elkhart  
High  
Darcey Mitschelen – Career Counselor at Adult  
Education  
Jonathan Riblet – Assistant Tennis Coach at Elkhart  
High  
Jessica Teague – Substitute Bus Driver at  
Transportation  
James Turner – Assistant Volleyball Coach at Elkhart  
High

Resignation of the following seven (7) classified employee on  
dates indicated:

Classified  
Resignations

Ty Genth – Custodian Substitute at Building Services,  
1/29/25

Tina Helbling – Bus Driver at Transportation, 1/30/25  
Benjamin McClintic – Assistant Football Coach at West Side, 1/28/25  
Kira Robinson – Secretary at Pierre Moran, 1/31/25  
Ashley Treece – Registered Nurse at West Side, 1/23/25  
Jessica Teague – Bus Driver at Transportation, 2/3/25  
Austin Ward – Head Girls Tennis Coach at Elkhart High, 5/29/25

Retirement of the following three (3) classified employee on date indicated:

Classified Retirements

Frank Guzman – Paraprofessional at Woodland, 1/27/25 with 24 years of service  
Angela Hubbard – Paraprofessional at Elkhart High, 10/31/25 with 10 years of service  
Tami Zonker – Paraprofessional at Elkhart High, 5/29/25 with 30 years of service

Unpaid Leave Request of the following one (1) classified employee on dates indicated:

Classified Unpaid Leave

Alyssa Bogunia – Paraprofessional at HELC beginning 2/20/25 and ending 2/26/25

Termination of the following one (1) classified employee on date indicated:

Classified Termination

Kimberly Noble – Bus Driver at Transportation, 2/11/25 in accordance with Board Policy 3210CS

Unanimously approved proposed revisions to Board Policy 7540.03 - Student Technology Acceptable Use and Safety which governs the appropriate use of school technology resources by students. The revisions primarily clarify general expectations for appropriate use and provide specific guidelines for students regarding the use of artificial intelligence (AI). The policy states AI usage must be supervised and directed by ECS certified teachers.

Board Policy 7540.03

The administration presented proposed revisions to Board Policy 3120.08CS – Employment of Personnel for Extracurricular Activities for initial consideration. The revisions address changes required by Indiana law regarding the qualifications these individuals must possess, as well as requirements established by the Indiana High School Athletic Association.

Board Policy 3120.08CS

The administration presented proposed revisions to Board Policy 3122.01ACS – Drug-Free Workplace for initial consideration. The revisions codify the existing expectation that employees who report for duty or attend a corporation-sponsored function while under the

Board Policy 3122.01ACS

influence of drugs or alcohol may be subject to disciplinary consequences.

The administration presented proposed revisions to Board Policy 5340.01 – Student Concussions and Sudden Cardiac Arrest for initial consideration. This policy serves as a companion to the proposed revisions to Board Policy 3120.08CS, incorporating ongoing training requirements for district employees who supervise students in activities with an increased risk of concussion and sudden cardiac arrest.

Board Policy  
5340.01

The administration presented proposed revisions to Board Policy 5410 – Promotion, Placement and Retention for initial consideration. The revisions address changes mandated by Indiana law regarding the requirement for students in the district to pass the IREAD examination.

Board Policy  
5410

The administration presented proposed revisions to Administrative Regulation JEA-1 – Kindergarten Early Entrance Procedure and Application Form for initial review. The regulation requests information from parents who may be requesting early entrance into kindergarten. The intent of proposed revisions is to assure district officials have sufficient information to assess kindergarten readiness.

Administrative  
Regulation JEA-1

The administration presents the following proposed new course offerings for Board review: Principles of Underground Utility Location, Fundamentals of Underground Utility Locating, Advanced Underground Utility Locating, Information Technology Fundamentals, Computing Foundations for a Digital Age, and Cybersecurity Fundamentals. (Codified File 2425-107)

New Course  
Proposals

In Closing, Mr. Mark Mow thanked the Board and staff for their dedication and the excellent work being done on behalf of students in Elkhart. He expressed excitement for the district’s future as it continues working with Dr. Huff to create even more outstanding opportunities for students. Mr. Mow emphasized that he is one of ECS’s biggest supporters in the community and encouraged everyone to keep up the great work.

From the  
Superintendent

Mr. Scott thanked Mr. Mow for stepping in during Dr. Huff’s absence and for his ongoing dedication and contributions to ECS.

From the  
Board

The meeting adjourned at approximately 7:36 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







ELKHART AREA CAREER CENTER

\*\*\*\*\*

**ELKHART**  
COMMUNITY SCHOOLS

INTERNAL MEMO

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

**FROM: BRANDON EAKINS** *BE* 

**DATE: FEBRUARY 12, 2025**

**RE: DONATION APPROVAL - EACC**

Michiana Mustangs has donated \$1,500.00 to our Automotive cluster.

This donation is to support our Automotive programs and will be used toward materials, supplies, and opportunities to extend student learning.

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:

Michiana Mustangs  
Attn: James Yoder  
1155 N Center St. Apt B  
Bremen, IN 46506-1065



Grant Requests

BST Date: 2/25/2025

What is the title of the grant?	name of the granting agency/ entity?	Please list school/entity applying.	Individual/contact applying for the grant?	What is the amount applied for?	How will the grant funds be used and who will oversee the management of the grant?	Please explain how the grant funds will be used to support the district vision, focus, and goals.	Please outline the grant budget for the funds requested.	What is the grant submission deadline?
Carl D. Perkins Career and Technical Education Grant	Indiana Commision for Higher Education	EACC	Brandon Eakins	\$827,867	Funds are utilized for large equipment purchases, staffing, professional development, and career exploration activities. Brandon Eakins	Preparing all students to be college and career ready are priorities for the EACC and supported through Perkins Grant funds. Ensuring students have access to the new innovations and technologies helps ease the transition to post-secondary. Additionally, vital support personnel are funded through the Perkins Grant. Lastly, professional development for EACC staff members and career exploration activities for students in our region are supported through	Personnel-\$315,000 Fringe-\$64,500 Travel-\$35,000 Contracted Services-\$49,056 Supplies/Materials-\$140,000 Equipment-\$224,311	3/30/2025
<b>For Confirmation Only</b>								
Henken Grant	EEF	Roosevelt STEAM Academy	Harold Walt	\$4,000-\$5,000	Grant funds will be used to add two electronic mat keyboard instruments for our band to use that incorporate technology into the classroom for our percussionists.	This will be an opportunity to expand the use of music technology and music creativity at RSA. This grant will add two electronic mallet mat keyboard instruments for our band to use that incorporate technology into the classroom for our percussionists during and after school.	Approximately \$4,000.00-\$5,000.00 from Sweetwater Sound (2 mallet Kats, iPad hook-ups and amplifier.)	12/20/2024
Career Exploration and Exposure	Community Foundation of Elkhart County	EACC	Brandon Eakins	\$65,000	Funds will be used to increase career exploration and exposure opportunities for students in grades 5-8 across Elkhart County through focused curriculum and virtual reality experiences. Brandon Eakins	This will directly impact our ability to prepare students for college and careers and do so in a manner that helps them make more informed 4-year high school plans.	All funds will be designated for supplies and materials related to digital curriculum platform and securing the virtual reality headsets.	2/15/2025

2/18/25 



DISTRICT COUNSEL/  
CHIEF OF STAFF  
\*\*\*\*\*  
**ELKHART**  
COMMUNITY SCHOOLS

INTERNAL MEMO

**TO:** BOARD OF SCHOOL TRUSTEES  
**FROM:** W. DOUGLAS THORNE *WDT*  
DISTRICT COUNSEL/CHIEF OF STAFF  
**DATE:** FEBRUARY 20, 2025

**RE: CONTRACT RECOMMENDED FOR BOARD APPROVAL**

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

Contractor	Requesting Administrator	Description	Funding Source	Amount
Go Solutions	Lindsey Brander	Recommendation to approve a one (1) year contract with Go Solutions. Go Solutions processes ECS school-based Medicaid claims to reimburse ECS for Medicaid-eligible costs. The reimbursement helps fund accessible materials for students, like braille readers as well as specialized curriculum for students with moderate to severe cognitive disabilities.	Medicaid Fund	\$ 3,178.50 flat rate per year for administrative costs plus \$.22 per IEP per month, \$.85 per claim line submitted, and \$1.00 for advanced claim lines.

Contractor	Requesting Administrator	Description	Funding Source	Amount
Pocketalk	Dr. Amy Rauch	Recommendation to approve purchase of thirty (30) translator devices for ECS. The translator devices will be strategically placed in school offices to support staff in effectively communicating with parents, particularly when a language interpreter is unavailable. These devices will help bridge the language gap, ensuring that essential conversations regarding school matters—such as student enrollment, school-related inquiries, and parent-teacher conferences—can occur seamlessly. By providing immediate language support, the devices will enhance accessibility and improve the overall communication experience between school staff and parents.	Full-Service Community Schools Grant	\$8,670.00
Elkhart County Special Education Cooperative (ECSEC)	Lindsey Brander	Recommendation to approve MOU between ECS and ECSEC for services provided for our deaf/hard of hearing students. ECSEC provides teacher of record services and specialized programming for our deaf/hard of hearing students requiring additional services.	Education Fund (counts towards our maintenance of effort)	\$5,000 per quarter for administrative oversight, the cost of the salary and employee benefits for three (3) DHH interpreters, and the full-time salary and benefits for two (2) certified teachers

WDT/crr  
Cc: Dr. Larry Huff





HUMAN RESOURCES

\*\*\*\*\*

**ELKHART**  
COMMUNITY SCHOOLS

**TO: DR. LARRY HUFF**  
**FROM: MS. MAGGIE LOZANO**  
**DATE: FEBRUARY 25, 2025**

---

**PERSONNEL RECOMMENDATIONS**

---

**CERTIFIED**

- a. **New Certified Staff** – We recommend employment for one (1) new certified staff for the 2024-25 school year.
- b. **Certified Staff Transfers** – We recommend the transfer of one (1) certified staff for the 2024-25 school year.
- c. **Separation** – We report the separation of two (2) employees.
- d. **New Position** – We recommend the addition of one (1) certified position for the 2025-26 school year.

**CLASSIFIED**

- a. **New Classified Staff** – We recommend the employment of three (3) new classified staff pending successful completion of the probationary period.
- b. **Classified Staff Transfers** – We recommend the transfer of three (3) classified staff for the 2024-25 school year.
- c. **Substitute Teachers** – We recommend the employment of two (2) substitute teachers for the 2024-25 school year.
- d. **Claims/Coaches** – We recommend the employment of three (3) employees for the 2024-25 school year.
- e. **Separation** – We report the separation of five (5) employees.
- f. **Retirement** – We report the retirement of one (1) employee who has provided 23 years of service.
- g. **Death** – We report the death of one (1) employee.

Book	Policy Manual
Section	3000 Personnel
Title	PROPOSED REVISED - EMPLOYMENT OF PERSONNEL FOR EXTRACURRICULAR ACTIVITIES
Code	po3120.08CS (includes revisions made following the 2/11/25 BST Mtg)
Status	Second Reading
Adopted	November 22, 2016
Last Reviewed	February 25, 2025

### 3120.08CS - EMPLOYMENT OF PERSONNEL FOR EXTRACURRICULAR ACTIVITIES

The School Board may find it necessary to employ members of the professional staff as coaches or activity sponsors.

The Board authorizes the Superintendent to recommend candidates for employment by the Board.

The Board requires that:

#### **Football**

- A. Prior to coaching football to students who are less than twenty (20) years of age, all head and assistant football coaches shall complete a certified coaching education course approved by the Indiana Department of Education (IDOE) not less than once during a two (2) year period that:
1. is sport-specific;
  2. contains player safety content, including content on:
    - a. concussion awareness;
    - b. equipment fitting;
    - c. heat emergency preparedness; and
    - d. proper technique;
  3. requires a coach to complete a test demonstrating comprehension of the content of the course; and
  4. awards a certificate of completion to a coach who successfully completes the course.

If the coach receives notice from the School Corporation that new information has been added to the course before the end of the two (2) year period, the coach shall complete instruction and successfully complete a test concerning the new information.

#### **Other Interscholastic or Intramural Sports**

- B. Prior to coaching students in grades 5-12, all head and assistant coaches of interscholastic and intramural sports other than football, including cheerleading, shall complete a certified coaching education course approved by the (IDOE) at least once during a two (2) year period that:
1. contains player safety content on concussion awareness;
  2. includes content for prevention of or response to heat-related medical issues that may arise from a student athlete's training;

3. requires a coach to complete a test demonstrating comprehension of the content of the course; and
4. awards a certificate of completion to a coach who successfully completes the course.

If the coach receives notice from the Corporation that new information has been added to the course before the end of the two (2) year period, the coach shall complete instruction and successfully complete a test concerning the new information.

- ~~C. A head or assistant coach of an intramural sport other than football who is coaching students in grades 5-12 may elect to complete the above referenced certified coaching education course. If compliance with I.C. 20-34-7 is required by the coaching certification requirements for the intramural sport that the head or assistant coach is coaching, the coach shall complete the above referenced certified coaching education course.~~

### **Cardiac Arrest Training**

- D. A head coach or assistant coach of an athletic activity, marching band leader, JROTC leader, drama or musical leader, or sponsor of an extracurricular activity in which students have an increased risk of sudden cardiac arrest as determined by the IDOE shall complete the sudden cardiac training course offered by a provider approved by the IDOE. The sudden cardiac arrest training course shall include training in the use of an automated external defibrillator (AED). The coach, marching band leader or extracurricular activity sponsor shall complete this required sudden cardiac arrest training prior to coaching or leading the activity.

The Corporation shall receive a certificate of completion from the provider for each coach, JROTC leader, marching band leader, drama or musical leader, or extracurricular activity sponsor successfully completing the required sudden cardiac arrest training. The Corporation shall maintain all certificates of completion awarded for each individual who completes the sudden cardiac arrest training. A head coach or assistant coach of an athletic activity, marching band leader, drama or musical leader or sponsor of an extracurricular activity in which students have an increased risk of sudden cardiac arrest who provides coaching or leadership services in good faith is not personally liable for damages in a civil action as a result of sudden cardiac arrest incurred by a student participating in an event in which students have an increased risk of sudden cardiac arrest except for an act or omission by the individual coach, leader or sponsor that constitutes gross negligence or willful and wanton misconduct.

- ~~E. All head and assistant coaches of students of any age participating in interscholastic or intramural sports other than football, including cheerleading, shall complete a certified coaching education course approved by the (IDOE) at least once during a two (2) year period that:~~

- ~~1. contains player safety content on concussion awareness;~~
- ~~2. includes content for prevention of or response to heat related medical issues that may arise from a student athlete's training;~~
- ~~3. requires a coach to complete a test demonstrating comprehension of the content of the course; and~~
- ~~4. awards a certificate of completion to a coach who successfully completes the course.~~

~~If the coach receives notice from the Corporation that new information has been added to the course before the end of the two (2) year period, the coach shall complete instruction and successfully complete a test concerning the new information.~~

- F. All coaches of interscholastic or intramural sports, JROTC, marching band, cheerleading, drama, musical, or sponsors of extra curricular activities for students of any age shall receive training about concussions, sudden cardiac arrest, and heat-related medical issues at least once during a two (2) year period.

### **Other Required Trainings**

- G. All coaches, other than football coaches, shall be required to complete a coaching education course that contains player safety content on concussion awareness, equipment fitting for football, heat emergency preparedness, and proper technique. The course shall be completed prior to coaching or serving as an athletic activity sponsor. Each coach and athletic activity sponsor shall complete a course not less than once during a two (2) year period.
- H. All advisors and directors for marching band, drama, and ROTC shall be required to complete an education course that contains safety content on concussion awareness and heat emergency preparedness.

## Background Checks

The Superintendent shall require that each person employed as a coach is qualified, has cleared a background check required by State law and Policy 3121 - Personal Background Checks, References and Mandatory Reporting or Policy 8120 - Volunteers, and has received the training required by State law and this policy. Additionally, before the Corporation hires or allows an individual to coach an Indiana High School Athletic Association (IHSAA) recognized sport, the Corporation shall take the following steps:

- A. ask the individual:
  1. whether the individual is or has been accredited by the IHSAA; and
  2. if the individual is or has been accredited by the IHSAA, whether the individual's accreditation has ever been suspended or revoked;
- B. request references from the individual;
- C. contact the references that the individual provides to the Corporation; and
- D. contact the IHSAA to determine whether the individual's accreditation has ever been suspended or revoked.

The Corporation shall make a report to the Department of Child Services if a professional staff member who is a coach has engaged in suspected child abuse or neglect.

The Corporation shall report to the IHSAA when a professional staff member who is a coach accredited by the IHSAA has been convicted of an offense described in I.C. 20-28-5-8(c) or I.C. 20-26-5-11.2(b) or of a known comparable offense in another state.

The Corporation shall report to local law enforcement suspected misconduct by a professional staff member who is a coach that may constitute a crime.

I.C. 20-26-5-11.2(b)

I.C. 20-26-14-9

I.C. 20-28-5-8(c)

I.C. 20-34-7

I.C. 20-34-8

## © Neola 2024

The Board may find it necessary to employ on a part time basis, coaches or activity sponsors who are not members of the certified staff. Such part time employees may be members of the Corporation's staff or individuals from the community or nearby areas.

The Board authorizes the Superintendent to employ such candidates.

All part time employees selected as coaches or activity sponsors who are not members of the certified staff are "at-will" employees. Their employment can be terminated with or without cause at any time. No other representative of the Corporation, other than the Superintendent, has the authority to enter into any agreement for employment for any specified period of time with such an employee.

All coaches and athletic activity sponsors, whether an employee or volunteer, shall receive training about concussions and sudden cardiac arrest. All coaches shall also complete a certified coaching education course that is sport specific; contains player safety content on concussion awareness, equipment fitting, heat emergency preparedness, and proper technique; requires the coach to complete a test demonstrating comprehension of the content of the course; and awards a certificate of completion to a coach who successfully completes the course. The certification course must be completed prior to coaching. The course must be approved by the Indiana Department of Education, and each coach must complete a course not less than once during a two (2) year period. However, each coach must complete instruction and successfully complete a test if s/he receives notice that new information has been added to the course prior to the end of the two (2) year period.

~~The Superintendent shall establish administrative guidelines to ensure each person employed as a coach or activity sponsor has the appropriate qualifications and has been properly interviewed. The guidelines shall also provide the conditions of employment and compensation.~~

~~© Neola 2008~~

Book	Policy Manual
Section	3000 Personnel
Title	PROPOSED NEW POLICY - DRUG-FREE WORKPLACE
Code	po3122.01ACS (includes revisions made following the 2/11/25 BST Mtg)
Status	Second Reading
Last Reviewed	February 25, 2025

**31422.01ACS - DRUG-FREE WORKPLACE**

The School Board believes that quality education is not possible in an environment affected by drugs. It shall seek, therefore, to establish and maintain an educational setting which meets the requirements in the Drug-Free Workplace Act and the Drug-Free Schools and Communities Act.

In compliance with the Act, the Board prohibits the manufacture, possession, use, distribution, or dispensing of any controlled substance and alcohol, by any ~~employee member~~ of the School Corporation ~~is administrative staff~~ at any time while on Corporation property or while involved in any Corporation-related activity or event. An employee who reports for duty or attends a Corporation-sponsored function after using a controlled substance or consuming alcohol is in violation of this prohibition. Any ~~administrator~~ employee who violates this policy shall be subject to disciplinary action in accordance with Corporation guidelines and the terms of collective bargaining agreements.

The Superintendent shall establish whatever programs and procedures are necessary to meet the Federal certification requirements but which also comply or do not interfere with collective bargaining agreements.

**© Neola 2024**

Legal	I.C. 20-34-2-1 et seq.
	34 C.F.R. Part 86
	20 U.S.C. 3224a, The Safe and Drug-Free Schools and Communities Act
	41 U.S.C. 701 et seq., Drug-Free Workplace Act of 1988

Book	Policy Manual
Section	5000 Students
Title	PROPOSED REVISED - STUDENT CONCUSSIONS AND SUDDEN CARDIAC ARREST
Code	po5340.01 (includes revisions made following the 2/11/25 BST Mtg)
Status	Second Reading
Adopted	November 22, 2016
Last Revised	March 22, 2022
Last Reviewed	February 25, 2025

### 5340.01 - STUDENT CONCUSSIONS AND SUDDEN CARDIAC ARREST

#### Student Concussions

It is the policy of the School Board that the risk of student injury be considered and addressed in the planning and implementation of every student activity sponsored by the Board. The Board therefore directs and requires that before beginning practice for an interscholastic and intramural sports activity, including cheerleading, the coach of the activity shall provide the parent of each student-athlete in grades 5-12 and each student-athlete in grades 5-12 with the information sheet on Concussion and Head Injury and acknowledgment form issued by the Indiana Department of Education (IDOE) and shall require the student's parent and the student to sign and return the form acknowledging the receipt of the information from the IDOE on Concussion and Head Injury. ~~If the coach of an intramural sports activity elects to or is required to comply with I.C. 20-34-7, the coach shall provide the parent of each student athlete in grades 5-12 and each student athlete in grades 5-12 with the information sheet on Concussion and Head Injury and acknowledgment form issued by the IDOE and shall require the student's parent and the student to sign and return to the coach the form acknowledging the receipt of the information from the IDOE on Concussion and Head Injury.~~

In addition to the risk of a concussion for students participating in interscholastic and intramural sports, a risk of sustaining a concussion also exists in other activities such as Jr. ROTC, and drama. Therefore, advisors for these programs will also be ~~expected~~ required to provide the parent of each student participating in these activities with the information sheet on Concussion and Head Injury and acknowledgement form issued by the Indiana Department of Education (IDOE) and shall require the student's parent and the student to sign and return the form acknowledging the receipt of the information from the IDOE on Concussion and Head Injury.

#### Sudden Cardiac Arrest

The Board also directs and requires that before beginning practice for an interscholastic and intramural sports activity, cheerleading, marching band, JROTC, a drama or musical, or other extracurricular activity in which students have an increased risk of sudden cardiac arrest as determined by the IDOE, the coach of the activity, marching band leader, drama or musical leader, or sponsor of the extracurricular activity in which students have an increased risk of sudden cardiac arrest shall provide to each applicable student and parent or legal guardian (unless the student is at least age eighteen (18) or is an emancipated minor) the information sheet on Sudden Cardiac Arrest and acknowledgment form issued by the IDOE and require the applicable student and parent or legal guardian (unless the student is at least age eighteen (18) or is an emancipated minor) to sign and return to the coach, marching band leader, drama or musical leader, or extracurricular activity sponsor the form acknowledging the receipt of the information from the IDOE on Sudden Cardiac Arrest

Additionally, the Board directs and requires that before beginning practice for any interscholastic or intramural sports activity, including cheerleading, the coach of the activity shall provide the parent or legal guardian of each student participating in the activity (unless the student is at least age eighteen (18) or is an emancipated minor) and the student participating in the activity with the information sheet on Sudden Cardiac Arrest and acknowledgment form issued by the IDOE and shall require the student's parent or legal guardian (unless the student is at least age eighteen (18) or is an emancipated minor) and the student to sign and return to the coach the form acknowledging the receipt of the information from the IDOE on Sudden Cardiac Arrest.

The coach, marching band leader, JROTC leader, drama or musical leader, extracurricular activity sponsor, or other official designated by the student's school shall maintain an original of each applicable signed acknowledgment form for each student and shall not allow the applicable student to participate in the activity until the signed acknowledgment form(s) from the parent (as required above) and applicable student is/are properly executed and returned.

### **Concussion Protocol**

A student-athlete in grades 5-12 who participates in an interscholastic and intramural sport, including cheerleading, ROTC, or drama, and is suspected of sustaining a concussion or head injury in a practice or game shall be removed from play at the time of the injury and may not return to play until the student has been seen and evaluated by a licensed health care provider trained in the evaluation and management of concussions and head injuries, the coach receives a written clearance from the licensed healthcare provider who evaluated the student-athlete that the student can safely return to participation in the sport or activity, and not less than twenty-four (24) hours have passed since the student was removed from play.

Additionally, the Board directs and requires that:

- A. A student-athlete of any age who participates in any interscholastic or intramural sports activity, including cheerleading, and is suspected of sustaining a concussion or head injury in a practice or game shall be removed from play at the time of the injury and may not return to play until the student has been seen and evaluated by a licensed health care provider trained in the evaluation and management of concussions and head injuries, the coach receives a written clearance from the licensed healthcare provider who evaluated the student-athlete that the student can safely return to participation in the sport or activity, and not less than twenty-four (24) hours have passed since the student was removed from play.
- B. The district shall maintain the original of the written clearance from the health care provider for the student-athlete to return to play for no less than three (3) years.

### **Sudden Cardiac Arrest Protocol**

A student participating in an interscholastic and intramural sports activity, cheerleading, marching band, JROTC, a drama or musical, or other extracurricular activity in which students have an increased risk of sudden cardiac arrest, as determined by the IDOE, who is suspected, as determined by a game official, coach of the applicable student's team, licensed athletic trainer, physician assistant, advanced practiced registered nurse, licensed physician, marching band leader, drama or musical leader, or other official designated by the student's school, of experiencing a symptom of sudden cardiac arrest in a practice for an above activity shall be removed from practice or play at the time that the symptom is identified, and the parent or legal guardian of the student shall be notified of the student's symptoms (unless the student is at least age eighteen (18) or is an emancipated minor). A student who has been removed from practice or play may not return to practice or play until the coach, marching band leader, drama or musical leader, extracurricular activity sponsor, or other official designated by the student's school has received verbal permission from a parent or legal guardian of the student (or from the student if the student is at least age eighteen (18) or is an emancipated minor) for the student to return to practice and play. Within twenty-four (24) hours after giving verbal permission for the student to return to practice and play, the parent or legal guardian (or the student if the student is at least age eighteen (18) or is an emancipated minor) shall provide the coach, marching band leader, drama or musical leader, or other official designated by the student's school with a written statement that the student has permission to return to practice and play.

Additionally, the Board directs and requires that:

- A. A coach shall maintain the original of the written statement from the parent/guardian that the student has permission to return to practice and play for no less than three (3) years.
- B. Each coach of an interscholastic or intramural sports activity, including cheerleading, shall receive training on concussions, sudden cardiac arrest (including the symptoms), heat-related medical issues, cardiopulmonary resuscitation, and the use of an automated external defibrillator.

### **© Neola 2024**

It is the policy of the Board the risk of student injury be considered and addressed in the planning and implementation of every student activity sponsored by the Board. The Board therefore directs and requires, before beginning practice for an interscholastic and/or intramural sports activity, including cheerleading, the coach of the activity shall provide to each student athlete and his/her parent (unless the student is at least age eighteen (18) or is an emancipated minor) an information sheet on Concussion and Head Injury and an acknowledgment form issued by the Indiana Department of

Education (IDOE). Additionally, the Board shall require the student athlete and his/her parent (unless the student is at least age eighteen (18) or is an emancipated minor) to either electronically sign and submit or sign and return the form acknowledging the receipt of information from the IDOE on Concussions and Head Injury.

The Board also directs and requires, before beginning practice for an interscholastic and/or intramural sports activity, cheerleading, marching band, or other extracurricular activity in which students have an increased risk of sudden cardiac arrest as determined by the IDOE, the coach of the activity or marching band leader shall provide to each applicable student and his/her parent (unless the student is at least age eighteen (18) or is an emancipated minor) an information sheet on Sudden Cardiac Arrest and acknowledgment form issued by the IDOE. Further, the Board shall require the applicable student and his/her parent (unless the student is at least age eighteen (18) or is an emancipated minor) to either electronically sign and submit or sign and return to the coach or marching band leader the form acknowledging the receipt of the information from the IDOE on Sudden Cardiac Arrest.

The athletic and music departments shall maintain an original or electronic copy of the signed acknowledgment for each student and shall not allow the applicable student to participate in the activity until either the electronically signed or signed acknowledgment form from the parent and student is properly executed and returned.

A student athlete who participates in an interscholastic and/or intramural sports activity, including cheerleading, and is suspected of sustaining a concussion or head injury in a practice or game shall be removed from play at the time of the injury and may not return to play until s/he has been seen and evaluated by a licensed health care provider trained in the evaluation and management of concussions and head injuries, the coach receives written clearance from the licensed healthcare provider who evaluated the student athlete confirming s/he can safely return to participation in the sport or activity, and not less than twenty four (24) hours have passed since s/he was removed from play.

The athletic department shall maintain the original written clearance from the health care provider for the student athlete to return to play for no less than three (3) years after the student reaches age eighteen (18).

An applicable student who participates in an interscholastic and/or intramural sports activity, cheerleading, marching band, or other extracurricular competitive or non-competitive activity in which students have an increased risk of sudden cardiac arrest as determined by the IDOE, and is suspected as determined by a game official, coach of the applicable student's team, licensed athletic trainer, physician assistant, advanced practice registered nurse, licensed physician, marching band leader, or other official designated by the applicable student's school of experiencing a symptom of sudden cardiac arrest in a practice or an above activity shall be removed from practice or play at the time the symptom is identified, and the parent or legal guardian of the applicable student shall be notified of the applicable student's symptoms (unless the student is at least age eighteen (18) or is an emancipated minor). An applicable student who has been removed from practice or play may not return to practice or play until the coach/sponsor, marching band leader, or another official designated by the applicable student's school has received verbal permission from a parent of the student (or from the student if the student is at least age eighteen (18) or is an emancipated minor) for him/her to return to practice and play. Within twenty four (24) hours after giving verbal permission for the applicable student to return to practice and play, the parent (or the student if the student is at least age eighteen (18) or is an emancipated minor) must provide the coach, marching band leader, or other official designated by the school with a written statement confirming the student has permission to return to practice and play.

The athletic and music departments shall maintain the original written statement confirming the student has permission to return to practice and play for no less than three (3) years after the student reaches age eighteen (18).

Each coach or marching band leader of an interscholastic and/or intramural sports activity, cheerleading, marching band, or other extracurricular activity shall participate in a training course on concussions, and sudden cardiac arrest (including the symptoms), and cardiopulmonary resuscitation as determined by the IDOE.

Revised 3/27/18

© Neola 2021

Legal

I.C. 20-34-7

Book	Policy Manual
Section	5000 Students
Title	PROPOSED REVISED - PROMOTION, PLACEMENT AND RETENTION
Code	po5410 (as presented during the 2/11/25 BST Mtg)
Status	Second Reading
Adopted	November 22, 2016
Last Revised	August 8, 2017
Last Reviewed	February 25, 2025

#### 5410 - **PROMOTION, PLACEMENT AND RETENTION** ~~OF STUDENTS~~

The School Board recognizes that the personal, social, physical, and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth.

It shall be the policy of the Board that each student be moved forward in a continuous pattern of achievement and growth that is in harmony with their own development.

Such pattern should coincide with the system of grade levels established by this Board and the instructional objective established for each.

A student will be promoted to the succeeding grade level when they have:

- A. completed the course requirements at the presently assigned grade;
- B. in the opinion of the professional staff, achieved the instructional objectives set for the present grade;
- C. demonstrated sufficient proficiency to permit them to move ahead in the educational program of the next grade;
- D. demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade.

Any decision regarding retention of a student who is eligible for special education and related services shall be made in accordance with the student's individualized education program (IEP) and in compliance with the statewide assessment program's policies and Federal law.

A student who is eligible for special education and related services shall be promoted or retained based on the recommendation of the case conference committee and the student's IEP.

Following sound principles of child guidance, the Board discourages the skipping of grades.

It is the policy of the Board that a student shall not be retained or held back in a grade level for the sole purpose of improving the student's ability to participate in extra-curricular athletic programs.

The Board will comply with the requirements of the Indiana Department of Education regarding the consequences for students in grade three who fail to pass the Indiana Reading Evaluation and Determination Assessment (IREAD-3). Accordingly, a student who does not pass the IREAD-3 assessment either during the assessment period in the school year or during the summer assessment window, and is not eligible for a "good cause exemption" outlined below, shall be considered for retention in third-grade based on the student's overall academic performance in all subject areas.

The school shall make one (1) of the following determinations:

- A. Retention is necessary based on the overall academic performance of the student in all subject areas. The student should be reported to the State as a third-grader in the subsequent school year, and the student should receive

third-grade instruction in all subject areas.

- B. Retention is not necessarily based on the overall academic performance of the student in all subject areas. The student should move on to fourth-grade instruction in all subject areas. However, the student will continue to receive third-grade reading instruction during the subsequent school year and must retake the IREAD-3 assessment until the student passes the assessment or qualifies for a "good cause exemption".

Good cause exemptions that may be considered are:

- A. the student was subject to retention and previously has been retained in grade 3 for one (1) school year;
- B. the student has an intellectual disability or the student's IEP specifies that retention is not appropriate, and the student's case conference committee has determined that promotion to another grade is appropriate;
- C. an English learner student who has received services for fewer than two (2) years and whose Individual Learning Plan (ILP) Committee including the parent, a building level administrator or designee, a classroom teacher of service, an English learner teacher of record (if one exists), and an English learner corporation administrator (if one exists) has determined that promotion is appropriate based on the implementation of research-based instructional practices outlined in the student's ILP;
- D. the student received a score of proficient or above proficient in grade 3 math on the statewide summative assessment;
- E. the student has received intensive intervention as determined by the Indiana Department of Education in reading for two (2) or more years and was retained more than one (1) time throughout kindergarten, grade 1, or grade 2.

A parent whose child has been retained in grade 3 under the reading deficiency remediation plan and would not be subject to retention for other reasons may appeal the student's retention if the parent believes that the student meets one of the above exemptions. The Superintendent shall develop administrative guidelines that include the procedure for appeal.

The Superintendent also shall develop administrative guidelines for promotion, placement, and retention of students which:

- A. require the recommendation of the professional staff for any promotion, placement, or retention;
- B. require that parents are informed in advance of the possibility of retention of a student at a grade level;
- C. assure that reasonable efforts be made to remediate the student's difficulties before they are retained;
- D. assign to the principal the final responsibility for determining the promotion, placement, or retention of each student.

Cross Reference

po2623 - STUDENT ASSESSMENT

© Neola 2024

## ALL GRADES

The educational program shall normally provide for continuous progress of all students from grade to grade on an annual basis. Students are typically best served when they have access to grade level curriculum and differentiated instruction alongside others of like age. Occasionally, a student may profit from a variation in the normal grade progression.

Advancement or retention shall be considered for students who are performing exceptionally above or below peers in their grade placement or for students who are experiencing extreme difficulty in social or emotional progress due to the grade placement.

## PROMOTION IN GRADES K-8

Students who have been identified as high ability, through the process outlined in Board Policy 2462, will typically participate in a normal grade progression receiving instruction more challenging within or beyond the general education curriculum. In the case of a student who would benefit from routine access to accelerated curriculum in all subject areas, a grade promotion may be considered. The principal must analyze objective data in the student's Advanced Learning Plan

(ALP) and, in consultation with family and staff members who are knowledgeable about the student's performance and maturity, determine if grade promotion is appropriate for the individual student. Requests for the promotion of students for the next school year will be approved or denied by the administrator serving as the High Ability Coordinator.

#### RETENTION IN GRADES K-8

Retention may be considered for students who have been unsuccessful due to (1) a developmental mismatch between the student and his or her chronological grade placement or (2) an extreme lack of opportunity to experience the curriculum.

In order for retention to be considered, the school team must initiate procedures in Administrative Regulation IKE. It is a requirement for school personnel to include parents in the process of analyzing data, formulate a hypothesis of the root cause of the student's difficulty, and implement a high quality intervention plan. An administrator will conduct a classroom visit to learn more about what is being done to provide an instructional match for the student's individual needs. If the school team intends to recommend retention, rationale must be provided on how retention will address the root cause in a way grade level advancement cannot. Requests for the retention of students for the next school year will be approved or denied by the Instructional Leadership Department. In all instances, when a student is to be retained, a conference shall be held by the principal with the student's parent/guardian.

Retention recommendations must be accompanied with evidence of a comprehensive data based intervention plan which has been attempted. A student shall not be retained for the sole purpose of improving the student's ability to participate in extracurricular programs. Decisions regarding promotion/retention of special education students will include this process, will be made by a case conference committee, and shall not be based on the existence of a disability alone. ENL students will not be retained on the basis of their language deficiency.

The Board will comply with the requirements of the Indiana Department of Education regarding the consequences for students in grade three who fail to pass IREAD 3. Accordingly, a student who does not pass the IREAD 3 assessment either during the assessment period in the school year or during the summer assessment window in the following school year, will continue to receive instruction in grade three reading and will only be reported as a third grader when retained in all subject areas. Good cause exemptions which may be considered are: (a) a student who has been previously retained two times prior to the fourth grade; (b) a student with disabilities whose case conference committee has determined promotion is appropriate; and (c) an English language learner whose Individual Learning Plan (ILP) Committee has determined promotion is appropriate.

Legal

I.C. 20-32-8.5

511 IAC 6.1-5-10 - Retaining student for athletic purposes prohibited

511 IAC 6.2-3.1-3

ELKHART COMMUNITY SCHOOLS  
KINDERGARTEN EARLY ENTRANCE PROCEDURE AND APPLICATION FORM

**PROCEDURE:**

Elkhart Community Schools ~~allows children who turn 5 on or after August 2 to be admitted to~~ will allow children who are at least five (5) years old on or before August 1 to enroll in kindergarten. Indiana Law requires school districts to establish a procedure for considering requests for early entrance to kindergarten from parents/guardians of children who turn five (5) after August 1. In Elkhart Community Schools, this process is as follows:

Parents/guardians of children turning five (5) years old ~~on or after~~ August 2 through and including ~~September~~October 1, who want their children to enroll in kindergarten, ~~should~~shall contact ~~the child's home school or the Student Services~~ the office of Instruction and Learning Department, at 574-262-~~5540~~5720 to inquire about the early entry process. ~~The home school or Student Services Department~~ Elementary Instruction will provide a Kindergarten Early Entrance Application, which needs to be completed and submitted on or before ~~the first scheduled day of school of the school year~~ May 31. Applications will be reviewed to gain information regarding a child's participation in ~~Pre-K~~Pre-K or other identified early childhood opportunities. Testing for early entrance into kindergarten will be completed during the month of June. Once notified of ~~receipt and~~ approval of the application, parents/guardians will be given instructions on how ~~are~~ to register the child(ren) online for ~~at the elementary~~ school.

**APPLICATION**

Child's Name \_\_\_\_\_  
Last First Middle (Nickname)

Date of Birth \_\_\_\_\_ (Please attach a copy of your child's birth certificate)

Name of Elementary School \_\_\_\_\_

Parent/Guardian Name(s) \_\_\_\_\_

Home Address \_\_\_\_\_

Telephone Numbers \_\_\_\_\_ (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_ (Work)

**Please tell us about your child:**

**Early Childhood Opportunity History**

Has your child attended ~~Pre-K~~Pre-K or another early childhood opportunity? \_\_\_ Yes \_\_\_ No

If yes, please list the name of the program \_\_\_\_\_

How many days/weeks did your child attend the program \_\_\_\_\_

Pre-K Program Contact Name/Phone: \_\_\_\_\_

**Social Emotional Development**

Has your child had opportunities to interact with children his/her age? \_\_\_\_ Yes \_\_\_\_ No

If yes, describe your child's interactions during these opportunities. \_\_\_\_\_

\_\_\_\_\_

Do you expect your child to have difficulty separating from you? \_\_\_\_ Yes \_\_\_\_ No

~~If yes, are there ways the school can support your child to make this transition easier? \_\_\_\_\_~~

\_\_\_\_\_

**KINDERGARTEN READINESS CHECKLIST**

Readiness for school involves many aspects of development. The statements below generally refer to characteristics of students ready to begin kindergarten. Please observe your child's current skills to give us more specific information.

**My child:**

<u>Always</u>	<u>Sometimes</u>	<u>Never</u>	
			<u>Knows <b>right from left</b> hand, knee, leg, etc.</u>
			<u>Understands and uses concepts of <b>behind, in front of, under, above, over, below.</b></u>
			<u>Understands the concepts of <b>morning, afternoon, evening, night, tomorrow, yesterday, and today.</b></u>
			<u>Understands the difference between the <b>largest</b> and <b>smallest</b> object in a group.</u>
			<u>Uses complete sentences containing at least <b>five</b> words.</u>
			<u>Remembers and follows <b>three simple commands</b> given at one time and not repeated.</u>
			<u>Is able to verbalize anger and frustration instead of acting out.</u>
			<u>Is able to play cooperatively with other children.</u>
			<u>Is able to wash, dress, feed, and toilet self without help.</u>
			<u>Counts objects up to 10.</u>
			<u>Can match numeral with correct quantity of items to 10.</u>
			<u>Recalls the sequence of events in an unfamiliar story that has been heard only once.</u>
			<u>Is able to concentrate attention on a task without being distracted.</u>
			<u>Knows basic colors.</u>
			<u>Knows basic shapes.</u>

			<u>Can identify the difference between a <b>letter</b>, <b>word</b>, and <b>sentence</b>.</u>
			<u>Understands the difference between a <b>letter sound</b> and <b>letter name</b>.</u>
			<u>Can write own first name.</u>
			<u>Can recall rote information such as the ABC song or other rhythmic tasks.</u>
			<u>Is able to draw a <b>vertical line</b>, <b>horizontal line</b>, and <b>circle</b>.</u>
			<u>Is able to draw a self-portrait with facial features and defined body (can be "stick person")</u>

~~Please check the following skills your child has mastered so we can learn more about your child:~~

~~\_\_\_\_\_ Intentionally makes marks or scribbles~~

~~\_\_\_\_\_ Can write first name~~

~~\_\_\_\_\_ Listens to a story~~

~~\_\_\_\_\_ Answers who, what, where questions~~

~~\_\_\_\_\_ Follows routines at home~~

~~\_\_\_\_\_ Follows 1 step directions~~

~~\_\_\_\_\_ Follows 2 step directions~~

~~How many upper and lowercase letters does your child recognize? \_\_\_\_\_~~

~~How high is your child able to count without skipping numbers? \_\_\_\_\_~~

~~Please circle the colors your child can name:~~

~~red \_\_\_\_\_ green \_\_\_\_\_ yellow \_\_\_\_\_ orange \_\_\_\_\_ blue \_\_\_\_\_ brown \_\_\_\_\_ black~~

Please submit information which will assist in identifying the skills your child has mastered along with this application. This may include child work samples, Early Childhood Teacher progress reports, or other items you feel will help us begin to get to know your child.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

~~March 24, 2020~~ February 25, 2025

*(as presented during the 2/11/25 BST mtg)*

**ACCOUNT BALANCES/INVESTMENT DETAIL**  
**January 2025**

**CASH:**

Petty Cash	\$	500.00
------------	----	--------

**BANK ACCOUNTS:**

Everwise Credit Union	\$	3,017,885.57
Lake City Bank – Accounts Payable		(2,901,146.06)
Lake City Bank – Payroll Account		(640,257.69)
Lake City Bank – Flex Account		86,288.31
Lake City Bank – Merchant Account		-
Lake City Bank – Prepaid Lunch		174,768.50
Lake City Bank – Deposit Account		31,460,926.94

**INVESTMENTS:**

Certificate of Deposit		-
------------------------	--	---

**\$ 31,198,965.57**