

NOTICE OF EXECUTIVE SESSION
OF THE
BOARD OF SCHOOL TRUSTEES

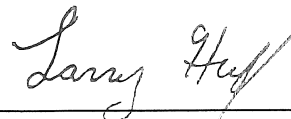
Elkhart Community Schools
Elkhart, Indiana

Date: Tuesday, January 28, 2025

Time: Immediately Following the Board Meeting

Purpose: Reference Indiana Code Section 5-14-1.5-6.1-(b)-
(10) When considering the appointment of
a public official, to do the following:
(B) Consider applications.

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



Superintendent of Schools

Posted and electronically delivered
to News Media on Friday, January 24,
2025 and electronically delivered to
Board Members and School Attorney
on Friday, January 24, 2025.

AGENDA FOR
BOARD OF SCHOOL TRUSTEES
REGULAR MEETING

Elkhart Community Schools
Elkhart, Indiana

January 28, 2025

CALENDAR

Jan	28	6:00 p.m.	Public Work Session, J.C. Rice Educational Services Center
Jan	28	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center
Jan	28	Immediately Following	Executive Session, J.C. Rice Educational Services Center
Jan	29	7:00 p.m.	Executive Session, J.C. Rice Educational Services Center
Jan	29	Immediately Following	Special Board Meeting, J.C. Rice Educational Services Center
Feb	12	6:00 p.m.	Public Work Session, J.C. Rice Educational Services Center
Feb	12	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center

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

- Minutes – December 10, 2024 – Regular Board Meeting (Revised)
- Minutes – January 14, 2025 – Annual Organizational Meeting
- Minutes – January 14, 2025 – Annual Board of Finance Meeting
- Minutes – January 14, 2025 – Regular Board Meeting
- Claims
- Extra-Curricular Purchases
- Gift Acceptances
- Conference Leaves
- Overnight Trip Requests

Contracts
Personnel Report

J. OLD BUSINESS

2025 – 2026 School Calendar – The administration presents the proposed 2025 – 2026 School Calendar for final consideration.

Board Policy 7540.03 – Student Technology Acceptable Use and Safety – The administration presents proposed revisions to Board Policy 7540.03 – Student Technology Acceptable Use and Safety for final consideration.

Board Policy 7540.06 – Staff Technology Acceptable Use and Safety – The administration presents proposed new Board Policy 7540.06 – Staff Technology Acceptable Use and Safety for final consideration.

Board Policy 7540.09 – Artificial Intelligence (AI) – The administration presents proposed new Board Policy 7540.09 – Artificial Intelligence (AI) for final consideration.

K. NEW BUSINESS

Recommendation of Elkhart Building Corporation Appointment

Financial Report

Insurance Report

L. INFORMATION AND PROPOSALS

From Superintendent and Staff

From Board

M. ADJOURNMENT

MINUTES
OF THE REGULAR MEETING
OF THE BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools
Elkhart, Indiana

December 10, 2024

J.C. Rice Educational Services Center, 2720 California Road, Elkhart, IN 46514 – at 7:08 p.m.		Place/Time
Board Members Present:	Troy E. Scott Douglas K. Weaver Anne M. VonDerVellen	Jeffrey S. Bliler Mike Burnett Dacey S. Davis Kellie L. Mullins
		Roll Call
Board President Troy Scott called the regular meeting of the Board of School Trustees.		Call to Order
One (1) audience member expressed concerns about the public Board packet.		Public Comment
Board Member Jeff Bliler recited the Elkhart Promise.		The Elkhart Promise
Superintendent Larry Huff recognized Tim Adams, Counselor at Pierre Moran Middle School, who was named Counselor of the Year for the State of Indiana. Tim is highly regarded as an advocate for children at Pierre Moran and plays a significant role in making students feel safe and comfortable at school. His efforts ensure students not only feel secure but also receive the education they need. Known as a positive influence at Elkhart Community Schools (ECS), Tim's recognition is an outstanding achievement for the district. Dr. Huff emphasized that, with this honor, they can proudly say Elkhart has the best counselors. Tim was invited to share his thoughts on achieving this prestigious honor.		Counselor of the Year
Tim Adams expressed his gratitude and honor for being named Indiana School Counselor of the Year. He shared that this recognition was something he had set as a goal when he joined ECS seven years ago, but never expected to achieve. Tim emphasized the award was not solely his, as he believes it is a reflection of the collective effort from the teachers, district leaders, staff, parents, students, and community partners at Pierre Moran and ECS. He highlighted the importance of connectivity and support networks in helping students succeed. Tim concluded by stating this recognition is for ECS and expressed his excitement for representing the State		

as he prepares to compete for National School Counselor of the Year in 2027.

Board Member Dacey Davis praised Mr. Adams and his team for their exceptional work, highlighting how they consistently present detailed data, metrics, and thorough plans to address students' social and emotional needs. She expressed her gratitude for their contributions and stated that it was a pleasure to work with them.

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, Hawthorne Early Learning Center, students delighted in reciting *Brown Bear, Brown Bear, What Do You See?* during Book Buddy time, strengthening their early literacy skills. Culinary & Hospitality students participated in a "Bake Wars" competition, crafting baked goods with creative ingredients, while Cosmetology students gained hands-on experience by offering facials, makeup, and haircuts. Both programs provided practical learning experiences to prepare students for future careers.

At Woodland Elementary, the student council embraced the holiday spirit by donating 1,265 items—totaling 1,200 pounds—to Church Community Services during their annual food drive. Students also learned about local community resources and helped pack donations. Several elementary schools hosted "Box Out Bullying" assemblies, teaching students about respect, empathy, and standing against bullying, fostering a positive school environment.

Finally, Elkhart Freshman Division health classes presented creative final projects, with Board and community members offering valuable feedback to support student growth and learning.

In the area of Arts, four (4) talented brass players from EHS joined the Elkhart Municipal Band for the annual Tuba Christmas performance, showcasing their dedication and skill.

This week, the Fischhoff-sponsored musicians visited schools including Woodland and Roosevelt STEAM Academy, performing a music and literature mashup based on the book, *Miss Nelson Is Missing*. At Roosevelt, students attended the world premiere of *Lineage-by-Lineage* Percussion, Fischhoff's 2024 Ann Divine Educator Award winner. The event featured workshops, interactive jam sessions, and performances, providing an engaging and enriching experience.

Congratulations to Brittlynn Oliva (Euphonium) from EHS and Keithen Box (Clarinet) from North Side Middle School for their selection to the Indiana Junior All-State Band. This prestigious recognition highlights their exceptional musical talent and hard work. Both students have made their schools proud as they prepare to represent them in this honor.

In the area of Athletics, the winter sports season is underway, with Girls Basketball, Boys and Girls Swimming, and Wrestling off to a strong start. Enthusiasm is high as athletes gear up for an exciting season, and there’s great anticipation for continued success across all winter sports programs.

Some upcoming events across Elkhart Schools include:

- December 11: Boys and Girls Wrestling (HOME)
- December 11: Middle School Orchestra Concerts
- December 13: Girls Basketball (HOME)
- December 23-January 3: Winter Recess

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 – November 26, 2024 – Regular Board Meeting

Minutes

Payment of claims totaling \$8,085,701.70 as shown on the December 10, 2024, claims listing. (Codified File 2425-071)

Payment of Claims

Proposed school fundraisers in accordance with Board policy. (Codified File 2425-072)

Fundraisers

Extra-curricular purchase requests: West Side Extra-Curricular/Vocal Account to purchase registration fees totaling \$690 to participate in the area choral festival, Circle the State with Songs.

Extra-Curricular

The following donations were made to Elkhart Community Schools (ECS): \$1,000 from NIBCO, Inc. to EHS to be used for snacks, equipment and competition registrations for the Science Olympiad Extra Curricular Program; \$500 from Elkhart Athletic Club to EHS Baseball Team to be used to purchase pitching machine balls which will assist with the growth and development of the baseball team; \$700 from Competitive Edge Sports and Spine LLC to EHS Athletics to be used to assist with the growth and development of EHS

Gift Acceptances

athletic teams; \$759 from HF Restaurants, LLC to the Elkhart Area Career Center (EACC) to be use for student related activities in the Future Farmers of America (FFA) program; and donations of miscellaneous automotive supplies with an owner estimated value of \$5,114.87 to be used int the Automotive Collision Repair class.

Submission Confirmation of the following grant: FIRST Indiana Robotics Growth and Sustainability Grant hosted by FIRST Indiana Robotics in the amount of \$2,000 to be used for a practice field carpet replacement and travel mileage to competitions. (Codified File 2425-073)

Grants

Confirmed overnight trip request for ElkLogics Robotics Team to travel to Washington, Indiana on March 27 – 29, 2025 to attend the FIRST Indiana Robotics Washington District Event and EHS Cheerleading Team to travel to Orlando, Florida on February 5 – 10, 2025 to attend the National High School Cheerleading Championship.

Overnight Trip Requests

Contract recommendations in accordance with Board policy on the December 10, 2024 listing. (Codified File 2425-074)

Contracts

Personnel Report

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

Certified Resignation

Sara McMahon – Science at Freshman Division, 12/20/24

Employment of the following nine (9) classified employees effective on the dates indicated:

Classified Employment

Kim Bachtel – Assistant Manager at Transportation, 1/27/25

Sarah Bachtel – Paraprofessional at West Side, 2/11/25

Ana Cazares – Secretary at Elkhart High, 2/11/25

Laura Gernand – Technical Assistant at EACC, 2/11/25

Caitlin Mangrum – Custodian at Eastwood, 1/15/25

Jennifer Morgan – Data & Assessment Specialist at Technology, 1/27/25

Elliott Newcomer – Paraprofessional at PRIDE, 1/31/25

Trinity Parkerson – Bus Helper at Transportation, 2/13/25

Akyah Taylor – Technical Assistant at Elkhart Academy, 2/12/25

Transfer of the following two (2) classified employee effective for the 2024-25 school year:	Classified Transfer
<ul style="list-style-type: none"> Marice Johnson, Sr. – Head Grounds at Elkhart High to Head Custodian at Elkhart High Matthieu Miller – Night Custodian Supervisor at Elkhart High to Custodian at Bristol 	
Employment of the following four (4) substitute teachers for employment in the 2024-25 school year:	Substitute Teachers
<ul style="list-style-type: none"> Matthew Damer – Substitute Teacher Mary Genovese – Retired Elkhart Substitute Teacher Rosemary Kuerbitz – Substitute Teacher Gabriella Scott – Substitute Teacher 	
Employment of the following three (3) Claims/Coaches in the 2024-25 school year:	Claims/Coaches
<ul style="list-style-type: none"> Ty Genth – Substitute at Building Services Michelle Giden – Behavior Interventionist at Title I James Roberson – Coach at Monger 	
Resignation of the following eight (8) classified employee on dates indicated:	Classified Resignations
<ul style="list-style-type: none"> Jessica Chupp – Food Service at Osolo, 12/4/24 Nancy Conner – Food Service at Woodland, 12/2/24 Keely Duehmig – Substitute Teacher, 11/21/24 Kristin Dutton – Substitute Teacher, 11/21/24 Laura Gernand – Substitute Teacher, 11/26/24 Kelly Stamper – Secretary at Osolo, 11/22/24 Amber Stoneburner – Paraprofessional at Freshman Division, 11/26/24 Justin Tylka – Secretary at ESC, 12/3/24 	
Unpaid Leave Request of the following one (1) classified employee on dates indicated:	
<ul style="list-style-type: none"> Tina Helbling – Bus Driver at Transportation beginning 11/5/24 and ending 12/17/24 	
Termination of the following two (2) classified employee on date indicated:	Classified Termination
<ul style="list-style-type: none"> Alegacy McBride – Bus Helper at Transportation, 11/26/204 in accordance with Board Policy 3221S Rene Rodriguez – Food Service at Elkhart High, 11/26/24 in accordance with Board Policy 3039.01S 	
The passing of the following one (1) classified employee on date indicated:	Classified Deceased
<ul style="list-style-type: none"> Vicki Mason-Watson – Paraprofessional at Bristol, 11/25/24 with 23 Years of Service 	

<p>By unanimous action, the Board awarded the contract for Fuel in the amount of \$520,921.60 to Keystone Cooperative, as the most responsive and most responsible bidder, for the 2025 calendar year. (Codified File: 2425-075)</p>	<p>Recommendation for Award</p>
<p>By unanimous action, the Board awarded the contract for food service supplies in the amount of \$2,623,425 to Form Plastics, as the most responsive and most responsible bidder, from December 11, 2024 through July 31, 2025. (Codified File: 2425-076)</p>	<p>Recommendation for Award</p>
<p>By unanimous action, the Board awarded a contract in the amount of \$1,447,316 to CORE Construction Indiana, LLC for the addition and renovation to the Elkhart Area Career Center per recommendation from J. Lake Architecture. (Codified File 2425-077)</p>	<p>Recommendation for Award</p>
<p>By unanimous action, the Board authorized the bulk sale of iPads having reached the end of their lifecycle as presented. (Codified File 2425-078)</p>	<p>Sale of iPads</p>
<p>The administration presented proposed revisions to Board Policy 3142.01A – Non-Renewal of Administrative Contracts for initial consideration. Doug Thorne, District Counsel/Chief of Staff, explained that this policy governs the timing of preliminary notification regarding the school boards consideration of non-renewal of contracts for principals, assistant principals and assistant superintendents; proposed revisions align the notification timeline with state law.</p>	<p>Board Policy 3142.01A</p>
<p>Ms. Davis motioned to waive the second reading, and Board Member Doug Weaver seconded the motion. By unanimous action, the Board approved the proposed revisions.</p>	
<p>The administration presented proposed revisions to Board Policy 3362.01ACS – Threatening and/or Intimidating Behavior Towards Staff Members for initial consideration. These revisions incorporate statutory procedures required under state law, ensuring compliance when a school employee is subjected to threatening or intimidating comments or actions. The updates clarify the district’s obligation to report such conduct to law enforcement.</p>	<p>Board Policy 3362.01ACS</p>
<p>The administration presented proposed revisions to Board Policy 8452 – Automated External Defibrillators (AED) for initial consideration. The proposed revisions firmly establish training requirements for specific district employees including head coaches, assistant coaches of athletic activities, and marching band directors.</p>	<p>Board Policy 8452</p>
<p>The administration presented proposed revisions to Board Policy 8455 – Coaches Training, References, and Indiana High School Athletic Association (IHSAA) Reporting for initial consideration. This</p>	<p>Board Policy 8455</p>

policy covers the training requirements for employees in positions involving concussion awareness, health-related medical conditions, and sudden cardiac arrest. It also sets requirements for hiring coaches for IHSAA recognized sports. It mandates verifying a coach's IHSAA accreditation, checking whether their accreditation has been suspended or revoked, and obtaining references during the hiring process. Additionally, the policy establishes an obligation to notify the IHSAA if an accredited coach is convicted of certain offenses. These updates aim to enhance student safety and uphold high standards for coaching staff.

Superintendent, Dr. Larry Huff, shared that he attended the 47th annual Madrigal Dinner Theater at EHS and described it as outstanding. He highlighted the exceptional talent and well-rounded nature of the students, noting their participation in various activities such as tennis, the student advisory committee, and music. Dr. Huff also praised Mr. Reinert and Mrs. Oppenheim for their efforts in organizing the program.

From the
Superintendent

The Indiana Department of Education recognized Kathy Enfield, a secretary at West Side, as the 2024 RISE recipient for the state of Indiana, naming her the classified person of the year. This prestigious honor means she will represent Indiana at the national level. Despite the recognition, Mrs. Enfield remains humble and focused on her work. She is celebrated not only for her outstanding commitment and leadership but also for the exceptional way she greets students and makes them feel safe and welcome. Her contributions are a testament to the high-quality support and care in the middle schools. Congratulations to Mrs. Enfield on this well-deserved recognition.

Dr. Huff shared that he recently spoke to sixteen (16) students in Mrs. Stine's classroom, inspiring future educators by sharing his passion for teaching and answering insightful questions about policies, the role of a superintendent, and making a difference in education. He emphasized the importance of championing the profession and encouraged students to consider Elkhart as a great place to build their careers.

Dr. Huff spoke of the importance of attendance as a key factor in student success. ECS recognized Pinewood Elementary for achieving a 99.04% attendance rate, with Beardsley, Mary Beck, and Bristol also exceeding 98%. Remarkably, Pinewood's sixth-grade students achieved 100% attendance last week. He commended Ms. Brander and her team for tracking attendance and encouraged principals to strive for continuous improvement. Friendly competitions, like those between Pinewood and Bristol, were praised for fostering motivation and enthusiasm among schools.

Mr. Weaver shared a social media post he discovered from a remarkable young man, a 13-year-old student from North Side Middle School. He took the initiative to market himself directly to the University of Georgia football team, sharing his ambitious plan to work hard throughout high school, excel every year, and earn college offers while expressing his unwavering commitment to Georgia football. The message reflected his passion, confidence, and vision for a future at such a young age. His story serves as an inspiration for other aspiring athletes to articulate their dreams and take active steps toward achieving them.

From the
Board

Ms. Davis shared that she visited the Freshman Division's Culinary Arts department, where students participated in a food truck program as part of their final grade. The event was well-attended by administrators and community leaders. Students designed food trucks and prepared dishes highlighting not only business skills but also essential life skills such as cooking, cleaning, and maintaining sanitation.

Board Member Jeff Bliler participated in the Elkhart Police Department's annual Family Lunch with Santa, a collaborative event with ECS and the Juvenile Detectives Bureau. This year marked the first time every elementary school in the district nominated a family in need to participate. Families received gifts, and children enjoyed toys, pizza, games, songs, cookies, and more. Each family also received over one-hundred fifty (\$150) dollars in gift cards and a family gift, with the event supported by over ten thousand (\$10,000) dollars in community donations. Mr. Bliler thanked Dr. Huff, Director of Elementary Schools Barb Cripe, and elementary school principals and counselors for their contributions to making the event a special day for many families.

In closing, Mr. Bliler announced his resignation from his Board seat due to the increasing demands of his businesses. He expressed deep gratitude for the friendships, opportunities, and progress achieved during his tenure. While the decision was difficult, he expressed confidence in the highly qualified candidates who are interested in succeeding him. He extended heartfelt thanks to Dr. Huff, fellow board members, and all colleagues for their support.

The meeting adjourned at approximately 7:43 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

MINUTES OF THE
ORGANIZATIONAL MEETING
OF THE
BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools
Elkhart, Indiana

January 14, 2025

J. C. Rice Educational Services Center, 2720 California Rd, Elkhart – 7:02 p.m.

Board Members
Present:

Troy E. Scott
Douglas K. Weaver
Kellie L. Mullins

Mike Burnett
Dacey S. Davis
Eric Ivory

Time/Place

Roll Call

Board President Troy Scott called the meeting to order and the pledge was recited.

Call to
Order/Pledge

By unanimous action, the Board elected Troy Scott to serve as president, Doug Weaver to serve as vice president, and Kellie Mullins to serve as secretary of the Board of School Trustees for 2025.

Election of
Officers

Three Board members: Dacey Davis, Troy Scott and Douglas Weaver, publicly disclosed potential conflicts of interest. (Codified Files 2425-084)

Conflict of
Interest

By unanimous action, the Board adopted an organizational resolution naming Zachary Quiett, treasurer; Erica Purvis, deputy treasurer; copy fees; officers and members of the Board of Finance shall be the same as the officers and members of the Board of School Trustees; Board member compensation; cash management provider is Lake City Bank; Legal Counsel is Barnes & Thornburg; legal notices to be published in the Elkhart Truth and Goshen News; mileage rate is \$.70; and bond amounts. (Codified File 2425-085)

Resolution of
Board of
School
Trustees

The meeting adjourned at approximately 7:09 p.m.

Adjournment

APPROVED:

Signatures

Troy E. Scott, President

Mike Burnett, Member

Douglas K. Weaver, Vice President

Dacey S. Davis, Member

Kellie L. Mullins, Secretary

Eric Ivory, Member

MINUTES OF THE
ANNUAL MEETING OF THE BOARD OF FINANCE

Elkhart Community Schools
Elkhart, Indiana
January 14, 2025

J.C. Rice Educational Services Center, 2720 California Road, Elkhart – at approx. 7:09 p.m.

Time/Place

Board Members
Present:

Troy E. Scott
Douglas K. Weaver
Kellie L. Mullins

Mike Burnett
Dacey S. Davis
Eric Ivory

Roll Call

Board President Troy Scott called the annual meeting of the Board of Finance to order.

Call to Order

By unanimous action, the Board adopted a resolution authorizing the Treasurer of Elkhart Community Schools to invest funds from the depository balance instead of from a specific fund balance in accordance with the provisions established by Indiana Code 5-13-9.6. (Codified Files 2425-086)

Resolution

Board members were provided with an investment history report reflecting no investment activity during 2024 and the Investment Policy.

2024
Investment
History and
Policy

Per Indiana Code 5-13-7-8, Superintendent or designee needs to provide a report to the Board of Finance to assess the financial condition of the school corporation. Zac Quiett, Chief Financial Officer, presented the financial indicators report.

Financial
Indicators

In response to Board inquiry, Mr. Scott explained the Distressed Unit Appeals Board (DUAB) was established following the state takeovers of Muncie and Gary schools to address financial mismanagement in districts. Its purpose is to monitor key financial indicators like enrollment (the primary revenue driver) and cash balances (a measure of solvency and stability). The board aims to proactively support schools by identifying potential financial issues and ensuring plans are in place to maintain fiscal health, preventing state intervention.

While there are no strict thresholds, DUAB facilitates discussions to promote financial stability across districts. The tool is valuable for understanding district-specific situations, as each has unique financial and taxing contexts. Additionally, the public packet includes reports and financial indicators from recent years for review.

The meeting was adjourned at approximately 7:13 p.m.

Adjournment

APPROVED:

Troy E. Scott, President

ATTESTED:

Kellie L. Mullins, Secretary

Signatures

MINUTES
OF THE REGULAR MEETING
OF THE BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools
Elkhart, Indiana

January 14, 2025

J.C. Rice Educational Services Center, 2720 California Road, Elkhart, IN 46514 – at 7:13 p.m. Place/Time

Board Members Present:	Troy E. Scott Douglas K. Weaver Kellie L. Mullins	Mike Burnett Dacey S. Davis Eric Ivory	Roll Call
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Board President Troy Scott called the regular meeting of the Board of School Trustees. Call to Order

One (1) audience member expressed concerns about the school Board vacancy, while a second (2nd) audience member raised concerns about school pride and employee appreciation. Public Comment

Board President Mr. Scott recited the Elkhart Promise. The Elkhart Promise

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

In the area of Academics, students and families participated in Daly's Family Literacy Night, enjoying activities like shaving cream spelling, vocabulary games, and sight word challenges, with support from Elkhart High School's "Principles of Teaching" class, which created fifty (50) matching games for the event. At Pierre Moran Middle School, six (6) students from the "Bring Change to Mind" program were selected for the Regional Advocacy Board, representing a majority of the ten (10) spots across forty (40) Indiana middle schools, showcasing their leadership in combating stigma around mental illness.

In the area of Arts, three (3) Elkhart High School (EHS) students from the United Sound program performed with the U.S. Coast Guard Band at the Midwest Clinic in Chicago, representing one (1) of only five (5) schools nationwide invited to participate.

In the area of Athletics, EHS's "Officiating 101" program celebrated students earning officiating certificates, thanks to grants from the IHSAA, Pacers, and other organizations, preparing them for hands-on experiences and future earnings. EHS also celebrated wrestler Lily Clark who made school history as the first girls' wrestling athlete to qualify for State, following wins at regionals and sectionals. Additionally, the boys' and girls' basketball teams both claimed victory in their holiday tournaments. These achievements highlight the remarkable efforts of our students, staff, and community.

Some upcoming events across Elkhart Schools include:

- January 16 – 18: Junior All-State Band Festival
- January 17: Circle the State Honor Choir
- January 20: Martin Luther King Jr. Day – No school
- January 23: Food Services Showcase
- January 26: Elkhart Area Career Center (EACC)
- February 1: ISSMA for piano and vocal
- February 1: 2025-2026 New and Returning Student Registration Opens

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 – December 17, 2024 – Regular Board Meeting Minutes

Payment of claims totaling \$22,367,241.87 as shown on the January 14, 2025, claims listing. (Codified File 2425-087) Payment of Claims

Proposed school fundraisers in accordance with Board policy. (Codified File 2425-088) Fundraisers

The following donations were made to Elkhart Community Schools (ECS): \$250 from Jack and Sue Hunsberger to Hawthorne Early Learning Center PACE program to be used for parent groups; \$1,000 from Door Dash to EHS Athletics to be used to help grow and develop student athletes and athletic programs; \$1,500 from Elkhart Athletic Club to EHS Athletics to be used to cover the ticket cost of students attending two (2) separate basketball games; \$1,000 from Dan's Body Shop to EHS Boys Wrestling team to be used to help with the growth and development of the team; \$19,000 from an anonymous donor to EHS Boys Soccer to be used to help with the growth and development of the team; \$5,000 from Truck Centers, Inc. to EACC for the Platinum Level Sponsorship program; \$750 from Mr. and Mrs. Kain to Pierre Moran to be used towards the cost of supplies for the art department; Gift Acceptances

donation of twenty-five (25) basketball uniforms, totaling \$1,875, from Albert White of AZ Apparels, Inc. to Pierre Moran to be used by the 7th and 8th grade Boys Basketball team; \$438 from Matt and Gracie Stoll of Gracie Stoll Communications LLC to Pierre Moran to be used to purchase tickets for students to attend home basketball games; and \$500 from the Community Foundation of Elkhart County on behalf of Michael Huddleston to EACC to be used towards materials, supplies and opportunities to extend student learning.

Conference leave requests in accordance with Board policy for staff members as recommended by the administration on the January 14, 2025, listing. (Codified File 2425-089) Conference Leave Requests

Submission Confirmation of the following grant: AEP FIRST Robotics Grant hosted by AEP in the amount of \$6,000 to be used to purchase equipment and supplies for the Robotics team and Education Readiness Grant hosted by TechPoint via the Commission for Higher Learning in the amount of \$125,000 to be used to help fund startup costs for the development of EACC’s Software Development program that begins in the 2025-2026 school year. (Codified File 2425-090) Grants

Contract recommendations in accordance with Board policy on the January 14, 2025, listing. (Codified File 2425-091) Contracts

Personnel Report

Consent agreement for one (1) certified employee regarding unpaid time. (Codified File 2425-092) Certified Agreement

Employment of the following three (3) certified employees effective on the dates indicated: Certified Employment
 Emilia Garcia – ENL at Roosevelt, 1/14/2025
 Brittany Isaac – Grade 2 at Feeser, 1/6/2025
 John Jolley – Social Studies at School Without Walls, 12/19/2024

Resignation of the following one (1) certified staff effective on date indicated: Certified Resignation
 Charles Pippin – Math at Elkhart High, 12/20/24

Unpaid Leave Request of the following one (1) certified employee on dates indicated: Certified Unpaid Leave
 Theodore Keeler – Career Readiness at North Side, beginning 1/6/25 and ending 5/29/25

<p>Death of the following one (1) certified employee on date indicated: Diane Deel – Grade 3 at Daly, 12/24/24 with one (1) year of service</p>	<p>Certified Death</p>
<p>Employment of the following eleven (11) classified employees effective on the dates indicated: Andrew Baney – Custodian at Cleveland, 2/19/25 Jessica Buck – Secretary at ESC, 3/3/25 Tiffany Castner – Food Service at Elkhart High, 2/21/25 Iris Curras-Velez – Secretary at Elkhart High, 3/3/25 Mario Flores – Food Service at Elkhart High, 3/3/25 Amanda Hewitt – Food Service at Woodland, 3/3/25 Faith Miramontes – Paraprofessional at Cleveland, 3/10/25 Cathy Puterbaugh – Food Service at Osolo, 3/3/25 Jessalyn Rink – Bus Driver at Transportation, 3/3/25 Marshall Smith – Bus Helper at Transportation, 3/3/25 Cathy Snyder – Paraprofessional at Freshman Division, 3/5/25</p>	<p>Classified Employment</p>
<p>Transfer of the following six (6) classified employee effective for the 2024-25 school year: Alex Allard – Head Custodian at North Side to Custodial Pool at Building Services Shannan Asbury – Registrar at Elkhart High to Data & Assessments Specialist Kaelynn Brown – Food Services to Assistant to the Director of Food Services – Secondary Schools Jonathan Halliburton – Custodian at Elkhart High to Night Supervisor at ETI Stephanie Robbins – Secretary at Feeser to Secretary at Security Cathy Snyder – Substitute Teacher to Paraprofessional at Freshman Division</p>	<p>Classified Transfer</p>
<p>Reclassification of the following one (1) classified employee effective on the date indicated: Tara Browning – Payroll Secretary to Payroll Manager</p>	<p>Classified Reclassification</p>
<p>Employment of the following ten (10) substitute teachers for employment in the 2024-25 school year: Kathy Byrd – Retired Elkhart Substitute Teacher Alexis Curry – Substitute Teacher James Graves – Retired Substitute Teacher Sarah Guy – Substitute Teacher Damaris Hernandez – Substitute Teacher Shea Hull – Substitute Teacher</p>	<p>Substitute Teachers</p>

Riley Keppler – Substitute Teacher
Madison Malott – Substitute Teacher
Dylan Rost – Substitute Teacher
Daniell Tucker – Substitute Teacher

Resignation of the following eight (8) classified employee on dates indicated:

Classified Resignations

Alexa Bustos – Registered Behavior Technician – Exceptional Learners, 12/20/24
Brittaney Conrad – Assistant to the Director at Food Services, 1/3/25
Juan Davila – Paraprofessional at Elkhart High, 1/7/25
Alix Davis – Food Service at Feeser, 12/20/24
James Langton – Retired Elkhart Substitute Teacher, 12/10/24
Taryn Meyer – Licensed Practical Nurse at Feeser, 1/10/25
Jennifer Morgan – Data & Assessment Specialist, 12/10/24
Noemi Toroczka – Substitute Teacher, 12/20/24

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

Classified Unpaid Leave

Quentin Washington – Custodian at Elkhart High, beginning 12/30/24 and ending 1/7/25

Retirement of the following two (2) classified employee on date indicated:

Classified Retirements

Michael Doering – Mechanic at Transportation, 1/15/25 with 16 Years of Service
Gertrude Willaims – Food Service at Beck, 1/9/25 with 17 Years of Service

Termination of the following seven (7) classified employee on date indicated:

Classified Termination

Logan Coryn – Custodian Heavy Duty at Elkhart High, 1/14/25
Gregory Dybas – Substitute Bus Driver at Transportation, 1/14/25 in accordance with Board Policy 3121ACS
Charlynn McAlexander – Food Service at Osolo, 1/14/25 in accordance with Board Policy 3121ACS
George Morehouse III – Head Custodian at Beardsley, 1/14/25 in accordance with Board Policy 3121ACS
Rocio Ortega – Secretary at Pinewood, 1/14/25 in accordance with Board Policy 3121ACS
Annette Porter – Food Service at Daly, 1/14/25 in accordance with Board Policy 3039.01S

Mazio Stevens – Paraprofessional at Riverview,
1/14/25 in accordance with Board Policy 3121ACS

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

Employment

Olazarus Miller – Volunteer Coach at Elkhart High,
1/15/25

By unanimous action, the Board adopted a resolution for Transfer of
Appropriations. (Codified File 2425-093)

Resolution for
Transfer of
Appropriations

Mr. Scott opened the public 1028 hearing on the 2025 North Side,
Pierre Moran, and West Side Middle Schools Facility Update
Projects. Zac Quiett, Chief Financial Officer, outlined the Board
action being requested and noted that we are required to allow time
for public comment. With no comments from the audience, the
hearing was closed.

2028 Hearing

By unanimous action, the Board approved a proposed resolution
providing a \$2,000 stipend for teachers who submit their notice of
intent to retire at the end of the 2024-2025 school year by February
1, 2025. (Codified File: 2425-094)

Resolution

The administration presented the proposed 2025-2026 ECS
School Year Calendar for initial consideration.

School Year
Calendar

By unanimous action, the Board approved proposed revisions to
the following Board Policies and waived second reading:

Board Policy -
Compensation

- 3422.01S – Food Service Employees’ Compensation Plan
- 3422.02S – Mechanics’ Compensation Plan
- 3422.03S – Bus Drivers’ Compensation Plan
- 3422.04S – Bus Helpers’ Wage Schedule
- 3422.06S – Secretarial/Business Compensation Plan
- 3422.07S – Executive Assistants’ Salary Schedule
- 3422.10S – Registered Nurses’ Compensation Plan
- 3422.11S – Social Workers’ Compensation Plan
- 3422.12S – Employees in Miscellaneous Positions
Compensation Plan
- 3422.13S – Therapists’ Compensation Plan
- 3422.14S – Employees in Technology Services Positions
Compensation Plan
- 3422.15S – Permanent Substitute Teachers’ Compensation Plan
- 3422.16S – LPNs’ Compensation Plan
- Handbook – Maintenance Classification Agreement

The revisions include increasing the number of paid maternity leave
days from three (3) weeks to six (6) weeks for a normal delivery
and from four (4) weeks to eight (8) weeks for a cesarean delivery.

These changes will align the compensation plans with the teachers' Master Contract.

The administration presented proposed revisions, for initial consideration, to Board Policy 7540.03 - Student Technology Acceptable Use and Safety. This policy governs the appropriate use of school technology resources by students. The proposed revisions primarily address the appropriate use of artificial intelligence and natural language processing tools for schoolwork, along with updated language regarding the general appropriate use of technology by students.

Board Policy
7540.03

The administration presented proposed revisions, for initial consideration, to Board Policy 7540.06 - Staff Technology Acceptable Use and Safety. This policy governs the appropriate use of technology by employees, including the proper use of artificial intelligence and natural language processing tools.

Board Policy
7540.06

In response to Board inquiry, these policies were drafted by NEOLA, ECS's policy consultant, and revised based on the recommendations of Mr. Inman, Director of Technology.

The administration presented proposed revisions, for initial consideration, to Board Policy 7540.09 - Artificial Intelligence. This overarching policy addresses the appropriate use of technology and establishes expectations for the authorized use of artificial intelligence when aligned with the school corporation's mission, goals, and operational integrity. The policy also emphasizes that inappropriate use of technology may result in disciplinary consequences.

Board Policy
7540.09

In response to the Board's inquiry, this policy does not specify consequences or how they will be determined. Instead, consequences would be addressed on a case-by-case basis, taking into account the progressive discipline policy in place for school employees, as well as the progressive disciplinary policies for students, some of which are outlined in the underlying policies.

Superintendent, Dr. Larry Huff, wished everyone a Happy New Year and followed up on the Artificial Intelligence policies. He emphasized the importance of preparing ECS students to effectively utilize AI software. He highlighted the need to teach students to use it responsibly, morally, and ethically within the school district, guided by teachers who are well-equipped to provide this instruction. This approach will set students up for future success.

From the
Superintendent

Elkhart has so many excellent people working with our children. Dr. Huff shared how he often sits in meetings, amazed at the many things accomplished by the dedicated individuals in our school

district—often behind the scenes. One hidden gem is Lindsey Walters, Elementary Media Specialist, who is truly fantastic. Dr. Huff recently had the opportunity to meet with her to discuss the many initiatives she is leading, including reading challenges with elementary principals, her work with the Elkhart Building Brains Initiative, and organizing early field trip experiences for young students. These efforts not only help children build essential skills but also provide the experiential learning they need to navigate the world. ECS is better because of her!

Dr. Huff shared that it is School Board Appreciation Month and expressed gratitude to the Board members for their hard work, guidance, dedication, support, and the unique skillsets they bring to the district.

Dr. Huff shared the exciting news of meeting with students who had been early admits to prestigious universities, including Notre Dame, Purdue, Texas A&M, the University of Chicago, and Wabash College. One student mentioned awaiting a decision from Stanford's engineering program. This highlights the exceptional caliber of students produced by Elkhart Community Schools. These students are wanting to leave a legacy and working with Mr. Dosmann, a high school business teacher and adult sponsor, on a student-driven initiative. Their efforts focus on providing resources for those in need while teaching future ECS students about the operation of nonprofits. These students are not only excelling academically but also creating opportunities for others to learn and thrive.

Dr. Huff highlighted Indiana's legislative session, emphasizing ECS's commitment to advocating for the district with state legislators. He plans to share weekly updates on key bills and thanked the community, Board, and staff for their support.

Board Member Dacey Davis shared her journey to an unexpected continuation on the Board. Despite initially resigning, missing the ballot withdrawal deadline, and refraining from campaigning, she still won reelection. The resignation of another member led her to reflect on her role and ultimately decide to stay, guided by faith and a commitment to the district. She acknowledged the challenges of Board service, expressed gratitude for community support, and apologized for any confusion caused by her indecision. She reaffirmed her dedication to serving the district for the next four years.

From the
Board

Mr. Scott shared that there is currently a vacancy in District B following Mr. Bliler's resignation, effective December 31, 2024. By law, the Board has thirty (30) days to find a replacement. On January 8, a notice was published inviting interested individuals to submit a letter of interest and a resume to Dora Sauserman at

dsauserman@elkhart.k12.in.us. Submissions will be accepted until 4:00 PM on Friday, January 24.

At the January 28 Board meeting, candidates who have submitted the required documents will have the opportunity to introduce themselves and share why they are interested in the position during a three-minute presentation. Following this meeting, the Board will hold an executive session to narrow the candidate pool.

Interviews for selected candidates will take place during an executive session on January 29 at 7:00 PM. After the interviews, the Board will hold a special meeting to appoint the new District B Board member, who will be sworn in immediately. The new member will be ready to serve at the February 12 Board meeting.

This is a meaningful opportunity for those committed to making a difference in the district. Interested individuals are encouraged to submit their materials before the deadline.

In closing, Mr. Scott welcomed Eric Ivory as its newest member and expressed appreciation for the skills and perspective he will bring. He acknowledged his dedication and child-focused approach to decision-making and shared his anticipation of working with him in the future.

Mr. Ivory thanked Mr. Scott and shared that he is looking forward to working alongside all Board members.

In response to Mr. Ivory's inquiry, candidates interested in applying for the District B Board seat can find the Map of School Board Districts on the ECS website at www.elkhart.k12.in.us or by emailing Dora Sauserman at dsauserman@elkhart.k12.in.us.

The meeting adjourned at approximately 8:01 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



BUSINESS OFFICE

PHONE: 574-262-5563



ELKHART COMMUNITY SCHOOLS

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

To: DR. HUFF
SUPERINTENDENT

FROM: ZAC QUIETT
CHIEF FINANCIAL OFFICER

DATE: JANUARY 22, 2025

RE: EXTRA-CURRICULAR PURCHASE

THE BUSINESS OFFICE RECOMMENDS BOARD APPROVAL TO PURCHASE THE FOLLOWING ITEMS FROM EXTRA-CURRICULAR FUNDS:

SCHOOL/ACCOUNT	ITEM	AMOUNT
ELKHART HIGH/ATHLETIC GEN	KING QUAD ATV	\$6,200.00



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



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

DATE: 01/08/2025

TO: Dr. Larry Huff
Board of School Trustees

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

Re: Purchase Approval - EHS - Athletics

The Athletic Department would like to purchase a King Quad ATV. This item will be used to help maintain the Softball Fields.

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

PURCHASER'S NAME

Elkhart Schools

ADDRESS

CITY/STATE

ZIP

HOME PHONE

CELL PHONE

574-370-9737 Gary Dennis

EMAIL



2426 Cassopolis St., Elkhart IN 46514

Ph. (574) 264-0618

Fax (574) 262-2985

www.northendcycle.com

VEHICLE BEING PURCHASED King Quad

<input checked="" type="checkbox"/> NEW <input type="checkbox"/> USED	YEAR 24	MAKE SUZUKI	MODEL 400 ASI 4x4
COLOR Red	KEY NO.	MILEAGE	VIN

VEHICLE BEING TRADED IN

<input type="checkbox"/> NEW <input type="checkbox"/> USED	YEAR	MAKE	MODEL
COLOR	KEY NO.	MILEAGE	VIN

DATE

Method of payment: Check/Cash Finance Credit Card

CASH PRICE OF VEHICLE	6999
ACCESSORIES	
FREIGHT & ASSEMBLY	983
DOC	199
SUB TOTAL	8181
TRADE-IN ALLOWANCE	
TRADE DIFFERENCE	
SALES TAX	
TIRE TAX	109
TITLE	
LABOR	
TEMP TAG	
Discount	1982
SUB-TOTAL	6200
ADD BALANCE OWED ON TRADE-IN	
TOTAL BALANCE DUE	
DOWN PAYMENT	
UNPAID BALANCE TO BE FINANCED SUBJECT TO APPROVAL	

The terms and conditions of this Order comprise the entire agreement pertaining to this purchase and no other agreement of any kind, verbal understanding or promise whatsoever will be recognized. Upon failure or refusal of the purchaser to complete this agreement for any reason, all or part of the cash down payment may be retained as liquidated damages. The purchaser certifies he/she is of legal age and hereby accepts and acknowledges receipt of a copy of this Order. NOT VALID UNLESS ACCEPTED BY SELLER'S AUTHORIZED AGENT.

SALESMAN

SELLER'S ACCEPTANCE

PURCHASER

Thank You



ELKHART AREA CAREER CENTER

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

To: DR. HUFF
BOARD OF SCHOOL TRUSTEES

FROM: BRANDON EAKINS BE

DATE: JANUARY 10, 2025

RE: DONATION APPROVAL - EACC

Beacon Health System has donated surgical drapes, gowns, sponges, laparoscopic supplies, sharps boxes and electrocautery pencils with an estimated value of \$1,500.00. These items will be used in our Surgical Services program.

The donated items will be useful in the classroom as they will be used by students for training purposes.

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:

Beacon Health System
Attn: Melissa Clark
600 East Blvd.
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: January 10, 2025
TO: Dr. Larry Huff
Board of School Trustees
FROM: Cary Anderson (Principal)
Nick Seidl (Teacher/Sponsor)
RE: Donation Approval

Elkhart High School received a donation of \$750.00 from Mr. Dave Hall. The donation will be used to purchase supplies, equipment and expenses related to robot construction and attending competitions. I am requesting approval from the Board of School Trustees to accept this donation and that an appropriate letter of acknowledgement and appreciation is sent to:

Mr. Dave Hall
612 Kollar St.
Elkhart, IN 46514



DISTRICT COUNSEL/
CHIEF OF STAFF

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

TO: BOARD OF SCHOOL TRUSTEES

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

DATE: JANUARY 24, 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
Lake City Bank	Zac Quiett	Recommendation for approval to extend our banking contract with Lake City Bank. Lake City Bank has consistently delivered excellent customer service, provided effective fraud prevention tools, and maintained a favorable interest rate of Federal Funds rate +40 Basis Points under the current contract. Lake City Bank also has an active role as a community partner having a bank located inside of Elkhart High School.		

Contractor	Requesting Administrator	Description	Funding Source	Amount
Education Advanced	Dr. Amy Rauch	<p>Recommendation for approval to renew our agreement with Education Advanced (formerly SFS). This program helps track graduation requirements and enable administrators to monitor seniors' progress and verify the graduation requirements have been met. Administrators will also be able to track counselors' effectiveness in managing students' progress toward meeting the graduation requirements. The continued use of the Pathways program will support tracking the New Graduation Requirements beginning next year for cohort 2029.</p>	Operations Fund	\$10,720

WDT/crr

Cc: Dr. Larry Huff





HUMAN RESOURCES

ELKHART
COMMUNITY SCHOOLS

TO: DR. LARRY HUFF
FROM: MS. MAGGIE LOZANO
DATE: JANUARY 28, 2025

PERSONNEL RECOMMENDATIONS

CERTIFIED

- a. **Agreement** – We recommend the approval of one (1) agreement regarding services.
- b. **New Certified Staff** – We recommend employment for one (1) new certified staff for the 2024-25 school year.
- c. **Separation** – We report the separation of one (1) employee.
- d. **Retirement** – We report the retirement of two (2) employees who have provided a total of 46 years of service.

CLASSIFIED

- a. **New Classified Staff** – We recommend the employment of four (4) new classified staff pending successful completion of the probationary period.
- b. **Classified Staff Transfers** – We recommend the transfer of five (5) classified staff for the 2024-25 school year.
- c. **Substitute Teachers** – We recommend the employment of twelve (12) substitute teachers for the 2024-25 school year.
- d. **Claims/Coaches** – We recommend the employment of two (2) employees for the 2024-25 school year.
- e. **Separation** – We report the separation of eight (8) employees.



SCHOOL CALENDAR

JANUARY 2026

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

FEBRUARY 2026

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

MARCH 2026

S	M	T	W	T	F	S
1	2	3	4	5	6	7
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL 2026

S	M	T	W	T	F	S
			1	2	3	4
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY 2026

S	M	T	W	T	F	S
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24	25	26	27	28	29	30
31						

JUNE 2026

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

JULY 2025

S	M	T	W	T	F	S
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27	28	29	30	31		

AUGUST 2025

S	M	T	W	T	F	S
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24	25	26	27	28	29	30
31						

SEPTEMBER 2025

S	M	T	W	T	F	S
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

OCTOBER 2025

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

NOVEMBER 2025

S	M	T	W	T	F	S
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2	3	4	5	6	7	8
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23	24	25	26	27	28	29
30						

DECEMBER 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			

<p>JULY</p> <p>AUGUST 8/11-13 Teacher Pre-Session Days NO STUDENTS 8/14 FIRST DAY OF SCHOOL FOR STUDENTS</p> <p>SEPTEMBER 9/1 Labor Day ALL BUILDINGS CLOSED 9/15 eLearning / * Asynchronous Day - staff PD</p> <p>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</p> <p>NOVEMBER 11/26-28 Thanksgiving Recess ALL SCHOOLS CLOSED</p> <p>DECEMBER 12/19 End of 2nd Grading Period / Semester 12/22-1/2/25 Winter Recess ALL SCHOOLS CLOSED</p>	<p>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</p> <p>FEBRUARY 2/13-2/16 Presidents' Recess ALL SCHOOLS CLOSED</p> <p>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</p> <p>APRIL 4/3-10 Spring Break ALL SCHOOLS CLOSED 4/16 Kindergarten Kick-off (evening school visits)</p> <p>MAY 5/25 Memorial Day ALL BUILDINGS CLOSED 5/29 LAST DAY OF SCHOOL FOR STUDENTS</p> <p>JUNE</p>
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184 Teacher Days/180 Student Days

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

1st Semester 89 days

2nd Semester 95 days

For Final Board Approval 1/28/2025

Book	Policy Manual
Section	7000 Property
Title	PROPOSED REVISED - STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY
Code	po7540.03
Status	Second Reading
Adopted	November 22, 2016
Last Revised	March 8, 2022
Last Reviewed	January 28, 2025

7540.03 - ~~NETWORK AND INTERNET~~ STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning, to incorporate the vast, diverse, and unique resources available through the Internet. The School Board provides Technology Resources (as defined in Bylaw 0100 - Definitions) to support the educational and professional needs of its students and staff. With respect to students, School Corporation Technology Resources afford them the opportunity to acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board provides students with access to the Internet for limited educational purposes only and utilizes online educational apps and services to enhance the instruction delivered to its students. The Corporation's computer network and Internet system do not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

The Board regulates the use of Corporation Technology Resources by principles consistent with applicable local, State, and Federal laws, the Corporation's educational mission, and articulated expectations of student conduct as delineated in the Student Code of Conduct. This policy, its related administrative guidelines and the Student Code of Conduct govern students' use of Corporation Technology Resources and students' personal communication devices when they are connected to the Corporation computer network, Internet connection, and/or online educational apps and services, or when used while the student is on Corporation-owned property or at a Corporation-sponsored activity (see Board Policy 5136 - Personal Communication Devices).

Users are prohibited from engaging in actions that are illegal (such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment, and the like) when using Corporation Technology Resources. Because its Technology Resources are not unlimited, the Board also has instituted restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers.

Users have no right to or expectation of privacy when using Corporation Technology Resources (including but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity when using the Corporation's computer network and/or Internet connection).

First, the Corporation may not be able to limit access technologically, through its Technology Resources, to only those services and resources that have been authorized for the purpose of instruction, study, and research related to the curriculum. Unlike in the past, when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

The Board prohibits the sending, receiving, viewing, or downloading of materials that are harmful to minors on computers and other technology related devices owned or leased by the Corporation or connected to the Corporation computer network.

Pursuant to State and Federal law, the Board has implemented technology protection measures that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using the Corporation Technology Resources if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Superintendent or Director of Technology temporarily or permanently may unblock access to websites or online education apps and services containing appropriate material if access to such sites has been blocked inappropriately by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protective actions of the technology protection measures.

Parents/Guardians are advised that a determined user may be able to gain access to apps and services and/or resources on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents may find inappropriate, offensive, objectionable or controversial. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communication
- B. the dangers inherent with the online disclosure of personally identifiable information
- C. the consequences of unauthorized access (e.g., "hacking," "harvesting," "digital piracy," "data mining," etc.), cyberbullying, and other unlawful or inappropriate activities by students online
- D. unauthorized disclosure, use, and dissemination of personally identifiable information regarding minors

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions or use of specific monitoring tools to review browser history and network, server, and computer logs.

Building principals are responsible for providing training so that Ed-Tech users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of Corporation Technology Resources. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social media and in chat rooms and cyberbullying awareness and response. Users of Corporation Technology Resources (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students will be assigned a school email account that they are required to utilize for all school-related electronic communications, including those to staff members, peers, and individuals and/or organizations outside the Corporation with whom they are communicating for school-related projects and assignments.

Students are responsible for good behavior when using Corporation Technology Resources - i.e., behavior comparable to that expected of students when they are in classrooms, in school hallways, on other school premises and at school-sponsored events. Communications on Education Technology are often public in nature. General school rules for behavior and communication apply. The Corporation does not approve any use of its Technology Resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Use of Artificial Intelligence/Natural Language Processing Tools for School Work

Students are required to rely on their own knowledge, skills, and resources when completing school work. In order to ensure the integrity of the educational process and to promote fair and equal opportunities for all students, except as outlined below, the use of Artificial Intelligence (AI) and Natural Language Processing (NLP) tools (collectively, "AI/NLP tools") is strictly prohibited for the completion of school work. The use of AI/NLP tools, without the express permission/consent of a teacher, undermines the learning and problem-solving skills that are essential to academic success and that the staff is tasked to develop in each student. Students are encouraged to develop their own knowledge, skills, and understanding of course material rather than relying solely on AI/NLP tools and they should ask their teachers when they have questions and/or need assistance. Unauthorized use of AI/NLP tools is considered a form of plagiarism and any student found using these tools without permission or in a prohibited manner will be disciplined in accordance with the Student Code of Conduct.

Notwithstanding the preceding, students can use AI/NLP tools in the school setting if they receive prior permission/consent from their teacher, so long as they use the AI/NLP tools in an ethical and responsible manner. Teachers have the discretion to authorize students to use AI/NLP tools for the following uses:

- A. **Research assistance:** AI/NLP tools can be used to help students quickly and efficiently search for and find relevant information for their school projects and assignments.
- B. **Data Analysis:** AI/NLP tools can be used to help students analyze, understand, and interpret large amounts of data, such as text documents or social media posts. This can be particularly useful for research projects or data analysis assignments - e.g., scientific experiments and marketing research.
- C. **Language translation:** AI/NLP tools can be used to translate texts or documents into different languages, which can be helpful for students who are learning a new language or for students who are studying texts written in a different language.
- D. **Writing assistance:** AI/NLP tools can provide grammar and spelling corrections, as well as suggest alternative word choices and sentence structure, to help students improve their writing skills.
- E. **Accessibility:** AI/NLP tools can be used to help students with disabilities access and understand written materials. For example, text-to-speech software can help students with specific learning disabilities or visual impairments to read texts and AI-powered translation tools can help students with hearing impairments understand spoken language.

As outlined above, under appropriate circumstances, AI/NLP tools can be used as a supplement to but not a replacement for traditional learning methods. Consequently, with prior teacher permission/consent, students can use such resources to help them better understand and analyze information and/or access course materials. If a student has any questions about whether they are permitted to use AI/NLP tools for a specific class assignment, they should ask their teacher.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action may be imposed on them. Users are personally responsible and liable both, civilly and criminally, for uses of Technology Resources that are not authorized by this Policy and its accompanying guidelines.

The Board designates the Superintendent and District Counsel/Chief of Staff as the administrators responsible for initiating, implementing, and enforcing this Policy and its accompanying guidelines as they apply to students' use of Corporation Technology Resources.

This policy shall be posted on the Corporation's website.

P.L. 106-554 (2000), Children's Internet Protection Act of 2000
 47 U.S.C. 254(h)(1)(B), Communications Act of 19334, as amended (2003)
 18 U.S.C. 1460
 18 U.S.C. 2246
 18 U.S.C. 2256
 20 U.S.C. 6301 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended (2003)
 20 U.S.C. 6777, 9134 (2003)
 47 C.F.R. 54.500 - 54.523
 I.C. 20-26-5-40.5
 I.C. 35-49-2-2

Cross References

po0100 - DEFINITIONS
 po5136 - PERSONAL COMMUNICATION DEVICES
 po5500 - STUDENT CONDUCT
 po7540.09 - ARTIFICIAL INTELLIGENCE

The Superintendent's implementation of guidelines and procedures describing responsible and acceptable use of technology, networks, and information shall include, but not be limited to the following notifications to Users. It is the School Board's expectation that the Superintendent will tailor the format of the information to be appropriate to its intended audiences, such as Employees, Students, or Families.

- A. Philosophy and Purpose
- B. A description of Scope from Policy 7540
- C. A statement regarding the Limited Educational Purpose of the corporation's technology systems from Policy 7540
- D. Notification that the Use of System is a Privilege from Policy 7540
- E. A description of expectations and limitations regarding Technology Privacy from Policy 7540.01
- F. The following notice regarding technology protection measures

The Corporation has implemented the use of technology protection measures which are specific technologies that will protect against (e.g. filter or block) access to visual displays/depictions that are obscene, child pornography, and materials that are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Corporation or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The technology protection measures may not be disabled at any time that students may be using the Network if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Corporation utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate, and/or harmful to minors. Nevertheless, parents/guardians are advised that a determined user may be able to gain access to services on the Internet that the Corporation has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents/guardians may find inappropriate, offensive, objectionable, or controversial. Parents/Guardians assume risks by consenting to allow their child to participate in the use of the Internet. Parents/Guardians of minors are responsible for setting and conveying the standards that their children should follow when using the Internet. The Board supports and respects each family's right to decide whether to apply for independent student access to the Internet.

G. The following notice regarding the instruction to be provided to students regarding technology safety:

Pursuant to Federal law, staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified below. Furthermore, staff members will monitor the online activities of students while in school. This monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions, or the use of specific monitoring tools to review browser history and network, server, and computer logs.

1. safety and security while using email, chat rooms, social media, and other forms of direct electronic communications;
2. the dangers inherent with the online disclosure of personally identifiable information;
3. the consequences of unauthorized access (e.g., "hacking"), cyberbullying, and other unlawful or inappropriate activities by students online; and
4. unauthorized disclosure, use, and dissemination of personal information regarding minors.

Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the Internet. Students (and their parents if they are minors) are required to sign an agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

H. Guidance for Responsible Use of Technology, including the following:

The Board believes that technology users have the same responsibilities while using Board technology that are expected in any other school activity. Responsible use of technology is legal, ethical, academically honest, respectful of the rights of others, and consistent with the Board's mission.

While online, students should not reveal personal information such as name, age, gender, home address, or telephone number, and are encouraged not to respond to unsolicited online contacts and to report to a teacher or supervisor any online contacts which are frightening, threatening, or otherwise inappropriate. Students shall not be required to divulge personal information for access to a non-corporation managed technology.

The Board prohibits the sending, receiving, viewing, or downloading of materials that are harmful to minors on computers and other technology related devices owned or leased by the Corporation or connected to the Corporation's computer network.

Users will become familiar with and follow all laws, including copyright laws and fair use guidelines.

Users accessing information or communicating using Board technology shall be responsible for knowing what information is confidential under law or Board policy, and that the transmission of confidential information in error may result in discipline to the user transmitting the confidential information.

I. A list of Unacceptable Uses, including, but not limited to the following:

1. Users will not use the school corporation system to access, review, upload, download, store, print, post, or distribute;
 - a. pornographic, obscene, or sexually explicit material or other visual depictions that are harmful to minors;
 - b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
 - c. materials that use language or images that are inappropriate to the educational setting or disruptive to the educational process or information or materials that could cause damage or danger of disruption;
 - d. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute bullying, harassment, or discrimination unless used as primary source material for the study of a subject under the direct supervision of a teacher;
2. Users will not use external proxy servers or other means of bypassing the corporation's Internet content filter to gain access to these materials.

J. Users will not use the school corporation system to knowingly or recklessly post false or defamatory information about a person or organization, bully or harass another person, nor engage in personal attacks, including prejudicial or discriminatory attacks:

K. Users will not use the school corporation system to engage in any illegal act or violate any local, State, or Federal statute or law.

L. Users will not use the school corporation system to vandalize, damage, or disable the property of another person or organization; will not make deliberate attempts to degrade or disrupt equipment, software, or system performance by spreading computer viruses or by any other means; will not tamper with, modify or change the school corporation system software, hardware or wiring or take any action to violate the school corporation system's security; and will not use the school corporation system in such a way as to disrupt the use of the system by other users:

M. Users will not use the school corporation system to gain unauthorized access to information resources nor to access another person's materials, information, or files without the implied or direct permission of that person.

N. Users will not use the school corporation system to post private information about another person or to post personal contact information about themselves or other persons including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords:

- O. Users will not attempt to gain unauthorized access to the school corporation system or any other system through the school corporation system, nor attempt to log in through another person's account, nor use computer accounts, access codes, or network identification other than those assigned to the user.
- P. Users will not use the school corporation system to violate copyright laws, or usage licensing agreements, nor otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.
- Q. Users will not use the school corporation system for the conduct of a business, for unauthorized commercial purposes, or for financial gain unrelated to the mission of the school corporation. Users will not use the school corporation system to offer or provide goods or services or for product advertisements. Users will not use the school corporation system to purchase goods or services for personal use without authorization from the appropriate school corporation official.
- R. Users will not use the school corporation system to access any material or resource which results in the school corporation receiving an unauthorized billing. Any financial obligation incurred by a User through the Internet is the sole responsibility of the staff member, the student, or the student's parents.
- S. Users will not use excessive data storage or network bandwidth for non school related purposes. This includes unauthorized file downloads, Internet radio or video, peer-to-peer file sharing, chat rooms, games, instant messenger services, or the transfer of unusually large or numerous files or e-mail messages.
- T. Users may access the school corporation's wireless network using personal property if such access is approved by the appropriate Corporation official subject to the terms and provisions of that network. However, Users may not use personal property to gain access to the school corporation's wired network without proper authorization from a corporation official.

The aforementioned principles and guidelines are extended to networks and information technology resources outside of the school corporation which are accessed through the corporate network via the Internet. Networks or information technology resource providers outside of the corporation may, in turn, impose additional conditions of appropriate use which the user is responsible to observe when using those resources.

A student or employee engaging in the foregoing unacceptable uses of the Internet when off school corporation premises also may be in violation of this policy as well as other school corporation policies. Examples of such violations include, but are not limited to, situations where the school corporation system is compromised, if a school corporation employee or student is negatively impacted, or if the educational setting or educational process is disrupted. (First Amendment Rights do apply in these situations, however.) If the school corporation receives a report of an unacceptable use originating from a non school computer or resource, the school corporation may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct including, but not limited to, suspension or cancellation of the use or access to the school corporation computer system and the Internet and discipline under other appropriate school corporation policies, including suspension, expulsion, exclusion, or termination of employment.

If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school corporation official. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. A student may also in certain rare instances access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher.

- A. Information regarding the consequences associated with *Violation of this Policy* from Policy 7540
- B. Disclosure regarding *Limitations on School Corporation Liability* from Policy 7540
- C. A "Responsible and Acceptable Use of Technology" signature form for students and parents, including, but not limited to the following:

As a condition of using the Elkhart Community Schools' computer system and network, I understand and agree to the following:

- A. I (My child) will comply with Board Policy 7540.03 which governs the responsible and acceptable use of the technology, networks, and information of the Elkhart Community Schools.
- B. I hereby knowingly and voluntarily agree that Elkhart Community Schools shall have the right to review any material stored on any system provided by the school corporation to edit or remove any material.
- C. In consideration for (my child) using the Internet and having access to public networks, I hereby release Elkhart Community Schools, its officers, employees, and agents from any and all claims and damages arising from misuse, or inability to use the Internet, loss of personal information or data, or information retrieved through the use of the corporation's technical resources.
- D. I understand that any violation of Board Policy 7540.03 is unethical and may constitute a violation of the law. Should any violation of the policy and/or criminal code be committed, I understand and agree that my (child's) access privileges are subject to revocation, school disciplinary action up to and including expulsion may be taken, and/or appropriate legal action may be taken.

(Student Name)/(Student Signature)/(Date)

I understand that any violation of Board Policy 7540.03 is unethical and may constitute a violation of the law. Should any violation of the policy and/or criminal code be committed, I understand and agree that my [child's] access privileges are subject to revocation, school disciplinary action up to and including expulsion may be taken, and/or appropriate legal action may be taken.

As the parent or guardian of this student, I agree that my child will abide by Board Policy 7540.03 relating to acceptable use of the school corporation computer system and the Internet. I understand that this access is designed for educational purposes. However, I also recognize it is impossible for the school corporation to restrict access to all controversial materials and I will not hold the school corporation or its employees or agents responsible for materials acquired on the Internet.

I further agree that I will assume full responsibility for any and all costs, financial and otherwise, that may be incurred by the student while using Elkhart Community Schools provided access to the Internet when such costs have not been authorized or approved by the school corporation.

I hereby give permission to issue an account for my child and certify that the information contained on this form is correct.

(Parent Name) / (Parent Signature) / (Date) (Parent

Book	Policy Manual
Section	7000 Property
Title	PROPOSED NEW POLICY - STAFF TECHNOLOGY ACCEPTABLE USE AND SAFETY
Code	po7540.06
Status	Second Reading
Last Reviewed	January 28, 2025

7540.06 - STAFF TECHNOLOGY ACCEPTABLE USE AND SAFETY

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning, to incorporate the vast, diverse, and unique resources available through the Internet. The School Board provides School Corporation Technology Resources and Information Resources (as defined by Bylaw 0100 - Definitions) to support the educational and professional needs of its staff and students. The Board provides staff with access to the Internet for limited educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students and to facilitate the staff's work. The Corporation's computer network and Internet system do not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

The Board regulates the use of Corporation Technology Resources and Information Resources by principles consistent with applicable local, State, and Federal laws, and the Corporation's educational mission. This policy, its related administrative guidelines, Board Policy 7544 - Use of Social Media and AG 7544 - Use of Social Media, and any applicable employment contracts and collective bargaining agreements govern the staffs' use of the Corporation's Technology Resources and Information Resources and staff's personal communication devices (PCDs) when they are connected to the Corporation's computer network, Internet connection and/or online educational apps and services, or when used while the staff member is on Corporation-owned property or at a Corporation-sponsored activity (see Board Policy 7530.02 - Web Content, Apps and Services).

Users are prohibited from engaging in actions that are illegal (such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment, and the like) when using Corporation Technology Resources and Information Resources. Because its Technology Resources are not unlimited, the Board also has instituted restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers.

Users have no right to or expectation of privacy when using Corporation Technology Resources and Information Resources (including but not limited to privacy in the content of their personal files, e-mails, and records of their online activity when using the Corporation's computer network and/or Internet connection).

Staff members are expected to utilize Corporation Technology Resources and Information Resources to promote educational excellence in our schools by providing students with the opportunity to develop the resource sharing, innovation, and communication skills and tools that are essential to both life and work. The Board encourages the faculty to develop the appropriate skills necessary to effectively access, analyze, evaluate, and utilize these resources in enriching educational activities. The instructional use of the Internet and online educational services will be guided by Board Policy 2520 - Selection of Instructional Materials and Equipment.

The Internet is a global information and communication network that provides students and staff with access to up-to-date, highly relevant information that will enhance their learning and the education process. Further, Corporation Technology Resources provide students and staff with the opportunity to communicate with other people from throughout the world. Access to such an incredible quantity of information and resources brings with it, however, certain unique challenges and responsibilities.

The Corporation may not be able to limit access technologically through its Technology Resources to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past, when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection

criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources which may not have been screened by educators for use by students of various ages.

The Board prohibits the sending, receiving, viewing, or downloading of materials that are harmful to minors on computers and other technology related devices owned or leased by the Corporation or connected to the Corporation's computer network.

The Board prohibits an employee from using Corporation Technology Resources and Information Resources to:

- A. engage in lobbying (as defined in I.C. 2-7-1-9) that is outside the scope of the employee's duties;
- B. engage in illegal activity; or
- C. violate the Corporation's cybersecurity policy (if applicable).

Pursuant to Federal law, the Corporation has implemented technology protection measures that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act or I.C. 35-49-2-2. At the discretion of the Board or Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using Corporation Technology Resources and Information Resources if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any staff member who attempts to disable the technology protection measures without express written consent of an appropriate administrator will be subject to disciplinary action, up to and including termination.

The Superintendent may unblock temporarily or permanently access to websites or online educational apps and services containing appropriate material if access to such sites has been blocked inappropriately by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protective actions of the technology protection measures. The Superintendent or also may disable the technology protection measures to enable access for bona fide research or other lawful purposes.

Staff members will participate in professional development programs in accordance with the provisions of law and this policy. Training shall include:

- A. the safety and security of students while using e-mail, chat rooms, social media, and other forms of direct electronic communications;
- B. the inherent danger of students disclosing personally identifiable information online;
- C. the consequences of unauthorized access (e.g., "hacking," "harvesting," "digital piracy," "data mining," etc.), cyberbullying and other unlawful or inappropriate activities by students online; and
- D. unauthorized disclosure, use, and dissemination of personally identifiable information regarding minors.

Furthermore, staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above, and staff members will monitor students' online activities while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

The disclosure of personally identifiable information about students online is prohibited.

Building principals are responsible for providing training so that users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the Corporation Technology Resources. All users of Corporation Technology Resources are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Staff will be assigned a school email address that they are required to utilize for all school-related electronic communications, including those to students, parents, and other constituents, fellow staff members, and vendors or individuals seeking to do business with the Corporation.

Staff members are responsible for good behavior on Corporation Technology Resources and Information Resources, i.e., behavior comparable to that expected when they are in classrooms, in school hallways, on other school premises and at school-sponsored events.

Communications on Education Technology are often public in nature. The Board does not approve any use of its Technology Resources and Information Resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines and Board Policy 7544 - Use of Social Media and its accompanying guidelines.

Staff members' use of Corporation Technology Resources and Information Resources to access or use social media shall be consistent with Board Policy 7544 - Use of Social Media and its accompanying guidelines.

An employee's personal or private use of social media may have unintended consequences. While the Board respects its employees' First Amendment rights, those rights do not include permission to post inflammatory comments that could compromise the Corporation's mission, undermine staff relationships, or cause a substantial disruption to the school environment. This warning includes staff members' online conduct that occurs off school property, including from the employee's private computer. Postings to social media should be done in a manner sensitive to the staff member's professional responsibilities.

General school rules for behavior and communication apply.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action may be taken against them. Users are personally responsible and liable, both civilly and criminally, for uses of Technology Resources and Information Resources not authorized by this Board Policy and its accompanying guidelines. Users who violate this policy will be subject to disciplinary action, up to and including termination.

The Board designates the Superintendent and the District Counsel/Chief of Staff as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to staff members' use of Corporation Technology Resources and Information Resources.

Social Media Use

In addition, Federal and State confidentiality laws forbid schools and their employees from using or disclosing student education records without parent consent (see Board Policy 8330 - Student Records). Education records include a wide variety of information, and posting personally identifiable information about students is not permitted. Staff members who violate State and Federal confidentiality laws or privacy laws related to the disclosure of confidential student or employee information may be disciplined.

Nothing in this policy is intended to interfere with any school employee's rights under applicable law with respect to union organizing or collective bargaining.

Use of Artificial Intelligence/Natural Language Processing Tools

Staff are permitted to use Artificial Intelligence (AI) and Natural Language Processing (NLP) tools (collectively, "AI/NLP tools") to accomplish their job responsibilities so long as the use is ethical, responsible, and does not violate any provisions of this policy (e.g., it does not infringe on students' or staff members' privacy rights, violate their duty to maintain confidentiality related to personally identifiable information, etc.).

With respect to students, it is the Board's policy that they are required to rely on their own knowledge, skills, and resources when completing school work. In order to ensure the integrity of the educational process and to promote fair and equal opportunities for all students, except as outlined below, students are prohibited from using AI/NLP tools to complete school work. The use of AI/NLP tools without the express permission/consent of a teacher is considered to undermine the learning and problem-solving skills that are essential to a student's academic success and that the staff is tasked to develop in each student. Consequently, students are encouraged to develop their own knowledge, skills, and understanding of course material rather than relying solely on AI/NLP tools, and they are expected to ask their teachers when they have questions and/or need assistance. A student's unauthorized use of AI/NLP tools is considered a form of plagiarism, and any student found using such tools without permission or in a prohibited manner will be disciplined in accordance with the Student Code of Conduct.

Notwithstanding the preceding, students are allowed to use AI/NLP tools in the school setting if they receive prior permission/consent from their teacher, so long as they use the AI/NLP tools in an ethical and responsible manner. Teachers have the discretion to authorize students to use AI/NLP tools for the following uses:

- A. Research assistance: AI/NLP tools can be used to help students quickly and efficiently search for and find relevant information for their school projects and assignments.

- B. Data Analysis: AI/NLP tools can be used to help students to analyze, understand, and interpret large amounts of data, such as text documents or social media posts. This can be particularly useful for research projects or data analysis assignments, e.g., scientific experiments and marketing research.
- C. Language translation: AI/NLP tools can be used to translate texts or documents into different languages, which can be helpful for students who are learning a new language or for students who are studying texts written in a different language.
- D. Writing assistance: AI/NLP tools can provide grammar and spelling corrections, as well as suggest alternative word choices and sentence structure, to help students improve their writing skills.
- E. Accessibility: AI/NLP tools can be used to help students with disabilities access and understand written materials. For example, text-to-speech software can help students with specific learning disabilities or visual impairments to read texts and AI-powered translation tools can help students with hearing impairments to understand spoken language.

As outlined above, under appropriate circumstances, AI/NLP tools can be used effectively as a supplement to but not a replacement for traditional learning methods. Consequently, with prior teacher permission/consent, students can use AI/NLP tools to help them better understand and analyze information and/or access course materials. If a student has any questions about whether they are permitted to use AI/NLP tools for a specific class assignment, they should ask their teacher.

This policy shall be posted on the Corporation's website.

P.L. 106-554 (2000), Children's Internet Protection Act

47 U.S.C. 254(h)(1)(B), Communications Act of 1934, as amended (2003)

18 U.S.C. 1460

18 U.S.C. 2246

18 U.S.C. 2256

20 U.S.C. 6301 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended (2003)

20 U.S.C. 6777, 9134 (2003)

47 C.F.R. 54.500 - 54.523

I.C. 2-7-1-9

I.C. 20-26-5-40.5

I.C. 35-49-2-2

Cross References

po0100 - DEFINITIONS

po2520 - SELECTION OF CURRICULAR MATERIALS, SCHOOL LIBRARY MATERIALS, AND EQUIPMENT

po7530.02 - STAFF USE OF PERSONAL COMMUNICATION DEVICES

po7540 - TECHNOLOGY

po7544 - USE OF SOCIAL MEDIA

po7540.09 - ARTIFICIAL INTELLIGENCE

po8330 - STUDENT RECORDS

ag7544 - USE OF SOCIAL MEDIA

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Book	Policy Manual
Section	7000 Property
Title	PROPOSED NEW POLICY - ARTIFICIAL INTELLIGENCE ("AI")
Code	PO7540.09
Status	Second Reading
Last Reviewed	January 28, 2025

7540.09 - ARTIFICIAL INTELLIGENCE ("AI")

The School Board recognizes the positive impact that artificial intelligence ("AI") technology may have on the School Corporation's educational program and operations. The Superintendent is authorized to support the use of AI technology when its use is consistent with the Corporation's mission, goals, and operational integrity.

Any use of AI technology in the Corporation's educational program or operations must be in accordance with State and Federal law as well as Board policies including, but not limited to, the following: Board Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs and Activities; Board Policy 5136 - Personal Communication Devices; Board Policy 5500 – Student Conduct; Board Policy 7540.03 – Student Technology Acceptable Use and Safety; Board Policy 7540.06 – Staff Technology Acceptable Use and Safety; Board Policy 8330 – Student Records; Board Policy 8350 - Confidentiality; and Board Policy 8351 - Security Breach of Confidential Databases.

Violation of this policy may result in disciplinary consequences. Students may be disciplined for violations, up to and including suspension or expulsion. Staff may be disciplined for violations, up to and including suspension or termination of employment. The Administration will refer any illegal acts to law enforcement.

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ACCOUNT BALANCES/INVESTMENT DETAIL
December 2024

CASH:

Petty Cash	\$ 500.00
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BANK ACCOUNTS:

Everwise Credit Union	\$ 3,016,684.67
Lake City Bank – Accounts Payable	(361,093.15)
Lake City Bank – Payroll Account	(455,835.19)
Lake City Bank – Flex Account	87,543.61
Lake City Bank – Merchant Account	-
Lake City Bank – Prepaid Lunch	2,148,919.17
Lake City Bank – Deposit Account	36,484,557.26

INVESTMENTS:

Certificate of Deposit	-
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\$ 40,921,276.37

Medical Plan Experience

November 2024

	<u>Cur Mo</u>	<u>Cur Mo Pr Yr</u>	<u>Cur Mo Chg</u>	<u>YTD Cur</u>	<u>YTD Pr</u>	<u>YTD Chg</u>
Anthem Medical	\$ 814,979	\$ 641,493	\$ 173,486	\$ 9,069,443	\$ 6,659,039	\$ 2,410,404
CVS Rx	\$ 224,283	\$ 250,549	\$ (26,266)	\$ 2,251,802	\$ 2,433,519	\$ (181,717)
Rx Rebate	\$ -	\$ -	\$ -	\$ (820,080)	\$ (799,712)	\$ (20,368)
Less Amt Above Stop Loss	\$ (44,868)	\$ (18,499)	\$ (26,369)	\$ (1,372,786)	\$ (165,072)	\$ (1,207,714)
Claim Cost Total	\$ 994,394	\$ 873,543	\$ 120,851	\$ 9,074,414	\$ 8,127,774	\$ 1,000,605
Expected Claim Cost	\$ 910,052	\$ 892,764	\$ 17,288	\$ 9,911,244	\$ 10,452,707	\$ (541,463)
Claims vs. Expected	\$ 84,342	\$ (19,221)		\$ (836,830)	\$ (2,324,933)	
Non Claim Costs (administration, clinic, pharmacy, stop-loss)	\$ 239,168	\$ 239,326	\$ (158)	\$ 2,681,979	\$ 2,812,103	\$ (130,124)
Total Cost (Claim + Non-claim)	\$ 1,233,562	\$ 1,112,869	\$ 120,693	\$ 11,756,393	\$ 10,939,877	\$ 816,516
Enrollment (Employees)	1,073	1,031	4.1%	11,635	11,157	4.3%
Cost Per Employee Per Month (PEPM)	\$ 1,149.64	\$ 1,079.41	6.5%	\$ 1,010.43	\$ 980.54	3.0%

Medical Plan Experience

December 2024

	<u>Cur Mo</u>	<u>Cur Mo Pr Yr</u>	<u>Cur Mo Chg</u>	<u>YTD Cur</u>	<u>YTD Pr</u>	<u>YTD Chg</u>
Anthem Medical	\$ (331,897)	\$ 772,119	\$ (1,104,016)	\$ 8,737,546	\$ 7,431,158	\$ 1,306,388
CVS Rx	\$ 252,825	\$ 271,398	\$ (18,573)	\$ 2,497,975	\$ 2,699,741	\$ (201,766)
Rx Rebate	\$ (239,396)	\$ (280,306)	\$ 40,910	\$ (1,059,477)	\$ (1,080,018)	\$ 20,541
Less Amt Above Stop Loss	\$ 780,591	\$ (14,665)	\$ 795,256	\$ 592,195	\$ (179,737)	\$ 771,932
Claim Cost Total	\$ 462,123	\$ 748,546	\$ (286,423)	\$ 10,768,239	\$ 8,871,144	\$ 1,897,095
Expected Claim Cost	\$ 911,623	\$ 895,279	\$ 16,344	\$ 20,734,111	\$ 11,349,558	\$ 9,384,553
Claims vs. Expected	\$ (449,500)	\$ (146,733)		\$ (9,965,872)	\$ (2,478,414)	
Non Claim Costs	\$ 255,400	\$ 245,826	\$ 9,574	\$ 5,619,350	\$ 3,064,312	\$ 2,555,038
(administration,clinic, pharmacy, stop-loss)						
Total Cost (Claim + Non-claim)	\$ 717,523	\$ 994,372	\$ (276,849)	\$ 12,467,255	\$ 11,689,630	\$ 777,625
Enrollment (Employees)	1,076	1,034	4.1%	12,711	12,191	4.3%
Cost Per Employee Per Month (PEPM)	\$ 666.84	\$ 961.68	-30.7%	\$ 980.82	\$ 958.87	2.3%