

PUBLIC WORK SESSION
OF THE
BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools
Elkhart, Indiana

NOTICE OF MEETING TIME CHANGE

Date: Tuesday, June 10, 2025
Time: **5:30 p.m.**
Location: J.C. Rice Educational Services Center
2720 California Road
Elkhart, Indiana 46514



Superintendent of Schools

Posted and electronically delivered
to News Media on Thursday,
June 5, 2025 and electronically
delivered to Board Members and School
Attorney on Friday, June 6, 2025.

AGENDA FOR
BOARD OF SCHOOL TRUSTEES
REGULAR MEETING

Elkhart Community Schools
Elkhart, Indiana

June 10, 2025

CALENDAR

June	10	5:30 p.m.	Public Work Session, J.C. Rice Educational Services Center
June	10	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center
June	24	6:00 p.m.	Public Work Session, J.C. Rice Educational Services Center
June	24	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. EXCELLENCE OF ELKHART
- F. CONSENT ITEMS:

- Minutes – May 27, 2025 – Regular Board Meeting
 - Claims
 - Fundraisers
 - Extra-Curricular Purchases
 - Gift Acceptances
 - Conference Leaves
 - Contracts
 - Personnel Report

- G. NEW BUSINESS

Textbook Adoption – The administration recommends approval of the proposed curriculum and textbook adoptions for the following subject areas:

- Elementary: English Language Arts
- Middle School: English Language Arts, Math, and Social Studies
- High School:
 - English Language Arts
 - U.S. Government
 - U.S. History
 - Economics (including high school and Ivy Tech)

- World History (grade 10 only)
- DC U.S. Government (Ivy Tech)
- AP World History
- Sociology
- Psychology

Board Policy 3422.12S – Employees in Miscellaneous Positions Compensation Plan
– The administration presents proposed revisions to Board Policy 3422.12S – Employees in Miscellaneous Positions Compensation Plan for initial consideration.

Recommendation for Award – The Business Office recommends award of contract for Food Service Management Services.

H. INFORMATION AND PROPOSALS

From Superintendent and Staff

From Board

I. ADJOURNMENT

Excellence of Elkhart

June 10, 2025



Excellence of Elkhart

ACADEMICS • ARTS • ATHLETICS



ACADEMICS

2025 EHS Senior Awards and Scholarships





ACADEMICS

Pre-Nursing I





ACADEMICS

EHS Graduation





ARTS

Indiana All-Star Marching Band





ARTS

**Creative Writing students
partner with second graders**





ATHLETICS

**Catherine Wolf Award:
Elizabeth Higgins**





ATHLETICS

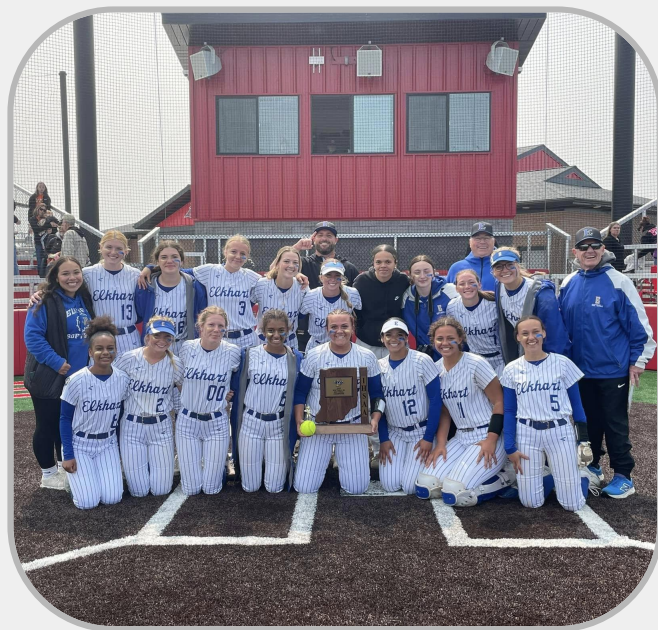
**Tim Bringle Award:
Max Malloy**





ATHLETICS

Softball Sectional Champions





FUTURE HAPPENINGS

- **June:** Summer schools and various opportunities throughout the district
- **June 11:** Tim Bringle Awards

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ElkhartCommunitySchools



Elkhartschools



Elkhart Community Schools



MINUTES
OF THE REGULAR MEETING
OF THE BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools
Elkhart, Indiana

May 27, 2025

J.C. Rice Educational Services Center, 2720 California Road, Elkhart, Indiana 46514 – at 7:00 p.m.	Place/Time
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Board Members Present:	Troy E. Scott Douglas K. Weaver Kellie L. Mullins	Mike Burnett Dacey S. Davis Eric Ivory Anne M. VonDerVellen	Roll Call
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Board President Troy Scott called the regular meeting of the Board of School Trustees to order.	Call to Order
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Board Member Dacey Davis recited the Elkhart Promise.	The Elkhart Promise
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Board President Troy Scott acknowledged the superintendent's contract was previously removed from the agenda to allow for further discussion among Board members and with Dr. Huff. Following those conversations, the Board adjusted the contract accordingly. The revised contract was properly noticed with the updated terms to be presented at this meeting for Board approval.	Superintendent's Contract
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Board Vice President Doug Weaver provided a detailed and impactful commentary on the scope and gravity of the superintendent's responsibilities. He outlined key duties associated with the role, including overseeing the education, health, and safety of over 10,000 students; effective communication with more than 20,000 parents and community members; and management of approximately 1,850 employees.

He further emphasized the superintendent's accountability for the district's extensive assets—valued at over \$1 billion—including facilities totaling 3 million square feet, a transportation fleet covering 1.3 million miles annually, and an operating budget of \$156 million, which exceeds the budgets of the City of Elkhart and multiple neighboring districts combined.

Mr. Weaver underscored the high expectations for leadership, safety, fiscal responsibility, and public representation, noting the 24/7 nature of the position. He concluded with a challenge to the

community, encouraging them to reflect on their willingness to support the superintendent and the ongoing work of the district.

By unanimous action, the Board approved the First Amendment to the Superintendent's contract. (Codified File 2425-147)

Three (3) audience members addressed the Board during the meeting. Topics included concerns about coaching appointments, transportation-related issues, and support for continuing the annual Colorado trip.

Public Comment

Dr. Huff had the honor of recognizing Richard Golden for his outstanding contributions to Elkhart Community Schools (ECS). A lifelong resident and alumnus of Elkhart schools, Mr. Golden served as a dedicated science teacher at Brookdale Junior High and West Side Middle School.

Alumni
Excellence

Dr. Huff highlighted Mr. Golden's profound impact on students, particularly through his initiation of the Colorado trip in 1976. This two-week educational experience introduced students to national parks, historic sites, and rigorous hikes in the San Juan Mountains. For many, it was their first-time leaving Indiana. The trip has since become a beloved tradition, continuing to shape students' lives by fostering responsibility, courage, and perseverance.

A video tribute was played to honor Mr. Golden's remarkable contributions.

Dr. Huff concluded the recognition by emphasizing the importance of honoring individuals who have not only come through the Elkhart school system but continue to leave a lasting legacy. He highlighted the impact of their visionary efforts in shaping the lives of students and families, noting their ongoing contributions to improving the school community.

Mr. Golden shared reflections on the origins and impact of the Colorado trip, which he initiated 47 years ago while teaching science at Brookdale Junior High School. He explained the idea for the program was inspired by his experiences leading a co-ed scout troop on backpacking trips across the western United States. Observing his students applying classroom knowledge, such as geology and astronomy, in real-life settings during these trips, enabled him to recognize the potential for an educational summer program.

Upon returning from one such trip, he collaborated with a fellow teacher to write a proposal, which was ultimately approved, launching what has become a longstanding tradition in ECS.

Mr. Golden recounted a memorable story of students enduring a

challenging four-day mountain trek and then gathering around a bonfire, smiling, and sharing stories of their experiences. He described the transformation he observed in students—from tired but proud adventurers to poised and confident young men and women—after a visit to a natural hot spring in Colorado. He concluded by expressing the joy and fulfillment the program has brought to both him and generations of students.

Three (3) members of the Elkhart High School (EHS) Rocketry Team—Natalie Middleton, Olivia Eversol, and Dannah Pitogo—presented to the Board about their recent participation in the American Rocketry Challenge National Finals. The students shared their individual backgrounds and described their journey to the competition, where both EHS teams were among the top 100 selected from approximately 1,000 teams nationwide—and notably, both teams were all female and the only teams from Indiana.

Moment of
Pride

The students detailed their travel experience to Virginia, the competition process including rocket launches and scoring, and the challenges they faced due to weather conditions. Despite these difficulties, both teams completed successful launches, with one team placing 62nd and the other 70th overall.

In addition to the main competition, they participated in hands-on STEM activities, engaged with aerospace professionals including astronauts and Space Force representatives, and witnessed demonstrations of high-powered rockets. The students highlighted the importance of teamwork, adaptability, and hands-on learning throughout the experience.

They concluded by thanking their families, mentors, teachers, and sponsors for their support, which made their participation possible.

Board Members expressed their appreciation and pride for the EHS Rocketry Team students. They thanked the students for representing not only EHS, but also the state of Indiana, in such a positive and inspiring way. Board members acknowledged the significance of the experience, noting the students' personal milestones—such as a first flight—and the lasting impact of participating in a national STEM competition. They also encouraged the students to return in the future to mentor the next team. Special thanks were extended to Mr. Dan Welsh for introducing the rocketry program and to those who continued supporting it in his absence. The Board concluded by wishing the students continued success in their future academic and career endeavors.

Wendy Wood, Digital Communications Specialist, 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, Mrs. Wood shared several recent highlights from across the district, beginning with the accomplishments of over 200 EHS seniors who participated in Ivy Tech's spring graduation ceremony. Many of these students earned the Indiana College Core or completed associate degrees before receiving their high school diplomas. Thanks to the district's dual-credit partnerships, all credits were earned at no cost to families, resulting in significant savings on future tuition.

Students at North Side Middle School recently participated in a hands-on learning experience at the Elkhart Area Career Center (EACC). During their visit, students explored a wide range of programs, including culinary arts and healthcare, giving them a valuable early introduction to the career pathways available in high school and beyond.

EHS seniors also took part in the district's annual "Graduation Walks," returning to their former elementary and middle schools. These meaningful visits provided seniors an opportunity to reflect on their journey through ECS while serving as a source of inspiration for younger students.

At Beardsley Elementary, kindergarten students in Mrs. Kline's class took a creative approach to science by studying the five layers of the ocean. As part of their learning, students built visual models to bring their scientific understanding to life in a fun and engaging way.

Mrs. Wood also recognized the achievements of Graphic Design and Commercial Photography students at the EACC. Competing in the Student Division of the 2025 American Advertising Federation Awards—an event typically dominated by college students—EACC students earned an impressive four Gold and five Silver Awards. Their success underscores the strength of the district's career and technical education programs and its partnership with Ivy Tech.

Finally, EHS's Freshman Division hosted its Spring 2025 Food Truck event, showcasing students' culinary talents and teamwork. Staff and community members were invited to sample a variety of student-prepared dishes while celebrating the confidence and skills students have developed through the program.

In the area of Arts, Mrs. Wood shared that, for the sixth consecutive year, ECS has been recognized as a Best Community for Music Education by the NAMM Foundation. This national distinction honors the district's outstanding music education programs and celebrates the dedication of both student musicians and their educators.

Cleveland Elementary hosted its annual Fine Arts Day, offering a day-long celebration of the school’s vibrant arts programs. Students showcased their talents through musical performances and displayed artwork in gallery-style exhibits throughout the building. The event concluded with an evening open house, welcoming families to join in recognizing and celebrating the creativity and accomplishments of Cleveland’s young artists and musicians.

In the area of Athletics, Mrs. Wood highlighted several recent events and student achievements across the district. Elementary students participated in the annual Unified Special Olympics, where students of all abilities competed together in track and field events. Supported by their “buddies,” participants demonstrated remarkable teamwork, determination, and joy, creating a memorable and inclusive experience for all involved.

EHS football hosted its spring scrimmages, offering athletes valuable practice time and giving families an early preview of the fall 2025 team. The events also served as an opportunity for the Elkhart Lions community to rally together in anticipation of the upcoming season.

Additionally, North Side student Mytrell King was recognized for earning the title of Big 11 High Jump Champion with a jump of 5 feet, 8 inches—an outstanding accomplishment that reflects the dedication and talent of student-athletes throughout ECS.

Some upcoming events across Elkhart Schools include:

- May 29: LAST DAY OF SCHOOL
- June 3: Graduation
- June 4: EHS Sports Awards
- June 9: Catherine Wolf Awards
- June 11: Tim Bringle Awards

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 – May 13, 2025 – Regular Board Meeting	Minutes
Payment of claims totaling \$7,185,414.48 as shown on the May 27, 2025, claims listing. (Codified File 2425-148)	Payment of Claims
Proposed school fundraisers in accordance with Board policy. (Codified File 2425-149)	Fundraisers

Extra-curricular purchase requests: West Side/Student Council Extra-Curricular Fund to purchase five (5) pasta station meals from Olive Garden Elkhart in the amount of \$675 for Teacher Appreciation.	Extra-Curricular Purchases
The following donations were made to ECS: \$300 from Rocky Enfield Insurance to Instructional Leadership to be used to support National History Day national qualifiers with travel expenses; \$1,250 from Legacy Heating, Cooling, Plumbing & Electrical, LLC to EHS Athletic Department to be used to assist with the growth and development of student athletes; \$250 from Bonnell Aluminum to EHS to be used to support the Rocketry Teams and their travel expenses for the national competition; \$500 from the Community Foundation of Elkhart County on behalf of Mr. and Dr. Matthew Windy to be used towards the scholarship for a graduating senior enrolled in the Veterinary Careers class; \$7,500 from Simonton Sales, Inc. to EHS Student Activities Extra-Curricular account to be used for student awards, rewards, and various extra-curricular student/fund related events and expenses; donation of twelve (12) hats, ten (10) t-shirts, and four (4) Milwaukee Travel Mugs, and one (1) Milwaukee Drill/Driver Sets with an estimated value of \$900 to be used as door prizes for the EACC Career Fair; donation of a 2003 International Bus, VIN number DRBRAANX3B951423, with an owner estimated value of \$1,500, from Osceola Grace Brethren Church, to be used in the Diesel Technology Services class; and donation of a 2012 Paccar 12.9 engine, serial number Y022810, with an owner estimated value of \$4,800, from Jakob Falatovics Construction, to be used in the Diesel Technology Services class.	Gift Acceptances
Conference leave requests in accordance with Board policy for staff members as recommended by the administration on the May 27, 2025, listing. (Codified File 2425-150)	Conference Leaves
Submission Confirmation of the following grant: SVPP COPS 2025 Grant hosted by the Department of Justice in the amount of \$500,000 to be used for the purchase of weapons detection systems for all secondary buildings. (Codified File 2425-151)	Grants
Contract recommendations in accordance with Board policy on the May 27, 2025, listing. (Codified File 2425-152)	Contracts
	Personnel Report
Consent Agreements for two (2) certified staff regarding unpaid time (Codified File 2425-153)	Certified Agreements

Administrative appointment of one (1) certified administrator effective on dates indicated: Allyson Miller – Assistant Principal at West Side, 2025–26 school year	Administrative Appointments
Transfer of the following one (1) certified administrator effective for the 2025-26 school year: Tracy Martin – Assistant Principal at Bristol to Principal at Pinewood	Certified Administrative Transfers
Employment of the following seven (7) certified staff effective for the 2025-26 school year: Rhonda Cheney – Grade 3 at Bristol, 8/11/25 Brynn Dauby – Grade 4 at Cleveland, 8/11/25 Mary Flake – Choir Director at Elkhart High A&C and North Side, 8/11/25 Brianna Hooton – Health at West Side, 8/11/25 Sarah LaBounty – Grade 2 at Feeser, 8/11/25 Esther Sintim – Special Education/Intense at Elkhart High, 8/11/25 Morgan Springer – Grade 1 at Feeser, 8/11/25	Certified Employment
Transfer of the following twenty (20) certified staff effective August 11, 2025: Meghan Berkheiser – Grade 3 at Pinewood to Grade 2 at Beck Krista Dodd – Grade 4 at Beck to Grade 3 at Daly Emilia Garcia – ENL (TC) at Roosevelt to Grade 2 at Roosevelt Sandra Helfrick Hendrix – Science at Freshman Division to Science (Environmental) at Elkhart High A&C Christopher Hipsher – Special Education at Osolo to Special Education at North Side Airra Jackson – Grade 4 at Pinewood to Grade 5 at Beck James McClain – Mathematics at Elkhart High A&C to Mathematics at Pierre Moran James Martin – Special Education at Pierre Moran to Special Education at Elkhart High Kerry Mullet – Title I Facilitator at ESC to Grade 2 at Daly Shannon Newman – Special Education Intern (TC) at Pierre Moran to Special Education/Intense at Pierre Moran Holly Powell – Grade 1 at Woodland to Biology at Freshman Division Alejandra Puentes – Grade 4 at Pinewood to Grade 2 at Beck	Certified Transfers

Elizabeth Regules – ENL at Elkhart High A&C to World Languages at Elkhart High B&IR
 Riana Sass – Special Education at Feeser to Autism Coordinator at ESC
 Monica Shankle – Special Education at Beardsley to Special Education at Young Adult
 Nanci Tarantino – Special Education at Monger to Special Education at West Side
 Serena Utterback – Grade 3 at Roosevelt to Kindergarten at Feeser
 Jennifer VanDoren – Grade 3 at Beardsley to Grade 3 at Daly
 Rodesha Wildrick – Grade 3 at Pinewood to Grade 2 at Beck
 Kimberly Williams – Grade 4 at Beardsley to High Ability at Roosevelt

Reassignment of the following one (1) certified staff to a classified position:

Certified
Reassignments

Cassandra Cepeda – Business at Elkhart High B&IR

Resignation of the following nine (9) certified staff effective on dates indicated:

Certified
Resignations

Claudia Burmeister – Social Worker at North Side, 5/29/25
 Laura Cauthen – Special Education at Freshman Division, 5/29/25
 Megan Cordoba – Grade 2 at Daly, 5/29/25
 Michelle Crussemeyer – Kindergarten at Cleveland, 5/29/25
 Ryan Fellows – Social Studies at Pierre Moran, 5/5/25
 Rebekah Homan – Language Arts at Elkhart High HPS, 5/29/25
 Emma Irvine – Grade 4 at Roosevelt, 5/29/25
 Paige Neff – Grade 4 at Daly, 5/29/25
 Courtney Wesdorp – Intervention at Beck, 5/29/25

Revisions from resignation to retirement of the following two (2) certified staff:

Certified
Revisions

Sherri Holston – Grade 4 at Daly with 8 Years of Service
 Cheri Puetz – Media at Pierre Moran with 6 Years of Service

Retirement of the following one (1) certified staff effective on dates indicated:

Certified
Retirements

Diane Ummel – ENL at Osolo, 5/29/25 with 28 Years of Service

Employment of the following two (2) classified employees effective on the dates indicated: Bryon Daiber – Custodian at Elkhart High, 7/21/25 Holly Simasy – Food Service at Feeser, 9/22/25	Classified Employment
Transfer of the following one (1) classified employee effective in the 2024-25 school year: Eric Thompson – Food Service at Beardsley to Food Service at Elkhart High	Classified Transfers
Reassignment of the following one (1) certified employee to a classified position: Cassandra Cepeda – Scheduling Coordinator at Elkhart High, 8/4/25	Classified Reassignment
Reassignment of the following one (1) classified staff to a certified position: Mary Flake – Substitute Teacher at Elkhart High A&C	
Resignation of the following ten (10) classified employees effective on dates indicated: Patricia Bloom – Bus Drive at Transportation, 5/13/25 Sarah Hobbs – Commissary at Food Service, 5/9/25 Penny Hulett – Technical Assistant at Bristol, 5/9/25 Taia Hunt – Paraprofessional at Eastwood, 5/15/25 Valerie Kite – Paraprofessional at Cleveland, 5/29/25 Tevis McDonald – Bus Helper at Transportation, 5/9/25 Elliott Newcomer – Paraprofessional at PRIDE, 5/29/25 Meredith Slattery – Paraprofessional at Freshman Division, 5/29/25 Deborah Wheeler – Bus Driver at Transportation, 5/16/25 Jeremy Young – Bus Helper at Transportation, 5/8/25	Classified Resignations
Retirement of the following two (2) classified employees effective on dates indicated: Cheryl Birkey – Chef & Culinary Event Coordinator at Food Service, 6/6/25 with 16 Years of Service Sheila Mravec – Paraprofessional at Cleveland, 5/29/25 with 29 Years of Service	Classified Retirements
Unpaid Leave Request for the following one (1) classified employee on date indicated: Kathy Vaughn – Food Service at Woodland, beginning 4/30/25 and ending 5/29/25	Classified Leave Requests

Approval of the following one (1) classified position description for help in the summer of 2025: Summer Laborer – Temporary Position at Building Services	Position Description
By unanimous action, the Board approved a Resolution authorizing supplemental payment to teachers exceeding the salary specified in the corporation’s compensation plan, aimed at retaining certified teachers in the content areas of mathematics and the sciences. (Codified File 2425-154)	Resolution
By unanimous action, the Board approved a Resolution authorizing the Superintendent to offer hiring incentives to qualified candidates in high need content areas. (Codified File 2425-155)	Resolution
The administration presented a proposed new Administrative Guideline 3121ACS – Personal Background Checks, References, and Mandatory Reporting for final review.	Administrative Guideline 3121ACS
By unanimous action, the Board approved revisions to Board Policy 3141.01A – Suspension and Dismissal of Professional Staff Members as presented during the May 13, 2025, Board meeting.	Board Policy 3141.01A
By unanimous action, the Board approved revisions to Board Policy 3410.04CS – Substitute Compensation for preliminary consideration as presented during the May 13, 2025, Board meeting.	Board Policy 3410.04CS
By unanimous action, the Board approved revisions to Board Policy 5350 – Student Suicide Awareness and Prevention as presented during the May 13, 2025, Board meeting.	Board Policy 5350
The administration presented proposed revisions to Administrative Guideline 5600B – Guidelines for Secondary School Athletics for final consideration.	Administrative Guideline 5600B
By unanimous action, the Board approved an alternative residential services agreement for an ECS’s student. (Codified File 2425-156)	Residential Services Agreement
Zac Quiett, Chief Financial Officer, explained the proposed resolution addressed the Operating Referendum Fund, which currently holds a cash balance of approximately \$3.5 million but has not received new revenue in several years due to the expiration of the original referendum. The proposal seeks to transfer the May month-end balance from this fund into the Operations Fund, thereby consolidating it with other cash balances. He emphasized this is a procedural action allowed under Indiana Code and is intended as a housekeeping measure, with no impact on the district’s overall financial position.	Resolution

In response to a Board inquiry, Mr. Quiett clarified the district will close out the month of May to ensure any expenses incurred during the month are accurately captured. He noted the final dollar amount transferred from the Operating Referendum Fund to the Operations Fund will be reported to the Board at the June meeting, as part of May's month-end financial summary.

By unanimous action, the Board approved a Resolution to transfer amounts from the Operating Referendum Tax Levy Fund to the Operations Fund. (Codified File 2425-157)

Mr. Quiett presented the May financial update, reporting on year-to-date expenses through the end of April. He provided a breakdown of spending from the Operations and Education Funds, noting approximately \$3 million in expenses were paid from the Operations Fund, while about \$74 million from the Education Fund—97% of which continues to be allocated to personnel wages and benefits. He also shared a chart of consolidated fund cash balances, explaining that with the approval of the Operating Referendum Fund resolution, fund (610) will no longer be included in reporting, though its cash balance will remain unchanged.

Financial
Report

Mr. Quiett noted the district's current cash balance is approximately 5% of expenditures, with a further dip expected in May before the June receipt of local property tax revenues. He emphasized that while cash flow is currently tight, efforts to streamline summer programs and implement cost-saving measures are expected to show positive effects. Looking ahead, the district may explore borrowing options to maintain an appropriate year-end cash balance; more information will be shared at a June meeting. Mr. Quiett concluded by stating the district is working closely with Policy Analytics to evaluate financial strategies and tax implications in order to present a thoughtful proposal for Board consideration.

In response to a Board inquiry, Mr. Quiett estimated the district's upcoming property tax receipts would total approximately \$13 million, noting he could provide a more precise figure if needed.

In response to Board inquiry, Mr. Quiett explained ECS is working with Policy Analytics, and they have shared their methodology and approach to their calculations for Elkhart County school districts working with them. The administrative team is in the process of scheduling a review of Elkhart-specific data and anticipates sharing an update with the Board and community on the projected impacts to the cash levy and tax rate—particularly as they relate to Senate Enrolled Act 1. Dr. Huff added that a meeting with Policy Analytics is scheduled for early June to review district-specific projections, and both he and Mr. Quiett confirmed a formal update will be provided following that meeting.

Mr. Quiett provided an update on the district's insurance plan, noting the current loss ratio has been refined and is holding at approximately 74%—a favorable position to begin the year. He cautioned, however, that insurance funds can be unpredictable and may shift quickly due to unforeseen claims. Gallagher, the district's insurance consultant, will be marketing the plan and exploring alternative options to evaluate both cost and service benefits. Mr. Quiett shared that findings will be reviewed with the insurance committee after the summer break. Additionally, the district plans to distribute a staff survey to gather employee feedback regarding the insurance plan. The goal is to improve communication and ensure employees are fully informed about the benefits available to them. Mr. Quiett emphasized the district is committed to supporting staff well-being—physically, mentally, and financially—and views the insurance program as a key part of that support system.

Insurance
Report

In response to a Board inquiry, Mr. Quiett explained the methodology used to determine the district's insurance funding needs. The district collaborates with its broker to project medical claims and fixed costs associated with the insurance plan. Based on these projections, they calculate the total funding required, with the district contributing over 70% and employees covering the remaining portion. These contributions are pooled into an insurance fund, from which claims are paid. To date, approximately 74% of the collected funds have been used to cover claims, which aligns well with the target of operating as close to 100% as possible—ensuring fiscal responsibility without generating excessive reserves. Mr. Quiett noted in recent years, the district has consistently stayed within a few percentage points of this benchmark, and current early-year trends suggest similar performance this year.

Dr. Huff shared highlights from the past few weeks, beginning with his attendance at the Adult Education Graduation Ceremony, led by Mr. Eakins and his team. He described it as one of the most fulfilling events he has experienced, noting the emotional impact of seeing adults, ranging in age from 19 to 65, earn their high school equivalency diplomas in front of proud family members.

From the
Superintendent

Dr. Huff also congratulated Monger Elementary and Riverview Elementary for being named Family-Friendly Schools by the Indiana Department of Education (IDOE). He emphasized the rigor of the application process, which included demonstrating strong family engagement practices and a commitment to academic excellence. He thanked Holly Conley, April Walker, Barb Cripe, Beth Williams, and all staff at both schools for their efforts.

In athletics, Dr. Huff recognized the EHS Boys Golf Team for winning the conference championship, highlighting their talent and potential

as a young team. He also celebrated the Unified Track Team, who won sectionals the same weekend.

On the professional development front, Dr. Huff spoke about the success of the district's first Leadership Academy, which ended on May 14. Fourteen (14) educators—including principals, assistant principals, teachers, and central office staff—participated in monthly sessions focused on topics such as curriculum, budgeting, public relations, and superintendent-level leadership. He expressed gratitude to Jason Inman, Maggie Lozano, Lindsey Brander, and board members who contributed to the program's success.

Finally, Dr. Huff reflected on the conclusion of the school year, noting he visited five (5) schools that day and observed various celebrations. He highlighted events such as handing out popsicles at Mary Daly and visiting the Hawthorne Early Learning Center for promotion ceremonies. Dr. Huff thanked all ECS staff—teachers, custodians, transportation, and all other employee groups for their contributions throughout the year, encouraged everyone to enjoy their upcoming break, and expressed enthusiasm for the 2025–2026 school year.

Board Secretary Kellie Mullins expressed her appreciation to Julie Tyrakowski for stepping in to support the EHS Rocketry Team, ensuring the group successfully completed their work and was properly celebrated.

From the
Board

She also reflected on the recent Unified Sound concert, which she described as phenomenal. She praised the musical talent displayed, particularly noting a surprise performance of *Smoke on the Water*. What stood out most to her, however, was the commitment and compassion shown by senior students. She shared how visibly supportive and engaged they were—physically guiding and encouraging students throughout the performance. Mrs. Mullins commended Tracey Weirich for her leadership of the program and shared how moving the experience was, evoking tears and deep admiration from the audience.

She concluded by celebrating the continued excellence of the music program and emphasized the importance of highlighting the many positive things happening across the district.

The meeting adjourned at approximately 8:09 p.m.

Adjournment

APPROVED:

Signatures

Troy E. Scott, President

Douglas K. Weaver, Vice President

Kellie L. Mullins, Secretary

Mike Burnett, Member

Dacey S. Davis, Member

Eric Ivory, Member

Anne M. VonDerVellen, Member

[illegible]

WHERE LEARNING HAS NO LIMITS

May 29, 2025

To Whom It May Concern:

A handwritten signature in black ink, appearing to be a stylized 'V' or 'H' followed by a horizontal stroke.

The West Side Music Department will be attending Cedar Point as a reward trip from music students on Saturday May 23, 2026. We will be using Royal Excursion for our transportation. Attached is a quote from them. Total cost is \$8,570.00 including a down payment of \$900. We are seeking approval for the down payment as well as the total cost for this trip. It will be paid out of the Vocal, Band and Orchestra ECAs at West Side.

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

Thank you,

A handwritten signature in black ink, appearing to be 'Stephanie Rappatta' in a cursive style.

Stephanie Rappatta
Music Department Chair
West Side Middle School



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

Charter Confirmation

Confirmed: 05/27/25
Charter No. : 127224

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

Phone: 574-295-4815
Fax: 574-295-4812
Order Date 05/27/25
SalesRep: Phil Grady

Thank you for selecting **Royal Excursion** for your upcoming trip. We are committed to providing you with the very best service possible. This Confirmation serves as your contract for your transportation needs shown below. We must receive your signed and dated copy of this confirmation by the due dates shown below. Please review the following information to confirm our understanding of the services we will provide.

Group Name: **Westside Middle School**
Group Leader: **Stephanie Rappatta**
Destination: **Sandusky, OH**

Coaches: **3**
Equipment: **2 x 56 & 1 x 40 pax**

Leave Date: **Saturday, May 23, 2026**
Spot Time: **6:10 am** TZ: **et**
Leave Time: **6:30 am**

Return Date: **Saturday, May 23, 2026**

Pickup **Westside Middle School**
Location: **101 S Nappanee St,**
Elkhart, IN 46514

Retn\Drop Time: **11:00 pm** TZ: **et**
Destination **Cedar Point**
n **1 Cedar Point Dr**
Details: **Sandusky, OH 44870**

Driver's gratuity not included.

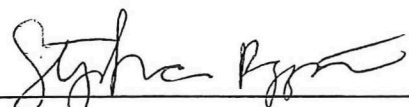
Duration: 16.5 Hours / Overtime \$45.00/hr after 16 hours. Group responsible for all damages incurred to coaches by group. Please, no candy or gum. Group has no access to the coaches during the day. Cancellation must be made 30 days prior to trip date to avoid cancellation fee. A 1/2% Energy Charge will be added for every \$.10 increase in fuel price over \$5/gallon upon trip date, prices based on <https://www.eia.gov/petroleum/gasdiesel/>.

Price subject to the final itinerary.

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

<u>Due Dates</u>	<u>Description</u>	<u>Amount</u>	<u>Date Received</u>	<u>Transport Charge:</u>	<u>\$8,570.00</u>
05/30/25	Signed Contract			Amount Paid	\$0.00
11/15/25	Deposit	\$900.00		Balance Due	\$8,570.00
04/23/26	Payment	\$7,670.00			

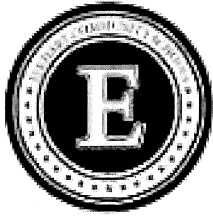
If you have not already done so, please remember to send us a complete itinerary to insure the success of your trip. Please call if you have any questions.


Charter Party Authorized Signature


Date

Sincerely,

Phil Grady
Director of Sales



INSTRUCTIONAL LEADERSHIP

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

To: The Board of School Trustees, Dr. Larry Huff

From: Lisa Ernsberger

Date: May 13, 2025

RE: Donation Approval - Instructional Leadership

We have received the following donation from Welch Packaging to be used to support National History Day national qualifiers with their travel expenses.

\$2500.00

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

Welch Packaging
% Chaztine Hays
1130 Herman Street
Elkhart, IN 46516

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

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

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

Date: June 1st, 2025

To: Board of School Trustees

From: Jeff Hemmerlein, PMMS Principal


RE: Donation Approval

We have received an extracurricular donation in the amount of \$1,000.00 for Pierre Moran Middle School's BringChange2Mind Club.. This donation will go towards the cost of supplies for this club.

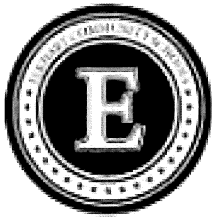
I am requesting approval from the Board of School Trustees to accept this donation and that an appropriate letter of acknowledgement and appreciation is sent to:

Tri Kappa
Attn: Jami Stamm
57455 Apple Ridge Way
Elkhart, IN 46516

Sincerely,


J. Hammerlein

Jeff Hemmerlein
Pierre Moran Middle School Principal



INSTRUCTIONAL LEADERSHIP

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

To: The Board of School Trustees, Dr. Larry Huff

From: Lisa Ernsberger

Date: June 2, 2025

RE: Donation Approval - Instructional Leadership

We have received the following donation from Brian Bailey to be used to support National History Day national qualifiers with their travel expenses.

\$500.00

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

Brian Bailey
1006 E Jackson Street
Elkhart, IN 46516



ELKHART AREA CAREER CENTER

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

TO: DR. HUFF
BOARD OF SCHOOL TRUSTEES

FROM: BRANDON EAKINS *BE*

DATE: MAY 29, 2025

RE: DONATION APPROVAL - EACC

The Elkhart Area Career Center has received a \$2,000.00 scholarship in the form of four \$500.00 contributions from Indiana heavy equipment operators to cover all expenses related to the SkillsUSA National event for our Diesel Service Technology student participating in the Heavy Equipment Operation contest. The SkillsUSA National competition will be held in Atlanta, GA, June 23 through June 27, 2025.

I am requesting approval from the Board of School Trustees to accept these donations and that the appropriate letters of acknowledgement and appreciation are sent to:

Geoff Dodge Racing LLC
5935 E County Road 500 N
Brownsburg, IN 46112-9798

Diamond Equipment, Inc.
1501 Lynch Rd.
Evansville, IN 47711

Frederick Rohlman
3330 Washington Blvd.
Indianapolis, IN 46205-3850


Simon's Concrete and Excavating, LLC
14861 State Rd. 70
Derby, IN 47525



DISTRICT COUNSEL/
CHIEF OF STAFF

ELKHART
COMMUNITY SCHOOLS

TO: BOARD OF SCHOOL TRUSTEES

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

DATE: JUNE 6, 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
Qualtrics	Jason Inman	Administration recommends approval for the renewal of hardware support for a server located at the disaster recovery site. This server hosts our Veeam backup platform as well as hosts critical systems from the main data center if there is a failure or disaster at the data center.	Operations Fund	\$1,122.36

Contractor	Requesting Administrator	Description	Funding Source	Amount
New York Public Radio "WNYC"	Doug Thorne	Administration recommends approval for an addendum to WVPE's 2015 agreement with New York Public Radio "WNYC". If approved, the addendum will authorize WVPE to continue to broadcast and stream the programs distributed by WNYC for a term commencing July 1, 2025, through June 30, 2026.	WVPE	\$13,756.00
Agile Sports Technologies, Inc., dba hudl	Brian Buckley	Administration recommends approval to review agreement with Agile Sports Technologies, Inc., dba "hudl". The program is used by our athletic teams to film both practices and games. Elkhart athletics uses hudl as a valuable teaching tool and for film exchange with other high school programs. The platform is also used for colleges to recruit our student-athletes.	Elkhart Athletics	\$12,200



Contractor	Requesting Administrator	Description	Funding Source	Amount
Canto	Doug Thorne and Wendy Wood	Administration recommends approval of a contract with Canto for the implementation of a digital asset management (DAM) platform. The platform will centralize and organize all district photos, videos, and marketing assets. Canto will allow our Communications team-and eventually key school staff-to quickly search, access, and share high-quality, brand consistent content for presentations, social media, enrollment campaigns, newsletters, and more.	Communications Fund	\$15,500 For annual subscription \$2,000 Implementation fee
Gopher Spark	Dr. Amy Rauch	Administration recommends approval of a three-year Spark K-5 physical education curriculum for implementation in elementary schools beginning the 2025-2026 school year.	Curriculum	\$11,484.16



Contractor	Requesting Administrator	Description	Funding Source	Amount
Indiana University	Dr. Amy Rauch	Administration recommends approval to enter into a professional services agreement between Elkhart Community Schools and The Trustees of Indiana University. IU will provide EHS with access to eTexts and/or Digital Learning Tools for EHS students enrolled in the ACP IU courses.	Curriculum	Depends on student enrollment

WDT/crr

Cc: Dr. Larry Huff, Superintendent





HUMAN RESOURCES

ELKHART
COMMUNITY SCHOOLS

TO: DR. LARRY HUFF
FROM: MS. MAGGIE LOZANO
DATE: JUNE 10, 2025

PERSONNEL RECOMMENDATIONS

CERTIFIED

- a. **Administrative Appointment** - We recommend the approval of four (4) administrative appointments for the 2025-26 school year.
- b. **Administrative Staff Transfer** – We recommend the approval of one (1) administrative staff transfer for the 2025-26 school year.
- c. **New Certified Staff** – We recommend the approval of six (7) new certified staff for the 2025-26 school year.
- d. **Certified Staff Transfer** – We recommend the approval of nine (9) certified staff transfers for the 2025-26 school year.
- e. **Separation** – We report the separation of ten (10) employees.
- f. **Retirement** – We report the retirement of one (1) employee who has provided eight (8) years of service.
- g. **Summer School-Elementary** – We recommend thirty-six (36) certified elementary employees for the 2025-26 summer school program from June 9, 2025 – June 27, 2025.
- h. **Summer School-Secondary** – We recommend sixteen (16) certified secondary employees for the 2025-26 summer school program from June 9, 2025 – June 27, 2025.
- i. **Summer Field Courses-Colorado Trip** – We recommend three (3) certified employees for the 2025-26 summer field courses Colorado Trip from June 8, 2025 – June 21, 2025 and July 13, 2025 – July 26, 2025.

CLASSIFIED

- a. **Classified Staff Transfers** – We recommend the transfer of five (5) classified staff for the 2024-25 school year and two (2) classified staff for the 2025-26 school year.
- b. **Claims** – We recommend the employment of four (4) employees for Summer Field Courses-Colorado Trip.
- c. **Separation** – We report the separation of thirteen (13) employees.

- d. **Summer School-Elementary** – We recommend thirty-six (36) classified elementary employees for the 2025-26 summer school program from June 9, 2025 – June 27, 2025.
- e. **Position description** – We recommend the approval of two (2) classified position description.



Book	Policy Manual
Section	3000 Personnel
Title	Proposed Revised - EMPLOYEES IN MISCELLANEOUS POSITIONS COMPENSATION PLAN
Code	po3422.12S
Status	First Reading
Adopted	December 20, 2016
Last Revised	June 10, 2025

3422.12S - **EMPLOYEES IN MISCELLANEOUS POSITIONS COMPENSATION PLAN**

The Board of School Trustees hereby adopts the following wage schedule for Employees to be effective for March 12, 2024. In addition, the three percent (3%) employee contribution to PERF will be paid by Elkhart Community Schools.

POSITION	HOURLY WAGE RANGE
Assistant Supervisor of Transportation	26.99 - 32.62
**Transportation Trainer/Dispatcher	22.98 - 26.36
Food Service Supervisor of Truck Drivers	22.99 - 26.36
Food Service Truck Driver	19.05 - 22.07
Food Service Receiving/Supply	19.05 - 22.07
Supervisor of Building Services	24.03 - 28.89
Food Service Support Specialist	21.18 - 28.46
Assistant to the Food Service Director for Secondary Schools	21.18 - 28.46
Food Service Bids & Commodity Coordinator	20.31 - 30.05
Culinary Event Coordinator	20.31 - 30.05
Assistant to the Food Service Director for Elementary Schools	21.18 - 28.46
Production Coordinator	22.98 - 26.36
**Transportation Route/Driver Coordinator	22.98 - 26.36
Transportation Clerk	18.29 - 19.81
Adult/Community Education Non-Contract Teachers	36.23 *
Building Community Education Coordinator	30.93 - 37.92
Radio Station Staff Announcer	12.42 - 16.39
Radio Station Development Assistant	13.95 - 20.52
School Security Officer	33.57
Federally Funded Pupil/Program/Parent Support Person	22.95 - 32.06
Federally Funded Building Translator/Interpreter	22.95 - 32.06
Federally Funded Building Translator/Parent Liaison	18.64 - 22.62
School Parent/Community Liaison	22.95 - 32.06
District Translator	35.70 - 45.70

Evening Events Supervisor	18.10
After-School Programming (ParaPro Credentialed)	18.00
After-School Programming (Non-ParaPro Credentialed)	14.00
Deaf/Hard of Hearing Educational Interpreter	19.43 - 33.67
Early College Data Specialist	27.70 - 31.23
EACC Testing Specialist	27.70 - 31.23
Manager of Community and Family Engagement (partially grant funded)	31.53 - 39.68
Campus Security – I	15.23 - 23.38
Campus Security – II	17.27 - 25.42
Farm Technician	18.00 - 23.00
After-School Certified Teacher Tutoring	.001 of salary set forth in Article 6-E-4-d of the Master Contract

* Hourly rate based on .00113 of the base salary set forth in Appendix B of the 2023-2024 Master Contract.

** On days when an employee is required to serve as a driver on a bus route, the employee shall receive an additional ten (\$10) dollars for a half-day or an additional twenty (\$20) dollars for a full-day.

POSITION	YEARLY SALARY RANGE
Radio Station Manager	61,367 - 100,750
Radio Station Development Director	58,386 - 82,832
Radio Station Business Account Manager	48,347 - 81,634
Radio Station Program Director	48,347 - 68,595
Radio Station Senior Reporter and Assignment Editor	43,231 - 58,309
Radio Station Operations Manager	36,780 - 53,410
Radio Station Morning Edition Host	40,292 - 57,253
Radio Station Promotions Manager	41,135 - 55,960
Radio Station Membership Manager	50,227 - 64,129
Radio Station Business/Workforce Development Reporter - IPB News	41,320 - 55,930
Radio Station News Director/Reporter	51,500 - 66,500
Benefits Coordinator and Employee Engagement Specialist	50,500 - 63,000
Assistant Supervisor of Food Services	67,500 - 77,500
Assistant Manager of Transportation Department	67,500 - 77,500
EACC Career Coordinator	44,337 - 77,634
Olweus Bullying Prevention Program Coordinator	56,325 - 68,670
Elementary Activities Coordinator	45,000 - 65,000
Education and Engagement Coordinator	48,347 - 81,634
Adult and Community Education Program Manager	75,375 - 86,163
Special Education Transition Specialist	46,500 - 66,500
High School Scheduling Coordinator (11 months)	61,500 - 76,500
Building Services Manager	76,985 - 97,365
Energy and Risk Management Specialist	61,700 - 82,080

Data and Assessment Manager	75,475 - 86,263
Data Specialist	49,084 - 70,989
Communication Specialist	49,084 - 70,989
Substitute Coordinator	51,483 - 60,581
Food Service Specialist (FSMC Oversight)	65,000 - 80,000
Staff Accountant	51,510 - 63,738
Payroll Manager	51,510 - 63,738
Project Director Full Service Community School (Federally funded)	90,000 - 95,000
FSCS Data Management Coordinator (funded by FSCS Grant 1/1/23 - 12/31/27)	72,500 - 82,500
Manager of Community and Family Engagement (effective 8/1/2024 - partially grant funded)	51,552 - 64,877
Student Program Developer (funded by FSCS Grant 1/1/23 - 12/31/27)	45,000 - 50,000
School Site Coordinator (funded by FSCS Grant 1/1/23 - 12/31/27)	50,000 - 55,000
Grant Coordinator/Talent Recruiter (funded by APR Grant 9/29/22 - 9/30/24)	71,100
School Psychologist Intern	44,000
21st Century Community Learning Center Coordinator	2,500 (per semester)

An hourly employee who is required to report to work to respond to an emergency outside the employee's regular work hours will be paid for a minimum of two (2) hours.

Performance Awards for Radio Station Employees

The Radio Station Manager may propose performance awards to be paid to radio station employees who achieve performance goals established by the Station Manager and approved by the Chief Financial Officer.

The proposed goals, once approved by the Chief Financial Officer, shall be presented in writing to the radio station employee.

Radio station employees who achieve their performance goals shall be paid their award during the fiscal year when the goal is met.

Fringe Benefits

A. Income Protection and Annuities

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

B. Insurance

In addition to the basic salary schedule, the Elkhart Community Schools contributes toward a policy for each regular classified employee, working thirty (30) or more hours per week, who is a member of the group hospitalization, major medical, and life insurance program approved by the Board of School Trustees. Eligible employees may select one (1) of the plans provided by the Board.

The amount of life insurance coverage is an amount equal to the employee's annual salary or wages rounded up to the next thousand dollars. The Board will contribute ninety percent (90%) of the premium cost of a group long-term disability insurance policy for employees who work thirty (30) or more hours per week.

C. Severance Benefits

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

1. Resignation

Employees shall be paid for unused personal business leave in the current year of employment. Vacation days earned in the current year shall also be paid to full-time employees. Payment for unused personal leave and vacation shall be made at the rate of pay in effect at termination. The effective date of resignation shall be established to include the use of all personal leave and unused vacation days.

2. Retirement, Death, or Disability

The benefits listed below are in addition to those in Employees' Fringe Benefits.

- a. For purposes of this benefit, retirement shall be defined as a resignation by an employee who at the time of retirement is age sixty (60) and has ten (10) or more consecutive years of employment in the Elkhart Community Schools. Only the six (6) months service requirement must be met to be eligible for the disability or death benefit.
- b. A maximum of thirty (30) accumulated days of unused personal leave will be paid to eligible employees who retire, die, or become totally permanently disabled while employed by the Elkhart Community Schools. In the event of death, the benefit shall be paid to the decedent's estate.
- c. In addition, employees who are fifty-five (55) years of age or older and have at least fifteen (15) years of service, and who have been insured under the Elkhart Community Schools' group insurance plan for at least the last five (5) years, shall be eligible to continue in that program until age sixty-five (65) by paying 100% of the premiums in advance at the business office.
- d. A miscellaneous employee who retires at age fifty-five (55) or older with ten (10) or more consecutive years of service, or a miscellaneous employee who dies with ten (10) or more consecutive years of service, is eligible to select one (1) of the following benefits based upon the employee's daily rate at the time of retirement:
 1. one (1) day's pay for each full year employed by the Elkhart Community Schools, or
 2. at least forty-five percent (45%) of the unused sick leave will be paid, in accordance with the provisions in the Employees' employee booklet.

In the case of the death of an eligible employee, this benefit will be paid to the employee's beneficiary.

D. Change in Classification

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

Absences

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

All classified employees employed four (4) or more hours are entitled to certain illness and leave benefits. Absences for all classified personnel in addition to the days to which they are entitled shall be considered to be unexcused, except those for which prior approval has been granted. Any absence of an employee may, at the discretion of the employer, be subject to proper and sufficient verification satisfactory to the employer. Three (3) days' unexcused absences in any one (1) school year shall be considered excessive and shall be grounds for suspension or termination. Upon written request received by the appropriate administrator, at least two (2) weeks in advance (except in emergencies), unpaid absences of five (5) or less consecutive working days may be approved. The best interests of the School Corporation will be considered.

Personal Illness/Family Illness Absence

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

Full-time classified personnel will be allowed the number of hours equal to one (1) workday per month of employment for personal illness/family illness absence. This will provide ninety-six (96) hours of personal illness/family illness absence annually. Unused personal illness/family illness absence may accumulate to a total of the number of hours equal to 200 days as personal illness.

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

Any unused hours will accumulate as personal illness absence to a total of the number of hours equal to 120 workdays. Use of accumulated sick leave by a school-year employee terminates at the close of the school year. It cannot be used again unless the employee is employed for the following school year or employed at a later date.

The Elkhart Community Schools may request a doctor's approval to return to work following an illness.

Attendance Incentive Program

During the month of January, any miscellaneous employee who has perfect attendance, other than vacation, bereavement, or personal leave, in any full year subsequent to January 1, 2019, shall be paid the sum of \$100 each year; any employee who is absent for any reason for five (5) or less days, other than vacation, bereavement, or personal leave, shall be paid a sum of fifty dollars (\$50).

Job-Related Injury

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

Bereavement

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

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

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

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

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

A secretary shall be entitled to up to one (1) paid day per year, to be taken in increments of no less than two (2) hours for an absence, to attend the funeral of a close friend, upon the condition that the requested absence must not create a serious problem in the secretary's work setting.

Military Leave

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

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

Health Leave

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

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

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

Health Leave - Procedure

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

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

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

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

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

Personal Leave

Full-time and regular school year classified personnel are entitled to the number of hours equal to three (3) workdays for absence for personal reasons during each calendar year without loss of pay. If an employee retains all three (3) personal business days at the end of the year, the employee can roll two (2) of the three (3) days to the following year to equal five (5) personal business days. The remaining unused personal business days shall accumulate for retirement at the end of the year. In the event the employee intends to use five (5) consecutive days, the employee must provide a thirty (30) calendar day written notice requesting the use of said consecutive days to their immediate supervisor.

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

Personal Leave - Procedure

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

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

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

Jury and Witness Duty Pay

Jury Duty

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

Witness Duty

In the event an employee is subpoenaed to serve as a witness, except in cases noted below, and gives testimony before a court of law or governmental administrative agency, the employee shall be granted absence to witness for the time during the working day which the employee is required to be present. Such absence, up to three (3) days for any one (1) case, shall result in no loss of wages. For cases involving extended absence to witness, the Superintendent may grant additional days. When the employee is in receipt of a witness duty check, a copy of the check shall be presented to the payroll office, whereupon a deduction equal to witness duty pay will be made from the next payroll check. The employee will not be paid when such testimony is given in any litigation in which the employee is a party, or employee relations-related litigation involving the employer of any other school employer unless the employer subpoenas the employee to testify. However, if the employee has been named as a party as a result of the employee's performance of duties as an ECS employee, such employee shall not be subjected to the foregoing prohibition.

Paid Parental Leave

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

Parental Leave

A leave, without pay, may be granted to any expectant parent upon written request of the employee to the Director of Personnel. In the event that the employee is pregnant, the leave may be requested to begin any time between thirty (30) days after the Director of Human Resources is notified of the pregnancy and thirty (30) days after the birth of the child. For

employees who are not pregnant, the leave may be requested to begin any time within thirty (30) days of the date that the child is expected in the home. In cases of emergency, the thirty (30) day notification period may be waived. Leaves may be requested for a period not to exceed one (1) year and are non-renewable.

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

Adoptive Leave

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

Foster Care Leave

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

Maternity Leave

Elkhart Community Schools shall grant six (6) weeks of paid maternity leave for a vaginal birth and eight (8) weeks of paid maternity leave for a cesarean birth. This leave time shall be in addition to available illness absence days provided under this policy; it shall not, however, add to the duration of a traditional absence related to childbirth as determined by the treating physician.

Holidays and Vacations Definitions

- A. As used in this policy, the term 'full-time employee' means an employee who is employed on a twelve (12) month basis and who has a regular workday of four (4) or more hours.
- B. As used in this policy, the term 'school-year employee' means an employee who is employed on a school-year basis and works approximately 175 or more days per year, and who has a regular workday of four (4) or more hours.

Holidays

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

- A. Full-time classified employees shall be paid for the following holidays when they occur on days which would have been worked if it were not for that special day, subject to the provisions below:

New Year's - two (2) days

Martin Luther King Jr. Day

Presidents' Day

Memorial Day

Independence Day – two (2) days

Labor Day

Thanksgiving - two (2) days

Christmas - two (2) days

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

- a. When January 1 and December 25 fall on a weekday, they shall be paid holidays, and a classified employee may, subject to the approval of the immediate supervisor, select either but **not both** December 24 or December 26 as a holiday with pay, and may, subject to the approval of the immediate supervisor, select either but **not both** December 31 or January 2 as a holiday with pay. To be eligible for either of the above selections, a classified employee must make such a request to the immediate supervisor no later than December 10.
 - b. When January 1 and December 25 fall on a weekend, then both the Friday before and the Monday after shall be paid holidays, unless schools are open on one (1) of these days, in which case an alternate day will be determined.
- 2. When any holiday is celebrated on a weekend, it will be a paid holiday on the Friday preceding or the Monday following, unless the school is in session.
- 3. Thanksgiving Day and the day following will be paid holidays.
- 4. Presidents' Day will be a paid holiday.
- B. School-year classified employees shall be paid for the following holidays when they occur on days which they would have worked if it were not for that special day, subject to the provisions above:
 - Martin Luther King, Jr. Day
 - Presidents' Day
 - Memorial Day
 - Labor Day
 - Thanksgiving Day and the following Friday (two (2) days)
 - Christmas Day - (if celebrated on a weekend, it will be a paid holiday on the Friday preceding or the Monday following)

Vacations

- A. A full-time employee who has, as of December 31, been employed by the Elkhart Community Schools for less than one (1) calendar year, shall be entitled to one (1) working day vacation with pay during the next calendar year, for each full month of employment completed, provided that no more than ten (10) vacation days may be accrued.
- B. A full-time employee who has, as of December 31 of each year, been employed by the Elkhart Community Schools for that entire calendar year, shall be entitled to ten (10) working days vacation with pay during the next calendar year.
- C. A full-time employee who has, as of December 31 of each year, been employed by the Elkhart Community Schools for five (5) consecutive years, is entitled to fifteen (15) working days vacation with pay during the next calendar year.
- D. A full-time employee who has, as of December 31 of each year, been employed by the Elkhart Community Schools for fifteen (15) consecutive years, is entitled to twenty (20) working days vacation with pay during the next calendar year.
- E. A full-time employee who has, as of December 31 of each year, been employed by the Elkhart Community Schools for twenty (20) consecutive years, is entitled to twenty-five (25) working days vacation with pay during the next calendar year.
- F. Years shall be considered consecutive so long as any interruption of service did not include other employment.
- G. For the sole purpose of determining vacation benefit eligibility; employees who transfer from a school-year position to a twelve (12) month position will be granted years of service based on the following conversion formula. *NOTE: the years of service conversion is only applicable for the purpose of vacation benefits. This computation does not replace the total years of service invested with Elkhart Community Schools for the purposes of Retirement benefits or Staff Recognition.*

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

The calculated number of years of service will be used in determining the total number of days vacation that such full-time employee is entitled to receive under this policy. The employee will receive the total amount of awarded vacation days effective January following their date of conversion. Prior to completing one (1) full year of service, the employee will be entitled to a prorated amount of vacation days based on the calculation formula referenced in the paragraph above.

- H. Dates requested for use as vacation days shall be submitted to the immediate supervisor prior to the first day of the requested vacation, and shall be subject to the approval of the immediate supervisor.
- I. Vacation days will be available to the staff member during the twelve (12) months of the calendar year and for six (6) months beyond.
- J. Only twelve (12) month employees will be entitled to paid vacation days.
- K. Radio Station Manager, Data and Assessments Manager, and Building Services Manager shall be eligible for twenty (20) days of vacation each contract year, exclusive of weekends and holidays, at a time(s) approved by the staff member's immediate supervisor(s). Upon completion of five (5) years of employment with the Elkhart Community Schools in such position, or when previous employment provided relatively comparable experience, said managers shall be eligible for twenty-five (25) days of vacation each year.

The FSCS Data Management Coordinator shall be awarded ten (10) vacation days each year the grant is in effect to be used during the period between July 1 through June 30.

Vacation days will be available to the said managers during the twelve (12) months of the calendar year and for six (6) months beyond. Unused vacation days will not be cumulative after the expiration of the eighteen (18) month period and shall at that time be transferred to sick leave and be available for use as sick leave days, provided at no time may more than the number of hours equal to the number of scheduled workdays in the current year accumulate for use as sick leave.

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