

NOTICE OF EXECUTIVE SESSION
OF THE
BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools
Elkhart, Indiana

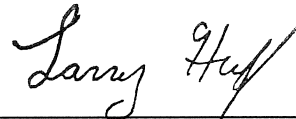
Date: Tuesday, June 24, 2025

Time: 5:30 p.m.

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

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

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



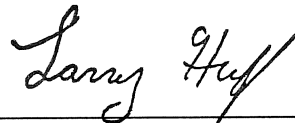
Superintendent of Schools

Posted and electronically delivered to News Media on Thursday, June 19, 2025, and electronically delivered to Board Members and School Attorney on Thursday, June 19, 2025.

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

NOTICE OF MEETING CANCELLATION

Date: Tuesday, June 24, 2025
Time: 6:00 p.m.
Location: J.C. Rice Educational Services Center
2720 California Road
Elkhart, Indiana 46514



Superintendent of Schools

Posted and electronically delivered
to News Media on Thursday,
June 19, 2025 and electronically
delivered to Board Members and School
Attorney on Thursday, June 19, 2025.

AGENDA FOR
BOARD OF SCHOOL TRUSTEES
REGULAR MEETING

Elkhart Community Schools
Elkhart, Indiana

June 24, 2025

CALENDAR

June	24	5:30 p.m.	Executive Session, J.C. Rice Educational Services Center
June	24	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center
July	8	6:00 p.m.	Public Work Session, J.C. Rice Educational Services Center
July	8	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 – June 10, 2025 – Public Work Session
 - Minutes – June 10, 2025 – Regular Board Meeting
 - Claims
 - Fundraisers
 - Gift Acceptances
 - Grants
 - Contracts
 - Personnel Report

- G. OLD BUSINESS

- 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 final consideration.

- H. NEW BUSINESS

- Resolution – The administration recommends approval of a Resolution authorizing the Recertification of Electoral Districts Pursuant to Indiana Code.

1028 Projects and Additional Appropriations Hearing

Resolution – The Business Office recommends approval of a Resolution Approving the 2025 Issuance of 1028, Issuance of Bonds, Reimbursement and Related Matters.

Resolution – The Business Office recommends approval of a Resolution Approving Additional Appropriation of Bond Proceeds and Interest Earnings and Related Matters.

Resolution – The Business Office recommends approval of a Resolution to Increase the Additional Appropriations of the 2025 A, B, and C Bond Proceeds and Interest Earnings, and Related Matters.

Resolution – The Business Office recommends approval of a Resolution Approving the Appointment of a Treasurer.

Financial Report

Insurance Report

I. INFORMATION AND PROPOSALS

From Superintendent and Staff

From Board

J. ADJOURNMENT

Excellence of Elkhart

June 24, 2025



Excellence of Elkhart

ACADEMICS • ARTS • ATHLETICS



ACADEMICS

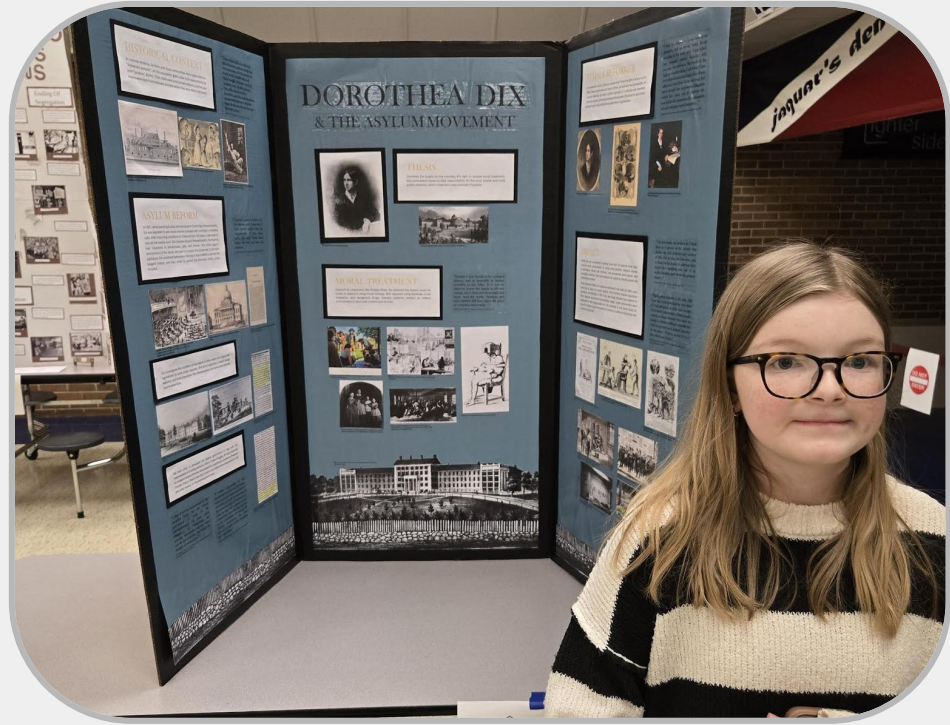
Camp Innovation





ACADEMICS

National History Day Finals





ACADEMICS

Earth Science Colorado Trip





ARTS

Indiana All-State Jazz Choir





ATHLETICS

Ben Divido
Tied for 12th Place





ATHLETICS

Unified Track Celebration





ATHLETICS

Football Players & Cheerleaders





FUTURE HAPPENINGS

- **July 25:** 1st Annual Elkhart Football Night

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



ElkhartCommunitySchools



Elkhartschools



Elkhart Community Schools



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

Elkhart Community Schools
Elkhart, Indiana

June 10, 2025

J.C. Rice Educational Services Center, 2720 California Road, Elkhart,
Indiana 46514 – at 5:30 p.m.

Place/Time

Board Members
Present:

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

Mike Burnett
Dacey S. Davis
Eric Ivory
Anne M. VonDerVellen

Roll Call

Presenters:

Eric Chandler
Bryan Hammontree
Krista Hennings
Zac Quiett

The Board received updates on the PRIDE Academy, Elkhart Academy, School
Without Walls, and Food Service Management Contract.

Topics
Discussed

The meeting adjourned at approximately 6:54 p.m.

Adjournment

APPROVED:

Signatures

Troy E. Scott, President

Mike Burnett, Member

Douglas K. Weaver, Vice President

Dacey S. Davis, Member

Kellie L. Mullins, Secretary

Eric Ivory, Member

Anne M. VonDerVellen, Member

MINUTES
OF THE REGULAR MEETING
OF THE BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools
Elkhart, Indiana

June 10, 2025

J.C. Rice Educational Services Center, 2720 California Road, Elkhart, Indiana 46514 – at 7:03 p.m.			Place/Time
Board Members Present:	Troy E. Scott Douglas K. Weaver Kellie L. Mullins	Mike Burnett Dacey S. Davis Eric Ivory Anne M. VonDerVellen	Roll Call
Board President Troy Scott called the regular meeting of the Board of School Trustees to order.			Call to Order
Board Member Anne VonDerVellen recited the Elkhart Promise.			The Elkhart Promise
One (1) audience member informed the Board that the Elkhart High School (EHS) Unified Track Team won its second consecutive State Championship, and a celebration is planned for Monday, June 16, 2025, at Rice Field.			Public Comment
Wendy Wood, Digital Communications Specialist, shared some of the wonderful things happening in Elkhart Community Schools (ECS) during the Excellence of Elkhart, highlighting Academics, Arts, and Athletics.			Excellence of Elkhart
In the area of Academics, Mrs. Wood shared that the Class of 2025 was honored by their Schools of Study for academic and personal excellence. In addition, thousands of dollars in scholarships were awarded to students to support their postsecondary success. The Elkhart Area Career Center's (EACC) pre-nursing students recently earned their Certified Clinical Medical Assistant (CCMA) certifications through the National Healthcare Association. This accomplishment equips them with valuable skills for entry-level positions in healthcare and serves as a strong foundation for future careers in nursing, radiology, sonography, and other medical fields.			
A total of 789 students graduated as part of the EHS Class of 2025. These graduates leave behind a legacy of resilience, dedication, and school pride. While many are pursuing college degrees—including some who already earned associate degrees—others are entering			

the workforce with industry certifications and practical, hands-on experience.

In the area of Arts, Mrs. Wood shared that six EHS students participated in the Indiana All-Star Marching Band, which performed in the Indy 500 Festival Parade in downtown Indianapolis. Representing their home schools, the students wore their Elkhart uniforms with pride.

In a creative collaboration, Arts and Communications School of Study creative writing students partnered with second graders at Mary Daly Elementary to turn their imaginative story ideas into personalized illustrated books. High school students returned to read the completed books with their second-grade partners in a shared celebration of storytelling and creativity.

In the area of Athletics, Mrs. Wood highlighted that EHS senior Elizabeth Higgins was named this year's Katherine Wolf Award recipient. A multisport athlete and leader in academics and the community, Elizabeth has contributed to youth sports programs, interned with the South Bend Cubs, and worked as a lifeguard at Beacon Health. She will attend Grand Valley State University this fall to study Diagnostic Medical Sonography.

EHS senior Max Maloy was named the 2025 Tim Bringle Award recipient. A distinguished multisport athlete, Max earned two NIC MVP titles in cross country, served as swim team captain, and holds multiple school records in track. He will attend Belmont University to study Accounting and Finance while competing in cross country and track.

Additionally, the EHS Softball Team earned its first-ever sectional title, defeating Warsaw with a final score of 5-0. Congratulations to the Lady Lions on this historic victory.

Some upcoming events across Elkhart Schools include:

- June: Summer schools and various opportunities throughout the district
- 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 27, 2025 – Regular Board Meeting

Minutes

Payment of claims totaling \$9,397,365.85 as shown on the June 10, 2025, claims listing. (Codified File 2425-158)	Payment of Claims
Proposed school fundraisers in accordance with Board policy. (Codified File 2425-159)	Fundraisers
Extra-curricular purchase requests: West Side/Music Department Extra-Curricular Fund to purchase transportation from Royal Excursions for a reward trip for music students in the amount of \$8,570.	Extra-Curricular Purchases
The following donations were made to ECS: \$2,500 from Welch Packaging, care of Chaztine Hays, to ECS to be used to support National History Day qualifiers with travel expenses; \$500 from Heart City Toyota, care of Brett Keyser, to EHS Girls Volleyball to be used towards the purchase of travel apparel and training equipment for the program; \$1,000 from Tri Kappa, care of Jami Stamm, to Pierre Moran to be used towards the cost of supplies for the BringChange2Mind Club; \$500 from Brian Bailey to ECS to be used to support National History Day qualifiers with travel expenses; \$500 from Geoff Dodge Racing, LLC to Elkhart Area Career Center (EACC) to be used to cover all expenses related to the SkillsUSA National event for Diesel Service Technology students participating in the Heavy Equipment Operation contest; \$500 from Diamond Equipment, Inc. to EACC to be used to cover all expenses related to the SkillsUSA National event for Diesel Service Technology students participating in the Heavy Equipment Operation contest; \$500 from Frederick Rohlman to EACC to be used to cover all expenses related to the SkillsUSA National event for Diesel Service Technology students participating in the Heavy Equipment Operation contest; and \$500 from Simon's Concrete and Excavating, LLC to EACC to be used to cover all expenses related to the SkillsUSA National event for Diesel Service Technology students participating in the Heavy Equipment Operation contest.	Gift Acceptances
Conference leave requests in accordance with Board policy for staff members as recommended by the administration on the June 10, 2025, listing. (Codified File 2425-160)	Conference Leaves
Contract recommendations in accordance with Board policy on the June 10, 2025, listing. (Codified File 2425-161)	Contracts
	Personnel Report
Administrative appointment of four (4) certified administrators effective on date indicated:	Administrative Appointments

Kendra Clayton – Assistant Principal at Osolo, 8/1/25
 Adriana Largotta – Assistant Principal at North Side, 8/1/25
 Kristin Sederberg – Director of Professional Learning at ESC, 7/1/25
 Marissa Tinkle – Assistant Principal at Bristol, 8/1/25

Transfer of the following one (1) certified administrator effective on date indicated: Mindy King – Assistant Principal at West Side to Assistant Principal at Elkhart Academy, 8/1/25	Certified Administrative Transfers
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Employment of the following seven (7) certified staff effective on date indicated: Candace Albrecht – Social Studies at West Side, 8/11/25 Bodie Bender – Physical Education at Elkhart High, 8/11/25 Vilma Carrocio Ortiz – Mathematics at West Side, 8/11/25 Garrett Lewis – Grade 4 at Woodland, 8/11/25 Jonathan Lippe – Physics at Elkhart High-ETI, 8/11/25 Cory Metcalfe – Software Development Instructor at EACC, 8/11/25 Jenifer Robinson – Kindergarten at Beardsley, 8/11/25	Certified Employment
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Transfer of the following nine (9) certified staff effective August 11, 2025: Ashley Bishop – Special Education Cohort at Riverview to Special Education at West Side Laura Clements – Grade 4 at Beck to Grade 3 at Daly Lindsey Cox – Exceptional Learners Diagnostician Jennifer Datema – Kindergarten at Osolo to Kindergarten at Riverview Derick Dickerhoof – Special Education Cohort at Elkhart Academy to Special Education at Elkhart Academy Karl Karch – Special Education Cohort at Elkhart High-A&C to Special Education at Elkhart High Brian Ketchum – Special Education at Elkhart High-A&C to Special Education at Elkhart High James Martin – Special Education at Pierre Moran to Special Education at Elkhart High Justin Tidey – Special Education at Elkhart High-Human Services to Special Education at Elkhart High	Certified Transfers
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Resignation of the following ten (10) certified staff effective on date indicated:	Certified Resignations
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Kennedy Boland – Grade 2 at Riverview, 5/29/25
Bradley Compton – Media at Freshman Division,
5/29/25
Tiara Corkins – Grade 6 at Roosevelt, 5/29/25
Christina Dougherty – Grade 2 at Monger, 5/29/25
Joseph Iavagnilio – Mathematics at Freshman Division,
5/29/25
Katherine Myers – Grade 3 at Daly, 5/29/25
Sara Okones – Grade 1 at Cleveland, 5/29/25
Carus Shaffer – Music at West Side, 5/29/25
David Walker – Social Studies at Pierre Moran, 5/29/25
Marissa Zimney – Kindergarten at Beardsley, 5/29/25

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

Certified
Retirements

Alise Thompson – ENL at Roosevelt, 5/29/25 with 8
Years of Service

Employment of the following thirty-six (36) certified staff for
the 2025-26 elementary summer school program, effective
June 9 – 27, 2025:

Certified
Employment -
Elementary
Summer School

Lisa Baker – Grade 2 at Feeser
Karen Beck – Grade 2 at Feeser
Anna Bishop – Grade 3 at Feeser
Natalie Blair – Grade 3 at Riverview
Kennedy Boland – Grade 3 at Riverview
Sara Bustamante – EL at Monger
Anna Calkins – Grade 2 at Monger
Jennifer Castline – Grade 2 at Riverview
Brett Coverstone – Grade 3 at Feeser
Ami Damer-Schlamersdorf – Grade 2 at Riverview
Denise Demeter – Grade 3 at Riverview
Shawna Dickerhoof – Special Education at Riverview
Kayla Freeze – Grade 3 at Riverview
Carol Freihofer – Grade 2 at Riverview
Amber Genovese – Grade 2 at Monger
Stephanie Grimes – Grade 2 at Feeser
Justin Higgins – Grade 2 at Riverview
Morgan Jordan – Grade 2 at Feeser
Amy Kindig – Grade 2 at Riverview
Stacy Lambdin – Grade 3 at Monger
Ambre McCuddy – Grade 2 at Feeser
Heather McKay – Grade 3 at Monger
April Marshall – Grade 2 at Monger
Angie Matthys – Grade 3 at Monger
Elizabeth Ordonez – Grade 3 at Feeser
Shannon Powell – Grade 2 at Monger
Laura Reverman – Special Education at Feeser
Stacey Sailor – EL at Feeser

Bibi Salinas – Grade 3 at Riverview
 Angel Sherrod – Grade 3 at Monger
 Julie Stammich – Grade 3 at Monger
 Sara Strack – Grade 2 at Monger
 Nicole Taber – EL at Riverview
 Nanci Tarantino – Special Education at Monger
 Melissa Teitsma – Grade 3 at Feeser
 Joseph Wheeler – PRIDE at Feeser

Employment of the following sixteen (16) certified staff for the 2025-26 secondary summer school program, effective June 9 – 27, 2025:

Certified
 Employment -
 Secondary
 Summer School

Neil Bahbah – Math at Freshman Division
 Dana Barrett – Science at Freshman Division
 Andrew Brabender – Physical Education at Freshman Division
 John DeShone – Math at Freshman Division
 Adriana Don – ENL at Freshman Division
 Raul Hernandez – Math at Freshman Division
 Alexander Holtz – Math at Freshman Division
 John Jolley – Social Studies at Freshman Division
 Tracy Korn – Language Arts at Freshman Division
 Ambrelie McGillem – Science at Freshman Division
 Dorothy Overgaard – Special Education at Freshman Division
 Dyan Phillips – Language Arts at Freshman Division
 Jolynn Shull – Science at Freshman Division
 Leslie Smith – Language Arts at Freshman Division
 Julie Tyrakowski – Math at Freshman Division
 Jesse Wyatt – Physical Education at Freshman Division

Employment of the following three (3) certified staff for the 2025-26 Summer Field Course – Colorado Trip, effective June 8 – 21, 2025 and July 13 – 26, 2025:

Certified
 Employment –
 Summer Field
 Courses

Jason Brewer – Teacher
 David Pedler, Jr. – Coordinator/Teacher
 Damen Ullery – Teacher

Transfer of the following five (5) classified employees:

Classified
 Transfers

Kristin Christopulos – Registered Nurse at Cleveland to Registered Nurse at Riverview
 Jeffrey Kinkaide – Campus Security at West Side to Evening Supervisor at Building Services
 Cory Metcalfe – Data Systems Analyst at IT to Software Development Instructor at EACC
 Terri Rohr – Custodian at EACC to Custodian at EHS
 Umeki Williams – Paraprofessional at Freshman Division to Paraprofessional at Elkhart High

Employment of the following four (4) Claim employees effective on dates indicated: Kylie Giger – Colorado Trip Chaperone, 7/13/25 – 7/26/25 Austin Hashberger – Colorado Trip Chaperone, 6/8/25 – 6/21/25 Amber Kosar – Colorado Trip Chaperone, 6/8/25 – 6/21/25 Michael Pedler – Colorado Trip Chaperone, 7/13/25 – 7/26/25	Claims
Resignation of the following eleven (11) classified employees effective on date indicated: Elvira Antonio – Substitute Teacher at PRIDE, 6/3/25 Haylee Copsey – Therapist-SLPA at PACE, 5/30/25 Desiree Diliberti – Food Service at West Side, 6/4/25 Roxan Guggenmos – Registered Nurse at North Side, 6/26/25 Marissa Heise – Paraprofessional at Daly, 5/29/25 Asher Inclan – Paraprofessional at Woodland, 5/29/25 Mary Laughman – Food Service at Daly, 5/23/25 Jennifer Sharp – Paraprofessional at Freshman Division, 5/29/25 Donna Storm – Food Service at Daly, 5/23/25 Kirsten Vance – Custodian at Osolo, 6/6/25 Sarah Young – Food Service at Roosevelt, 6/30/25	Classified Resignations
Unpaid Leave Request for the following one (1) classified employee effective on dates indicated: Erin Wagler – Director of Communications at ESC, beginning 6/5/25 and ending 6/30/25	Classified Leaves
Termination of the following two (2) classified employees effective on date indicated: Alexia Burling – Para-Behavior Support at Eastwood, 6/10/25 in accordance with Policy 3139.01S Amelia Geers – Custodian at Bristol, 5/23/25 in accordance with Policy 3221S	Classified Terminations
Employment of the following thirty-six (36) classified employees for the 2025-26 elementary summer school program, effective June 9 – 27, 2025: Nicolette Andert – Paraprofessional at Riverview Juanita Barben – Paraprofessional at Monger Marco Borja – Paraprofessional at Monger Christina Buss – Paraprofessional at Feeser Yesenia Cisneros – Translator at Monger Kathryn Clark – Paraprofessional at Feeser Kathleen Davis Stowell – Paraprofessional at Riverview	Classified Employment – Elementary Summer School

Mary Downing – Nurse at Monger
 Delicia Forester – Paraprofessional at Feeser
 Jessica Fortoso – Translator at Riverview
 Jennifer Gonzalez – Paraprofessional at Monger
 Amanda Grant – Nurse at Feeser
 Roxan Guggenmos – Nurse at Riverview
 Esther Hargrove – Paraprofessional at Monger
 Deborah Jackson – Paraprofessional at Riverview
 Rosa Jaramillo – Paraprofessional at Monger
 Emily Johnson – Paraprofessional at Monger
 Amy Knoll – Paraprofessional at Riverview
 Rita McKinney – Paraprofessional at Monger
 Ercilia Maeda – Paraprofessional at Feeser
 Heather Martin – Paraprofessional at Feeser
 Anne Mayer – Paraprofessional at Riverview
 Susan Miller – Paraprofessional at Feser
 Luz Palacios – Translator at Feeser
 Karen Pfister – Paraprofessional at Feeser
 Bethany Reed – Paraprofessional at Monger
 Michelle Roberts – Nurse at Riverview
 Juan Rodriguez – Paraprofessional at Monger
 Jennifer Smeltzer – Secretary at Feeser
 Kayla Stafford – Secretary at Riverview
 Ella Szymczak – Paraprofessional at Feeser
 Nicole Tweedy Paraprofessional at Feeser
 Tynetta Warren – Paraprofessional at Riverview
 Dawn Winters – Paraprofessional at Feeser
 Jodie Wolschlager – Secretary at Monger
 Mara Zapata – Paraprofessional at Riverview

Approval of the following two (2) classified position descriptions:

Position
Description

Food Service Specialist – ECS/Business Office
 Salary: \$65,000 - \$80,000
 Assistant Secretary – EACC
 Salary: \$17.15 - \$21.07

By unanimous action, the Board approved the curriculum and textbook adoptions for the following subject areas: Elementary – English Language Arts; Middle School – English Language Arts, Math, and Social Studies; and 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, and Psychology. (Codified File 2425-162)

Textbook
Adoption

Mrs. VonDerVellen commended the administration for their collaborative effort in implementing district-wide curriculum updates. She emphasized that undertaking this work all at once,

rather than on a traditional cycle, was a significant accomplishment and credited the leadership team and administrators for their dedication.

In response to Board inquiry, Dr. Huff explained that the proposed curriculum adoptions, specifically Amplify, is widely considered a leading English Language Arts (ELA) curriculum. He noted that 46 districts across Indiana, including all Marion County schools and many in northern Indiana, have adopted Amplify. Dr. Huff emphasized the value of using a widely adopted curriculum, as it supports smoother student transitions into Elkhart classrooms when transferring from other districts.

He expressed appreciation for the collaborative and intentional work of Dr. Rauch, Mrs. Cripe, Mr. Serge, principals, and teachers in selecting high-quality materials. He encouraged stakeholders to reference EdReports.org for independent ratings, which reflect the rigorous standards of the proposed curriculum materials.

Dr. Huff affirmed his commitment to providing teachers with the best instructional resources, noting last year's successful LETRS adoption as an example. He also shared his support for Reveal Math, particularly its embedded remediation tool, the ALEKS program, which will help address existing learning gaps in mathematics.

Finally, he acknowledged the significant effort made to support middle school instruction, recognizing that staff had previously developed much of their curriculum independently. He expressed pride in the renewed focus on equipping middle schools with robust curricular resources, including access to summer school for the first time in several years.

In response to a Board inquiry, Dr. Rauch emphasized the importance of implementing curriculum with fidelity and expressed strong confidence in the district's teachers to do so. While she did not have specific outcome data readily available, she offered to reach out to comparable school districts to gather information on how their test scores were impacted following the adoption of similar instructional materials. Board Member Dacey Davis added that curriculum materials, such as textbooks, are only tools and do not solely determine educational quality. The effectiveness of instruction depends on how the materials are used, the level of educator and parent investment, and other contributing factors. She cautioned that data provided by publishers may reflect sales tactics rather than accurate measures of educational outcomes.

In response to Board inquiry, Dr. Rauch noted there is no longer a formal state-mandated textbook adoption cycle, which has shifted how and when curricular reviews occur. The district is now

developing its textbook adoption cycle to guide future decisions. Elementary math will be reviewed next year, as its current adoption will be at the end of its six-year term. High school math was also mentioned as an area considered for future review.

District Counsel/Chief of Staff Doug Thorne presented proposed revisions to Board Policy 3422.12S – Employees in Miscellaneous Positions Compensation Plan for initial consideration.

Board Policy
3422.12S

Mr. Thorne provided an overview of proposed personnel updates, including a new position, Food Service Specialist (FSMC Oversight). This position will serve as the liaison between the Business Office and the Food Service Management Company (FSMC), ensuring the company meets all contractual obligations and complies with applicable federal, state, and local regulations related to child nutrition programs. The position will also monitor financial accountability and vendor performance in support of the district's nutrition goals.

Additional updates included the establishment of a salary range for the Project Director – Full-Service Community School, a grant-funded position, and the conversion of the Manager of Community and Family Engagement from an hourly wage to a salaried position. This change will not impact the total annual compensation allocated for the role.

By unanimous action, the Board approved the recommendation to award the contract for Food Service Management Services to Chartwells. (Codified File 2425-163)

Recommendation
for Award

Dr. Huff began by congratulating the EHS Unified Track Team on winning back-to-back state championships, expressing pride in their achievement. He also commended the EHS Track Team, noting several athletes placed in the top ten (10) at the state competition.

From the
Superintendent

He recognized the EHS Golf Team for winning sectionals and extended well wishes for their upcoming regional match. In addition, Dr. Huff celebrated the success of the EHS Girls Softball Team, highlighting the excitement of their first sectional win and the strong foundation they have established for the future.

Dr. Huff thanked the coaches, athletic directors, families, and Elkhart community for their ongoing support of EHS athletes, noting that Elkhart athletics had an outstanding year.

Shifting focus to academics, Dr. Huff provided an update on summer school, which began this week. Monger, Feeser, and Riverview Elementary Schools are serving approximately 500 students. He

commended the improved IREAD results for second and third-grade students and expressed optimism that the district would surpass its academic benchmarks. He also highlighted that summer programming is now taking place at all three school levels—elementary, middle, and high school—for the first time in many years and thanked the Boys & Girls Club for partnering to support middle school students.

Finally, Dr. Huff praised the recent EHS graduation ceremony, describing it as a privilege to participate and a true example of excellence. He recognized the efforts of Mr. Jeff Miller, the high school team, Mr. Snyder and the security staff, and the teachers for creating a meaningful and memorable experience for students and families. Dr. Huff emphasized that EHS delivers one of the best graduation ceremonies and extended special thanks to Mr. Miller for his leadership and dedication.

Mrs. VonDerVellen recognized the Construction Trades program, sharing her appreciation after attending the recent open house showcasing the student-built house. She described the event as an impressive and inspiring evening, noting the presence of students, their friends, and families celebrating the accomplishment. She commended Mr. Eakins and the entire Construction Trades team, highlighting the students' visible pride and sense of achievement. Mrs. VonDerVellen praised the quality of the house and congratulated all involved on their outstanding work.

From the
Board

The meeting adjourned at approximately 7:33 p.m.

Adjournment

APPROVED:

Signatures

Troy E. Scott, President

Douglas K. Weaver, Vice President

Kellie L. Mullins, Secretary

Mike Burnett, Member

Dacey S. Davis, Member

Eric Ivory, Member

Anne M. VonDerVellen, Member

[illegible]

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

★ ★

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

DATE: 06/10/2025

TO: Dr. Larry Huff
Board of School Trustees

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

Re: Donation Approval - EHS - Athletics

A donation in the amount of \$1,960.00 has been given to the Elkhart High School Athletic Department, from Elkhart Athletic Club. These funds will be used to assist with the cost involved with the Unified Track & Field Team State Tournament expenses.

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

Elkhart Athletic Club
2608 California Rd.
Elkhart, IN 46514

WHERE LEARNING HAS NO LIMITS

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

★ ★

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

DATE: 06/10/2025

TO: Dr. Larry Huff
Board of School Trustees



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

Re: Donation Approval - EHS - Athletics

A donation in the amount of \$2,500 has been given to the Elkhart High School Boys and Girls Golf Team, from Welch Packaging Group, Inc. These funds will be used to assist with the growth and development of our Golf teams by contributing to the purchase of equipment.

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

Welch Packaging Group, Inc.
1020 Herman St.
Elkhart, IN 46516

WHERE LEARNING HAS NO LIMITS



INSTRUCTIONAL LEADERSHIP

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

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

From: Lisa Ernsberger

Date: June 17, 2025

RE: Donation Approval - Instructional Leadership

We have received the following donation from Hartzler-Gutermuth-Inman 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:

Hartzler-Gutermuth-Inman
Funeral Home
403 West Franklin Street
Elkhart, IN 46516

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

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

DATE: 06/16/2025

TO: Dr. Larry Huff
Board of School Trustees

Larry Huff

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

Re: Donation Approval - EHS - Athletics

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

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

Premium Concrete Services, Inc.
DBA/Premium Services
712 Richmond St.
Elkhart, IN 46516

WHERE LEARNING HAS NO LIMITS

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

★ ★

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

Date: June 16th, 2025

To: Board of School Trustees

From: Jeff Hemmerlein, PMMS Principal

RE: Donation Approval


Larry Huff

We have received an extracurricular donation in the amount of \$350.00 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:

Crossroads Community Church of the Nazarene
Attn: Anthony Senical
57415 Alpha St
Goshen, IN 46528

Sincerely,


Jeff Hemmerlein

Jeff Hemmerlein
Pierre Moran Middle School Principal



ELKHART AREA CAREER CENTER

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

TO: DR. HUFF
BOARD OF SCHOOL TRUSTEES

FROM: BRANDON EAKINS *BE*

Larry Huff

DATE: JUNE 16, 2025

RE: DONATION APPROVAL - EACC

Boilini Farms has donated \$500.00, to our Diesel Service Technology class as a thank you gesture for the excellent service provided on the farm's International truck

This donation will be used for supplies or other needs that arise for the students in the Diesel program.

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

Boilini Farms
Attn: Joshua Boilini
5508 E 450 S
LaPorte, IN 46350

Grant Requests

BST Date: 6/24/2025

What is the title of the grant?	name of the granting agency/ entity?	Please list school/entity applying.	Individual/ contact applying for the grant?	What is the amount applied for?	How will the grant funds be used and who will oversee the management of the grant?	Please explain how the grant funds will be used to support the district vision, focus, and goals.	Please outline the grant budget for the funds requested.	What is the grant submission deadline?
RTX Connect Up Grant	RTX Corporation	EHS- ETI/Rocketry Team	Nick Seidl	\$2,995	Funds will be used to purchase equipment and supplies for the Rocketry Team. David Bird, Principal of ETI, will oversee the grant.	Rocketry allows students to practice STEM and soft skills required to be "College/Career Ready" and supports our goal of excellence in academics.	Rocket Parts and Supplies: \$2500 and entry fees: \$495 (\$2995 total)	7/31/2025
Intuiitive Foundation FRC Grant	Intuitive Foundation	EHS/Robotic s Team	Nick Seidl	\$2,500	Funds will be used to purchase equipment and supplies for the ElkLogics Robotics team. David Bird, Principal of ETI, will oversee the grant.	Competitive robotics allows students to practice STEM and soft skills required to be "College/Career Ready" and supports our goal of excellence in academics.	Robot parts and raw equipment: \$2500	8/31/2025
Secured School Safety Grant	Indiana Department of Homeland Security	Safety, Security, and Risk Management	James Snyder	\$100,00.00 Matching grant	The grant funds would be used to contract with a company to complete digital mapping of all our buildings. This mapping would include the location of all devices such as AED's, cameras, chemicals, fire pull stations, etc.	Students and staff are a top priority for Elkhart Community Schools and in the event of an emergency, knowing the location of certain items could save valuable time. This information can also be shared with first responders so during an emergency situation they would have the most up to date information available.	We have been in contact with companies that will come on site and document where our emergency items are located and put the items into digital form with mapping. This would happen for every building. The cost to complete this would be \$110,000.00 with additional cost for subscriptions, but if we decline the subscription at any time the mapping is owned by Elkhart Community Schools. The subscription is roughly	6/30/2025

Larry Huff
6/20/2025



DISTRICT COUNSEL/
CHIEF OF STAFF

ELKHART
COMMUNITY SCHOOLS

TO: BOARD OF SCHOOL TRUSTEES

FROM: W. DOUGLAS THORNE *WD* *Larry Huff*
DISTRICT COUNSEL/CHIEF OF STAFF

DATE: JUNE 20, 2025

RE: CONTRACTS 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
Frontline Technologies Group, LLC.	Jason Inman	Administration recommends the approval to renew Frontline's Applicant Tracking and Absence & Substitute Management software. Applicant Tracking supports our hiring process by allowing HR and administrators to post openings, manage applications, and move candidates through each stage efficiently. Absence & Substitute Management automates staff absence reporting and helps ensure classrooms are covered by qualified substitutes. The tools improve efficiency and supports continuity in staffing across the district.	Operations	\$21,402.24 Applicant Tracking \$25,740.03 Absence & Sub Management

Contractor	Requesting Administrator	Description	Funding Source	Amount
Network Solutions	Jason Inman	Administration recommends the approval to renew Veeam. Our district uses Veeam to back up our virtual and physical servers and files. Veeam allows us to backup to local and cloud storage to ensure we have access to our files in the event of data loss due to mechanical, digital, or natural disasters.	Operations	\$10,636.56
Park Place Technologies, LLC.	Jason Inman	Administration recommends the approval for the renewal of hardware support for our security camera storage device. The device is the destination storage for all security camera footage. The storage allows our security personnel to review security footage from any of our 1300+ cameras in the district, allowing us to keep our staff and students safe.	Operations	\$6,874.20



Contractor	Requesting Administrator	Description	Funding Source	Amount
Midwest Education Consultants	Brandon Eakins	Administration recommends the approval of a Memo of Understanding (MOU) with Midwest Education Consultants (MEC) for the 2025-2026 school year. Elkhart Adult Education and MEC collaborate to offer workforce / career preparation activities for currently incarcerated participants. MEC provides certification training in logistics for adult education students and completes basic adult education screening on behalf of the Elkhart Adult Education program and is fully supported by Adult Basic Education Grant and fulfills included obligations.	Adult Basic Education Grant	Depends on enrollment



Contractor	Requesting Administrator	Description	Funding Source	Amount
Lexia Voyager Sopris Inc.	Barb Cripe	Administration recommends approval of a request to purchase K-6 digital license for Acadience DIBELS Next Assessment. DIBELS Next will be used for all Kindergarten through 5 th grade students and provides Benchmark assessments and progress monitoring in Foundational Reading skills and Reading Comprehension. Additionally, DIBELS Next provides screening and diagnostics for determining the risk of Dyslexia as required by law.	Pending Formative Assessment Grant Approval	\$35,685.50
Gallagher Benefit Services, Inc.	Zac Quiett	Recommendation to approve two (2) agreements with Gallagher Benefit Services, Inc. The Business Associate Agreement, effective April 1, 2025, is crucial for safeguarding sensitive data related to our Group Health and Welfare Plans. The Consulting Agreement, also effective April 1, 2025, establishes Gallagher as a professional consultant to provide brokerage and consulting services.	Insurance Fund	\$80,000 Plus Commissions, see attached



Contractor	Requesting Administrator	Description	Funding Source	Amount
Business Purchasing Solutions, LLC dba SpendBridge	Zac Quiett	Recommendation for approval of a Customer Subscription Agreement with Business Purchasing Solution, LLC doing business as SpendBridge. The agreement outlines the provision of BPS E-Procurement Services, a web-based platform designed to consolidate and automate our procurement processes, including ordering, delivery, supplier management, tracking, and billing. The implementation of these services is projected to yield substantial cost savings and operational efficiencies for ECS.	Operations	<p>\$12,500 One-time subscription fee</p> <p>\$36,000 annual access fee</p> <p>\$600 Per Catalog fee</p> <p>\$135/hour Professional Services Rate</p>
Northern Illinois University	Brian Buckley	Recommendation for approval of affiliation agreement with Northern Illinois University. The agreement provides an opportunity for a student enrolled in Northern Illinois University's Athletic Trainer Program to have practical and clinical experiences working with the Beacon Healthcare Trainers assigned to Elkhart Community Schools.		No cost involved



Contractor	Requesting Administrator	Description	Funding Source	Amount
Microsoft Corporation	Jason Inman	Recommendation to approval renewal agreement with Microsoft Corporation. The Microsoft EES (A3) agreement provides the licensing necessary for the core Microsoft systems and services our district depends on including sixty (60) plus Microsoft servers in use, Defender (anti-virus/Malware), Office 365 and Windows 11. The A3 license gives our over 13,000 students and staff access to these features.	Operations	\$85,336.00
ParentSquare, Inc.	Jason Inman	Recommendation for renewal of ParentSquare subscription. ParentSquare is a secure, school-home communication platform designed for education. ParentSquare shares information from district and schools with families to keep them informed of updates, reminders, and emergency alerts. The platform supports multilingual communication and integrates with PowerSchool, helping us reach all families more effectively.	Technology Fund	\$53,067.31

WDT/crr

Cc: Dr. Larry Huff, Superintendent

Page 6 of 6



ELKHART
COMMUNITY SCHOOLS



HUMAN RESOURCES

ELKHART

COMMUNITY SCHOOLS

TO: DR. LARRY HUFF
FROM: MS. MAGGIE LOZANO
DATE: JUNE 24, 2025

PERSONNEL RECOMMENDATIONS

CERTIFIED

- a. **Administrative Appointment** - We recommend the approval of one (1) administrative appointment for the 2025-26 school year.
- b. **New Certified Staff** – We recommend the approval of five (5) new certified staff for the 2025-26 school year.
- c. **Certified Staff Transfer** – We recommend the approval of twelve (12) certified staff transfers for the 2025-26 school year.
- d. **Separation** – We report the separation of eight (8) employees.
- e. **Summer School-Secondary** – We recommend one (1) certified secondary employee for the 2025-26 summer school program from June 9, 2025 – June 11, 2025.
- f. **Death** – We report the death of one (1) employee.

CLASSIFIED

- a. **Administrative Appointment** – We recommend the approval of one (1) administrative appointment effective July 8, 2025.
- b. **New Classified Staff** – We recommend three (3) new classified staff for employment in the 2025-26 school year.
- c. **Classified Staff Transfers** – We recommend the transfer of two (2) classified staff for the 2024-25 school year and four (4) classified staff for the 2025-26 school year.
- d. **Claims** – We recommend the employment of five (5) employees.
- e. **Administrative Separation** – We report the separation of one (1) administrator.
- f. **Separation** – We report the separation of six (6) employees.
- g. **Retirement** – We report the retirement of eight (8) employees who have provided a total of 142 years of service.

Book	Policy Manual
Section	3000 Personnel
Title	Proposed Revised - EMPLOYEES IN MISCELLANEOUS POSITIONS COMPENSATION PLAN
Code	po3422.12S
Status	Second Reading
Adopted	December 20, 2016
Last Revised	June 24, 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.

Revised 1/24/17
 Revised 6/27/17
 Revised 10/24/17
 Revised 12/12/17
 Revised 5/8/18
 Revised 8/14/18
 Revised 11/13/18
 Revised 12/11/18
 Revised 12/18/18
 Revised 2/12/19
 Revised 3/12/19
 Revised 6/25/19
 Revised 8/13/19
 Revised 10/7/19
 Revised 12/10/19
 Revised 2/11/20
 Revised 8/25/20
 Revised 11/24/20
 Revised 1/12/21
 Revised 3/9/21
 Revised 8/10/21
 Revised 9/14/21
 Revised 12/14/21
 Revised 4/12/22
 Revised 5/10/22
 Revised 6/28/22
 Revised 9/13/22
 Revised 10/25/22
 Revised 11/22/22
 Revised 2/14/23

Revised 3/14/23
Revised 5/23/23
Revised 6/13/23
Revised 7/25/23
Revised 8/22/23
Revised 11/28/23
Revised 1/23/24
Revised 2/27/24
Revised 3/12/24
Revised 5/14/24

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ACCOUNT BALANCES/INVESTMENT DETAIL
May 2025

CASH:

Petty Cash	\$	500.00
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BANK ACCOUNTS:

Everwise Credit Union	\$	3,022,551.51
Lake City Bank – Accounts Payable		(1,878,743.20)
Lake City Bank – Payroll Account		(15,150.03)
Lake City Bank – Flex Account		85,561.30
Lake City Bank – Merchant Account		-
Lake City Bank – Prepaid Lunch		1,039,995.58
Lake City Bank – Deposit Account		14,778,138.93

INVESTMENTS:

Certificate of Deposit		-
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	\$	17,032,854.09
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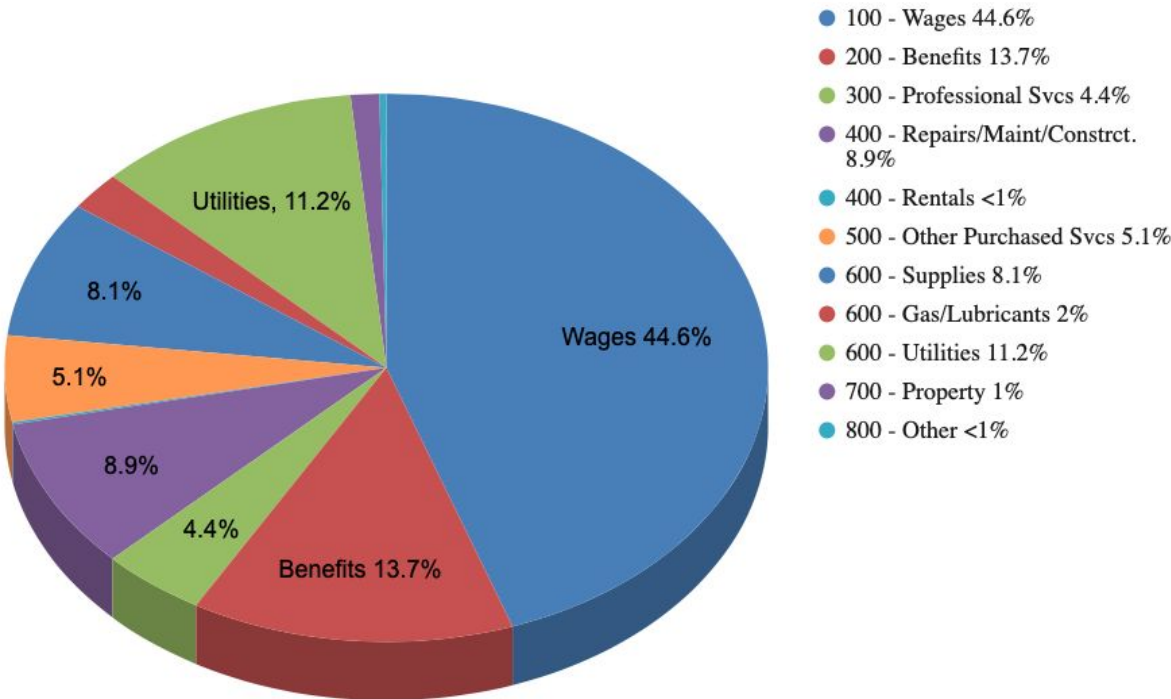
JUNE FINANCIAL UPDATE

Zac Quiett
Board Meeting
6/24/2025



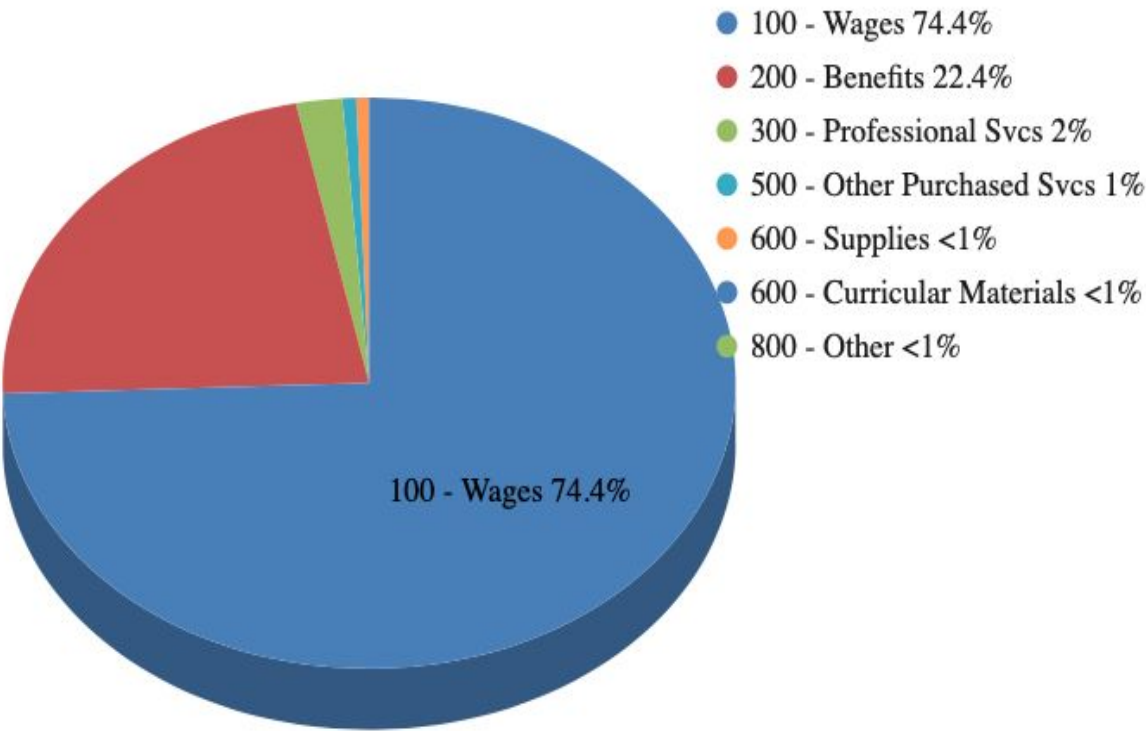
EXPENDITURES BY CATEGORY

Operations Fund



\$3,248,028

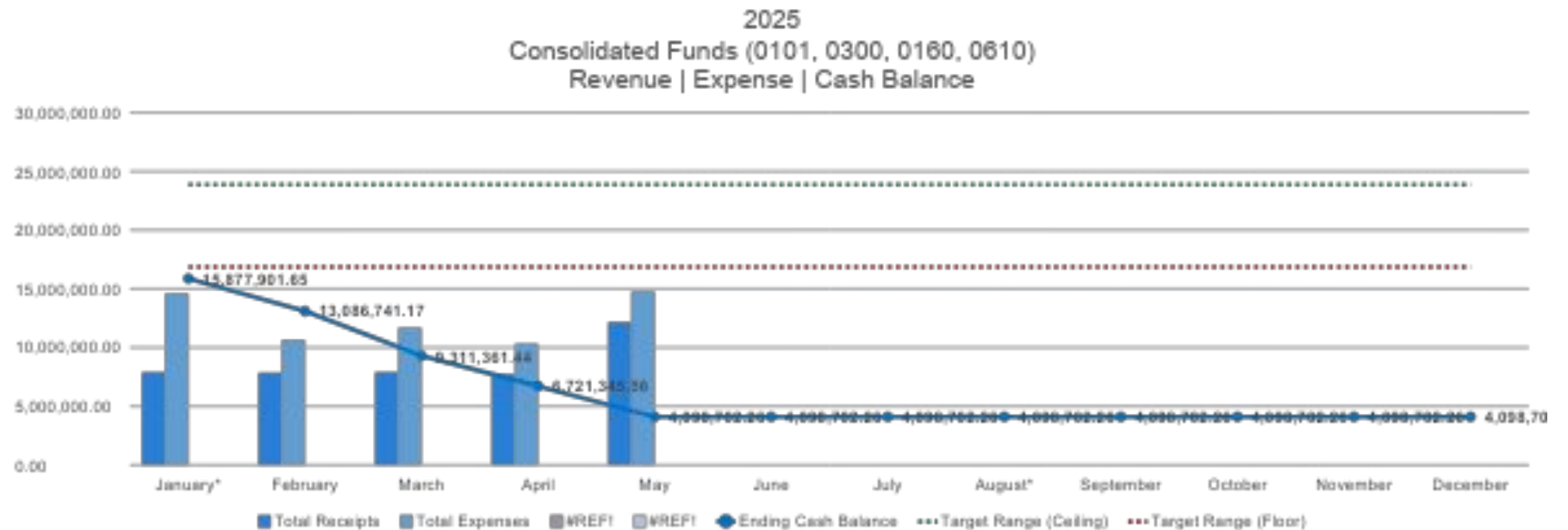
Education Fund



\$7,943,131

EXPENDITURES BY CATEGORY

CONSOLIDATED FUNDS





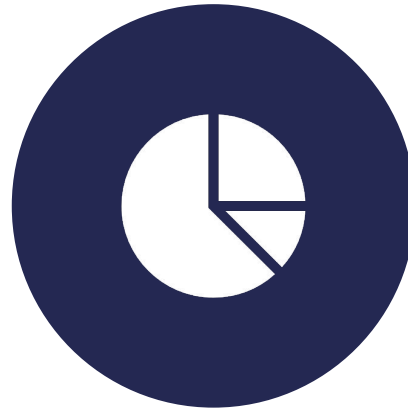
JUNE INSURANCE UPDATE

Zac Quiett
Board Meeting
6/24/25

INSURANCE PLAN UPDATE



SUMMUS &
MARATHON COLLAB



80.4%
LOSS RATIO



SUMMUS MASTER
CLASS
