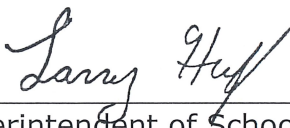


PUBLIC WORK SESSION
OF THE
BOARD OF SCHOOL TRUSTEES
Elkhart Community Schools
Elkhart, Indiana

NOTICE OF MEETING TIME CHANGE

Date: Tuesday, October 14, 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 Tuesday,
October 7, 2025, and electronically
delivered to Board Members and School
Attorney on Tuesday, October 7, 2025.

AGENDA FOR
BOARD OF SCHOOL TRUSTEES
REGULAR MEETING

Elkhart Community Schools
Elkhart, Indiana

October 14, 2025

CALENDAR

Oct	14	5:30 p.m.	Public Work Session, J.C. Rice Educational Services Center
Oct	14	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center
Oct	28	6:00 p.m.	Public Work Session, J.C. Rice Educational Services Center
Oct	28	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. PUBLIC HEARING

A public hearing will be held on the 2026 Budget, 2026 Capital Projects Plan, and 2026 School Bus Replacement Plan.

- F. MARY BECK REPORT
- G. BRISTOL REPORT
- H. EXCELLENCE OF ELKHART

- I. CONSENT ITEMS:
 - Minutes – September 23, 2025 – Public Work Session
 - Minutes – September 23, 2025 – Regular Board Meeting
 - Claims
 - Fundraisers
 - Extra-Curricular Purchases
 - Gift Acceptances
 - Conference Leaves
 - Grants
 - Personnel Report
 - Employment

J. OLD BUSINESS

Contracts – The administration presents the following contracts for final consideration.

- AMS Global on behalf of Century Center Board of Managers
- ConnectAble, Inc.
- CEL Public Relations, Inc.
- Milliman, Inc.
- EnergyCAP, LLC

Board Policy 3142C – Cancellation of a Teaching Contract – The administration presents proposed revised Board Policy 3142C – Cancellation of a Teaching Contract for final consideration.

K. NEW BUSINESS

Contracts – The administration presents the following contracts for initial consideration.

- Network Solutions Maintenance Agreement
- Geo-Comm School Safety Solution Project Agreement

Recommendation for Award – The Administration recommends award of a contract for the kitchen serving line upgrade projects at North Side, Pierre Moran, and West Side Middle Schools.

Board Policy 3410.04CS – Substitute Compensation – The administration presents proposed revised Board Policy 3410.04CS – Substitute for initial consideration and requests to waive second reading.

Board Policy 3422.04S – Bus Helpers Wage Schedule – The administration presents proposed revised Board Policy 3422.04S – Bus Helpers Wage Schedule for initial consideration and requests to waive second reading.

Resolution – The administration recommends that the Board approve a resolution to initiate a study of school consolidation.

Resolution – The administration recommends the Board approve a resolution affirming Elkhart Community Schools' commitment to supporting the educational and social success of students from military families and reaffirming compliance with Board Policy 5111.02, Educational Opportunity for Military Children.

L. INFORMATION AND PROPOSALS

From Superintendent and Staff

From Board

M. ADJOURNMENT

Welcome to
the heartbeat



of Mary Beck

**Mission: Our Mission is to provide
a safe, orderly, and supportive
environment so everyone can
achieve and rise to the top.**





**Vision: 100% of Mary
Beck students will achieve
academic growth through
rigorous, tiered
instruction.**

25-26 goals

Goal 1

By the Spring of 2027,
our overall proficiency on
the ELA ILearn
Assessment will increase
from 10%-20%

Goal 2

By the Spring of 2027, the
number of 3rd-5th grade
students demonstrating
proficiency on the Math
ILearn assessment will
increase from 6%-20%

Goal 3

By the Spring of 2026,
the number of 3rd
graders demonstrating
proficiency on IREAD-3
assessment will increase
from 57% to 80%.

LEARN

ELA

10% Proficient

MATH

6% Proficient



Math Checkpoint 1

Current 4th and 5th
graders show increase in
% proficient.

Land Proud

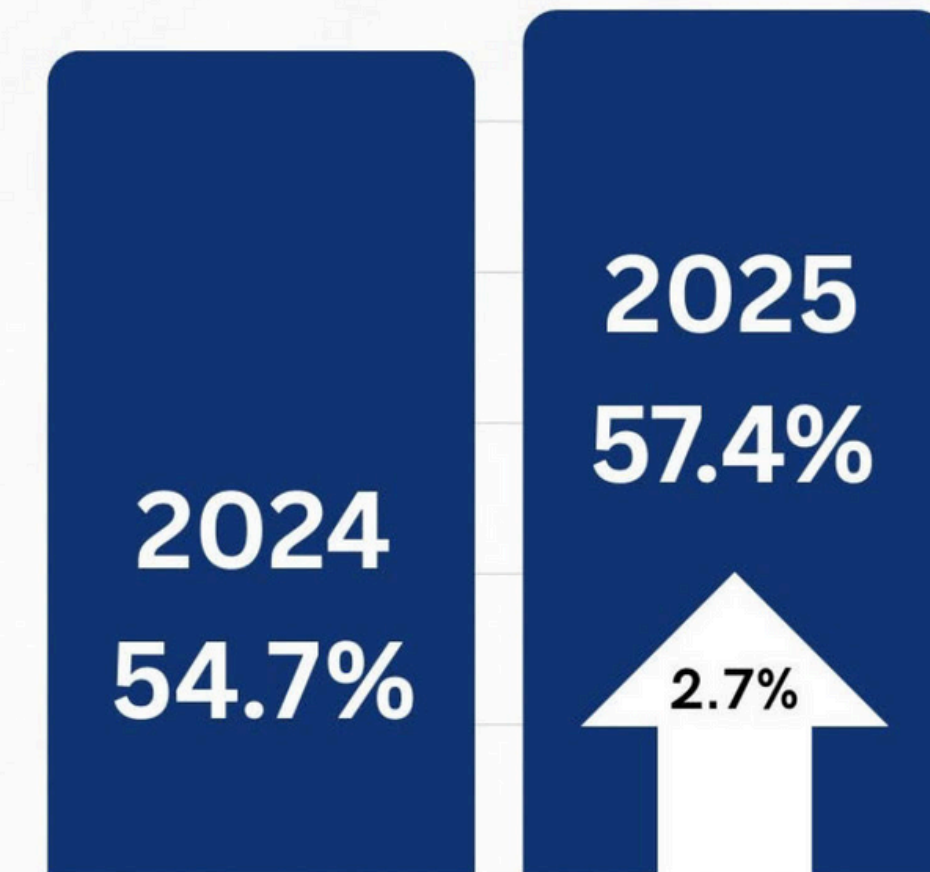
IREAD

Goal 3

By the Spring of 2026, the number of 3rd graders demonstrating proficiency on IREAD-3 assessment will increase from 57% to 80%.



Mary Beck
Elementary School



IREAD GROWTH

25-26 ACTION PLAN

Focus on Attendance!



KiNDER	93.91%
1ST	94.11%
2ND	95.05%
3RD	94.64%
4TH	95.32%
5TH	96.70%



25-26 ACTION PLAN

Tier 1

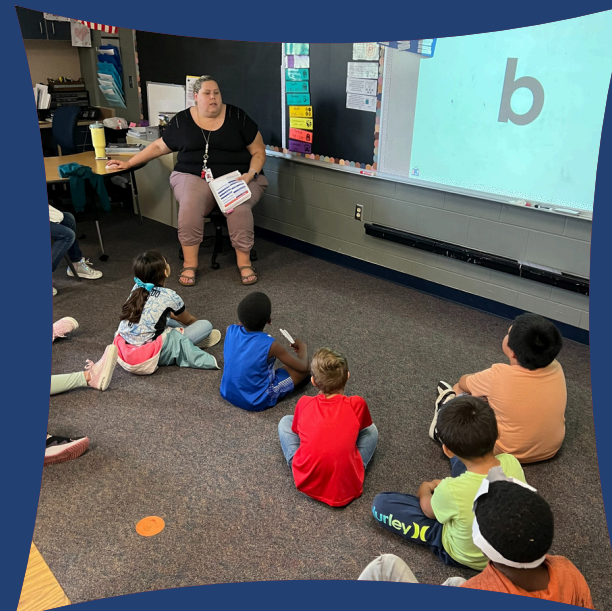
UFLI

Cadre Coach

Math Coach

SOR Strategies

Community Partners



WE LEVEL UP!



I graduated and started my dream job!



My lesson plans and learning targets are posted and ready for me to teach!



I am teaching a new grade level and learning two different curriculums.



I am greeting every student by name each morning and giving them a warm welcome.



I have done a much better job at being more attentive and aware of my students needs.



I take my 1st graders to specials, who otherwise would not have inclusion, and I am more involved in specials.



I watch, I serve, and I continue to support our staff in providing a welcoming environment.



I keep coming back!



I moved to ENL.



I challenge myself and my students to think outside the box



I became a Mary Beck Baron and I am teaching a new grade level.

BARON STRONG



A photograph of Bristol Elementary School, a brick building with large windows and a modern design, framed by orange and black geometric shapes. The building is surrounded by trees and landscaping.

BRISTOL ELEMENTARY SCHOOL

**BOARD MEETING
OCTOBER 14, 2025**

Mr. Tim Pedley

705 Indiana Street
Bristol, IN 46528t

574-848-7421



tpedley@elkhart.k12.in.us





Goal #1 – Reading

Ensuring students have
limitless possibilities
because they can read



Metrics

2nd–3rd Grade

Increase IREAD
Passing by 5%



3rd–5th Grade

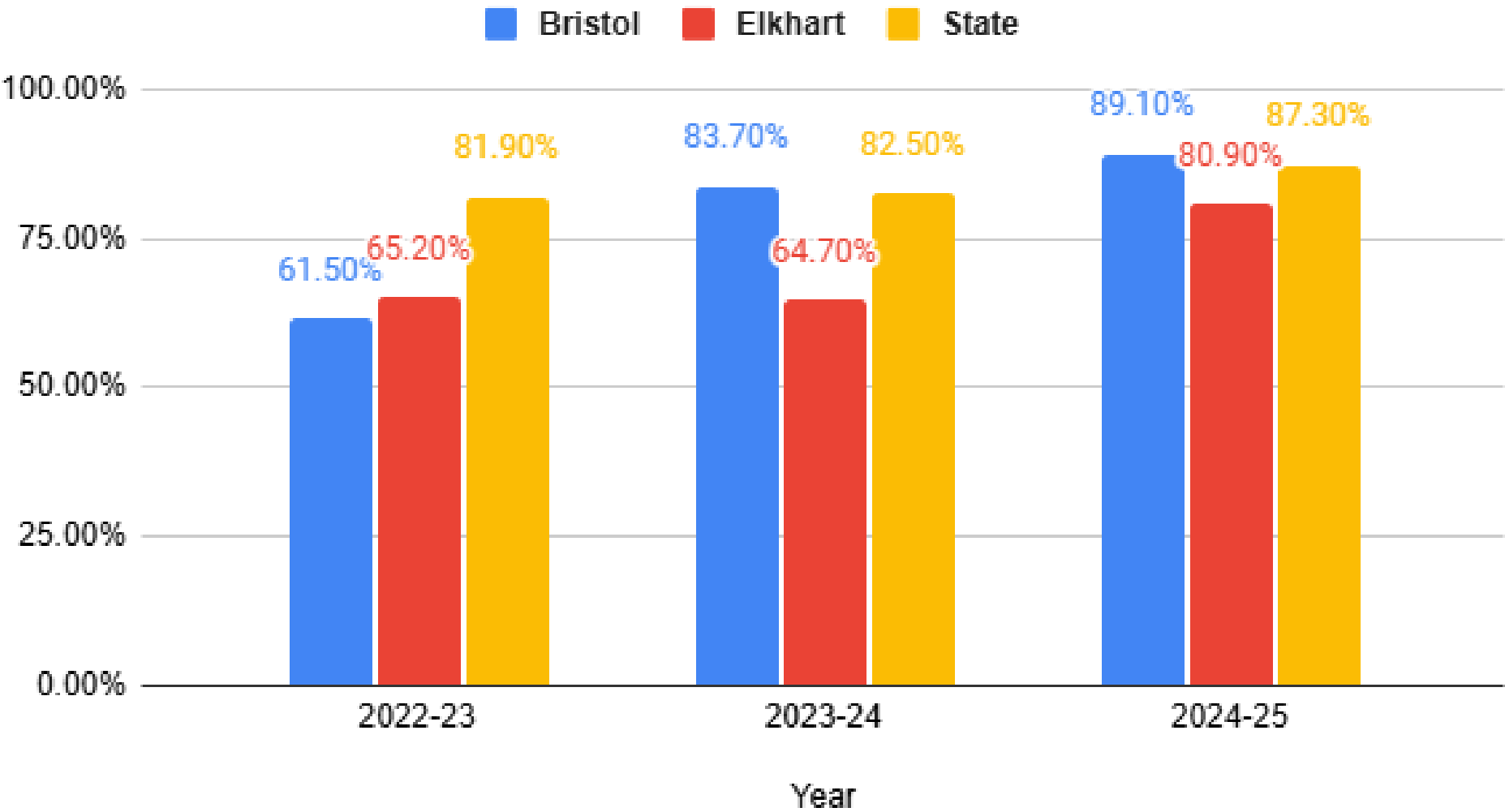
Increase ILEARN
Passing by 5%



IREAD+ Passing



IREAD-3 Percent Passing Trend



What We Are Doing



Areas of Focus



LETRS
Training



Literacy
Coach



Fluency



Reading
Support





ELA ILEARN Growth

Goal: 5%
Actual: 9%





Goal #2 – Math

Ensuring students have limitless possibilities because they can think logically and solve problems



Metrics

Increase the
ILEARN Passing
Percentage by 5%



What We Are Doing



Areas of Focus



Explicit
Instruction



Lesson
Template



Fact
Fluency

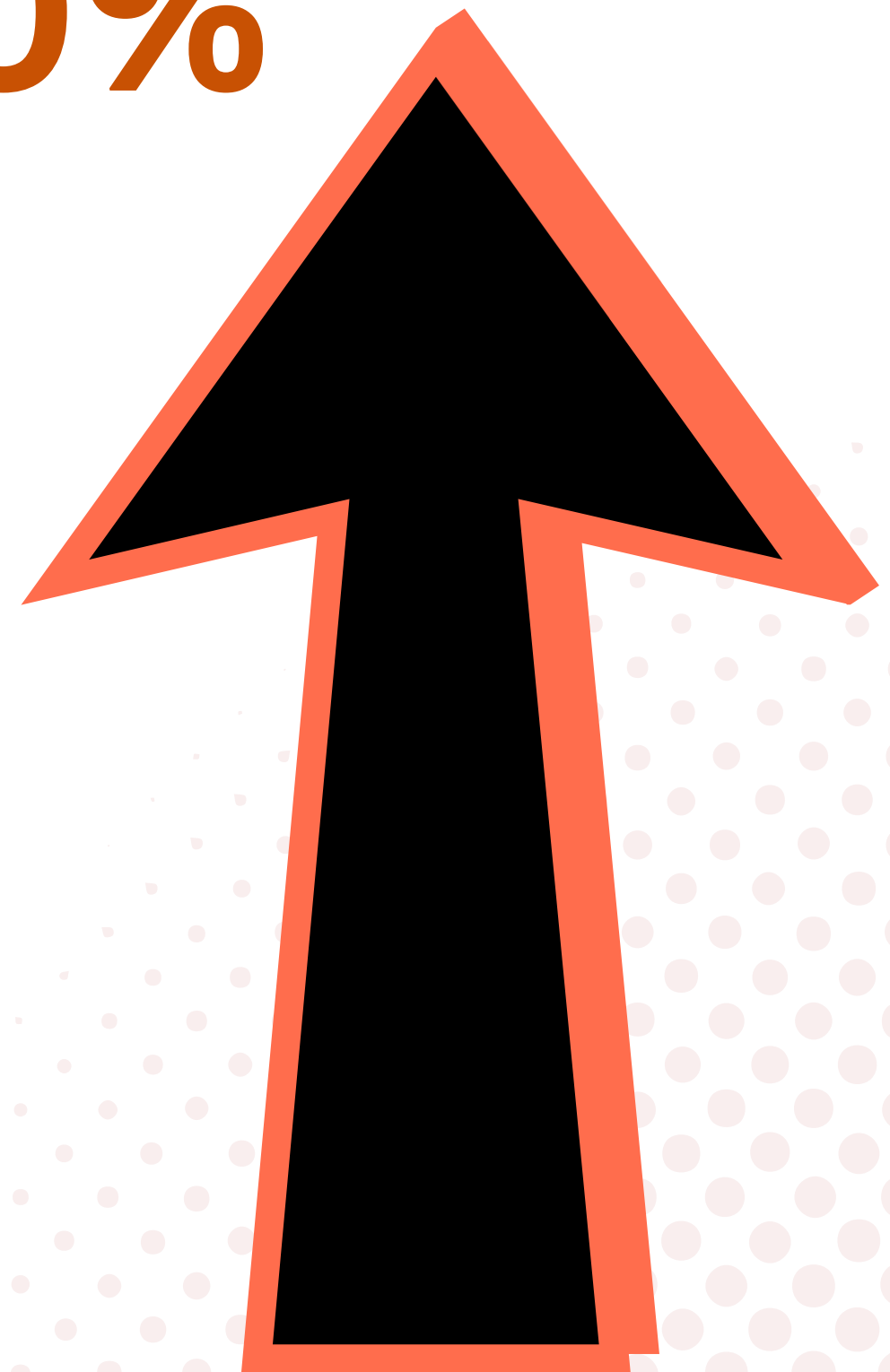


Daily Review



Math ILEARN Growth

Goal: 5%
Actual: 10%



Goal #3

Attendance



- 95% Attendance (2023-24 92.63%)
- Less than 15% students chronically absent (2023-24 21.3%)



Educate Building

- Gathering
- Classroom Check-ins
- Intentionally presenting goals
- Incentives



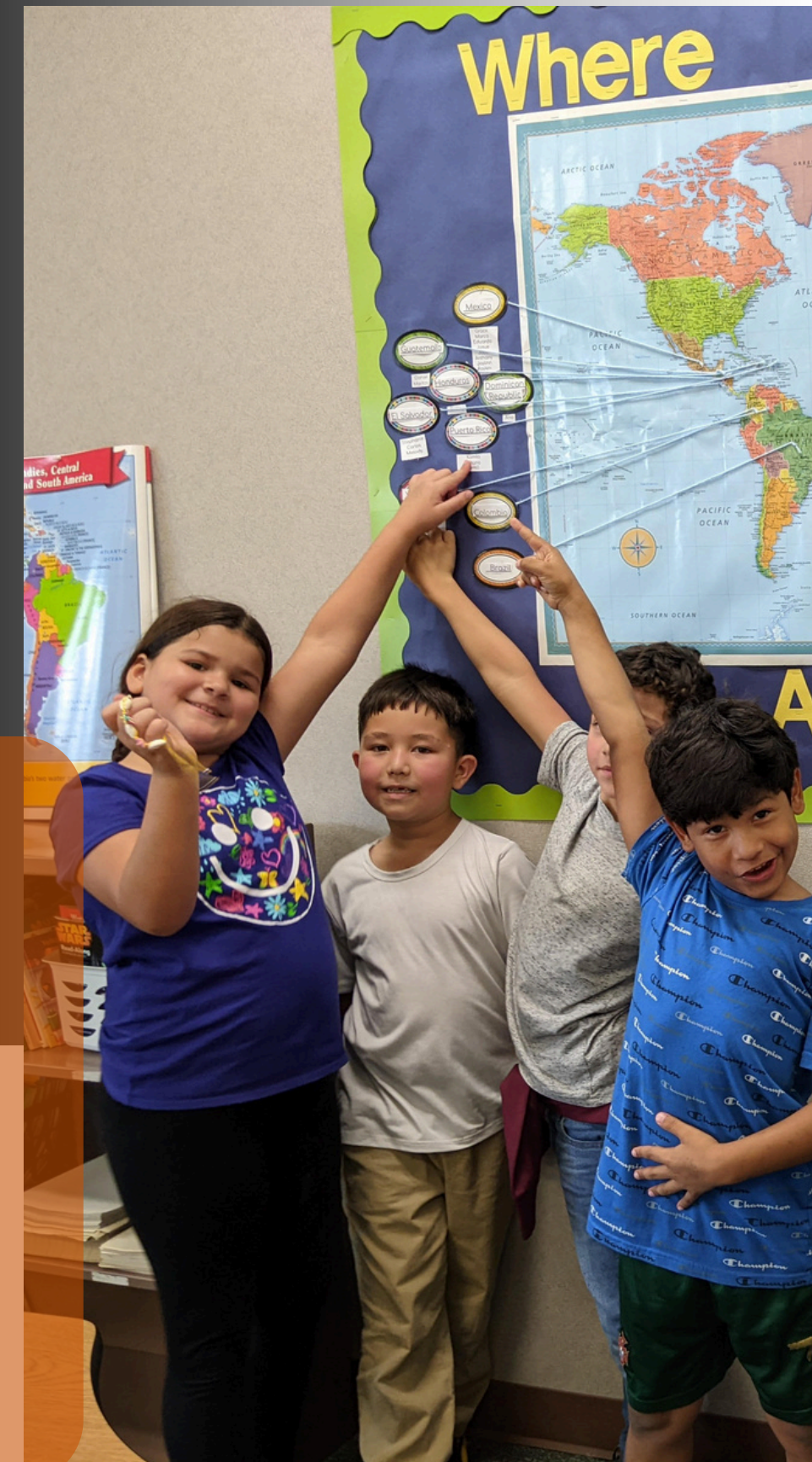
Educate Families

- Facebook
- SeeSaw Messages
- Title Meetings
- Phone calls
- Meet with Families



Educate Students

- Meet with students one-on-one
- Check-ins
- Involving Social Worker



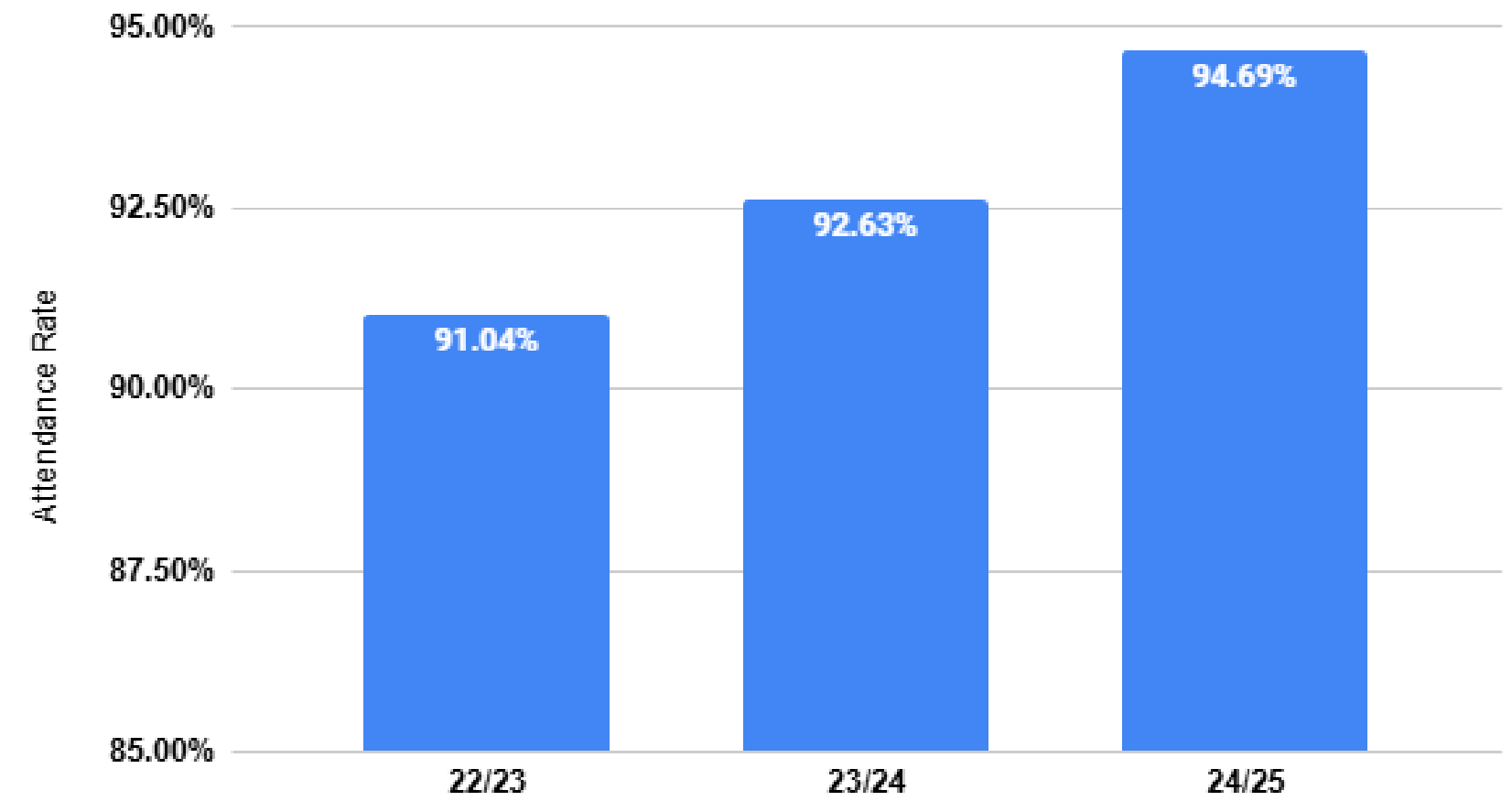


Mrs. Goins, principal at Pinewood, challenged Mr. Pedley, principal at Bristol Elementary, to an Attendance Showdown! Help your school WIN the ATTENDANCE BATTLE! Starts DECEMBER 2!!

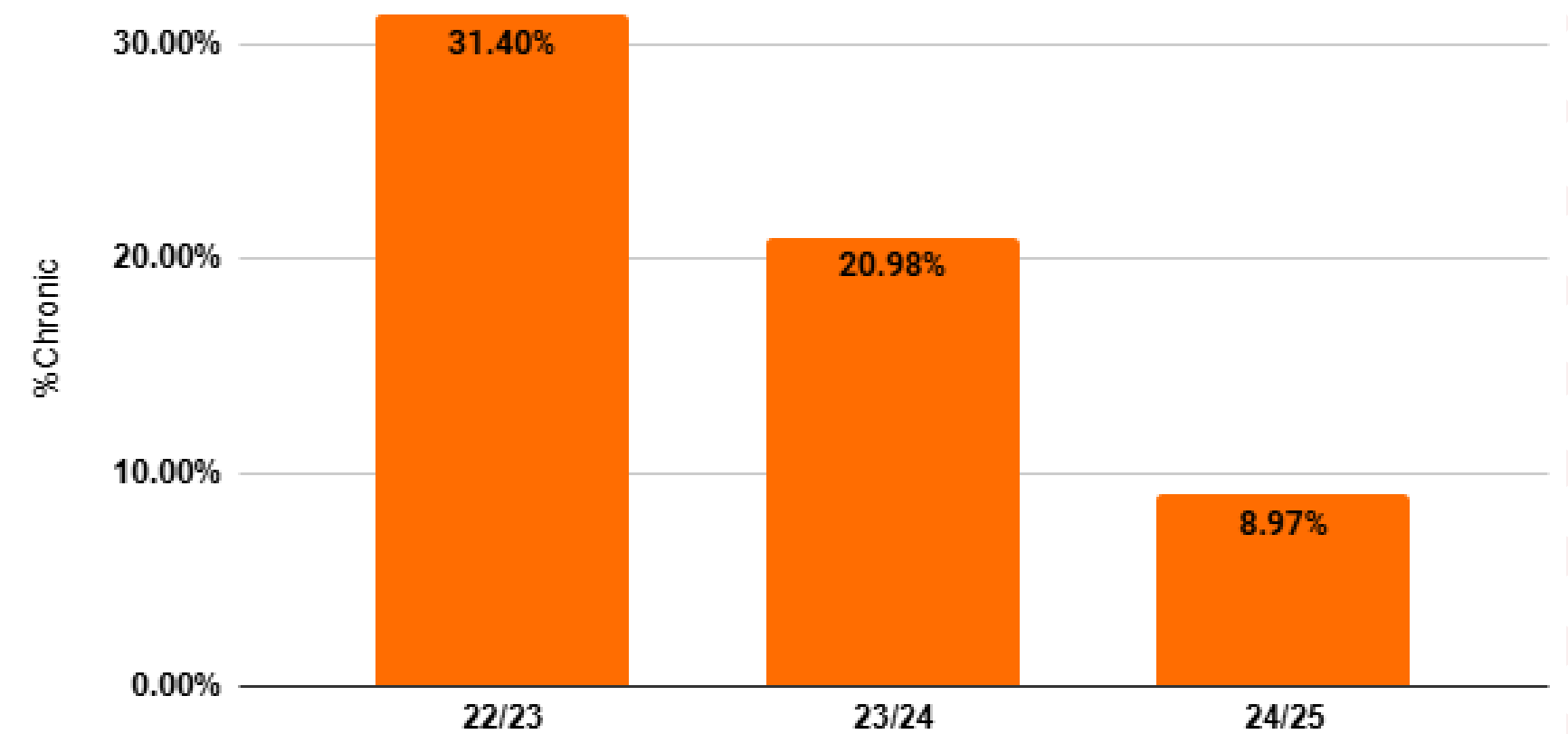
Attendance



Attendance Rate



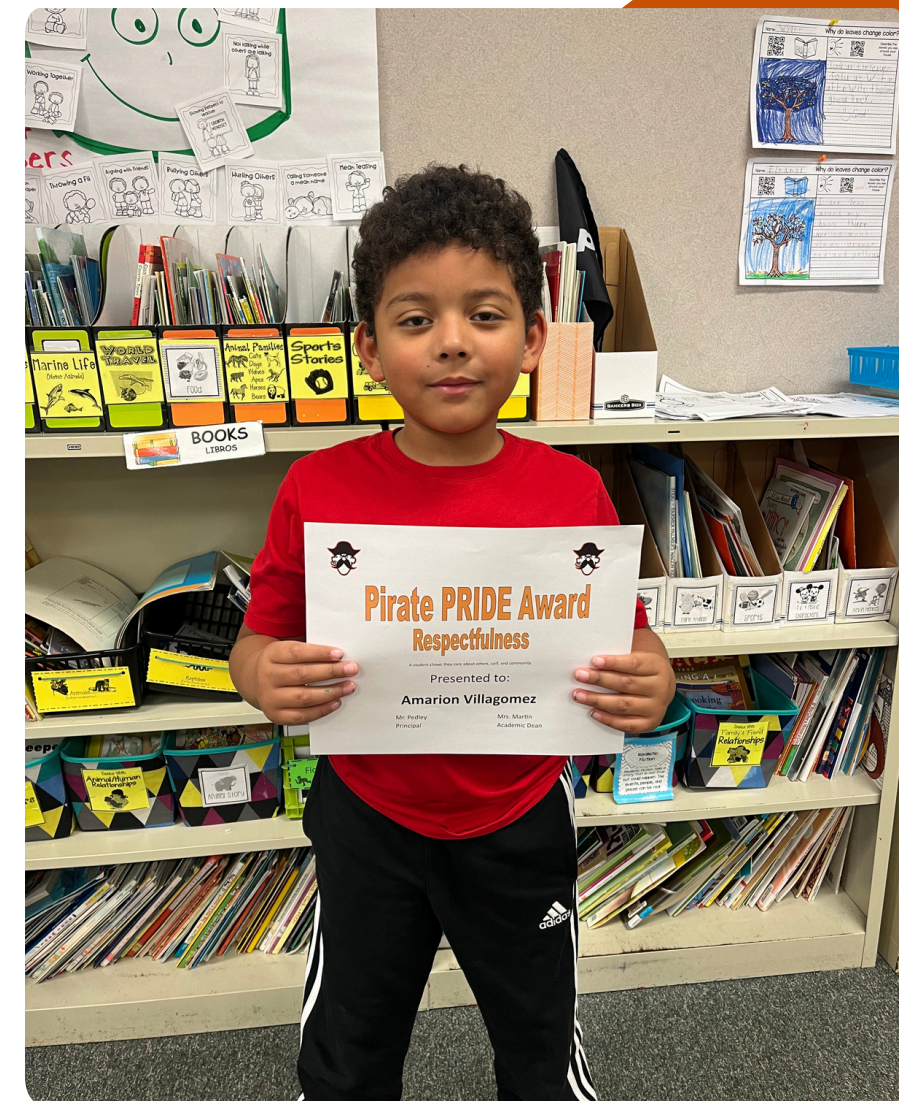
Chronic Absenteeism



An opportunity to

THANK YOU

AND ANY QUESTIONS?



Excellence of Elkhart

October 14, 2025



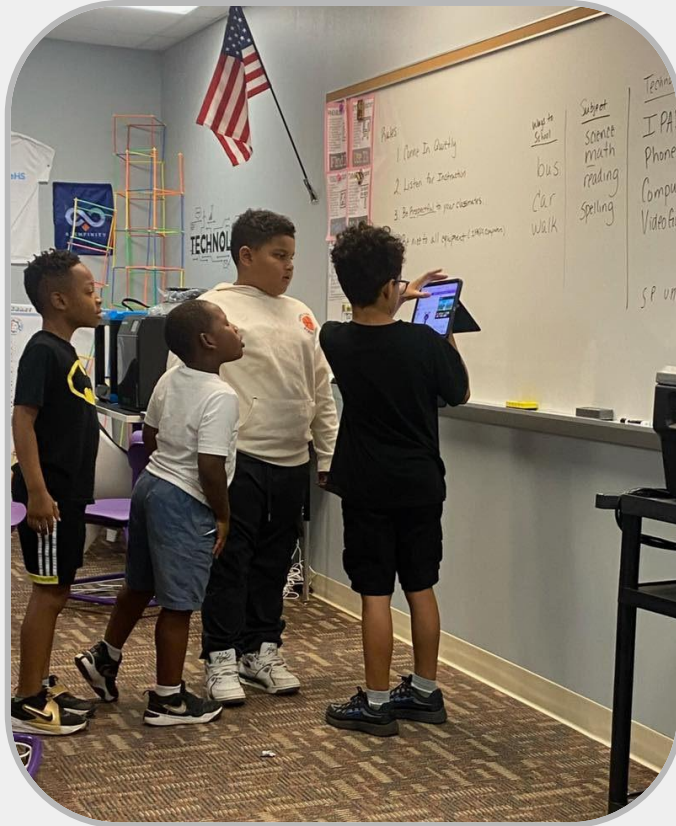
Excellence of Elkhart

ACADEMICS • ARTS • ATHLETICS



ACADEMICS

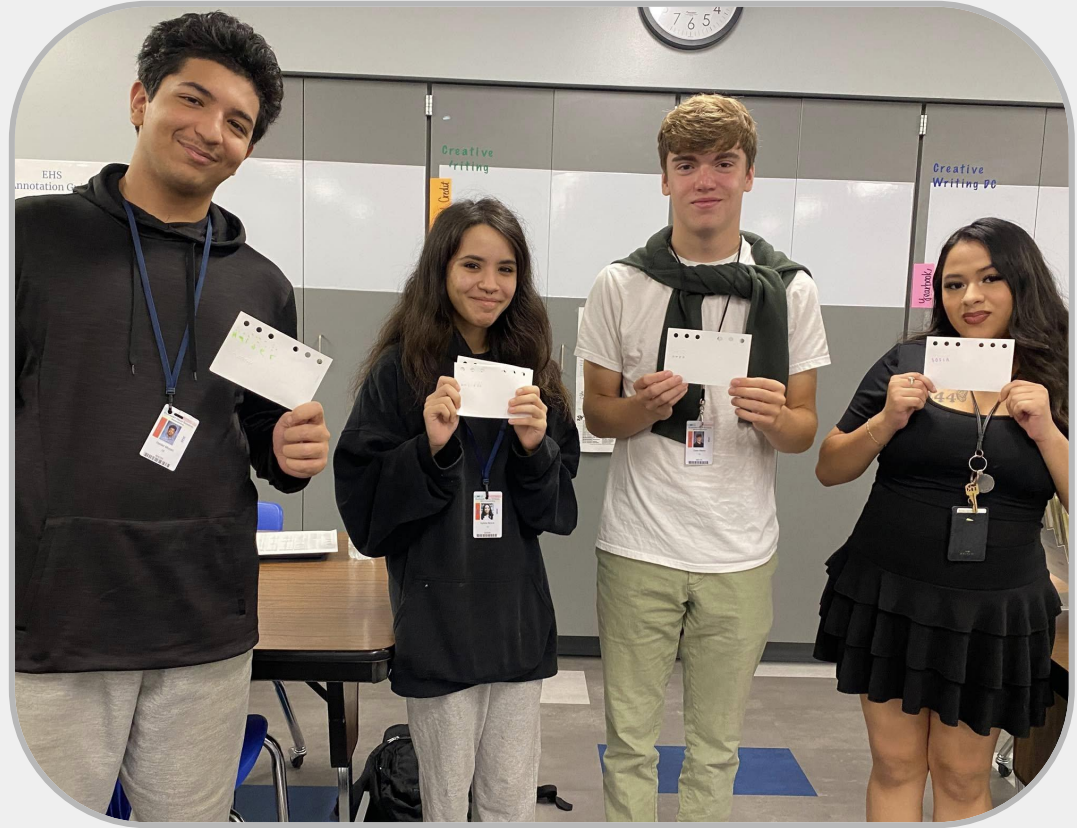
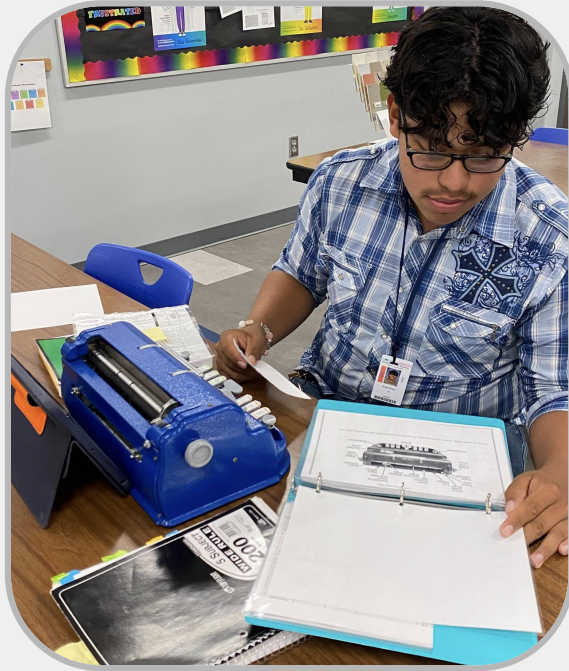
Student Leadership





ACADEMICS

Cadet Teachers





ARTS

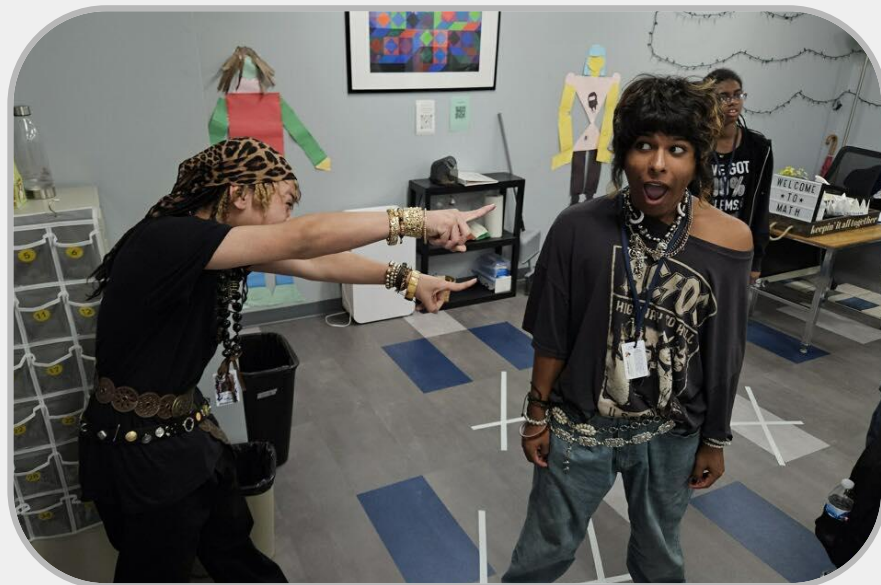
The Pride of Elkhart





ARTS

Arts & Communication School of Study





ATHLETICS

Boys Soccer



NIC Champs!

Congrats to Boys Soccer for winning
the NIC tonight by defeating Penn!

SEIFE
SINCE 1900
SINCE 1900
SINCE 1900



ATHLETICS

Elementary Athletics





FUTURE HAPPENINGS

- **Oct. 15, 16, & 20: State Of The District Events**
- **Oct. 22: eLearning Day**
- **Oct. 23 - 27: Fall Break (ALL SCHOOLS CLOSED)**
- **Oct. 30: Track Or Treat @ Rice Field**

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



ElkhartCommunitySchools



Elkhartschools



Elkhart Community Schools



ParentSquare



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

Elkhart Community Schools
Elkhart, Indiana

September 23, 2025

J.C. Rice Educational Services Center, 2720 California Road, Elkhart,
Indiana 46514 – at 5:01 p.m.

Place/Time

Board Members

Present: Troy E. Scott Eric Ivory
Kellie L. Mullins Anne M. VonDerVellen

Roll Call

Via Electronic
Communication: Douglas K. Weaver

Absent: Mike Burnett
Dacey S. Davis

The Board received a presentation on the 2026 budget draft from Chief
Financial Officer Ronda Ross, along with a State of the District update from
Superintendent Dr. Larry Huff

Topics
Discussed

The meeting adjourned at approximately 6:20 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

September 23, 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 Kellie L. Mullins	Eric Ivory Anne M. VonDerVellen	Roll Call
Absent:	Douglas K. Weaver	Mike Burnett Dacey S. Davis	

Board President Troy Scott called the regular meeting of the Board of School Trustees to order.	Call to Order
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Mr. Scott recited the Elkhart Promise.	The Elkhart Promise
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One (1) audience member addressed the Board, expressing gratitude for authorizing the implementation of the IXL program to support student learning and differentiation in the classroom.	Public Comment
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Dr. Huff introduced and recognized Chuck Freeby, a member of the Indiana Sportswriters and Sportscasters Hall of Fame and co-founder of Sports Michigan. Mr. Freeby, a 1982 graduate of Elkhart Central High School and a 1986 graduate of the University of Notre Dame, has devoted his career to covering and promoting high school and collegiate athletics in the region. He spent 17 years at WNDU, pioneering expanded high school coverage with Friday Night Flights and Roundball Roundup, and later served as sports director at WHME-TV 46 for 20 seasons, calling play-by-play for high school and college events and hosting Morning Jumpstart on Pulse FM. Among his many honors, he was named Indiana Sportscaster of the Year in 2017, inducted into the Indiana Sportswriter and Sportscasters Association Hall of Fame in 2019, and the Indiana Football Hall of Fame in 2022. Beyond broadcasting, Mr. Freeby has contributed significantly to the community, serving as a board member for the Women’s Care Center for 30 years and supporting numerous charities as a speaker, emcee, coach, and umpire. He and his wife, Diane, have been married for 34 years, are the parents of six children, and recently welcomed their first grandchild, Charlie Joseph Ernst. The Board and audience honored Mr.	Alumni Excellence
--	-------------------

Freeby with applause as he was recognized with an Alumni Excellence plaque.

Mr. Freeby expressed his appreciation to the Elkhart community for the award and for the education he received through Mary Beck, North Side, and Elkhart Central, noting that the district played a significant role in shaping the person he is today. He reflected on the special meaning of returning to cover games at Rice Field and North Side Gym, emphasizing his pride in calling Elkhart his hometown.

A video presentation was shared highlighting Mr. Freeby's career and community service. He recalled how Elkhart Community Schools (ECS) provided him opportunities to pursue broadcasting, beginning with student programs at Elkhart Central and later serving as the public address announcer for varsity football games. He credited supportive educators and administrators for encouraging his early interest in announcing, which launched his distinguished career. He also emphasized the unique diversity and community spirit within Elkhart schools, describing them as a "melting pot" that shaped his values. The video included remarks from longtime friend Brian Buckley, who described Mr. Freeby's early passion for sports and announcing, beginning with Little League at age 13 and continuing through his role as the "voice of the Blazers." He was praised for his professionalism, passion, and enduring commitment to Elkhart athletics, as well as for his unbiased yet heartfelt approach when announcing games.

In closing, Mr. Freeby expressed his gratitude once again to ECS and lauded Josh Kellogg for the excellent job he did in preparing the video presentation for the recognition.

Nevaeh Cobb, a senior at Elkhart High School (EHS) and president of Student Government, presented the Moment of Pride. She shared that the school recently held a pep assembly with students in grades 9–12 to kick off homecoming week, highlighting fall sports, cheerleading, and the band. Homecoming activities have included a dodgeball tournament with strong student participation, with class Olympics, a community event, the football game, and the dance still to come.

Moment of
Pride

Nevaeh also highlighted student efforts for Suicide Prevention Month, where students provide resources and interactive activities each Monday morning. She noted the variety of clubs beginning this fall, including chess, Dungeons & Dragons, robotics, and Bring Change to Mind, which provide involvement opportunities beyond athletics.

She recognized drum major Owen Marks for his leadership and accomplishments in both music and academics, as well as recent athletic highlights, including Natalie Smith advancing to golf regionals and senior nights for boys' tennis and girls' flag football.

In addition, Nevaeh introduced foreign exchange student Marta Ballard Delgado, who expressed her excitement about experiencing American high school traditions such as football games and her appreciation for the size and beauty of Elkhart compared to her home country.

She concluded by noting upcoming events, including Senior Sunrise on October 10, the district chess tournament on December 13, and a breast cancer awareness fundraiser at the October 3 football game.

Mrs. Kelly Carmichael, principal of Cleveland Elementary School, presented an update and expressed appreciation for the dedication and commitment of her staff. She reported that last year's goals focused on improving ILEARN and IREAD scores. Reading proficiency increased by 4% and math by 3%, with notable growth among special education students. IREAD scores rose from 64% to 88%, exceeding the school's target. Mrs. Carmichael credited these gains to the addition of a literacy coach, consistent Tier I instruction, and the implementation of the Foundations phonics program.

Cleveland
Report

For the current school year, Cleveland has expanded instructional support with the addition of district math coach Alex Holtz, who is working weekly with grades 3–5. Students are also receiving targeted interventions through the UFLY phonics program, while teachers continue to use pacing guides and collaborative PLC practices to strengthen instruction.

Mrs. Carmichael highlighted efforts to reduce chronic absenteeism, noting improved attendance through celebrations, monthly awards, and a strong emphasis on building a school culture where students feel welcome and want to attend. She described "The Cleveland Way," which includes a Wall of Distinction to recognize classroom achievements in attendance, behavior, and engagement. Relationship-building remains central, with teachers making positive phone calls to families before Labor Day, hosting Special Person's Day, and participating in quarterly "Cleveland Families" activities that connect staff and students across grade levels.

She also shared additional community-building initiatives, including quarterly awards assemblies, student-produced daily news broadcasts, and the recitation of student and teacher creeds that reinforce the school's values of care, belonging, and academic focus.

Mrs. Carmichael concluded her presentation with a video featuring Cleveland students and staff. In the video, students expressed their favorite aspects of the school, highlighting the supportive environment, friendly classmates, caring teachers, and the dedication of administration and staff. They also shared their enjoyment of specials such as art, music, and physical education, as well as athletics, performance opportunities, and the Five-Star Life Innovative Learning Program. Many emphasized the importance of friendships and the strong sense of community within their Cleveland families.

Board member Eric Ivory commended Cleveland for fostering a strong sense of family and appreciation within the school community. He highlighted the importance of students feeling valued and recognized, noting the video's closing student comment about how much teachers care. Mr. Ivory remarked that when students clearly feel supported by their teachers, it reflects the school's success in creating a positive and meaningful culture. He concluded by thanking Mrs. Carmichael and her team for their excellent work and presentation.

Dr. Huff expressed his gratitude to Mrs. Carmichael for her energetic and inspiring presentation, noting that her leadership is consistently marked by enthusiasm and commitment, regardless of the time of day. He commended her for building a culture at Cleveland that invests in relationships, fosters joy, and creates meaningful reasons for students to come to school. Dr. Huff also praised the intentional efforts to bring joy into the daily school experience, referencing the recent art fair as an example of how the school community celebrates student talent and engagement. He emphasized the importance of leaders like Mrs. Carmichael, whose dedication ensures that students feel valued and excited to attend school. Dr. Huff concluded by thanking Mrs. Carmichael and her staff for their courage, enthusiasm, and commitment to creating positive environments for students.

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

Excellence
of Elkhart

In the area of Academics, students in the Elkhart Area Career Center (EACC) Surgical Services program are actively engaged in hands-on learning. First-year students are studying DNA by assembling models with marshmallows, toothpicks, and licorice, while second-year students are practicing the proper use of protective gear. Both groups are developing professional skills essential for success in the surgical field.

At Bristol Elementary School, kindergarten students in Mrs. Hollingsworth's class have been studying the five senses in reading. To apply what they learned, students recently participated in a smelling and tasting activity, providing an interactive and memorable learning experience.

In the area of Arts, EHS student Danielle Watson is serving as the 2025–2026 West Side Middle School Choir Intern. Her responsibilities include crafting lesson plans, leading vocal warm-ups, assisting students in mastering music, and supporting stage performances. Danielle has already earned high praise from both students and her site supervisor for her leadership and dedication.

At the Freshman Division, Ms. Braunsdorf's Human Services students applied their artistic skills to create a class timeline highlighting major

milestones in the Human Services career pathway. Each student researched a key event and designed visual representations to illustrate how the field has evolved to meet changing human needs.

In the area of Athletics, members of the Lions Student Athletic Council attended a statewide leadership conference in Plymouth, where they participated in activities designed to strengthen teamwork, communication, and leadership skills. At the same event, Elkhart was recognized as one of only 22 schools in Indiana to receive the 2024-25 Sportsmanship Award.

The district also celebrated the recipients of the 2025 David B. Emens Award: Coach Janice Fuller of Pinewood Elementary, Coach Elyssa Kovatch of West Side Middle School, and Coach Todd King of EHS were recognized for their dedication to supporting student-athletes and fostering leadership. In addition, Coach Jacquie Rost was honored at EHS's volleyball alumni night for her three-decade coaching career and milestone 750th victory, an extraordinary example of Excellence in Elkhart.

Some upcoming events across Elkhart Schools include:

- September 26: Homecoming
- October 4: 150th Conn Selmer Invitational

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 – September 9, 2025 – Regular Board Meeting	Minutes
Payment of claims totaling \$8,030,398.65 as shown on the September 23, 2025, claims listing. (Codified File 2526-035)	Payment of Claims
Proposed school fundraisers in accordance with Board policy. (Codified File 2526-036)	Fundraisers
Extra-curricular purchase request: West Side/Band Extra-curricular Fund to purchase five (5) DeMorrow Xylophone Percussion Practice Kits from Quinlan and Fabish Music Company in the amount of \$3,145 for the band.	Extra-curricular Purchases
The following donations were made to ECS: donation of miscellaneous tools and supplies, with an owner-estimated value of \$500, from the Estate of Bryan Hiler to the EACC to be used in the Construction Trades classes.	Gift Acceptances
Submission Confirmation of the following grant: After School Robotics Grant – Elementary School, hosted by TechPoint Youth,	Grants

in the amount of \$1,389.88 to be used to purchase a Robot, Field, Game Elements, and team registrations for Eastwoods Robotics. (Codified File 2526-037)

Conference leave requests in accordance with Board policy for staff members as recommended by the administration on the September 23, 2025, listing. (Codified File 2526-038)

Conference
Leaves

Personnel Report

Employment of the following eight (8) certified staff effective on date indicated:

Certified
Employment

Janine Doot – Grade 5 at Eastwood, 9/8/25
Jason Emmons – Social Studies at North Side, 9/15/25
Bella Ibarra Escobar – Grade 6 Language Arts at West Side, 9/22/25
Julia Johnson – Grade 6 at North Side, 9/11/25
Angela Miller – YAP/Special Education at Freshman Division, 9/11/25
Jennifer Rittenhouse – Social Studies at West Side, 9/22/25
Helen Stutsman – Language Arts at North Side, 9/15/25
Amanda Tugmon – Kindergarten at Eastwood, 9/29/25

Transfer of the following one (1) certified staff effective August 12, 2025:

Certified
Transfers

Natasha Gawthrop – Special Education at Bristol to Intervention at Bristol

Resignation of the following one (1) certified administrative staff effective June 30, 2026:

Certified
Administrative
Resignation

Lindsey Brander – Director of Student Services

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

Certified
Resignations

Erin Britt – Language Arts at North Side, 9/8/25

Hiring Incentive for the following one (1) certified staff effective for the 2025-26 school year:

Hiring
Incentive

Molly Abraham – Math at West Side

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

Classified
Employment

Cynthia Canen – Custodian at Elkhart High, 11/10/25
Tracy Mayfield – Registered Nurse at Pinewood, 11/5/25
Felipa Estela Ruiz – Paraprofessional at HELC, 11/3/25
Erica Mast – Secretary at Adult & Community Education, 11/10/25

Transfer of the following two (2) classified employees for the 2025-26 school year: Monet Malone – Application Processing Secretary at ESC to Human Resources Classified Secretary at ESC Kyle Workman – Head Custodian at Beardsley to Custodial Pool at Building Services	Classified Transfers
Reassignment of the following two (2) classified employees effective with the 2025-26 school year: Janine Doot – Grade 5 at Eastwood Helen Stutsman – Language Arts at North Side	Classified Reassignments
Employment of the following four (4) substitute teachers effective with the 2025-26 school year: Julie Anglemeyer – Substitute Teacher Rebecca Clawson – Substitute Teacher Alejandrina Teifert – Substitute Teacher David Sommer – Substitute Teacher	Substitute Teachers
Employment of the following five (5) claims employees for the 2025-26 school year: Shamara Allen – Substitute Bus Driver at Transportation Shannon Kirkendoll – Substitute Driver at Transportation Joshua Luangasa – Support Technician at Technology Jaclyn Miller – Title I Teacher at ESC Ryan Nelson – Bus Driver Trainee at Transportation	Claims
Resignation of the following six (6) classified employees effective on date indicated: Shamara Allen – Bus Driver at Transportation, 9/19/25 Isabel Harrigan – Paraprofessional at Roosevelt, 9/26/25 Lisa Jones – Paraprofessional at HELC, 10/3/25 Shannon Kirkendoll – Bus Driver at Transportation, 9/26/25 Korena Massey – Technical Assistant at Roosevelt, 9/26/25 Akida Walker, Jr. – Custodian at Freshman Division, 9/19/25	Classified Resignations
Rescission of a resignation of the following one (1) classified employee effective on date indicated: Kyseidra Jackson – Bus Driver at Transportation, 10/17/25	Rescission of Resignation
Unpaid Leave Request of the following four (4) classified employees on dates indicated: Joy Clark – Bus Driver at Transportation, beginning 10/10/25 and ending 10/17/25 Enrique Guzman – Custodian at West Side, beginning 9/4/25 and ending 10/29/25	Classified Leaves

Deondra Nelson – Bus Driver at Transportation, beginning 8/20/25 and ending 10/17/25 Margaret Scott – Paraprofessional at Freshman Division, beginning 9/11/25 and ending 12/4/25	
Termination of the following two (2) classified employees effective on date indicated: Alison Abner – Business Account Manager at WVPE, 9/23/25, in accordance with Policy 3422.12S Ashton Poppe – Support Technician at Technology, 9/23/25, in accordance with Policy 3139.01S	Classified Terminations
Employment of the following one (1) certified staff effective on date indicated: Alexandria Fisher – Science at Freshman Division, 9/24/25	Certified Employment
By unanimous action, the Board approved the following contracts, as presented during the September 9, 2025, Board meeting: Standardized Food Service Systems, Inc. dba SMART Systems; NWEA, a Division of Houghton Mifflin Harcourt Publishing Company; Startup Moxie Elkhart County; Marty Dyer; Lippert Components; Stacey Van Eck; and MAZI Education. (Codified File 2526-039)	Contracts for Final Consideration
By unanimous action, the Board approved the proposed new Board Policy 0166.1 – Consent Agenda as presented during the September 23, 2025, meeting.	Board Policy 0166.01
By unanimous action, the Board approved a resolution authorizing and approving certain payments to former ECS food service employees and an adjustment to the paid leave benefits for those food service staff members still employed by ECS, consistent with the transfer of food service operations to Chartwells K12. (Codified File 2526-040)	Resolution
Mr. Thorne presented the proposed revised Board Policy 3142C – Cancellation of a Teaching Contract for initial consideration.	Board Policy 3142C
The administration presented the following contracts for initial consideration: AMS Global on behalf of Century Center Board of Managers; ConnectAble, Inc.; CEL Public Relations, Inc.; Milliman, Inc.; and EnergyCAP, LLC.	Contracts for Initial Consideration
In response to a Board inquiry, Chief Operating Officer Tony Gianesi reported that he did not have the full historical record of the program available but could confirm that in 2024, the program resulted in a cost avoidance of \$2.677 million, with an overall utility payout of \$3.7 million. Without the program, utility costs would have exceeded \$6.4 million. This represented a 41.5% cost avoidance compared to the base year. Mr. Gianesi noted the district has participated in the program for	

many years and offered to provide additional historical data at a future meeting.

Miss Ross reported that the Education Fund has 32% of its balance remaining, which is on track for this point in the year. She noted, however, that total expenses in this fund are trending higher, with salaries and benefits accounting for approximately 97% of expenditures. Average monthly costs total \$5.7 million for salaries and \$1.7 million for benefits. While summer months provided some relief in expenses, the upcoming October ADM enrollment count is projected to show a significant loss of students, which will reduce state funding and create additional pressure on the fund. The Education Fund's current cash balance remains below the preferred 10–12% threshold (approximately \$10 million) needed to cover more than a month of expenses.

Financial
Report

The Operations Fund reflects a 40% remaining balance and is currently on target. However, the fund has not yet received the necessary transfers from the Education Fund, resulting in negative balances both monthly and overall. To address this, the district has initiated a taxable general obligation bond, with proceeds of approximately \$6.4 million expected in October to stabilize the fund.

The Rainy Day Fund began the year with a balance of \$7.9 million and currently stands at \$6.7 million after two transactions.

When consolidated, the district's cash flow remains below the prudent cash balance target. Current projections from Policy Analytics indicate deficit spending, with an estimated consolidated cash balance of \$10 million by year's end. Of that total, the Rainy Day Fund represents the majority share. Miss Ross referenced earlier discussions during the budget work session on expenditure reduction strategies and ongoing savings initiatives already underway.

She concluded by affirming that the Business Office is closely monitoring all funds and implementing steps to align expenditures with available revenue.

Miss Ross presented an insurance update, noting that the district's current loss ratio stands at 84.1%. This ratio measures the percentage of premiums earned that are paid out in claims and related expenses, with a lower rate indicating stronger performance. In comparison, the loss ratio in August of the previous year was 111%, meaning claims exceeded premiums at that time.

Insurance
Report

It was reported that the district's partnership with Gallagher has strengthened the insurance program by introducing additional partners and improving plan stability. Meetings are scheduled in the coming weeks to review new health insurance plan options in preparation for

open enrollment. The fund is currently performing well and is in a healthy position.

Superintendent Huff shared several recognitions and updates highlighting the advocacy and agency of student Willow Townsen, who was honored by Mayor Rod Roberson with a day in her name after successfully championing the installation of the first handicap-accessible signal at the intersection of Beardsley and Main Street. Dr. Huff praised Willow's determination, noting that her efforts will benefit the entire community and serve as a reminder of the power and voice of young people.

From the
Superintendent

He also commended Nevaeh Cobb, senior at EHS and Student Government president, for her leadership and presentation earlier in the meeting. Dr. Huff expressed appreciation for the role of teachers in developing student voice and communication skills, observing that students across the district continue to impress with their accomplishments.

Further, Dr. Huff recognized Regina Robinson for organizing a Resource Fair on the south side of Elkhart, which brought together more than 60 community partners to connect with families and support ECS. He noted the generosity and spirit of collaboration demonstrated by the community at the event.

In closing, Dr. Huff highlighted current events across the district, including homecoming festivities and College Go Week in all schools, which promote school spirit and postsecondary readiness. He also extended his appreciation once again to Mrs. Carmichael and the Cleveland staff for their earlier presentation.

Board Secretary Kellie Mullins shared "Kellie's Korner," recognizing the dedication of kindergarten teachers across the district. She described recent visits to Eastwood and Woodland Elementary Schools, where she read to kindergarten classes and observed the energy, joy, and structure that teachers bring to support students, many of whom are experiencing school for the first time. Mrs. Mullins emphasized the importance of kindergarten teachers in laying the foundation for students' educational journeys and commended their patience, creativity, and commitment. She also encouraged others to volunteer in kindergarten classrooms, noting the positive culture and peer support that develops among the youngest learners.

From the Board

In addition, Mrs. Mullins highlighted upcoming opportunities to support Elkhart schools, including participation in 50/50 raffles at the upcoming football game to benefit athletics and volunteering at the C.G. Conn Invitational, one of the district's premier music events. She commended the Invitational as an outstanding showcase of student talent and encouraged community members to volunteer and support the music program.

Mr. Scott addressed the community, encouraging those unable to attend the budget work session to review the presentations from Miss Ross and Dr. Huff. He emphasized the financial challenges currently facing the district and the strategies in place to align expenditures with revenue. Mr. Scott noted that the Business Office and administration have been working diligently on these issues for many years, and underscored the importance of the Board, staff, and community working together as part of the solution. He urged families and community members to review the information shared during the work session, to ask questions, and to remain engaged in the process. Mr. Scott concluded by affirming the district's commitment to addressing these challenges so that resources can be maximized where they matter most, supporting students in the classroom. He added that the information will be made available through ParentSquare for those unable to attend.

The meeting adjourned at approximately 8:05 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: 09/22/2025

TO: Dr. Larry Huff
Board of School Trustees

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

Re: Purchase Approval - EHS - Athletics

The Baseball Team would like to purchase a field drag. This item will help with the growth and development of the Baseball Team.

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



Pioneer Athletics
4529 Industrial Parkway
Cleveland, OH, 44135
Phone: 800-877-1500
Web: www.pioneerathletics.com

Quote

Order No.: QT-009449
Order Date: 9/8/2025
Delivery Date:
Expiration Date: 10/10/2025
Customer ID: EL4540
Currency: USD

BILL TO:

ELKHART COMMUNITY SCHOOLS
1135 KENT ST
ELKHART IN 46514-1741
United States of America

SHIP TO:

ELKHART COMMUNITY SCHOOLS
1135 KENT ST
ELKHART IN 46514-1741
United States of America
Attn: Greg Dennis

CUSTOMER P.O. NO.

Quote only

TERMS

NET 15

CONTACT

Tom Fron

FOB POINT**SHIPPING TERMS****SHIP VIA**

Freight Carrier

NO.	ITEM	QTY.	UOM	PRICE	EXTENDED PRICE
1	3X6SDRAG: FIELD DRAG MAT 6'W X 3'L W/ LEVELING BAR	1.0000	EA	813.0200	813.02

Total Weight (LB):	97	Sales Total:	813.02
Total Volume (GAL):	0	Freight & Misc.:	0.00
		Tax Total:	0.00
		Total (USD):	813.02



ELKHART AREA CAREER CENTER

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

To: DR. HUFF 
BOARD OF SCHOOL TRUSTEES

FROM: BRANDON EAKINS 

DATE: JULY 7, 2025

RE: DONATION APPROVAL - EACC

Elkhart General Hospital has donated a NuVasive MaxAccess laminectomy system, Legacy Precision instruments and chisels, X-stop spinal fixation trays, Midas Rex drill & bits, and numerous Legacy spine instrument & fixation trays with an estimated value of \$70,000.00 to our Surgical Services program.

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

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

Elkhart General Healthcare Systems
Attn: Jonna Becraft
600 East Blvd
Elkhart, IN 46514



ELKHART AREA CAREER CENTER

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

To: DR. HUFF
BOARD OF SCHOOL TRUSTEES

FROM: BRANDON EAKINS BE

DATE: SEPTEMBER 25, 2025

RE: DONATION APPROVAL - EACC

GEN-Y HITCH has donated \$500.00 (Silver Level) for our Sponsorship program. The purpose of this program is an effort to assure students enrolled in EACC educational programming will not have an obligation to pay for college credit and/or industry certification. Proceeds from sponsorships will also be used by the EACC to support student organizations and associated activities.

Silver Level sponsorship recognition includes:

- EACC bi-monthly newsletter-distributed to over 3,000 community partners
- EACC National Technical Honors Society and Awards Recognition flyers- distributed to over 1,000 guests for two events in the spring

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:

GEN-Y HITCH
Attn: Donna Schmucker
3400 W Market St
Nappanee, IN 46550

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: September 25th, 2025

To: Board of School Trustees 

From: Jeff Hemmerlein, PMMS Principal

RE: Donation Approval

We have received an extracurricular donation in the amount of \$2,500.00 for Pierre Moran Middle School's Student Rewards.. 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:

Welch Packaging Group
1020 Herman St
Elkhart, IN 46516

Sincerely,

[Signature]

Jeff Hemmerlein
Pierre Moran Middle School Principal



WHERE LEARNING HAS NO LIMITS



ELKHART AREA CAREER CENTER

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

TO: DR. HUFF
BOARD OF SCHOOL TRUSTEES

FROM: BRANDON EAKINS 

DATE: SEPTEMBER 19, 2025

RE: DONATION APPROVAL - EACC

Growing Kids has donated \$1,000.00 (Gold Level) for our Sponsorship program. The purpose of this program is an effort to assure students enrolled in EACC educational programming will not have an obligation to pay for college credit and/or industry certification. Proceeds from sponsorships will also be used by the EACC to support student organizations and associated activities.

Gold Level sponsorship recognition includes:

- EACC bi-monthly newsletter-distributed to over 3,000 community partners
- EACC National Technical Honors Society and Awards Recognition flyers- distributed to over 1,000 guests for two events in the spring
- EACC Course Description Guides – over 1,000 hard copies are distributed annually to be utilized by families and counselors to inform placement decisions

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:

Growing Kids Management Corp.
56533 Magnetic Dr
Mishawaka, IN 46545



ELKHART AREA CAREER CENTER

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

To: DR. HUFF 
BOARD OF SCHOOL TRUSTEES

FROM: BRANDON EAKINS 

DATE: SEPTEMBER 19, 2025

RE: DONATION APPROVAL - EACC

Hoosier Crane has donated \$500.00 (Silver Level) for our Sponsorship program. The purpose of this program is an effort to assure students enrolled in EACC educational programming will not have an obligation to pay for college credit and/or industry certification. Proceeds from sponsorships will also be used by the EACC to support student organizations and associated activities.

Silver Level sponsorship recognition includes:

- EACC bi-monthly newsletter-distributed to over 3,000 community partners
- EACC National Technical Honors Society and Awards Recognition flyers- distributed to over 1,000 guests for two events in the spring

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:

Hoosier Crane
Attn: Elizabeth Clere
3500 Charlotte Ave.
Elkhart, IN 46517



ELKHART AREA CAREER CENTER

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

To: DR. HUFF
BOARD OF SCHOOL TRUSTEES

FROM: BRANDON EAKINS BE

DATE: SEPTEMBER 22, 2025

RE: DONATION APPROVAL - EACC

Beacon Health System has donated \$1,000.00 (Gold Level) for our Sponsorship program. The purpose of this program is an effort to assure students enrolled in EACC educational programming will not have an obligation to pay for college credit and/or industry certification. Proceeds from sponsorships will also be used by the EACC to support student organizations and associated activities.

Gold Level sponsorship recognition includes:

- EACC bi-monthly newsletter-distributed to over 3,000 community partners
- EACC National Technical Honors Society and Awards Recognition flyers- distributed to over 1,000 guests for two events in the spring
- EACC Course Description Guides – over 1,000 hard copies are distributed annually to be utilized by families and counselors to inform placement decisions

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

Beacon Health System
615 N Michigan St
South Bend, IN 46601



WHERE LEARNING HAS NO LIMITS



HUMAN RESOURCES

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

TO: BOARD OF SCHOOL TRUSTEES

FROM: MS. MAGGIE LOZANO, DIRECTOR OF HUMAN RESOURCES

DATE: OCTOBER 14, 2025

RE: DONATION

The Human Resources Department is pleased to share that Horace Mann has generously contributed \$600.00 to support the district's recognition of National Principals Month. The funds will be used to provide a curated breakfast box for every school principal as a token of appreciation for their leadership and dedication.

Board approval is respectfully requested to formally accept this donation and acknowledge Horace Mann for their continued partnership and support of Elkhart Community Schools.

Grant Approvals to Board of School Trustees - 10/14/2025

What is the title of the grant?	What is the 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?
FIRST Indiana Robotics Growth and Sustainability Grant	FIRST Indiana Robotics	EHS/ElkLogics Robotics	Nick Seidl	\$3,000	Funds will be used to purchase equipment and supplies for the ElkLogics Robotics Team. David Bird, Principal of ETI, will oversee the 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 materials: \$3000	10/21/2025

 10/6/25



HUMAN RESOURCES

ELKHART COMMUNITY SCHOOLS

TO: DR. LARRY HUFF
FROM: MS. MAGGIE LOZANO
DATE: OCTOBER 14, 2025

PERSONNEL RECOMMENDATIONS

CERTIFIED

- a. **Agreement** – We recommend the approval of one (1) agreement for services.
- b. **New Certified Staff** – We recommend the approval of three (3) new certified staff for the 2025-26 school year.
- c. **Separation** - We report the separation of five (5) employees.
- d. **Retirement** – We report the retirement of one (1) employee who has provided 33 years of service.

CLASSIFIED

- a. **New Classified Staff** – We recommend nine (9) new classified staff for employment in the 2025-26 school year.
- b. **Classified Staff Transfers** – We recommend the transfer of seven (7) classified staff for the 2025-26 school year.
- c. **Substitute Teachers** – We recommend the employment of five (5) substitute teachers for the 2025-26 school year.
- d. **Claims** – We recommend the employment of five (5) employees for the 2025-26 school year.
- e. **Separation** – We report the separation of ten (10) employees.



HUMAN RESOURCES

ELKHART
COMMUNITY SCHOOLS

To: BOARD OF SCHOOL TRUSTEES
From: MS. MAGGIE LOZANO
Date: OCTOBER 14, 2025

EMPLOYMENT – ACTION ITEM

CLASSIFIED

- a. **Employment** – We recommend the following substitute teacher for employment in the 2025-2026 school year:

Position: Substitute Teacher

Location: Educational Service Center

mm



DISTRICT COUNSEL/
CHIEF OF STAFF

ELKHART
COMMUNITY SCHOOLS

For Final Consideration

TO: BOARD OF SCHOOL TRUSTEES

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

DATE: OCTOBER 14, 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
ASM Global on behalf of Century Center Board of Managers	Phil Shults	Recommendation for approval of License Agreement with ASM Global on behalf of Century Center Board of Managers for use of the Century Center for Prom on May 9, 2026.	EHS Student Activities ECA Funds	\$3,100 fees plus \$7,401.37 est. for food and beverage costs
ConnectAble, Inc.	Brandon Eakins	Recommendation for approval of Membership Agreement with ConnectAble Inc. The agreement will give the Adult Education access to the ConnectAble platform which allows Adult Ed to track program participant attendance, program completion, and provide state and federal reporting functions.	Adult Education Grant	\$7,500

Contractor	Requesting Administrator	Description	Funding Source	Amount
CEL Public Relations Inc.	Wendy Wood	Recommendation for Addendum of Service Agreement with CEL to provide additional website services October through December of 2025. This includes page creation, content updates, navigation adjustments, and routine maintenance as directed by the district.	Communications Fund	\$5,400
Milliman, Inc.	Ronda Ross	Recommendation to approve Statement of Work (SOW) from Milliman, Inc. to perform actuarial services related to forfeitures under the school corporation's VEBA plans. This SOW is governed by a Consulting Services Agreement executed November 2024.	Operations	\$6,000 max
EnergyCAP, LLC	Tony Giansesi	Recommendation to renew license agreement with EnergyCAP, LLC for continued use of their EnergyCAP Professional Software. This software monitors our actual energy use and cost through energy conservation. The software collects our data and sorts by building, utility, actual cost, and cost avoidance.	Operations	\$7,212.99

WDT/crr

Cc: Dr. Larry Huff, Superintendent

Page 2 of 2



ELKHART
COMMUNITY SCHOOLS

Book	Policy Manual
Section	3000 Personnel
Title	Proposed Revised - CANCELLATION OF A TEACHING CONTRACT
Code	po3142C
Status	Second Reading
Adopted	November 22, 2016
Last Revised	October 14, 2025

3142C - **CANCELLATION OF A TEACHING CONTRACT**

The **School** Board recognizes its obligation to employ only those certified staff members best trained and equipped to meet the educational needs of its students. This policy and Policy 3131C – Reduction in Force ("RIF") ~~in Certified Staff~~ address this obligation, and the Board will continue to employ only those "probationary", "certified", and "established" teachers who meet the performance standards established in the evaluation plan adopted by the Board.

An employment contract may be terminated, upon a majority vote of the Board, for violation of the policies of the Board or for reasons set forth in law. In such cases, the Board shall abide by due process procedures.

It will be the responsibility of the Superintendent to establish administrative guidelines which ensure that the proper standards have been applied and the proper procedures have been followed when a principal makes a preliminary determination that a teacher's contract should be cancelled.

In acting on a principal's preliminary determination that a teacher's contract be cancelled, the Board will be guided by the procedure set out in I.C. 20-28-7.5.

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Legal	I.C. 20-28-7.5-1, 20-28-7.5-2
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DISTRICT COUNSEL/
CHIEF OF STAFF

ELKHART
COMMUNITY SCHOOLS

For First Consideration

TO: BOARD OF SCHOOL TRUSTEES

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

DATE: OCTOBER 10, 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
Network Solutions	DJ Rhoades	Recommendation to approve purchase of maintenance coverage for the following district hardware: wireless controller, security camera servers, phone system router, standard networking switches, and core networking switches.	Operations	\$27,845.02
Geo-Comm Inc.	Jamie Snyder	Recommendation to approve agreement with Geo-Comm Inc. Geo-Comm will build digital maps (indoor and outdoor) for emergency responders, 9-1-1 dispatch operations, and school safety systems.	Half paid through Secured Schools Safety Grant and the other half through Operations	\$129,568

WDT/crr

Cc: Dr. Larry Huff, Superintendent

Book	Policy Manual
Section	3000 Personnel
Title	Proposed Revised - SUBSTITUTE COMPENSATION
Code	po3410.04CS
Status	First Reading
Adopted	November 22, 2016
Last Revised	July 22, 2025
Last Reviewed	October 14, 2025
Prior Revised Dates	5/27/2025

3410.04CS - **SUBSTITUTE COMPENSATION**

The Board of School Trustees hereby adopts the following wage rates for substitute teachers commencing on ~~July 1~~ **October 15**, 2025.

	Substitute Permit	Certified Teachers Regular Teaching License
Full day	\$120	\$160
One-half (1/2) day	\$60	\$80

Individuals who hold a **current** license issued by the Indiana Professional Standards Board or the Division of Professional Standards of the Indiana Department of Education (or its equivalent Indiana State Licensing Agency) are eligible to be compensated according to the wage specified above for Certified Teachers. **Individuals who hold a current license issued by the Michigan Department of Education are also eligible to be compensated according to the wage rates specified above for Certified Teachers.**

Any substitute teacher who holds an Indiana Professional, Provisional, Emergency, or an equivalent license issued by the Division of Teacher Training and Licensing of the Department of Public Instruction and who serves as a long-term substitute teacher in the same teaching position greater than fifteen (15) consecutive school days, shall be compensated pursuant to IC 20-28-9-7(b) as follows: BS/BA will receive \$250.00 per day and MS/MA will receive \$255.00 per day. **The regular substitute rate shall apply to all other days worked outside the long-term assignment.**

Substitute teachers, qualified by Instructional Leadership Administrators, to grade student work and write lesson plans shall receive a daily rate of \$150 only for those days during which they are actively serving as a substitute in a long-term classroom teaching assignment greater than fifteen (15) consecutive school days. The regular substitute rate shall apply to all other days worked outside the long-term assignment.

Substitute teachers will be compensated at the rate of \$60 for participation in a district led professional development for one half-day (1/2) and \$120 for a full day.

Incentives

Substitute teachers who work 25-49 days during a semester shall receive a \$300 incentive payment.

Substitute teachers who work fifty (50) days or more during a semester shall receive a \$600 incentive payment.

A substitute nurse paid under this compensation plan, working sixty (60) days or more during a semester, shall be entitled to a payment of \$300 following the end of the semester.

When a substitute is employed as a school nurse, the employee shall be paid as follows for each full day of employment as a substitute school nurse:

A. Licensed Practical Nurse \$ 130.00/per day

B. Registered Nurse \$ 145.00/per day

The Director of Human Resources will review this policy annually with the Board of School Trustees prior to its last regular meeting in May.

Revised 2/27/18

Revised 5/26/20

Revised 9/28/21

Revised 8/9/22

Revised 8/23/22

Revised 7/25/23

Revised 9/26/23

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Book	Policy Manual
Section	3000 Personnel
Title	Proposed Revised BUS HELPERS' WAGE SCHEDULE
Code	po3422.04S
Status	First Reading
Adopted	December 13, 2016
Last Revised	January 14, 2025
Last Reviewed	October 14, 2025

3422.04S - **BUS HELPERS' WAGE SCHEDULE**

Wage Schedule

The Board of School Trustees hereby adopts the following wage schedule for bus helpers to become effective January 1, 2024.

In addition, the three percent (3%) employee contribution to PERF will be paid by the Elkhart Community Schools.

Step	Elkhart Community Schools Experience as a Bus Helper	Hourly Rate
1	0 days or more, but less than 55 days (probationary rate)	15.06
2	55 days, but not more than one (1) year	15.76
3	one (1) year or more, but less than two (2) years	16.44
4	two (2) years or more, but less than three (3) years	17.14
5	three (3) or more	17.88

Bus helpers are primarily responsible for the safety of students while they are being transported to and from school.

In the event a Bus Helper's assigned route consists of three (3) separate runs in both the morning and the afternoon (i.e. secondary/elementary/elementary or secondary/elementary/Head Start), the Bus Helper shall be entitled to a minimum of three (3) hours pay in the morning and three (3) hours pay in the afternoon. This shall not be applicable to mixed runs (for example: high school/middle school).

Activity Bus Drivers

Effective August 14, 2025

Bus Helpers who have completed the required training to obtain a Yellow Card from the Indiana Department of Education, and who hold a valid Yellow Card, shall be paid \$18.50 per hour for time spent transporting students to and from school.

Compensable time includes all pre-trip inspections of the vehicle assigned to the Bus Helper.

Career Increment Schedule

A career increment will be paid as follows:

Years Regularly Employed in Elkhart Community Schools	Hourly Increment
five (5) or more, but less than ten (10)	\$0.25
ten (10) or more, but less than fifteen (15)	\$0.50
fifteen (15) or more, but less than twenty (20)	\$0.75
twenty (20) or more years	\$1.00

Overtime Calculation

Overtime for Bus Helpers shall be based upon the helper's normal assignment hours.

Retention Payment(s)

Bus helpers who have successfully completed probation will be eligible to receive a helper retention payment of \$275 each semester provided the helper was employed by the School Corporation as a helper for four (4) or more hours each day during the immediately preceding semester and continues in an active employment status as a bus helper.

Bidding on Routes

Bidding on routes will be determined by the Director of Transportation with seniority as the key factor. When a route opens, it will be posted within ten (10) working days. Only helpers will be eligible to bid. Bids may be made for five (5) working days. The route will be assigned and posted within fifteen (15) working days. Helpers will only be allowed to change routes twice during a school year.

Summer School and Mid-day

Notice for bidding summer school and mid-day routes for helpers are to be posted on or about May 1st, or the next working day, and it is to stay up for five (5) working days. Eligibility for routes will be based on seniority. The amount of time and duration shall be the helper's choice based on seniority. Helpers who are not awarded a mid-day route shall be placed on a list based on seniority and will be called to substitute. If a summer school or mid-day route opens up, the helper with the highest seniority who does not have a route shall be asked if they desire the route.

Fringe Benefits

A. Income Protection and Annuities

The Elkhart Community Schools provides 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.

C. Severance Benefits

Bus Helpers 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. 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 use of all personal leave and unused vacation days.

2. Retirement, Death, or Disability - The benefits listed below are in addition to those in Section 2-C.

- a. For purposes of this benefit, "retirement" shall be defined as 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. Upon retirement, a bus helper who has ten (10) years or more of service and who is age fifty-five (55) or older is eligible to receive a payment equal to the greater of the following:
 1. one (1) day's pay for each full year employed by the Elkhart Community Schools; or
 2. forty percent (40%) of the unused illness absence leave that has been accumulated by the employee.
- d. 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. Change in Support Staff 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 3413S.

Absences

When unable to report for work, it is the employee's responsibility to notify and give the reason for absence to his/her 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 pay 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.

Illness Absences and Leaves

Personal Illness/Family Illness Absence

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

"Immediate family" shall mean 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.

Any unused hours will accumulate as personal illness absence to a total of the number of hours equal to 120 work days. 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.

Job-Related Injury

An employee injured in the performance of his or her 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 pay by using available illness absence, personal business, and/or vacation benefits.

Bereavement

Employees 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 employee's spouse, life partner (as defined elsewhere in this policy), 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 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.

Each calendar year, an employee may take one (1) day of bereavement, without loss of compensation, to attend the funeral of a friend.

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

Personal Illness Leave/Family Illness Leave/Unpaid Leave Incentive Plan

Bus Helpers will have the opportunity to receive three (3) separate attendance incentives each school year. The first incentive will be based upon a helper's attendance during the sixty (60) workday period beginning on the first day of student attendance. A helper who does not use any of his/her Personal Illness days, Family Illness days, or unpaid time during this period shall be entitled to an incentive payment of \$500 for that period. A helper who uses one (1) of his/her Personal Illness days, Family Illness days, or unpaid time during this period shall be entitled to an incentive payment of \$250. This incentive payment will be paid to the helper on the first pay of December. The second incentive payment shall be based upon the helper's attendance during the second sixty (60) workday period which commences on the first day after the close of the initial period. A helper who does not use any of his/her Personal Illness days, Family Illness days, or unpaid time during this period shall be entitled to an incentive payment of \$500 for that period. A helper who uses only one (1) of his/her Personal Illness days, Family Illness days, or unpaid time during this period shall be entitled to an incentive payment of \$250. This incentive will be paid to the helper in the first pay of April. The final payment for the school year will be based upon the last sixty (60) workday period of the school year. A helper who does not use any of his/her Personal Illness days, Family Illness days, or unpaid time during this period shall be entitled to an incentive payment of \$500 for that period. A helper who uses one (1) day of his/her Personal Illness, Family Illness, or unpaid time during this period shall be entitled to an incentive payment of \$250. This incentive will be paid to the helper in the second pay of June.

A helper's eligibility for this attendance incentive will be based solely upon the helper's attendance during each period, and will not impact their attendance during any other period.

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 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 pay 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 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 of School Trustees, 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 his/her 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 s/he 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 his/her personal illness, personal leave, FMLA Leave, and vacation benefits, may be placed on a health leave.

- A. After all other available benefit days have been exhausted, or
- B. When a physician's statement indicating 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 Human Resources from the appropriate administrator.

Should the employee fail to provide a requested physician's statement within thirty (30) days after s/he 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, s/he will be eligible for re-employment when an opening for which s/he is qualified becomes available.

Personal Leave

Bus Helpers 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. A personal leave request form shall be completed and submitted to the appropriate administrator to accompany the payroll report for the period in which the absence occurs.

If an employee retains all three (3) personal business days at the end of the year, s/he 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 day 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 thirty (30) calendar days written notice requesting the use of said consecutive days to their immediate supervisor.

If a Bus Helper 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 twenty-four (24) hours 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, "emergency" shall be defined as an unforeseen event which prohibits the employee from attending to his or her assigned duties.

Jury and Witness Duty Pay

A. Jury Duty

All Bus Helpers 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 time. 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.

B. 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 his/her 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 Human Resources. 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 for which s/he is qualified, 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 s/he is eligible, at his/her 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 Human Resources 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**Definitions**

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 the day before and after the holiday.

School-year 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:

- A. Martin Luther King Jr. Day
- B. Presidents' Day
- C. Memorial Day
- D. Labor Day
- E. Thanksgiving Day and the day following - two (2) days
- F. Christmas Day - if celebrated on a weekend, it will be a paid holiday on the Friday preceding or the Monday following.

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Revised 4/11/23
Revised 11/28/23

ELKHART COMMUNITY SCHOOLS
BOARD OF SCHOOL TRUSTEES

RESOLUTION TO INITIATE A STUDY OF SCHOOL CONSOLIDATION
AND FACILITY REALIGNMENT

WHEREAS, the Board of School Trustees of Elkhart Community Schools is committed to ensuring that all schools operate efficiently, equitably, and effectively in support of the district's mission to provide exceptional educational experiences for every student; and

WHEREAS, the Board recognizes that changes in enrollment, aging facilities, and fiscal realities have created challenges to maintaining high-quality academic and student support programs across all schools; and

WHEREAS, the Board remains dedicated to long-term financial stability, equitable access to educational opportunities, and responsible stewardship of taxpayer resources; and

WHEREAS, the Board believes that a comprehensive, data-driven study is necessary to determine the most effective and sustainable configuration of district facilities to meet the present and future needs of students;

NOW, THEREFORE, BE IT RESOLVED, that the Board of School Trustees of Elkhart Community Schools hereby directs the Superintendent to:

1. Initiate a comprehensive study evaluating enrollment trends, facility capacity and condition, financial sustainability, transportation considerations, and access to academic and co-curricular programs.
2. Engage stakeholders—including parents, staff, students, and community partners—through public meetings, forums, and digital communications to gather input and share information throughout the process.
3. Develop recommendations that identify potential opportunities for school consolidation, closure, or repurposing, with a focus on student learning, safety, and equitable access to programs.
4. Provide regular progress updates to the Board throughout the study.
5. Present final recommendations to the Board no later than April 2026, allowing sufficient time for Board review, public comment, and any necessary action before implementation for the 2026-2027 school year.

BE IT FURTHER RESOLVED, that the findings of this study shall guide the district's long-range facility and financial planning, ensuring that every decision supports the continued advancement of Elkhart Community Schools and the success of all students.

Adopted this 14th day of October, 2025, by the Board of School Trustees of Elkhart Community Schools.

BOARD OF SCHOOL TRUSTEES

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

ELKHART COMMUNITY SCHOOLS
BOARD OF SCHOOL TRUSTEES

RESOLUTION IN SUPPORT OF MILITARY STUDENTS AND FAMILIES

WHEREAS, Elkhart Community Schools recognizes the significant contributions, sacrifices, and unique challenges faced by military service members, their children, and families; and

WHEREAS, Elkhart Community Schools affirms its commitment to providing quality educational opportunities and support services to students in military families to ensure their academic and social success; and

WHEREAS, ECS Board Policy 5111.02, Educational Opportunity for Military Children, establishes that Elkhart Community Schools will implement the provisions of the Interstate Compact on Educational Opportunity for Military Children, which seeks to remove barriers to educational success for children of military families due to frequent moves and deployment of parents; and

WHEREAS, the Elkhart Community Schools Board of School Trustees acknowledges the importance of supporting military-connected students through enrollment flexibility, course and program placement, eligibility for extracurricular activities, timely graduation requirements, and other transitional supports identified in the Compact; and

WHEREAS, Elkhart Community Schools further recognizes the importance of cultivating a school environment that values the service of military families and seeks to build partnerships with community organizations, veterans' groups, and other agencies to strengthen the support network for military-connected students;

NOW, THEREFORE, BE IT RESOLVED, that the Board of School Trustees of Elkhart Community Schools publicly declares its support for military students and families, affirms its compliance with Elkhart Community Schools Board Policy 5111.02, and endorses the principles and commitments of the Interstate Compact on Educational Opportunity for Military Children; and

BE IT FURTHER RESOLVED, that Elkhart Community Schools will continue to prioritize policies, programs, and practices that foster educational stability, academic achievement, and personal well-being for military-connected students and their families.

Adopted this 14th day of October, 2025, by the Board of School Trustees of Elkhart Community Schools.

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