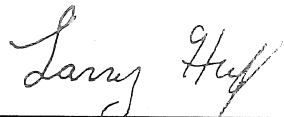


PUBLIC WORK SESSION
OF THE
BOARD OF SCHOOL TRUSTEES
Elkhart Community Schools
Elkhart, Indiana

NOTICE OF MEETING CANCELLATION

Date: Tuesday, September 9, 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,
September 4, 2025 and electronically
delivered to Board Members and School
Attorney on Friday, September 5, 2025.

NOTICE OF EXECUTIVE SESSION
OF THE
BOARD OF SCHOOL TRUSTEES

Elkhart Community Schools
Elkhart, Indiana

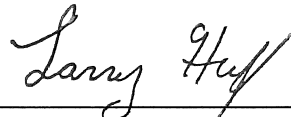
Date: Tuesday, September 9, 2025

Time: 6:00 p.m.

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

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

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, September 4, 2025, and electronically delivered to Board Members and School Attorney on Friday, September 5, 2025.

AGENDA FOR
BOARD OF SCHOOL TRUSTEES
REGULAR MEETING

Elkhart Community Schools
Elkhart, Indiana

September 9, 2025

CALENDAR

Sept	9	6:00 p.m.	Executive Session, J.C. Rice Educational Services Center
Sept	9	7:00 p.m.	Regular Board Meeting, J.C. Rice Educational Services Center
Sept	23	6:00 p.m.	Public Work Session, J.C. Rice Educational Services Center
Sept	23	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. MONGER REPORT

F. EXCELLENCE OF ELKHART

G. CONSENT ITEMS:

- Minutes – August 26, 2025 – Public Work Session
- Minutes – August 26, 2025 – Regular Board Meeting
- Claims
- Fundraisers
- Extra-Curricular Requests
- Gift Acceptances
- Grants
- Conferences
- Personnel Report

H. OLD BUSINESS

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

- Eden Barber Academy
- AdTec Administrative and Technical Consulting, Inc.
- Lexia Voyager Sopris, Inc.
- Crossing National, Inc.

- Elkhart County Special Education Cooperative
- Medical Communications Ambassadors, LLC
- Policy Analytics, LLC

Board Policy 2623.01 – Test Administration and Security – The administration presents proposed revisions to Board Policy 2623.01 – Test Administration and Security for final consideration.

I. NEW BUSINESS

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

- 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
- MAZI Education

Board Policy 0166.1 – Consent Agenda – The administration presents proposed new Board Policy 0166.1 – Consent Agenda for initial consideration.

Resolution – As authorized by [Senate Enrollment Act 249 \(SEA249\)](#) and [House Enrolled Act 1001 \(HEA1001\)](#), the administration recommends approval of a Resolution authorizing and approving adjustments to the 2025-2026 Education Fund revenue available for collective bargaining to reflect: (a) supplemental payments to teachers; and (b) curricular materials contract costs.

Resolution – Consistent with the transfer of the food service operations to Chartwells K12, the administration recommends approval of a Resolution authorizing and approving the payment of a hiring incentive to those food service employees now employed by Chartwells and an adjustment to the paid leave benefits for those food service staff members still employed by ECS.

Resolution – The administration recommends approval of a Resolution accepting the transfer of real property from the City of Elkhart Redevelopment Commission.

J. INFORMATION AND PROPOSALS

From Superintendent and Staff

From Board

K. ADJOURNMENT

Monger Elementary

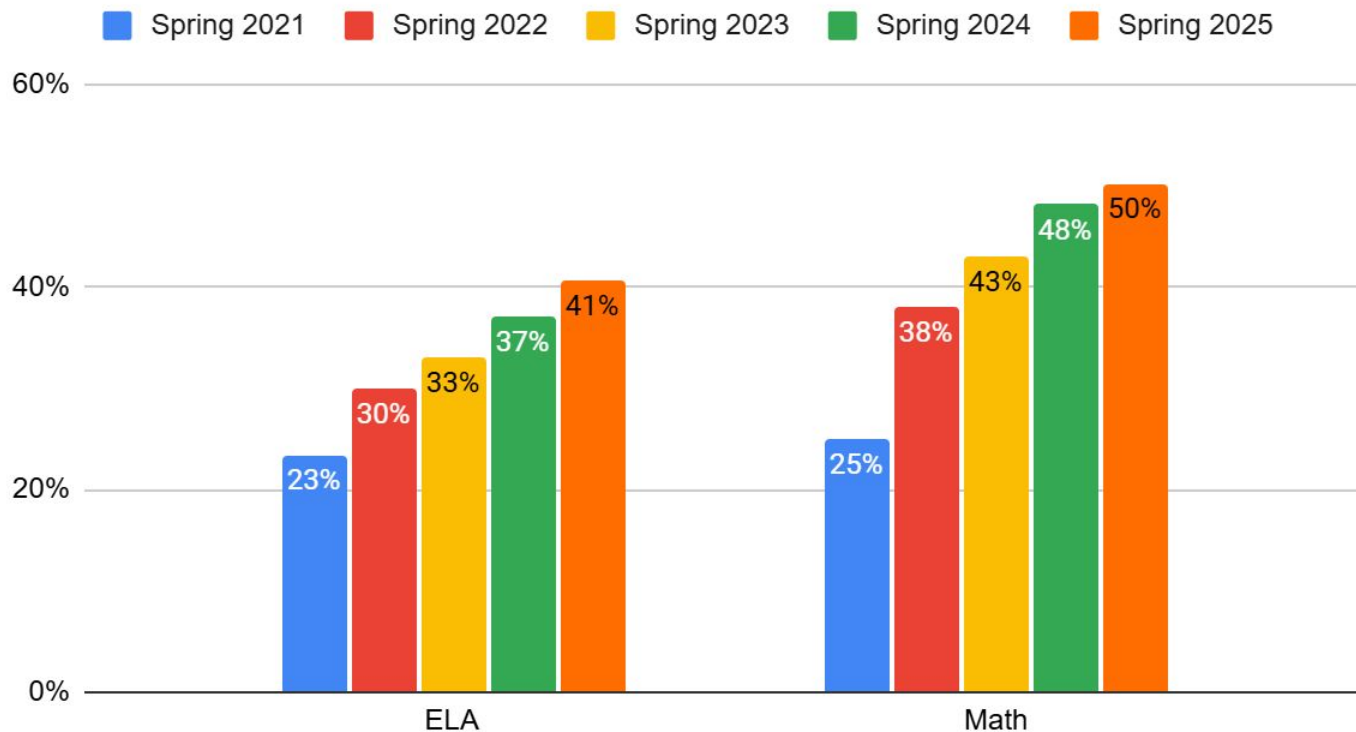
School Board Presentation
9/9/2025



2024-2025 School Goals

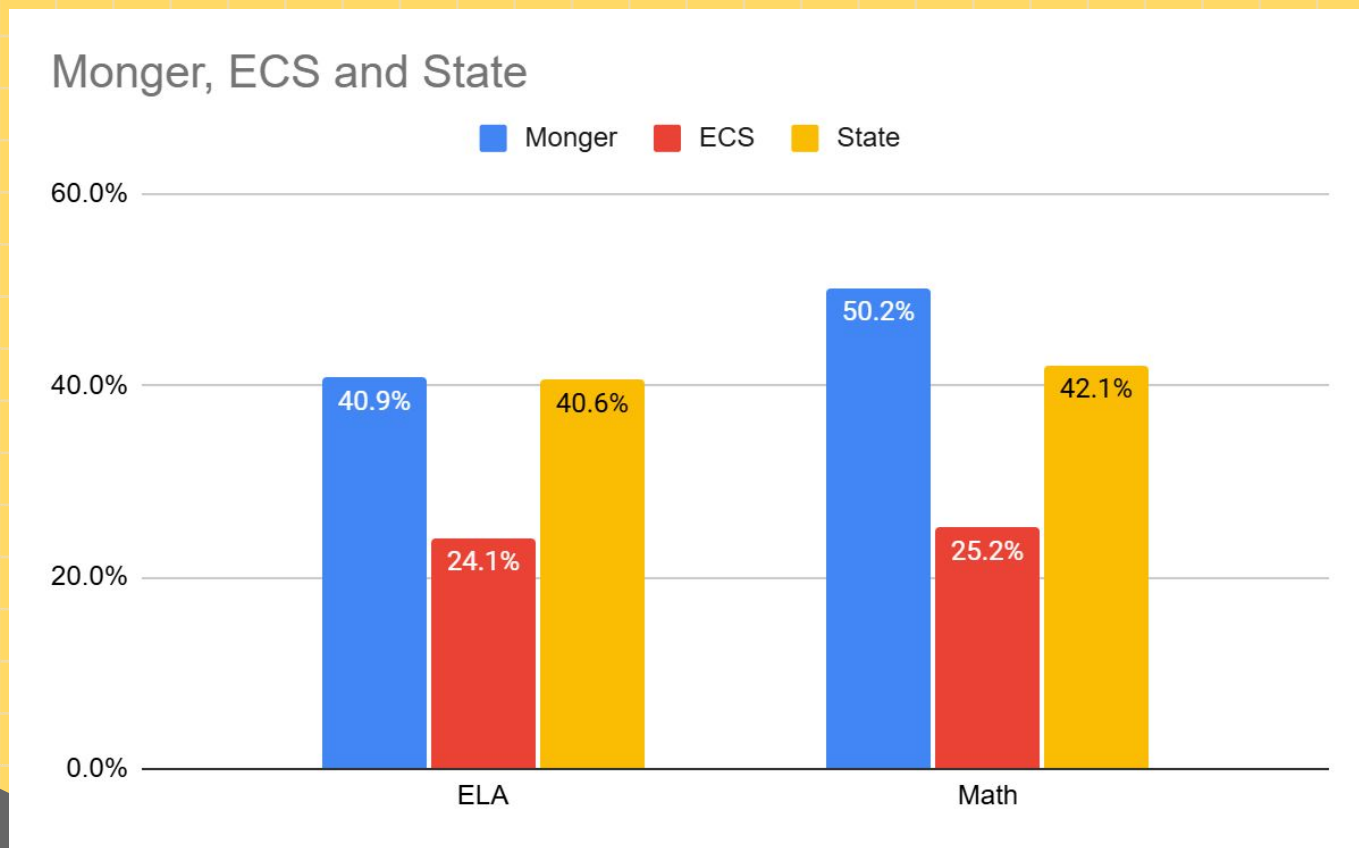
- Increase proficiency rates in both ELA & Math as measured by iLearn
- 80% IREAD 3 Pass Rate
- Improve student attendance through student, family, and community engagement
 - (Full Service Community Schools)

iLearn Trend Data

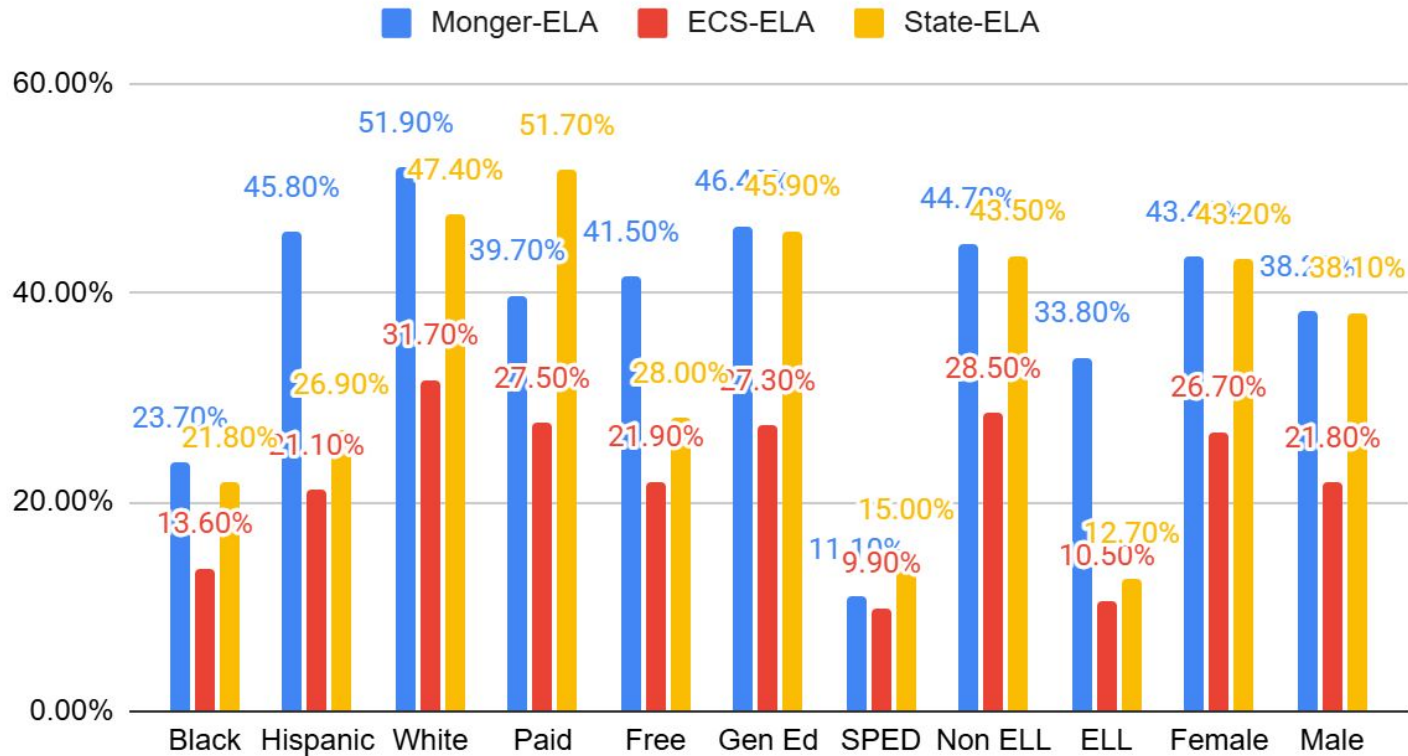


Work Hard. Be Kind. Expect Excellence.

Higher than the state average in both ELA & Math!

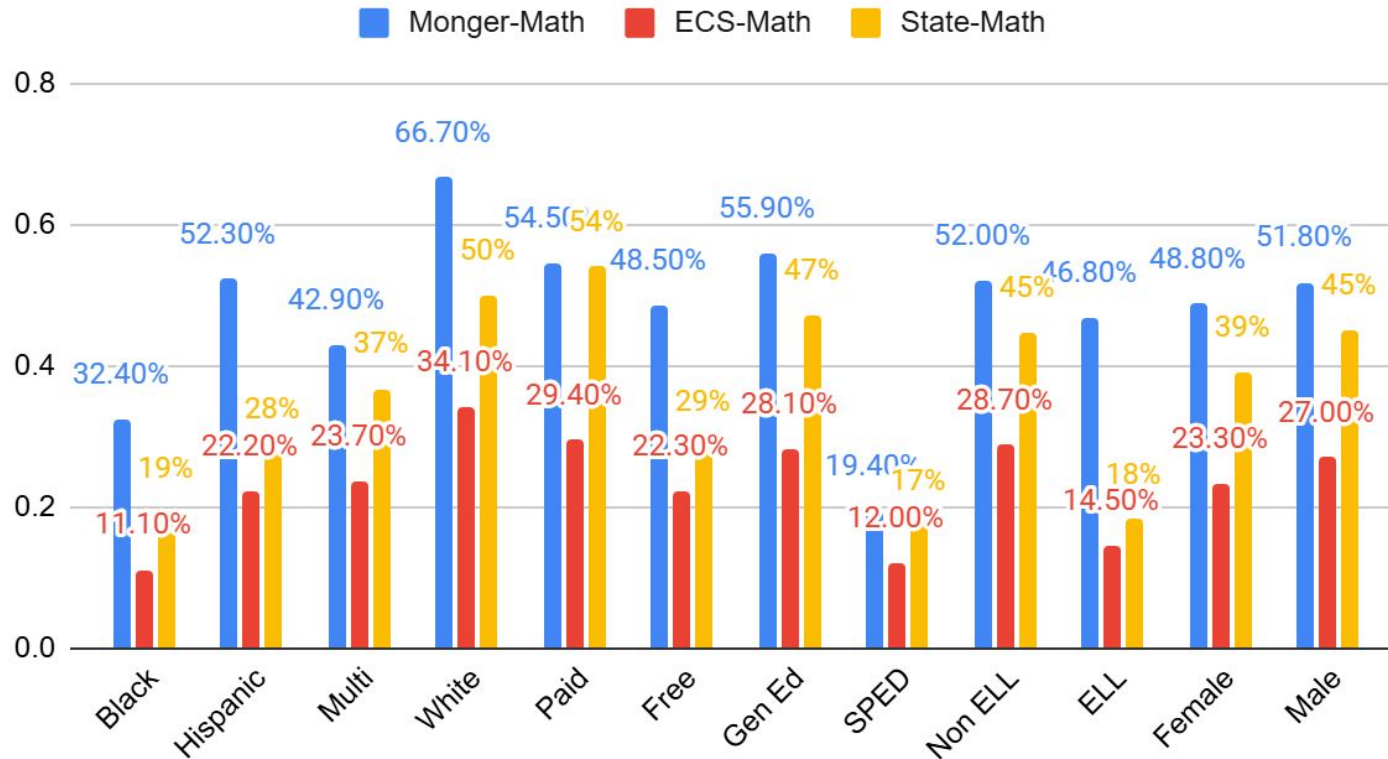


iLearn ELA Demographic Data



We believe all students can learn. No excuses!

iLearn Math Demographic Data



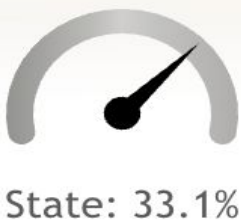
We believe all students can learn. No excuses!

6th Grade Math Growth

Percentage of grade 6 students meeting their individual growth targets on the math ILEARN.
Goal: 45.8% by 2030.



Monger exceeded the state's goal for 2030 by 30% in 2024.



Taken from Indiana Graduates Prepared to Succeed website

Expect Excellence.

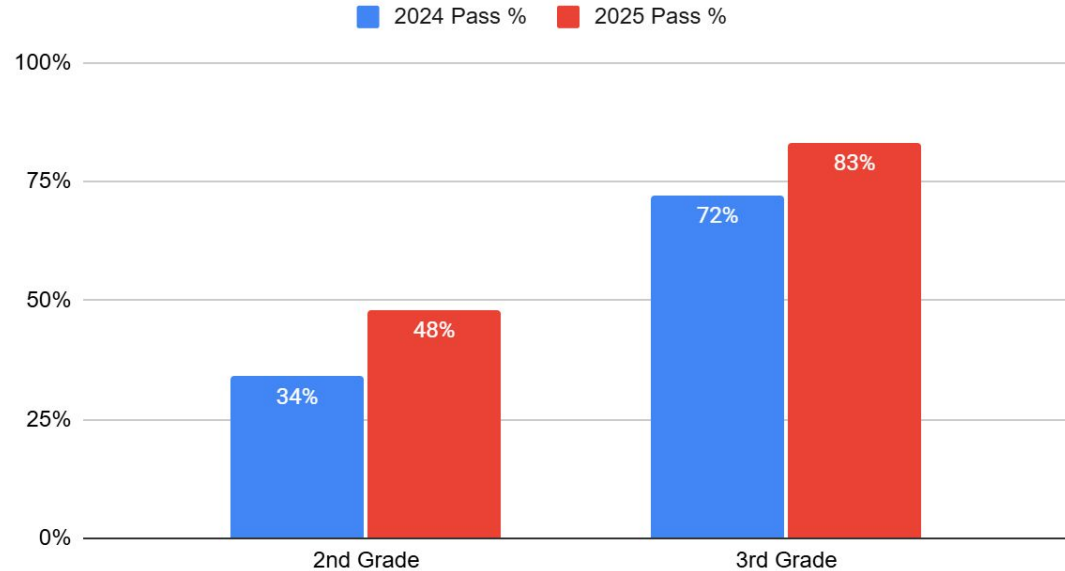
IREAD 3

***Increased 3rd grade passing percentage on the iREAD 3 by 11%**

***Increased 2nd grade passing rate by 14%**



2024 & 2025 IREAD 3 Final Passing %



Full Service Community Schools Grant

- **Engage Students**
 - After School Programming
- **Engage Families**
 - Parent Meetings
 - Resource Nights
- **Engage Community**
 - Lifeline
 - Ethos
 - Oaklawn/Bowen Center



Engaged Students=Improved Outcomes!

❖ Expanded & enriched learning opportunities

- 158 students in 2nd-6th grades participated in at least one 6-week round of afterschool programming NOT including elementary athletics
- Summer Out & About Club (30 students)

❖ Expanded & Enriched learning opportunities

- Book/Reading Clubs
- Math Clubs
- Ask & Explore/Science
- Girls on the Run
- Cause for Paws
- Music/Art
- Sign Language
- Remediation
- Summer Trips

Engaged Students + Engaged Families = Improved Attendance!

- In 2024-25, we held 47 parent meetings where we created attendance contracts/plans to support families in getting their children to school.
 - This is 4x the number of attendance hearings we had in 2023-24

- In the 2023-24 school year, 41% of students attended 95% or more days of school.
 - In the 2024-25 school year, 56% of students attended 95% or more days of school.
 - This is a 15% increase!
- **29 of the 44** targeted “chronically absent” students at the start of the 2024-25 school year fell off the “chronically absent” list by the end of the year.

IDOE Family Friendly Schools Designation!

THE STATE OF INDIANA

FAMILY FRIENDLY SCHOOLS

recognition is granted to

Monger Elementary School

For demonstrating a strong commitment to fostering family engagement and establishing partnerships with families to further an exemplary educational environment for Indiana students.



Thank you, Monger Staff!

Collective teacher efficacy-

Teachers working together to have appropriately high, challenging expectations of what a year's worth of learning looks like...

"It's not just a growth mindset. It's not just 'rah-rah' thinking. It's not just 'Oh, we can make a difference!' But it is that combined belief that it is 'us' that causes learning."

-John Hattie



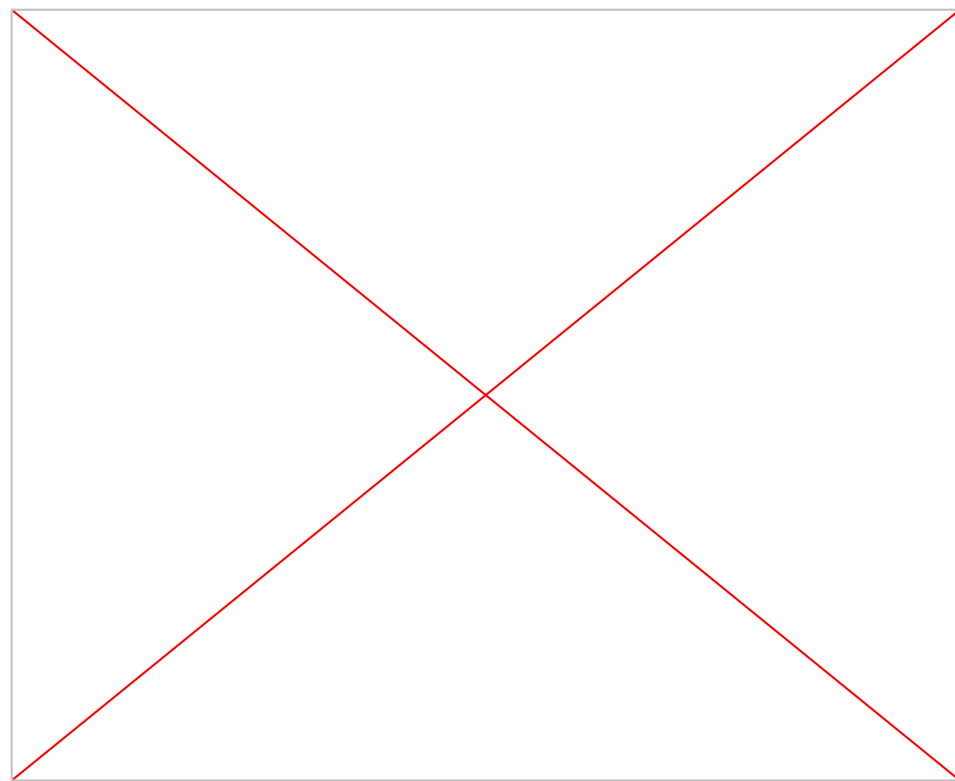


ELKHART
COMMUNITY SCHOOLS



MONGER
ELEMENTARY SCHOOL
PRIDE
Persistence • Respectfulness • Initiative • Dependability • Efficiency

WORK HARD. BE KIND



Work Hard. Be Kind. Expect Excellence.

Thank You!

April Walker
Principal

awalker@elkhart.k12.in.us



Excellence of Elkhart

September 9, 2025



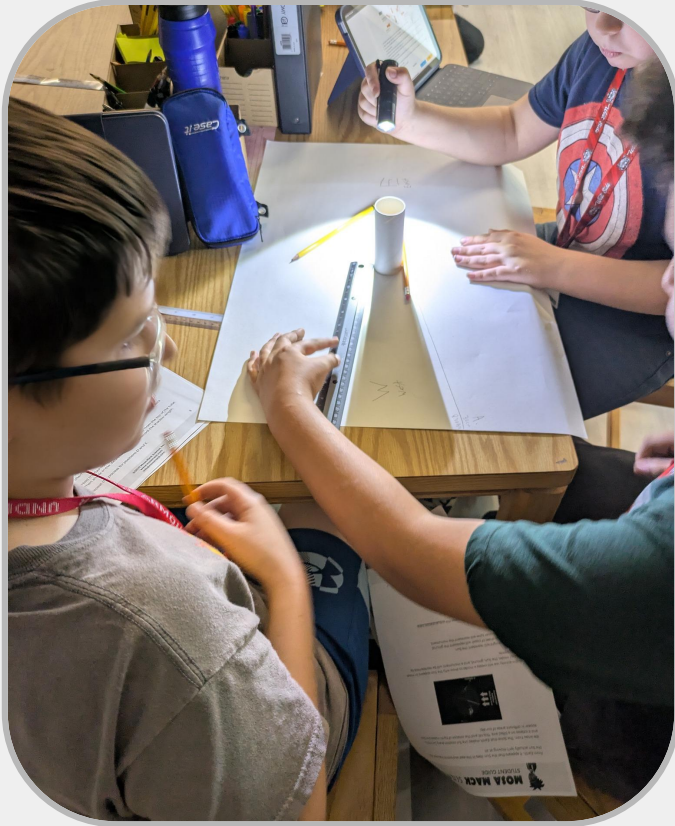
Excellence of Elkhart

ACADEMICS • ARTS • ATHLETICS



ACADEMICS

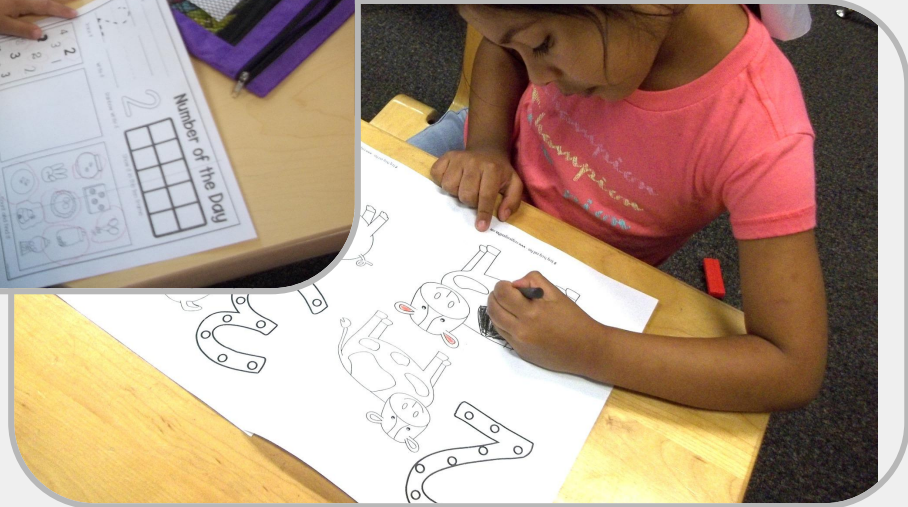
High Ability Science





ACADEMICS

Pre-K Math Adventure





ARTS

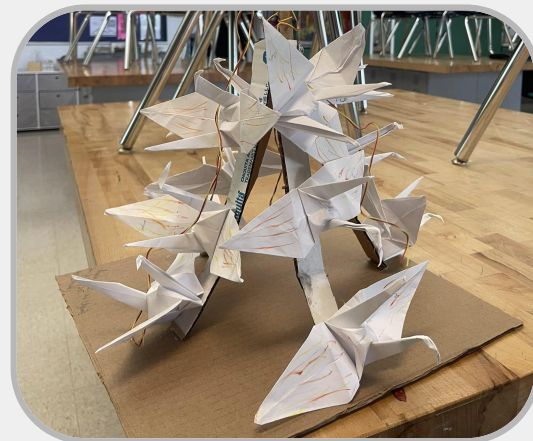
Labor Day Parade





ARTS

Origami Art





ATHLETICS

Football Victories





ATHLETICS

Elementary Volleyball





FUTURE HAPPENINGS

- **September 11:** Full Service Resource Fair
- **September 11:** Elkhart Volleyball Alumni Night
- **September 12:** Emens Coaches Awards ½ time (Football Game)
- **September 26:** Homecoming

**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

August 26, 2025

J.C. Rice Educational Services Center, 2720 California Road, Elkhart,
Indiana 46514 – at 5:32 p.m.

Place/Time

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

Board Members Absent:	Dacey S. Davis
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Tony Kuykendall, Chris Gerrity, Dale Bozell, and Kevin Baum from Performance Services, along with Tony Gianesi, Director of Building Services, presented a District Facility Assessment for Elkhart Community Schools.

Topics
Discussed

Dr. Amy Rauch, Director of Secondary Schools, presented the district's testing proficiency results for the 2024-2025 school year.

The meeting adjourned at approximately 6:42 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

August 26, 2025

J.C. Rice Educational Services Center, 2720 California Road, Elkhart, Indiana 46514 – at 7:01 p.m.			Place/Time
Board Members Present:	Troy E. Scott Douglas K. Weaver Kellie L. Mullins	Mike Burnett Eric Ivory Anne M. VonDerVellen	Roll Call
Board Members Absent:		Dacey S. Davis	
Board President Troy Scott called the regular meeting of the Board of School Trustees to order.			Call to Order
Board Member Eric Ivory recited the Elkhart Promise.			The Elkhart Promise
One (1) audience member addressed the Board about staffing concerns, and two (2) audience members expressed concerns to the Board regarding added pay.			Public Comment
In response to public comment, Dr. Huff addressed concerns regarding paraprofessional hiring, clarifying that no restrictions had been placed on such positions at the high school. He acknowledged concerns about tenure and noted that some long-standing practices within the district have created challenges in the current environment. He explained that the 2025–2026 school year has presented the most difficult budget cycle to date, citing the withholding of \$1.2 million in federal funds, reductions in state allocations, the loss of grants, and the addition of unfunded costs. He emphasized that Elkhart Community Schools (ECS) has historically not tied staffing levels to enrollment, which created significant strain when over 3,000 students enrolled in just three weeks during the summer. These circumstances required difficult staffing and financial decisions.			
Dr. Huff further noted the district is currently overspending and continues to address financial issues that have accumulated over many years. He emphasized that added pay should only occur after contracts are finalized, highlighted ongoing discussions with the ETA			

to strengthen communication, and reaffirmed the administration's commitment to transparency through recent staff communications on the district's financial situation. While acknowledging employee frustration, he emphasized the need for accuracy in added pay assignments, noting that some individuals were still listed despite no longer being employed. He expressed appreciation for solution-focused feedback and encouraged staff to bring concerns directly to administrators or the Board rather than relying on misinformation circulating on social media.

Mr. Thorne added that he has never encountered any policy prohibiting paraprofessionals from transferring between elementary and secondary levels or across classifications within the paraprofessional group, and emphasized, to his knowledge, no such restriction exists. Mr. Thorne acknowledged that some historic practices or perceptions may have created confusion and underscored the importance of clear communication to ensure staff understand the facts related to these issues.

Dr. Huff reiterated his commitment to supporting teachers and staff while also correcting outdated practices that contributed to a \$12 million deficit before the start of the school year. He clarified that added pay should conclude at the end of the school year and resume only after proper approval, noting that lapses in oversight have contributed to financial challenges in this area. He acknowledged that some employees had already worked during the summer and confirmed that retroactive pay would be issued. He emphasized that communication silos within the district must be eliminated, and clear processes will be implemented to ensure accuracy in assignments and compensation moving forward.

Dr. Huff reported that the district spent \$3.2 million on added pay in a two-year span, representing a 557% increase, and underscored the importance of reviewing practices to ensure fiscal responsibility. He stressed that while the district faces a \$12 million deficit and the impact of SEA1 legislation, students will not lose opportunities at ECS. He highlighted positive student outcomes, including strong IREAD results, and commended teachers and staff for their dedication. He concluded by reaffirming his commitment to transparency, financial stewardship, and collaborative problem-solving, noting that while the year presents significant challenges, the district remains focused on doing what is best for students and staff.

Mr. Scott thanked Dr. Huff for his remarks and noted that the extended dialogue during public comment was an exception, as the Board's role is to listen, take notes, and follow up through established channels. He emphasized the importance of following the chain of command, beginning with building leaders and the

superintendent, before bringing matters to the Board. Mr. Scott commended Dr. Huff for his accessibility and confirmed that public comment will return to its normal format at future meetings.

During the Moment of Pride, Mrs. Lisa Ernsberger, Assistant Principal at Mary Beck/High Ability, introduced Dr. Natalie Schultz, eighth-grade high ability cohort teacher and coordinator at West Side, and Mr. Chad Crabtree, seventh-grade high ability cohort teacher. Both educators guided students who advanced to the national level in the National History Day (NHD) competition.

Moment of Pride

Mr. Crabtree explained that NHD is a national nonprofit program that engages students in grades 6–12 in extensive historical research, culminating in projects presented as papers, exhibits, performances, documentaries, or websites. This year's theme was *Rights and Responsibilities*. Mr. Crabtree recognized local sponsors, including Welch Packaging, Hartzler-Gutermuth-Inman Funeral Home, Hull Lift Truck, and Rocky Enfield State Farm Insurance, for their financial support, which allowed students to attend the competition in Washington, D.C.

The Board was introduced to student participants Paige Miller, who presented an individual exhibit on Dorothea Dix and the asylum movement, and Aubrey Burmeister and Brenda Martinez, who presented a group performance titled *Musicians of the Civil Rights Era*. Students shared highlights from their trip, which included visits to national monuments, a stay at the University of Maryland dorms, and the opportunity to meet peers from across the country and internationally. They also had the unique opportunity to meet the Speaker of the House and tour the U.S. Capitol.

Students reflected on the personal impact of the experience, noting how the competition helped them develop confidence, communication skills, and lasting friendships. They expressed gratitude to their teachers and sponsors for making the opportunity possible and shared photos from the trip with the Board.

In response to Board inquiry, students described their NHD projects. Brenda Martinez and her group presented a performance on musicians of the Civil Rights Era, focusing on Duke Ellington, Bob Dylan, and Michael Jackson, and how their influence shaped public views on civil rights and supported broader social change. Paige Miller completed an individual exhibit project on Dorothea Dix, highlighting her advocacy for the rights of the mentally ill in 19th-century America.

In response to Board inquiry, students explained the competition process. At the regional level, projects were judged by a small panel, while state competitions allowed additional observers. At the national competition, audiences were larger, and students presented before a

broader group. Each presentation was limited to ten minutes, followed by judges' questions regarding inspiration, connections to the theme, and related topics.

The Board and Superintendent commended the NHD participants for their outstanding accomplishments and confident presentations. Members expressed pride in the students' representation of ECS at the national level and gratitude to the sponsors who supported the trip. Appreciation was extended to Mrs. Ernsberger, Dr. Schultz, and Mr. Crabtree for their leadership and dedication in guiding students to such a significant achievement.

Principal Brandon Cavanaugh, joined by Literacy Coach Denise Demeter, Assistant Principal Cambria Neely, and several Eastwood teachers in the audience, highlighted student growth and achievement at Eastwood Elementary and across the district. He reported that Eastwood increased its IREAD pass rate from 72% to 94.4%, reflecting a 23% improvement from the prior year. The school also surpassed its improvement goals on ILEARN, achieving 5% growth in both English/Language Arts and Math. Mr. Cavanaugh credited the hard work and dedication of staff, students, and families for this success.

Eastwood Report

Ms. Demeter shared that Eastwood's literacy gains stemmed from a strong foundation in Tier I instruction and targeted interventions, including the use of Geodes resources. She emphasized that all staff members contributed, with special teachers, retired educators, and community volunteers supporting student learning. She noted the collaboration of literacy coaches across the district and expressed gratitude for the investment in literacy initiatives, which she believes have significantly contributed to growth, district-wide. Ms. Demeter also highlighted the pride and commitment of Eastwood staff, many of whom have chosen to send their own children to the school.

Mr. Cavanaugh concluded by recognizing additional factors in Eastwood's success, including implementation of LETRS training, strong Professional Learning Communities (PLCs), and high expectations for teaching and learning. He expressed appreciation to Dr. Huff and the Board for their support in investing in teacher development, providing time for collaboration, and fostering community partnerships. He noted that while reaching a 94.4% IREAD pass rate was a significant achievement, the school remains committed to reaching 95% to meet the state's highest standards.

Dr. Huff expressed appreciation to Eastwood staff, commending their leadership and commitment to student success. He recognized the contributions of Eastwood's teachers, Ms. Demeter, Mrs. Neely, and Mr. Cavanaugh, noting the strong growth achieved under Mr. Cavanaugh's leadership in his first year as principal. Dr. Huff also

thanked staff for representing the district with pride at the Statehouse and emphasized that “we all win when kids win,” underscoring his belief that student achievement is the district’s calling card. He concluded by recognizing Woodland Elementary School administration in attendance and celebrating their recent accomplishments as well.

Wendy Wood, Interim Director of Communication, 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 reported that students and staff are settling into the new school year with energy and enthusiasm. In addition to establishing lessons and routines, schools launched PRIDE assemblies to celebrate the values of Persistence, Respectfulness, Initiative, Dependability, and Efficiency, while setting goals for the year ahead. She highlighted recent IREAD results, noting that third graders achieved an 80.9% pass rate, up from 64.7% the previous year and the highest in Elkhart County. Nine schools are now at or above 80%, reflecting the dedication of staff and the hard work of students.

In the area of Arts, Mrs. Wood shared that Riverview second graders began the school year with creative math-inspired art projects. Students completed a color-by-number activity in which each color was tied to a math problem, blending creativity with critical thinking.

In the area of Athletics, Mrs. Wood highlighted recent athletic achievements and activities. In Girls Golf, EHS defeated South Bend Adams at Bent Oak, 216–232, improving to 2-1 overall (2-1 NIC). The team continues to demonstrate steady progress, with athletes excelling on the course and working toward personal bests. She also reported on Girls Flag Football, noting that captains and co-captains have been selected to lead the team. Excitement is building around this new program, with the team’s first game scheduled against South Bend Adams.

Some upcoming events across Elkhart Schools include:

September 1: Schools Closed for Labor Day
September 4: EACC Back to School Night
September 12: Emens Coaches Award (during half-time)
September 26: Homecoming

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 – August 12, 2025 – Regular Board Meeting	Minutes
Payment of claims totaling \$6,111,613.44 as shown on the August 26, 2025, claims listing. (Codified File 2526-020)	Payment of Claims
Proposed school fundraisers in accordance with Board policy. (Codified File 2526-021)	Fundraisers
The following donations were made to ECS: \$3,000 from Laurie Marks to ECS to be used towards the cost of a meal for the New Teacher Orientation and the District Welcome Back Breakfast; \$1,400 from Pura Vida Popup – Yoga Adventure Retreats to EHS Girls Cross Country team to be used to assist with the growth and development of the team; \$500 from Legacy Heating & Air, Inc. to EHS Volleyball team to be used towards the purchase of travel apparel and training equipment for the program; \$20,000 from Phyllis Tubbs to EHS Athletic Department to be used to assist with the growth and development of athletic teams; and \$1,500 from Linda Homo to EHS Cross Country Teams to be used to assist with the growth and development of the teams.	Gift Acceptances
Conference leave requests in accordance with Board policy for staff members as recommended by the administration on the August 26, 2025, listing. (Codified File 2526-022)	Conference Leaves
	Personnel Report
Administrative Appointment of the following one (1) certified staff effective on date indicated: Shannon Stanley – Interim Principal at Roosevelt, 9/2/25	Administrative Appointment
Employment of the following thirteen (13) certified staff effective on date indicated: Maegan Banicki – Grade 2 at Pinewood, 8/20/25 Vishnu Choundur – Mathematics at Freshman Division, 8/25/25 April Davis – Grade ½ Split at Pride, 8/13/25 Jeffrey Glenn – Science at West Side, 8/13/25 Jessica Glossenger – Pre-K at Hawthorne, 8/21/25 Terri Huffman – Grade 6 at North Side, 8/11/25 Anna Jacobo – Music at Beck, 8/25/25 Brian Jamison – Computer Science at Pierre Moran, 8/25/25 James Love II – Art at West Side, 8/13/25	Certified Employment

Jessica Miller – Grade 4 at Pinewood, 8/11/25
 Sekeba Qaiyim – Cosmetology at Career Center,
 8/18/25
 Mark Schroeder – Science at West Side, 8/12/25
 Leigh Todd – Diagnostician at Exceptional Learners,
 8/12/25

Transfer of the following three (3) certified staff effective August 11, 2025: Natasha Gawthorp – Special Education at Bristol to Intervention at Bristol Gabriela Martinez – ENL at Roosevelt to ENL at Osolo Leann Sullivan – Special Education Cohort at Freshman Division to Special Education at North Side	Certified Transfers
Resignation of the following one (1) administrator effective on date indicated: Helenia Robinson – Principal at Roosevelt, 9/1/25	Certified Administrative Resignation
Resignation of the following seven (7) certified staff effective on date indicated: ReMella Coffey – Grade 1 at Roosevelt, 5/29/25 Samantha Pairan – Kindergarten at Daly, 8/19/25 Dana Riddle-Miller – Special Education at Pride, 9/5/25 Bibi Salinas – Grade 2 at Pinewood, 8/22/25 Robert Sommer – Art at Freshman Division, 8/29/25 Bethany Wilcox – Grade 6 at West Side, 9/12/25 Gailey Williams – FACS at Freshman Division, 5/29/25	Certified Resignations
Revision to the following job description effective for the 2025-26 school year. Elkhart High/Student Activities Coordinator	Certified Job Description Revision
Approval of one (1) Agreement for Services (Codified File 2526-023)	Agreement
Employment of the following seven (7) classified employees effective with the 2025-26 school year: Roshell Bangura – Technical Assistant at Beardsley, 10/13/25 Candace Farver – Dispatcher at Transportation, 10/15/25 Tosha Koons – Paraprofessional at Elkhart High, 10/7/25 Iara Martinez Gonzalez – Secretary at Adult & Community Education, 10/9/25 Hunter Powell – Paraprofessional at Elkhart High, 10/7/25	Classified Employment

Daniel Pulianas – Paraprofessional at Career Center,
10/7/25
Courtney Shearer – Registered Nurse at Cleveland,
10/6/25

Transfer of the following one (1) classified employee for the 2025-26 school year: Classified Transfers
Taylor Rodriguez – Paraprofessional at Pinewood to
Technical Assistant at Beck

Reassignment of the following five (5) classified employees effective on date indicated: Classified Reassignments
Meagan Banicki – Grade 2 at Pinewood, 8/20/25
Jeffrey Glenn – Science at West Side, 8/13/25
Terri Lee Huffman – Grade 6 at North Side, 8/11/25
James Love II – Art at West Side, 8/13/25
Sekeba Qaiyim – Cosmetology at Career Center,
8/18/25

Employment of the following fourteen (14) substitute teachers effective with the 2025-26 school year: Substitute Teachers
Claire Carmichael – Substitute Teacher
Lisa Corridore-Letter – Substitute Teacher
Michelle Crussemeyer – Substitute Teacher
Carla Darr – Substitute Teacher
Isaiah Fortoso – Substitute Teacher
Brice Hosterman – Substitute Teacher
Christopher Judson – Substitute Teacher
Jonathan Orjala – Substitute Teacher
Amber Markel – Substitute Teacher
Lori Martinez – Substitute Teacher
Jenna Parsons – Substitute Teacher
Somone Powell – Substitute Teacher
Heather Sheldon – Substitute Teacher
Darryl Swartz – Substitute Teacher

Employment of the following four (4) claims employees for the 2025-26 school year: Claims
Carl Burgess – Substitute Bus Driver at Transportation
Michael Doering – Substitute Bus Driver at
Transportation
Mariah Harney – Substitute Bus Driver at
Transportation
Eric Tucker – Substitute Bus Driver at Transportation

Resignation of the following thirteen (13) classified employees effective on date indicated: Classified Resignations
Aylin Arriaga – Paraprofessional at Roosevelt, 5/29/25
Mariah Harney – Bus Driver at Transportation, 8/20/25

Taylor Johnson – Paraprofessional at Beck, 5/29/25
 Alan Kist – Bus Driver at Transportation, 8/29/25
 Charlene Masten – ECOLE Lead Program Coordinator
 at Monger, 8/29/25
 Tracy Mayfield – Registered Nurse at Osolo, 8/22/25
 Judith McCullough – Substitute Teacher at ESC,
 5/29/25
 Carol Nusbaum – Substitute Teacher at ESC, 5/29/25
 Nathan Oostland – Substitute Teacher at ESC, 5/29/25
 Kathryn Palmer – Bus Driver at Transportation,
 8/22/25
 Trindy Parkerson – Bus Helper at Transportation,
 5/29/25
 Trish Simmons – Trainer & Dispatcher at
 Transportation, 8/11/25
 Terrence Williams – Bus Driver at Transportation,
 8/19/25

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

Classified Retirements

Janet Simmons – Technical Assistant at Beardsley,
 5/29/25 with 31 Years of Service

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

Classified Leaves

Bethany Reed – Paraprofessional at Monger beginning
 9/11/25 and ending 10/9/25

Revision to the following job description effective for the 2025-26 school year.

Classified Job Description Revision

K-8 Attendance Coordinator at ESC/Student Services
 \$60,000 - \$70,000

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

Employment

Joshua Haefner – Grade 5 at Cleveland, 8/27/25

By unanimous action, the Board approved the following contracts, as presented during the August 12, 2025, Board meeting: Michiana Public Broadcasting Corporation; Edmentum; FrankFilms; ADEC, Inc.; SecureW2; IXL Learning; Sprigeo, Inc.; Amergis Healthcare Staffing, Inc.; Education Advanced; Relayhub, LLC; SweetHawk; and LoveWay, Inc. (Codified File 2526-024)

Contracts for Final Consideration

In response to Board inquiry, Mr. Thorne informed the Board that the tower referenced in the Michiana Public Broadcasting Corporation contract is located in South Bend and owned by the Hayes Corporation.

In response to Board inquiry, Mr. Thorne explained that FrankFilms will produce promotional videos highlighting programs at the Elkhart Area Career Center (EACC) and its many student partnerships. He noted that, at present, access to these films is provided to Mrs. Wood, but they do not currently go through the communications department. Mr. Thorne stated he will work with the EACC to ensure Mrs. Wood has input in this process going forward.

By unanimous action, the Board approved Board Policy 7440.01 – Electronic Monitoring and Recording as presented during the August 12, 2025, meeting.

Board Policy
7440.01

Doug Thorne, District Counsel/Chief of Staff, presented the following contracts for initial consideration: Eden Barber Academy; AdTec Administrative and Technical Consulting, Inc.; Lexia Voyager Sopris, Inc.; Crossing National, Inc.; Elkhart County Special Education Cooperative; Medical Communications Ambassadors, LLC; and Policy Analytics, LLC.

Contracts for
Initial
Consideration

In response to a Board inquiry, Mr. Thorne agreed to contact Mr. Eakins to obtain the results the EACC has experienced from its contract with Eden Barber Academy. He will report his findings to the Board during the September 9, 2025, meeting.

Mr. Thorne presented proposed revisions to Board Policy 2623.01 – Test Administration and Security for initial consideration. The revisions reflect a change in the title of the district test coordinator, not in the individual serving in that role.

Board Policy
2623.01

Mr. Thorne presented proposed revisions to Administrative Guideline 5200 – Student Attendance for initial review and requested to waive the second review. He explained that the guidelines align with district attendance practices with the requirements of Senate Enrolled Act 482.

Administrative
Guideline 5200

By unanimous action, the Board approved proposed revisions to the 2025-2026 School Calendar, removing October 1 as a synchronous eLearning day; students will attend school in person. (Codified File 2526-025)

2025-2026
School Calendar

By unanimous action, the Board approved one (1) non-residential services agreement for an ECS student. (Codified File 2526-026)

Non-Residential
Services
Agreement

In response to a Board inquiry, Mrs. Brander explained that the state permits districts to request reimbursement when services for students with disabilities in grades Pre-K through 22 years of age exceed what is required to access the general education curriculum. She noted that while a small number of cases involve residential facility placements, most requests relate to students who require

additional staff support during the school day. Mrs. Brander reported that several applications have been submitted in recent months as the district works to secure all available reimbursements. Dr. Huff added that ECS had gone a long period of time without pursuing such reimbursements and expressed appreciation to Mrs. Brander for her diligence in ensuring the district now receives these funds.

Ms. Ronda Ross, Chief Financial Officer, presented the financial report for the July 2025 closing, focusing on the Education, Operations, and Rainy-Day funds. She noted that July expenditures in the Education Fund totaled approximately \$5.6 million in salaries and wages, reflecting seasonal decreases. Ms. Ross emphasized that 97% of the fund is currently spent on salaries and benefits, well above the industry standard of 87–90%, and highlighted the low cash balance of \$1.9 million, compared to the preferred \$8–10 million. She reported that only \$1 million of the \$9 million slated for transfer to the Operations Fund has been made, resulting in added pressure on that account, which is being temporarily supported by the referendum transfer and the anticipated GEO bond issuance in October.

Financial
Report

Dr. Huff added context, noting that Elkhart has not historically made significant Education-to-Operations transfers, unlike other districts, and commended Ms. Ross and her team for presenting financial data in a clear and accessible format for staff and the community. He also acknowledged the importance of comparing year-over-year data to track progress.

In reviewing the Operations Fund, Ms. Ross explained that while the July cash balance was \$4.3 million, much of that stability came from referendum transfers. She cautioned that without the GEO bond or additional Rainy-Day transfers, the fund is running on limited reserves. Tony Giansi, Director of Building Services, reported that in-house construction work at the middle schools generated savings in excess of \$100,000, demonstrating the cost-effectiveness of utilizing district staff.

Ms. Ross concluded with an overview of the Rainy-Day Fund, which began the year at \$7.9 million but has already been used to stabilize the Education Fund. She warned that all three major funds are under strain, with projections showing a \$10 million deficit by year-end without corrective measures.

Dr. Huff acknowledged that recent curriculum purchases and compensation policies contributed to the deficit, but also stressed that new internal controls and savings initiatives are being implemented. He thanked Ms. Ross for her diligence and transparency in financial reporting. Ms. Ross closed by affirming

that her team, together with Cabinet, are committed to strengthening financial controls and reducing the deficit through ongoing cost-management efforts.

Ms. Ross provided an update on the district's self-funded insurance plan, noting the district's continued partnerships with Marathon, Summus, and Gallagher. She reported a current loss ratio of 80.7%, which represents the percentage of premiums earned that are paid out in claims and related expenses. Ms. Ross added that the district's average loss ratio from January through July was 105.6% in 2024 but has improved to 80% in 2025, reflecting a stronger financial position. The insurance fund is healthy and stable at this time.

Insurance
Report

Superintendent Huff expressed appreciation to the transportation team for their efforts in successfully starting the school year despite reduced middle school walk zones and the need to adjust routes as students registered. He commended Mr. Smith and the transportation staff for their flexibility and dedication. Dr. Huff also recognized teachers across the district for their creativity and intentionality in providing engaging and meaningful learning experiences, highlighting examples ranging from robotics at ETI to innovative classroom instruction and the marching band's performance at the football game.

From the
Superintendent

He further shared his honor in representing ECS at the Statehouse, where he praised the district's achievements and emphasized the strength of its educators, students, and community. Dr. Huff underscored the importance of strong leadership, collaboration, and the district's culture of support.

Turning to broader issues, Dr. Huff stressed the need for transparency regarding district finances, facilities, and academic progress. He noted that Senate Enrolled Act 1 (SEA1) will impact districts statewide and emphasized that ECS must respond with adaptability and leadership. Acknowledging financial challenges, including a \$5.8 million shortfall, he stated that difficult but necessary decisions will need to be made. Dr. Huff urged stakeholders to seek information directly from credible district sources rather than relying on social media and reaffirmed his commitment to openly communicating with staff and the community. He concluded by affirming confidence in district leadership, staff, and the collective ability to make the changes needed to ensure long-term stability and continued student success.

Board Secretary Kellie Mullins reflected on her growth in understanding the governance role of a school board member and the importance of following appropriate channels of communication and decision-making. She emphasized that while the Superintendent is

From the Board

the Board's only direct report, her commitment extends to all staff, students, and families, and she encouraged the community to follow the proper chain of command to seek resolution and support. Mrs. Mullins highlighted the increasing collaboration among principals and administrators, noting that stronger teamwork across schools has become a hallmark of district leadership.

She then introduced "Kellie's Korner," a segment she created to recognize groups whose contributions deserve special acknowledgment. For this meeting, she honored the district's secretaries, praising their tireless work at the start of the school year in managing registrations, transportation issues, and day-to-day challenges. Mrs. Mullins expressed deep appreciation for their dedication, including the Superintendent's office staff and school-based secretaries, and concluded by applauding their critical role in the district's success.

Board Member Eric Ivory acknowledged the passion expressed during the meeting, noting that such passion reflects the important work being done. He expressed confidence in Dr. Huff's leadership to guide the district through financial and organizational challenges, even when facing difficult realities. Mr. Ivory emphasized the importance of intentionality and collective effort, and he commended the Board and administration for working together to address challenges and move the district forward.

Dr. Huff reflected on the importance of open discourse, noting that society often lacks constructive dialogue and tends toward assumptions. He emphasized that schools are stronger when communication is genuine and two-way, and he encouraged continued efforts to improve communication within the district. Dr. Huff stressed the need to celebrate successes across Elkhart schools, highlighting that in a competitive educational environment, teachers serve as the district's best ambassadors through their daily work with students. He underscored the importance of honest, consistent communication, delivered with dignity and respect, even when conversations are difficult, noting that the district must acknowledge challenges while focusing on how to address them. Dr. Huff concluded by affirming his belief that open discourse fosters humanity, strengthens community, and helps ensure Elkhart remains a great place for students, staff, and families.

Mr. Scott concluded the meeting by reflecting on the passion expressed throughout the evening and the importance of remembering the reason for serving, students. He noted the joy and resilience of students who embrace challenges with smiles and enthusiasm, remarking that such moments reaffirm the purpose of educators, staff, and board members alike. Mr. Scott emphasized

that these shared experiences highlight the collective ability to make a difference in students' lives and expressed confidence that the Board and district have the right team in place to continue that work.

The meeting adjourned at approximately 8:57 p.m.

Adjournment

APPROVED:

Signatures

Troy E. Scott, President

Douglas K. Weaver, Vice President

Kellie L. Mullins, Secretary

Mike Burnett, Member

Dacey S. Davis, Member

Eric Ivory, Member

Anne M. VonDerVellen, Member

[illegible]

WHERE LEARNING HAS NO LIMITS

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

[illegible]

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

To: Board of School Trustees
Superintendent Dr. Larry Huff

From: Jeff Hemmerlein, Principal Pierre Moran MS

Date: 7/30/25

Subject: Purchase Approval

Pierre Moran Middle School's Athletic Department is requesting approval to purchase 80 reversible football uniforms and 80 game pants from SPORTSARAMA in Sturgis, Michigan in the amount of \$6,400.00 to be paid out of Pierre Moran's Extracurricular Athletics Account.

Respectfully submitted,

Jeff Hemmerlein
Principal, Pierre Moran MS

SPORTSARAMA

P.O. BOX 598
209 W. Hatch St.
STURGIS, MI 49091

269-651-5382

DATE: June 21, 2025
INVOICE # 60617

Bill To:

West Side Middle School
Ath. Dept

Ship To:

Brent Curry

P.O. #	Sales Rep. Name	Ship Date	Ship Via	Terms	Due Date
	Chad Stewart			Net 30	

Product ID	Description	Quantity	Unit Price	Line Total
	Ubix Reversible Football Jerseys 16-xs, 15-s, 15-m, 14-l, 12-xl 6-xxl, 2-3xl	80	55.00	4,400.00
	Champro Integrated Game Pants Royal Blue 16-yxl, 15-s, 15-m, 14-l, 12-xl 6-xxl, 2-3xl	80	25.00	2,000.00

SUBTOTAL	6,400.00
MISC.	
DISCOUNT	
FREIGHT	
TOTAL	6,400.00
PAID	
TOTAL DUE	6,400.00

THANK YOU FOR YOUR BUSINESS!

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: 08/26/2025

TO: Dr. Larry Huff
Board of School Trustees

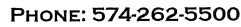
FROM: Brian Buckley & Jacquie Rost
Elkhart High School Athletic Department

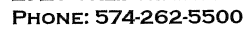
Re: Donation Approval - EHS - Athletics

A donation in the amount of \$630.00 has been given to the Elkhart High School Girls Soccer Team, from Elkhart Athletic Club. These funds will be used to assist with the growth and development of our Girls Soccer 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:

**Blazer Club Inc
DBA Elkhart Athletic Club
2608 California Road
Elkhart, IN 46514**





ELKHART ACADEMY
ONE BLAZER BOULEVARD • ELKHART, IN 46516
PHONE: 574-295-4903

★ ★

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

INTERNAL MEMO

**TO: Dr. Larry Huff, Superintendent
Board of School Trustees**

FROM: Bryan Hammontree

DATE: August 24, 2025

RE: Donation Approval

25

An in-kind donation for the following items:

- (4) Backpacks
- (4) C-type device chargers
- (4) Reusable water bottles
- (5) Fidgets
- (4) Lanyards
- (6) Packages of Kleenex
- (12) Bottles of hand sanitizer

has been given to Elkhart Academy by Mrs. Elizabeth Boyd. The donation is valued at \$800. These items will be given out to students at Elkhart Academy who earn PRIDE awards throughout the school year.

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:

Mrs. Elizabeth Boyd
3505 Westchester Rd.
Lansing, MI 48911

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: August 21, 2025

TO: Dr. Larry Huff
Board of School Trustees

FROM: Brian Buckley and Jacquie Rost, Athletic Directors

RE: Donation Approval

We are seeking board approval for services rendered by Mike Krempec, member of the Elkhart Athletic Club (adult boosters). He is doing aesthetic improvements in the athletic team room at the main campus high school. Estimated value for the work is \$750.00.

In addition to seeking approval from the Board of School Trustees, please send an appropriate letter of acknowledgement and appreciation is sent to:

Mike Krempec
51944 Copperfield Cv.
Granger, IN 46530

Sincerely,

Art Bob

Jacquie Rost and Brian Buckley
Elkhart High School, Athletic Directors



ELKHART AREA CAREER CENTER

ELKHART
COMMUNITY SCHOOLS

INTERNAL MEMO

To: DR. HUFF
BOARD OF SCHOOL TRUSTEES

FROM: BRANDON EAKINS BE

DATE: AUGUST 18, 2025

RE: DONATION APPROVAL - EACC

Unity Physicians has donated miscellaneous surgical supplies such as drains, sutures, ET tubes, gauze, TED hose and hernia mesh with an estimated value of \$2,000.00. These items will be used in our Surgical Services program.

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

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

Unity Physicians Hospital
Attn: Jennifer Medich
4455 Edison Lakes Parkway
Mishawaka, IN 46545

Grant Approvals to Board of School Trustees - 9/9/2025

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?
Gene Haas Foundation Secondary School Level Grant	Gene Haas	EACC	Seth Barnett	Grant funds are awarded based on student data outlined in application.	Funds will be used for post-secondary opportunities and to support participation in CTSO competitions. Brandon Eakins will oversee this grant.	Providing funds for post-secondary preparation and opportunities closely aligns with ensuring students are college and career ready.	Travel-25%, student competitions Fees-25%, student competitions Scholarships-50%	12/1/2025

28 9/3/25



HUMAN RESOURCES

ELKHART
COMMUNITY SCHOOLS

TO: DR. LARRY HUFF
FROM: MS. MAGGIE LOZANO
DATE: SEPTEMBER 9, 2025

PERSONNEL RECOMMENDATIONS

CERTIFIED

- a. **Agreement** – We recommend the approval of one (1) consent agreement regarding unpaid time.
- b. **New Certified Staff** – We recommend the approval of two (2) new certified staff for the 2025-26 school year.
- c. **Administrative Transfer** – We report the transfer two (2) administrators effective September 2, 2025.
- d. **Certified Staff Transfer** – We recommend the approval of one (1) certified staff transfer for the 2025-26 school year.
- e. **Separation** - We report the separation of four (4) employees.

CLASSIFIED

- a. **New Classified Staff** – We recommend four (4) new classified staff for employment in the 2025-26 school year.
- b. **Classified Staff Transfers** – We recommend the transfer of five (5) classified staff for the 2025-26 school year.
- c. **Substitute Teachers** – We recommend the employment of six (6) substitute teachers for the 2025-26 school year.
- d. **Claims** – We recommend the employment of three (3) employees for the 2025-26 school year.
- e. **Separation** – We report the separation of nine (9) employees.



DISTRICT COUNSEL/
CHIEF OF STAFF

ELKHART
COMMUNITY SCHOOLS

For Final Consideration

TO: BOARD OF SCHOOL TRUSTEES

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

DATE: AUGUST 22, 2025

RE: CONTRACTS RECOMMENDED FOR BOARD APPROVAL – FIRST READ

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
Eden Barber Academy	Brandon Eakins	Recommendation to approve two (2) year continuation Memorandum of Understanding (MOU) with Eden Barber Academy. The two (2) year agreement will allow EACC students to complete the Next Level Program of Study for Cosmetology / Barbering during their junior and senior years.	Tied directly to tuition and funneled directly to Eden Barber	\$4,500 per student with a cap of 40 students
AdTec Administrative and Technical Consulting, Inc.	DJ Rhoades	Recommendation for approval of agreement with AdTec for Category 1 E-rate consultation for the 2026 funding year. The services allow ECS to receive the maximum amount of available funds to subsidize our current network access, allowing for high-speed internet for staff and students to support digital learning in the classroom at a discounted cost to ECS.	Operations Fund	\$6,100

Contractor	Requesting Administrator	Description	Funding Source	Amount
Lexia Voyager Sopris Inc.	Michele Riise	A recommendation to approve Acadience Learning Online (ALO) Reading K-6 digital licenses for the DIBELS Next assessment was approved in June for \$35,685.50. A new quote was requested for digital licenses for only Kindergarten through Grade 2, saving the corporation \$17,127.55.	Formative Assessment Grant	\$18,557.95
Crossing National, Inc.	Dr. Amy Rauch	Recommendation to approve service agreement with Crossing National, Inc. The Crossing provides state-accredited academic education. The Crossing will offer Work-Based Learning Only (WBLO) and Career Pathway Only (CPO) programs for eligible students referred by the school corporation.	Education Fund	\$2,500/yr for WBLO \$1,250/semester for CPO
Elkhart County Special Education Cooperative	Lindsey Brander	Recommendation to approve Memo of Understanding (MOU) with Elkhart County Special Education Cooperative (ECSEC). ECSEC agrees to provide two (2) teachers and three (3) interpreters to support approximately twenty-five (25) students identified as needing services.	Education Fund (count towards our Maintenance of Effort)	\$5,000 per quarter for administrator oversight and salaries, wages, and benefits for five (5) staff



Contractor	Requesting Administrator	Description	Funding Source	Amount
Medical Communications Ambassadors, LLC.	Brandon Eakins	Recommendation to approve Memorandum of Understanding (MOU) with Medical Communications Ambassadors (MCA). MCA and ECS Adult Education collaborate to offer workforce/career preparation activities for adults pursuing certification for medical interpreting.	Adult Basic Education Grant	\$800 per student
Policy Analytics, LLC	Ronda Ross	Recommendation to approve Engagement Letter with Policy Analytics. ECS recommends engaging Policy Analytics to provide professional public finance services, including an evaluation of the tax base within the school corporation's taxing districts, an analysis of the impact of circuit breaker changes on property tax revenues over the next 10 years, and the development of a multi-year cash flow model.	Operations	\$44,000

WDT/crr

Cc: Dr. Larry Huff, Superintendent
Ronda Ross, CFO



Book	Policy Manual
Section	2000 Program
Title	Proposed Revised - TEST ADMINISTRATION AND SECURITY PROVISIONS FOR STATEWIDE ASSESSMENTS
Code	po2623.01
Status	Second Reading
Adopted	November 22, 2016
Last Revised	September 10, 2024
Last Reviewed	September 9, 2025

2623.01 - **TEST ADMINISTRATION AND SECURITY PROVISIONS FOR STATEWIDE ASSESSMENTS**

It is the expectation of the Board that all staff complies with the requirements of the Indiana Department of Education (IDOE) regarding the test administration and security of the Indiana assessment system, including traditional standardized multiple-choice items, open-ended items, performance assessments, and modified/alternate assessments.

The Superintendent shall communicate annually, to all school staff members, the corporation's expectations regarding the appropriate use of test preparation materials and compliance with test security protocols. The administration will annually review school materials and practices related to appropriate strategies used to prepare students for assessments. The Superintendent shall also communicate to all staff the measures used by the corporation to monitor test administration and test security.

The ~~Assessment and Data Coordinator~~ **Data and Assessment Manager** is designated as the Corporation Test Coordinator (CTC). The CTC shall

- A. securely inventory and track all assessment materials in a manner which prohibits the reviewing of any secure test questions, and secure testing materials before, during, and after assessment administration;
- B. control and secure storage, distribution, administration, and collection of tests;
- C. ensure no tests are copied;
- D. follow all procedures located in the testing manuals and those outlined by the IDOE;
- E. prior to the IDOE's established deadline, ensure all appropriate staff have knowledge, through professional development, of the Indiana Ethical Practices and Procedures and understands the procedures related to test security and integrity, administration, and handling of assessment materials;
- F. ensure test administration and test security standards and procedures are monitored by building and District level administrators to assure compliance with this policy and the Code of Ethical Practices and Procedures;
- G. establish procedures for reviewing practices and materials used to prepare students for assessments and communicating these at least annually;
- H. establish a District window for testing;
- I. communicate guidelines related to appropriate practices for preparation of students for assessments; and
- J. be responsible for the delivery of professional development to School Test Coordinators (STC) sufficient to assure each STC fully understands the responsibilities assigned to STCs.

Upon receipt of assessment materials, the CTC shall provide for storage under lock and key at a central location. Assessment materials shall not be available to unauthorized parties. Teachers and other school staff members shall not have access to secure materials (except for the Examiner's Manual and other non-secure materials) more than four (4) hours in advance of test administration.

The CTC is responsible for the secure distribution of assessment materials to each school building. Secure test materials shall not be delivered to school buildings more than one (1) week in advance of the designated test window. Each school building principal shall designate an STC. The STC is responsible for security of assessment materials during the time the materials are in his/her school.

The STC responsibilities include, but are not limited to, the following:

- A. developing a testing schedule prior to the testing window which adheres to the testing schedule established by the CTC and shall include assessment name, testing dates and times, applicable grade levels, content areas, and testing room locations;
- B. prohibiting the review of any secure test questions before, during, or after an administration session;
- C. establishing a process to ensure all student assessment materials are secured in a centralized locked location when not being administered, not accessed prior to the administration of the test and subsequent to the administration of the test;
- D. establishing procedures for reviewing practices and materials used to prepare students for assessments and communicating these at least annually;
- E. prior to the IDOE's established deadlines, ensuring all appropriate staff have knowledge, through professional development, of the Indiana Ethical Practices and Procedures and understands the procedures related to test security and integrity, administration, and handling of assessment materials;
- F. providing other professional development the STC believes is necessary in order for individuals to fully understand the state and district's expectations related to the conduct of assessments and the interpretation of results;
- G. ensure all appropriate staff have knowledge of the Code of Ethical Practices and Procedures prior to the IDOE's established deadline, in addition to local standards, prior to testing;
- H. ensuring staff members who provide students with testing accommodations are familiar with each student's individual accommodation needs as per the student's Individual Education Plan (IEP), Individual Learning Plan (ILP), and/or Section 504 Plan prior to testing;
- I. describe the monitoring procedures to be utilized to assure compliance and monitor testing to ensure staff are administering assessments with fidelity in terms of test administration and test security protocols/procedures and staff are appropriately providing students with accommodations included in the IEPs, ILPs, and Section 504 Plans, CSEPs, or Service Plans;
- J. ensuring staff members who will provide students with testing accommodations receive focused training on providing such accommodations prior to testing;
- K. ensuring building staff have complied with the procedures established by the Superintendent for the annual review of materials. CTC will communicate the state's guidelines for appropriate practices for test preparation with building principals. Building principals, along with the STC, will be responsible for ensuring test preparation materials used by school staff are appropriate and do not violate test security protocol; and
- L. arranging for the secure transport of the assessment materials to the CTC at the conclusion of the testing window following procedures outlined in the Examiner's Manual.

Each person designated as an examiner is responsible for assuring all assessment security provisions are met while each administration session is in progress. Additionally, each examiner is responsible for accounting for all assessment booklets by serial number, answer documents, and other assessment materials until returned to the STC at the conclusion of the administration session.

Each examiner, monitor, and other school personnel authorized to be present in the room during an administration session shall be informed of prescribed assessment administration and assessment security procedures as well as ethical testing practices.

No person shall reveal or cause to be revealed, release or cause to be released, reproduce or cause to be reproduced any secure assessment materials through any means or medium including, but not limited to, electronic, photographic, photocopy, written, paraphrase, or oral.

Violations to test security include, but are not limited to the following:

- A. giving examinees access to test questions prior to testing
- B. copying, reproducing, or using in any manner any portion of any secure assessment book for any reason
- C. altering answer documents during or after a testing session, except to erase stray marks
- D. sharing an actual test instrument in a public forum
- E. deviating from the prescribed administration procedures specified in the Examiner's Manual
- F. participating in, directing, aiding, counseling, assisting, encouraging, or failing to report any acts violating this policy or the Indiana Ethical Practices and Procedures
- G. scoring student responses on the assessment before returning the answer document for official scoring
- H. providing answers to examinees
- I. comment on test content in a public forum
- J. post actual test content or paraphrase test content on social media
- K. take pictures of test materials
- L. Email, text, or instant message actual or paraphrased test content
- M. review test questions prior to, during, or after test administration
- N. any violations outlined in the Indiana Assessment Program Manual

The CTC shall establish procedures for teachers, administrators, students, parents, and other community members to voice their concerns about practices they consider inappropriate. The CTC shall investigate any complaints on inappropriate testing practices or testing irregularities. Any such investigation shall ensure the protection of both the rights of the individuals involved along with the integrity of the assessment. The investigation will be performed in a manner consistent with the expectations set forth in 511 IAC 5-5-4 and include, but not be limited to, the following:

- A. a formal process by which all complaints are documented and can be tracked to resolution
- B. an initial inquiry to determine whether there is credible evidence that such an event occurred is to be conducted within one (1) school day of the receipt of the complaint
- C. if any evidence of an inappropriate testing practice or testing irregularity exists, a report to the IDOE Office of Student Assessment must be sent within the next seven (7) calendar days
- D. protection of the integrity of any ongoing assessments
- E. a final report to the IDOE Office of Student Assessment within four (4) weeks, unless a written request for a timeline extension has been granted
- F. the final report must clearly indicate any recommendations or findings which would impact the reliability or validity of student scores and detail actions which the School Corporation recommends the State take

Before the opening of the test window for any standardized test, the IDOE requires the training of any person associated with testing has occurred, such training shall include: test security and integrity, test accommodations, where appropriate, etc. This includes, but is not limited to, the CTC, the STC, test examiners, proctors, and any other person associated with the testing process.

Any individual with a license granted by the IDOE who violates the Code of Ethical Practices and Procedures as established and published pursuant to 511 IAC 5-5-3 may face disciplinary action up to and including suspension without pay, termination of employment, and/or other applicable remedies available under State and Federal laws.

Revised 9/28/21

Revised 8/22/23

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DISTRICT COUNSEL/
CHIEF OF STAFF

ELKHART
COMMUNITY SCHOOLS

For First Consideration

TO: BOARD OF SCHOOL TRUSTEES

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

DATE: SEPTEMBER 9, 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
Standardized Food Service Systems, Inc. dba SMART Systems	Doug Thorne	Recommendation to approve agreement with Standardized Food Service Systems, Inc., dba SMART Systems. SMART Systems will provide food safety education and training materials for our kitchens and cafeterias, along with a complete food safety system that standardizes cleaning procedures and the required sanitation materials and supplies.	Food Service Fund	\$32,762
NWEA, a division of Houghton Mifflin Harcourt Publishing Company	Doug Thorne	Recommendation to approve renewal of NWEA MAP Growth Assessments for students in grades K-2. This renewal will allow ECS to continue its established practice of administering NWEA assessments in reading and math. These assessments are an essential component of the high-ability identification process and provide valuable, data-driven insights into student achievement.	Formative Assessment Grant	\$20,400

Contractor	Requesting Administrator	Description	Funding Source	Amount
Startup Moxie Elkhart County	Phil Shults	Recommendation to approve MOU with Startup Moxie Elkhart County. Startup Moxie Elkhart County is a program that offers credit with Ivy Tech Community College with courses: Principles of Entrepreneurship and New Venture Development.	CTE Funding	\$1,428/year per student
Marty Dyer	Brandon Eakins	Recommendation to approve continuation of a Service Agreement with Marty Dyer. Mr. Dyer will provide technical training assistance in the firefighting program to support state certification and dual credit attainment.	Tuition reimbursement	\$25/hr with a \$25,000 maximum for 2025/2026 school year
Lippert Components	Brandon Eakins	Recommendation to approve Memorandum of Understanding with Lippert Components to provide Lippert employees to enroll in both High School Equivalency and English Language Learners courses offered by ECS Adult Education Program.	Adult Ed Grants and Lippert Components	\$19,500
Stacey Van Eck	Lindsey Brander	Recommendation to approve a Service Agreement with Stacey Van Eck. Ms. Van Eck will provide psychology services to ECS students ensuring Elkhart meets requirements under the Child Find and evaluation provisions in IDEA (2004) and Article 7.	Education Fund and counts toward our Maintenance of Effort obligation	\$68/hr with a maximum of 800 hours for 2025/2026 school year



Contractor	Requesting Administrator	Description	Funding Source	Amount
MAZI Education, LLC	Dr. Amy Rauch	Recommendation to approve agreement with MAZI Education for consulting and advisory services related to state and federal grant administration and management as well as maintaining compliance with IDOE requirements.	Title I and Title II	\$36,000

WDT/crr

Cc: Dr. Larry Huff, Superintendent



Book	Policy Manual
Section	0000 Bylaws
Title	Proposed New - CONSENT AGENDA
Code	po0166.1
Status	First Reading
Last Revised	September 9, 2025

0166.1 - CONSENT AGENDA

The School Board shall use a consent agenda to keep routine matters within a reasonable time frame.

The following routine business items may be included in a single resolution for consideration by the Board.

- A. minutes of prior meetings;
- B. bills for payment;
- C. hiring of personnel;
- D. resolutions that require annual adoption, such as bank signatories, Indiana High School Athletic Association membership, etc.;
- E. resignations and leaves;
- F. Fundraisers
- G. Extra-Curricular Purchases
- H. Gift Acceptances
- I. Conference Leaves
- J. Overnight Trip Requests
- K. Grants
- L. technical corrections;

A member of the Board may request any item to be removed from the consent resolution and defer it for a specific action and more discussion. No vote of the Board will be required to remove an item from the consent agenda. A single member's request shall cause it to be relocated as an action item eligible for discussion. Any item on the consent agenda may be removed and discussed as a nonaction item or be deferred for further study and discussion at a subsequent Board meeting if the Superintendent or any Board member thinks the item requires further discussion.

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Legal	I.C. 20-26-4-3 Notice of meetings to Board members I.C. 5-14-1.5 Open Door Law notice to the public and news media of regular, emergency and special meetings
Cross References	po0131.2 - TECHNICAL CORRECTIONS

**RESOLUTION OF THE BOARD OF SCHOOL TRUSTEES FOR ELKHART COMMUNITY SCHOOLS
REGARDING EDUCATION FUND REVENUE FOR 2025-2026**

WHEREAS, on May 27, 2025, the Board of School Trustees for Elkhart Community Schools (“Board”) approved a Resolution authorizing the Superintendent to make certain supplemental payments to teachers pursuant to the terms of I.C. 20-28-9-1.5, with a goal of retaining certified teachers in the content areas of mathematics and the sciences; and

WHEREAS, on May 27, 2025, the Board also approved a Resolution authorizing the Superintendent to make certain supplemental payments to teachers pursuant to the terms of I.C. 20-28-9-1.5, with a goal of providing hiring incentives to qualified candidates in high need content areas, and

WHEREAS, the Indiana General Assembly amended the terms of I.C. 20-29-6-3 through the passage of SEA 249, effective July 1, 2025; and

WHEREAS, the terms of the amended statute allow a school corporation to set aside a portion of its current year education fund revenue to fund supplemental payments to teachers and exclude this revenue from any deficit financing calculation related to collective bargaining; and

WHEREAS, the Indiana General Assembly also amended the terms of I.C. 20-29-6-12.5 through the passage of HEA 1001, effective July 1, 2025; and

WHEREAS, the terms of the amended statute require a school corporation to exclude curricular material contract costs (as defined by I.C. 20-18-2-2.7) from its education fund revenue available for collective bargaining; and

WHEREAS, it is in the best interest of the Elkhart Community Schools (“ECS”) for the Board to authorize both of these actions as allowed by the statutes.

NOW, THEREFORE, THE BOARD OF SCHOOL TRUSTEES FOR THE ELKHART COMMUNITY SCHOOLS HEREBY RESOLVES AS FOLLOWS:

- A. The Board approves and authorizes the set aside from current year education fund revenue the sum of One Hundred Sixty-Six Thousand and 00/100 Dollars (\$166,000.00), representing the amount of anticipated supplemental payments to teachers pursuant to I.C. 20-28-9-1.5 for the 2025-2026 school year. Consistent with the terms of I.C. 20-29-6-3, this education fund revenue is, by operation of law, excluded from the definition of available education fund revenue for purposes of any deficit financing calculation related to collective bargaining.
- B. The Board further approves and authorizes the exclusion from current year education fund revenue the sum of Three Million Eight Hundred Forty-Six Thousand Seven Hundred Seventeen and 39/100 (\$3,846,717.39), representing curricular material contract costs for the 2025-2026 school year. Consistent with the terms of I.C. 20-29-6-

12.5, this education fund revenue is, by operation of law, excluded from the amount of education fund revenue available for collective bargaining.

Passed and Adopted: September 9, 2025

President

Member

Vice President

Member

Secretary

Member

Member

**RESOLUTION OF THE BOARD OF SCHOOL TRUSTEES FOR ELKHART COMMUNITY SCHOOLS
REGARDING FOOD SERVICE EMPLOYEES**

WHEREAS, the Board of School Trustees for Elkhart Community Schools (“Board”) has previously approved the transfer of the responsibility for managing and delivering Elkhart Community Schools (“ECS”) food service operations to Chartwells K12, a member of Compass Group (“Chartwells”), effective July 1, 2025; and

WHEREAS, ECS and Chartwells have agreed to provide former ECS food service employees the opportunity to secure direct employment by Chartwells; and

WHEREAS, ECS and Chartwells have further agreed that ECS will continue to employ four (4) food service employees who will vest in applicable Indiana Public Retirement System (“INPRS”) or ECS retirement benefits before July 1, 2027, through each employee’s individual vesting date; and

WHEREAS, it is in the best interest of the school corporation for ECS to provide certain financial incentives to former food service employees now employed by Chartwells to maintain continuity in the delivery of food services to students; and

WHEREAS, it will promote administrative efficiency for those food service employees who remain employed by ECS to accrue paid leave benefits that are equivalent to the paid leave benefits accrued by food service employees employed by Chartwells; and

WHEREAS, the ECS policies governing compensation for food services employees (Policy 3422.01S *[Food Service Compensation Plan]*, Policy 3422.06S *[Secretarial/Business Compensation Plan]*, and Policy 3422.12S *[Employees in Miscellaneous Positions Compensation Plan]*) do not authorize the school corporation to provide such financial incentives or otherwise take the actions necessary to support of the smooth transition of food service operations to Chartwells.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SCHOOL TRUSTEES FOR THE ELKHART COMMUNITY SCHOOLS AS FOLLOWS:

- A. The Board authorizes the payment to all former ECS food service employees who were employed by Chartwells as of August 15, 2025, of an amount equivalent to the value of the banked personal business retirement days for each former employee as of June 30, 2025.
- B. The Board hereby amends Policy 3422.01S *[Food Service Compensation Plan]*, Policy 3422.06S *[Secretarial/Business Compensation Plan]*, and Policy 3422.12S *[Employees in Miscellaneous Positions Compensation Plan]*, as follows:
 1. Effective July 1, 2025, all food service employees who remain employed by ECS through their individual INPRS or ECS retirement vesting date shall not accrue any additional paid leave benefits under the terms of any applicable ECS policy. However, at the time that each employee reaches his/her vesting date and

separates from employment with the school corporation, ECS will make payment to the employee of any severance or retirement benefits called for under the terms of an applicable ECS policy. ECS shall calculate the amount of this payment based upon the paid leave days that the employee had accrued as of June 30, 2025.

- 2. Effective July 1, 2025, ECS shall award all food service employees who remain employed by ECS with paid leave benefits that are equivalent to the paid leave benefits Chartwells awards its employees under the terms of the Chartwells Associate Handbook, as from time to time amended. A true and accurate copy of the Chartwells Associate Handbook is attached hereto as “Exhibit A” and incorporated by reference as if fully set out herein.
- 3. Except as otherwise altered by the terms of this Resolution, all applicable ECS policies governing the terms of employment for the food service employees who remain employed by ECS through their individual INPRS or ECS retirement vesting date shall remain in full force and effect.

Passed and Adopted: September 9, 2025

President

Member

Vice President

Member

Secretary

Member

Member

**A RESOLUTION OF THE BOARD OF SCHOOL TRUSTEES OF
ELKHART COMMUNITY SCHOOLS
ACCEPTING THE TRANSFER OF REAL PROPERTY FROM
THE CITY OF ELKHART REDEVELOPMENT COMMISSION**

Tax Parcel No. 20-06-07-426-005.000-012 (1425 W. Indiana Avenue)
Tax Parcel No. 20-06-07-181-011.00-012 (1720 W. Indiana Avenue)

WHEREAS, the Elkhart Redevelopment Commission (the “Commission”), the governing body of the Elkhart, Indiana, Department of Redevelopment (the “Department”), exists and operates under the provisions of I.C. § 36-7-14, as amended from time to time (the “Act”) and is a body corporate and politic; and

WHEREAS, Elkhart Community Schools (the “School”) is a public school corporation and a political subdivision of the State of Indiana pursuant to I.C. § 36-1-2; and

WHEREAS, pursuant to I.C. § 36-7-14-12.2 and § 36-1-11-8, the Department, acting by and through the Commission, may transfer property to another governmental entity upon terms and conditions agreed upon by the two (2) entities as evidenced by the adoption of substantially identical resolutions of each entity; and

WHEREAS, the School desires to accept transfer of the Property from the Department and to authorize the staff of the School to accept quitclaim deeds effecting the transfer of the Property and cause those to be presented for recording; and

WHEREAS, the Department, by and through the Commission, wishes to transfer to the School certain parcels of land or interests therein previously acquired by the Department and more particularly described at Exhibit A (the “Property”); and

WHEREAS, the Commission has adopted a resolution consistent with the requirement of I.C. § 36-7-14-12.2 and § 36-1-11-8.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SCHOOL TRUSTEES AS FOLLOWS:

1. The transfer of the Property, or the Departments’s interests therein, described at Exhibit A situated in Elkhart County, Indiana, by the City of Elkhart Redevelopment Commission to Elkhart Community Schools shall be, and hereby is, authorized and approved.

2. The staff of the School shall be, and hereby are, authorized to accept and cause to be recorded with the Elkhart County Recorder’s Office a quit claim deed transferring the Department’s interests in the Property described at Exhibit A.

3. This Resolution shall be in full force and effect upon its adoption.

ADOPTED at a meeting of the Elkhart Community Schools' Board of School Trustees held on _____, 2025, at 2720 California Road, Elkhart, Indiana 46514.

**ELKHART COMMUNITY SCHOOLS
BOARD OF SCHOOL TRUSTEES**

Troy E. Scott, President

ATTEST:

Kellie L. Mullins, Secretary

EXHIBIT A

Property to be Transferred

Tax Parcel No. 20-06-07-426-005.000-012
(1425 W. Indiana Avenue)

All of Lot Numbered 55, and the East 2.75 feet of Lot Numbered 54, in Elliston's Second Addition to the City of Elkhart, as per plat thereof recorded in Deed Record 111, page 303 in the Office of the Recorder of Elkhart County, Indiana.

AND ALSO:

Tax Parcel No. 20-06-07-181-011.00-012
(1720 W. Indiana Avenue)

A part of Lots Numbered 13 and 14 as the said Lots are known and designated on the recorded Plat of Chesqua Heights, an Addition to the City of Elkhart, Indiana; said Plat being recorded October 19, 1910 in Plat Book 1, page 53 in the Office of the Recorder of Elkhart County, Indiana, more particularly described as follows:

44 feet by 120 feet in Chesqua Heights, described as follows: Beginning on the North line of Indiana Avenue, 136.35 feet East from the Northeast corner of Avalon Street and Indiana Avenue; thence North parallel with the East line of Lot Numbered 16 Chesqua Heights Addition, 120 feet to an alley; thence East parallel with the North line of Indiana Avenue, 44 feet; thence South parallel with the said East line of Lot Numbered 16, 120 feet; thence West along the North line of Indiana Avenue, 44 feet to the place of beginning.