



Western Boone County Community School Corporation  
1201 North State Road 75  
Thomtown, IN 46071  
765.482.6333 o.  
765.482.0890 f.  
www.wboschools.org

BOARD MEETING  
PUBLIC MEETING  
ADMINISTRATION OFFICE  
July 16, 2018  
7:00 P.M.

Call to Order: Rick Davis, Phil Foster, Mike Martin, Dennis Reagan, Melissa Smith, Shane Steimel  
Absent: Brian Gott

Pledge of Allegiance  
Prayer

• **MINUTES**

- The Board President recommended the Board approve the minutes of the June 11, 2018 School Board Meeting.

*Motion: Dennis Reagan, Second: Melissa Smith (Discussion) Vote: 6-0 with Mike Martin abstaining*

- The Board President recommended the Board approve the Work Session which was held prior to the June 11<sup>th</sup> regular scheduled board meeting.

*Motion: Dennis Reagan, Second: Phil Foster, (Discussion) Vote: 6-0 with Mike Martin abstaining*

- The Board President recommended the Board approve that nothing was discussed other than that which was advertised at the Executive Session on June 11, 2018.

*Motion: Melissa Smith, Second: Rick Davis (Discussion) Vote: 6-0 with Mike Martin abstaining*

- The Board President recommended the Board approve that nothing was discussed other than that which was advertised at the Executive Session on July 9, 2018.

*Motion: Mike Martin, Second: Dennis Regain (Discussion) Vote: 6-0 with Rick Davis Abstaining*

- **Reports: None Provided**

**ACTION ITEMS**

By individual motions, the Board approves/adopts the following items or actions.

- **PERSONNEL**- All employment recommendations are pending completed satisfactory criminal background history report
  - **Thorntown**
    - Rachel Kintner – Employment – Kindergarten Teacher effective 2018-2019 school year
  - **Granville Wells**
    - Emily Doss – Resignation – 5<sup>th</sup> Grade Teacher effective 2018-2019 school year
    - Anna Roseler – Employment – Special Education 4<sup>th</sup> – 6<sup>th</sup> Grade Teacher effective 2018-2019 school year

- **Western Boone**
  - Brad Hisey – Resignation – Band Teacher/ Summer Band/ECA effective July 1, 2018
  - Meredith Bussing – Resignation – Spanish Teacher effective 2018-2019 school year
  - Gena Hout – Employment – FACS Teacher effective 2018-2019 school year
  - Leslie Baker – Employment – Band Teacher/Summer Band effective July 16, 2018
- **Western Boone Administration**
  - Kristen Dunn – Employment – Corporation Treasurer effective August 1, 2018
  - Kyle Whiteley – Job Title Change From – Director of Technology to Director of Business and Technology effective June 12, 2018
- **Western Boone Athletics**
  - Wesley Mikesell – Employment – Head Varsity Wrestling Coach 2018-2019 school year

*Motion: Mike Martin, Second: Melissa Smith (Discussion) Vote: 6-0*

- **BUSINESS**

- **Elementary Curricular Fee**
  - The Director of Curriculum and Director of Business and Technology recommended the Board to approve a curricular fee for Canvas to be charged to elementary students in grades Kindergarten through Sixth Grade.

*Motion: Rick Davis, Second: Phil Foster (Discussion) Vote: 6-0*

- **Non-Resident Student**
  - Superintendent Ramey recommended the Board to approve the following Non-Resident Students:
    - Evan Crowley – Western Boone Jr.-Sr. High School, Grade 8<sup>th</sup> 2018-2019
    - Kaitlyn Crowley – Western Boone Jr.-Sr. High School, Grade 7<sup>th</sup> 2018-2019
    - Easton P. Wise – Thorntown Elementary School, Grade 1<sup>st</sup> 2018-2019
    - Rylee Bell – Granville Wells School, Kindergarten 2018-2019
    - Hadlie Horn – Granville Wells School, Grade 1<sup>st</sup> 2018-2019
    - Aubrey Ballard – Granville Wells School, Grade 3<sup>rd</sup> 2018-2019

*Motion: Mike Martin, Second: Rick Davis (Discussion) Vote: 6-0*

- **Resolution to Establish the Education Fund and Operations Fund**
  - Superintendent Ramey recommended the Board to approve the Resolution to Establish the Education Fund and Operations Fund for the 2019 Budget.

*Motion: Dennis Reagan, Second: Melissa Smith (Discussion) Vote: 6-0*

- **Resolution to Establish Initial Funding for The Education Fund**
  - Superintendent Ramey recommended the Board to approve the Resolution to establish the initial funding for the Education Fund effective January 1, 2019.

*Motion: Denis Reagan, Second: Phil Foster (Discussion) Vote: 6-0*

- **Resolution to Establish Initial Funding for The Operations Fund**
  - Superintendent Ramey recommended the Board to approve the Resolution to establish the initial funding for the Operations Fund effective January 1, 2019.

*Motion: Phil Foster Second: Mike Martin (Discussion) Vote: 6-0*

- **Resolution to Transfer Funds from the Education Fund to the Operations Fund.**
  - Superintendent Ramey recommended the Board to approve the Resolution to transfer funds from the Education Fund to the Operations Fund effective January 1, 2019.

*Motion: Phil Foster, Second: Rick Davis (Discussion) Vote: 6-0*

- **Farm Rental Agreement**
  - Superintendent Ramey recommended the Board to approve the Farm Rental Agreement with Michalke's for 2018 farm season.

*Motion: Dennis Reagan, Second: Melissa Smith (Discussion) Vote: 6-0*

- **Transportation**
  - Superintendent Ramey recommended the Board to approve the Support Staff Benefits – Schedule Six Change for Bus Drivers contingent that the Bus Driver is still employed at the end of the school year and the ECA Hourly Rate to be changed to \$15 per hour beginning on August 1<sup>st</sup>, 2018.

*Motion: Dennis Reagan, Second: Rick Davis (Discussion) Vote: 6-0*

- **CLAIMS**
  - Approval of claims for the period of June 11, 2018 through July 16, 2018 as submitted

*Motion: Mike Martin, Second: Melissa Smith (Discussion) Vote: 6-0*

- **MONTHLY FINANCIAL REPORTS**

- Comparison Report

- **2019 BUDGET PRESENTATION**

- **OTHER**

- **PERSONNEL**

- **Granville Wells Elementary**
  - Kendra Marshall – Employment – 5<sup>th</sup> Grade Teacher effective school year 2018-2019
- **Thorntown Elementary**
  - Nicole Wilson – Resignation – 3<sup>rd</sup> Grade Teacher effective school year 2018-19
  - Tara Mitchell – Resignation – 6<sup>th</sup> grade Teacher effective school year 2018-19
- B.A.S.E Program with the Mental Health America of Boone County, Inc effective August 12, 2018 through July 31, 2019

- Transportation Director recommended Ceres Co-op as fuel supplier for 2018-2019.
- Memorandum of Understanding between WBCCSC and BCSO – School Resource Officers

*Motion Dennis Reagan, Second: Mike Martin (Discussion) Vote: 6-0*

- **ANNOUNCEMENTS**

- August 6<sup>th</sup> – Teacher Day – Corporation Luncheon at 11:30
- August 7<sup>th</sup> – 1<sup>st</sup> Student Day

- **ADJOURNMENT**

The Board President entertained a motion to adjourn the Board Meeting.

*Motion: Mike Martin, Second: Phil Foster (Discussion) 6-0*



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**To:** Members of the Western Boone School Board

**From:** Tricia Reed, Director of Curriculum and Instruction  
Kyle Whiteley, Director of Technology

**Re:** Elementary Curricular Fee Recommendations

**Date:** July 16, 2018

It is recommended that a curricular charge of \$5.79 be assessed to elementary students in grades kindergarten through sixth grade beginning with the 2018-2019 school year. This fee will provide individual Canvas accounts for all elementary students, which will serve as the learning platform to deliver instructional content for both eLearning days and traditional classroom instruction. The fee of \$5.79 per student will be added to students' textbook fees as "Curricular Materials." Students at Western Boone Jr.-Sr. High have been charged a Canvas fee since 2016.

**RESOLUTION TO ESTABLISH EDUCATION FUND AND OPERATIONS FUND**

**WHEREAS**, the Board of School Trustees is the governing body of Western Boone County Community School Corporation, Boone County, Indiana, and

**WHEREAS**, HB 1009 requires the governing body of each school corporation to establish an Education Fund for the payment of expenses allocated to student instruction and learning under IC 20-42.5, and

**WHEREAS**, HB 1009 requires the governing body of each school corporation to establish an Operations Fund for the payment of expenses that are not allocated to student instruction and learning under IC 20-42.5;

**THEREFORE BE IT RESOLVED**, that the Board of School Trustees authorizes the Business Manager of Western Boone County Community School Corporation to establish the Education Fund and the Operations Fund effective January 1, 2019.

This resolution was duly made, seconded and adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
President, Board of School Trustees

ATTEST:

\_\_\_\_\_  
Secretary, Board of School Trustees

**RESOLUTION TO ESTABLISH INITIAL FUNDING FOR THE EDUCATION FUND**

**WHEREAS**, the Board of School Trustees is the governing body of Western Boone County Community School Corporation, Boone County, Indiana, and

**WHEREAS**, HB 1009 required the governing body of each school corporation to establish an Education Fund for the payment of expenses allocated to student instruction and learning under IC 20-42.5, and

**WHEREAS**, HB 1009 required the governing body of each school corporation to transfer to the December 31, 2018 General Fund balance to the Education Fund, effective January 1, 2019;

**THEREFORE BE IT RESOLVED**, that the Board of School Trustees authorizes the Business Manager of Western Boone County Community School Corporation to transfer the December 31, 2018 General Fund balance to the Education Fund, effective, January 1, 2019. .

This resolution was duly made, seconded and adopted this \_\_\_\_\_day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
President, Board of School Trustees

**ATTEST:**

\_\_\_\_\_  
Secretary, Board of School Trustees

**RESOLUTION TO ESTABLISH INITIAL FUNDING FOR THE OPERATIONS FUND**

**WHEREAS**, the Board of School Trustees is the governing body of Western Boone County Community School Corporation, Boone County, Indiana, and

**WHEREAS**, HB 1009 required the governing body of each school corporation to establish an Operations Fund for the payment of expenses that are not allocated to student instruction and learning under IC 20-42.5, and

**WHEREAS**, HB 1009 required the transfer of the December 31, 2018 fund balances of the Capital Projects Fund, the Transportation Operating Fund and the Bus Replacement Fund to the Operations Fund, effective January 1, 2019;

**THEREFORE BE IT RESOLVED**, that the Board of School Trustees authorizes the Business Manager of Western Boone County Community School Corporation to transfer the December 31, 2018 fund balances of the Capital Projects Fund, the Transportation Operating Fund and the Bus Replacement Fund to the Operations Fund, effective, January 1, 2019.

This resolution was duly made, seconded and adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
President, Board of School Trustees

ATTEST:

\_\_\_\_\_  
Secretary, Board of School Trustees



**RESOLUTION TO TRANSFER AMOUNTS FROM EDUCATION FUND  
TO THE OPERATIONS FUND**

**WHEREAS**, the Board of School Trustees is the governing body of Western Boone County Community School Corporation, Boone County, Indiana, and

**WHEREAS**, HB 1009 required the governing body of each school corporation to establish an Education Fund for the payment of expenses allocated to student instruction and learning under IC 20-42.5, and

**WHEREAS**, HB 1009 required the governing body of each school corporation to establish an Operations Fund for the payment of expenses that are not allocated to student instruction and learning under IC 20-42.5, and

**WHEREAS**, HB 1009 requires that distributions of tuition support be received in the Education Fund.

**THEREFORE BE IT RESOLVED**, that the Board of School Trustees authorizes the Treasurer of Western Boone County Community School Corporation to transfer funds on a monthly basis from the Education Fund to the Operations Fund, to reimburse the operations fund for expenses that are not allocated to student instruction and learning under IC 20-42.5..

This resolution was duly made, seconded and adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
President, Board of School Trustees

ATTEST:

\_\_\_\_\_  
Secretary, Board of School Trustees



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To: WBOCCSC Board of Trustees  
From: Rob Ramey, Superintendent *RR*  
Re: Farm Rental Agreement  
Date: June 20, 2018

I recommend the board approve a farm rental agreement for 2018 between WBOCCSC and James A. Michalke, Sr., Barbara E. Michalke, James R. Michalke, Sr., and Heather K. Michalke. The Michalke family will pay \$150 per tillable acre to farm the 8 acre plot south of Thorntown Elementary School.

Thank you for your consideration.

## Benefit and ECA rates

Cecil Gosser

Tue 7/10/2018 10:14 AM

To: Rob Ramey <Rob.Ramey@webo.k12.in.us>

1 attachment (14 KB)

Bus driver benefit schedule.docx

Rob

I propose a change in the "Support Staff Benefits - Schedule Six", (see attachment) regarding the attendance bonus. The change will allow the drivers to earn an additional \$100.00 for each quarter they do not miss a day during a quarter. The additional bonus would be paid with the 21<sup>st</sup> pay period.

If this proposal was in effect for the 2017-18 school year, 13 additional drivers would have earned a total of \$2400.00. Two drivers would have earned \$300.00, seven drivers would have earned \$200.00 and four drivers would have earned \$100.00.

I propose a raise in the ECA trip pay to \$15.00/ hour.

More of our drivers do not have kids participating in ECA activities and hopefully this will help incentivize our drivers to be available for ECA trips.

The average hours on an ECA trip this school year was 4.75. Our longest trip lasted 15.5 hours.

We are competing with business now for anyone with a valid CDL. Even Class B CDL's are in short supply as businesses change their transportation to reduce the competition for Class A CDL's.

This helps us also compete with some surrounding schools that offer more on the benefit side of compensation package.

Cecil Gosser

Transportation Director.

Western Boone Schools.

765-894-0331

*Don't start any vast projects with half vast ideas!*

# WESTERN BOONE COMMUNITY SCHOOL CORPORATION

## SUPPORT STAFF BENEFITS – SCHEDULE SIX

**JOB CLASSIFICATIONS:** Full-time, school year (180 day) employee  
Corporation School Bus Driver

### **BEREAVEMENT LEAVE** (following successful completion of the Probationary Period, 90 days)

Five (5) days of bereavement pay, falling within a seven-day calendar period beginning with the day of the death or the day following such death, are given to an employee grieving the loss of the following family members: spouse, children, sister, brother, mother, father, mother-in-law, father-in-law, grandparents, grandchildren, son-in-law, daughter-in-law, sister-in-law, brother-in-law, stepchildren, or any other member of the family unit living in the same household no matter what the degree of relationship. In case of the death of other family members and/or close friends, bereavement leave of one (1) day is allowed, up to a maximum of two (2) days per year.

### **PERFECT ATTENDANCE**

Bonus pay in the amount of \$800.00 is paid to employees who have used no personal, sick or unpaid days within their year of employment. The attendance bonus is earned at the rate of \$100.00 per school quarter, payable the first pay period after the school quarter it is earned. An additional \$100.00 bonus, payable with the 21<sup>st</sup> pay period, will be paid for each school quarter with perfect attendance. If the driver has perfect attendance during the entire school year, an additional \$400.00 is earned. If the driver has perfect attendance during three school quarters, an additional \$300.00 is earned. If the driver has perfect attendance during two school quarters, an additional \$200.00 is earned. If the driver has perfect attendance during one school quarter, an additional \$100.00 is earned.

### **LONGEVITY BONUS YEARS EXPERIENCE WITH WESTERN BOONE SCHOOLS:**

Completed Years Driving with Western Boone:	Year 7 & 8:	receive \$200 bonus
	Year 9 & 10:	receive \$300 bonus
	Year 11 & 12:	receive \$400 bonus
	Year 13 & 14:	receive \$500 bonus
	Year 15+	receive \$600 bonus

### **LONG-TERM DISABILITY and ACCIDENTAL DEATH and DISMEMBERMENT INSURANCE**

Long-term disability and accidental death and dismemberment insurance are provided at a cost of \$1.00 to the employee.

### **LIFE INSURANCE**

Life insurance coverage in the amount of \$50,000 is provided at a cost of \$1.00 to the employee.

### **TAX-DEFERRED RETIREMENT SAVINGS 403(b) PLAN**

After one year of service, employees are eligible for a tax-deferred annuity (established in lieu of a pension plan), whereby 3.75% of the employee's base-pay is contributed by the school corporation to a 403(b) savings account specifically for that employee. With a minimum personal contribution of \$50.00, the school corporation will contribute an additional amount to each employee's 403(b) savings account as follows: \$200.00 for 1-5 years of service, \$400.00 for 6-10 years of service, and \$600.00 for 11+ years of service. Employees are eligible to make additional contributions up to the maximum legal limit. Special rules regarding the use of these savings accounts are available upon request.

### **RETIREMENT: For all persons employed as of December 31, 2012**

Upon retirement, employees with 10 or more continuous years of service will receive \$100 per year of service accrued as of December 31, 2012.

7/16/2018

## **GENERAL FUND COMPARISON REPORT:**

As of June 30, 2018 the General Fund cash balance was \$2,389,398.

The General Fund expenditures for June, 2018 were \$829,255. As of the end of June, 2018, a total of 45% of the 2018 appropriation was expended.

FYI: The June, 2018 - Fund, Appropriation, and Revenue Reports are posted to the School Board Document Site

# Fuel



Cecil Gosser

Mon 7/16/2018 9:36 AM

To: Rob Ramey <Rob.Ramey@webo.k12.in.us>

Rob

Following the price of diesel fuel, our 2 suppliers for the 2018-19 school year have submitted quotes for 50,000 gallons.

Co-Alliance quoted \$2.97 including taxes.

Ceres Co-op quoted \$2.98 including taxes.

With our current tank situation, I recommend Ceres Co-op as the fuel supplier.

Cecil Gosser  
Transportation Director  
Western Boone Schools.  
765-894-0331

*Don't start any vast projects with half vast ideas!*



## CONTRACT FOR THE USE OF

### SCHOOL FACILITIES FOR CHILD CARE PROGRAM

THIS CONTRACT, entered into by Western Boone County Community Schools (hereinafter "School Corporation") and Mental Health America of Boone County, Inc. (hereinafter "Child Care Provider").

WITNESSETH, that School Corporation and Child Care Provider, in consideration of their mutual undertakings, agree as follows: School Corporation hereby agrees to provide space within building(s) of the School Corporation (hereinafter "School Facilities") for a term of one (1) school year, commencing on or about August 1, 2018 and ending on or about July 31, 2019 unless sooner terminated as herein provided, and subject to the following terms and conditions:

1. Use of School Facilities. School Corporation shall make available for the use of Child Care Provider certain School Facilities, which Child Care Provider shall use only for the purpose of conducting a child care program (hereinafter "Program") for children who attend pre-school through grade 6 in the School Corporation. School Corporation shall designate those buildings and parts thereof which shall be used for the Program. The Child Care Provider shall maintain School facilities in a clean, safe, and sanitary condition to protect the health and safety of children in the Program. The Child Care Provider shall not use the School Facilities or not maintain them in any manner constituting a violation of the policy of the School Corporation or any ordinance, statute regulation or order of any governmental authority.

2. Monthly Fee. Although School Corporation has the right to charge Child Care Provider a monthly fee based on the reasonable cost for providing security, maintenance, utilities, school personnel and other costs directly attributable to the Program. School Corporation agrees to waive the fee unless and until both parties agree otherwise an amount to be mutually agreed upon.

3. Structure of Program. Child Care Provider shall admit only those children who attend pre-school through grade 6 in the Program during hours set by the School Board. Child Care Provider agrees to operate the Program in accordance with all I.C.20-5-2-1.5 and 470 IAC 3-4.6-1 et seq. Which may be amended from time to time. Child Care Provider also agrees to provide School Corporation with the name, address, and telephone number of each adult who will be acting in a supervisory capacity.

4. Inspection. The parties agree that School Corporation may inspect the School Facilities only for the purpose of making sure that Child Care Provider is in compliance with the terms and conditions of this contract.

5. Insurance. Child Care Provider agrees that it has acquired liability insurance coverage containing the following minimum limits of coverage:

(a) Bodily injury - \$1,000,000 per occurrence; \$2,000,000 general aggregate:

(b) Property damage - \$1,000,000 csl

(c) Medical payments - \$5,000 per person excluding children

(d) Fire/legal liability - \$100,000 per occurrence

Upon request. Child Care Provider shall provide a certificate of insurance verifying the existence of the above-mentioned coverage. School Corporation shall be named as an additional insured under all applicable policies.



6. Indemnification. Regardless of whether separate, several, joint or concurrent liability may be imposed upon School Corporation, Child Care Provider shall indemnify and hold harmless School Corporation from and against all damages, claims and liability arising from or connected with Child Care Provider's or Child Care Provider's agent's control or use of the School Facilities, including without limitation, any damage or injury to person or property. If School Corporation shall, without fault, become a party to litigation commenced by or against Child Care Provider arising out of Child Care Provider use of the School Facilities, then Child Care Provider shall indemnify and hold School Corporation harmless from any liability in connection within. The indemnification provided by this section shall include School Corporation's legal costs and fees in connection with any such claim, action or proceeding.

7. Assignment. Child Care Provider shall not assign or transfer this contract in whole or in part, or sublet the School Facilities or any part thereof, nor grant a license or concession in connection therewith, without the prior written consent of School Corporation.

8. Events of Default. Any of the following shall be deemed an Event of Default:

(a) Child Care Provider's failure to perform or observe any other covenant, term or condition of this contract to be performed or observed by Child Care Provider, and if curable, if the failure continues for fifteen (15) days after notice thereof is given to Child Care Provider.

(b) Child Care Provider's abandonment of School Facilities. Abandonment is defined as that period of time when the School Facilities are available for use by the Child Care Provider but the Child Care Provider does not use the School Facilities for twenty (20) consecutive days.

(c) Child Care Provider's failure to maintain its not-for-profit status.

(d) Child Care Provider's failure to abide by all laws, rules, regulations, and ordinances which directly affect the Program, including the policies, rules, and regulations of School Corporation and the State of Indiana.

9. School Corporation's Remedies. Upon the occurrence of any Event of Default, School Corporation may, at its option, in addition to any other remedy or right it has hereunder or by law:

(a) Reenter and resume possession of the School Facilities without demand or notice and remove all persons and property from School Facilities, and such property may be removed and stored at the cost of Child Care Provider.

(b) Terminate this contract at any time upon a date specified in a notice to Child Care Provider. Child Care Provider's liability for monthly fees due and owing as of the date of termination and for property damage shall survive such termination.

10. General Agreement of Parties. This contract shall extend to and be binding upon the personal representatives, successors, and assigns of the parties. This provision however shall not be construed to permit the assignment of this contract except as maybe permitted hereby.

The Child Care Provider shall serve written notice to the School Corporation of its intention to renew this contract on or before July 31st each and every- year. Without such notice, the contract will not be deemed renewed in its entirety for the subsequent school year.

Any notice to be given hereunder shall be deemed sufficiently given when in writing and

(a) Actually served on the party to be notified or

(b) Placed in an envelope directed to the party to be notified at the following address and deposited in the United

States Mail by certified or registered mail, postage prepaid:

If to School Corporation, at:

Western Boone County Community Schools

1201N.St Rd75

Thorntown. IN 46071

If to Child Care Provider, at:

Mental Health America of Boone Co., Inc.

1122 N.Lebanon St.

Lebanon, 46052

Such addresses maybe changed by either party by written notice as to the new address given as above provided.

The invalidity or unenforceability of any particular provision of this contract shall not affect the other provision hereof, and this contract shall continue in all respects as if such invalid or unenforceable provision were omitted.

This contract contains the entire understanding between the parties and may be altered or amended only in writing and signed by both parties.

IN WITNESS WHEREOF, School Corporation and Child Care Provider have executed

This contract on this \_\_\_\_\_ day of \_\_\_\_\_ 2018.


WESTERN BOONE COUNTY COMMUNITY SCHOOLS

BY: 

TITLE: Board President

PRINTED NAME: Shane Steimel

MENTAL HEALTH AMERICA OF BOONE COUNTY, INC.

BY:  \_\_\_\_\_

TITLE: Executive Director

PRINTED NAME: Pascal Fetting

Memorandum of Understanding  
Between  
Western Boone County Community School Corporations  
And  
Boone County Sheriff's Office

**Purpose:**

A prosperous future for citizens of the Western Boone school community depends, in a large measure, upon the school's ability to properly educate its children. Effective schooling requires a safe and orderly environment in which learning can occur. Consequently, the Boone County Sheriff's Office, in collaboration with Western Boone Schools, entered into an agreement of providing School Resource Officers (SROs), to Western Boone Schools. The SROs provide school administrators and staff with law enforcement resources and expertise they need to maintain safety, order, and discipline in the school environment.

The SROs will have the assignment of a full-time police officer to the school community. Each of the three schools, Western Boone Jr. Sr. High School, Thorntown Elementary School, and Granville Wells Elementary, will have a SRO assigned to each school through the school day.

With daily interaction between the school's administration and the SRO, it is important to establish, maintain, and update specific guidelines and procedures to be followed. This Memorandum of Understanding (MOU) clarifies the responsibilities of the school and the department in this partnership. The success of the program relies on effective communication between the SRO and school administration.

**Duties and Responsibilities of BCSO and SRO:**

- A. The BCSO will make available one SRO, per building, each day that the school's students are in session during the regular school year. The SRO will be geographically restricted to their assigned school grounds except for the following:
  - Follow-up home visits when needed as a result of school related student issues
  - School related off-campus activities when the SRO participation is requested by the school
  - In response to emergency police activities
  - To attend trainings necessary for the SRO title
- B. The assigned SRO will be full-time and their weekly school schedule will be mutually agreed upon with the school officials.
- C. Report to their respective school from 7:15 a.m. to 3:15 p.m.
- D. While on duty, the SRO will be in a law enforcement uniform.
- E. The school will provide the SRO office space and other reasonable resources as necessary to carry out their duties at their assigned schools. BCSO will send the SRO to annual SRO training, to include all expenses associated with travel, lodging, conference fees, and meals related to the conference.
- F. The SRO will gather information regarding potential problems such as criminal activity, gang activity, student unrest, and the identities of particular individuals who

- may be a disruptive influence to the school and/or students. Based on the information gathered, the SRO will work with school personnel in providing law enforcement resources and responses regarding on-campus or school related criminal activity.
- G. The assigned SRO will provide a program of law and education-related issues, including DARE, to the school community including parents, on any law enforcement or safety related topics.
  - H. The SRO will work with school officials to provide law enforcement education, including DARE to staff and students on topics agreed upon by the parties.
  - I. The SRO will provided and facilitate student mentoring in a non-adversarial capacity
  - J. The SRO will provide informational in-services as general resource for staff on issues related to drugs, alcohol, violence prevention, gangs, safety and security.
  - K. The SRO will serve on the assigned school's administrative team as communication liaisons between the school and BCSO. As communication liaisons, the SRO will provide basic information concerning students on campuses served by the officer as permitted by law and the school's policies and guidelines.
  - L. The SRO will assist school officials in emergency response planning and review.
  - M. When criminal activity is suspected, the SRO will take appropriate steps consistent with Indiana State Law, county ordinances, and department regulations. Unless circumstances or legal duties prevent it, the SRO will advise school administration prior to taking legal action.
  - N. The SRO will not be assigned regular lunchroom duties, hall supervision, bus monitor duties, or other assigned supervision duties typically associated with school administration. However, under certain circumstances, the SRO can act in an administrative role pursuant to current State and Federal Law.

**Supervision:**

The SRO(s) are employees of the BCSO and they are subject to the Department's control and supervision. The SRO(s) must follow the current operating procedures, rules, and regulations of the Department, including attendance at all mandated training and testing to maintain state law enforcement officer certification. The SRO shall ensure that open lines of communication are in place between the school and the Sheriff's Office. The SRO shall meet with school administration weekly to review school/sheriff's office expectations. School administration shall address any concerns regarding the performance or discipline of the SRO. This information will be shared with the SRO's immediate supervisor at BCSO. School officials are to be involved in the interviewing and selection process of the SRO.

**School Administration Responsibilities:**

It is the responsibility of the principal to facilitate effective communications between the SRO and school staff. All criminal activity that comes to the attention of the School Staff shall be reported immediately to the SRO. In an emergency situation the school shall call 911 to notify the SRO. In a non-emergency situation the school should notify the SRO or call the non-emergency BCSO number if the SRO is not available.

The principal and/or school employee with testimony relevant to the case will appear in court as necessary to provide for any criminal enforcement action taken by the SRO which results in the charging of a student or other person with a crime.

The school shall provide an office for the SRO to support daily duties. The school will also provide any necessary equipment and technology needed while in the school building. The school shall provide entry keys for the SRO(s).

**Boone County Sheriff's Office Support of Program:**

BCSO shall provide coordination for the SRO program. These functions shall include, but not be limited to the following:

- Planning, budgeting, management and agency leadership for the SRO program
- Provide the necessary equipment for the deputy/SRO
- Provide fuel and a police car for the deputy/SRO
- Provide salary payment to SRO for annual duties
- Provide coverage to schools when SRO is unavailable to during the 180 school days
- Provide initial and recurring training for the SRO
- Coordination between the Operations command, School District Administration and the SRO
- Provide assistance in SRO hiring/selection
- Salary/benefit and payment of SRO
- Scheduling duties of SRO while not in attendance at school district

**Sharing of Information:**

The Sheriff of BCSO and the Superintendent of Western Boone County Community School Corporation believe that it is in the best interest of the child and also in the best interests of the safety and welfare of the community to provide each other with information. The department will provide information to the school pursuant to codes limited by Indiana Code 31-39-48. To the extent permitted by Indiana and Federal law, the school grants full access to its student and staff databases for purposes of criminal investigations or investigations relating to the safety of the school.

Western Boone School Corporation will contact the SRO after hours anytime there is an issue involving a student from the school corporation or any issue dealing with a school property after hours.

**Financial Information:**

Annually, Western Boone County Community School Corporation will contract with BCSO to hire two certified SROs for 180 days for a cost of \$100,000. BCSO will provide the third SRO at no cost to Western Boone County Community School Corporation.

**Conclusion:**

This policy represents mutually agreed goals and objectives of the Boone County Sheriff's Office and the Western Boone County Community School Corporation for the SRO program. This endeavor is a partnership between education and law enforcement to support a collaborative, problem-solving approach to the growth of violence in schools. Regular meetings shall be conducted between education and law enforcement to support a collaborative, problem-solving approach to the growth of violence in schools. Regular meetings shall be conducted between the Sheriff's Office and the school administration to support this partnership.

This memorandum of Understanding remains in force until such time as either party withdraws from the agreement by delivering a written notification of such rescission to the other party. It shall be reviewed annually and amended as necessary to meet the needs of the signatory agencies.

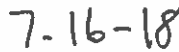
This Memorandum of Understanding shall not be construed to create or substantiate any right or claim on the part of any person or entity, which is not party hereto. This Agreement constitutes the entire agreement between school and policy department and supersedes any prior negotiations, agreements or representations, whether oral or written, specifically an prior Memorandum of Understanding related to the SRO program.

Signed:

\_\_\_\_\_  
Sheriff, Boone County Sheriff's Office

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Superintendent

  
\_\_\_\_\_  
Date