

BOARD MINUTES
BOARD MEETING
ADMINISTRATION OFFICE
July 19, 2021
7:00 P.M.

Call to Order: Phil Foster, Brian Gott, Greg Hole, Dennis Reagan, Melissa Smith and Shane Steimel. Absent – Adam Shepherd
Pledge of Allegiance
Prayer

- **MINUTES**

- The Chair entertained a motion to approve the minutes of the June 14, 2021, School Board Meeting.

Motion: Brian Gott, Second: Melissa Smith, (Discussion), Vote: 5-0 (Phil Foster had not yet arrived)

- The Chair entertained a motion to approve the minutes of the Special Work Session on July 7, 2021.

Motion: Dennis Reagan, Second: Melissa Smith, (Discussion), Vote: 5-0 (Phil Foster had not yet arrived)

ACTION ITEMS

By individual motions, the Board approved/adopted the following items or action.

- **PERSONNEL** All employment recommendations are pending completed satisfactory criminal background history report.
- **Granville Wells**
 - Giovanna Gallagher – Employment – Special Education Teacher 4th-6th effective 2021-2022 school year
 - Kimberly Bloss – Employment – Instructional Assistant Special Education grades 4th-6th effective 2021-2022 school year**ECA**
 - Jeremy Paris – Employment – 5th Grade Girls Basketball Coach
- **Western Boone**
 - Darrell McKinney – FMLA – Custodian effective June 7, 2021 to August 7, 2021
 - Philip Webb – Resignation – Physical Education/Health effective July 13, 2021
 - Jake DeLion – Employment – Social Worker effective 2021-2022 school year
- **Western Boone Administration**
 - Tammy Clanton – FMLA – Administrative Secretary effective July 15, 2021, to August 27, 2021
- **Western Boone Athletics**
 - Evan Caldwell – Employment – Junior High Boys Soccer Head Coach

Motion: Brian Gott, Second: Dennis Reagan, (Discussion), Vote: 5-0 (Phil Foster had not yet arrived)

- **BUSINESS**

- **2021-2022 District Goals**
 - Superintendent Ramey recommended the Board approve the 2021-2022 District Goals.

Motion: Brian Gott, Second: Melissa Smith, (Discussion), Vote: 5-0 (Phil Foster had not yet arrived)

- **Support Staff Benefit Schedules**

- Superintendent Ramey recommended the Board approved the Classified (Non-certified) Support Staff Benefit Schedules as presented.

Motion: Brian Gott, Second: Dennis Reagan, (Discussion), Vote: 5-0 (Phil Foster had not yet arrived)

- **Employee Guide for Classified (Non-Certified) Staff**

- Superintendent Ramey recommended the Board approve the Classified (Non-certified) Employee Handbook as presented.

Motion: Melissa Smith, Second: Greg Hole, (Discussion), Vote: 6-0

- **Teacher Appreciation Grant**

BP – 3136

- Superintendent Ramey recommended the Board approve the board policy for establishing criteria for distributing the Teacher Appreciation Grant to certified teachers.

Motion: Brian Gott, Second: Melissa Smith, (Discussion), Vote: 6-0

- **B.A.S.E. Contract**

- Superintendent Ramey recommended the Board approve the contract between Mental Health America of Boone County and Western Boone Community School Corporation for a term of one school year commencing on or about August 1, 2021, and ending on or about July 31, 2022.

Motion: Greg Hole, Second: Dennis Reagan, (Discussion), Vote: 6-0

- **Memorandum of Understanding for Mental Health Services**

- Superintendent Ramey recommended the Board approve the MOU for crisis services between Western Boone School Corporation and Integrative Wellness, LLC.

Motion: Dennis Reagan, Second: Greg Hole, (Discussion), Vote: 6-0

- **Addendum B to Agreement for Athletic Training Services**

- Superintendent Ramey recommended the Board approve the Extension of Current Agreement for Athletic Training Services with Witham Health Services through July 31, 2024.

Motion: Greg Hole, Second: Dennis Reagan, (Discussion), Vote: 6-0

- **Short Term Speech and Language Pathologist**

- Director of Curriculum, Tricia Reed, recommended the Board approve the contract with Absolute Therapy to provide speech and language services for the first semester of the 2021-2022 school year.

Motion: Melissa Smith, Second: Phil Foster, (Discussion), Vote: 6-0

- **Equipment Salvage**

- Director of Business and Technology, Kyle Whiteley, recommended the Board declare the equipment on list “Salvage-07192021” as salvage to be properly recycled and all data destroyed.

Motion: Phil Foster, Second: Brian Gott, (Discussion), Vote: 6-0

- **Non-Resident Student**

- Superintendent Ramey recommended the Board approve the following Non-Resident Student:
 - Carter Kline – Granville Wells, Kindergarten, 2021-2022 school year.

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

- **CLAIMS**

- The Chair entertained a motion to approve the claims for the period of June 14, 2021, through July 19, 2021, as submitted.

Motion: Brian Gott, Second: Melissa Smith, (Discussion), Vote: 6-0

- **MONTHLY FINANCIAL REPORTS**

- Kristen Dunn, Corporation Treasurer, provided an update on the financial reports of the school corporation.

- **2022 BUDGET WORKSHOP PRESENTATION**

- Kyle Whiteley, Director of Business and Technology, presented the 2022 Budget Workshop. Documents will be posted separately to the corporation website.

- **OTHER**

PERSONNEL All employment recommendations are pending completed satisfactory criminal background history report.

Granville Wells

- Cassie Anderson – Resignation – Instructional Technology Assistant effective the end of the 2020-2021 school year

Western Boone

- Gena Hout – Resignation – FACS teacher effective end of 2020-2021 school year
- Julie Taylor – Employment - FACS teacher effective start of 2021-2022 school year

NON-RESIDENT STUDENT

- Ana Alonso – Western Boone, 11th Grade, 2021-2022 school year

Motion: Brian Gott, Second: Greg Hole, (Discussion), Vote: 6-0

- **ANNOUNCEMENTS**

- August 9 – First Teacher Day of 2021-2022 school year
- August 10 – First Student Day of 2021-2022 school year

- **ADJOURNMENT**

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

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_____	_____
_____	_____
_____	_____

WESTERN BOONE SCHOOLS

VISION STATEMENT

We will be a progressive school community dedicated to excellence in education, holding high expectations for students and staff, and committing our resources and energies toward continuous improvement.

MISSION STATEMENT

We are a partnership of school and community that serves diverse educational needs by providing a safe learning environment that is innovative, competitive, a builder of self-worth, inspiring and fun!

CORE VALUE STATEMENTS

We Value High Quality Instruction
We Value Student Achievement and Maximizing Student Potential
We Value Environments Conducive to Learning
We Value Opportunities for all Students, Developing Well-Rounded Students

2021-2022 DISTRICT GOALS

- **Teaching and Learning** – Student success is the product of continual improvement in educational practices.
 - A. Identify and utilize the most effective local assessments and develop a response to student assessment data.
 - B. Facilitate productive struggle and critical thinking in students through objective setting, effective questioning, and complex learning tasks.
- **Staff Growth and Development** – The health and well-being of staff in conjunction with professional learning opportunities aimed at improving instruction are the foundations for student success.
 - A. Create opportunities for staff to improve their personal well-being with a focus on their occupational, emotional, financial, spiritual, and physical well-being.
 - B. Collaboration will occur regularly with department and grade-level peers to identify effective instructional practices and strategies for their implementation.
- **Safe and Healthy Environment** – Academic success begins with a safe and secure learning environment where students feel valued.
 - A. Prioritize and plan for future safety projects and initiatives through information gathered from school building threat assessments.
 - B. Emphasize conflict resolution by teaching tolerance and providing emotional support through targeted services.
- **Operations and Support Services** - Adhering to well-developed plans and maintaining fiscal responsibility while meeting the needs of all students in every facet related to the school experience is essential.
 - A. Establish a clear organizational structure and implement systems for our facilities department including maintenance, custodial, and grounds, to increase efficiency, leverage resources, and save money.
 - B. Improve hiring and staff retention practices for support staff by reviewing and updating support staff pay schedules, benefits, and incentives.

WESTERN BOONE COMMUNITY SCHOOL CORPORATION

SUPPORT STAFF BENEFITS – SCHEDULE ONE

JOB CLASSIFICATIONS: Full Time/contract year-round (365 days) employee

Central Office: Administrative Specialist, Corp Treasurer, Director of Maintenance, Director of Transportation, Fleet Operations Technician, Computer Technician (WB Jr-Sr High), Sys/Network Admin, Registrar (WB Jr-Sr High)

HOLIDAYS:

Eleven (11) paid holidays are granted each year on the following occasions: New Year's Day, Martin Luther King Jr Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve. **Employees on paid leave the workday before a paid holiday are eligible to be paid for the holiday. If an employee is on an unpaid leave the workday before a paid holiday, they are not eligible to be paid for that holiday. Those employees that are still in their 90-day probationary period will not be paid for Holidays.**

VACATION: (following successful completion of Probationary Period, 90 Days)

Ten (10) days of paid vacation are given to employees with less than ten (10) years of service. Fifteen (15) days of paid vacation will be given to employees with ten (10) or more years of service. First year employees may only use vacation days that they have earned, i.e., 6.67 hours of vacation is earned each month. Vacation days do not accrue and are lost if not used.

PERSONAL LEAVE: (following successful completion of Probationary Period, 90 Days)

Twelve (12) days of paid personal leave are granted to each employee per year. These days are used at the employee's discretion. At the beginning of a calendar year, remaining personal days from the previous year will remain as personal days until a total of 20 personal days are accumulated. Additional personal days beyond 20 will roll into sick leave days.

Note: Sick leave days cannot be used without first using the personal leave days and must be used for medically approved absence. A medical document from a doctor must be given before accumulated paid sick days are granted by the superintendent.

PERFECT ATTENDANCE:

Bonus pay in the amount of \$125.00 is given to employees who have used no personal, sick or unpaid days within their year of employment.

BEREAVEMENT LEAVE: (following successful completion of Probationary Period)

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.

HEALTH INSURANCE:

The school corporation pays the following amounts for each employee who enrolls in the school corporation's group medical insurance plan: \$7,000 for single coverage, \$11,000 for family coverage. Since the amount the school corporation pays may be less than the entire premium cost, employees

enrolled in the health insurance plan must pay the difference between what the school corporation contributes and the actual cost of the insurance premium.

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 4.5% 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 to their account up to a maximum of 17% of their base salary. Special rules regarding the use of these savings accounts are available upon request.

7/14/2021

WESTERN BOONE COMMUNITY SCHOOL CORPORATION

SUPPORT STAFF BENEFITS – SCHEDULE ONE - GRANDFATHERED

JOB CLASSIFICATIONS: Full Time/contract year round (365 days) employee

Central Office: Administrative Specialist, Corp Treasurer, Director of Maintenance, Director of Business/Technology, Fleet Operations Technician, Computer Technician (WB Jr-Sr High), Sys/Network Admin, Registrar (WB Jr-Sr High)

HOLIDAYS:

Eleven (11) paid holidays are granted each year on the following occasions: New Year's Day, Martin Luther King Jr Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve. **Those employees that are still in their 90-day probationary period will not be paid for Holidays.**

VACATION: (following successful completion of Probationary Period, 90 Days)

Ten (10) days of paid vacation are given to employees with less than ten (10) years of service. Fifteen (15) days of paid vacation will be given to employees with ten (10) or more years of service. First year employees may only use vacation days that they have earned, i.e., 6.67 hours of vacation is earned each month. Vacation days do not accrue.

PERSONAL LEAVE: (following successful completion of Probationary Period, 90 Days)

Twelve (12) days of paid personal leave are granted to each employee per year. These days are used at the employee's discretion.

Note: Sick bank hours cannot be used without first using the personal leave hours and must be used for medically approved absence. A medical document from a doctor must be given before accumulated paid sick hours are granted by the superintendent.

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

Employees with 1 to 14 years of service will receive a payout equal to 80% of their current pay rate for accumulated unused days as of December 31, 2012 up to a maximum one hundred and twenty (120) days based on having ten or more years of continuous service. Employees with 15 or more years of service will receive a payout of 100% of their current pay rate for accumulated unused days as of December 31, 2012 up to a maximum of one hundred and twenty (120) days. This benefit will be frozen effective December 31, 2012 and will be available upon retirement or death.

Upon retirement on and after January 1, 2013, an employee will receive a payout of fifty dollars (\$50.00) per day of unused personal leave for up to 60 days (if employee did not reach 60 days from above retirement benefit) of unused personal leave accumulated after December 31, 2012. Personal leave used on or after January 1, 2013 shall first be deducted from the twelve days accumulated for the current year and thereafter shall be deducted from the days accumulated on or before December 31, 2012.

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

RETIREMENT: For all persons employed after December 31, 2012:

Retirement for the purposes of this provision means voluntary termination of employment

- 1) On or after attaining age 55 years with ten continuous years of service to, or
- 2) Twenty years of continuous service

Upon retirement or death, an employee will receive a payout of fifty dollars (\$50.00) per day of accumulated unused personal leave for up to 60 days.

BEREAVEMENT LEAVE: (following successful completion of Probationary Period)

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 \$125.00 is given to employees who have used no personal, sick or unpaid days within their year of employment.

HEALTH INSURANCE:

The school corporation pays the following amounts for each employee who enrolls in the school corporation's group medical insurance plan: \$7,000 for single coverage, \$11,000 for family coverage. Since the amount the school corporation pays may be less than the entire premium cost, employees enrolled in the health insurance plan must pay the difference between what the school corporation contributes and the actual cost of the insurance premium.

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 4.5% 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 to their account up to a maximum of 17% of their base salary. Special rules regarding the use of these savings accounts are available upon request.

WESTERN BOONE COMMUNITY SCHOOL CORPORATION

SUPPORT STAFF BENEFITS – SCHEDULE TWO

JOB CLASSIFICATIONS: Full-time, school year employee

Central Office Administration Secretary (216 days), WB - ECA Bookkeeper (215 days), TT or GW- ECA Bookkeeper (196 days), GW & TT School Secretary (196 days), Athletic Secretary (196 days), WB School Secretary (191 days), School Nurse (182.5 days), GW & TT Technology Assistant (180 days)

PERSONAL LEAVE:

Upon the completion of the 90-day probationary period, employees will receive 8 days of personal leave in the form of hours. Personal leave hours are granted to each employee per school year based on the number of daily hours worked. These days may be used at the employee's discretion and may be used in ¼ hour (.25) increments with a 2-hour minimum a day. At the end of the school year, all unused personal leave hours will transition into sick leave hours.

Note: Sick leave hours cannot be used without first using the personal leave hours and must be used for medically approved absence. A medical document from a doctor must be given before accumulated paid sick hours are granted by the superintendent.

RETIREMENT:

Retirement for the purposes of this provision means voluntary termination of employment

- 1) On or after attaining age 55 years with ten continuous years of service to, or
- 2) Twenty years of continuous service

Upon retirement, an employee will receive a payout of fifty (\$50.00) per 8 hours of accumulated unused personal leave for up to 60 days.

BEREAVEMENT LEAVE: (following successful completion of Probationary Period, 90 Days)

40 hours 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 8 hours is allowed, up to a maximum of 16 hours per year.

PERFECT ATTENDANCE:

Bonus pay in the amount of \$100.00 is given to employees who have used no personal, sick or unpaid days within their year of employment.

HEALTH INSURANCE:

The school corporation pays the following amounts for each employee who enrolls in the school corporation's group medical insurance plan: \$7,000 for single coverage, \$11,000 for family coverage. Since the amount the school corporation pays may be less than the entire premium cost, employees enrolled in the health insurance plan must pay the difference between what the school corporation contributes and the actual cost of the insurance premium.

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' service, \$400.00 for 6-10 years' service, and \$600.00 for 11+ years' 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.

90 Days: _____

Daily Work Hour: _____

Total Personal Leave Hours (daily hours x8): _____

11/11/2019

WESTERN BOONE COMMUNITY SCHOOL CORPORATION

SUPPORT STAFF BENEFITS – SCHEDULE TWO - CONTRACT GRANDFATHERED

JOB CLASSIFICATIONS: Full-time, school year employee

Central Office Administration Secretary (216 days), WB - ECA Bookkeeper (215 days), TT or GW- ECA Bookkeeper (196 days), GW & TT School Secretary (196 days), Athletic Secretary (196 days), WB School Secretary (191 days), School Nurse (182.5 days), GW & TT Technology Assistant (180 days)

PERSONAL LEAVE

Employees will receive Eight (8) days of paid personal leave per school year. These days are used at the employee's discretion. At the end of the school year, all unused personal leave days will transition to sick days. Accumulated sick days cannot be used without first using the 8 personal leave days and may only be used for medically approved absences. A medical document from a doctor must be given before accumulated sick days are granted by the superintendent.

RETIREMENT: For all personnel employed as of December 31, 2012

Employees with 1 to 14 years of service will receive a payout equal to 80% of their current pay rate for accumulated unused days as of December 31, 2012, up to a maximum ninety (90) days based on having ten or more years of continuous service. Employees with 15 or more years of service will receive a payout of 100% of their current pay rate for accumulated unused days as of December 31, 2012, up to a maximum of ninety (90) days. This benefit will be frozen effective December 31, 2012 and will be available upon retirement or death.

Upon retirement on and after January 1, 2013, an employee will receive a payout of fifty dollars (\$50.00) per day of unused personal leave for up to 60 days (if employee did not reach 60 days from the above retirement benefit) of unused personal leave accumulated after December 31, 2012. Personal leave used on or after January 1, 2013, shall first be deducted from the eight days accumulated for the current year and thereafter shall be deducted from the days accumulated on or before December 31, 2012.

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

BEREAVEMENT LEAVE

Five 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 day is allowed, up to a maximum of 2 days per year.

PERFECT ATTENDANCE

Bonus pay in the amount of \$100.00 is given to employees who have used no personal, sick or unpaid days within their year of employment.

HEALTH INSURANCE

The school corporation pays the following amounts for each employee who enrolls in the school corporation's group medical insurance plan: \$7,000 for single coverage, \$11,000 for family coverage. Since the amount the school corporation pays may be less than the entire premium cost, employees enrolled in the health insurance plan must pay the difference between what the school corporation contributes and the actual cost of the insurance premium.

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' service, \$400.00 for 6-10 years' service, and \$600.00 for 11+ years' 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.

11/11/2019

WESTERN BOONE COMMUNITY SCHOOL CORPORATION

SUPPORT STAFF BENEFITS – SCHEDULE TWO - HOURLY - GRANDFATHERED

JOB CLASSIFICATIONS: Full-time, school year employee

Central Office Administration Secretary (216 days), WB - ECA Bookkeeper (215 days), TT or GW- ECA Bookkeeper (196 days), GW & TT School Secretary (196 days), Athletic Secretary (196 days), WB School Secretary (191 days), School Nurse (182.5 days), GW & TT Technology Assistant (180 days)

PERSONAL LEAVE:

Upon the completion of the 90-day probationary period, employees will receive 8 days of personal leave in the form of hours. Personal leave hours are granted to each employee per school year based on the number of daily hours worked. These days may be used at the employee's discretion and may be used in ¼ hour (.25) increments with a 2-hour minimum a day. At the end of the school year, all unused personal leave hours will transition into sick leave hours.

Note: Sick leave hours cannot be used without first using the personal leave hours and must be used for medically approved absence. A medical document from a doctor must be given before accumulated paid sick hours are granted by the superintendent.

RETIREMENT: For all personnel employed as of December 31, 2012:

Employees with 1 to 14 years of service will receive a payout equal to 80% of their current pay rate for accumulated unused days as of December 31, 2012 up to a maximum ninety (90) days based on having ten or more years of continuous service. Employees with 15 or more years of service will receive a payout of 100% of their current pay rate for accumulated unused days as of December 31, 2012 up to a maximum of ninety (90) days. This benefit will be frozen effective December 31, 2012 and will be available upon retirement or death.

Upon retirement on and after January 1, 2013, an employee will receive a payout of fifty dollars (\$50.00) per day of unused personal leave for up to 60 days (if employee did not reach 60 days from the above retirement benefit) of unused personal leave accumulated after December 31, 2012. Personal leave used on or after January 1, 2013 shall first be deducted from the eight days accumulated for the current year and thereafter shall be deducted from the days accumulated on or before December 31, 2012.

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

BEREAVEMENT LEAVE: (following successful completion of Probationary Period, 90 Days)

40 hours 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 8 hours is allowed, up to a maximum of 16 hours per year.

PERFECT ATTENDANCE

Bonus pay in the amount of \$100.00 is given to employees who have used no personal, sick or unpaid days within their year of employment.

HEALTH INSURANCE

The school corporation pays the following amounts for each employee who enrolls in the school corporation's group medical insurance plan: \$7,000 for single coverage, \$11,000 for family coverage. Since the amount the school corporation pays may be less than the entire premium cost, employees enrolled in the health insurance plan must pay the difference between what the school corporation contributes and the actual cost of the insurance premium.

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' service, \$400.00 for 6-10 years' service, and \$600.00 for 11+ years' 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.

Daily Work Hour: _____ 7.5 _____

Total Personal Leave Hours (daily hours x 8): _____ 60 _____

11/11/2019

WESTERN BOONE COMMUNITY SCHOOL CORPORATION

SUPPORT STAFF BENEFITS – SCHEDULE THREE (FOOD SERVICE)

JOB CLASSIFICATIONS: Full-time, school year (180 day) employee

Head Cook (30 hours/week or more), Full Time Cook (25-29.75 hours/week)

PERSONAL LEAVE (following successful completion of Probationary Period, 90 Days)

Personal leave hours are granted to each employee per year based on the number of daily hours worked. **Personal Leave Days must be coordinated with the Food Service Director. Hourly increments will be determined by the Food Service Director.** All unused personal leave hours at the end of the school year will transition into sick leave hours.

Note: Sick leave hours cannot be used without first using the personal leave hours and must be used for medically approved absence. A medical document from a doctor must be given before accumulated paid sick hours are granted by the superintendent.

BEREAVEMENT LEAVE (following successful completion of Probationary Period, 90 Days)

Five days of bereavement pay (converted to hours), 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.

ATTENDANCE INCENTIVE

Bonus pay in the amount of 400.00 is given 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 \$50.00 per school quarter. If the cafeteria worker has perfect attendance during the entire school year, an additional \$200.00 is earned.

HEALTH INSURANCE (Employee must work 30 hours per week to qualify for health insurance benefits)

The school corporation pays the following amounts for each employee who enrolls in the school corporation's group medical insurance plan: \$7,000 for single coverage, \$11,000 for family coverage. Since the amount the school corporation pays may be less than the entire premium cost, employees enrolled in the health insurance plan must pay the difference.

LONG-TERM DISABILITY and ACCIDENTAL DEATH and DISMEMBERMENT INSURANCE

(Employee must work 30 hours per week to qualify)

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

LIFE INSURANCE (Employee must work 30 hours per week to qualify)

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% 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' service, \$400.00 for 6-10 years' service, and \$600.00 for 11+ years' 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.

90 days: _____

Daily Work Hours: _____

Total Personal Leave Hours (daily hours x 5 days): _____

JOB CLASSIFICATIONS: Part Time, school year (180 day) employee

Part Time personnel (less than 20 hours/week)

ATTENDANCE INCENTIVE

Bonus pay in the amount of \$400.00 is given to employees who have not missed any assigned days during their year of employment. The attendance bonus is earned at the rate of \$50.00 per school quarter. If the cafeteria worker has perfect attendance during the entire school year, an additional \$200.00 is earned.

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% 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' service, \$400.00 for 6-10 years' service, and \$600.00 for 11+ years' 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.

11/14/19

WESTERN BOONE COMMUNITY SCHOOL CORPORATION

SUPPORT STAFF BENEFITS – SCHEDULE THREE GRANDFATHERED (FOOD SERVICE)

JOB CLASSIFICATIONS: Full-time, school year (180 day) employee

Head Cook, Full Time Cook (less than 30 hours/week)

PERSONAL LEAVE (following successful completion of Probationary Period, 90 Days)

Five (5) days of paid personal leave are granted to each employee per year. These days are used at the employee's discretion. All unused accumulated days cannot be used without first using the 5 days and may only be used for medically approved absence. A medical document from a doctor must be given before accumulated days are granted by the superintendent.

RETIREMENT: For all personnel employed as of December 31, 2012:

Employees with 1 to 14 years of service will receive a payout equal to 80% of their current pay rate for accumulated unused days as of December 31, 2012 up to a maximum ninety (90) days based on having ten or more years of continuous service. Employees with 15 or more years of service will receive a payout of 100% of their current pay rate for accumulated unused days as of December 31, 2012 up to a maximum of ninety (90) days. This benefit will be frozen effective December 31, 2012 and will be available upon retirement or death.

Upon retirement on and after January 1, 2013, an employee will receive a payout of fifty dollars (\$50.00) per day of unused personal leave for up to 60 days (if employee did not reach 60 days from the above retirement benefit) of unused personal leave accumulated after December 31, 2012. Personal leave used on or after January 1, 2013 shall first be deducted from the five days accumulated for the current year and thereafter shall be deducted from the days accumulated on or before December 31, 2012.

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

RETIREMENT: For all personnel employed after December 31, 2012:

Retirement for the purposes of this provision means voluntary termination of employment

- 1) On or after attaining age 55 years with ten continuous years of service to, or
- 2) Twenty years of continuous service

Upon retirement, an employee will receive a payout of fifty (\$50.00) per day of accumulated unused personal leave for up to 60 days.

BEREAVEMENT LEAVE (following successful completion of 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.

ATTENDANCE INCENTIVE

Bonus pay in the amount of 400.00 is given 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 \$50.00 per school quarter. If the cafeteria worker has perfect attendance during the entire school year, an additional \$200.00 is earned.

HEALTH INSURANCE (Employee must work 30 hours per week to qualify for health insurance benefits)

The school corporation pays the following amounts for each employee who enrolls in the school corporation's group medical insurance plan: \$7,000 for single coverage, \$11,000 for family coverage. Since the amount the school corporation pays may be less than the entire premium cost, employees enrolled in the health insurance plan must pay the difference.

LONG-TERM DISABILITY and ACCIDENTAL DEATH and DISMEMBERMENT INSURANCE (Employee must work 30 hours per week to qualify)

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

LIFE INSURANCE: (Employee must work 30 hours per week to qualify)

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% 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 service, \$400.00 for 6-10 years service, and \$600.00 for 11+ years 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.

JOB CLASSIFICATIONS: Part Time, school year (180 day) employee

Part Time personnel (less than 20 hours/week)

ATTENDANCE INCENTIVE

Bonus pay in the amount of \$400.00 is given to employees who have not missed any assigned days during their year of employment. The attendance bonus is earned at the rate of \$50.00 per school quarter. If the cafeteria worker has perfect attendance during the entire school year, an additional \$200.00 is earned.

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% 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 service, \$400.00 for 6-10 years service, and \$600.00 for 11+ years 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

Benefits starting with the 2019-2020 school year.

WESTERN BOONE COMMUNITY SCHOOL CORPORATION

SUPPORT STAFF BENEFITS – SCHEDULE FOUR

JOB CLASSIFICATIONS: Instructional Assistants - 180 days/school year including full (30+ hours/week) and part time (<30 hours/week)

PERSONAL LEAVE

Upon the completion of the 90-day probationary period, employees will receive 4 days of personal leave in the form of hours. Personal leave hours are granted to each employee per school year based on the number of daily hours worked. These days may be used at the employee's discretion and may be used in ¼ hour (.25) increments with a 2-hour minimum a day. At the end of the school year, all unused personal leave hours will transition into sick leave hours.

Note: Sick leave hours cannot be used without first using the personal leave hours and must be used for medically approved absence. A medical document from a doctor must be given before accumulated paid sick hours are granted by the superintendent.

HEALTH INSURANCE (Employee must work 30 hours per week to qualify)

The school corporation pays the following amounts for each employee who enrolls in the school corporation's group medical insurance plan: \$7,000 for single coverage, \$11,000 for family coverage. Since the amount the school corporation pays may be less than the entire premium cost, employees enrolled in the health insurance plan must pay the difference between what the school corporation contributes and the actual cost of the insurance premium.

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% of the employee's base pay is contributed by the school corporation to a 403(b) savings account specifically for that employee. Employees are eligible to make additional contributions to their account up to the maximum legal limit. Special rules regarding the use of these savings accounts are available upon request

90 days: _____

Daily Work Hour: _____

Total Personal Leave Hours (daily hours x 4): _____

11/11/2019

WESTERN BOONE COMMUNITY SCHOOL CORPORATION

SUPPORT STAFF BENEFITS – SCHEDULE FOUR - GRANDFATHERED

JOB CLASSIFICATIONS: Instructional Assistants - 180 days/school year including full (30+ hours/week) and part time (<30 hours/week)

PERSONAL LEAVE

Upon the completion of the 90-day probationary period, employees will receive 4 days of personal leave in the form of hours. Personal leave hours are granted to each employee per school year based on the number of daily hours worked. These days may be used at the employee's discretion and may be used in ¼ hour (.25) increments with a 2-hour minimum a day. At the end of the school year, all unused personal leave hours will transition into sick leave hours.

Note: Sick leave hours cannot be used without first using the personal leave hours and must be used for medically approved absence. A medical document from a doctor must be given before accumulated paid sick hours are granted by the superintendent.

HEALTH INSURANCE (Employee must work 30 hours per week to qualify)

The school corporation pays the following amounts for each employee who enrolls in the school corporation's group medical insurance plan: \$7,000 for single coverage, \$11,000 for family coverage. Since the amount the school corporation pays may be less than the entire premium cost, employees enrolled in the health insurance plan must pay the difference between what the school corporation contributes and the actual cost of the insurance premium.

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% of the employee's base pay is contributed by the school corporation to a 403(b) savings account specifically for that employee. Employees are eligible to make additional contributions to their account up to the maximum legal limit. Special rules regarding the use of these savings accounts are available upon request

90 days: _____

Daily Work Hour: _____

Total Personal Leave Hours (daily hours x 4): _____

11/11/2019

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

Employees with 1 to 14 years of service will receive a payout equal to 80% of their current pay rate for accumulated unused days as of December 31, 2012 up to a maximum thirty (30) days based on having ten or more years of continuous service. Employees with 15 or more years of service will receive a payout of 100% of their current pay rate for accumulated unused days as of December 31, 2012 up to a maximum of thirty (30) days. This benefit will be frozen effective December 31, 2012 and will be available upon retirement or death.

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

WESTERN BOONE COMMUNITY SCHOOL CORPORATION

SUPPORT STAFF BENEFITS – SCHEDULE FIVE – A

**JOB CLASSIFICATIONS: Full-time, year round (365 day) employees
Building Custodians, Maintenance Technicians, Transportation Technicians, Grounds Crew**

HOLIDAYS:

Eleven (11) paid holidays are granted each year on the following occasions: New Year's Day, Martin Luther King Jr Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve. **Employees on paid leave the work day before a paid holiday are eligible to be paid for the holiday. If an employee is on an unpaid leave the work day before a paid holiday, they are not eligible to be paid for that holiday. Those employees that are still in their 90-day probationary period will not be paid for Holidays.**

These days should be marked on Timecards as Holiday.

PERSONAL LEAVE:

Upon the completion of the 90-day probationary period, employees will receive 24 hours of personal leave. Subsequently, employees will earn 8 hours of personal time off for every additional completed month of work. Personal leave hours can accumulate and be used consecutively. Personal leave hours may be used in 4 or 8 hour increments. If an employee accumulates 160 hours at the end of the calendar year, they will have the option to 1) sell unused hours at \$50.00 per every 8 hours remaining or 2) Transition unused hours into sick leave. If the sick leave time reaches 480 hours, any additional hours will be automatically paid at \$50.00 per 8 hours.

Employees will earn a bonus of 8 additional hours for each year worked on the anniversary hire date (with a maximum of 64 bonus hours).

Note: Sick leave hours cannot be used without first using the personal leave hours and must be used for medically approved absence. A medical document from a doctor must be given before accumulated paid sick hours are granted by the superintendent.

RETIREMENT:

Upon retirement an employee will receive a payout of fifty dollars (\$50.00) per every 8 hours of unused leave up to 480 hours.

BEREAVEMENT LEAVE (following successful completion of Probationary Period):

24 hours 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 8 hours is allowed, up to a maximum of 16 hours per year.

HEALTH INSURANCE:

The school corporation pays the following amounts for each employee who enrolls in the school corporation's group medical insurance plan: \$7,000 for single coverage, \$11,000 for family coverage. Since the amount the school corporation pays may be less than the entire premium cost, employees enrolled in the health insurance plan must pay the difference between what the school corporation contributes and the actual cost of the insurance premium.

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 4.5% 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 to their account up to a maximum of 17% of their base salary. Special rules regarding the use of these savings accounts are available upon request.

7/14/2021

WESTERN BOONE COMMUNITY SCHOOL CORPORATION

SUPPORT STAFF BENEFITS – SCHEDULE FIVE – B

JOB CLASSIFICATIONS: Full-time, year round (365 day) employees
Building Custodians, Maintenance Technicians, Transportation Technicians, Grounds Crew.

HOLIDAYS:

Eleven (11) paid holidays are granted each year on the following occasions: New Year's Day, Martin Luther King Jr Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve. **Employees on paid leave the work day before a paid holiday are eligible to be paid for the holiday. If an employee is on an unpaid leave the work day before a paid holiday, they are not eligible to be paid for that holiday. Those employees that are still in their 90-day probationary period will not be paid for Holidays.**

These days should be marked on Timecards as Holiday.

PERSONAL LEAVE:

Upon the completion of the 90-day probationary period, employees will receive 24 hours of personal leave. Subsequently, employees will earn 8 hours of personal time off for every additional completed month of work. Personal leave hours can accumulate and be used consecutively. Personal leave hours may be used in 4 or 8 hour increments. If an employee accumulates 160 hours at the end of the calendar year, they will have the option to 1) sell unused hours at \$50.00 per every 8 hours remaining or 2) Transition unused hours into sick leave. If the sick leave time reaches 480 hours, any additional hours will be automatically paid at \$50.00 per 8 hours.

Employees will earn a bonus of 8 additional hours for each year worked on the anniversary hire date (with a maximum of 64 bonus hours).

Note: Sick leave hours cannot be used without first using the personal leave hours and must be used for medically approved absence. A medical document from a doctor must be given before accumulated paid sick hours are granted by the superintendent.

RETIREMENT:

Upon retirement an employee will receive a payout of fifty dollars (\$50.00) per every 8 hours of unused leave up to 480 hours.

BEREAVEMENT LEAVE (following successful completion of Probationary Period):

24 hours 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 8 hours is allowed, up to a maximum of 16 hours per year.

HEALTH INSURANCE:

The school corporation pays the following amounts for each employee who enrolls in the school corporation's group medical insurance plan: \$7,000 for single coverage, \$11,000 for family coverage. Since the amount the school corporation pays may be less than the entire premium cost, employees enrolled in the health insurance plan must pay the difference between what the school corporation contributes and the actual cost of the insurance premium.

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 4.5% 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 to their account up to a maximum of 17% of their base salary. Special rules regarding the use of these savings accounts are available upon request.

2020 One Time Benefit:

An additional 80 hours will be granted on January 1, 2020, for previously stated five personal and five vacation days in the original benefit schedule.

7/14/2021

WESTERN BOONE COMMUNITY SCHOOL CORPORATION

SUPPORT STAFF BENEFITS – SCHEDULE FIVE – GRANDFATHERED

JOB CLASSIFICATIONS: Full-time, year round (365 day) employees
Building Custodians, Maintenance Technicians, Transportation Technicians, Grounds Crew

HOLIDAYS (following successful completion of Probationary Period, 90 days)

Eleven (11) paid holidays are granted each year on the following occasions: New Year's Day, Martin Luther King Jr Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve. Those employees that are still in their probationary period will not be paid for Holidays.

These days should be marked on Timecards as Holiday.

PERSONAL LEAVE: (As of January 1, 2020)

In January, 216 hours of paid personal leave will be given to employees with ten (10) or more years of service (Previously listed as vacation and personal). Personal leave hours may be used in 4 or 8 hour increments. At the end of the year, unused personal time remaining may 1) be sold for \$50.00 per every 8 hours or 2) be rolled into sick leave time up to 480 hours.

Note: Sick leave hours cannot be used without first using the 216 hours of personal leave and may only be used for medically approved absence. A medical document from a doctor must be given before accumulated paid sick hours are granted by the superintendent.

RETIREMENT For all persons hired before December 31, 2012:

Employees with 1 to 14 years of service will receive a payout equal to 80% of their current pay rate for accumulated unused days as of December 31, 2012 up to a maximum one hundred and twenty (120) days based on having ten or more years of continuous service. Employees with 15 or more years of service will receive a payout of 100% of their current pay rate for accumulated unused days as of December 31, 2012 up to a maximum of one hundred and twenty (120) days. This benefit will be frozen effective December 31, 2012 and will be available upon retirement or death.

Upon retirement on and after January 1, 2013, an employee will receive a payout of fifty dollars (\$50.00) per day of unused accumulated leave for up to 60 days (if employee did not reach 60 days from above retirement benefit) of unused personal leave accumulated after December 31, 2012.

Upon retirement, employees with ten or more continuous years of service will receive \$100 per year of service accrued on or before December 31, 2012 (when frozen).

BEREAVEMENT LEAVE

40 hours 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 8 hours is allowed, up to a maximum of 16 hours per year.

HEALTH INSURANCE

The school corporation pays the following amounts for each employee who enrolls in the school corporation's group medical insurance plan: \$7,000 for single coverage, \$11,000 for family coverage. Since the amount the school corporation pays may be less than the entire premium cost, employees enrolled in the health insurance plan must pay the difference between what the school corporation contributes and the actual cost of the insurance premium.

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 4.5% (FOR THOSE HIRED BEFORE MARCH 1, 2016) AND 3.75% (FOR THOSE HIRED AFTER MARCH 1, 2016) 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 to their account up to a maximum of 17% of their base salary. Special rules regarding the use of these savings accounts are available upon request.

7/14/2021

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 90-day Probationary Period)
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:

Bonus pay is earned at the rate of \$100.00 per school quarter, payable the first pay period after the quarter in which it was earned. An additional \$100.00 bonus will be paid for each school quarter with perfect attendance, to be paid the first pay period after the last day of school. If the driver has perfect attendance during the entire school their perfect attendance bonus would total \$800.00 for the school year.

Perfect Attendance Quarterly Bonus: No Quarter 1 Absences: receive \$100 bonus
No Quarter 2 Absences: receive \$100 bonus
No Quarter 3 Absences: receive \$100 bonus
No Quarter 4 Absences: receive \$100 bonus

Total School Quarters with Perfect Attendance: 1 Quarter: receive additional \$100 bonus
2 Quarters: receive additional \$200 bonus
3 Quarters: receive additional \$300 bonus
4 Quarters: receive additional \$400 bonus

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 & ACCIDENTAL DEATH & 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.

HEALTH INSURANCE: (Employee must work 30 hours per week to qualify for health insurance benefits)
The school corporation pays the following amounts for each employee who enrolls in the school corporation's group medical insurance plan: \$7,000 for single coverage, \$11,000 for family coverage. Since the amount the school corporation pays may be less than the entire premium cost, employees enrolled in the health insurance plan must pay the difference.

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.

5/19/2021

WESTERN BOONE COMMUNITY SCHOOL CORPORATION

SUPPORT STAFF BENEFITS – SCHEDULE SIX - GRANDFATHERED

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

BEREAVEMENT LEAVE: (following successful completion of the 90-day Probationary Period)
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:

Bonus pay is earned at the rate of \$100.00 per school quarter, payable the first pay period after the quarter in which it was earned. An additional \$100.00 bonus will be paid for each school quarter with perfect attendance, to be paid the first pay period after the last day of school. If the driver has perfect attendance during the entire school their perfect attendance bonus would total \$800.00 for the school year.

Perfect Attendance Quarterly Bonus: No Quarter 1 Absences: receive \$100 bonus
No Quarter 2 Absences: receive \$100 bonus
No Quarter 3 Absences: receive \$100 bonus
No Quarter 4 Absences: receive \$100 bonus

Total School Quarters with Perfect Attendance: 1 Quarter: receive additional \$100 bonus
2 Quarters: receive additional \$200 bonus
3 Quarters: receive additional \$300 bonus
4 Quarters: receive additional \$400 bonus

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 & ACCIDENTAL DEATH & 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.

HEALTH INSURANCE: (Employee must work 30 hours per week to qualify for health insurance benefits)

The school corporation pays the following amounts for each employee who enrolls in the school corporation's group medical insurance plan: \$7000 for single coverage, \$11,000 for family coverage. Since the amount the school corporation pays may be less than the entire premium cost, employees enrolled in the health insurance plan must pay the difference.

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.

5/19/2021

WESTERN BOONE COMMUNITY SCHOOL CORPORATION

SUPPORT STAFF BENEFITS SCHEDULE SEVEN

JOB CLASSIFICATIONS: Full-time, school year (180 day) employee

Bus Monitor

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% of the employee's base-pay is contributed by the school corporation to a 403(b) savings account specifically for that employee. Employees are eligible to make additional contributions to their account up to a maximum legal limit. Special rules regarding the use of these savings accounts are available upon request.

PERFECT ATTENDANCE

Bonus pay in the amount of \$100.00 is given to employees who have used no personal, sick or unpaid days within their year of employment.

8/2/2019

WESTERN BOONE COUNTY COMMUNITY SCHOOL CORPORATION

**EMPLOYEE GUIDE
for
CLASSIFIED (NON-CERTIFIED) STAFF**

Updated May 2021

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DISCLAIMER

Western Boone County Community School Corporation employs all of its classified, non-certified staff on an at-will basis unless modified by the specific terms of a written employment agreement signed by an appropriate School Corporation official. Employment at-will means that the employment relationship may be terminated at the will of either the employer or the employee. Employment may be terminated with or without cause and with or without notice by you or by the School Corporation. The terms and conditions of employment with the School Corporation may be modified at any time at the sole discretion of the School Corporation with or without cause and with or without notice.

This guide does not form a contract between Western Boone County Community School Corporation and any employee. Employees are required to sign the accompanying Acknowledgement Form as evidence that they have received, read, and understood this Disclaimer and the policies and guidelines contained in this Guide.

EMPLOYMENT

EQUAL EMPLOYMENT OPPORTUNITY

The School board shall comply with all Federal laws and administrative guidelines prohibiting discrimination and with all requirements and administrative guidelines of the U.S. Department of Education. It is the policy of the Board that no support staff member or candidate for a position in this Corporation on the basis of race, color, religion, national origin, creed or ancestry, age, gender, marital status, or disability shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to, discrimination in any program or activity for which the Board is responsible or for which it receives financial assistance from the U.S. Department of Education.

The Superintendent shall appoint a compliance officer whose responsibility it will be to ensure that Federal and State regulations are complied with and that any complaints are dealt with promptly, appropriately, and in accordance with law.

EMPLOYEE DESIGNATIONS

The appropriate Support Staff Benefit Schedule will be provided for employment. Employees working 30 or more hours per week are legally eligible for health insurance.

MEAL BREAKS

Your meal break will vary depending on your work schedule and your workday. If you are scheduled more than (6) continuous hours in a workday, you will receive a meal break (30 min. paid lunch) before the end of that six hours. You may receive two (2) meal breaks (30 min. paid lunch) if you work more than eight (8) hours in one day.

PROBATIONARY PERIOD

All new employees will serve a probationary period of 90 calendar days. Prior to the completion of the probationary period, the employee shall receive a written evaluation by their immediate supervisor concerning the employee's work performance. This evaluation shall be used to determine if the employment shall continue or be terminated. During the probationary period:

1. Any leave days and holidays shall not be compensated.

2. Requests for extended sick leave, family illness leave, personal business leave, and leave without pay shall not be granted.
3. Health Insurance, if elected, will be effective on the 1st day of the month following 31 days of hire. Refer to benefit schedule for more information.

Employees successfully completing the probationary period will be entitled to paid holidays and leave days as noted in Support Staff Benefit Schedule.

PLACEMENT ON SALARY SCHEDULE

New employees are placed on the salary schedule based on position and years of service with WBCSC. The School Corporation considers all factors it deems appropriate in setting a new employee's hourly wage. The Support Staff Pay Scale may be adjusted at any time and in the sole discretion of the School Corporation. Salary increases will only be allowed with an annual evaluation rating of highly effective or effective.

CRIMINAL BACKGROUND CHECK

To safeguard students and staff, the Board requires a criminal background check of each applicant recommended for employment.

PHYSICAL EXAMINATION

The Board or Superintendent may require an employee or candidate to submit to a physical examination by an approved physician in order to determine employment status. Board policies and guidelines will be followed.

STANDARDS FOR PERSONAL CONDUCT AND JOB PERFORMANCE

The School Corporation hopes that your working relationship with us will be mutually satisfactory. However, an individual's employment will continue only so long as the employee is satisfied with the School Corporation and the School Corporation is satisfied with the employee's performance and growth. Just as the employee may resign at any time, he/she may be discharged at any time. The School Corporation makes no promise of continued employment or employment for a specified period of time.

Any employee who fails to perform his/her job satisfactorily or is otherwise guilty of misconduct may be subject to discipline. Conduct on or off the job that reflects unfavorably on the School Corporation or interferes with the overall operations requires corrective action. Because circumstances vary in each case involving possible disciplinary action, each situation will be handled on a case-by-case basis. The types of discipline that will be imposed include oral warnings, written warnings, suspension, and discharge. Among the types of conduct, but not limited to, that may result in termination are the following:

1. Sleeping during working hours
2. Intimidating, coercing or interfering with other employees or administration
3. Knowingly signing or altering the time card of another employee
4. Misusing or removing from the premises confidential corporation records or sensitive information of any nature without prior authorization
5. Falsification of personnel or other Corporation records or documents
6. Unauthorized possession of weapons on the premises at any time
7. Destruction or abuse of the Corporation vehicles, property, tools, equipment, or the property of other employees

8. Making or publishing false statements concerning work performed for the Corporation
9. Making or publishing false statements concerning a student, parent, other corporation employee or the Corporation
10. Failure to disclose information on an application
11. Theft of property
12. Verbal abuse to students, parents or other employees
13. Assault of students, parents or other employees
14. Excessive use of a personal cell phone or other device during work time
15. Whether on or off the clock, use of social media or other online platforms in manner harmful, degrading, or embarrassing to the Corporation, its employees, and/or its students.
16. Use of social media or other online platforms during work time.
17. Violation of discrimination, sexual harassment or equal employment regulations
18. Conviction of an offense deemed detrimental to the Corporation or to its overall operations
19. Conviction of any crime of moral turpitude
20. Use of illegal drugs or substances
21. Improper use or abusive use of legal drugs or substances including alcohol
22. Use of alcoholic beverages on Corporation premises
23. Acts of dishonesty
24. Using deduct days (absent from work (asking for no pay) when all benefit days are exhausted)
25. Failing to work the assigned shift
26. Misuse of Internet/Email
27. Discourteous treatment to students, parents, or other corporation employees
28. Excessive or unreported absenteeism or tardiness
29. Failure to maintain appropriate dress
30. Creating or contributing to unhealthy or unsanitary conditions
31. Disregarding timekeeping procedures
32. Loitering or wasting time during work hours
33. Unauthorized or abusive operation of machines, tools, or equipment
34. Failure to comply with safety guidelines, protocols, and procedures
35. Leaving corporation premises during working hours without permission
36. Gross or willful negligence
37. Incompetence
38. Insubordination or refusal to comply with directives of supervisor/administrator.
39. Any Other conduct deemed improper and/or inappropriate.

The examples of prohibited conduct listed above are not, and are not intended to be, exhaustive. Prohibited conduct may exist in ways other than those listed in the foregoing examples.

RESPONSIBILITIES AND DUTIES

Employees are expected to be honest in reporting of work time, reasons for absence, and execution of their employment responsibilities. Any changes in the scheduled workday and break times must be pre-approved by the employee's immediate supervisor or building administrator. Employees are expected to work any of the work shifts available. This includes day, day and evening, evening and night.

PROFESSIONAL APPEARANCE

Because we desire the students and public to have a good impression of each of us, our schools and the overall operation of the School Corporation, we require that all non-certified staff members be attired in clothing that is appropriate to the work setting (in style or fit and is clean and neat in appearance).

This includes appropriate footwear. Should there be any questions, please contact your immediate supervisor or building principal.

WORKDAY AND WORK YEAR

The employee shall observe a workday as directed by the direct supervisor or building administrator. Hours worked each day shall be determined by the immediate supervisor or building principal. The employee shall work the number of days as determined by the supervisor or building administrator. This may vary from year to year depending upon the funding formula, school calendar and corporation needs. Employees may not leave their job assignment without advance approval from their immediate supervisor.

EMERGENCY CLOSINGS AND DELAYS

Classified staff members are included in the School Messenger System that notifies the staff, students, parents, school board, and media of delays, cancellations, postponements, and other vital information. It is the responsibility of staff members to keep all numbers updated and should contact the Technology Department with changes.

DELAYS

Non-certified staff members whose workday is coordinated with the student days are to observe the same calendar of days and reporting time schedule as the students. Non-certified staff members whose work scheduled is coordinated with the student calendar may not work beyond 180 days without prior central office approval. Employees cannot be compensated for additional time unless that time is approved in advance by the immediate supervisor. Employees who do come in and work will be paid their regular hourly rate for the number of hours worked.

SCHOOL CLOSINGS/ELEARNING DAYS

When school is closed for the day, student classes are canceled, or teachers are not in attendance, non-certified school year staff members are to observe the same calendar of days and reporting time schedule as students. Non-certified school-year staff may not work more than 180 days without prior central office approval. Unless otherwise directed by their supervisor, all non-certified, school-year employees shall work on days rescheduled due to previous cancellations. Non-certified, year-round employees are asked to report to work as safely as possible per their regular work schedule. Non-certified, year-round employees who do come in and work will be paid their regular hourly rate for the number of hours worked. If an employee is unable to safely report to work, they are to notify their supervisor as soon as possible. In this instance, the non-certified, year-round employee may claim a personal day or opt to take it unpaid.

SHORT-TERM INDIVIDUAL SCHOOL CLOSINGS

In the event of a short-term individual school closing, the guidelines above pertaining to school closings shall normally apply. However, in these situations, the administration may assign employees to work in other locations as deemed necessary. Employees who do work will be paid their regular hourly rate for the number of hours worked.

LONG-TERM INDIVIDUAL SCHOOL CLOSING

In the event of a long-term individual school closing, specific information will be given by the Superintendent, his/her designee, or the employee's supervisor. Employees who do work will be paid their regular hourly rate for the number of hours worked.

EARLY DISMISSAL

In the event of an early dismissal, non-certified, year-round employees are asked to maintain their regular work schedule unless weather conditions exist that would jeopardize the employee's safety. If year round employees feel they must leave or if employees are unable to report for their regular shift, they are to contact their immediate supervisor as soon as possible. On days of school closings, delays, or early dismissals where the supervisor directs the employees not to report to work, year round employees who are eligible and have days remaining may take personal business or vacation days. Times and hours worked each workday may not be altered and/or changed without prior approval of the employee's supervisor.

TIME CARDS

Time cards are to be completed by the employee. Information should include the time in, time out, and the total number of hours worked each day. An accurate total amount of time should be recorded on the time card. Any time off must be properly written on the time card. All time cards are to be submitted to the immediate supervisor on the appropriate Friday.

OVERTIME

It is the intention of the School Board to compensate the classified staff members for overtime work when such work is previously approved and properly performed. No overtime shall be worked without prior approval from the Superintendent or immediate supervisor.

REPORTING AN ABSENCE

An employee who is ill and cannot report for work must give a minimum of one (1) hour notice to the employee's immediate supervisor. Failure to report an illness in a timely manner may result in forfeiture of sick leave pay. Unsatisfactory attendance patterns shall be considered grounds for discharge. An employee shall have the right to present medical evidence, substantiated by a physician to show good cause for absence.

RESIGNATIONS

The employee is expected to submit a written letter or resignation with the Corporation two (2) weeks prior to the effective date of resignation. The Superintendent may waive this date requirement.

TRANSFERS

The School Board believes that the careful placement of support staff within the corporation is vital to the utilization of qualified and competent support staff for the successful functioning of the Corporation. An employee who desires to transfer to another position shall file a written statement of such desire with the immediate supervisor. This includes shift changes.

When involuntary transfers are deemed necessary, including shift changes, transfers will be made on the basis of the best interests of the Corporation. Such transfers will be finalized after consultation among appropriate building administrators, supervisors, and the Superintendent. Responsibility for the assignment and transfer of support staff members shall be vested in the Superintendent or her designee.

REDUCTION IN FORCE (RIF)

It is the responsibility of the school corporation to provide the classified support staff necessary for the operation of the Corporation. The superintendent shall recommend to the Board the elimination of existing positions. The Board reserves the right to eliminate any existing position in whole or in part to reduce the number of classified staff in such positions based on the recommendation of the Superintendent. All classified staff shall be selected for reduction in force in accordance with: job

performance, past experience and diversified capabilities. The classified employee shall be notified if he/she is not to be reemployed in the following year.

DISCIPLINARY ACTIONS

In the event of an infraction of corporation rules by a support staff member, it shall be the policy of the Board to apply the statutes of the State, these policies, and guidelines of the Corporation with equal consideration to each support staff member. The Board reserves the right, within law, to impose penalties for disciplinary reasons. However, where a support staff member fails or refuses to perform work, the Superintendent may deduct, without further authorization, wages reasonably related to the time not worked. The Superintendent shall prepare disciplinary rules for situations most often encountered which provide for progressive penalties.

EMPLOYEE EVALUATIONS

The School Board recognizes the importance of implementing a program of classified staff evaluations for the purpose of promoting individual job performance and improving service to students. The goals of the Board's evaluation plan for support staff are to improve and reinforce the skills, attitudes, and abilities which enable a support staff member to be effective in achieving assigned job goals and to identify and remediate weaknesses which prevent a classified staff member from achieving the goals of assigned duties.

The employee will be evaluated annually by his direct supervisor or a building principal and receive a rating of highly effective, effective, improvement necessary or ineffective. Any noted area of concern or specific deficiency shall have recommendations for improvement. The supervisor or principal may hold a conference with the employee to discuss the written evaluation. At the conclusion of the conference, the supervisor or principal will provide the employee an opportunity to sign copies of the evaluation. An employee's signature is an indication of the receipt of the evaluation. The employee may submit a written statement in response to the evaluation within three (3) days. This response will be attached to the evaluation and kept in the employee's personnel file. Employees must receive a rating of effective or highly effective to be eligible for any pay increases in the coming year.

PAY INCREASES

The Administration and School Board recognize the importance of competitive compensation and rewarding quality work performance. If the school financial situation permits, school administration will recommend an annual pay increase for classified staff to the school board. Upon board approval, the classified staff members' pay will be adjusted on the next payroll and will not be applied retroactively. Although not guaranteed, this typically occurs in the fall. Classified employees must have an evaluation rating of effective or highly effective to receive the increase.

CHILD ABUSE/NEGLECT

Any school official or employee who has reason to believe that a child is a victim of child abuse or neglect shall make an immediate oral report to the school building principal, said principal to thereafter make an immediate oral report to the local child protection service or the police. The school official or the employee shall verify that the school building principal has made an immediate oral report to the local child protection service or the police.

DRUG ABUSE REPORTING RESPONSIBILITY

As of July 1, 1987, House Enrolled Act 1875 requires employees to report to a member of the administrative staff any crime involving drugs which occur on or within 1000 feet of school property or on a school bus. You must make this report within 24 hours to your administrative staff.

SEXUAL HARASSMENT

The School Board recognizes that a support staff member's right to freedom from employment discrimination includes the opportunity to work in an environment untainted by sexual harassment. Sexually offensive speech and conduct are inappropriate to the harmonious employment relationships necessary to the operation of the corporation and intolerable in a work place to which the students of this corporation are exposed. The Superintendent shall instruct all support staff and agents of the Board to recognize and correct speech and behavior patterns that may be sexually offensive with or without the intent to offend.

The School Corporation is committed to providing a work environment free of job-related sexual discrimination and unlawful harassment. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other similar verbal, visual or physical conduct creating an intimidating, hostile or offensive work environment. Examples of conduct which may create a hostile environment include, but are not limited to: threats or intimidation of sexual relations or contact which is not freely or mutually agreeable to both parties; verbal abuse of a sexual nature; jokes, pranks, gestures or remarks of a sexual nature; sexually suggestive objects, posters, calendars or pictures; sexually degrading words; and propositions of a sexual nature.

Sexual harassment does not refer to socially acceptable behavior. It refers to behavior that is not welcome, is personally offensive, lowers morale and therefore interferes with work effectiveness. No employee shall threaten or insinuate, either explicitly or implicitly, that another employee's refusal to submit to sexual advances will adversely affect the employee's employment status, evaluation, wages, advancement, assigned duties, shifts or any other condition of employment or career development.

Any employee engaging in sexual harassment will receive disciplinary action, up to and including immediate discharge.

Any employee who feels that he/she has been or is being subjected to sexual harassment should report the situation immediately to their supervisor, principal or the Superintendent. All complaints will be investigated in an impartial and confidential manner.

HARASSMENT

The School Corporation does not tolerate any speech or conduct that is intended to, or has the effect of, abusing or harassing any employee or student because of his/her race, sex, religion, creed, national origin, age, disability, gender identity or expression, sexual orientation or any legally protected classification. Employees may be subject to discipline, including termination, for violations of this policy. Examples of such conduct include, but are not necessarily limited to, slurs, threats, intimidation or hostile acts, verbal, written, electronic or graphic materials that denigrate, show hostility, or show an aversion toward an individual or group, which are placed on walls, bulletin boards, social media, or anywhere on school property or are otherwise circulated in the workplace.

Any employee who feels that he/she has been or is being subjected to harassment should report the situation immediately to their supervisor, principal or the superintendent. All complaints will be investigated in an impartial and confidential manner.

ACCIDENT/INCIDENT REPORT

Employees are required to fill out necessary reports in the event of an accident. A short description of the event is to be noted on the form, signed by the employee and returned to the Corporation Office. It is imperative that this form reaches the Corporation Office within twenty-four (24) hours of the

accident/incident. A work-related accident with an injury to an employee resulting in in-patient hospitalization, amputation, or loss of an eye, must be reported to OSHA within 24 hours. A work-related incident resulting in a fatality of any employee must be reported to OSHA within 8 hours.

DRUG-FREE WORKPLACE

In compliance with the Drug-Free Workplace Act of 1988, the Board prohibits the manufacturing, possession, use, distribution or dispensing of any controlled substance, including alcohol by any member of the classified staff at any time while on Corporation property or while involved in any Corporation related activity or event. Any staff member who violates this policy shall be subject to disciplinary action in accordance with Corporation guidelines.

USE OF TOBACCO

School Board policy prohibits the use of tobacco in school buildings, on school grounds, in school vehicles, or at any school-related event.

EMERGENCY PROCEDURES

If severe weather disturbances are threatening, support staff may be needed to assist with the proper procedures for securing the safety of all students and staff of the Corporation. Specific instructions will be given to you by your direct supervisor or building principal.

CRISIS PLAN

In the event of a crisis, a Corporation Crisis Plan has been established. A copy of this plan is available through your immediate supervisor or building principal.

CONTROL OF BLOOD-BORNE PATHOGENS

The Board seeks to protect those support staff members who may be exposed to blood pathogens and other potentially infectious materials in their performance of assigned duties. Proper training is essential in this area. Specific procedures and precautions are in place. Support staff members are expected to regard this matter seriously and to be responsible for implementing appropriate safety measures. A basic listing of procedures and preventative measures are available through your immediate supervisor.

KEYS/FOBS (Keyless Entry)

Keys and fobs (keyless entry) are the property of the Corporation. They are issued to employees based on a need and are not to be given or loaned out without administrative approval. Incidents of lost or stolen keys or fobs are to be reported immediately to the building principal and/or the employee's supervisor. Employees may be held liable for costs associated with the loss of keys or fobs.

LEAVES

The School Board and School Corporation realize that there will be days when an employee will not be able to report to work. A form entitled "Leave Request" needs to be completed and returned to the employee's immediate supervisor or building principal immediately following the leave day. If an employee is requesting a pre-arranged leave other than Family & Medical Leave, this form should also be completed and filed with the immediate supervisor or building principal at least three (3) days prior to the leave. The notice requirements for Family & Medical Leaves are as stated below. Leaves for the purpose of reporting to other places of employment will not be approved.

FAMILY & MEDICAL LEAVE

Subject to the conditions set forth below, eligible employees who need to care for family members or themselves may be granted up to twelve (12) weeks of unpaid leave per year. The term “year” for this purpose is the twelve-month period measured forward from the date an employee uses any Family & Medical Leave, rather than a calendar or fiscal year.

Eligibility

To be eligible for Family & Medical Leave, the employee must meet one of the requirements listed below under the heading “Types of Leave Covered” and have been employed for at least twelve (12) months with a minimum of 1,250 hours worked during the previous twelve (12) months. Employees who do not meet the eligibility requirements for Family & Medical Leave may be eligible for other types of leave as described in this Guide.

Notice

Eligible employees needing to take Family & Medical Leave should provide the School Corporation as much notice as possible, but at least thirty (30) days notice, of their intention to take Family & Medical Leave, when the need for leave is foreseeable. In cases of an emergency, a change in circumstances, or unforeseeable situations, employees should give notice as soon as possible, ordinarily within two business days of when the need for leave becomes known to the employee. Talk to your immediate supervisor, the principal, or the School Corporation office for additional information.

Types of Leave Covered

Eligible employees are entitled to take up to twelve (12) weeks unpaid leave a year for one or more of the following reasons: for the care of the employee’s child (birth, placement for adoption or foster care); for the care of the employee’s spouse, son, daughter or parent who has a serious health condition; or for a serious health condition that makes the employee unable to perform his job. The employee will need to provide medical certification to support a serious health condition. The employee will need to provide medical certification if the employee is unable to return to work because of a serious health condition. A more complete listing of the requirements of the Family and Medical Leave Act of 1993 is available from your immediate supervisor, principal, and the School Corporation Office. Personal leave days **do** count against FMLA days.

PERSONAL DAYS

See Support Staff Benefit Schedule

VACATION

See Support Staff Benefit Schedule

HOLIDAYS

See Support Staff Benefit Schedule

BEREAVEMENT DAYS

See Support Staff Benefit Schedule

JURY DUTY

In case of absence in response to jury duty, an employee will receive regular base pay salary minus that paid by the Court. The employee shall submit a copy of verification of payment by the Court to WBCSC Administration Office for salary adjustment.

SUBPOENA

In case of absence in response to a subpoena, an employee will receive regular base pay salary minus that paid by the Court. The employee shall submit a copy of verification of payment by the Court to WBCSC Office for salary adjustment.

DEDUCT DAYS

Non-certified employees are to perform services in accordance with the school adopted policies, calendars, guidelines and procedures. Employees are granted holidays, personal leave, vacation days, and bereavement leave to use as need determines. Individuals are not permitted to take deduct days, consisting of days off of work with no pay with no leave days available, unless otherwise approved.

INVOLUNTARY LEAVES OF ABSENCE

It is policy of the School Board to protect the students of the School Corporation from the influence of support staff members who are not well. The Board reserves the right to place a staff member on sick leave or suspend a support staff member for physical or mental disability. In the case of a support employee who, in the opinion of their immediate supervisor, is unfit to work in this School Corporation by reason of physical or mental condition, and where, in the judgment of the School Corporation, a leave of absence is more appropriate than termination of employment, the support staff member may, at the sole discretion of the School Corporation, be placed on an involuntary leave of absence for a period of time to be determined by the School Corporation.

PERSONNEL

CHANGE IN DIRECTORY INFORMATION

Any change of name, address, or telephone number shall be reported to building of employment and to the immediate supervisor in writing within ten (10) working days. These changes are to be forwarded/copied to the Corporation Office.

DIRECT DEPOSIT/PAYROLL DEDUCTIONS

Employees may request, in writing, that specified amounts be deducted from their salary. Written requests must be submitted to, and kept on file, with the Corporation Office. All amounts deducted shall be remitted by WBCSC to the employee's specified organization or program.

Direct deposits/payroll deductions are available for the following:

- 1) Financial Institution of the employees choice
- 2) Tax-Sheltered Annuity
- 3) Western Boone Education Foundation

All deductions shall remain in effect unless a written authorization to change is submitted to the Corporation Payroll Office. It shall be understood that the employee shall be directly responsible for payments to the designated organization or program if the employee's pay is not sufficient to cover such obligations. WBCSC shall not be held responsible or liable based upon the form or manner of deductions, lack of deductions or payments.

LIFE INSURANCE

See Support Staff Benefit Schedule

MEDICAL INSURANCE

See Support Staff Benefit Schedule

LIABILITY

Employees are covered under the Western Boone County Community School Corporation's umbrella liability insurance policy. An employee failing to follow proper safety procedures will be appropriately disciplined.

WORKER'S COMPENSATION

The Board shall provide Workers' Compensation insurance for all employees. Procedures to be followed in case of injury during the regular course of employment are available from the employee's direct supervisor or principal. Employees must report all job-related injuries to their supervisor or principal, immediately, even if medical treatment does not seem necessary at the time. Serious accidents should also be reported to the supervisor or principal. An employee accident report shall be completed and forwarded to the Administration Office within 24 hours. If, after filing the initial accident report, additional information is received regarding treatment or loss of time, the Corporation Office is to be notified promptly. Should report of employee's on the job accident or injury not be reported as heretofore set forth, the employee may be considered to have waived this benefit. All charges incurred for job related injuries will be submitted to our Workers' Compensation Insurance carrier. Charges should not be claimed on an employee's medical insurance. For additional information, the employee should contact the Corporation Office.

RETIREMENT

See Support Staff Benefit Schedule

Western Boone Non-Certified Employee 90 Day Probation Period Evaluation Form
A copy of this form is to be sent to the Admin Office

Name _____ Position _____ Hire date _____
 Building _____ Supervisor _____ Evaluation date _____

Performance Factors

Performance Assessment

	Meets Expectations	Needs Improvement	Does Not Meet Minimum Requirements
1. Work Quality	_____	_____	_____
2. Dependability	_____	_____	_____
3. Judgment / Decision Making	_____	_____	_____
4. Public Contact / Communications	_____	_____	_____
5. Human Relations	_____	_____	_____

Comments about Employee's Job Performance _____

Recommendation:

Employee has successfully completed the 90 day probationary period and no follow up is required.

Employee has completed the initial 90 day probationary period and will have a follow up in 90 days.

Employee has not successfully completed the 90 day probationary period. _____

 Principal/Supervisor Signature

 Date

I have read and received a copy of this evaluation. I understand my signature does not indicate agreement.

 Employee Signature

 Date

**Western Boone County Community School Corporation
Non-certified Employee Guide
Acknowledgement/Signoff Form**

I have received, read and understand the WBOCCSC non-certified handbook. I agree to the terms and to abide by guidelines and rules set forth.

Printed Name

Signature

Date

Please sign and return this page to your principal/supervisor to be placed in your personnel file.

TEACHER APPRECIATION GRANTS

BP – 3136

The Western Boone County Community School Corporation (WBCCSC) will distribute its Teacher Appreciation Grant monies received from the Indiana Department of Education to the teachers who meet the following criteria:

1. Employed in the classroom or directly provided education in a virtual classroom setting;
2. Received a Highly Effective or an Effective rating on their most recently completed performance evaluation; and
3. Employed on December 1st of the year the Corporation receives the Teacher Appreciation Grant monies.
4. Be present at least 162 days of the school year per the WBCCSC Evaluation Plan.

The School Corporation will distribute its Teacher Appreciation Grant monies as follows:

1. To All Effective Teachers: A stipend as determined by the superintendent
2. To All Highly Effective Teachers: A stipend in the amount of 25% more than the stipend given to Effective teachers

The School Corporation will distribute the stipends within 20 business days of the distribution date by the Indiana Department of Education of the Teacher Appreciation Grant monies to the School Corporation.

LEGAL REFERENCE: I.C. 20-43-10-3.5

Date Adopted: 8/14/17
11/5/18
7/15/19
7/20/20
7/19/21

**CONTRACT FOR THE USE OF SCHOOL FACILITIES BETWEEN
MENTAL HEALTH AMERICA OF BOONE COUNTY AND
WESTERN BOONE COMMUNITY SCHOOL CORPORATION**

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

WITNESSETH, that School Corporation and MHABC, 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, 2021 and ending on or about July 31, 2022 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 or maintain the School Facilities 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. No fee shall be paid by BASE Provider to School Corporation for usage of building space to operate program. In the interest of the children of Western Boone

School Corporation, and to make a latchkey program available to the citizens of Western Boone Schools, BASE agrees to operate its program within Western Boone Elementary Schools, and the School Corporation agrees to provide needed space at no cost. School Corporation agrees to waive such cost unless and until both parties agree.

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's use of the School Facilities, then Child Care Provider shall indemnify and hold School Corporation harmless from any liability in connection with in. 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. Abandonment does not include any periods of time that

involve temporary or permanent closure of school buildings for any reason which would make use of such space(s) impossible or overly burdensome by BASE staff and students.

(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.

No remedy shall be available to School Corporation for the B.A.S.E. Provider's lack of use of space due to circumstances outside of B.A.S.E. Provider's control, such as temporary or permanent closure of school or schools.

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. Delivery of proposed building usage contract for the following school year to the School Corporation's main office shall be considered such notice. 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

1201 N. St Rd 75

Thorntown, IN 46071

If to Child Care Provider, at:

Mental Health America of Boone Co., Inc.

1122 N. Lebanon St.

Lebanon, 46052

Such addresses may be 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.

This contract and any interpretation thereof shall be governed by the laws of the State of Indiana.

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

This contract on this _____ day of _____ 2021.

WESTERN BOONE COUNTY COMMUNITY SCHOOLS

BY: _____

TITLE: _____

PRINTED NAME: _____

MENTAL HEALTH AMERICA OF BOONE COUNTY, INC.

BY: _____

TITLE: _____

PRINTED NAME: _____

MEMORANDUM OF UNDERSTANDING
BETWEEN Western Boone County Community School Corporation
AND Integrative Wellness, LLC

1. **Parties.** This Memorandum of Understanding (hereinafter referred to as “MOU”) is made and entered into by and between Western Boone County Community School Corporation, (WBCCSC) whose address is 1201 N. State Road 75, Thorntown, IN 46071 and Integrative Wellness, LLC (InWell), whose address is 610 North Lebanon Street, Lebanon, IN 46052.

2. **Purpose.** The purpose of this MOU is to outline the terms and conditions between WBCCSC and InWell for crisis services and for student referral to school and/or community based mental health services and for the provision of any school-based mental health services by InWell.

3. **Term of MOU.** This MOU is effective upon the day and date last signed and executed by the duly authorized representatives of the parties to this MOU and the governing bodies of the parties’ until June 1, 2022

4. **Responsibilities of WBCCSC.** WBCCSC will notify InWell when a crisis evaluation is needed for one of their students. Additionally, WBCCSC will refer students needing mental health services to InWell (see Appendix A for detailed referral process). WBCCSC will provide private space for the InWell provider and the student to meet for services.

6. **Responsibilities of InWell.** InWell will provide a licensed therapist to conduct a crisis assessment for students identified as needing this intervention. As a result of the crisis assessment, the therapist will either 1. develop a safety plan or 2. facilitate hospitalization for the student. InWell is available M-F 8-5 for crisis assessments on days that school is in session. If for some reason InWell is closed on a day that school is in session, InWell will notify the school of an alternative plan. Once called by the school to conduct a crisis assessment, InWell will respond within 90 minutes. If the response time is outside of 90 minutes, Lynette Clark will be notified by the school. InWell will also coordinate engagement services for students referred to services whether crisis in nature or a general referral to mental health services.

6 a. **COMPENSATION.** For the crisis assessment responsibilities, InWell will be compensated \$100.00 per hour for engagement hours recorded by staff. InWell will send an invoice to WBCCSC on a monthly basis for crisis services rendered. For all other services provided, InWell will work with the student’s guardians to obtain payment for

services provided either directly from the guardian or via insurance (ex. private insurance, Medicaid, etc).

7. **Equity, Cultural, and Linguistic Competency.** Adherence to WBCSC and InWell equity, diversity, and inclusion policies. Cultural and Linguistic Competency and cultural diversity trainings for school and Provider staff. Considerations for the population of WBCSC.

8. **Evaluation.** The program's evaluation of services will include but not be limited to youth, family, and school feedback/input to InWell. Both parties will exchange feedback to one another about collaboration efforts made on behalf of the student.

9. **Confidentiality.** InWell shall comply with all applicable state and federal laws. InWell may not share any protected health information without a valid release of information form. InWell will coordinate with the school to ensure that appropriate consents and releases are obtained. WBCSC must maintain confidentiality of any medical records that result from services provided by InWell after the referral. WBCSC must also follow its internal policy prohibiting it from sharing reports or notes from InWell with other school officials or maintaining any reports, notes, diagnoses or appointments with InWell in the student's permanent education file.

10. **Termination of the Agreement.** Either WBCSC or InWell may terminate the agreement at any time with or without cause upon 30 days advance written notice to the other party.

11. **Insurance.** InWell agrees to maintain Workers Compensation and Malpractice coverage.

12. **Compliance.** InWell will adhere to all WBCSC policies and procedures.

13. **Non-Discrimination.** WBCSC and InWell will adhere to all school policies addressing non-discrimination including 2260-Nondiscrimination and Access to Equal Education Opportunity and 2260.01-Section 504/ADA Prohibition against Discrimination Based on Disability.

The effective date of this MOU is the date of the signature last affixed to this page.

Western Boone County Community School Corporation.

Rob Ramey, Superintendent

Date

Integrative Wellness, LLC

Lynette Clark, Director

Date

School Mental and Behavioral Health Services

Appendix A: Early Identification-Referral-Service Workflow *In accordance with Senate Enrolled Act 246*

PRE-REFERRAL

Professional development/trainings for School staff on identification of mental health issues
School staff (teachers, administrators, other staff) observations of student



NOTIFICATION

School staff follow School-developed process for notification to identified School officials of observed student social, emotional, mental and/or behavioral health needs



School-developed notification process to include parent/guardian notification



Parental notification, including School conference with the student and the student's parent/guardian to address the student's potential need for and benefit from voluntary mental or behavioral health services (from the School or through the Provider)



Parent/Guardian written consent or refusal for student referral to services



REFERRAL



Referral to Provider



Follow School's internal protocols for enrolling student in services/supports



Referral to Provider for behavioral health services (School- and/or community-based)



Provider (with parent engagement and consent) schedules and completes intake to enroll student in services



Provider obtains releases of information to communicate necessary information with the School



Provider develops and implements individualized treatment plan with student



Provider collaborates with School to provide School-based services as agreed upon in MOU

**ADDENDUM B TO AGREEMENT FOR ATHLETIC TRAINING SERVICES
PROVIDING FOR EXTENSION OF CURRENT AGREEMENT**

WHEREAS, THE BOARD OF TRUSTEES OF THE FLAVIUS J. WITHAM MEMORIAL HOSPITAL D/B/A WITHAM HEALTH SERVICES, INC., an Indiana county hospital, (hereinafter "Witham") and **BOARD OF TRUSTEES OF WESTERN BOONE COUNTY COMMUNITY SCHOOL CORPORATION**, an Indiana public community school corporation, (hereinafter "School") have previously entered into an Agreement for Athletic Training Services, with an Effective Date of August 1, 2018 and a termination date of July 31, 2021, hereinafter referred to as "the Agreement", and that said Agreement also included an "Addendum A" that provided for specific "Services Elements"

WHEREAS, the Agreement specifically provided in Paragraph 5.1 that "The Agreement may be extended beyond the termination date only upon the written Agreement of both parties", and

WHEREAS, the duly authorized representatives of Witham and School have concluded that it is in the best interests of both parties to extend the Agreement and "Addendum A" thereto for another three (3) year term upon substantially identical terms as the previous Agreement.

NOW, THEREFORE, in consideration of the mutual covenants as contained herein, the parties agree as follows:

1. Incorporation of Previous Agreement. The Agreement referred to hereinabove is herein attached hereto and made apart hereof by reference in its entirety.

2. Extension of the Term of the Agreement. Witham and School herein stipulate and agree that Paragraph 5.1 of the Agreement shall hereinafter be amended to provide as follows:

"5.1 The initial term of this Agreement commenced on the 1st day of August, 2018 (the "Effective Date") and was due to terminate on the 31st day of July 2021. The parties herein mutually stipulate and agree that said initial term shall be extended beyond said initial termination date to and including the 31st day of July, 2024."

3. Extension of the terms of "Addendum A" of the Agreement. Witham and School herein stipulate and agree that the final paragraph of Addendum "A" of the Agreement shall hereinafter be amended to provide as follows:

"Payment from School:
\$0.00 Dollars for the School Years beginning in 2018 and extending through the termination of this Agreement."

4. Remainder of Agreement and "Addendum A" Remains in Effect. Witham and School herein acknowledge and agree that the Agreement and Addendum "A" thereof shall be amended by the specific amendments as set forth hereinabove in this "Addendum B", and herein further acknowledge and agree that the rest and remainder of the Agreement and Addendum "A", not amended herein, shall remain in full force and effect.

IN WITNESS WHEREOF, the duly authorized representatives of Witham and School have executed this "Addendum B" on the dates written below.

(SIGNATURES APPEAR ON SUCCEEDING PAGE)

BOARD OF TRUSTEES OF THE FLAVIUS J. WITHAM MEMORIAL HOSPITAL

By: Raymond V. Ingham PhD
Raymond V. Ingham, PhD.
Chief Executive Officer

Date: 6.11, 2021

WESTERN BOONE COMMUNITY SCHOOL CORPORATION

By: _____
President, Board of School Trustees

Date: _____

PROFESSIONAL SERVICES/CONSULTING AGREEMENT

THIS AGREEMENT entered into this 26th day of June, 2021 by Absolute Therapy, LLC (hereinafter called "Consultant/Vendor"), and Western Boone Community School Corporation, 1201 N. State Road 75, Town of Thorntown, State of Indiana, 46071 (hereinafter called the "Board"). For valuable consideration, the Consultant/Vendor and Board agree as follows:

1. A licensed speech-language pathologist, Ana Workman, and a speech-language pathologists assistant, Erin Pierce, employed by Consultant/Vendor will provide speech-language services to the Board beginning the week of August 9th, and continuing until the close of the Fall semester of 2021-2022 school year, on or about December 17th, 2021. Description of Services may include, but not limited to:
 - a. Speech-Language Pathology services as defined by the American Speech-Language-Hearing-Association and Indiana Professional Licensing Agency.
 - b. Speech and language treatment to groups of students as outlined in individual IEP's.
 - c. Preparation of materials necessary for such treatment.
 - d. Maintain ongoing documentation of progress each child is demonstrating. Arrange case conferences/attend case conferences as needed.
 - e. Conduct evaluations.
 - d. Report Writing.
 - f. Writing speech-language IEP goals and objectives. Consultation with school officials and families.
 - g. Attendance at IEP and other meetings as necessary.
2. The Consultant/Vendor agrees the Employees of Absolute Therapy will have and maintain the necessary state license.
3. The Employees will begin work on Monday, August 9th 2021: Erin Pierce, B.S., SLP-A will work 4 days a week. Ana Workman, M.A., CCC-SLP, will work 1 day a week until December 17th, 2021 as supervisor to Erin Pierce.
4. The Consultant/Vendor agrees the Employees will abide by all rules and regulations of the Board at all times while employed.

5. Term. This agreement shall be effective from the date first written above to and including December 17th, 2021 unless earlier terminated under paragraph 13.
6. In the event of termination, Consultant/Vendor shall be compensated for all Services rendered as billed and itemized to the date of termination.
7. Per Indiana Administrative Code, the supervisor for the SLP assistant shall:
 - a. provide direct supervision a minimum of twenty percent (20%) weekly for the first ninety (90) days of work and ten percent (10%) weekly thereafter. Supervision days and times should be alternated to ensure that all patients/clients receive direct treatment from the supervisor at least once. At no time should an SLP assistant perform tasks when a supervisor cannot be reached by: personal contact, telephone, pager, or other immediate means.
 - b. The supervisor must determine supervision needs. The amount of supervision may be increased depending on the: competency of the SLP support personnel; needs of the patients or clients served; nature of the assigned tasks.
 - c. However, the minimum standard must be maintained. Indirect supervision activities may include, but are not limited to: record review, phone conferences, or audio/video tape review.
8. Payment. The Consultant/Vendor will be paid the following: Erin Pierce will be paid a rate of \$60 per hour based on 29 hours a week; Ana Workman will be paid a rate of \$75 dollars per hour based on a 7.25 hour week. All payments will be made directly to Absolute Therapy, LLC.
9. If services vary from the contracted number of hours in the paragraph above, due to illness, professional meetings, inclement weather, school closing, or additional hours approved by the Director of Special Education, appropriate adjustment will be reflected in the final month's billing.
10. The Board will provide an appropriate treatment space, materials, supplies, and support services.
11. Insurance. Consultant/Vendor shall maintain primary comprehensive general liability insurance, including bodily injury and property damage coverage in an amount no less than \$3,000,000.00. The coverage minimum will apply to specific and aggregate limits.
12. No Third Parties Beneficiaries. Nothing in this agreement shall be construed to create or extend any rights to any third parties as third party beneficiaries.
13. Termination. This agreement may be terminated for the following reasons:

- a. Breach of Contract by the Employee;
 - b. The expiration of this contract without renewal;
 - c. Death of the Employee
 - d. Incapacitation of the Employee for over 20 days.
 - e. Unforeseeable circumstances which render the contract impracticable.
 - f. Any other circumstances which render the performance impracticable.
14. Governing Law. This agreement shall be governed by and construed in accordance with the laws of the State of Indiana.
15. Any dispute between Consultant/Vendor and the Board related to this contract will be settled by voluntary mediation. If mediation is unsuccessful, the dispute will be settled by binding arbitration using an arbitrator of the American Arbitration Association and by following the rules of the American Arbitration Association.
16. No modification of this Contract will be effective unless it is in writing and is signed by both Consultant/Vendor and the Board. This Contract binds both parties and any successors. This document is the entire agreement between the parties.
17. The Board must not compete with the agency by working directly with the employee. This ban is in effect from the beginning of the contract period until two years after the contract period is over.
18. This contract replaces any previous offer or contract, written or verbal.

IN WITNESS WHEREOF, the parties have executed this Agreement in the State of Indiana on the day first mentioned above.

Date: 06-26-2021

Date: _____

X *Ana W. Jorkman*

Absolute Therapy, LLC

X _____

Western Boone Community School Corporation

TECHNOLOGY SALVAGE ITEMS - SUMMER 2021		
Quantity	Item Description	
192	HP 645 Probook G1 Laptops	
240	HP 11 Probook G2 Laptops	
1	Dell Vostro 1510 Laptop	
1	Lenovo Thinkpad Twist Laptop	
1	Dell Optiplex 745 Desktop Computer	
1	Dell Optiplex 755 Desktop Computer	
5	Dell Optiplex 760 Desktop Computers	
94	Dell Optiplex 780 Desktop Computers	
86	Dell 17" Monitors	
2	HP 17" Monitor	
8	Sharp Projectors	
8	Dell 1700 Printer	
1	Dell 5210n Printer	
2	Dell 3130cn Color Printer	
16	VCR/DVD Players	
1	Cisco IP Phone 7945	
2	Smart Remotes Set of 32 remotes	
2	TOA Corp - Building Sound Amps	
3	Smart Interactive Boards	
1	Intelliboard Interactive Board	
Boxes	Keyboards, batteries, displays, laptop parts	

EDUCATION & OPERATION FUND COMPARISON REPORT

As of June 30, 2021, the Education Fund cash balance was \$3,364,571. The Education Fund expenditures for June 2021 were \$764,569. As of the end of June 2021, a total of 44% of the 2021 appropriation was expended.

As of June 30, 2021, the Operation Fund cash balance was \$2,573,816. The Operation Fund expenditures for June 2021 were \$330,349. As of the end of June 2021, a total of 37% of the 2021 appropriation was expended.

Western Boone County Community School Corporation has investments in the form of various interest-bearing accounts and deposits with financial institutions and has earned interest as follows:

<u>Financial Institution</u>	<u>2021 YTD Interest Earned</u>
Home National Bank	\$5,209.98

FYI: The June 2021 - Fund, Appropriation, and Revenue Reports are posted to the School Board Document Site