

BOARD MINUTES
BOARD MEETING
ADMINISTRATION BUILDING
July 22, 2024
7:00 P.M.

Call to Order: Brian Gott, Greg Hole, Dennis Reagan, Adam Shepherd, Melissa Smith and Shane Steimel. Phil Foster was absent.

Pledge of Allegiance
Prayer

- **MINUTES**

- The Chair entertained a motion to approve the minutes of the June 10, 2024, School Board Meeting.

Motion: Brian Gott, Second: Dennis Reagan, (Discussion), Vote: 5-0

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**
 - Stormy Kramer – Termination – Special Education Instructional Assistant effective May 23, 2024
 - Danielle Burchfield – Employment – Assistant Principal effective July 1, 2024
 - Amber Rust – Employment – Part-Time – Special Education Instructional Assistant effective August 5, 2024
ECA
Kim Bloss – Math Bowl Coach
- **Thorntown**
 - Meghan Pepelea – Employment – Temporary Contract – 6th Grade Teacher effective August 1, 2024
 - Kathy Keith – Employment – Media Assistant effective August 5, 2024
- **Western Boone**
 - Whit Keadle – Resignation – Physical Education Teacher effective 2023-2024 school year
 - Stefanie Day – Termination – Custodian effective June 6, 2024
 - Stephanie Crouch – Resignation – Part-time Development Director effective July 12, 2024
 - Katie Maurath – Employment – Life Skill Instructional Assistant effective August 8, 2024
 - Andrew Vaughn – Employment – Special Education Instructional Assistant effective August 8, 2024
 - Trevor Schaub – Resignation – Cook effective May 23, 2024
 - Renee Williams – Change in Position – Cook to Café Lead effective July 16, 2024
 - Miranda Seber – Employment – Custodian effective July 28, 2024
- **Western Boone Transportation**
 - Stormy Kramer – Termination – Bus Monitor effective April 18, 2024
 - Stephanie Crouch – Resignation – Bus Driver effective July 12, 2024
 - Victoria Goss – Employment – Non CDL Driver effective July 17, 2024
 - Elizabeth Roudebush – Employment – Substitute Bus Driver effective July 22, 2024

Motion: Melissa Smith, Second: Adam Shepherd, (Discussion), Vote: 5-0

- **BUSINESS**

- **2024-2025 District Goals**

- Superintendent Ramey recommended the Board approve the 2024-2025 District Goals.

Motion: Brian Gott, Second: Adam Shepherd, (Discussion), Vote: 5-0

- **Memorandum of Understanding for Lifeline Services 2024-2025**

- Superintendent Ramey recommended the Board approve the MOU for the Lifelines Program services between Western Boone School Corporation and Integrative Wellness, LLC for the 2024-2025 school year.

Motion: Melissa Smith, Second: Adam Shepherd, (Discussion), Vote: 5-0

- **Memorandum of Understanding for Mental Health Services 2024-2025**

- Superintendent Ramey recommended the Board approve the MOU for the Mental Health Program services between Western Boone School Corporation and Integrative Wellness, LLC for the 2024-2025 school year.

Motion: Brian Gott, Second: Melissa Smith, (Discussion), Vote: 5-0

- **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, 2024, and ending on or about July 31, 2025.

Motion: Dennis Reagan, Second: Greg Hole, (Discussion), Vote: 5-0

- **Teacher Appreciation Grant Policy** **BP – 3136**

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

Motion: Greg Hole, Second: Dennis Reagan, (Discussion), Vote: 5-0

- **Attendance Policy** **BP – 6020**

- Superintendent Ramey recommended the Board approve the revised policy related to the Attendance policy.

Motion: Greg Hole, Second: Adam Shepherd, (Discussion), Vote: 5-0

- **2024 Administrative Addendum**

- Superintendent Ramey recommended the Board approve the 2024 Administrative Addendum.

Motion: Greg Hole, Second: Dennis Reagan, (Discussion), Vote: 5-0

- **Baker Tilly Agreement**

- Superintendent Ramey recommended the board approve the Agreement with Baker Tilly Advisory Group, LP.

Motion: Brian Gott, Second: Adam Shepherd, (Discussion), Vote: 5-0

- **School Lunch Prices**
 - Michelle Fults, Food Services Director, recommended the Board approve the School Lunch prices for the 2024-2025 school year as presented.

Motion: Melissa Smith, Second: Greg Hole, (Discussion), Vote: 5-0

- **Food Service Staff Summer Retention Bonus**
 - Michelle Fults, Food Services Director, recommended the Board approve food service staff summer retention bonus of \$1,000.00 to all food service staff members that are employed by September 1, 2024, and completes 2024-2025 school year in good standing.

Motion: Adam Shepherd, Second: Melissa Smith, (Discussion), Vote: 5-0

- **Transportation Policies and Procedures Manual**
 - Lisa Pearson, Transportation Director, recommended the Board approve the revisions to the Transportation Policies and Procedures as submitted.

Motion: Adam Shepherd, Second: Dennis Reagan, (Discussion), Vote: 5-0

- **Salvage “0722024”**
 - Tricia Stanley, Principal, recommended the Board approve items on form “Salvage 07222024” declared as salvage.

Motion: Brian Gott, Second: Greg Hole, (Discussion), Vote: 5-0

- **Non-Resident Students**
 - Superintendent Ramey recommended the Board approve the following Non-Resident Students:
 - Kora Kotur – Granville Wells, PreK, 2024-2025 school year.
 - Taegan Telljohann – Granville Wells, Kindergarten, 2024-2025 school year.
 - Oakley Endres – Granville Wells, 3rd Grade, 2024-2025 school year.
 - Oliver Endres – Granville Wells, 4th Grade, 2024-2025 school year.
 - Oscar Endres – Granville Wells, 4th Grade, 2024-2025 school year.
 - Sarah Hayden – Western Boone, 7th Grade, 2024-2025 school year.
 - Jacob Nance – Western Boone, 7th Grade, 2024-2025 school year.
 - Emilee Hayden – Western Boone, 9th Grade, 2024-2025 school year.

Motion: Greg Hole, Second: Dennis Reagan, (Discussion), Vote: 5-0

- **Intra-District Transfers**
 - Superintendent Ramey recommended the Board approve the following Intra-District Transfer:
 - Makenna Mustin – Thorntown, Kindergarten, from Granville Wells.

Motion: Dennis Reagan, Second: Brian Gott, (Discussion), Vote: 5-0

- **CLAIMS**

- The Chair entertained a motion to approve the claims for June 10, 2024, through July 22, 2024, as submitted.

Motion: Dennis Reagan, Second: Melissa Smith, (Discussion), Vote: 5-0

- **MONTHLY FINANCIAL REPORTS**

- Kyle Whiteley, Director of Business and Technology, provided an update on the financial reports of the corporation.

- **2025 BUDGET WORKSHOP PRESENTATION**

- Kyle Whiteley, Director of Business and Technology, presented the 2025 Budget Workshop.

- **OTHER**

- **Non-Resident Student**

- Superintendent Ramey recommended the Board approve the following Non-Resident Student:
 - Emersyn Pepelea – Thorntown, Kindergarten, 2024-2025 school year.

- **PERSONNEL**

- Granville Wells
 - Kristin McCord – Resignation – Life Skills Instructional Assistant effective end of 2023-2024 school year.

Motion: Dennis Reagan, Second: Adam Shepherd, (Discussion), Vote: 5-0

- **ANNOUNCEMENTS**

- August 7, 2024 – First Day of School
- August 12, 2024 – Board meeting will be held at Thorntown Elementary school at 7:00pm

- **ADJOURNMENT**

Motion: Dennis Reagan, Second: Adam Shepherd, (Discussion), Vote: 5-0

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WESTERN BOONE SCHOOLS

VISION STATEMENT

Every STAR shines brightly.

MISSION STATEMENT

Rooted in strong values and providing diverse opportunities in a safe, supportive, and caring environment

CORE VALUE STATEMENT

Welcoming
Empowerment
Balance
Opportunities

We are committed to creating a welcoming environment that fosters empowerment and growth. We strive to strike a balance between support and challenge, providing opportunities for individuals to thrive and achieve their full potential.

2024-25 DISTRICT GOALS

- **Teaching and Learning** – Student success is the product of continual improvement in educational practices.
 - A. Establish a system for monitoring the implementation of best practices in literacy instruction.
 - B. Align curriculum maps to ILEARN Checkpoints and develop a process for responding to data throughout the school year.
- **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. Leverage existing outlets such as social media to introduce and recognize all staff in our schools to the community at large.
 - B. Plan and design staff development to improve effectiveness in all roles based on data from observation and evaluation tools.
- **Safe and Healthy Environment** – Academic success begins with a safe and secure learning environment where students feel valued.
 - A. Develop materials and implement a process that effectively educates staff on safety procedures, protocols, and best practices.
 - B. Continue to conduct procedures and revise practices related to student health and safety.
- **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. Create Key Performance Indicators to serve as benchmarks to evaluate the effectiveness of our support services.
 - B. Conduct a five-year cash flow analysis and develop strategies to reduce excess cash balance with a focus on staff retention.

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 consultation services, implementation and instruction for the Lifelines Program.

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, 2025.

4. **Responsibilities of WBCCSC.** WBCCSC will engage with InWell in the review, development, and implementation of suicide prevention and post vention programs to support WBCCSC students.

5. **Responsibilities of InWell.** InWell will provide consultation services and assist WBCCSC in the implementation of suicide prevention and post vention work for their students.

5 a. **COMPENSATION.** For all services provided within this MOU, InWell will provide an invoice to WBCCSC for \$100.00/hour.

6. **Equity, Cultural, and Linguistic Competency.** Adherence to WBCCSC 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.

7. **Evaluation.** The program’s evaluation of services will include but not 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 students.

8. **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. WBCCSC must maintain confidentiality of any medical records that result from services provided by InWell after the referral. WBCCSC 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.

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

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

11. **Compliance.** InWell will adhere to all WBCCSC policies and procedures.

12. **Non-Discrimination.** WBCCSC and InWell will adhere to all school policies addressing non -discrimination including 2260-Nondiscrimination and Access to Equal Educaiton Oppotunity and 2260.01-Section 504/ADA Prohibition against Discrimination Based on Disability.

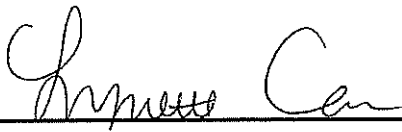
The effective date of this MOU is the date of the signature last affixed to this page.

Western Boone County Community School Corporation.

Rob Ramey, Superintendent

Date

Integrative Wellness, LLC



Lynette Clark, Director

6/27/24
Date

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, (WBCSC) 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 WBCSC 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, 2025

4. **Responsibilities of WBCSC.** WBCSC will notify InWell when a crisis evaluation is needed for one of their students. Additionally, WBCSC will refer student’s needing mental health services to InWell (see Appendix A for detailed referral process). WBCSC 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 WBCSC 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 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 Educaiton Oppotunity 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

6/27/24
Date

**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, 2024 and ending on or about July 31, 2025 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. 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 may be 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 _____ 2024.

WESTERN BOONE COUNTY COMMUNITY SCHOOLS

BY: _____

TITLE: _____

PRINTED NAME: _____

MENTAL HEALTH AMERICA OF BOONE COUNTY, INC.

BY: _____

TITLE: _____

PRINTED NAME: _____

TEACHER APPRECIATION GRANTS

BP – 3136

The Western Boone County Community School Corporation (WBCCSC) School Board shall annually adopt a policy concerning the distribution of teacher appreciation grants. This policy shall be submitted by the Superintendent or designee to the Indiana Department of Education (IDOE) by September 15 of each year.

Definitions:

For purposes of this policy, the following shall apply:

The term "teacher" shall include a professional person whose position with a school corporation requires a state license (as defined by I.C. 20-28-1-7) and whose primary responsibility is the instruction of students

The term "license" refers to a document issued by the IDOE that grants permission to serve as a particular kind of teacher. The term includes any certificate or permit issued by the IDOE.

Distribution of Annual Teacher Appreciation Grants:

Teacher appreciation grant funds received by the School Corporation shall be distributed to all licensed 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, 7/18/22, 9/12/22, 7/17/23, 7/22/24

ATTENDANCE POLICY

BP-6020

Students are expected to attend school every day unless there is a very good reason to be absent. Students are allowed no more than 8 absences each semester. Absences are either excused or unexcused and both count toward the 8-day limit, unless the reason for absence is listed under Section A (not to be counted toward the 8-day limit). After a student's 8th absence in a semester, all absences will be considered unexcused regardless of circumstance unless the reason for absence is listed under section A or C.

Section A (Excused by law, these do not count toward the 8-day limit)

1. Service as a page for the Indiana General Assembly (IC 20-33.2-14)
2. Service in a precinct election (IC 20-33.2-15)
3. Active duty with the National Guard/Air patrol (IC 20-33-2-17.2)
4. Subpoenaed by a court (IC 20-33.2-16)
5. Attendance at State Fair for educational purposes (IC 20-33.2-17.7)
6. Educationally related non-classroom activities, i.e. field trips (IC20-33-17.5)
7. Attendance for religious instruction (IC 20-33.2.19)

Section B (excused, will count toward 8 day absence limit) the following will be considered excused absences and considered unexcused beyond the 8 day limit:

1. Illness verified by the parent
2. Professional appointments – Parents are encouraged to schedule medical, dental, legal, and other necessary appointments outside of school hours. When appointments are necessary during the school day, the student shall report back to school immediately after the appointment with a signed statement from the doctor, dentist, lawyer, counselor, etc.
3. Military connected families' absences related to deployment and return
4. College visit, family vacations, and trips – must be pre-arranged
6. Other: documentation not listed may be approved at the principal or designee's discretion.

Section C These absences are to be considered excused with documentation, even beyond the 8 day limit:

1. Illness verified by a note from a physician or qualified medical professional
2. Required court attendance with documentation
3. Death in the immediate family or of a relative with documentation

Administrative consideration may be given when an extenuating circumstance would indicate that it would be in the best interest of the student and/or school, such as in the case of medically fragile students and unique circumstances beyond the student's and parent's control. The administration has final approval in this policy and the administrative procedures followed.

Unexcused Absences

Other absences not listed above, including truanancies, will be considered unexcused absences.

Reporting an Absence

If a student must be absent, the parent or legal guardian must call the office at 485-6311 to report the absence. During non-school hours, you may leave a message on the attendance hotline reporting the absence. Parents who do not call the school the day of their child's absence by 9:00am will be called or will receive a home visit by the SRO and the absence will be counted as unexcused.

Make Up Work

Work from excused absences will be given and may be made up after the student returns to school. Students will have one day to complete work for each day they are absent.

- Elementary: Students will receive 1 day for each day they are absent to complete missed work.
- Junior-Senior High School: Students in grades 7-12 earn credit from unexcused absences by making up hours missed in detentions, Friday Schools, and other opportunities approved at the discretion of the principal, assistant principal, or other designee.

Kindergarten Attendance

Even though it is not mandatory that parents enroll their children into kindergarten, once a child is enrolled in kindergarten, the child is expected to adhere to all state statutes, including attendance guidelines.

Habitual Truancy

Habitual truancy is defined to include students absent more than 10 days from school within a school year without being excused. Board Policy 6293 prohibits students who are defined as habitually truant from participating in extracurricular or co-curricular activities.

Chronic Absenteeism

Chronic absenteeism includes students absent from school for 10% or more of the school year for any reason. Any time a student is absent 10% of the school year without extenuating circumstances, regardless of the types of absences, a report may be filed with the Department of Child Services.

Truancy Prevention Procedures:

The following steps will be taken to keep parents informed of their child's absences and prevent truancy:

Number of Absences	School Response
4 Absences of any kind in a semester	School officials will send a letter to families notifying them of the number of absences the student has accumulated and inform them of the attendance policy.
8 Absences of any kind in a semester	School officials will send a letter to families notifying them of the numbers of absences the student has accumulated and inform them of the attendance policy. This communication will include notice that upon the 10 th unexcused absence, a referral may be made to Boone County Child Protection Services.
10 unexcused absences in a school year OR 10% Absent in a school year	School officials will file a report with the Boone County Sheriff's Department and the Department of Child Services.

Tardiness

- Elementary
Arriving after the morning bell or leaving early before 2:15 pm is considered a tardy or absence from regular school hours and will negatively impact a student's attendance rate. The school administration will, through written notification or email, contact the parents/guardians of students who have accumulated 8 days of tardiness. If attendance does not improve following the attendance notification, the administration will contact the SRO to report truancy concerns. A student who is tardy to school in the morning must report directly to the main office at the school and receive an admit slip.
- Junior-Senior High School:
A student tardy to school in the morning must report directly to the main office to receive an admit slip. All other tardies are to report to the assigned classroom. A student is given (1) one excused tardy for each class every nine week-grading period. All tardies accrued after the excused tardy will result in the student receiving the appropriate disciplinary action. A tardy is defined as a student not being in his/her assigned seat when the bell rings for class to begin.

Legal Reference: 20-8.1-3-17

Date Adopted: 08/22/1994

Updated: 06/13/2016

Updated: 10/10/2016

Updated: 7/22/2024

WESTERN BOONE SCHOOLS BENEFITS FOR CERTIFIED ADMINISTRATIVE PERSONNEL

ARTICLE I: ELIGIBILITY

- A. The school personnel entitled to participate in the Corporation's fringe benefit package for administrators as set forth herein, subject to satisfaction of all other applicable eligibility requirements, are the following (hereafter referred to as "Administrator" or "Administrators"):

Jr. Sr. High School Assistant Principal – Discipline and Attendance
Granville Wells Elementary Assistant Principal

- B. Administrators will follow the teacher contracted days and vacations with additional required days as per position.
- C. This benefit schedule is in addition to the terms and conditions set forth in the regular Teachers' Master Contract.

ARTICLE II: LEAVES

A. ILLNESS LEAVE

An Administrator may be absent from work on account of qualifying personal illness, quarantine or family illness for up to thirteen (13) days during the school year without loss of compensation. Unused leave days from prior years' service in this Corporation may accumulate and carry over to the Administrator's contractual days to be used solely for personal illness.

All sick leave accumulated by the Administrator from employment in another Indiana school corporation will be added to the Administrator's account once full-time employment begins.

Sick leave can be used in one-half (1/2) day segments for illness occurring during the school day or for medical or dental appointments whenever it is not practical to arrange for the appointment on non-school time.

B. BEREAVEMENT LEAVE

In the case of death in the Administrator's immediate family, the Administrator is entitled to be absent from work without loss of compensation for up to five (5) days within a seven (7) calendar day period beginning with the day of death or the day after at the Administrator's option. Scheduled leave days shall not extend bereavement leave.

This provision shall not be construed to allow five (5) calendar days for death if two (2) or more deaths arise immediately out of the same occurrence.

As used in this program, "immediate family" shall mean the Administrator's 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, step children, or any other member of the family unit living in the same household as the Administrator regardless of the degree of relationship.

C. JURY DUTY - TRIAL WITNESS LEAVE

Full salary will be paid to any Administrator who must be absent from work in response to a lawful summons for jury service or subpoena for testimony in a court proceeding provided the Administrator shall keep the Superintendent informed of anticipated scheduling and shall turn over or refund to the Corporation the per diem pay, excluding mileage reimbursement, received for services rendered to the court.

D. SABBATICAL AND OTHER LEAVES

Any request by an Administrator for any leave of absence not expressly permitted by this package or by state or federal law will be considered individually upon its merit consistent with the needs and interests of the Corporation. Except for emergency or other unexpected situations, requests for such leave must reach the Superintendent by January 1st of the year in which the leave is to commence. When granted, such leave will be without pay, but the Administrator may continue to participate in all group insurance plans by paying the total premiums during the term of the leave. Sabbatical leaves may not exceed one year in length.

ARTICLE III: BENEFITS

A. HEALTH/DENTAL/VISION INSURANCE

Administrator will be eligible for the same Corporation contributions to health, dental, and vision plans that are provided to teachers via the master contract.

B. LIFE INSURANCE

Subject to eligibility and compliance with insurer requirements, the Corporation will maintain a program of term life insurance coverage providing death benefits to the Administrator's designated beneficiary in an amount of \$50,000. The plan may also provide dismemberment benefits and double indemnity in case of accidental death. Administrators who choose to participate must pay one dollar per year toward the premium costs with the remainder of the cost to be paid by the Corporation.

Subject to stipulations of and approval of the insurance carrier, an administrator who retires from this school corporation will be allowed to remain on the school corporation's group term life plan at the sole cost to the administrator as long as it is an option by the insurance carrier.

C. WORKER'S COMPENSATION

Any lost time due to a work-related injury and compensated for under the Corporation's worker's compensation program shall not be deducted from the Administrator's accumulated sick leave. During the period of time off work the Administrator shall continue to be paid his or her regular salary minus the amount of salary-related benefits received from the worker's compensation carrier.

D. LONG-TERM DISABILITY INSURANCE

The Corporation will maintain a long-term disability insurance plan for eligible and qualifying Administrators providing income protection for sixty-six and two-thirds percent (66 2/3%) of the Administrator's annual earnings, up to a maximum benefit of six thousand dollars (\$6,000) per month. The Social Security Normal Retirement Age (SSNRA), in compliance with ADEA, will be used to determine the duration of benefits. A qualifying period of ninety (90) days is required to receive benefits. Administrators who choose to participate will pay one dollar (\$1.00) per year toward the premium costs with the remainder of the cost of the plan paid by the Corporation.

E. 403(b) CONTRIBUTION

In addition to the 403(b) contribution in the master contract, the Corporation will contribute \$2,500 annually into the Administrator's 403(b) account once he/she has established such account. The school board may choose to increase this amount when new contracts are approved. The administrator may also use a payroll deduction to contribute into this same 403(b) account as allowed by state law.

ARTICLE IV: RETIREMENT SEVERANCE PAY FOR ADMINISTRATORS

- A. An Administrator having attained the age of fifty (50) years and having been employed by the Corporation for the ten (10) years immediately preceding retirement from the Corporation shall receive upon retirement from the Corporation a severance payment. The amount shall be equal to the then-current daily rate for substitute teachers times the number of the Administrator's unused accumulated sick leave days up to a maximum of the Administrator's annual contractual days.

If the Administrator should satisfy the above age and continuous service requirements but die while employed by the Corporation, the retirement severance pay benefits will be paid in a lump sum to the Administrator's 403(b) account or to his/her estate, at the option of the deceased Administrator's legal representatives.

- B. All such retirement severance pay will be paid in a lump sum to the retiring Administrator's 403(b) account within thirty days after the effective retirement date or date of death, whichever first occurs. This contribution will be subject to all applicable IRS terms and limits. If necessary under IRS rules, any remainder over the annual limits will be paid to the account in subsequent calendar years.

- C. The amount of the Corporation's contribution to each Administrator's 403(b) plan shall be determined annually by the School Board and paid to the plan. Administrators are required to match Corporation contributions to the plan only to the extent of the amount required to be matched by the certified staff. Administrators may contribute additional funds to their plan if they chose. Administrators shall become vested in the plan once employment begins in the Corporation.

ARTICLE V: TEACHER RETIREMENT FUND CONTRIBUTION FOR ADMINISTRATORS

- A. The Corporation will pay the State-required contribution to Indiana State Teacher Retirement Fund for the Administrator.

Board Approved: 7/22/24



Baker Tilly Advisory Group, LP
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July 12, 2024

Western Boone County Community Schools
Mr. Rob Ramey, Superintendent
Mr. Kyle Whiteley, Director of Business and Technology
1201 N. State Road 75
Thorntown, IN 46071

RE: Engagement Letter Agreement Related to Services

This letter agreement (the Engagement Letter or Agreement) is to confirm our understanding of the basis upon which Baker Tilly Advisory Group, LP (Baker Tilly) and its affiliates are being engaged by Western Boone County Community Schools (the Client) to assist the Client with advisory services.

Scope, Objectives and Approach

It is anticipated that projects undertaken in accordance with this Engagement Letter will be at the request of the Client. The scope of services, additional terms and associated fee for individual engagements will be contained in a Scope Appendix or Appendices to this Engagement Letter. Authorization to provide services will commence upon execution and return of this Engagement Letter and one or more Appendices.

Management's Responsibilities

It is understood that Baker Tilly will serve in an advisory capacity with the Client. The Client is responsible for management decisions and functions, and for designating an individual with suitable skill, knowledge or experience to oversee the services we provide. The Client is responsible for evaluating the adequacy and results of the services performed and accepting responsibility for such services. The Client is responsible for establishing and maintaining internal controls, including monitoring ongoing activities.

The procedures we perform in our engagement will be heavily influenced by the representations that we receive from Client personnel. Accordingly, false representations could cause material errors to go undetected. The Client, therefore, agrees that Baker Tilly will have no liability in connection with claims based upon our failure to detect material errors resulting from false representations made to us by any Client personnel and our failure to provide an acceptable level of service due to those false representations.

The ability to provide service according to timelines established and at fees indicated will rely in part on receiving timely responses from the Client. The Client will provide information and responses to deliverables within the timeframes established in a Scope Appendix unless subsequently agreed otherwise in writing.

The responsibility for auditing the records of the Client rests with the Client's separately retained auditor and the work performed by Baker Tilly shall not include an audit or review of the records or the expression of an opinion on financial data.

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Ownership of Intellectual Property

Unless otherwise stated in a specific Scope Appendix, subject to Baker Tilly's rights in Baker Tilly's Knowledge (as defined below), Client shall own all intellectual property rights in the deliverables developed under the applicable Scope Appendix or Appendices (Deliverables). Notwithstanding the foregoing, Baker Tilly will maintain all ownership right, title and interest to all Baker Tilly's Knowledge. For purposes of this Agreement "Baker Tilly's Knowledge" means Baker Tilly's proprietary programs, modules, products, inventions, designs, data, or other information, including all copyright, patent, trademark and other intellectual property rights related thereto, that are (1) owned or developed by Baker Tilly prior to the Effective Date of this Agreement or the applicable Scope Appendix or Appendices (Baker Tilly's Preexisting Knowledge) (2) developed or obtained by Baker Tilly after the Effective Date, that are reusable from client to client and project to project, where Client has not paid for such development; and (3) extensions, enhancements, or modifications of Baker Tilly's Preexisting Knowledge which do not include or incorporate Client's confidential information. To the extent that any Baker Tilly Knowledge is incorporated into the Deliverables, Baker Tilly grants to Client a non-exclusive, paid up, perpetual royalty-free worldwide license to use such Baker Tilly Knowledge in connection with the Deliverables, and for no other purpose without the prior written consent of Baker Tilly. Additionally, Baker Tilly may maintain copies of its work papers for a period of time and for use in a manner sufficient to satisfy any applicable legal or regulatory requirements for records retention.

The supporting documentation for this engagement, including, but not limited to work papers, is the property of Baker Tilly and constitutes confidential information. We may have a responsibility to retain the documentation for a period of time sufficient to satisfy any applicable legal or regulatory requirements for records retention. If we are required by law, regulation or professional standards to make certain documentation available to required third parties, the Client hereby authorizes us to do so.

Timing and Fees

Specific services will commence upon execution and return of a Scope Appendix to this Engagement Letter and our professional fees will be based on the rates outlined in such Scope Appendix.

Unless otherwise stated, in addition to the fees described in a Scope Appendix the Client will pay all of Baker Tilly's reasonable out-of-pocket expenses incurred in connection with the engagement. All out of pocket costs will be passed through at cost and will be in addition to the professional fee.

Dispute Resolution

Except for disputes related to confidentiality or intellectual property rights, all disputes and controversies between the parties hereto of every kind and nature arising out of or in connection with this Engagement Letter or the applicable Scope Appendix or Appendices as to the existence, construction, validity, interpretation or meaning, performance, nonperformance, enforcement, operation, breach, continuation, or termination of this Agreement or the applicable Scope Appendix or Appendices as shall be resolved as set forth in this section using the following procedure: In the unlikely event that differences concerning the services or fees provided by Baker Tilly should arise that are not resolved by mutual agreement, both parties agree to attempt in good faith to settle the dispute by engaging in mediation administered by the American Arbitration Association under its mediation rules for professional accounting and related services disputes before resorting to litigation or any other dispute resolution procedure. Each party shall bear their own expenses from mediation and the fees and expenses of the mediator shall be shared equally by the parties.

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If the dispute is not resolved by mediation, then the parties agree to expressly waive trial by jury in any judicial proceeding involving directly or indirectly, any matter (whether sounding in tort, contract, or otherwise) in any way arising out of, related to, or connected with this Agreement or the applicable Scope Appendix or Appendices as or the relationship of the parties established hereunder.

Because a breach of any the provisions of this Engagement Letter or the applicable Scope Appendix or Appendices as concerning confidentiality or intellectual property rights will irreparably harm the non-breaching party, Client and Baker Tilly agree that if a party breaches any of its obligations thereunder, the non-breaching party shall, without limiting its other rights or remedies, be entitled to seek equitable relief (including, but not limited to, injunctive relief) to enforce its rights thereunder, including without limitation protection of its proprietary rights. The parties agree that the parties need not invoke the mediation procedures set forth in this section in order to seek injunctive or declaratory relief.

Limitation on Damages

To the extent allowed under applicable law, the aggregate liability (including attorney's fees and all other costs) of either party and its present or former partners, principals, agents or employees to the other party related to the services performed under an applicable Scope Appendix or Appendices shall not exceed the fees paid to Baker Tilly under the applicable Scope Appendix or Appendices to which the claim relates, except to the extent finally determined to have resulted from the gross negligence, willful misconduct or fraudulent behavior of the at-fault party. Additionally, in no event shall either party be liable for any lost profits, lost business opportunity, lost data, consequential, special, incidental, exemplary or punitive damages, delays or interruptions arising out of or related to this Engagement Letter or the applicable Scope Appendix or Appendices even if the other party has been advised of the possibility of such damages.

Each party recognizes and agrees that the warranty disclaimers and liability and remedy limitations in this Engagement Letter are material bargained for bases of this Engagement Letter and that they have been taken into account and reflected in determining the consideration to be given by each party under this Engagement Letter and in the decision by each party to enter into this Engagement Letter.

The terms of this section shall apply regardless of the nature of any claim asserted (including, but not limited to, contract, tort or any form of negligence, whether of you, Baker Tilly or others), but these terms shall not apply to the extent finally determined to be contrary to the applicable law or regulation. These terms shall also continue to apply after any termination of this Engagement Letter.

You accept and acknowledge that any legal proceedings arising from or in conjunction with the services provided under this Engagement Letter must be commenced within twelve (12) months after the performance of the services for which the action is brought, without consideration as to the time of discovery of any claim.

Other Matters

E-Verify Program

Baker Tilly participates in the E-Verify program. For the purpose of this paragraph, the E-Verify program means the electronic verification of the work authorization program of the Illegal Immigration Reform and Immigration Responsibility Act of 1996 (P.L. 104-208), Division C, Title IV, s.401(a), as amended, operated by the United States Department of Homeland Security or a successor work authorization program designated by the United States Department of Homeland Security or other federal agency authorized to verify the work authorization status of newly hired employees under the Immigration Reform and Control Act of 1986 (P.L. 99-603). Baker Tilly does not employ any "unauthorized aliens" as that term is defined in 8 U.S.C. 1324a(h)(3).

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Mr. Kyle Whiteley, Director of Business and Technology
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Investments

Baker Tilly certifies that pursuant to Indiana Code 5-22-16.5 *et seq.* Baker Tilly is not now engaged in investment activities in Iran. Baker Tilly understands that providing a false certification could result in the fines, penalties, and civil action listed in I.C. 5-22-16.5-14.

Non-Discrimination

Pursuant to Indiana Code §22-9-1-10, Baker Tilly and its subcontractors, if any, shall not discriminate against any employee or applicant for employment to be employed in the performance of this Engagement Letter, with respect to hire, tenure, terms, conditions or privileges of employment or any matter directly or indirectly related to employment, because of race, religion, color, sex, disability, national origin, ancestry, or veteran status. Breach of this covenant may be regarded as a material breach of this Engagement Letter.

Baker Tilly certifies that, except for de minimis and non-systematic violations, it has not violated the terms of I.C. 24-4.7, I.C. 24-5-12, or I.C. 24-5-14 in the previous three hundred sixty-five (365) days, even if I.C. 24-4.7 is preempted by federal law, and that Baker Tilly will not violate the terms of I.C. 24-4.7 for the duration of the Engagement Letter, even if I.C. 24-4.7 is preempted by federal law. Baker Tilly further certifies that any affiliate or principal of Baker Tilly and any agent acting on behalf of Baker Tilly or on behalf of any affiliate or principal of Baker Tilly, except for de minimis and non-systematic violations, has not violated the terms of I.C. 24-4.7 in the previous three hundred sixty-five (365) days, even if I.C. 24-4.7 is preempted by federal law, and will not violate the terms of I.C. 24-4.7 for the duration of the Engagement Letter, even if I.C. 24-4.7 is preempted by federal law.

Anti-Nepotism

The Firm is aware of the provisions under IC 36-1-21 *et seq.* with respect to anti-nepotism in contractual relationships with governmental entities. The Firm is not aware of any relative (as defined in IC 36-1-21-3) of any elected official (as defined in IC 36-1-21-2) of the Client who is an owner or an employee of the Firm.

In the event Baker Tilly is requested by the Client; or required by government regulation, subpoena, or other legal process to produce our engagement working papers or its personnel as witnesses with respect to its Services rendered for the Client, so long as Baker Tilly is not a party to the proceeding in which the information is sought, Client will reimburse Baker Tilly for its professional time and expenses, as well as the fees and legal expenses incurred in responding to such a request.

Neither this Agreement, any Engagement Letter, any claims nor any rights or licenses granted hereunder may be assigned, delegated or subcontracted by Client without the written consent of Baker Tilly. Baker Tilly may assign and transfer this Agreement and any Letter to any successor that acquires all or substantially all of the business or assets of Baker Tilly by way of merger, consolidation, other business reorganization, or the sale of interests or assets.

In the event that any provision of this Engagement Letter or statement of work contained in a Scope Appendix hereto is held by a court of competent jurisdiction to be unenforceable because it is invalid or in conflict with any law of any relevant jurisdiction, the validity of the remaining provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Engagement Letter or statement of work did not contain the particular provisions held to be unenforceable. The unenforceable provisions shall be replaced by mutually acceptable provisions which, being valid, legal and enforceable, come closest to the intention of the parties underlying the invalid or unenforceable provision. If the Services should become subject to the independence rules of the U.S. Securities and Exchange Commission with respect to Client, such that any provision of this Engagement Letter would impair Baker Tilly's independence under its rules, such provision(s) shall be of no effect.

Mr. Rob Ramey, Superintendent
Mr. Kyle Whiteley, Director of Business and Technology
Western Boone County Community Schools

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Termination

Both the Client and Baker Tilly have the right to terminate this Engagement Letter, or any work being done under an individual Scope Appendix at any time after reasonable advance written notice. On termination, all fees and charges incurred prior to termination shall be paid promptly. Unless otherwise agreed to by the Client and Baker Tilly, the scope of services provided in a Scope Appendix will terminate 60 days after completion of the services in such Appendix.

Important Disclosures

Incorporated as Attachment A and part of this Engagement Letter are important disclosures. These include disclosures that apply generally and those that are applicable in the event Baker Tilly is engaged to provide municipal advisory services.

This Engagement Letter, including the attached Disclosures as updated from time to time, comprises the complete and exclusive statement of the agreement between the parties, superseding all proposals, oral or written, and all other communications between the parties. Both parties acknowledge that work performed pursuant to the Engagement Letter will be done through Scope Appendices executed and made a part of this document.

Any rights and duties of the parties that by their nature extend beyond the expiration or termination of this Engagement Letter shall survive the expiration or termination of this Engagement Letter or any statement of work contained in a Scope Appendix hereto.

If this Engagement Letter is acceptable, please sign below and return one copy to us for our files.

Signature,

BAKER TILLY ADVISORY GROUP, LP



Jason Tanselle, Director



Belvia B. Gray, Principal

Signature Section:

The terms as set forth in this Engagement Letter are agreed to on behalf of the Client by:

Name: _____

Title: _____

Date: _____

Attachment A Important Disclosures

Non-Exclusive Services

Client acknowledges and agrees that Baker Tilly, including but not limited to Baker Tilly Advisory Group, LP, Baker Tilly Municipal Advisors, LLC, Baker Tilly Capital, LLC, and Baker Tilly Investment Services, LLC, is free to render municipal advisory and other services to the Client or others and that Baker Tilly does not make its services available exclusively to the Client.

Affiliated Entities

Baker Tilly US, LLP and Baker Tilly Advisory Group, LP and its subsidiary entities provide professional services through an alternative practice structure in accordance with the AICPA Code of Professional Conduct and applicable laws, regulations and professional standards. Baker Tilly US, LLP is a licensed independent CPA firm that provides attest services to clients. Baker Tilly Advisory Group, LP and its subsidiary entities provide tax and business advisory services to their clients. Baker Tilly Advisory Group, LP and its subsidiary entities are not licensed CPA firms. Baker Tilly Advisory Group, LP and its subsidiaries and Baker Tilly US, LLP are independent members of Baker Tilly International. Baker Tilly International Limited is an English company. Baker Tilly International provides no professional services to clients. Each member firm is a separate and independent legal entity, and each describes itself as such. Baker Tilly Advisory Group, LP and Baker Tilly US, LLP are not Baker Tilly International's agents and do not have the authority to bind Baker Tilly International or act on Baker Tilly International's behalf. None of Baker Tilly International, Baker Tilly Advisory Group, LP, Baker Tilly US, LLP, nor any of the other member firms of Baker Tilly International has any liability for each other's acts or omissions. The name Baker Tilly and its associated logo is used under license from Baker Tilly International Limited.

Baker Tilly Investment Services, LLC (BTIS), a U.S. Securities and Exchange Commission (SEC) registered investment adviser, may provide services to the Client in connection with the investment of proceeds from an issuance of securities. In such instances, services will be provided under a separate engagement, for an additional fee. Notwithstanding the foregoing, Baker Tilly may act as solicitor for and recommend the use of BTIS, but the Client shall be under no obligation to retain BTIS or to otherwise utilize BTIS relative to Client's investments. The fees paid with respect to investment services are typically based in part on the size of the issuance proceeds and Baker Tilly may have incentive to recommend larger financings than would be in the Client's best interest. Baker Tilly will manage and mitigate this potential conflict of interest by this disclosure of the affiliated entity's relationship, a Solicitation Disclosure Statement when Client retains BTIS's services and adherence to Baker Tilly's fiduciary duty and/or fair dealing obligations to the Client.

Baker Tilly Capital, LLC (BTC) Baker Tilly Capital, LLC (BTC) is a limited-service broker-dealer specializing in merger and acquisition, capital sourcing, project finance and corporate finance advisory services. BTC does not participate in any municipal offerings advised on by its affiliate Baker Tilly Municipal Advisors. Any services provided to Client by BTC would be done so under a separate engagement for an additional fee.

Baker Tilly Municipal Advisors (BTMA) is registered as a "municipal advisor" pursuant to Section 15B of the Securities Exchange Act and rules and regulations adopted by the SEC and the Municipal Securities Rulemaking Board (MSRB). As such, BTMA may provide certain specific municipal advisory services to the Client. BTMA is neither a placement agent to the Client nor a broker/dealer. The offer and sale of any Bonds is made by the Client, in the sole discretion of the Client, and under its control and supervision. The Client acknowledges that BTMA does not undertake to sell or attempt to sell bonds or other debt obligations and will not take part in the sale thereof.

Baker Tilly may provide services to the Client in connection with human resources consulting, including, but not limited to, executive recruitment, talent management and community survey services. In such instances, services will be provided under a separate scope of work for an additional fee. Certain executives of the Client may have been hired after the services of Baker Tilly were utilized and may make decisions about whether to engage other services of Baker Tilly or its subsidiaries. Notwithstanding the foregoing, Baker Tilly may recommend the use of Baker Tilly or a subsidiary, but the Client shall be under no obligation to retain Baker Tilly or a subsidiary or to otherwise utilize either relative to the Client's activities.

Conflict Disclosure Applicable to Municipal Advisory Services Provided by BTMA

Legal or Disciplinary Disclosure. BTMA is required to disclose to the SEC information regarding criminal actions, regulatory actions, investigations, terminations, judgments, liens, civil judicial actions, customer complaints, arbitrations and civil litigation involving BTMA. Pursuant to MSRB Rule G-42, BTMA is required to disclose any legal or disciplinary event that is material to the Client's evaluation of BTMA or the integrity of its management or advisory personnel.

There are no criminal actions, regulatory actions, investigations, terminations, judgments, liens, civil judicial actions, customer complaints, arbitrations or civil litigation involving BTMA. Copies of BTMA filings with the SEC can currently be found by accessing the SEC's EDGAR system Company Search Page which is currently available at <https://www.sec.gov/edgar/searchedgar/companysearch.html> and searching for either Baker Tilly Municipal Advisors, LLC or for our CIK number which is 0001616995. The MSRB has made available on its website (www.msrb.org) a municipal advisory client brochure that describes the protections that may be provided by MSRB rules and how to file a complaint with the appropriate regulatory authority.

Contingent Fee. The fees to be paid by the Client to BTMA are or may be based on the size of the transaction and partially contingent on the successful closing of the transaction. Although this form of compensation may be customary in the municipal securities market, it presents a conflict because BTMA may have an incentive to recommend unnecessary financings, larger financings or financings that are disadvantageous to the Client. For example, when facts or circumstances arise that could cause a financing or other transaction to be delayed or fail to close, BTMA may have an incentive to discourage a full consideration of such facts and circumstances, or to discourage consideration of alternatives that may result in the cancellation of the financing or other transaction.

Hourly Fee Arrangements. Under an hourly fee form of compensation, BTMA will be paid an amount equal to the number of hours worked multiplied by an agreed upon billing rate. This form of compensation presents a potential conflict of interest if BTMA and the Client do not agree on a maximum fee under the applicable Appendix to this Engagement Letter because BTMA will not have a financial incentive to recommend alternatives that would result in fewer hours worked. In addition, hourly fees are typically payable by the Client whether or not the financing transaction closes.

Fixed Fee Arrangements. The fees to be paid by the Client to BTMA may be in a fixed amount established at the outset of the service. The amount is usually based upon an analysis by Client and BTMA of, among other things, the expected duration and complexity of the transaction and the work documented in the Scope Appendix to be performed by Baker Tilly. This form of compensation presents a potential conflict of interest because, if the transaction requires more work than originally contemplated, Baker Tilly may suffer a loss. Thus, Baker Tilly may recommend less time-consuming alternatives, or fail to do a thorough analysis of alternatives.

BTMA manages and mitigates conflicts related to fees and/or other services provided primarily through clarity in the fee to be charged and scope of work to be undertaken and by adherence to MSRB Rules including, but not limited to, the fiduciary duty which it owes to the Client requiring BTMA to put the interests of the Client ahead of its own and BTMA's duty to deal fairly with all persons in its municipal advisory activities.

To the extent any additional material conflicts of interest have been identified specific to a scope of work the conflict will be identified in the respective Scope Appendix. Material conflicts of interest that arise after the date of a Scope Appendix will be provided to the Client in writing at that time.

**RE: Municipal Advisory Services – 2024 Bonds
Debt Issuance and Continuing Disclosure**
DATE: July 12, 2024

This Scope Appendix is attached by reference to the above-named engagement letter (the Engagement Letter) between Western Boone County Community Schools (the Client) and Baker Tilly Advisory Group, LP (BTAG) and relates to services to be provided by both BTAG and Baker Tilly Municipal Advisors, LLC (BTMA), collectively (Baker Tilly).

SCOPE OF WORK

BTMA agrees to furnish and perform the following services for the Client.

A. General Municipal Advisory Services

Unless otherwise agreed to by the parties, in connection with any request for services relative to any financial topic, new project concept planning or other financially related topic or project (each referred to herein as a Project), BTMA shall perform the following services, as applicable:

1. Provide general financial advice relative to a Project.
2. Survey the resources available to determine the financial feasibility of a Project.
3. Assist in the development of a plan including alternative approaches for a particular Project that may be available and appropriate for such Project.
4. Assist the Client in selecting an approach for a Project.
5. Advise the Client generally on current market conditions, financial impacts of federal, state or other laws, and other general information and economic data that might be relevant to a Project.
6. Assist Client, as requested, in identifying other professional services that may be necessary to a Project.
7. Assist Client in coordinating the activities of the working group for a Project as needed.
8. Assist with the review of documents provided that are relevant to the development of a plan and alternative approaches for a Project.
9. Assist the Client with other components of a Project as requested and agreed upon.

B. Securities Issuance

Unless otherwise agreed to by the parties, in connection with any request for services relative to any debt issuance including modifying or refunding of a prior issuance or other financings (each referred to herein as a Transaction), BTMA shall perform the following services, as applicable:

1. Develop a preliminary estimate of project costs and provide a financial feasibility to assist the Client in its determination of what type of financing is most suitable to meet the needs of the Client for the issuance (the Debt Obligation).
2. Assist the Client in determining an appropriate method of sale for the Debt Obligation (e.g., competitive, negotiated, private placement.)
3. Provide for the Client's consideration an amount, the security, maturity structure, call provisions, estimated pricing, and other terms and conditions of the Debt Obligation.
4. Advise the Client on current market conditions, financial impacts of federal, state, or other laws, and other general information and economic data that might normally be expected to influence the ability to borrow or interest rates of the Debt Obligation.

**SCOPE APPENDIX to
Engagement Letter dated: July 12, 2024
Between Western Boone County Community Schools, and
Baker Tilly Advisory Group, LP**

5. Assist the Client in the analysis of advisability of securing a credit rating, and the selection of a credit rating firm or firms for the Debt Obligation and further assist in the development and presentation of information to obtain a credit rating or credit ratings for the Debt Obligation.
6. Assist the Client in the analysis of utilizing credit enhancement and aid in seeking such credit enhancement if such credit enhancements would be advantageous to the Client.
7. Assist Client in coordinating the financing activities between various parties to any Transaction as needed.
8. Assist Client in identifying other professional services that may be necessary for the issuance or post -issuance requirements of the Debt Obligation.
9. Assist the Client in connection with the preparation, composition, review, and distribution of an offering document (e.g., Preliminary and Final Official Statement, Offering Circular, Term Sheet, or Private Placement Memorandum, as applicable) of the type and nature generally prepared in connection with the sale of municipal securities, which will disclose technical data, information and schedules relating to the Client, the project, and the Debt Obligation.
10. Provide relevant information for and assist with the review of other primary financing documents, including but not limited to the relevant governing body issuance resolutions/ordinances, bond purchase agreement, and official notice of sale.
11. Communicate with potential underwriters or investors, as appropriate to any Transaction, to ensure that each is furnished with information the Client has deemed to be material to render an independent, informed purchase or investment decision concerning the Client's proposed financing.
12. Facilitate the sale of Debt Obligations through receipt and analysis of bids in a competitive sale or analysis of pricing and terms offered by an underwriter or purchaser in a negotiated or private placement sale.
13. Coordinate with the proper parties to ensure the efficient delivery of the Debt Obligations to the applicable purchaser and receipt of proceeds.

BTAG agrees to perform the following services for the Client.

C. Budget Support and Analysis

1. Prepare Debt Service Fund cash flow in conjunction with the issuance of bonds.
2. If requested, analyze the 1782 Budget Notice on behalf of the Client to ensure accuracy and completeness.
3. Provide periodic budget management assistance through telephone, and remote support.

D. Continuing Disclosure Services

BTAG will commence continuing disclosure services for debt obligations as set forth in any continuing disclosure undertaking for the debt obligations (CDU) that the Client will execute upon settlement. Annually, the Firm will check in with the Client to confirm the engagement for the next annual reporting period.

In carrying out its duties, BTAG shall do the following:

1. Preparation and filing of annual reporting

The Client will provide BTAG with the executed CDU, including any master or supplemental CDUs.

**SCOPE APPENDIX to
Engagement Letter dated: July 12, 2024
Between Western Boone County Community Schools, and
Baker Tilly Advisory Group, LP**

BTAG will:

- a. Identify the Client's reporting obligations, compile and prepare, as needed, any necessary operating data, and file any required annual report and financial statements, including the audit if available, as provided for in each CDU for the reporting period;
- b. Provide to the Municipal Securities Rulemaking Board (MSRB) through its Electronic Municipal Market Access System (EMMA), the annual information required under each respective CDU;
- c. Provide additional reporting to purchasers, as set forth in bond related agreements; and
- d. If not filed at the time of the annual report, file the audit as set forth in the CDU.

2. Assistance filing reportable events on EMMA

Upon notification of one of the events listed as set forth in each CDU (collectively, Reportable Events), BTAG will assist the Client with filing any Reportable Events. Most Reportable Events are required by the Rule to be filed within ten business days of the occurrence. Client will notify BTAG as soon as possible when they believe a reportable event has or may have occurred to enable BTAG to file a timely notice on EMMA. It is the Client's sole responsibility to notify BTAG of the potential occurrence of a Reportable Event.

3. Compliance Check

- a) At the time that BTAG conducts services annually under item 1, BTAG will update the compliance check.
- b) If a deficiency is found and the bonds remain outstanding at the time of BTAG's compliance check, BTAG will prepare any necessary reporting or notices to meet the CDU obligations. BTAG will provide the Client with documentation that the EMMA filing has occurred.

4. Other post issuance services (Upon Request)

If requested, BTAG will provide to the Client other post issuance services including, but not limited to, consultation related to disclosure operating procedures, post issuance policies and procedures, rating surveillance support, and debt management.

Client agrees to provide BTAG with the audit and accurate information with respect to compiling the annual report in a timely manner and to fully disclose to BTAG any Reportable Events as they occur.

E. Lease Sufficiency Report (If required)

1. Evaluate the sufficiency of Lease Rental Payments to be received to meet debt service obligations.
2. Prepare a written report for submission to the Client's attorneys for the inclusion in official transcripts of the proceedings in connection with the issuance of the Bonds.

COMPENSATION AND INVOICING

Fees for services set forth in the Scope Appendix will be billed at standard billing rates based upon the actual time and expenses incurred.

Standard Hourly Rates by Job Classification
12/1/2023

Title	Hourly Rate
Partners / Principals / Directors	\$400 - \$600
Managers / Senior Managers	\$275 - \$400
Consultants / Analysts / Senior Consultants	\$175 - \$275
Support / Paraprofessionals / Interns	\$110 - \$175

**Billing rates are subject to change periodically due to changing requirements and economic conditions. The Client will be notified thirty (30) days in advance of any change to fees. If Client does not dispute such change in fees within that thirty (30) day period, Client will be deemed to have accepted such change. The fees billed will be the fees in place at the time services are provided. Actual fees will be based upon experience of the staff assigned and the complexity of the engagement.*

The above fees shall include all expenses incurred by Baker Tilly except for direct, project-related expenses such as travel costs and charges of other entities such as rating agencies, bond and official statement printers, couriers, newspapers, bond insurance companies, bond counsel and local counsel, and electronic bidding services, including Parity@.

Payment of professional fees is not contingent upon project completion by Client nor material timing changes in project completion. Professional fees provided according to the Scope Appendix are due within 30 days of being invoiced, regardless of project status. If necessary, monthly payment plan arrangements may be negotiated upon request.

BILLING PROCEDURES

Normally, you will receive a monthly statement showing fees and costs incurred in the prior month. Occasionally, we may bill on a less frequent basis if the time involved in the prior month was minimal or if arrangements are made for the payment of fees from bond proceeds. The account balance is due and payable on receipt of the statement.

Nonattest Services

As part of this engagement, we will perform certain nonattest services. For purposes of the Engagement Letter and this Scope Appendix, nonattest services include services that the *Government Auditing Standards* refers to as nonaudit services.

We will not perform any management functions or make management decisions on your behalf with respect to any nonattest services we provide.

In connection with our performance of any nonattest services, you agree that you will:

- > Continue to make all management decisions and perform all management functions, including approving all journal entries and general ledger classifications when they are submitted to you.



**SCOPE APPENDIX to
Engagement Letter dated: July 12, 2024
Between Western Boone County Community Schools, and
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- > Designate an employee with suitable skill, knowledge, and/or experience, preferably within senior management, to oversee the services we perform.
- > Evaluate the adequacy and results of the nonattest services we perform.
- > Accept responsibility for the results of our nonattest services.
- > Establish and maintain internal controls, including monitoring ongoing activities related to the nonattest function.

Conflicts of Interest

Attachment A to the Engagement Letter contains important disclosure information that is applicable to this Scope Appendix.

We are unaware of any additional conflicts of interest related to this Scope Appendix that exist at this time.


Termination

Notwithstanding termination provisions contained in the Engagement Letter, this Scope Appendix is intended to be ongoing and applicable individually to specific services including financings, continuing disclosure, (Sub-engagements) as if they are the sole subject of the Scope Appendix. As such, termination may occur for a specific Sub-engagement without terminating the Scope Appendix itself. On termination of a Sub-engagement or the Scope Appendix, all fees and charges incurred prior to termination shall be paid promptly. Unless otherwise agreed to by the Client and Baker Tilly, the scope of services provided in a Sub-engagement performed under this Scope Appendix will terminate 60 days after completion of the services for such Sub-engagement.

If this Scope Appendix is acceptable, please sign below and return one copy to us for our files. We look forward to working with you on this important project.

Signature,

BAKER TILLY ADVISORY GROUP, LP



Jason Tanselle, Director



Belvia B. Gray, Principal

Signature Section:

The services and terms as set forth in this Scope Appendix are agreed to on behalf of the Client by:

Name: _____

Title: _____

Date: _____



July 9th, 2024

To: Mr. Ramey and Western Boone School Corporation School Board
Re: School Lunch Prices for 2024-2025 School Year
From: Michelle Fults

Mr. Ramey and Western Boone School Corporation School Board,

The School Food Authority is required by federal law to do an annual review of paid lunch equity. Western Boone School Corporation had a positive balance in our nonprofit school foodservice account as of June 30, 2024, and is therefore, exempt from PLE (Paid Lunch Equity) pricing requirements for the 2024-2025 school year.

It is my recommendation that our student school meal prices remain as follows:

Breakfast: \$1.50 for all grades

Lunch: \$2.00 for Elementary Schools

Lunch: \$2.50 for Jr. Sr. High School

Thank you,

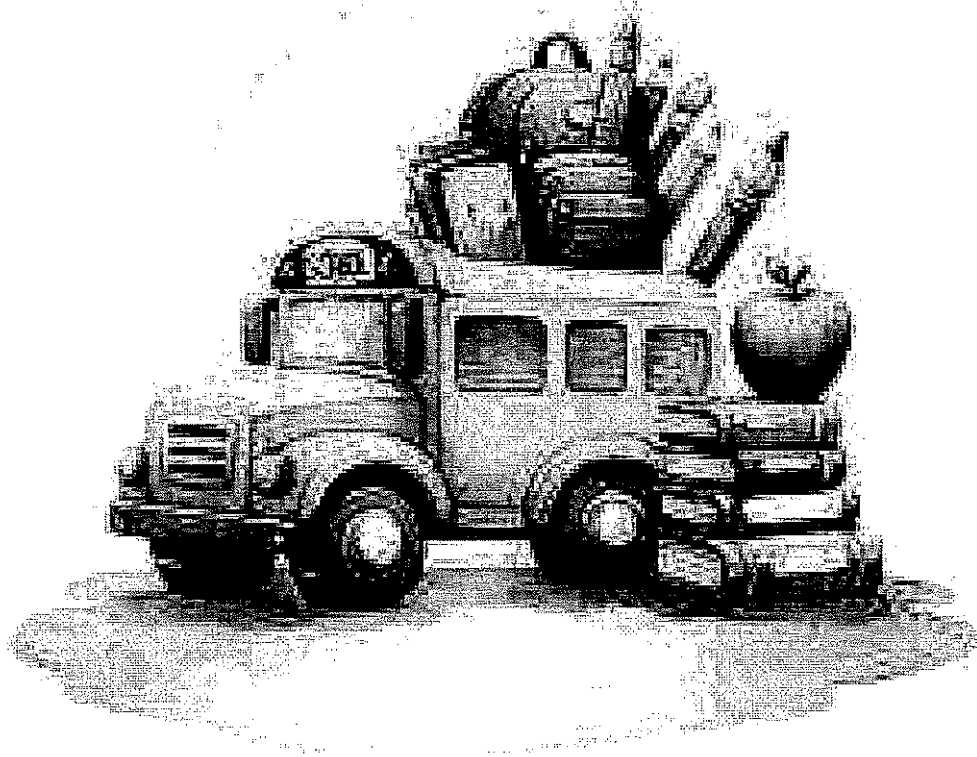
Michelle Fults
District Food Services Director
Western Boone School Corporation

Transportation Policies and Procedures Manual

Western Boone Community Schools

2024-2025

Bus Safety
Regulations and
Rules



WESTERN BOONE COMMUNITY SCHOOLS

TRANSPORTATION POLICIES AND PROCEDURES MANUAL

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Western Boone Community School Bus Driver and Bus Monitor Job and Overview

Attitude

A good attitude is everything. A good attitude is necessary because it helps students have a good day. Your smiling face maybe the first and last smile they see each day. A good attitude also lets parents know that Western Boone's Transportation Department Personnel cares about their children. Students respond much better to praise for good behavior than to punishment for breaking the rules. Learn student's name, greet each one individually, and try to compliment something each time you greet them.

Appearance

As representatives of Western Boone Community School's Transportation Department, we must present ourselves in a professional manner. Dress appropriately for the job. Pajamas and swimsuits are not considered appropriate dress. Shoes must have covered heels and toes and be securely fastened.

Western Boone Transportation Policies and Procedures

Policies

Transportation policies are based on federal and state laws, statutes, and regulations. These policies give a framework in which a school district operates. Policies are established through the districts school board and administration. Within reason, all District employees are required to follow these polices. Policies ensure direction and uniformity in decision making for all employees.

Procedures

Procedures specifically describe the way or manner that policy is put into practice. They provide information and detailed directions for school employees. Procedures can affect all school district employees or a specific department or a group of employees.

NOTE: Transportation Department policies and procedures are necessary to reduce risk and ensure the safety of all employees and passengers. It is your responsibility to be continually aware of and read all information that is made available to you.

General Policies to Remember:

1. You shall never use a school bus for personal or unauthorized reason.
2. Report all bus accidents, no matter how minor.
3. Western Boone Community School Corporation is a tobacco free campus.
4. If you will be absent, you must notify the Transportation Department at least one hour prior to start time on the day of the absent. If you are unable to complete all portions of your route, (example - am from elementary to high school or pm from elementary to high school) 30 minutes will be deducted from your daily rate of pay. Any extenuating circumstances would need prior approval from the Transportation Director.
5. An Employee Request To Be Absent must be filled out when scheduling personal leave days.
6. Cell phone and/or smart watch use by school bus drivers is prohibited while driving a school bus. Use of a cell phone and/or smart watch while operating a school bus is grounds for termination. In an emergency, pull over to a safe location, apply the parking brake, place the transmission in neutral and turn the engine off before use.
7. The two-way radio is for school district business only.
8. Pre-trip and post-trip inspections are a vital part of a safe school bus trip. They are required by law and we must document that the pre-trip and post-trip was completed. If you are subbing in a classroom, a pre and post walk around to check tires and lights.
9. Student checks are to be completed as soon as possible after the last student is off the bus. If the bus is returned to its end of route parking place, (includes end of am, between route, and end of pm) before the student check is completed and a student is still on the bus, **that is a student left on the bus.**
10. Failure to follow any policy or procedures may result in:
 - First offence - a written reprimand
 - Second offence – suspension
 - Third office - termination

Western Boone Community School Bus Safety Regulations and Rules

1. **Speed is the number one cause of accidents. No school bus shall be operated on the highways of this state at a speed greater than (60) miles per hour. Speed limit on state roads is (55) miles per hour unless otherwise posted. Speed limit on country or township road is forty (40) miles per hour unless otherwise posted.** Do not drive a school bus at a speed greater than is responsible, prudent, and safe under existing weather, traffic and road conditions regardless of posted speed limits. (IC 9.1-5-10)
2. No school bus driver shall leave the bus with the engine running and shall remove key from ignition when leaving the bus.
3. No School bus shall be started until all children are seated and the doors are closed. No student shall occupy a space forward of the rear of the driver's seat, and every bus shall have clearly posted at or near the front of the bus a sign stating that it is a violation of the State of Indiana for a bus to be operated with school children occupying the prohibited area.
4. School bus drivers shall comply with all laws, rules and regulations governing the operation of motor vehicles on the highways of the State of Indiana.
5. No unauthorized persons shall be permitted to ride in any school bus at any time except as provided by law.
6. No school bus driver shall permit any other person to drive his/her bus, occupy his/her seat, tamper with the engine, or any controls, except such persons as are approved by the properly authorized school authorities.
7. All school bus drivers shall stop at preferential highway intersections.
8. School buses must stop at all railroad grade crossings:
 - a. *The driver of any school bus before crossing at grade any track or tracks of a railroad, 150' from first track shall activate 4-way hazard lights, shall stop such vehicle within fifty feet, but not less than ten feet from the nearest rail of such railroad, activate noise suppression while stopped, shall listen through an open window and door and look in both directions along such track for any approaching train, and for signals indicating the approach of a train, except as hereinafter provided, close the door, and shall not proceed until he/she can do so, the driver of any said vehicle shall cross only in such gear of the vehicle that there will be no necessity for changing gears while traversing such crossing and the driver shall not shift gears while crossing the track or tracks. (IC 9.1-5-11)*
 - b. *No stop needs to be made at any such crossing where a police officer directs traffic to proceed.*

9. Bus drivers should not attempt to back up, (other than parking at the facility), on any school ground, or playground or loading area unless such backing is properly supervised by an adult. Backing up the bus is one of the major causes of accidents. Think **G.O.A.L. – GET-OUT-AND-LOOK**. Thoroughly check the area around and behind the bus. Before backing the bus, engage the 4-way emergency flashers and sound the horn. Always pick up waiting students before backing. **Always perform back up maneuver prior to dropping off students.**
10. No bus driver shall be employed who uses intoxicating liquor to excess and who does not possess a good moral character. Further, no school bus driver “shall consume any alcoholic beverage during school hours or while operating a bus. Upon reliable evidence of such consuming of any alcoholic beverage of such school bus driver, it shall be the duty of said official or officials to terminate the employment relationship immediately.” (IC 9.1-3-1)
11. In case of an accident, when any school bus is stopped on the roads, the driver shall protect the bus from further accidents by such methods as setting the reflective triangles or other warning devices, controlling traffic and must always keep in mind that the first responsibility is to the passengers.
12. When necessary for students leaving a bus to cross the road, they must keep to the right of the bus and cross in front at a signal from the driver. The driver must not move the bus until such students have safely crossed the road.
13. The stop signal device shall be extended whenever the bus is stopped on the roadway to load or unload school children except when the bus is stopped at an intersection or other place where controlled by a traffic control device or a police officer.
14. The eight-way lights shall be used on every school bus to give adequate warning that the school bus is about to or is stopped for loading or unloading passengers. (IC 9-4-1-78)
15. The directional lights shall be turned on at least 100 feet before turning from the highway to warn approaching traffic of the intentions of the bus driver to turn left or right. (IC 9-4-1-78)
16. Traffic shall never be held an unreasonable length of time while making a student stop.
17. The school bus driver must keep his/her school bus reasonably clean and must keep himself/herself neat and clean in clothing and speech while operating the school bus.
18. The school bus driver shall be responsible for discipline on the school bus just as the teacher is in the classroom. Problems of discipline should be discussed early with the principal and/or transportation director and an action planned before they become critical. Refusal to transport children or other punishment should be inflicted in

cooperation with the school authorities and enforced by the school bus driver. In no case shall a school bus driver put a student passenger off the bus except at his/her regular stop or at the school. (IC 9.1-5-19)

19. No school bus designated as such under the definition of this act or any previous law or any law hereafter enacted, shall be used upon any highway in the State of Indiana for any private purpose, or for any purpose other than which it is contract, except as authorized under the provisions of (IC 9.1-5-2).
20. Any complaint or notice in writing received by the responsible school authorities of an infraction of the above rules by a bus driver shall be deemed sufficient grounds for an investigation and may result in: **a. First offence – written reprimand. b. Second offence – suspension without pay. c. Third offence – termination.**
21. Every school bus driver, including those who drive buses for private schools, are required to attend an annual safety meeting or workshop. No safety meeting or workshop shall exceed two (2) days in duration in any one calendar year. (IC 20-9-2-9) If a school bus driver for a public-school corporation fails or refuses to attend any school bus drivers meeting or workshop, the governing body of the school corporation shall deduct one day's compensation for each day of absence (IC 20-0-2-9)
22. No school bus driver shall be required by the governing body to transport school children for which no seat is available on the bus. (IC 20-9.1-5-20)
23. Bus Cell Phone Usage by Students: Cell phone usage by students on buses will be allowed both before and after school while riding the bus. If the cell phone becomes a distraction, at the discretion of the driver, the driver may take this privilege away along with the phone. The driver will return the phone to the student upon leaving the bus on the first offense, on the second offense it will go to the student's parents or principle. Radios, video games, and other student's electronic devices can be taken on the bus. All devices must be used only with ear/head phones.
24. Any school bus driver who has a CDL and is convicted of a violation in any motor vehicle, a State or Local law relating to motor vehicle traffic control other than a parking violation, must notify Western Boone Community Schools, in writing within 30 days of conviction even if appealing the conviction. (FMCSA 383.31)

Student Items on the Bus

Students can bring school related items on the bus if they can be safely secured by the student. These items may not have sharp edges that may create a threat to other students and does not impede passengers' movement. Nothing can be placed in the aisle of the bus. The aisle must remain clear from front to back. No item may be placed in front of any emergency exit. Nothing may be placed under the seats. No live animals will be transported on the bus. If the school identifies items as inappropriate or not allowed at school, those items will not be allowed on the bus.

Driver/Monitor Dress Code

The bus driver and monitor shall be neat, clean and present a professional image at all times.

The following clothing *will not be permitted*:

1. Spaghetti-strap tops, low-cut tops, halter tops or tank tops where straps are less than 2 fingers in width. Men: NO tank tops.
2. Inappropriate shorts, or skirts shorter than fingertip length.
3. Frayed clothing of any type.
4. Clothing with inappropriate messages or images.
5. Inappropriate jewelry or accessory items.
6. Sleeveless tops with frayed or excessively large arm holes.
7. Footwear without an enclosed heel or toe. (Driver and monitors feet shall be completely covered while on the bus at all times.)

Procedures for Extra-Curricular Trips

Western Boone Community School Corporation maintains regular buses and multi-function school activity buses to provide transportation services for athletic and extra-curricular activities. Corporation vehicles and drivers are typically employed for extra-curricular transportation.

The scheduling of ECA and athletic trips, will be dependent on the leave time requested and the available hours the driver has without exceeding the 40-hour limit. There will be times the 40-hour limit will be exceeded which will prompt overtime pay rates. The ECA trips will be distributed as equitably as possible recognizing the timing of regular student routes. Drivers are typically assigned to ECA trips for the same elementary building as their regular student routes.

A driver scheduled on an overnight trip will be paid for hours driving and a \$60.00 stipend for each overnight period. The hours driving period is considered ended when the bus has arrived at the last stop of the day and begin again 30 minutes before requested start time the next day.

If a scheduled athletic or ECA trip is canceled, for whatever reason, and the driver is not notified before 3 pm, the driver will be compensated for a 2-hour minimum trip. If a scheduled athletic or ECA trip is canceled, for whatever reason, and the driver is notified before 3 pm, the driver will not be compensated for that trip.

When requesting transportation, teachers and coaches are required to submit a two-part Transportation Request Form to the building principal or athletic director specifying the date, group, departure time, return time, destination and the number of riders two weeks before date of the trip. Once approved, copies of the Transportation Request Form go to the teacher or coach, principal or athletic director and the transportation department. The driver will receive a Field Trip Driver Sheet, and this will serve as the official documentation for the bus driver and should be kept in the driver's possession while on an assigned trip. In addition, this form serves as a pay voucher for the driver when the trip is completed.

To receive payment, the driver must document the total amount of time on the trip and the miles driven on the trip. The start time is the time listed on the Transportation Request Form. The coach, teacher or sponsor of the trip, must sign the driver's copy of the Transportation Request Form. Completion of the trip is when the last student/athlete/coach is off the bus and you have completed a student check while the bus is at the school of departure. The trip time will be rounded up to the next quarter hour for partial quarter hour times. **The completed Transportation Request Form must be submitted to the Central Office to be processed for payment ASAP after the trip.**

School Bus Accident Plan

Each driver should keep, on their bus, an updated list of students assigned to their bus with addresses, parents' names, and home and work phone numbers. Bus driver should periodically review all accident procedures provided at safety meetings. Bus drivers should train 1-2 trustworthy older students on how to use the bus radio in case the bus driver is seriously injured in the accident.

In the event of an accident, the bus driver must give immediate radio notice to the Transportation Office. Information must include: your location, number of students on the bus, number of students injured and the nature of those injuries, and description of other vehicle and nature of their injuries. Emergency personnel will be dispatched immediately to an accident scene as well as the Indiana State Police who must be called to a school bus accident. All other non-involved drivers shall standby and off the radio. If a spare bus is needed, an administrator will contact you.

An administrator (typically the Superintendent or Transportation Director) and the school nurse (if available) will immediately go to the accident scene to verify the condition of students and assist emergency response personnel. The administrator at the scene of the accident will have a handheld bus radio, a mobile phone, and the bus route student list. At the Administration Office, the bus radio will be monitored closely, and families of the injured students will be contacted. Close contact will be maintained between the accident scene and the Administration Office.

The administrator and the school nurse at the accident scene will work with emergency medical personnel to identify the injured and non-injured. The non-injured will be moved away from the injured to allow the emergency personnel to work and keep the level of emotion under control. Siblings may be allowed to be with an injured brother or sister.

Every student on the bus involved in the accident must be seen by an EMT to verify injuries and determine who should be transported to the hospital. If this involves a large number of students with minor injuries, an additional school bus may be sent to the accident scene to transport students to the hospital. Administrators and other designated school personnel will call each injured student's custodial parent or guardian informing them that their child is at the hospital receiving medical attention and they need to come to the hospital. An administrator and/or school nurse will accompany injured students to the hospital and release students to their parents when they arrive at the hospital. **No students should leave the accident scene or the hospital without a custodial parent or guardian signing for their release.**

If the emergency medical personnel determine that some students do not need medical attention and do not need to be transported to the hospital, the students will be transported to the nearest school for release to their custodial parent/guardian or **be transferred to another waiting bus to continue to the appointed stop**. An administrator should make sure they have all names of this group and ride in this bus back to the school. If the accident was after-school, no non-injured student will be permitted to leave the school without a custodial parent or guardian signing for their release.

School Principals and secretaries may assist with telephone calls and provide student information needed for parent phone numbers, etc. School principals and secretaries will also organize staff members needed to stay at the school to help if some students are being returned to the school from a school bus accident. Administrators and other designated school personnel at the school will call each non-injured student's custodial parent or guardian informing them that their child is at the school. If the accident is after school, they need to come to the school. If custodial parents and/or guardians believe their children have any injuries, they need to take them to the hospital and the school will forward these bills for school insurance payment.

The administrator at the hospital will maintain in contact with the Administrative Office and/or school to provide updates on the students.

The bus driver will be alcohol and drug tested – 1) at the administration's discretion 2) any vehicle involved that is towed 3) any reported injuries, when involved in a school bus accident.

School Bus Video

Video equipment on the school bus may be used to verify the safety and security of students, driver, equipment, and other motorist. If an incident occurs, the video will be reviewed by the administration. It is Western Boone Community Schools' policy that no bus video will be shown to any parent or representative unless criminal activity has occurred. If criminal activity has occurred, the video will be treated as evidence. The video and equipment are the property of Western Boone Community Schools.

Board Policy Regarding Preschool Children Riding School Buses

Based upon Indiana State Law and through discussion with Kent Frandsen, our school Attorney, the Western Boone School Board adopted a policy prohibiting preschool children from riding school buses unless they are being transported to and from a school-sponsored preschool program known as Board Policy 9030. It was adopted on July 14, 1997. Following is the text of the board policy:

Recognizing that Indiana Law prohibits persons from riding on a school bus on any highway for any private purpose or for any other purpose other than the transportation of eligible school children to and from school, except as expressly authorized by statute, it is the policy of the Western Boone Community School Corporation that in the interests of public safety and maintaining proper discipline on the bus, pre-school children are prohibited from riding on any bus being used for the transportation of eligible school children unless such pre-school children are being transported to and from a school sponsored pre-school facility.

Below are the Indiana State statutes that drive this policy.

School Bus Safety (IC 20-9.1-5)

Section 1 -

No person shall operate, or permit the operation of, any school bus on any highway in Indiana for any private purpose or for any other purpose other than transportation of eligible school children to and from school except as authorized by sections 1.5 through 9 of this chapter.

Section 2.1 –

(A) The governing body of a school corporation may, by written authorization, permit the use of school buses for transportation.

- (1) Of preschool children who attend preschool offered by the school corporation or under a contract entered into by the school corporation to and from the preschool facility site: and
- (2) Subject to the geographic and residency requirements set forth in section 2(b) of this chapter of preschool children and necessary adult chaperones to and from educational or recreational activities approved by sponsored by the governing body for the preschool children.

Procedures for Loading and Unloading Students

The parking brake shall be engaged, and the transmission shall be placed in neutral before loading or unloading students.

Students should be at the assigned stop 5 minutes before schedule pick up. When the bus arrives at the scheduled stop and the schedule time and no students are observed, the driver shall look for the students, or any activity. If no students or activity are observed within 15 to 30 seconds, the driver shall continue the route.

The "Stop" signal device shall be extended whenever the bus is stopped on the roadway to load or unload school children except when the bus is stopped at an intersection or other place where traffic is controlled by a traffic control device or a police officer.

When performing a student pick-up stop, Activate the 8-way lights, Stop, Set the parking brake, Place transmission in neutral, Open the door, Watch the students, Check your mirrors, Wait for students to sit down, Shut the door, Place the transmission into drive and Release the parking brake.

When necessary for students leaving a bus to cross the road, they must keep to the right of the bus and cross in front and at a signal from the driver. The driver shall not move the bus until such students have safely crossed the road.

Buses stopping to unload on one-way streets shall pull to the right-hand curb or side. (IC 9.1-5-12)

1. All school buses will be at the elementary school by 7:25 - 7:30 AM. Any late arriving drivers will go to a staging area until all buses have left and then proceed to the bus parking area.
2. Upon arrival at the elementary school, the driver will set the parking brake, place the transmission in neutral and turn the key to the accessory position.
3. No student is let off the bus until all buses are parked.
4. Students will be release by announcement.
5. A school administrator will be on the sidewalk to release the buses.
6. Upon arrival at the high school, the driver will park in every slot, Set the parking brake, Place the transmission in neutral and Turn the key to the accessory position.
7. No students will be let off the bus until 7:50 am and they will be released by announcement.
8. For buses arriving after 7:50 am and the announcement to release, they are to follow #6 and as soon as the next bus to the right has parked and has turned the bus off may you open your door to release your students.
9. Conduct your student check as soon as the last student has exited your bus.

10. All buses will be at the elementary school by 2:25 - 2:30 PM. Any late arriving drivers will go to a staging area until all buses have left and then proceed to the bus parking area and be subject to a written reprimand.
11. A school administrator will be on the sidewalk to release the buses.
12. Upon arrival at the high school, the driver will Set the parking brake, Place the transmission in neutral and Turn the key to the accessory position.
13. Students getting off the bus at Western Boone will stay on the bus until all buses are in and there is an announcement for their release.
14. No student is released from the high school until all buses are parked.
15. A school administrator will be on the sidewalk to release the buses.

Once a student gets on your bus, they are on your bus until their assigned stop. They are not allowed to return inside to retrieve articles or to use the restroom.

Please let your students know this. They are to handle their business while at school, and the buses are to take them home.

Students are to get off the bus only at their assigned stop unless they have written permission from a school administrator or parent. The drivers should keep the written permission for a period of one week unless notified.

When arriving at a student designated stop, the student should disembark the bus. If no parent appears to be home and nothing looks out of the ordinary, the student should disembark, and the driver may contact the school or administration via radio to check on the students' well-being.

If arriving at a stop and something doesn't appear right, the driver has the option of proceeding to the next stop and contact the school or administration to check the situation and make arrangements to drop off the student later in the route.

Stone and School Bus Turnarounds

Western Boone Community Schools will provide stone to improve a drive to facilitate a school bus turnaround in exchange for permission from the homeowner to utilize the drive as a bus turnaround. This will be reviewed on a case-by-case basis and the need for stone will be determined by the Transportation Director.

With off campus parking of Western Boone Community Schools' buses helpful in reducing unloaded miles and timeliness of routing considerations, stone may be provided to improve a space for parking a school bus at the driver's property. This will be reviewed on a case-by-case basis as determined by the transportation Director.

Idling Policy and Starting Procedures

Diesel Bus:

Idling durations are as follow:

- 1) Temperature between 32-40 degrees
 - a) Start bus and allow it to run 10 minutes before beginning to drive bus. Morning idle time should not exceed 15 minutes.
 - b) Buses arriving at the school to load or unload, should turn off the engine upon arrival and leave the engine off until the buses are ready to depart. This also applies to field trips arrival and departure from those locations.
- 2) Temperatures between 20 and 32 degrees
 - a) Buses should have block heater plugged in to aid in starting. Start bus and allow to run for 60 seconds, increase throttle to 1200 rpm and turn on the driver's heater and defrost heater to the low position. Allow to idle for 15-20 minutes. Upon starting route, turn rear heaters on low until first stop. This will allow the engine to properly heat up for optimum heating performance. Turning heaters on high too soon will prolong heating process.
 - b) Buses at school to load or unload, should shut engine off upon arrival. In the event students are required to stay on the bus for an extended period of time and the cabin temperature drops to an uncomfortable level, start the bus and allow it to idle for an additional 15 minutes and then shut engine off. Repeat as needed.
- 3) Temperatures below 20 degrees
 - a) Buses should have block heaters plugged in to aid in starting. Start bus and allow it to run for 60 seconds, increase the throttle to 1500 rpm and turn on the driver's heater and defroster on low speed. Allow the engine to idle for 20-30 minutes. Upon starting route, turn rear heaters on low until first stop. This will allow the engine to properly heat up for optimum heating performance. Turning heaters on high too soon will prolong heating process.

Please make sure if your bus is not parked on school grounds and the temperatures are predicted to be below 32 degrees, block heaters are plugged in for a minimum of 4 hours prior to start time. Please be sure to use the shortest extension cord possible with a minimum gauge of 12 and the cord is in good working condition. If there is any questions of size, length, or condition of the extension cords, please ask the Fleet Maintenance Manager.

Gas Bus:

Idling durations are as follow:

1) Temperature between 32-40 degrees

- a) Start bus and allow it to run 10 minutes before beginning to drive the bus.
Morning idle time should not exceed 15 minutes.
- b) Do NOT idle up the engine.
- c) Buses arriving at the school to load or unload, should turn off the engine upon arrival and leave the engine off until the buses are ready to depart. This also applies to field trips, arrival and departure from those locations.

2) Temperature between 20-32 degrees

- a) Start the bus and allow it to run at idle for 10-15 minutes, but no longer than 20 minutes.
- b) Do NOT idle up the engine.
- c) Upon departure, turn the boost pump ON and the rear heater on LOW.
- d) Buses at school to load or unload, should shut engine off upon arrival. In the event students are required to stay on the bus for an extended period of time and the cabin temperature drops to an uncomfortable level, start the bus and allow it to idle for an additional 15 minutes and then shut engine off. Repeat as needed.

3) Temperature below 20 degrees

- a) Start the bus and allow it to run AT IDLE for 15-25 minutes.
- b) Do NOT idle up the engine.

4) Gas buses do not need to be plugged in during extremely cold temperatures, nor do they have front grill covers.

As always, we should keep idle time to a minimum. The idle times in this document are for maximum allowable time. When buses have the proper equipment installed and working correctly, maximum idle time is not required.

This policy only applies to student transportation vehicles.

Bus incident and Active Intruder

School bus drivers are the first and probably only adult on a bus that can respond effectively to an active shooter, bus incident, or hostage taker during a bus route. By being aware and informed as possible, the bus driver can lessen the severity of an incident.

Awareness when approaching bus stops

Pay close attention to your surroundings when approaching all bus stops. If there is a suspicious vehicle or person acting strangely at or near a bus stop, bypass that stop and radio base for help!

Identifying threat areas at bus stops

While driving your bus route, please pay close attention to areas that a vehicle may park, or a person may hide to hijack your bus. Talk to the Transportation Director with concerns about the safety of the bus stop. Moving the stop may be an option to improve safety.

Intruder Response – What if the intruder makes it on the bus?

If an intruder makes it onto your bus looking for a specific student, the driver should determine the best option with the circumstances they are involved with. Use any of the active shooter evacuation procedures if the driver determines necessary. This may hinder their progress if they are looking for specific students. Contact the school or administration if the driver determines it is safe or necessary. There is not a strict right or wrong response to a threatening incident on the bus. The driver needs to evaluate the situation and take the best action they can with the information they have.

If the bus driver suspects a serious issue on the bus, i.e., a student has a weapon or is making threats to others or the school:

- 1) The driver may radio in to WEBO base.
- 2) Upon response the driver states they have a "BLUE WARNING LIGHT ON".
- 3) All other drivers, upon hearing "BLUE WARNING LIGHT ON", do not use the radio.
- 4) If the driver is comfortable, give location and the following codes
- 5) The response from WEBO base "10-4 I'll get you some help".
- 6) The driver may slow down or stop and evacuate at the driver's discretion.
- 7) The driver may tell the students the bus isn't right, they are bringing a spear.
- 8) An Administrator or Sheriff Department is dispatched to the site.

The students are familiar with drivers calling in with warning lights on the dash or engine de-rating. If the driver slows down to a safe place off the roadway, no other students will be added to the mix or put in possible harm's way.

There are no blue warning lights on the dash of the bus.

Bus Radio Usage Guidelines

The Western Boone School Corporation provides a two-way radio communication system for the use of its Transportation Department. This is an open frequency, others maybe listening to our radios. Please limit the use of specific student names and descriptions.

Channel 2 should be used only when more than one vehicle is too far from the base to use the repeater. On channel 2, you can talk between vehicles if you are within a limited range.

It is with these rules and regulations in mind that we limit radio use to school-related business only. Professionalism on the radio is necessary since conversations on the radio are heard in each school office and at the three base stations in the Administration Building. Chatter on the radio is both annoying and disruptive in the school offices. Please limit your conversations to bus matters only.

Any other two-way radios or cell phones must be turned off during the routes.

Fueling School Bus

Each school bus is issued a specific fuel key to identify the bus and the driver is issued a specific PIN to be used during fueling. These two items allow us to keep track of the fuel usage of our fleet and must not be interchanged with another driver or bus.

The mileage must also be entered in the fuel pedestal when fueling. To ensure accuracy, you must enter the mileage that is displayed on the odometer of the bus you are fueling.

School Bus Safety Drills and Training

School bus evacuation drill will be performed two times per school year. One will be within the first 45 days of the start of school. Another will be as soon as possible, weather permitting, after Christmas break.

Drivers should inform the students of the emergency exit operation, seat belt cutter location/use, service door release switch/lever, parking brake operation, and the two-way radio operation. Students should be taught to stay together if an evacuation occurs. Keep the students in a group towards approaching traffic flow and away from the roadway.

Western Boone Community School Bus Drivers are required to take the DOE's annual safety program to maintain their yellow card eligibility. The Transportation Director shall determine if the safety meeting will be online or classroom setting.

A monthly safety meeting may be utilized as well to keep drivers informed about incidents or other safety issues as they arise. These monthly meetings shall last no more than 1 to 1 ½ hour and be compensated at twenty-five dollars.

These are the steps to keep safety at the forefront for all drivers.

Emergency Exits

Front-Door Evacuation

1. The driver should stop the bus and shut off the engine in a preselected location on the school grounds.
2. The driver should make sure the parking brake is set and the key is not in the ignition and then open the service entrance.
3. The driver should stand facing the students and give the following command: "Remain seated: This is an emergency drill – front door evacuation."
4. The driver should direct the student to walk, don't run, and use the handrail.
5. As students leave the bus, they should proceed in an orderly pattern behind the line leader student assistant to the distance of at least 100 feet (about 50 paces) from the side of the school bus. Designation of a reference point is sometimes helpful.
6. Students should remain quietly in a grouping defined by the line leader assistant until the driver is able to give them further directions.

Rear-Door Evacuation

- 1) The driver should stop the bus and shut off the engine in a preselected location on the school grounds.
- 2) The driver should make sure the parking brake is set and the key is not in the ignition and then open the service entrance.
- 3) The driver should stand facing the students and give the following command: "Remain seated. This is an emergency drill – rear door evacuation."
 - a) Train a student to carefully and properly open the rear emergency exit.
 - b) The student must understand not to open the door until the driver gives the command.
- 4) The driver should explain and demonstrate the method to be used for exiting the school bus.
 - a. Two student assistants stand outside with their hands out.
 - b. Students should not jump down, but sit down and scoot out of the back door. Hold both arms out to be guided down.
 - c. A third student assistant may be used as a line leader to move the students quickly away from the bus in an orderly fashion.

Front- and Rear-Door Evacuation

- 1) The driver should stop the bus and shut off the engine in a preselected location on the school grounds.
- 2) The driver should make sure the parking brake is set and the key is not in the ignition and then open the service entrance.
- 3) The driver should stand facing the students and give the following command: "Remain seated. This is an emergency drill, front- and rear-door evacuation."
- 4) All students to the front will leave by the front service entrance upon command.
- 5) All students to the rear will leave by the rear emergency door upon command.
- 6) Students in the middle will watch and decide which line is shorter and proceed in that direction.
- 7) Use the same procedures outlined for front-door evacuation or rear-door evacuation, except those students will have to move out by themselves upon command.

Western Boone - PM

Spots	Bus #	Bus Driver
1	SP3	Maria Heaton
2	14	Jeff Stout
3	13	Diana Oldham
4	20	Janet Christy
5	15	Mark Garnand
6	19	Ashland Richardson
7	17	Valerie Kyle
8	21	Cristin Aguilar
9	16	Alynda Neubeck
10	18	Brad Maddox
11	9	Margaret Beesley
12	5	Rodney Heaton
13	3	Stephanie Crouch
14	6	Jackie Covington
15	10	Billi Detty
16	12	Aaron Melvin
Handi	8	Monica Sprong
17	4	Cindy Hume
18	11	Jennifer Mundy
19	7	Angie Popplewell
20	25	Casey Cratty
21	27	Janice Cotton

Bus Evacuations inside Western Boone Jr./ Sr. High School

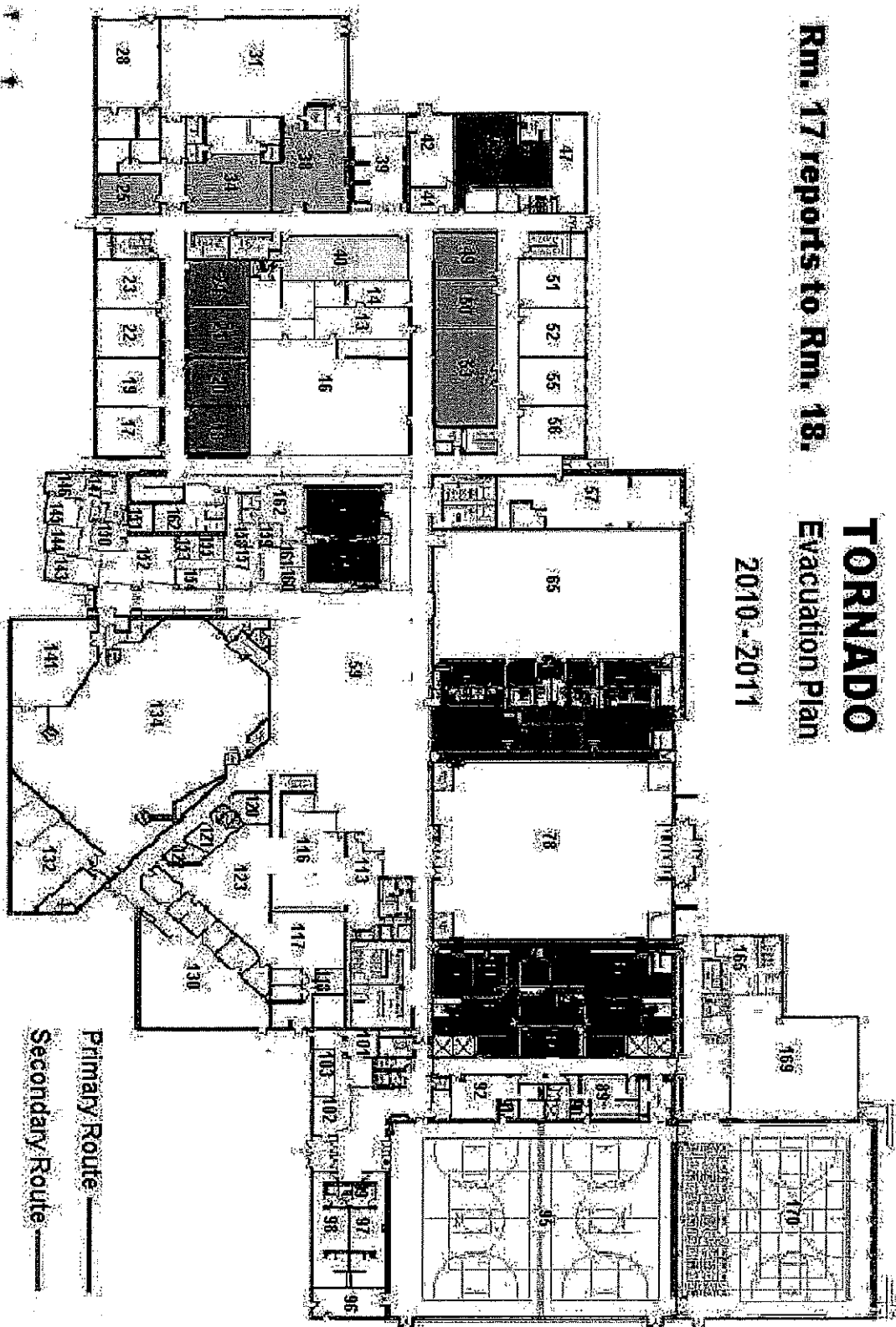
<u>Bus#</u>	<u>Entry Door#</u>	<u>Evacuation Room #</u>
SP3	21	49
14	21	49
13	21	50
20	21	53
15	21	53
19	21	53
17	23	50
21	23	40
16	23	40
18	23	40
9	23	40
5	23	40
3	23	40
6	23	38
10	23	38
12	23	18
8	28	20
4	28	21
11	28	21
7	28	34
25	28	34
27	28	34

Western Boone Jr. Sr. High School

TORNADO

Rm. 17 reports to Rm. 18. Evacuation Plan

2010.-2011



Wells - AM

Spot 5	Spot 6	Spot 7	Spot 8	Spot 9	Spot 10	Spot 11	Spot 12	Spot 13	Spot 14	Spot 15	Spot 16	Side	Side
bus 1	bus 11	bus 12	bus 3	bus 8	bus 1	bus 12	bus 3	bus 6	bus 8	bus 10	bus 9	Day	Bus 25
Cindy Hume	Rodney Heaton	Jackie Covington	Angie Popplewell	Margaret Beasley	Billi Dethy								

IF SHELTER IS NEEDED, PLEASE REPORT TO THE FOLLOWING LOCATIONS:

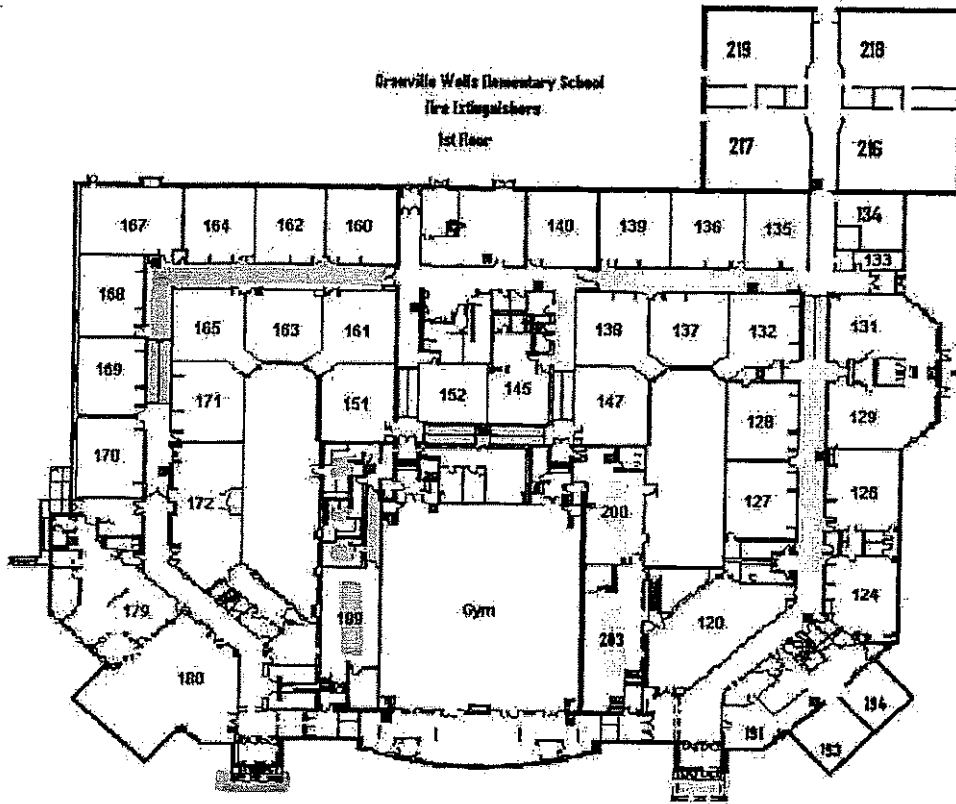
Bus 4	Bus 5	Bus 6	Bus 7	Bus 9	Bus 10
Cindy Hume	Rodney Heaton	Jackie Covington	Angie Popplewell	Margaret Beasley	Billi Dethy

Wells - PM

Spot 5	Spot 6	Spot 7	Spot 8	Spot 9	Spot 10	Spot 11	Spot 12	Spot 13	Spot 14	Spot 15	Side	Side
Bus 1	Bus 12	Bus 6	Bus 3	Bus 4	Bus 11	Bus 8	Bus 9	Bus 7	Bus 5	Day	Bus 26	Bus 25
Cindy	Aaron	Jackie	Stephanie	Cindy	Shanter	Monica	Margaret	Angie	Rodney	Care	Jadon	Cassy
Heaton	Melvin	Covington	Couch	Hume	Mundy	Sprong	Beasley	Popplewell	Heaton	Bus	Dickey	Cathy

IF SHELTER IS NEEDED, PLEASE REPORT TO THE FOLLOWING LOCATIONS:

Bus 1, 12, 6, 3, 4	Enter Door #15 - Go past 4th grade classes and take cover near 5th-6th grade hallway. If no room - go to room #189.
Bus 11, 8, 9, 7, 5, 25	Enter Door #1 - Go down hallway past shelter. Take cover in 1st-2nd grade hallway. If no room - go to room #203.
Shuttle bus:	
Bus 12 to drop off students (if riding)	



Physical Performance Test Standards Rule 8

School Bus Driver Physical Performance Standards and Measurements

575 IAC 1-8-1 Exiting the bus. Authority: IC 20-27-3-4. Affected: IC 20-27-9 Sec. 1.

- 1) Driver shall demonstrate the ability to exit the bus from a seat belted position in the driver's seat and exiting from the rearmost emergency door.
- 2) The measurement is pass/fail.

575 IAC 1-8-2 Quick reaction time between accelerator and service brake. Authority: IC 20-27-3-4. Affected: IC 20-27-9 Sec. 2.

- 1) Driver shall demonstrate quick reaction time between accelerator and service brake.
- 2) In a seat belted position, driver shall with the right foot, alternately depress the accelerator and service brake ten (10) times in ten (10) seconds or less.

Physical Performance Test Standards

575 IAC 1-8-3 Climbing and descending bus service door steps. Authority: IC 20-27-3-4. Affected: IC 20-27-9 Sec. 3.

- 1) Driver shall demonstrate the ability to climb and descend the bus service door steps in a forward-facing position two (2) times without stopping.
- 2) The measurement is pass/fail.

575 IAC 1-8-4 Opening and closing bus service door. Authority: IC 20-27-3-4. Affected: IC 20-27-9 Sec. 4.

- 1) Driver shall demonstrate the ability to open and close the bus service door two (2) times without stopping from a seat belted position.
- 2) The measurement is pass/fail.

Physical Performance Test Standards

575 IAC 1-8-5 Operating hand controls or steering wheel. Authority: IC 20-27-3-4. Affected: IC 20-27-9 Sec. 5.

- 1) Driver shall demonstrate the ability to operate one (1) hand control on each side of the steering wheel while the bus is in a safe forward motion.
- 2) The measurement is pass/fail.

The physical performance test will be completed once every 2 years in compliance with IC 20-27-3-4.

This physical performance test applies to any CDL licensed driver that was licensed after January 2002 and is to be completed biannual. Drivers licensed before January 2002, will be consider "Grandfathered" and are not required to complete the test.

WESTERN BOONE COMMUNITY SCHOOL CORPORATION

SUPPORT STAFF BENEFITS – SCHEDULE FOUR

JOB CLASSIFICATIONS: Corporation School Bus Driver and Bus Monitor (180 days)

PERSONAL LEAVE: (following successful completion of the 90-Day Probationary Period)

Returning employees will receive five (5) days of paid personal leave. If a new employee's probationary period ends in the month of August or September, 5 personal days will be granted for the first year. For those whose probationary period ends in the following months they will be given the corresponding number of personal days for that year: October-4, November-4, December-3, January-3, February-2, March-2, and April-1. If a new employee's probationary period ends in May-July, they will be eligible for five days for the upcoming school year. Personal leave days may be used at the employee's discretion and with the supervisor's approval. At the end of the school year, all unused personal leave will transition into sick leave. Personal leave days may not be used for days when an employee is not regularly scheduled to work (summer, school breaks, etc.). A new allotment of personal days will be given in August.

Note: Unpaid time is not allowed unless specified by our eLearning Day policy or all personal leave has been exhausted. If all personal leave is exhausted, the employee will only be granted unpaid time off for extenuating circumstances which must be approved by the supervisor and/or superintendent. Sick leave cannot be used without first using all personal leave 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 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:

An attendance bonus is earned at the rate of \$100.00 per school quarter for perfect attendance (using no personal, sick, or unpaid days), 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 in 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. Bereavement leave does not count against the perfect attendance 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

HEALTH INSURANCE: (30 hours/week required to receive 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. Employees enrolled in the health insurance plan have access to a free clinic as well as free telehealth services.

LONG-TERM DISABILITY and ACCIDENTAL DEATH and DISMEMBERMENT INSURANCE: (30 hours/week required to receive insurance)

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

LIFE INSURANCE: (30 hours/week required to receive insurance)

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

DENTAL INSURANCE: (30 hours/week required to receive insurance)

Corporation contribution: \$200/year.

VISION INSURANCE: (30 hours/week required to receive insurance)

Corporation contribution: \$50.00/year.

SUPPLEMENTAL OPTIONS (Upon request for employees with 30 hours/week):

- AFLAC; Accident, Short-term Disability, Hospital, and Critical Care plans available
- Additional Life Insurance for employee, spouse and family available
- Health Savings Account available for employees on the High Deductible Health Insurance Plan

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.

PRESCHOOL PROGRAM

The school corporation will waive half the tuition costs associated with the preschool program at Thorntown Elementary School and Granville Wells Elementary School for children of all non-certified regularly scheduled employees. Students must meet eligibility requirements established by the district to enroll in the program.

***RETIREMENT: For all persons employed as of December 31, 2012 (Grandfathered and Frozen):**
Upon retirement, employees with 10 or more continuous years of service will receive \$100 per year of service accrued as of December 31, 2012.

Board-Approved: 5/8/2023

**Western Boone County Community School Corporation
2024-25 School Calendar**

Adopted 1/8/23
Revised 2/10/23

Monday	Tuesday	Wednesday	Thursday	Friday	Explanatory Notes
AUGUST 2024					
5-T	6-T	7-S	8-S	9	T = Teacher Day
12	13	14	15	16	S = Students 1st Day
19	20	21	22	23	
26	27	28	29	30	
SEPTEMBER 2024					
2-LO	3	4	5	6	LO = Labor Day (NO SCHOOL)
9	10	11	12	13	MT = Mid Term (22 days)
16	17	18	19	20	
23	24	25	26	27	
30					
OCTOBER 2024					
	1	2	3	4-E	E = End of 9 weeks (42 days)
7	8-EPT	9	10-EPT	11	EPT = Elementary Parent Teacher Conferences (K-5) 9:30-2:00 P.M.
14	15	16-SPT	17	18	SPT = Secondary Parent Teacher Conferences (7-12) 5:00-8:30 pm
21-FB	22-FB	23-FB	24-FB	25-FB	FB = Fall Break (NO SCHOOL)
28	29	30	31		
NOVEMBER 2024					
				1	MT = Mid Term (40 days)
4	5	6	7	8-MT	TB = Thanksgiving Break (NO SCHOOL)
11	12	13	14	15	
18	19	20	21	22	
25	26	27	28-TB	29-TB	
DECEMBER 2024					
2	3	4	5	6	E = End of 2nd 9 weeks (48 days)
9	10	11	12	13	SM = End of 1st Semester (88 days)
16	17	18	19	20-E,SM	CB = Christmas Break (NO SCHOOL)
23-CB	24-CB	25-CB	26-CB	27-CB	
30-CB	31-CB				
JANUARY 2025					
6-T	7-S	8	9	10	T = Teachers Return 1/2 (Elem) Full (7-12)
13	14	15	16	17	S = Students Return
20-MLK,SMD	21	22	23	24	MLK = Martin Luther King Day (No School), Snow Make-up Day
27	28	29-EL	30	31-MT	EL = Learning Day
FEBRUARY 2025					
3	4	5	6	7	WB = Winter Break (No School), Snow Make-up Day
10	11	12	13	14	
17-WB,SMD	18-WB,SMD	19	20	21	
24	25	26	27	28	
MARCH 2025					
3	4	5	6	7	E = End of 3rd 9 weeks (44 days)
10	11	12	13	14-E	SB = Spring Break (NO SCHOOL)
17	18	19	20	21	
24-SB	25-SB	26-SB	27-SB	28-SB	
31					
APRIL 2025					
	1	2	3	4	MT = Mid Term (29 days)
7	8	9	10	11	
14	15	16	17	18-MT	
21	22	23	24	25	
28	29	30			
MAY 2025					
			1	2	MD = Memorial Day
5	6	7	8	9	E = End of 4th 9 weeks (44 days)
12	13	14	15	16	SM = End of 2nd Semester (90 days)
19	20	21	22-E,SM	23-T	T = Teacher Record Day (1/2 day) move to end of SMD if needed
26-SMD	27-SMD	28-SMD	29-SMD	30-SMD	SMD = Snow Make-up Day if needed

*EL= Learning Days scheduled on the calendar will be used for staff professional development, unless needed for a Snow Make-Up Day. Students will not physically attend school on learning days. WBOCCSO can only use 3 traditional Learning Days for the 2024-2025 school year. *After the use of 3 Learning Days for any unscheduled closure, but in Snow Make-Up Days will be utilized until all days are made up.

Jul-24 Granville Wells Salvage List

07-22-24

Quantity	Description
6	Rectangle Tables
2	Trapezoid Tables
4	Whiteboard Stands
9	Computer Desks
1	Big Book Table
2	Wooden Stools
2	Partitions
9	Filing Cabinets
1	Sand Table
1	Headphone Stand
1	Block Table
6	Office Chairs
1	Sanitizer Stand
170	Small Student Chairs
12	Large Student Desks
1	Small Headphone Stand
11	Headphones
5	Small Plastic Chairs
1	Podium
1	Snack Dispenser
4	Roll-down Maps
23	Small Student Desks
2	Large Wooden Stands

EDUCATION & OPERATION FUND COMPARISON REPORT

As of June 30, 2024, the Education Fund cash balance was \$4,257,338. The Education Fund expenditures for June 2024 were \$724,936. As of the end of June 2024, a total of 44% of the 2024 appropriation was expended.

As of June 30, 2024, the Operation Fund cash balance was \$4,575,288. The Operation Fund expenditures for June 2024 were \$345,910. As of the end of June 2024, a total of 41% of the 2024 appropriation was expended.

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

<u>Financial Institution</u>	<u>2024 YTD Interest Earned</u>
Home National Bank	\$261,743.72 Interest
Raymond James	\$15,959.54 Income
Raymond James	\$28,993.28 Change in Value
North Salem State Bank	\$12,488.47 Interest

On Thursday, June 27, 2024, with the authority of the Board of Trustees granted by a resolution on February 12, 2024, the corporation treasurer transferred \$588,796.25 from the Education Fund to the Operations Fund for Operation Fund expenditures that in prior years were General Fund Expenditures.

FYI: The June 2024 - Fund, Appropriation, and Revenue Reports are posted to the School Board Document Site