

BOARD MINUTES
BOARD MEETING
ADMINISTRATION BUILDING
August 11, 2025
7:00 P.M.

LIVESTREAM LINK

<https://www.youtube.com/@WesternBooneCountyCommunitySch>

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

Pledge of Allegiance
Prayer

- **MINUTES**

- The Chair entertained a motion to approve the minutes of the July 21, 2025, School Board Meeting.

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

- **SPECIAL PRESENTATIONS/RECOGNITIONS**

- Mike Rusk – Patron requested to address the Board but was not in attendance for the school board meeting.
- Christopher Ayres – Patron requested to address the Board but was not in attendance for the school board meeting.

ACTION ITEMS

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

- **PERSONNEL** All employment recommendations are pending completed satisfactory criminal background history report.
- **Granville Wells**
 - Kerri Shirley – Resignation – Kitchen effective May 22, 2025
 - Diana Patino – Employment – Kitchen effective August 4, 2025
 - Sandra Ashley – Employment – Kitchen effective August 7, 2025

ECA

Hayley Eadie & Kim Bloss – Student Council Sponsors

- **Thorntown**

- Kailey Gideon – Change in Position from PreK Instructional Assistant to Special Education Instructional Assistant effective August 5, 2025
- Tayler Miller – Change in Position from Special Education Instructional Assistant to PreK Lead effective August 4, 2025

ECA

Kristen Maddox & Maleigh Lough – Student Council Sponsors

Courtney Redman & Shazia Baker – Spell Bowl Coaches

Diana Shirley – Math Bowl Coach

Hillary Rhoton – Robotics Team Coach

Maleigh Lough & Lindsay Carter – Theater Club Sponsors

Tiffany Baldwin – RTI Rep 1

Audrey Kedanis – RTI Rep 2

Britleigh Berry & Alicia Threlkeld – Yearbook Sponsors

Diana Shirley – New Teacher Mentor

- **Granville Wells and Thorntown**
 - Bailey Padgett – Employment – Art Teacher effective 2025-2026 school year.
- **Western Boone**
 - Cassandra Castillo – Employment – Kitchen effective July 28, 2025
 - Tiffany Ford – Employment – Kitchen effective July 28, 2025
 - Jennifer Wilson – Employment – Kitchen effective July 30, 2025
 - Jane Taylor – Temporary Contract – Special Education Teacher effective August 4, 2025, to September 19, 2025
 - Ron Zachary – Maintenance Tech effective August 11, 2025

ECA

Andrew Meyer – New Teacher Mentor

Daniel Pierce – New Teacher Mentor

Whitney Weber – New Teacher Mentor

- **Western Boone Athletics**
 - Britt Abrams – JV Cheerleading Coach
 - Casey Baird – Junior High Football Assistant Coach
 - Jennifer Foxworthy – Junior High and High School Assistant Coach
 - Alex Kenworthy – Termination – High School and Junior High Girls Soccer Assistant Coach effective August 5, 2025
- **Western Boone Transportation**
 - Samuel Fischer – Non CDL Driver effective July 25, 2025

Motion: Phil Foster, Second: Melissa Smith, (Discussion), Vote: 5-0

BUSINESS

- **Prep Period Compensation**
 - Brent Miller, Principal, recommended the Board approve the compensation to Amanda Trent for her preparation period 2025-2026 school year. Amanda will be taking on additional duties and caseloads in the special education department.

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

- **Compensation for Special Education**
 - Brent Miller, Principal, recommended the Board approve the Compensation of Holli Butler for additional special education responsibilities for the 2025-2026 school year.

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

- **Memorandum of Understanding**
 - Superintendent Ramey recommended the Board approve Memorandum of Understanding MOU between WCCSC and Piece by Piece Autism Services.

Motion: Greg Hole, Second: Phil Foster, (Discussion), Vote: 5-0

- **Joint Services and Supply Fund (Cooperative) Agreement for Career and Technical Education**
 - Superintendent Ramey recommended the Board approve the Agreement with West Central Technical Education effective July 1, 2025.

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

- **Community Use of School Facilities BP – 1290**

- Superintendent Ramey recommended the Board approve the revised Community Use of School Facilities.

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

- **2026 Budget – Request to Advertise**

- Kyle Whiteley, Director of Business and Technology, requested approval to advertise the 2026 Budget, 2026-2028 Capital Projects Plan, and 2026-2030 Bus Replacement Plan.

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

- **Appropriations Reduction Resolution**

- Kyle Whiteley, Director of Business and Technology, recommended the Board approve the resolution granting Mr. Ramey authority to reduce 2025 appropriations for the 2026 budget.

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

- **Non-Resident Students**

- Superintendent Ramey recommended the Board approve the following Non-Resident Students:
 - Skylar Henry – Granville Wells, PreK, 2025-2026 school year.
 - Dawson Drake – Granville Wells, Kindergarten, 2025-2026 school year.
 - Delaney Drake – Granville Wells, 3rd Grade, 2025-2026 school year.
 - Camden Goss – Granville Wells, 5th Grade, 2025-2026 school year.
 - Oliver Murphy – Thorntown, PreK, 2025-2026 school year.
 - Lacoa Smith – Thorntown, Kindergarten, 2025-2026 school year.
 - Camila Smith – Thorntown, 2nd Grade, 2025-2026 school year.
 - Callen Baird – Thorntown, 4th Grade, 2025-2026 school year.
 - Paislee Hall – Thorntown, 6th Grade, 2025-2026 school year.
 - Evan Dexter – Western Boone, 7th Grade, 2025-2026 school year.
 - Soren Bandy – Western Boone, 9th Grade, 2025-2026 school year.
 - Alexis Pennington – Western Boone, 10th Grade, 2025-2026 school year.
 - Madalynn Wethington – Western Boone, 11th Grade, 2025-2026 school year.
 - Alicia Wilson – Western Boone, 11th Grade, 2025-2026 school year.

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

- **Inter-District Transfers**

- Eliza Click – Thorntown, Kindergarten from Granville Wells 2025-2026 school year.

Motion: Melissa Smith, Second: Phil Foster, (Discussion), Vote: 5-0

- **Donations**

- Superintendent Ramey recommended the Board approve the following Donations:
 - Student Activities received a \$1,211.47 donation from Boone County Emergency Management Agency.
 - FFA received a \$150.00 donation from Venis Trucking LLC.
 - FFA received a \$150.00 donation from Myers Ag Solutions LLC.
 - FFA received a \$150.00 donation from Dover Cristian Church.
 - FFA received a \$150.00 donation from Lebanon Driver Education.
 - FFA received a \$375.00 donation from White River Golden Retriever Club, Inc.
 - High School Volleyball received a \$500.00 donation from 7M's Lebanon IGA.

- Western Boone High School Athletics received the following Gym Wall Sponsorship.
 - State Bank \$1,500.00
 - Gott Ag LLP \$1,500.00
 - Ashcraft & Wong Orthodontics \$1,500.00

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

- **Out of State/Overnight Field Trips**

- Superintendent Ramey recommended the Board approve the field trips request for:
 - Jennifer Brunty – Spanish Teacher – Ecuador and the Galapagos Islands, June 2027
 - Todd Smith – FFA – Trafalgar, IN August 22, 2025, to August 24, 2025

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

- **CLAIMS**

- The Chair entertained a motion to approve the claims for July 21, 2025, through August 11, 2025, as submitted.

Motion: Phil Foster, Second: Melissa Smith, (Discussion), Vote: 5-0

- **MONTHLY FINANCIAL REPORTS**

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

- **OTHER**

- **PERSONNEL** All employment recommendations are pending completed satisfactory criminal background history report.
- **Granville Wells**
 - Michael Baker – Employment Custodian effective August 13, 2025
- **Thorntown**
 - Marilyn Kercheval – Employment Special Education Instructional Assistant effective August 14, 2025
- **Western Boone**
 - Eddie Cook – Retirement Maintenance Tech effective July 31, 2025
 - Bobby Stout – Resignation Custodian effective July 31, 2025
- **BUSINESS**
 - **Memorandum of Understanding**
 - Superintendent Ramey recommended the Board approve Memorandum of Understanding MOU between WCCSC and New Beginnings Behavior Intervention Services.

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

- **ANNOUNCEMENTS**

- Superintendent Ramey thanked the leadership team and the staff for a great start to the school year.
- Western Boone Imperial Star Command placed 13th at the Indiana State Fair.
- August 21 – First soccer match.
- August 22 – First home football game against Tri-West. Western Boone Education Foundation will also be hosting their Porkburger Fundraiser during the game.
- August 26 – Senior Olympics will be hosted at Western Boone Jr-Sr High School.
- September 1 – Labor Day – No School.
- Currently using 7 to 8 of the new tennis courts until work is completed.

- **ADJOURNMENT**

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

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (“MOU”) is entered into on the last date signed by the parties below (“Effective Date”), by and between Western Boone County Community School Corporation (the “School”) and Piece by Piece Autism Centers.

WHEREAS, the School’s mission is to provide its students with the skills and knowledge necessary to master the Indiana Academic Standards at each grade level.

WHEREAS, the School provides a Free and Appropriate Public Education (“FAPE”) for all students found to be eligible for special education under the Individuals with Disabilities Education Act (“IDEA”). Under IDEA, the School provides individualized special education programming and related services to those eligible students who are determined to be students in need of special education and related services.

WHEREAS, Piece by Piece Autism Centers provides medically necessary ABA therapy to its patients using the principles of reinforcement to increase appropriate behaviors and decrease inappropriate behaviors.

WHEREAS, Piece by Piece Autism Centers provides services to children who become eligible to enroll in the School and whose parents desire to enroll them in the School.

WHEREAS, the School and Piece by Piece Autism Centers have common long-range outcome desires for Piece by Piece Autism Centers patients to succeed in the school environment.

NOW, THEREFORE, the parties agree as follows:

1. Purpose of MOU. The parties agree the objectives of this MOU are as follow:
 - a. To provide a smooth transition from the ABA therapy environment to a school setting.
 - b. To outline the obligations and expectations of the parties.
 - c. To foster a healthy, collegial, and collaborative relationship among the parties and the families they serve.
2. School Obligations. The School agrees to the following:
 - a. It will collaborate with Piece by Piece Autism Centers in developing a plan for children receiving ABA therapy services from Piece by Piece Autism Centers to transition into the classroom upon their enrollment in the School.
 - b. It will develop an individualized education plan (“IEP”) for the student to address his/her educational needs.
 - c. It will provide access to the school building and appropriate classrooms for a Piece by Piece Autism Centers ABA technician to provide support to a student in the school setting as part of a student’s plan under the terms and conditions set forth in this MOU.

- d. It will exchange relevant information on a student's progress within the educational setting with Piece by Piece Autism Centers if a release of information has been signed by the student's parent.

3. Piece by Piece Autism Centers Obligations. Piece by Piece Autism Centers agrees to the following:

- a. It will collaborate with the School in developing a plan for children receiving ABA therapy services from Piece by Piece Autism Centers to transition to the classroom upon their enrollment in the School.
- b. It will exchange relevant information on a student's medical progress if a release of information has been signed by the student's parent.
- c. It will abide by the terms and conditions detailed in the MOU, particularly the expectations and protocols listed in Section 7.
- d. It will monitor the child's symptoms of autism and when the symptoms of autism decrease or if ABA support is no longer necessary, the support will decrease or cease.
- e. It will instruct its ABA technicians on their responsibility for respecting the confidential and privileged nature of information which may come to their attention regarding students and other School information. Specifically, as it relates to other students in the class/program/school, the ABA technician will maintain such confidentiality in accordance with school policy, district policy, Indiana Article 7, and the Family Educational Rights and Privacy Act (FERPA). Any violation of confidentiality will lead to immediate removal of the offending individual from the school environment and could lead to revocation of this MOU.

4. Mutual Agreements. The parties agree:

- a. That any services provided by Piece by Piece Autism Centers are supplemental services facilitated by the parent, above and beyond the provision of free appropriate public education ("FAPE") provided by the School as specified in a student's IEP.
- b. That any services provided by Piece by Piece Autism Centers are not required for FAPE.
- c. That all costs incurred with ABA therapy provided by Piece by Piece Autism Centers are the sole responsibility of the child's parent and the School is solely providing Piece by Piece Autism Centers access to the school building and student during the school day.
- d. To maintain good communication between the School, Piece by Piece Autism Centers, the ABA technician, and the student's teacher(s).
- e. Neither party, in performing its responsibilities and obligations under this MOU, will discriminate against any person because of said person's race, creed, religion, national

origin, sex, age, disability, sexual orientation, marital status, veteran status or any other state or federally protected class.

- f. That the School has the discretion to refuse entry of any ABA by giving notice to ABA's designated representative.
- g. That if the School informs Piece by Piece Autism Centers that an ABA technician has been determined by School to be unacceptable for reasons of health, performance, or other causes which could interfere with the School's operations, including but not limited to violation of the protocols set forth in Section 7, Piece by Piece Autism Centers shall withdraw any ABA technician from placement at the School immediately and replace that ABA technician to serve the medical needs of the student.
- h. That the principal is in the position of authority as the administrative leader of the building. Any concerns that may require administrative attention should be directed to the building principal, who can communicate with the appropriate individuals.
- i. That the teacher is the instructional leader in the classroom, playground, cafeteria, special areas, hallways, etc. Any concerns about the student in these areas should be directed to the teacher, who can communicate with the appropriate individuals. The teacher is responsible for communicating regularly with the parent on matters such as school performance, school activities, student participation, etc.

5. Piece by Piece Autism Centers Services:

- a. The ABA technician will provide support to the child so that the child can adapt to the classroom and be successful as part of the overall services the child is receiving across his/her day.
- b. The ABA technician shall provide transition services to the child, including, but not limited to teaching the child in a school setting to generalize behaviors and skills the child has learned.
- c. The ABA technician shall support a child in the classroom by:
 - i. Providing prompts as needed and gradually fade them.
 - ii. Facilitating social interactions with peers and teachers while adhering to classroom protocol.
 - iii. Collecting data on the child's autism symptoms.
 - iv. Meet with teacher and others to review the child's transition plan and progress.

6. Location. The parties mutually agree that the services contemplated in this MOU may take place at any School location, and they anticipate that Western Boone Jr/Sr High School shall be a primary location for such services.

7. Expectations and Protocols for Piece by Piece Autism Centers. Piece by Piece Autism Centers and its ABA technicians hereby agree to the following terms and conditions:
- a. The services provided are limited to students that have a transition plan developed by the School and Piece by Piece Autism Centers and the ABA technicians shall not work with any other student(s) during the school day.
 - b. ABA technicians will not be permitted to begin work with a student during the school day until evidence of criminal background check, including an expanded criminal history check as defined by IC 20-26-2-1.5 and expanded child protection index as defined by IC 20-26-2-1.5, is provided to the School. In the event that evidence cannot be provided in a manner satisfactory to the School, ABA technician shall obtain a criminal background check through the School.
 - c. ABA technician shall report to the student's teacher and Principal/designee if he/she must leave the assignment during the course of the school day;
 - d. ABA technician shall work in a collaborative, collegial, and professional manner with the student's teacher, classroom instructional assistants, school nurse, Principal/designee, and all other school staff (the School is in agreement that this will be a reciprocal relationship in that regard);
 - e. Piece by Piece Autism Centers and the ABA technician recognize that the teacher is the instructional leader, and the teacher will be responsible for making the educational and instructional decisions with regard to the student at all times;
 - f. ABA technician shall wear clear and visible identification while at school and school-sponsored events;
 - g. The ABA technician shall be required to sign in and out of the school building each day.
 - h. The ABA technician shall dress, speak, and behavior in a professional manner, which may include abiding by the School dress code (provided), established guidelines/policies/procedures/practices and expectations for professional staff and staff conduct. The school administration may determine if the therapist or consultant is acting in an unprofessional manner and may remove him or her accordingly.
 - i. The ABA technician shall adhere to all school employee policies and procedures, including but not limited to:
 - i. Confidentiality obligations under Indiana's Article 7, Family Educational Rights and Privacy Act (FERPA), and School policy, including never sharing personally identifiable information about any student

with a non-school official.

- ii. Child abuse or neglect reporting obligations
- iii. Reporting an arrest or conviction
- j. Any violation of confidentiality will lead to immediate revocation of the ABA technician's permission to work with the student in school and could lead to revocation of this MOU.
- k. The ABA technician will function in accordance with their professional standards of practice and ethical duties.
- l. The ABA technician shall keep records and paperwork out of students' reach or view.
- m. When not working directly with their assigned student, the ABA technician may move to another area if their assigned student does not require constant contact or to be in constant view.
- n. Food and drink, other than water, is only permitted in the classroom when other students are eating. Exceptions must be approved by the classroom teacher in advance.
- o. The ABA technician shall use his or her cell phone in the school building for emergencies only. Personal calls are not permitted.
- p. The use of audio or video recordings and/or virtual observations/monitoring/ support is strictly prohibited in the school setting.
- q. Unprofessional conduct or neglect will be documented and reported to Piece by Piece Autism Centers and the parent of the assigned student.
- r. The parties agree that violation of this Section is grounds for removal of the ABA technician from the School immediately and repeated violations is grounds for immediate termination of this MOU.

8. Term and Termination.

- a. Term. The term of this MOU shall be for one (1) year commencing on the Effective Date, and terminating one (1) year after the Effective Date.
- b. Termination. This MOU may be terminated as follows:
 - i. Termination by Agreement. In the event Piece by Piece Autism Centers and the School shall mutually agree in writing, the MOU may be terminated on terms and date stipulated therein.
 - ii. Termination Without Cause. This MOU may be terminated by either party without cause by delivering a written notice of termination to the other party at least thirty (30) days prior to such early termination.

iii. Termination for Cause. This MOU may be terminated immediately for repeated violations of Section 7.

9. Insurance/Liability.

a. Each party shall be solely responsible for the negligence or intentional misconduct of it or any of its employees, agents, representatives, or contractors.

b. Each party shall carry comprehensive general liability, automobile, errors and omissions, and such other insurance coverage as required under law and in commercially reasonable amounts customary in the state of Indiana, to provide coverage for any claims arising or alleged to arise from injuries or damage caused by any of its employees, representatives, contractors, or agents.

c. Piece by Piece Autism Centers shall be responsible for the provision of professional liability insurance covering the acts or omission of Piece by Piece Autism Centers' ABA technicians under this MOU.

d. Piece by Piece Autism Centers shall be responsible for maintaining workman's compensation and unemployment insurance as required under Indiana law.

e. A party shall provide proof of insurance coverage and qualification upon request by the other parties.

f. The provisions of this Section shall survive the termination or expiration of this MOU, and the parties hereto hereby agree to notify each other immediately of any claims, losses, liabilities or demands that become known to the party and that adversely affects any right, obligation, responsibility, duty, or interest of Piece by Piece Autism Centers or the School.

10. Relationship of the Parties. Piece by Piece Autism Centers and the School agree that Piece by Piece Autism Centers ABA technicians are acting as independent contractors and not as the agents or employees of the School. No ABA technician will be deemed to be an employee of the School, nor will the School be liable for the payment of any wage, salary, or compensation of any kind for service provided by Piece by Piece Autism Centers' ABA technician. Further, no Piece by Piece Autism Center ABA technician will be covered under the School's Worker's Compensation, Social Security, or Unemployment Compensation programs. Nothing in this MOU shall be construed as creating a single enterprise, partnership, joint venture or employer-employee relationship between the School and Piece by Piece Autism Center.

11. E-Verify. Piece by Piece Autism Centers, and the representative of Piece by Piece Autism Centers signing this MOU, affirm under penalties of perjury that Piece by Piece Autism Centers does not knowingly employ an unauthorized alien. Piece by Piece Autism Centers shall verify the work eligibility status of all its newly hired employees through the E-Verify Program unless the program no longer exists. Piece by Piece Autism Centers shall not knowingly employ or contract with an unauthorized alien and shall not retain an employee or contract with a person Piece by Piece Autism Centers subsequently learns is an unauthorized alien. Piece by Piece Autism Centers shall require its subcontractors and

affiliates, who perform work under this MOU, to certify to Piece by Piece Autism Centers that the subcontractor does not knowingly employ or contract with an unauthorized alien and that the subcontractor has enrolled and is participating in the E-Verify Program (unless it no longer exists). If Piece by Piece Autism Centers violates this section, it shall remedy the violation not later than 30 days after the date the School notifies Piece by Piece Autism Centers of the violation. The School may terminate this Agreement if Piece by Piece Autism Centers fails to comply with this provision and Piece by Piece Autism Centers shall be liable for damages.

12. Miscellaneous.

- a. Each party shall perform this MOU in full compliance with any and all applicable federal, state and local laws, statutes, regulations, and/or ordinances.
- b. This MOU contains the entire understanding of the parties, and it supersedes and replaces any and all previous understandings, commitments, or agreements, oral and written, related to the terms set forth herein. There are no representations, warranties, covenants, or understandings between the parties related to the subject matter hereof other than those expressly set forth in this MOU. This MOU shall be amended only by an instrument in writing signed by both parties hereto.
- c. A waiver by either party of a breach or failure to perform shall not constitute a waiver of any subsequent breach or failure. A waiver of any of the provisions of this MOU shall be effective only if made in writing and executed by both parties.
- d. If any part, term, or provision of this MOU shall be held void, illegal, unenforceable, or in conflict with any law of a federal, state, or local government, having jurisdiction over this MOU, the validity of the remaining portions or provisions shall not be affected thereby.
- e. This MOU shall be construed, governed, and enforced under the laws of the State of Indiana.
- f. This MOU may not be assigned or otherwise transferred by either party, in whole or in part, without the express prior written consent of the other party, which consent shall not reasonably be withheld.
- g. This MOU shall be binding upon and inure to the benefit of the parties hereto and their respective successors, assigns and legal representatives.
- h. Notices or communications herein required or permitted shall be given to the respective parties by certified mail (said notice being deemed given as the date of receipt) or by hand delivery at the following address:

Piece by Piece Autism Centers

Attn: Noah Moore-Benge
Clinical Director

Western Boone County Community School
Corporation

Attn: Rob Ramey
Superintendent

110 Birchwood Dr.
Lebanon, IN 46052

1201 N. St. Rd.75
Thorntown, IN 46071

- i. This MOU and any amendments thereto shall be executed in duplicate copies on behalf of Piece by Piece Autism Centers and the School by an official of each, specifically authorized by its respective Board to perform such executions. Each duplicate copy shall be deemed an original, but both duplicate and originals together constitute one and the same instrument.

- j. Notwithstanding anything to the contrary contained herein, neither party shall be liable for any costs, damages, delays or failures in performance resulting from acts beyond its reasonable control including, without limitation, acts of God, acts of war or terrorism, pandemic, shortage of supply, breakdowns or malfunctions, interruptions or malfunction of computer facilities, or loss of data due to power failures or mechanical difficulties with information storage or retrieval systems, labor difficulties or civil unrest. Notwithstanding the foregoing, in the event of such an occurrence, each party agrees to make a good faith effort to perform its obligations hereunder.

IN WITNESS WHEREOF, the duly authorized officers and representatives of the parties have executed this MOU on the date set forth above.

Piece by Piece Autism Centers

Western Boone County Community School Corporation

By: _____

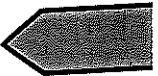
By: _____

Rob Ramey
Superintendent

[PRINTED NAME AND TITLE]

Date: _____

Date: _____



**Joint Services and Supply Fund (Cooperative) Agreement
for
Career and Technical Education
Effective July 1, 2025**

This contract signifies agreement on part of the governing bodies of the herein named public school corporations of the State of Indiana to modify the earlier West Central Indiana Career and Technical Education Cooperative Agreement in order to engage in the joint employment of personnel and joint purchases of supplies, equipment and facilities to provide programs and services for high school students in career and technical education.

The participating school corporations are:

Crawfordsville Community School Corporation (LEA)
North Montgomery Community School Corporation
South Montgomery Community Schools
Western Boone County Community Schools

This contract signifies agreement on the part of the governing bodies of the participating public school corporations of the State of Indiana to engage in the joint employment of personnel and joint purchases of supplies, equipment, and facilities to provide programs and services for career and technical education.

WHEREAS, all or some of the participating school corporations are in possession of facilities and equipment used for career and technical education programs, and

WHEREAS, all or some of the participating school corporations are desirous for some of their students to participate in joint career and technical education programs being offered by all or some of the participating school corporations subscribing to this contract.

NOW, THEREFORE, in consideration of the mutual promises and covenants hereinafter set forth, the parties jointly and severally agree as follows:

Definitions. Whenever used in this contract,

- (a) "School Corporation" shall mean any public school corporation established by and under the laws of the State of Indiana participating in this agreement.
- (b) "Executive Board" shall mean a board composed of the superintendent or designated representative from each school corporation participating in this agreement.
- (c) "Administrative and Fiscal Agent or LEA" shall mean the governing body of the school corporation designated by the Executive Board as the administrative and fiscal agent for the area programs.
- (d) "Career and Technical Education" shall mean any education the controlling purpose of which is to fit an individual for profitable employment and/or further education.
- (e) "School Year" shall mean the period of time from July 1 of each year through June 30 of the following year.

- (f) "Sending Corporation" shall mean a school corporation which has students enrolled in a career and technical education programs operated by another school corporation.
- (g) "Operating Corporation (or Host Corporation)" shall mean a school corporation which operates joint programs and permits students from other school corporations to enroll in said programs.
- (h) "Participating Corporation" shall mean a school corporation which is a party to this agreement.
- (i) "Joint Program" shall include any career and technical program operated by an individual school corporation and attended by students from two (2) or more school corporations.

Article I. Authority of the Agreement

This agreement is entered into pursuant to the provisions of IC 20-26-10 which authorizes two or more local school corporations to engage in joint programs for joint purchases and/or for the joint employment of personnel.

Article II. Scope of the Program

It shall be the primary purpose and intent of this joint service agreement to provide for the area administration and operation of joint programs in career and technical education in accordance with state regulations, Comprehensive Local Plan (federal) and policies established by the Executive Board. Current joint programs (programs serving students from two (2) or more school corporations), as of July 1, 2025 including the following:

- Auto Services Technology
- Business Administration
- Construction Trades
- Cosmetology
- Criminal Justice
- EMT
- Fire & Rescue
- Industrial Career Academy
- Information Tech Support (formerly Cybersecurity)
- Pre-Nursing
- Radio/Television
- Welding Technology

Article III. Administrative Provisions

Part A. Administering School Corporation

The administering school corporation (local educational agency or LEA) for the West Central Administrative Budget and District 23 Comprehensive Local Plan shall be the Crawfordsville Community School Corporation. As administrative and fiscal agent for the joint service program, it shall maintain the Joint Service and Supply Fund for each funding source and receive and disburse in accordance with recommendations of the Executive Board and its Director.

Part B. Division

The West Central Indiana Career and Technical Education Cooperative shall be operated as one Division. The programs operated as joint area programs shall be operated in accordance with the recommendations and policies set out by the Executive Board.

Part C. Executive Board

The Executive Board shall be composed of the superintendent (or designee) from each of the four (4) corporations that comprise the West Central Indiana Career and Technical Education Cooperative. The basic functions of the Executive Board shall include: hiring, evaluation, financial oversight and final budget approval, dismissal of administrative office staff members employed under the joint agreement, approval of the administrative, joint programs and Comprehensive Local Plan (federal) budgets, review the need for expanding, modernizing or eliminating career and technical education programs, and adoption of other policies and provisions necessary for the operation of career and technical education programs and services through the cooperative.

One (1) member of the Executive Board shall be appointed as President whose primary responsibilities are to: work closely with the Director and LEA Superintendent as needed; conduct/facilitate meetings of the Executive Board; represent Executive Board or appoint other representatives as needed for special committees; coordinate the annual evaluation of the Director; and, serve on the budget and/or other special committees which may be needed to carry out the intent of this agreement.

The Executive Board shall meet regularly at a location determined by the members. Each participating school corporation shall have one vote in matters pertaining to the Executive Board. A quorum of three (3) members of the Executive Board members (or their designee) must be present to conduct official business. In conducting business of the Executive Board, a binding vote will be the majority vote of the members (or their designee) in attendance and voting. Regarding annual budgets three (3) out of the four (4) school corporations must approve.

Part D. Staff Personnel

The matter of recruitment, screening and possible dismissal of West Central office staff members employed under the joint agreement shall be the initial responsibility of the Executive Board to the LEA. These staff members are listed below:

Director of Career and Technical Education – Full-Time Position

Student Success Coordinator – Full-Time Position (100% Perkins funds)

~~Work Based Learning Coordinator – Full-Time Position (40% Perkins funds, 60% Ascend funds)~~

Administrative Secretary – Full-Time Position

Part E. Director of Program

The director is responsible to the Executive Board. This person shall report to this governing board on a regularly scheduled basis. The director shall have the authority of an assistant superintendent in all matters pertaining to career and technical education. The director shall be compensated and shall abide by the personnel policies and procedures adopted by the Crawfordsville Community School Corporation.

The Director shall perform all duties as set forth in a job description provided by the Executive Board.

Part F. Student Success Coordinator

The Student Success Coordinator will be responsible for supporting student success across the CTE district and initiatives, including career development planning, post-secondary preparation, industry certification assistance, and post-graduation follow-up. Additionally, this position will oversee the planning and implementation of various programs and events aimed at enhancing student achievement and engagement. This position reports to the Director.

Part G. Work-Based Learning Coordinator

~~The Work-Based Learning Coordinator will oversee and support WBL activities across the CTE district, including both shared programs and partner high schools, as well as the development of a youth apprenticeship program. This position will directly oversee the planning and implementation of various programs and events aimed at increasing WBL experiences through activities and events such as Capstone placement support, a job fair, district/program advisory boards, guest speaker/field trip coordination, online management platform implementation, and streamlining the on-boarding process for students and industry partners. This position reports to the Director.~~

Part H. Administrative Secretary

The Administrative Secretary will provide support to the CTE office staff by managing a variety of administrative tasks including daily attendance, ordering and document filing, and monthly newsletter distribution. Additionally, the position will provide assistance to annual events and various projects and activities within the CTE district. This position reports to the Director.

Article IV. Student Eligibility

- a. West Central Indiana Career and technical Education programs are available to all students meeting enrollment criteria, regardless of sex, gender, race, creed, religion or national origin.
- b. A student shall be determined by the principal (or designee) to be eligible for a joint career/technical program that: 1) pre-requisites, if any, have been met; 2) high school plan, requirements and schedule permits such enrollment; 3) designated student fees have been paid; 4) appropriate transportation is provided or available to the student; and, 5) space is available.
- c. Students from sending school corporations may attend the career and technical education programs of an operating corporation according to the program requirements and shall spend any remainder of their daily educational program in their own sending school corporation. Under certain circumstances, sending school students may enroll in academic classes offered by the school operating that student's career and technical education program.
- d. Each student of a sending corporation attending the operating corporation's career or technical programs shall be considered as a full-time student of the sending school corporation for any and all purposes. Such students, however, shall be subject to the rules and regulations of the operating corporation and/or the West Central Career and Technical Educational Cooperative while in attendance at a career or technical education program.
- e. It shall be the responsibility of each sending school corporation to select those students who are to attend the operating corporation's career and technical education programs.

- f. Acceptance of students from other school corporations. After all member school corporations have been given an opportunity to enroll students in a given program, the operating school corporation for a program may enroll students from other school corporations to fill any remaining slots provided that conditions 1-4 are met:
1. The student must be enrolled at a school corporation that is a member of another Career and Technical Education Area District as assigned by the State of Indiana.
 2. Prior to enrollment, the appropriate Director and/or Governing Board President as well as the student's home school corporation must approve of the special arrangement.
 3. Students from other corporations enrolled on official DOE count day shall be billed an annual tuition rate calculated as follows: Total budgeted program cost per student as approved by the Executive Board plus \$1000 for administration and overhead. Tuition for these students will be billed by September 1st of each school year. Revenue received from other corporations for these students will be deducted from the appropriate budgets (administrative and joint program) and reflected in the final program billing for a given school year.
 4. Once accepted for enrollment, students will be subject to the same rules, regulations, calendar, and other requirements established by the "host" school corporation for our own students.
- g. Acceptance of homeschool students in CTE programs. After all member school corporations have been provided an opportunity to enroll students in a given program, homeschooled students may enroll to fill any remaining spots provided the conditions 1-4 are met:
1. The student must be enrolled in a homeschool program. Students may not be enrolled in an online public school hosted by non-participating corporation.
 2. Prior to enrollment by the end of the second full week of the school year, the appropriate Director and/or Governing Board President as well as the Superintendent of their district of residence, must approve the special arrangement.
 3. Homeschooled students shall be billed an annual tuition rate calculated as follows: Total budgeted program cost per student as approved by the Executive Board; any textbook costs and fees associated with the program; transportation; plus \$1000 for administration and overhead. Tuition for these students will be billed by September 1st of each school year. Revenue from homeschooled enrollments will be deducted from the appropriate budgets (administrative and joint program) and reflected in the final program billing for a given school year.
 4. Once accepted for enrollment, students will be subject to the same rules, regulations, calendar, and other requirements established by the "host" school corporation for our own students.

Article V. Transportation

It shall be the responsibility of the sending school corporation to determine local policies regarding student transportation to and from joint career and technical education programs.

Article VI. Financial Provisions

Part A. Equal Shares of Administrative Budget

Personnel costs, benefits, office supplies, contractual services, communications, travel, equipment, etc. for the Administrative Office will be purchased through the Joint Service and Supply Account.

Each participating school corporation will be obligated to pay ¼ of the joint services and supply fund (administrative budget). The net cost to each school corporation shall be determined in the following manner:

	Amount of Approved Administrative Budget
Less:	Administrative Deductions from Applicable Grants
Plus:	Supplemental Administrative Cost by LEA
Plus:	Over expenditure of Administrative or Federal Budget
Equals:	Net Total Cost of Administration Divided by four (4)
Equals:	Cost per School Corporation (billed by LEA)

Part B. Joint Program Budgets

For joint programs, all costs of programs (with budgets approved by Executive Board) shall be billed to sending school corporations depending upon total program enrollment by LEA. The net cost to each school corporation shall be determined in the following manner:

	Amount of Approved Joint Program Budget
Divided by:	Number of Students Enrolled
Equals:	Net Total Cost per Student
Multiplied by:	Total Enrollment of Students from Sending School Corporations
Equals:	Cost per School Corporation (billed by LEA)

Joint Program Billing

It is the responsibility of the LEA to bill the sending school corporations according to the following billing schedule:

- Initial Invoice: October 15, 2025 (due within 30 days)
- Second Invoice: February 2, 2026 (due within 30 days)
- Reconciliation: no later than June 30, 2026 (if program over expends approved budget, final payment will be due July 31, 2026; credits for underspent programs will be sent no later than July 31, 2026)

Personnel Costs Incurred by Host Corporations

It is the responsibility of the Host Corporation to submit a reimbursement of personnel expenses to the LEA with supporting documentation of actual cost expended. Reimbursement requests should be submitted no less than on a bi-monthly basis. Final reimbursement requests for the 2025-26 school year should be submitted no later than May 31, 2026, and should account for personnel costs to be

paid out through the end of the teacher's contract with the Host School. All payments will be issued after approval by the LEA's School Board of Trustees.

Part C. Contracted Program (Cosmetology)

As approved through Executive Board action, Director will negotiate an agreement and costs on an annual basis and present recommendations to the board. Superintendents (or designee) from school corporations sending students to the cosmetology program shall approve payment amounts on an annual basis.

Article VII. Duration of Agreement

This agreement shall become effective when signed by each participating school corporation superintendent (or designee) and shall replace all previous agreements for West Central Indiana Career and Technical Education cooperative. This agreement shall remain in effect until such time as it is revoked by each respective school corporation. Revocation of the agreement by any given school corporation does not make the agreement any less binding on the remaining participating school corporations.

Withdrawal from the agreement by any participating school corporation may be done following the close of a given school year provided that notification of withdrawal has been given to the administering corporation by April 1 of the year prior to the withdrawal. (This in effect makes a fifteen month notice of withdrawal.) Requests to withdraw from the agreement must be submitted to each participating board by January 1 prior to the April 1 deadline of notification of withdrawal.

Article VIII. New Members

Any school corporation wishing to become a member of the West Central Career and Technical Education cooperative may do so by filing an application with the Executive Board by January 1 proceeding the school year when the membership will take effect. Upon receipt of the application, the Executive Board shall vote to determine whether to accept the applicant school corporation. Such corporation shall be admitted to the West Central Indiana Career and Technical Education Cooperative only after three (3) out of Four (4) affirmative votes of the Executive Board.

Article IX. Amendments to Agreement

Amendments to the agreement, except with regard to its duration, may be made at any time when written and subscribed to by each participating school corporation.

Article X. Execution of Agreement

This agreement is executed for and on behalf of the Board of School Trustees of each participating school corporation by its respective superintendent (or designee), each of whom has been authorized by their respective boards.

School Corporation

Superintendent

Date

Crawfordsville Community School Corp.(LEA)

Dr. Rex Ryker

North Montgomery Community School Corp.

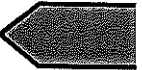
Dr. Colleen Moran

South Montgomery Community Schools

Dr. Stephanie Hofer

Western Boone County Community Schools

Mr. Rob Ramey



COMMUNITY USE OF SCHOOL FACILITIES

BP - 1290

Western Boone County Community School Corporation encourages the use of its school facilities by residents, employees, and property taxpayers of the school district. Groups interested in using the facilities must review the established guidelines and submit an application to the building principal of the facility requested. The building level administrator shall exercise discretion and make the determination regarding building use per the established guidelines (see attached).

Date Adopted: 08/22/94

Date Revised: 12/13/04, 11/08/10, 08/11/25

Community Use of School Facilities - Guidelines

Insurance Requirements

All non-school groups must provide a Certificate of Insurance with limits of no less than \$500,000 combined single limit liability for both bodily injury and property damage liability and an addition naming the Western Boone County Community School Corporation as an additional insured and a signed Release and Indemnification Agreement completed by the appropriate representative. Those who are not part of an organization with proof of insurance are required to sign a release waiver.

The following groups may use facilities (no rental fees charged) with corporation administration's permission and discretion.

- School related student, teacher, and parent groups (e.g., student clubs, WBTA, PTO)
- Organized local youth groups (e.g., Brownies, Scouts, 4-H, school athletic associations)
- Organized local adult groups for special meetings sponsored by local civic organizations which are of general interest, educational, open to public, and where no admission fee is charged
- A group, club, or student activity that benefits the students

All organizations using school facilities must provide Certificate of Insurance or release waiver regardless of charge.

Rental Fees For Use of School Facilities

(For organizations that charge for admission or make money off of the facility)

Cafeterias, Gyms, Auditorium, Outdoor Fields	\$100/hour
Meeting Rooms (Classrooms, Community Room, LGI, MPR, etc.)	\$50/hour

1. Custodians and cooks will be paid \$40 per hour if activity is held outside normal working hours.
2. If extra clean-up is required after the activity, the renting organization will be responsible to pay custodial fees incurred.
3. Custodians, cooks, technical crew for the auditorium, and in addition to the rental fee.

4. Rental fees are payable to Western Boone County Community School Corporation. Custodial, cook, and technical crew fees are to be paid to the corporation, which will reimburse the parties to be compensated.
5. The use of multiple spaces will require a rental fee for each space used.
6. The corporation administration reserves the right to waive and/or reduce fees on a case-by-case basis.

General Rules and Regulations

1. Outside organizations, unless specifically authorized by the board, may not use the swimming pool.
2. When custodial services are needed, a custodian must be on duty. A cook must be on duty when kitchens are used. School administration may require a custodian or other school employee be on duty for the event at the cost of the renting organization.
3. Organizations approved to use facilities may not assign, transfer, sublet, or charge a fee for use of facilities, unless special permission is granted.
4. All activities must be under competent adult supervision. The custodian will supervise the operation of the facilities but is not required to supervise the group or its activities. The corporation administration may require the hiring of additional adult supervisors.
5. All permits are revocable and will not be considered as a lease. The school board or its authorized agent may reject any application.
6. Furniture and equipment owned by the district shall not be moved from one school to another or from one classroom to another. Any damage to the facilities will be charged back to the renting organization.
7. Any apparatus or other equipment moved into the building must have prior approval and must be removed promptly so as not to interfere with normal school programs.
8. School property shall not be used for teaching, promoting, disseminating, or furthering of any theory or doctrine of subversive nature.
9. Organizations using the school facilities shall agree to indemnify the district for any and all damage by any person or persons attending the event, and likewise the school district against any and all liability and any damages to any person or persons, and hold harmless the Western Boone County Community School Corporation, their agent and employees from and against all claims, damages, losses, and expense including attorney's fees.
10. Tobacco, vaping, alcohol, and all other illegal drugs are prohibited on school grounds.
11. Persons in attendance must confine themselves to areas assigned. Disorderly conduct is prohibited. The permit holder shall assume full responsibility for any unlawful act committed in the exercise of the permit.
12. All local and state ordinances and laws of the police and fire departments must be observed.

13. All programs, performances, or any usage of buildings must conclude by 12:00 midnight, unless prior permission is obtained from corporation administration.
14. Any use of recreational, audio-visual, or other school equipment must show item approval on the use permit prior to use. Competent equipment operators will be provided by the school at permit holder's expense.
15. Regular school activities and organizations of the school will have first priority in reserving the use of any school facilities.
16. Any organization using facilities where set-up is required should contact the building principal at least three days in advance of the event and the food services director needs to be contacted in advance so that specific arrangements can be made for the use of the kitchen.
17. No facilities will be rented to individuals for personal use.
18. The above rules may only be changed by the corporation administration.

WESTERN BOONE COUNTY COMMUNITY SCHOOL CORPORATION
1201 North State Road 75, Thorntown, Indiana 46071

APPLICATION FOR USE OF SCHOOL FACILITIES

Organization or Group Requesting Use of Facilities:

Purpose of Facility Use:

How Many People Will Be Involved in This Activity? _____

Name and Location of Facility Desired: _____

Date of Activity: _____ **Hours Requested:** _____

The Following Services Will Be Needed:

Custodians: How Many? _____ How Long? _____ Pay Rate? _____

Cafeteria Personnel: How Many? _____ How Long? _____

Admin. Supervisor: How Many? _____ How Long? _____ Pay Rate? _____

Facilities Set-Up: How Many Tables? _____ How Many Chairs? _____

Equipment: Podium? _____ Microphone? _____

A.V. Equipment (specify)? _____

Please describe your set-up arrangement _____

Charges: Use of Facility \$ _____ Personnel \$ _____

Name of Organization Representative: _____

Address: _____

Daytime Phone: _____ **Evening Phone:** _____

Having read the policies, rules, and regulations for use of school facilities, we agree to adhere to them and to be responsible for payment of all fees charged and damages to property, not including ordinary wear and tear.

Signature: _____ **Date:** _____
(Organization Representative)

Please Note:

- Arrangements for meals to be prepared and served by cafeteria employees should be discussed with the food service director.
- All checks for school facilities and employee compensation are to be made out to Western Boone County Community School Corporation.

Approved By: _____ Position: _____
Western Boone County Community School Corporation

COMMUNITY USE OF SCHOOL FACILITIES - RELEASE WAIVER

I, _____ (User) agree to indemnify and hold harmless the school, school board, school board officials, administrators, principals, teachers, and all other school employees, volunteers, or representatives, and all persons and bodies corporate acting for or on behalf of them, against all liability, claims, demands, actions, suits damages, proceedings, costs, and expenses (including reasonable attorney fees) whatsoever (including injury to persons and damage to property) for which they may be or become liable directly or indirectly arising out of the use of school premises by the User (or the servants, agents, or invitees of the User), and for such further sums in excess of those contained in any insurance policy procured by User relating to the use of the school premises or for such amounts as may not be payable under any such insurance policy.

Name of User (Print): _____

Signature of User: _____

Activity of School Facility: _____

Date: _____

WESTERN BOONE COUNTY COMMUNITY SCHOOL CORPORATION

2026 BUDGET RESOLUTION

WHEREAS, the Trustees of the Western Boone County Community School Corporation are required to advertise the 2026 Budgets six months prior to implementation.

AND WHEREAS, expenditure calculations used to prepare the budget and establish tax levies and rates for advertisement are projections of events that may take place over the next eighteen months,

AND WHEREAS, the Trustees of the Western Boone County Community School Corporation wish to impose the most appropriate tax rate on their patrons to ensure appropriate levies to fund the school budget.

THEREFORE, BE IT RESOLVED that the Trustees grant the appropriate authority to Mr. Rob Ramey, Superintendent, to lower appropriation balances where needed to more accurately reflect necessary expenditures, July 1 through December 31, 2025, on School Budget Form 4B – Line 5.

Adopted this 11th day of August, 2025.

Shane Steimel, President
Board of School Trustees
Western Boone School Corporation

Attest:

Dennis Reagan, Secretary
Board of School Trustees
Western Boone School Corporation

Fund Appropriation Reduction Amount

<u>Education</u>	<u>\$</u>
<u>Debt</u>	<u>\$</u>
<u>Operations</u>	<u>\$</u>



To: Board of Education
Superintendent
Principal
From: _____ Jennifer Brunty _____
Re: Proposed Extended Field Trip
Date: July 21, 2025

This plan is submitted for the purpose of obtaining Board approval of a School District sponsored extended field trip.

1. Date & Time of the Field Trip:

Departure Date not yet established but will be 1 week past date of graduation 2027.

Looking at June 6, 2027

2. Location: Ecuador and the Galapagos Islands

3. Selection of students: Students will be allowed to participate as long as they are enrolled in Spanish 1-5 during the 2025-26 school year or previous grads. I will take no more than 40 travelers and if I must limit the number of enrollments it will be based on students first and then open to adults.

4. Educational Objective(s) & Follow-up Upon Return: Throughout this trip we will be visiting cities and sites we study every year in Spanish class. Student travel is the most beneficial way to spark interest and passion in the language. It is the perfect way to immerse my students in the language and culture and they will return from Ecuador with a greater appreciation of the culture that we study every day. They will also return with a more confident attitude in the classroom and a greater comfort level speaking the language.

5. Transportation: We will travel by plane and while there we will travel via chartered bus, boat and charter flights.

6. Additional Supervision: (Will you need additional supervision/chaperones? How will these additional supervisors be selected?) There will be one chaperone per 6 travelers. Supervisors will be the Spanish teacher/s and 3-4 additional adults (parents, teachers, etc.)

7. Financial Arrangements: (Will there be any collection of money? How much per student? What does it pay for? Who is responsible for receipts? Will cash be accepted? If yes, how will it be handled? What arrangements have been made for students whose parents cannot afford the costs?) All money is handled directly with EF Tours including the \$300 deposit. This secures the spot on the trip. From that point the remaining balance is paid directly to EF. The total cost per student will be \$4995.00. This includes transportation, all activities, hotel and breakfast and dinner every day. The above cost does not include cost of the passport, lunch daily, tips and gratuity for directors and the optional \$250.00 security plan. The students will also be advised to arrange to bring \$30

spending money per day. There will be several fundraising opportunities beginning this year which will help off-set the cost of the trip.

8. Safety Plan: (Have you researched the site to be visited? What are the risks of physical harm to students? What “reasonable means” will you employ to deal with each risk?) I have done extensive research on all areas to be visited and all are very safe places to travel. We will spend a great amount of time before the trip discussing rules and procedures to keep our group safe. Emergency plans will be set in place and we will discuss our concerns and create a “what to do” list before we ever leave. The travel company also has an in-depth security plan in place.

9. In case of medical emergency: (Do any students or chaperones present an unusually high risk of injury or illness during the field trip? How will you address the risk?) While in Ecuador we will not be participating in any high risk activities. The food and water are also safe in comparison with Mexico and Latin America.

10. How are the parents notified? A mass e-mail will be sent inviting students and parents to attend an informational meeting.

A detailed letter from EF Tours is also attached.

Based upon the plan outlined above and attached, I ask that the Board approve the extended field trip described.

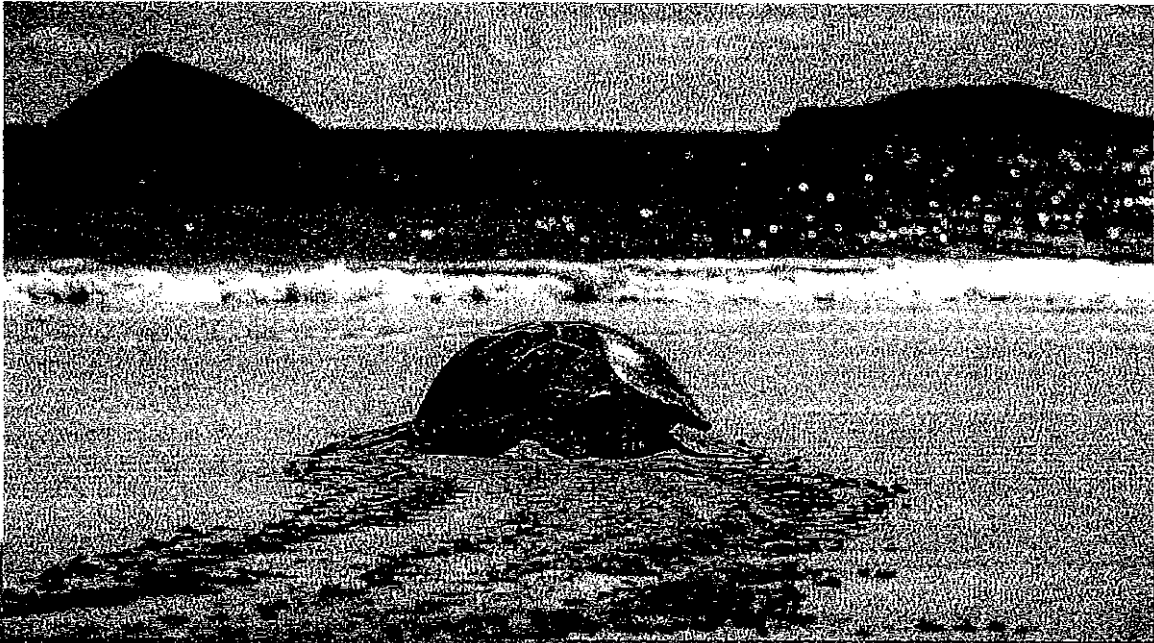
Signature

Date



EDUCATIONAL
TOURS

International Travel Proposal
Prepared for: Mrs. Jennifer Brunty



Journey Through the Galápagos Islands

June 2027

www.eftours.com

Your partner in travel-based learning

EF Education First is the world leader in international education. For over 59 years, we've partnered with educators around the world to help more than 15 million students gain new perspectives and build skills for the future through experiential learning.

Our mission is to empower educators to do their best work. At EF Educational Tours, we're working to define the modern educational tour experience. Our itineraries are more than places to go and things to see. We build programs that challenge assumptions, spark connections, and inspire curiosity in young students. Students will expand their knowledge of the world around them, discover more about themselves, grow more confident and independent, and understand new people, places, and cultures.

We take care of every last detail of the tour experience—transportation and lodging, meal reservations and menus, museum tickets and local tour guides, and much more. That also includes behind-the-scenes elements, like safety checks at hotels and background checks on adult travelers. With all that taken care of, educators and students can focus on the bigger picture.

You'll find all the details and more on the next few pages.

What's contained in this document

Pg. 2	Safety
Pg. 4	Liability protection
Pg. 6	Affordability
Pg. 7	Educational value
Pg. 8	Itinerary specifics
Pg. 9	Pricing Information
Pg. 10	Final Details

This proposal is property of EF Education First and the educator/school for which it was intended. Distributing, copying, and/or sharing it are prohibited. The proposal, including pricing, is valid for the educator, tour, and date(s) specifically mentioned herein. For additions, subtractions, or modifications, please contact your EF Educational Travel Manager.

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Safety

Your students' safety is our number one priority. We would never send a traveler to a location we believe to be unsafe—and with our extensive global presence, our best-in-the-industry experience, and our close working relationships with U.S. and international authorities, that's a statement we can back up with real insight. Whether it's a worldwide pandemic or a sprained ankle, a missed flight or confusing medical paperwork, we make sure every situation is taken care of.

Worldwide presence

EF's global presence is truly unmatched. We have staff on the ground 365 days a year in over 50 countries. And we don't just work in those countries—we call them home. EF team members live in nearly every one of our tour destinations, meaning we have the local knowledge to help keep our groups safe. That presence allows us to be there to support you on the ground wherever and whenever you need us.

24/7 emergency support

In the event that anything on tour goes wrong, EF staff is always available to help. Your Tour Director is your group's constant companion and first point of contact in an emergency. Additionally, our fully trained support teams are on hand 24/7 to walk teachers through any issues and provide the resources necessary to get things back on track. Our Safety and Incident Response Team—comprised of industry experts, healthcare experts, and even former FBI personnel—is ready to spring into action 24 hours a day, 365 days a year. And when they aren't directly helping EF travelers, they're actively innovating on and shaping the new worldwide standards for cleanliness and safety.

Your team

This group is fully committed to your school's trip and the safety of every traveler.

Operations Safety & Incident Response Team – This team is strategically based in our Boston, Panama, Tokyo, and Zurich offices to accommodate for all time zones. Available 24 hours a day, every day of the year, they are trained to react quickly if travelers need help. The team uses a combination of extensive training, simulations, incident response planning, and previous experience to manage emergencies. As needed, they can facilitate additional support for groups on tour, solve operational issues, arrange assistance from outside specialists, and liaise with local and international authorities.

Emergency Services & Support Team – Our support team is available 24/7 to help resolve any issue, from a missed flight to a lost passport to more serious on-tour incidents. They also facilitate communication between travelers and families in the event of an emergency at home. The team is made up of highly trained and dedicated EF staff in our Boston and Denver offices who are equipped to solve problems and answer questions that may come up, even outside of regular business hours.

Tour Director – Assigned exclusively to your tour for the length of the stay at your destination, your Tour Director meets your group at the airport and travels with you until your departure. All Tour Directors undergo a background check as permissible by local law every two years and are required to participate in ongoing EF safety trainings. They're the first point of contact in an emergency and also communicate information to help travelers stay safe in a foreign destination. Tour Directors assist Group Leaders with hotel check-ins, coordinate meals, facilitate excursions with local guides, and much more. They're also

culturally connected and expertly trained to support impactful learning experiences.

Tour Consultant – This itinerary expert is devoted to the growth of your students. They are your school's partner, working with you on everything from finding the perfect tour and enrolling students to offering fundraising advice and creating long-term travel programs for your school community. They work directly alongside the Group Leader (a.k.a. local teacher), right up until the moment of departure to make sure everything goes smoothly.

Traveler Support – Our team of support specialists are readily available to walk families through insurance inquiries, payment plans, food allergy issues, and any other topics that arise.

Chaperones – For every six travelers who enroll on your school's tour, your group is eligible to bring along a chaperone for free (the first spot goes to the Group Leader). This allows for a 6:1 ratio of students to chaperones, who assist Group Leaders with supervision of students to help keep them safe.

Protection for travelers, schools, and districts

We understand that unpredictable things can happen, either on tour or before departure. We offer a variety of protections, programs, and policies to make sure that, no matter what happens, travelers, schools, and districts are covered. We're doing everything we can to make planning for the future as flexible as possible.

General liability insurance

All Group Leaders, schools, and districts who travel with EF are automatically added as additional insureds under our **\$50 million General Liability Policy**, regardless of whether or not the tour is affiliated with the school. EF's liability coverage is primary and non-contributory for covered third-party claims. The policy helps safeguard Group Leaders and their schools for covered third-party claims related to bodily injury or property damage, which includes providing a legal defense and covering legal costs for such claims. In addition, all travelers are required to sign EF's Release and Agreement, which includes a release of liability of their Group Leader, school, and school board.

Flexibility to change tours

The world is always changing. And while our belief in the positive impact of travel is unwavering, it can feel hard to predict what life, here in the U.S. and abroad, will look like several months, a year, or even two years from now. When you decide to travel with EF, we want you to feel secure in that decision. That's why these benefits are built into every EF program.

Peace of Mind

Provided to all groups

We understand that plans can change due to unforeseen circumstances. EF provides this exclusive program to account for such situations. It provides groups with flexibility to change the dates and destination of their tours in uncertain times. This program accounts for such circumstances and can be enacted up to 45 days prior to departure at the group level for any reason, including terrorism or other world events.

Protection for individual travelers

Travelers can help protect their investment and themselves from certain unexpected events and expenses while on tour with the Global Travel Protection Plan and Global Travel Protection Plan Plus.

Global Travel Protection Plan

Available to all travelers

Designed specifically with EF travelers in mind, this plan provides both pre-departure and post-departure benefits, including medical expense coverage that may apply on tour and tour cancellation for specified reasons.

Global Travel Protection Plan Plus

Available to all travelers

To further protect your investment from the unexpected, this plan provides all of the benefits included in the Global Travel Protection Plan as well as expanded cancellation protection.

Background checks for adult travelers

EF requires all adults (20 years and older) to pass a criminal background check before traveling on our student tours. This provides a safer tour experience for all travelers and aligns with the process and expectations of many school districts for adults who volunteer in schools or chaperone school activities. The secure process, provided by a leading professional provider, only identifies those individuals who could present a risk to student travelers while on tour.

Affordability

We believe every student should have the opportunity to travel. That's why we're dedicated to providing the lowest prices possible and giving travelers multiple resources for managing payments.

Tour Consultants work closely with teachers to build a tour that's exactly right for your students. Through discussions with your teacher, they take into account learning objectives, cost, timing considerations, and any other factors to craft a tour that's accessible to as many students as possible.

Resources for managing cost and payments

Automatic Payment Plan – Our recommended payment plan offers the ability to break the tour fee into smaller installments. With most tours planned well in advance, travelers can enroll for only \$95, then pay over a long period of time—often up to 18 months or two years—with final payment due 30 days before departure. Families make payments directly to EF, with no payments going through the school.

Donation pages – Each student has access to their own unique and customizable donation page. The easy-to-share page makes it simple for friends and family to contribute a little something that is automatically applied to the balance of the tour, with no fees whatsoever.

Global Citizen Scholarship Fund – EF Educational Tours provides \$100,000 worth of scholarships to students across the country every year. Any student is able to apply for the Global Citizen Scholarship, which is awarded on both a merit and need basis.

Educational value

Our tours help prepare students for the future by teaching them more about the world, themselves, and the impact they can have on the world. Combining the power of experiential learning with the thrill of global travel, our tours help students:

- Expand their knowledge of the world around them
- Grow more confident and independent
- Understand new people, places, and cultures
- Discover more about themselves

To learn more about EF's educational philosophy, visit <https://www.eftours.com/our-story/educational-approach>

EF is an accredited institution

We echo your commitment to education. Our travel-based learning approach is designed to blend classroom and experiential learning. This allows us to meet the same rigorous standards as schools like yours, ensuring students gain valuable experiences that transform the way they look at the world.



Earning credit for new experiences

EF makes it easy for students to turn their tour experience into high school credit, college credit, or to get a head start on their college essays—all while making their travel experience even more engaging.

- Students in grades 6 - 12 can earn .5 elective high school credit by successfully completing the final project as part of EF's Personalized Learning Guide. Tuition is free.
- Students in grades 9 - 12 can earn 3.0 undergraduate credits, along with the confidence that comes with taking a college course, by completing a series of assignments and a final research project with our partner, Southern New Hampshire University—all for just \$360.
- Educators traveling on student tours may earn up to 45 free hours toward relicensure OR 3 or 6 graduate level credits (\$360/\$720) through Southern New Hampshire University.

Itinerary specifics

Day 1: Fly to Ecuador

Meet your Tour Director at the airport

Day 2: Quito

Take a tour of Quito

With your Tour Director you will see:

- Independence Plaza
- Government Palace

Visit the Church of la Compañía de Jesús

Take an excursion to the equatorial line

Visit the Intiñan Museum and witness the natural forces at work near the equator

Day 3: Quito • San Cristóbal Island

Fly to San Cristóbal Island

Go snorkeling at La Lobería Beach

Day 4: San Cristóbal Island • Santa Cruz Island

Visit the San Cristóbal Interpretation Center

Hike Tijeretas Hill

Travel by boat to Santa Cruz Island

Day 5: Santa Cruz Island • Isabela Island

Visit the Charles Darwin Research Station

Visit the Twin Craters and the Lava Tunnels

Visit the Santa Cruz highlands to see wild tortoises

Travel by boat to Isabela Island

Day 6: Isabela Island

Hike along Los Humedales trail

Visit a pink flamingo habitat

Visit a tortoise breeding center

Take a boat excursion to the Tintoreras Lava Islet

Go snorkeling

Day 7: Isabela Island • Santa Cruz Island

Travel by boat to Santa Cruz Island

Hike to Tortuga Bay

Enjoy some relaxation time on Playa Mansa

Visit the Playa de los Alemanes Beach

Go swimming at Las Grietas canyon

Visit the Playa de los Alemanes Beach

Day 8: Santa Cruz Island • Baltra Island • Quito

Enjoy exploration time on Santa Cruz Island

Fly to Quito

Day 9: Quito • Mindo Cloud Forest

Take a day trip to the Mindo Cloud Forest

Enjoy a hike through the Cloud Forest

Visit a butterfly garden

Day 10: Quito • Otavalo • Depart for home

Take a day trip to Otavalo

Enjoy a demonstration from a local artisan

Explore the local market

Visit a waterfall in Cotacachi

Day 11: Arrive home

Pricing Information

Your experience includes

An All-Inclusive Tour

Round trip airfare, hotels with private baths, regional-style meals, on-tour transportation and sightseeing activities are covered.

Full-time Tour Director

Your culturally connected Tour Director is with your group 24/7, providing deep local insight while handling all on-tour logistics.

Expert Local Guides

Your expert local guides are natural historians, adding cultural insight and global perspective on your sightseeing tours.

Personalized Learning Support

Our personalized learning experience engages students before, during and after tour, with the option to create a final, reflective project for academic credit.

Continuous Support

Your dedicated EF team helps you every step of the way—from recruiting and enrolling travelers to planning and managing your tour.

Worldwide Presence

EF has over 500 schools and offices in more than 50 countries worldwide so wherever you go, we're there too.

24-hour Emergency Service

Travelers and their families can count on EF's dedicated emergency service team.

Peace of Mind Program

Feel secure knowing your group can change their destination or travel dates due to unforeseen circumstances. Learn more about your flexible options at eftours.com/peaceofmind.

STUDENT	ADULT
\$5,229	\$6,139
or \$234/ 22 mos	or \$275/ 22 mos
PRICE DETAILS	
Program Price	\$5,429
Private Group (30+ Paying)	\$0
Early Enrollment Discount	-\$200

All those who enroll before midnight on the night of your info session (8/27) will receive an additional \$100 off. This brings the student price down to \$5,129 and the adult price down to \$6,039. Repeat travelers receive another \$100 off on top of this!

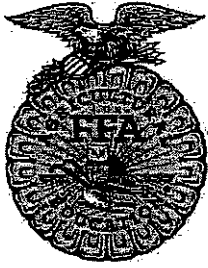
Final Details

I hope you've found this document useful. As your Educational Travel Manager, I'm here to answer any questions that you may have. My goal is to continue being your partner in providing students in your community with opportunities to travel and learn outside of the classroom.

Please don't hesitate to contact me with any questions.

Sincerely,
Toni Alongi
Senior Educational Travel Manager
617.619.1066
Toni.Alongi@EF.com





INDIANA

FFA ASSOCIATION

The 2025 PLT Conference will be held on August 22-24, 2025, at the Indiana FFA Leadership Center (6595 S 125 W Trafalgar, IN 46181). All district, section, and band/chorus leaders are encouraged to attend this action-packed weekend of leadership training, introduction to the vast opportunities of the FFA, and FUN! The 2025 National Officer Candidate, Ethan Wolheter and the 2025-2026 State FFA Officers will be developing a dynamic curriculum. PLT participants will learn about leadership, team development, and personal growth. They will also learn how to extend their influence to the local chapter, school, and community.

Onsite registration will be from **6:30-8:00 pm** on Friday, August 22nd. The conference will end promptly at, but not before, **11:30 am** on Sunday, August 24th.

The cost of the full conference will be \$115 per participant. Registration is due for each conference 90 days after the invoice for the conference is finalized. Advisors can complete the online registration at www.inffa.org. Participants must have been elected to serve their district, section, or band and chorus. The registration must be done by the advisor of the local FFA Chapter. FFA members and parents do not have access to the event registration portal on the Indiana FFA website. Any questions FFA members or parents have about conference registration should be directed to the local FFA advisor first. It is strongly recommended that at least one advisor per district sending students to the conference register to attend.

All students will need to be submitted for 2025-2026 membership and have a completed waiver on file via the INFFA portal. Students' registration will not be available without this completed electronic waiver. The waiver only needs to be filled out once for the entire year. If a student has filled it out for a previous state event, they do not have to fill it out again.

Any special accommodations for student participants **MUST** be included in the conference registration. This may include, but is not limited to, special needs, housing accommodations, bathroom accommodations, handicap accessibility, dietary needs, etc.

Inaccurate registration being turned in can add a significant amount to conference expenses, Indiana FFA is continuing the policy set by the Board of Trustees on conference registration fees. As of the registration due date of each conference any student that you have registered for the PLT conference will be charged the full conference fee.

Participants should plan to bring the following items: Sleeping gear, casual clothes (appropriate), polo and khakis, toiletries, towels and washcloths, and official dress for the Saturday evening banquet. Please also bring a change of casual clothes for the dance. Inappropriate clothing consists of the following: clothes that show excessive skin, spaghetti strap shirts, halter tops, backless/cut-off shirts or attire that has inappropriate words, phrases, etc. Students will be required to change if found wearing this type of clothing.

Proper official dress is as follows: black dress skirt or black dress pants, white button up blouse or white button up dress shirt, black dress shoes, official FFA scarf or FFA tie & official FFA jacket zipped to the top.

Please direct all questions regarding the 2025 PLT Conference to Holly Wagner at stateofficerprogram@inffa.org or Cassie Perrin at CPerrin@isda.IN.gov.



INFFA Portal Waiver Guide

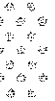


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Waiver Overview

Purpose

As a part of a strategic initiative to better align the inffa.org portal to need to Indiana FFA Organization, a waiver feature has now been integrated advisor portal. Starting the fall of 2022, this new waiver system will be replacing any previous waiver system utilized by Indiana FFA.

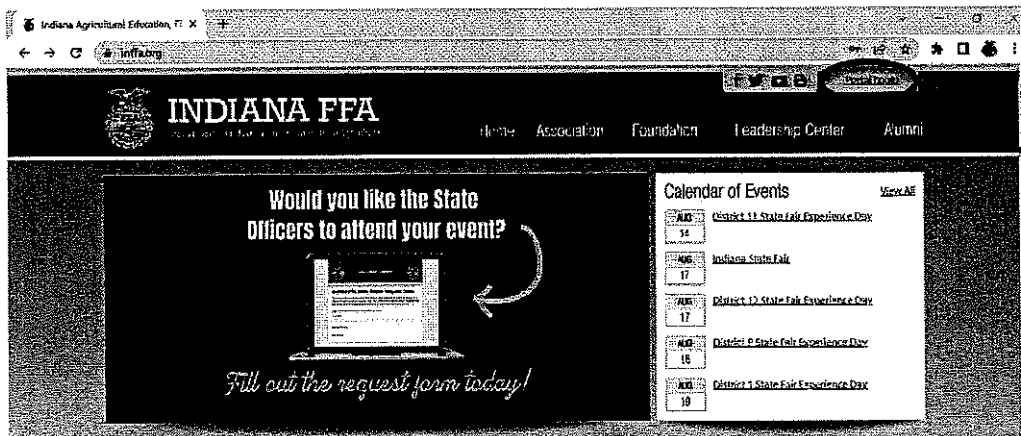
All students participating in Indiana FFA Programs (CDE's, LDE's, Conferences, Conventions, Events, etc.) will need to have a completed waiver, with parent/guardian signature, before they can be registered for a program.

Questions regarding the waiver system should be directed to Skylar Clingan at sclingan@inffa.org.

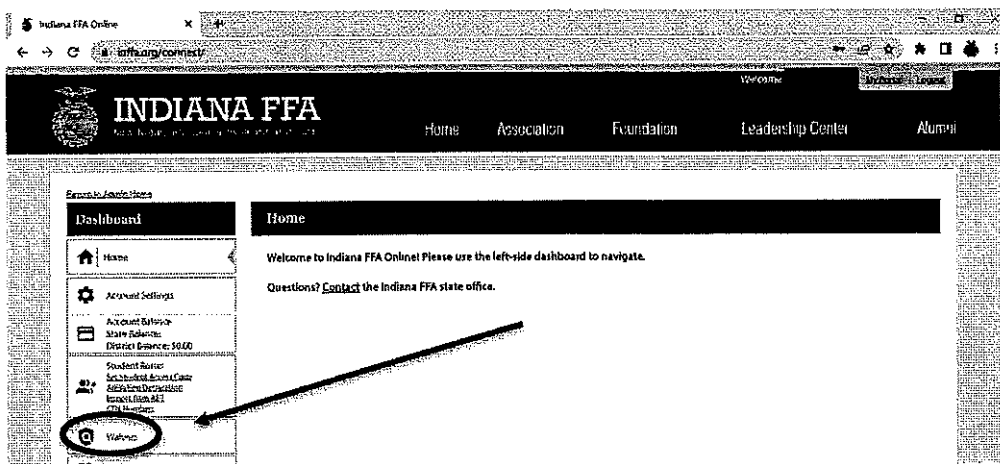
Creating a New Student Waiver

The following steps should be taken in order to create a new student waiver.

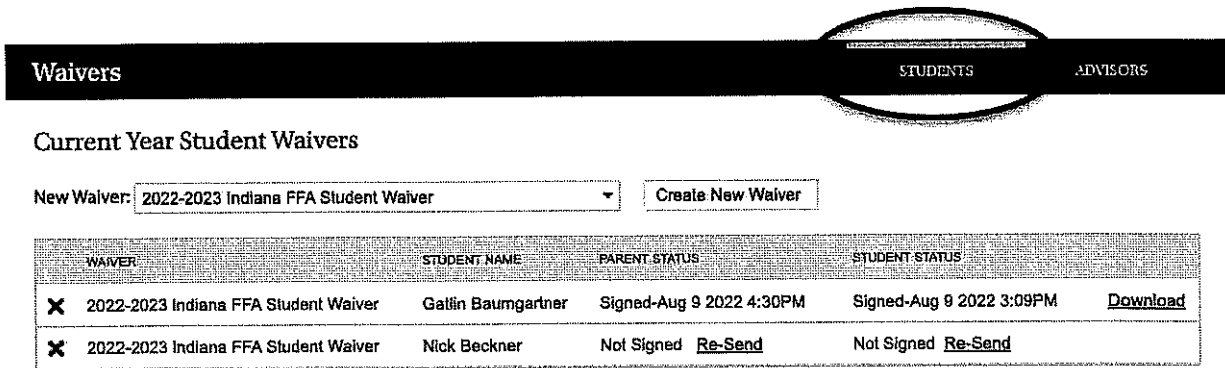
1. Log into the portal on www.inffa.org



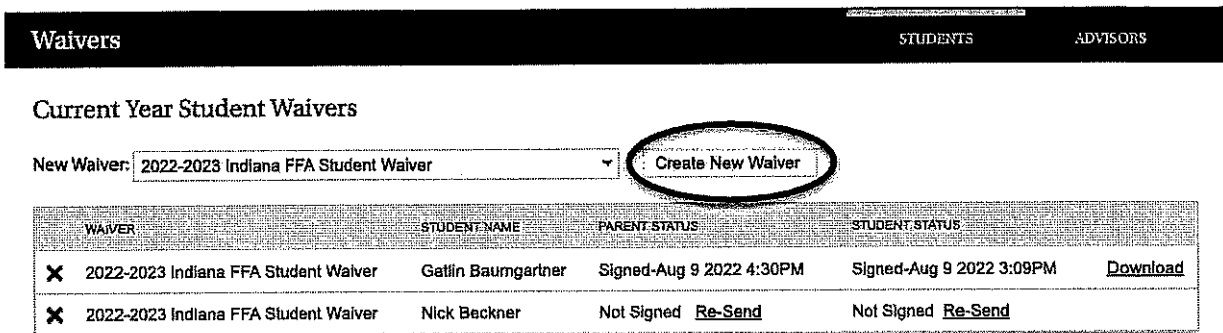
2. In the advisor portal, in the list along the left side of the screen, you will now see a **Waivers** option along the left side of the screen.
3. Click **Waivers** on the dashboard to enter the wavier management page.



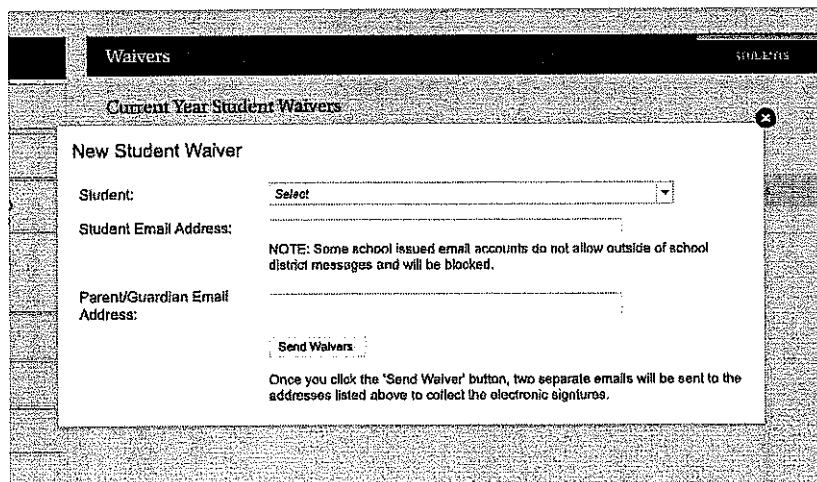
4. At the top of the Waivers page, you will see the option for Students and Advisors. Be sure that the **Students** option is selected.



5. Select the **Create New Waiver** option.



6. In the pop-up window complete the following steps to create a new waiver for a student.
 - a. Select the student from your active roster.
 - i. NOTE: If a student does not appear in the dropdown list, they are not completed in your roster. They will need to be submitted and approved in your roster BEFORE a waiver can be created.
 - b. Provide the student's email address.
 - i. NOTE: Some school issued email accounts do not allow outside of school district messages and will be blocked. Therefore, a non-school email is encouraged.
 - c. Provide an email for the student's Parent/Guardian.

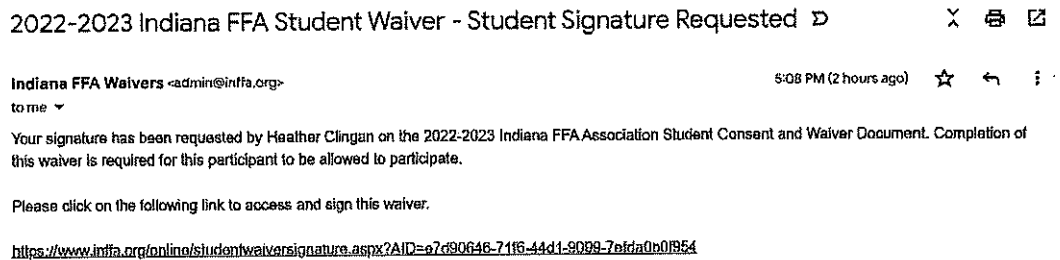


7. Once the information has been provided, select the **Send Waivers** button. This will trigger email notifications to be sent to the student and the parent/guardian.

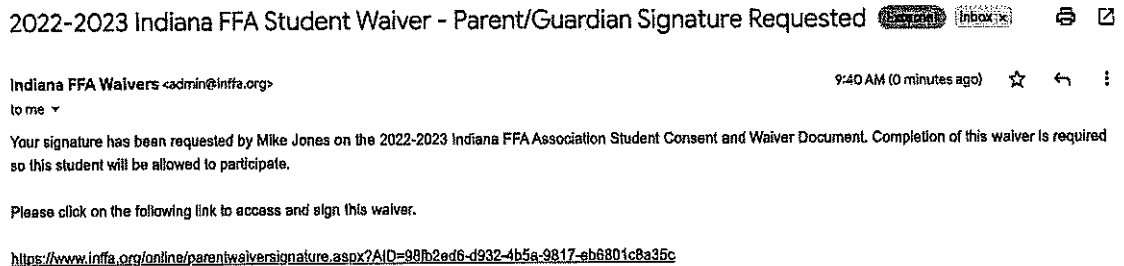
a. NOTE: Parent/guardians and student will receive DIFFERENT emails with DIFFERENT links. The student AND the parent/guardian MUST complete the waiver from the link in the email.

b. Example Email Notifications

i. Student Email



ii. Parent/Guardian Email



8. The Student and the Parent/Guardian will need to complete their version of the waiver. Examples of their versions are shown below.

a. Student Version

b. Parent Version

The Student Participant and Parent/Guardian voluntarily consent to giving up substantial rights and understand that if they make changes to the terms of this Indiana FFA Consent & Waiver Document, the Student Participant will not be able to participate in any FFA program or activity.

Parent/Guardian signature required for all participants under the age of 21; both participant and parent/guardian signatures are required.

Student Name

Student DOB

Emergency Contact Name

Emergency Contact Number

Medical Conditions

Medications

Physician Information

Parent/Guardian Email

Parent/Guardian First Name

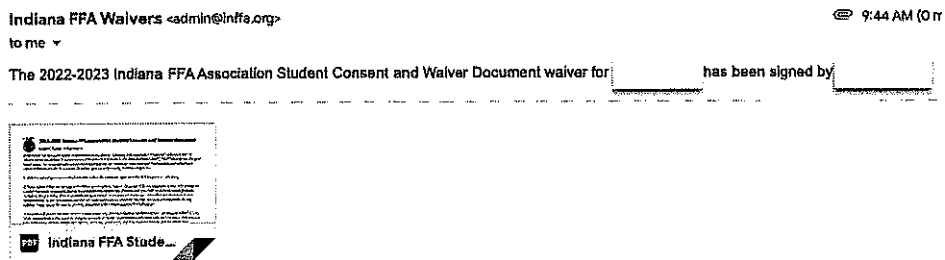
Parent/Guardian Last Name

Date

Consent By checking here, I am consenting to the use of my electronic signature in lieu of an original signature on paper. You have the right to request that you sign a paper copy instead. By checking here, you are waiving that right. After consent, you may, upon written request to us, obtain a paper copy of an electronic record. No fee will be charged for such copy and no special hardware or software is required to view it. Your agreement to use an electronic signature with us for any documents will continue until such time as you notify us in writing that you no longer wish to use an electronic signature. There is no penalty for withdrawing your consent. You should always make sure that we have a current email address in order to contact you regarding any changes, if necessary.

9. As waivers are created, they are shown in a list on the waivers page. In this list you will be able to see the Parent/Guardian and Student completion status.
10. Once each version (Parent/Guardian and Student) of the waiver is signed, it will show the completed status at the bottom of the page and lock down all of the fields from any further editing.
11. When the student and parent electronically sign and complete their waiver, a confirmation email is sent to the student, parent and advisor. A PDF copy of the waiver document is attached to the email and can also be downloaded by the advisor on the "Waivers" page in IN Roster once both parties have signed the waiver and it is deemed complete.
 - a. NOTE: The advisor will receive an email twice, one for when the student signs the waiver and one for when the parent signs the waiver. A PDF copy of the waiver document is attached to the email and can also be downloaded by the advisor on the "Waivers" page in IN Roster once both parties have signed the waiver and it is deemed complete.

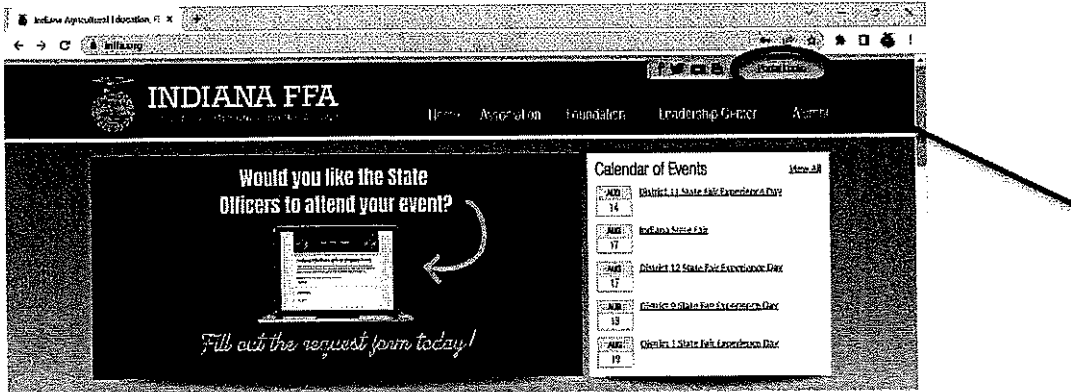
b. Example Confirmation Email



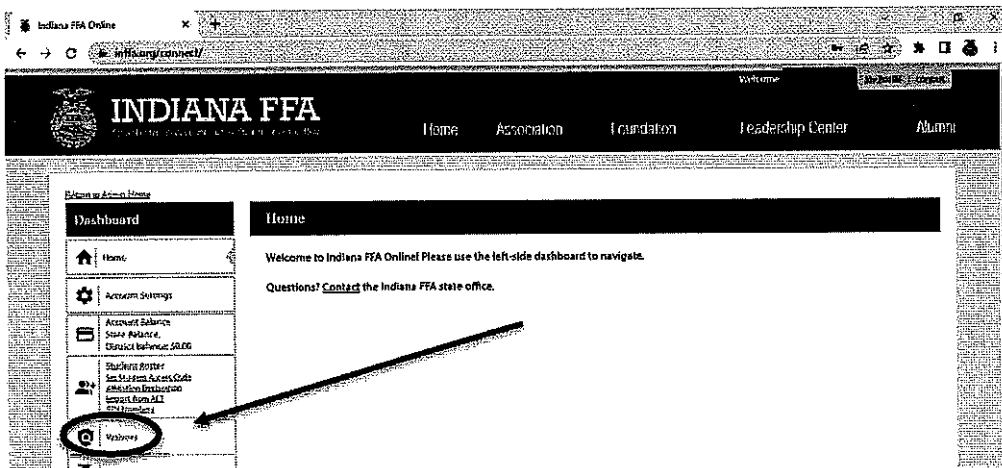
12. This process will need to be repeated for any student that will need to attend an Indiana FFA Program each year.

Resending a Student Waiver

1. Log into the portal on www.inffa.org



2. In the advisor portal, in the list along the left side of the screen, you will now see a **Waivers** option along the left side of the screen.
3. Click **Waivers** on the dashboard to enter the waiver management page.



4. At the top of the Waivers page, you will see the option for Students and Advisors. Be sure that the **Students** option is selected.

Waivers STUDENTS **ADVISORS**

Current Year Student Waivers

New Waiver: 2022-2023 Indiana FFA Student Waiver Create New Waiver

WAIVER	STUDENT NAME	PARENT STATUS	STUDENT STATUS
✘ 2022-2023 Indiana FFA Student Waiver	Gatlin Baumgartner	Signed-Aug 9 2022 4:30PM	Signed-Aug 9 2022 3:09PM Download
✘ 2022-2023 Indiana FFA Student Waiver	Nick Beckner	Not Signed Re-Send	Not Signed Re-Send

5. Find the student in the list of created waivers.
 - a. NOTE: If the student does not appear in the list of created waivers, then a waiver has not been created for them. See the above section on creating a new student waiver.

6. In the columns that are not signed, you will see a **Re-Send** Option. Selecting this will trigger a new email notification for that version of the waiver.

Waivers STUDENTS ADVISORS

Current Year Student Waivers

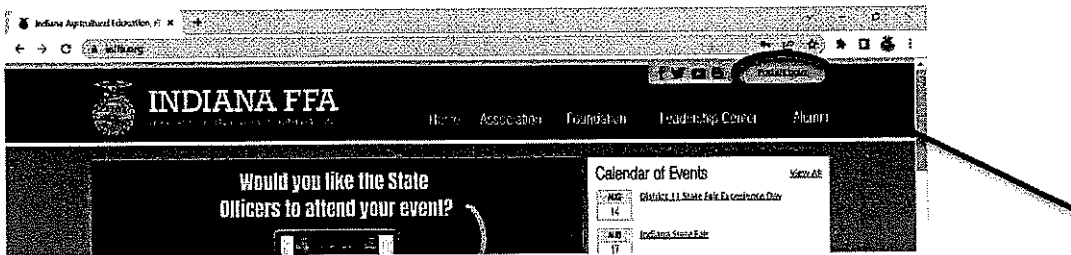
New Waiver: 2022-2023 Indiana FFA Student Waiver Create New Waiver

WAIVER	STUDENT NAME	PARENT STATUS	STUDENT STATUS
✘ 2022-2023 Indiana FFA Student Waiver	Gallin Baumgartner	Signed-Aug 9 2022 4:30PM	Signed-Aug 9 2022 3:09PM Download
✘ 2022-2023 Indiana FFA Student Waiver	Nick Beckner	Not Signed Re-Send	Not Signed Re-Send

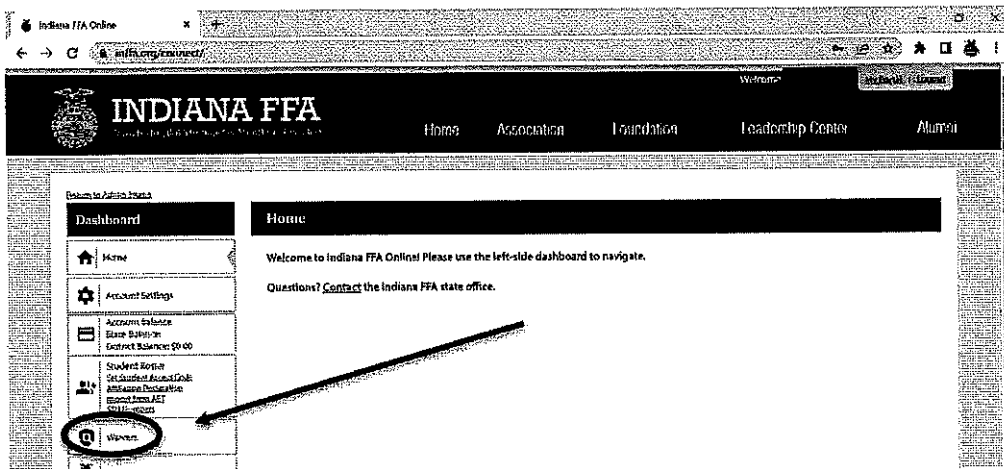
Creating a New Advisor Waiver

The following steps should be taken in order to create a new advisor waiver.

1. Log into the portal on www.inffa.org



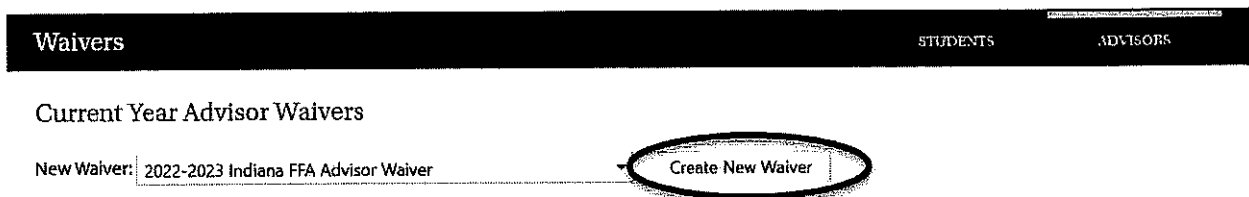
2. In the advisor portal, in the list along the left side of the screen, you will now see a **Waivers** option along the left side of the screen.
3. Click **Waivers** on the dashboard to enter the waiver management page.



4. At the top of the Waivers page, you will see the option for Students and Advisors. Be sure that the **Advisors** option is selected.



5. Select the **Create New Waiver** option.



6. In the pop-up window complete the following steps to create a new waiver for an advisor.
 - a. Select the advisor from your active advisors list.
 - i. NOTE: If an advisor does not appear in the dropdown list, contact Indiana FFA State Staff to have them added to your chapter's portal.
 - b. Provide the advisor's email address.

- i. NOTE: Some school issued email accounts do not allow outside of school district messages and will be blocked. Therefore, a non-school email is encouraged.

New Advisor Waiver

Advisor:

Advisor Email Address:

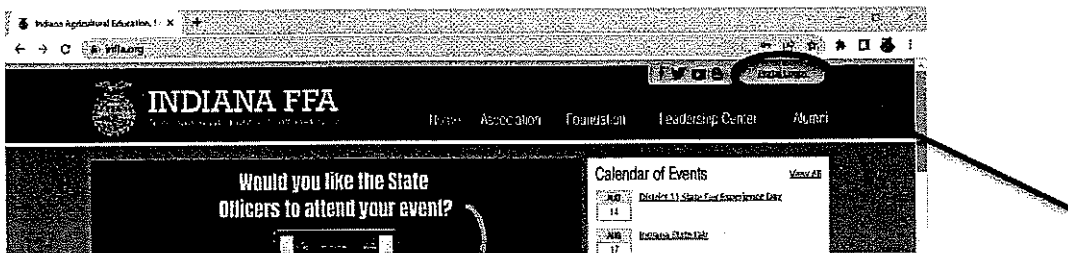
Once you click the 'Send Waiver' button, an email will be sent to the addresses listed above to collect the electronic signature.

7. Once the information has been provided, select the **Send Waivers** button. This will trigger email notifications to be sent to the student and the parent/guardian.
 - a. Example Email Notifications
8. As waivers are created, they are shown in a list on the waivers page. In this list you will be able to see the completion status.
9. Once the waiver is signed, it will show the completed status at the bottom of the page and lock down all the fields from any further editing.
10. When the advisor has electronically sign and complete their waiver, a confirmation email is sent to the advisor. A PDF copy of the waiver document is attached to the email and can also be downloaded by the advisor on the "Waivers" page in IN Roster.
11. This process will need to be repeated for any advisor that will need to attend an Indiana FFA Program each year.

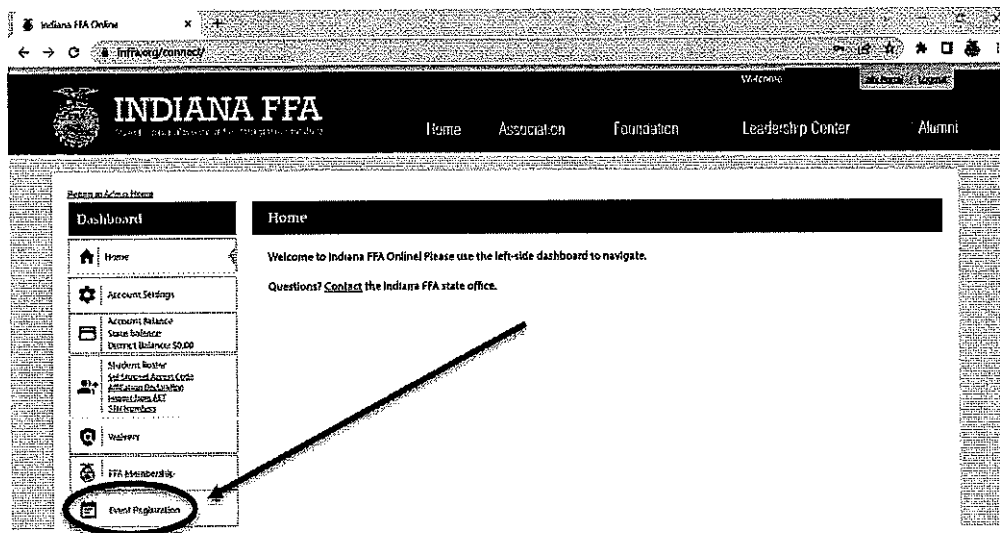
Registering for an Event

The integration of the waiver system to the INFFA portal allow for automatic validation of waiver completion prior to event registration. This new functionality has minimal effects on the event registration process. Now when registering for an event **ONLY** students with completed waivers will appear in your dropdown menu. Below are additional instruction for registering for an event.

1. Log into the portal on www.inffa.org



2. Click **Waivers** on the dashboard to enter the wavier management page.



3. Select the event that you would like to register for from the list.
4. Begin selecting student that you would like to register for the event.
 - a. NOTE: If a waiver is required to participate in the event. You will see a red message denoting this above the dropdown box. **ONLY STUDENTS THAT HAVE A COMPLETED WAIVER WILL APPEAR IN THE DROPDOWN BOX.** If a student does not appear in the dropdown list, they do not have a completed waiver in the new waiver system.

Printing Completed Waivers

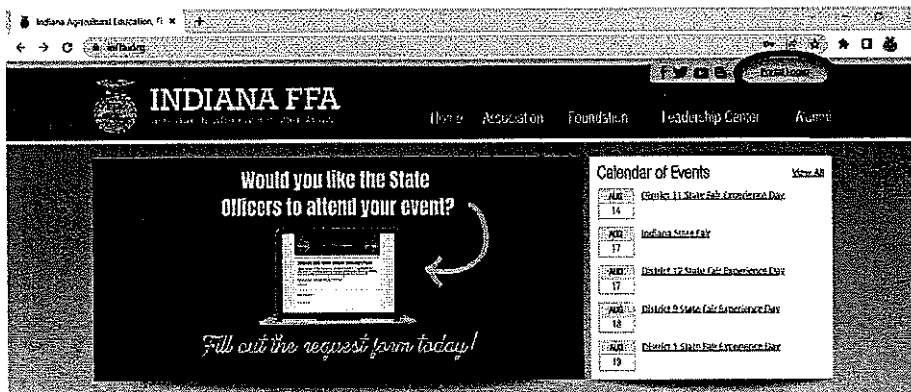
Should you choose to keep record of student waivers via a printed method, the new waiver system has multiple ways that this can be completed. Below are a few ways that you can access, and print completed waivers.

From Email Confirmation

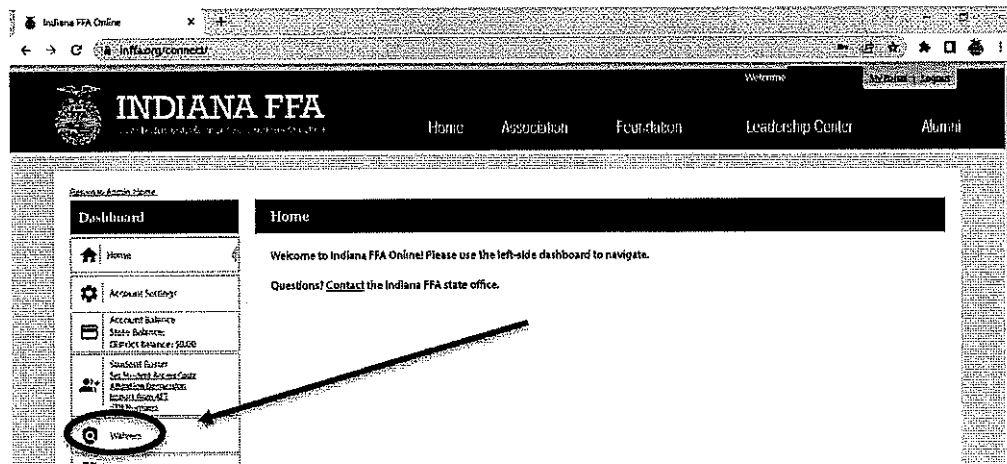
1. Once a student waiver has been signed by both students and a parent/guardian, you will receive an email notification regarding the completed waiver
2. This email will have an attached PDF that can be saved and printed for your records.

From INFFA Portal

1. Log into the portal on www.inffa.org



2. In the advisor portal, in the list along the left side of the screen, you will now see a **Waivers** option along the left side of the screen.
3. Click **Waivers** on the dashboard to enter the waiver management page.



4. At the top of the Waivers page, you will see the option for Students and Advisors. Be sure that the **Students** option is selected.

Waivers

STUDENTS

ADVISORS

Current Year Student Waivers

New Waiver: 2022-2023 Indiana FFA Student Waiver

Create New Waiver

WAIVER	STUDENT NAME	PARENT STATUS	STUDENT STATUS
✘ 2022-2023 Indiana FFA Student Waiver	Gatlin Baumgartner	Signed-Aug 9 2022 4:30PM	Signed-Aug 9 2022 3:09PM Download
✘ 2022-2023 Indiana FFA Student Waiver	Nick Beckner	Not Signed Re-Send	Not Signed Re-Send

5. Find the student in the list of created waivers.
 - a. NOTE: If the student does not appear in the list of created waivers, then a waiver has not been created for them. See the above section on creating a new student waiver.
6. In the waiver is complete, in the row with the student's name, you will see a **Download** option. Selecting this will automatically download a PDF copy of the student's completed waiver.

Completed Waiver Examples

Student Waiver Example



2022-2023 Indiana FFA Association Student Consent and Waiver Document

Student Name: _____

In exchange for being permitted to participate in the events, activities, and programs ("Program") affiliated with or sponsored by the Indiana Future Farmers of America Association at the state or district level ("FFA") throughout the year listed above, the undersigned Student Participant and his/her Parent or Legal Guardian (individually and collectively referred to below in the first person singular) agree to be bound by the following terms:

- 1. Voluntary Participation.** I understand and confirm that my participation in the FFA Program is voluntary.
- 2. Assumption of Risk.** I understand that FFA representatives may not be present during my participation in the Program. I understand that my participation in the Program may involve risk of injury and loss, both to person and to property, including the possibility of permanent disability and death. I assume all risks, known and unknown, foreseeable and unforeseeable, in any way connected with my participation in the Program. I accept personal responsibility for any liability, injury, loss or damage in any way connected with my participation in the Program.
- 3. Release and Waiver.** I release FFA, FFA representatives, and any individual performing tasks or work on behalf of FFA, of all responsibility in the event of an injury, accident, or death. I completely and forever release FFA and its present and future directors, officers, employees, agents, attorneys, volunteers, servants, representatives, predecessors and successors in interest, assigns, and all other persons, firms, or corporations with whom any of the former have been, are now, or may hereafter be affiliated, from any and all liability for and waive any and all claims, actions, lawsuits, demands, grievances, charges, rights, damages, costs, legal fees, losses of service, or expenses for injury, loss, or damage, in any way connected with my participation in the Program, whether or not caused in the whole or part by the negligence of FFA or any of the individuals mentioned above. This release and waiver shall also apply to my family members, legal representatives, heirs, assigns, successors, or any other person or organization connected to me.
- 4. Consent to Medical and Dental Treatment.** I authorize FFA to secure for me and/or provide to me, through medical and dental personnel of its choice, customary medical and/or dental assistance, transportation, and emergency medical and/or dental services, including but not limited to X-ray, examination, anesthetic, medical or dental diagnosis or treatment and hospital care, to be rendered by any physician or dentist licensed to practice in the United States. I will assume all expenses involved in such medical/dental procedures and will not hold FFA, FFA representatives, and any individual performing tasks or work on behalf of FFA liable for any expenses.
- 5. Publication.** I authorize FFA to use my name, photo, video, materials produced for the Program, or presentation in Program, in FFA materials, including but not limited to educational resources, press releases, web-based publicity, and other publicity materials.
- 6. Code of Ethics.** I agree to abide by the FFA Code of Ethics, as stated in the Official Manual, as well as the code of conduct and guidelines for participation in the Program. I will conduct myself in a manner representative of the school, community, and the FFA. Any illegal substance or unlawful behavior may be reported to the proper local authorities.
- 7. Eligibility.** I hereby certify that I meet all eligibility requirements for participation in the FFA Program for the current year, as set forth by the National FFA Constitution and Indiana FFA Bylaws. Any material submitted and participation is the result of my own effort and ability and abides by all rules and policies.
- 8. Enforcement.** This document contains the entire agreement between me and the FFA with regard to the matters set forth in it. This document may be amended or modified only by a written document signed by the parties. Each term and provision of the document shall be valid and enforced separately to the fullest extent permitted by law. This document shall be governed, construed, and enforced in accordance with the law of the State of Indiana.

Indiana FFA Foundation & Leadership Center

There may be times throughout the year that students utilize the FFA Leadership Center property, which is owned by

Indiana FFA Foundation.

In the consideration of The Indiana FFA Foundation, Inc., an Indiana non-profit corporation (the "Owner"), allowing me to utilize camp grounds and related facilities located at 6595 S 125 W, Trafalgar, Johnson County, Indiana 46181 ("Facilities"), I, and if I am not 21 years old, my parent or legal guardian (individually and collectively referred to below in the first person singular), agree to be bound by each of the following as my voluntary act and deed:

1. Identification of Risks. I understand that the Owner may not be present during my use of the Facilities. I understand that my use of the Facilities may involve risk of injury and loss, both to person and to Facilities. I also understand that the risk of injury may include the possibility of permanent disability and/or death. I understand that this Waiver and Release of Liability and Assumption of Risk Acknowledgement ("Agreement") is intended to address all of the risks of any kind associated with my use of the Facilities in any respect, or with the time I am at the Facilities, including, particularly, such risks created by actions, inactions, or negligence on the part of the Owner or its employees, agents, volunteers, successors, or assigns, including but not limited to risks created by the following: (a) the use and condition of the premises, facilities, and equipment; (b) the failure of the Owner to foresee or to protect me from actions, inactions, negligence, recklessness, or intentional or criminal misconduct of persons; (c) the inadequacy or unavailability of medical facilities or treatment; or (d) the lack or inadequacy of supervision at the Facilities.

2. Assumption of Risk. I KNOWINGLY AND FREELY ASSUME ALL SUCH RISKS, both known and unknown, EVEN IF ARISING FROM THE NEGLIGENCE OF THE OWNER, as listed above, or others and assume FULL AND ABSOLUTE responsibility for my and/or my invitees or licensees use of the Facilities.

3. Release and Waiver. I hereby release the Owner and its directors, officers, sureties, employees, agents, volunteers, successors and assigns (collectively, the "Owner Parties") of and from any and all claims for injury, loss, damages, actions and causes of action, claims and demands whatsoever, whether known or unknown and whether or not founded in fact or in law, and of and from any and all manner of suits, liabilities, losses, covenants, controversies, agreements, promises, damages, judgments, claims and demands whatsoever in law or in equity including, but not limited to, those arising out of or in any way related to my and/or my invitees or licensees use of the Facilities (each a "Claim"), and all acts or omissions related thereto, whether or not caused in whole or part by the negligence or other misconduct of any of the Owner Parties, from the beginning of the world to the end of the Term, as defined below, of this Agreement, which the undersigned has had or now has or which he/she or his/her heirs, administrators, successors and assigns hereafter can shall or may have or acquired.

4. Indemnification. I, on behalf of myself and my administrators, heirs, successors, and assigns, hereby voluntarily agree to RELEASE, WAIVE, DISCHARGE, HOLD HARMLESS, DEFEND AND INDEMNIFY the Owner Parties of and from any and all claims for injury, loss, damages, actions and causes of actions, claims and demands whatsoever, whether known or unknown and whether or not founded in fact or in law, and of and from any and all manner of suits, liabilities, losses, covenants, controversies, agreements, promises, damages, judgments, claims and demands whatsoever in law or in equity including, but not limited to, those arising out of or in any way related to my and/or my invitees or licensees use of the Facilities, and all acts or omissions related thereto, whether or not caused in whole or part by the negligence or other misconduct of any of the Owners Parties, from the beginning of the world to the end of the Term, defines below, which the undersigned has had or now has or which he/she or his/her heirs, administrators, successors, and assigns hereafter can, shall or may have or acquire. I specifically understand that I am releasing, discharging and waiving any claims or actions that I may have presently or in the future for the negligent acts or other misconduct by any of the Owner Parties.

5. Personal Likeness Release and Waiver. I understand that my or my invitees or licensees personal likeness, both in print and video, may be used by the Owner or Owner Parties for official purposes in publications such as, but not limited to, websites, brochures, Facebook, Twitter or other digital or print media for the purpose of informing others about the use of the Facilities or promotion of the Facilities.

6. Binding Effect. This Agreement shall be binding upon my relatives, personal representatives, heirs, beneficiaries, next of kin, or assigns and shall inure to the benefit of the Owner and its successors and assigns.

7. Severability. If any term or provision of this instrument or the application thereof to any person or circumstances shall to any extent or for any reason be invalid or unenforceable, the remainder of this instrument and the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable shall not be affected thereby, and each term and provision of the instrument shall be valid and enforced to the fullest extent permitted by law.

(If bringing medications to the conference, please only bring enough for the duration of the conference in the original prescription bottle. The nurse will manage any medications that are considered controlled substances. All other medications will be the responsibility of the student, unless requested otherwise by the parents/student.)

The following over-the-counter medications may be used as an on needed basis to treat a variety of complaints and simple illnesses or injury such as: Tylenol, ibuprofen, cough syrup, diarrhea/anti-diarrhea, antacid, Benadryl or antibacterial ointment, hydrogen peroxide, burn ointment, Band-Aids. Please note in medication section below any of the above items that should NOT be used or ADDED to the list that you would prefer your student not use/take.

Signatures & Emergency Information:

The undersigned Student Participant and Parent/Guardian affirm they have read and understand the terms of this Indiana FFA Consent & Waiver Document. By signing below, the Student Participant and Parent/Guardian voluntarily consent to giving up substantial rights and understand that if they make changes to the terms of this Indiana FFA Consent & Waiver Document, the Student Participant will not be able to participate in any FFA program or activity.

Parent/Guardian signature required for all participants under the age of 21; both participant and parent/guardian signatures are required.

Student Name

Student Email Address

Student DOB

Emergency Contact Name

Emergency Contact Number

Medical Conditions

Medications

Physician Information

Parent/Guardian Email

Parent/Guardian Name

Student Signed

CST - IP Address:

Parent/Guardian Signed

8/11/2022 9:44 AM CST - IP Address: 146.86.176.70

Advisor Waiver Example



2022-2023 Indiana FFA Association Advisor Consent and Waiver Document

Name:

In exchange for being permitted to participate in the events, activities, and programs ("Program") affiliated with or sponsored by the Indiana Future Farmers of America Association at the state or district level ("FFA") throughout the year listed above, the undersigned Student Participant and his/her Parent or Legal Guardian (individually and collectively referred to below in the first person singular) agree to be bound by the following terms:

- 1. Voluntary Participation.** I understand and confirm that my participation in the FFA Program is voluntary.
- 2. Assumption of Risk.** I understand that FFA representatives may not be present during my participation in the Program. I understand that my participation in the Program may involve risk of injury and loss, both to person and to property, including the possibility of permanent disability and death. I assume all risks, known and unknown, foreseeable and unforeseeable, in any way connected with my participation in the Program. I accept personal responsibility for any liability, injury, loss or damage in any way connected with my participation in the Program.
- 3. Release and Waiver.** I release FFA, FFA representatives, and any individual performing tasks or work on behalf of FFA, of all responsibility in the event of an injury, accident, or death. I completely and forever release FFA and its present and future directors, officers, employees, agents, attorneys, volunteers, servants, representatives, predecessors and successors in interest, assigns, and all other persons, firms, or corporations with whom any of the former have been, are now, or may hereafter be affiliated, from any and all liability for and waive any and all claims, actions, lawsuits, demands, grievances, charges, rights, damages, costs, legal fees, losses of service, or expenses for injury, loss, or damage, in any way connected with my participation in the Program, whether or not caused in the whole or part by the negligence of FFA or any of the individuals mentioned above. This release and waiver shall also apply to my family members, legal representatives, heirs, assigns, successors, or any other person or organization connected to me.
- 4. Consent to Medical and Dental Treatment.** I authorize FFA to secure for me and/or provide to me, through medical and dental personnel of its choice, customary medical and/or dental assistance, transportation, and emergency medical and/or dental services, including but not limited to X-ray, examination, anesthetic, medical or dental diagnosis or treatment and hospital care, to be rendered by any physician or dentist licensed to practice in the United States. I will assume all expenses involved in such medical/dental procedures and will not hold FFA, FFA representatives, and any individual performing tasks or work on behalf of FFA liable for any expenses.
- 5. Publication.** I authorize FFA to use my name, photo, video, materials produced for the Program, or presentation in Program, in FFA materials, including but not limited to educational resources, press releases, web-based publicity, and other publicity materials.
- 6. Code of Ethics.** I agree to abide by the FFA Code of Ethics, as stated in the Official Manual, as well as the code of conduct and guidelines for participation in the Program. I will conduct myself in a manner representative of the school, community, and the FFA. Any illegal substance or unlawful behavior may be reported to the proper local authorities.
- 7. Eligibility.** I hereby certify that I meet all eligibility requirements for participation in the FFA Program for the current year, as set forth by the National FFA Constitution and Indiana FFA Bylaws. Any material submitted and participation is the result of my own effort and ability and abides by all rules and policies.
- 8. Enforcement.** This document contains the entire agreement between me and the FFA with regard to the matters set forth in it. This document may be amended or modified only by a written document signed by the parties. Each term and provision of the document shall be valid and enforced separately to the fullest extent permitted by law. This document shall be governed, construed, and enforced in accordance with the law of the State of Indiana.

Indiana FFA Foundation & Leadership Center

There may be times throughout the year that students utilize the FFA Leadership Center property, which is owned by

Indiana FFA Foundation.

In the consideration of The Indiana FFA Foundation, Inc., an Indiana non-profit corporation (the "Owner"), allowing me to utilize camp grounds and related facilities located at 6595 S 125 W, Trafalgar, Johnson County, Indiana 46181 ("Facilities"), I, and if I am not 21 years old, my parent or legal guardian (individually and collectively referred to below in the first person singular), agree to be bound by each of the following as my voluntary act and deed:

1. Identification of Risks. I understand that the Owner may not be present during my use of the Facilities. I understand that my use of the Facilities may involve risk of injury and loss, both to person and to Facilities. I also understand that the risk of injury may include the possibility of permanent disability and/or death. I understand that this Waiver and Release of Liability and Assumption of Risk Acknowledgement ("Agreement") is intended to address all of the risks of any kind associated with my use of the Facilities in any respect, or with the time I am at the Facilities, including, particularly, such risks created by actions, inactions, or negligence on the part of the Owner or its employees, agents, volunteers, successors, or assigns, including but not limited to risks created by the following: (a) the use and condition of the premises, facilities, and equipment; (b) the failure of the Owner to foresee or to protect me from actions, inactions, negligence, recklessness, or intentional or criminal misconduct of persons; (c) the inadequacy or unavailability of medical facilities or treatment; or (d) the lack or inadequacy of supervision at the Facilities.

2. Assumption of Risk. I KNOWINGLY AND FREELY ASSUME ALL SUCH RISKS, both known and unknown, EVEN IF ARISING FROM THE NEGLIGENCE OF THE OWNER, as listed above, or others and assume FULL AND ABSOLUTE responsibility for my and/or my invitees or licensees use of the Facilities.

3. Release and Waiver. I hereby release the Owner and its directors, officers, sureties, employees, agents, volunteers, successors and assigns (collectively, the "Owner Parties") of and from any and all claims for injury, loss, damages, actions and causes of action, claims and demands whatsoever, whether known or unknown and whether or not founded in fact or in law, and of and from any and all manner of suits, liabilities, losses, covenants, controversies, agreements, promises, damages, judgments, claims and demands whatsoever in law or in equity including, but not limited to, those arising out of or in any way related to my and/or my invitees or licensees use of the Facilities (each a "Claim"), and all acts or omissions related thereto, whether or not caused in whole or part by the negligence or other misconduct of any of the Owner Parties, from the beginning of the world to the end of the Term, as defined below, of this Agreement, which the undersigned has had or now has or which he/she or his/her heirs, administrators, successors and assigns hereafter can shall or may have or acquired.

4. Indemnification. I, on behalf of myself and my administrators, heirs, successors, and assigns, hereby voluntarily agree to RELEASE, WAIVE, DISCHARGE, HOLD HARMLESS, DEFEND AND INDEMNIFY the Owner Parties of and from any and all claims for injury, loss, damages, actions and causes of actions, claims and demands whatsoever, whether known or unknown and whether or not founded in fact or in law, and of and from any and all manner of suits, liabilities, losses, covenants, controversies, agreements, promises, damages, judgments, claims and demands whatsoever in law or in equity including, but not limited to, those arising out of or in any way related to my and/or my invitees or licensees use of the Facilities, and all acts or omissions related thereto, whether or not caused in whole or part by the negligence or other misconduct of any of the Owners Parties, from the beginning of the world to the end of the Term, defines below, which the undersigned has had or now has or which he/she or his/her heirs, administrators, successors, and assigns hereafter can, shall or may have or acquire. I specifically understand that I am releasing, discharging and waiving any claims or actions that I any have presently or in the future for the negligent acts or other misconduct by any of the Owner Parties.

5. Personal Likeness Release and Waiver. I understand that my or my invitees or licensees personal likeness, both in print and video, may be used by the Owner or Owner Parties for official purposes in publications such as, but not limited to, websites, brochures, Facebook, Twitter or other digital or print media for the purpose of informing others about the use of the Facilities or promotion of the Facilities.

6. Binding Effect. This Agreement shall be binding upon my relatives, personal representatives, heirs, beneficiaries, next of kin, or assigns and shall inure to the benefit of the Owner and its successors and assigns.

7. Severability. If any term or provision of this instrument or the application thereof to any person or circumstances shall to any extent or for any reason be invalid or unenforceable, the remainder of this instrument and the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable shall not be affected thereby, and each term and provision of the instrument shall be valid and enforced to the fullest extent permitted by law.

(If bringing medications to the conference, please only bring enough for the duration of the conference in the original prescription bottle. The nurse will manage any medications that are considered controlled substances. All other medications will be the responsibility of the student, unless requested otherwise by the parents/student.)

The following over-the-counter medications may be used as an on needed basis to treat a variety of complaints and simple illnesses or injury such as: Tylenol, ibuprofen, cough syrup, diarrhea/anti-diarrhea, antacid, Benadryl or antibacterial ointment, hydrogen peroxide, bum ointment, Band-Aids. Please note in medication section below any of the above items that should NOT be used or ADDED to the list that you would prefer your student not use/take.

Signatures & Emergency Information

The undersigned Student Participant and Parent/Guardian affirm they have read and understand the terms of this Indiana FFA Consent & Waiver Document. By signing below, the Student Participant and Parent/Guardian voluntarily consent to giving up substantial rights and understand that if they make changes to the terms of this Indiana FFA Consent & Waiver Document, the Student Participant will not be able to participate in any FFA program or activity.

Parent/Guardian signature required for all participants under the age of 21; both participant and parent/guardian signatures are required.

Name

Email Address

DOB

Emergency Contact Name

Emergency Contact Number

Medical Conditions

Medications

Physician Information

Signed

8/10/2022 10:36 AM CST - IP Address: 146.86.176.70

EDUCATION & OPERATION FUND COMPARISON REPORT

As of July 31, 2025, the Education Fund cash balance was \$5,649,078. The Education Fund expenditures for July 2025 were \$765,984. As of the end of July 2025, a total of 51% of the 2025 appropriation was expended.

As of July 31, 2025, the Operation Fund cash balance was \$4,286,570. The Operation Fund expenditures for July 2025 were \$377,311. As of the end of July 2025, a total of 46% of the 2025 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>2025 YTD Interest Earned</u>
Home National Bank	\$303,857.62 Interest
Raymond James	\$4,332.50 Income
Raymond James	\$7,255.29 Change in Value
North Salem State Bank	\$45,348.25 Interest

FYI: The July 2025 - Fund, Appropriation, and Revenue Reports are posted to the School Board Document Site

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding ("MOU") is entered into on the last date signed by the parties below ("Effective Date"), by and between Western Boone County Community School Corporation (the "School") and New Beginnings Behavior Intervention Services.

WHEREAS, the School's mission is to provide its students with the skills and knowledge necessary to master the Indiana Academic Standards at each grade level.

WHEREAS, the School provides a Free and Appropriate Public Education ("FAPE") for all students found to be eligible for special education under the Individuals with Disabilities Education Act ("IDEA"). Under IDEA, the School provides individualized special education programming and related services to those eligible students who are determined to be students in need of special education and related services.

WHEREAS, New Beginnings Behavior Intervention Services provides behavior management services to its patients using the principles of reinforcement to increase appropriate behaviors and decrease inappropriate behaviors.

WHEREAS, New Beginnings Behavior Intervention Services provides services to children who become eligible to enroll in the School and whose parents desire to enroll them in the School.

WHEREAS, the School and New Beginnings Behavior Intervention Services have common long-range outcome desires for New Beginnings Behavior Intervention Services patients to succeed in the school environment.

NOW, THEREFORE, the parties agree as follows:

1. Purpose of MOU. The parties agree the objectives of this MOU are as follow:
 - a. To provide a smooth transition from the therapy environment to a school setting.
 - b. To outline the obligations and expectations of the parties.
 - c. To foster a healthy, collegial and collaborative relationship among the parties and the families they serve.
2. School Obligations. The School agrees to the following:
 - a. It will collaborate with New Beginnings Behavior Intervention Services in developing a plan for children receiving therapy services from New Beginnings Behavior Intervention Services to transition into the classroom in the School.
 - b. It will develop an individualized education plan ("IEP") for the student to address his/her educational needs.
 - c. It will provide access to the school building and appropriate classrooms for a New Beginnings Behavior Intervention Services provider to provide support to a student in the school setting as part of a student's plan under the terms and conditions set forth in

this MOU.

- d. It will exchange relevant information on a student's progress within the educational setting with New Beginnings Behavior Intervention Services if a release of information has been signed by the student's parent.

3. New Beginnings Behavior Intervention Services Obligations. New Beginnings Behavior Intervention Services agrees to the following:

- a. It will collaborate with the School in developing a plan for children receiving therapy services from New Beginnings Behavior Intervention Services to transition to the classroom upon their enrollment in the School.
- b. It will exchange relevant information on a student's medical progress if a release of information has been signed by the student's parent.
- c. It will abide by the terms and conditions detailed in the MOU, particularly the expectations and protocols listed in Section 7.
- d. It will monitor the child's progress and when the behavioral impacts decrease or if provider support is no longer necessary, the support will decrease or cease.
- e. It will instruct its providers on their responsibility for respecting the confidential and privileged nature of information which may come to their attention in regard to students and other School information. Specifically, as it relates to other students in the class/program/school, the provider will maintain such confidentiality in accordance with school policy, district policy, Indiana Article 7, and the Family Educational Rights and Privacy Act (FERPA). Any violation of confidentiality will lead to immediate removal of the offending individual from the school environment and could lead to revocation of this MOU.

4. Mutual Agreements. The parties agree:

- a. That any services provided by New Beginnings Behavior Intervention Services are supplemental services facilitated by the parent, above and beyond the provision of free appropriate public education ("FAPE") provided by the School as specified in a student's IEP.
- b. That any services provided by New Beginnings Behavior Intervention Services are not required for FAPE.
- c. That all costs incurred with services provided by New Beginnings Behavior Intervention Services are the sole responsibility of the child's parent and the School is solely providing New Beginnings Behavior Intervention Services access to the school building and student during the school day.
- d. To maintain good communication between the School, New Beginnings Behavior Intervention Services, the provider and the student's teacher(s).

Neither party, in performing its responsibilities and obligations under this MOU, will discriminate against any person because of said person's race, creed, religion, national origin, sex, age, disability, sexual orientation, marital status, veteran status or any other state or federally protected class.

- e. That the School has the discretion to refuse entry of any provider by giving notice to provider's designated representative.
- f. That if the School informs New Beginnings Behavior Intervention Services that a provider has been determined by School to be unacceptable for reasons of health, performance, or other causes which could interfere with the School's operations, including but not limited to violation of the protocols set forth in Section 7, New Beginnings Behavior Intervention Services shall withdraw any Provider from placement at the School immediately and replace that Provider to serve the medical needs of the student.
- g. That the principal is in the position of authority as the administrative leader of the building. Any concerns that may require administrative attention should be directed to the building principal, who can communicate with the appropriate individuals.
- h. That the teacher is the instructional leader in the classroom, playground, cafeteria, special areas, hallways, etc. Any concerns about the student in these areas should be directed to the teacher, who can communicate with the appropriate individuals. The teacher is responsible for communicating regularly with the parent on matters such as school performance, school activities, student participation, etc.

5. New Beginnings Behavior Intervention Services:

- a. The Provider will provide support to the child so that the child can adapt to the classroom and be successful as part of the overall services the child is receiving across his/her day.
- b. The Provider shall provide services to the child, including, but not limited to teaching the child in a school setting to generalize behaviors and skills the child has learned.
- c. The Provider shall support a child in the classroom by:
 - i. Providing prompts as needed and gradually fade them.
 - ii. Facilitating social interactions with peers and teachers while adhering to classroom protocol.
 - iii. Collecting data on the child's behavioral symptoms.
 - iv. Meet with teacher and others to review the child's transition plan and progress.

6. Location. The parties mutually agree that the services contemplated in this MOU may take place at any School location, and they anticipate that Thorntown Elementary School shall be a primary location for such services.

7. Expectations and Protocols for New Beginnings Behavior Intervention Services. New Beginnings Behavior Intervention Services and its Providers hereby agree to the following terms and conditions:
- a. The services provided are limited to students that have a plan developed by the School and New Beginnings Behavior Intervention Services and the Providers shall not work with any other student(s) during the school day.
 - b. Providers will not be permitted to begin work with a student during the school day until evidence of criminal background check, including an expanded criminal history check as defined by IC 20-26-2-1.5 and expanded child protection index as defined by IC 20-26-2-1.5, is provided to the School. In the event that evidence cannot be provided in a manner satisfactory to the School, Provider shall obtain a criminal background check through the School.
 - c. Provider shall report to the student's teacher and Principal/designee if he/she must leave the assignment during the course of the school day;
 - d. Provider shall work in a collaborative, collegial, and professional manner with the student's teacher, classroom instructional assistants, school nurse, Principal/designee, and all other school staff (the School is in agreement that this will be a reciprocal relationship in that regard);
 - e. New Beginnings Behavior Intervention Services and Provider recognize that the teacher is the instructional leader and the teacher will be responsible for making the educational and instructional decisions with regard to the student at all times;
 - f. Provider shall wear clear and visible identification while at school and school-sponsored events;
 - g. The Provider shall be required to sign in and out of the school building each day.
 - h. The Provider shall dress, speak, and behavior in a professional manner, which may include abiding by the School dress code (provided), established guidelines/policies/procedures/practices and expectations for professional staff and staff conduct. The school administration may determine if the therapist or consultant is acting in an unprofessional manner and may remove him or her accordingly.
 - i. The Provider shall adhere to all school employee policies and procedures, including but not limited to:
 - i. Confidentiality obligations under Indiana's Article 7, Family Educational Rights and Privacy Act (FERPA), and School policy,

including never sharing personally identifiable information about any student with a non-school official.

- ii. Child abuse or neglect reporting obligations
- iii. Reporting an arrest or conviction
- j. Any violation of confidentiality will lead to immediate revocation of the Provider's permission to work with the student in school and could lead to revocation of this MOU.
- k. The Provider will function in accordance with their professional standards of practice and ethical duties.
- l. The Provider shall keep records and paperwork out of students' reach or view.
- m. When not working directly with their assigned student, the Provider may move to another area if their assigned student does not require constant contact or to be in constant view.
- n. Food and drink, other than water, is only permitted in the classroom when other students are eating. Exceptions must be approved by the classroom teacher in advance.
- o. The Provider shall use his or her cell phone in the school building for emergencies only. Personal calls are not permitted.
- p. The use of audio or video recordings and/or virtual observations/monitoring/ support is strictly prohibited in the school setting.
- q. Unprofessional conduct or neglect will be documented and reported to New Beginnings Behavior Intervention Services and parent of the assigned student.
- r. The parties agree that violation of this Section is grounds for removal of the Provider from the School immediately and repeated violations is grounds for immediate termination of this MOU.

8. Term and Termination.

- a. Term. The term of this MOU shall be for one (1) academic year commencing on the Effective Date, and terminating at the end of the 2025-26 school year.
- b. Termination. This MOU may be terminated as follows:
 - i. Termination by Agreement. In the event New Beginnings Behavior Intervention Services and the School shall mutually agree in writing, the MOU may be terminated on terms and date stipulated therein.
 - ii. Termination Without Cause. This MOU may be terminated by either party without cause by delivering a written notice of termination to the other party at least thirty (30) days prior to such early termination.
 - iii. Termination for Cause. This MOU may be terminated immediately for repeated

violations of Section 7.

9. Insurance/Liability.

- a. Each party shall be solely responsible for the negligence or intentional misconduct of it or any of its employees, agents, representatives, or contractors.
- b. Each party shall carry comprehensive general liability, automobile, errors and omissions, and such other insurance coverage as required under law and in commercially reasonable amounts customary in the state of Indiana, to provide coverage for any claims arising or alleged to arise from injuries or damage caused by any of its employees, representatives, contractors, or agents.
- c. New Beginnings Behavior Intervention Services shall be responsible for the provision of professional liability insurance covering the acts or omission of New Beginnings Behavior Intervention Services' Providers under this MOU.
- d. New Beginnings Behavior Intervention Services shall be responsible for maintaining workman's compensation and unemployment insurance as required under Indiana law.
- e. A party shall provide proof of insurance coverage and qualification upon request by the other parties.
- f. The provisions of this Section shall survive the termination or expiration of this MOU, and the parties hereto hereby agree to notify each other immediately of any claims, losses, liabilities or demands that become known to the party and that adversely affects any right, obligation, responsibility, duty, or interest of New Beginnings Behavior Intervention Services or the School.

10. Relationship of the Parties. New Beginnings Behavior Intervention Services and the School agree that New Beginnings Behavior Intervention Services Providers are acting as independent contractors and not as the agents or employees of the School. No Provider will be deemed to be an employee of the School nor will the School be liable for the payment of any wage, salary, or compensation of any kind for service provided by New Beginnings Behavior Intervention Services' Provider. Further, no New Beginnings Behavior Intervention Services Provider will be covered under the School's Worker's Compensation, Social Security, or Unemployment Compensation programs. Nothing in this MOU shall be construed as creating a single enterprise, partnership, joint venture or employer-employee relationship between the School and New Beginnings Behavior Intervention Services.

11. E-Verify. New Beginnings Behavior Intervention Services, and the representative of New Beginnings Behavior Intervention Services signing this MOU, affirm under penalties of perjury that New Beginnings Behavior Intervention Services does not knowingly employ an unauthorized alien. New Beginnings Behavior Intervention Services shall verify the work eligibility status of all its newly hired employees through the E-Verify Program, unless the program no longer exists. New Beginnings Behavior Intervention Services shall not knowingly employ or contract with an unauthorized alien and shall not retain an employee or contract with a person New Beginnings Behavior Intervention Services subsequently learns is an unauthorized alien. New Beginnings Behavior Intervention Services shall

require its subcontractors and affiliates, who perform work under this MOU, to certify to New Beginnings Behavior Intervention Services that the subcontractor does not knowingly employ or contract with an unauthorized alien and that the subcontractor has enrolled and is participating in the E-Verify Program (unless it no longer exists). If New Beginnings Behavior Intervention Services violates this section, it shall remedy the violation not later than 30 days after the date the School notifies New Beginnings Behavior Intervention Services of the violation. The School may terminate this Agreement if New Beginnings Behavior Intervention Services fails to comply with this provision and New Beginnings Behavior Intervention Services shall be liable for damages.

12. Miscellaneous.

- a. Each party shall perform this MOU in full compliance with any and all applicable federal, state and local laws, statutes, regulations, and/or ordinances.
- b. This MOU contains the entire understanding of the parties and it supersedes and replaces any and all previous understandings, commitments, or agreements, oral and written, related to the terms set forth herein. There are no representations, warranties, covenants or understandings between the parties related to the subject matter hereof other than those expressly set forth in this MOU. This MOU shall be amended only by an instrument in writing signed by both parties hereto.
- c. A waiver by either party of a breach or failure to perform shall not constitute a waiver of any subsequent breach or failure. A waiver of any of the provisions of this MOU shall be effective only if made in writing and executed by both parties.
- d. If any part, term or provision of this MOU shall be held void, illegal, unenforceable, or in conflict with any law of a federal, state, or local government, having jurisdiction over this MOU, the validity of the remaining portions or provisions shall not be affected thereby.
- e. This MOU shall be construed, governed and enforced under the laws of the State of Indiana.
- f. This MOU may not be assigned or otherwise transferred by either party, in whole or in part, without the express prior written consent of the other party, which consent shall not reasonably be withheld.
- g. This MOU shall be binding upon and inure to the benefit of the parties hereto and their respective successors, assigns and legal representatives.
- h. Notices or communications herein required or permitted shall be given to the respective parties by certified mail (said notice being deemed given as the date of receipt) or by hand delivery at the following address:

New Beginnings Behavior Intervention
Services

Attn: April Higgason

Western Boone County Community School
Corporation

Attn: Rob Ramey

Superintendent

10614 Brixton Lane
Fishers, IN 46037

1201 N. St. Rd.75
Thorntown, IN 46071

- i. This MOU and any amendments thereto shall be executed in duplicate copies on behalf of New Beginnings Behavior Intervention Services and the School by an official of each, specifically authorized by its respective Board to perform such executions. Each duplicate copy shall be deemed an original, but both duplicate and originals together constitute one and the same instrument.

- j. Notwithstanding anything to the contrary contained herein, neither party shall be liable for any costs, damages, delays or failures in performance resulting from acts beyond its reasonable control including, without limitation, acts of God, acts of war or terrorism, pandemic, shortage of supply, breakdowns or malfunctions, interruptions or malfunction of computer facilities, or loss of data due to power failures or mechanical difficulties with information storage or retrieval systems, labor difficulties or civil unrest. Notwithstanding the foregoing, in the event of such an occurrence, each party agrees to make a good faith effort to perform its obligations hereunder.

IN WITNESS WHEREOF, the duly authorized officers and representatives of the parties have executed this MOU on the date set forth above.

New Beginnings Behavior Intervention
Services

Western Boone County Community School
Corporation

By: _____

By: _____

Rob Ramey
Superintendent

[PRINTED NAME AND TITLE]

Date: _____

Date: _____