## BOARD OF SCHOOL TRUSTEES

Work Session - Board Room<br>Monday August 12, 2019, 6:30 p.m.

The governing body named above will conduct a work session pursuant to Indiana's Open Meeting Law IC 5-14-1.5, for the following reasons:

1. 2020 Budgets Overview
2. Adjournment

# Special Meeting - Board Room <br> Public Hearing - Teacher Master Contract <br> Monday, August 12, 2019, 6:45 p.m. 

The governing body named above will conduct a special session pursuant to Indiana's Open Meeting Law IC 20-29-6.1, for the following reasons:

1. Call Meeting to Order - Jim White
2. Outline of Bargaining Process and Timeline - Jim White
3. Comments - Terrie Brown, NWCTA President
4. Adjournment

## Regular Meeting - Board Room Monday August 12, 2019, 7:00 p.m.

The governing body named above will conduct a public hearing pursuant to Indiana's Open Meetings Law, IC 5-14-1.5, for the following reason(s):

## Prayer - Rebecca

1. CALL TO ORDER - Jim White
1.1 Pledge of Allegiance, Roll Call, Welcome Visitors
1.2 Approval of July 8, 2019 Regular Meeting minutes

NORTH WHITE SCHODL CORPDIRATION
Dr. Robert Klitzman - Interim Superintendent Mrs. Karen Pfledderer - Corporation Secretary Mr. W. Dean Cook -Dir of Trans/Bdgs/Grnds Mrs. MariAnne Rowlands - Transportation Secretary Mrs. Emma Conwell - Treasurer

402 E Broadway St - Monon, Indiana 47959 - (219) 253-6618 - Fax (219) 253-6488
1.3 Claims/Financial/Quarterly Reports
1.4 Action to approve or amend the Agenda/Emergency additions
2. HEARING OF PATRONS
3. Reports
3.1 Principal Report - Mr. VanDerAa
a. Acceptance of Donation - Piano
3.2 Principal Report - Mr. Hawk
3.3 Transportation and Facilities - Mr. Cook
3.4 Superintendent Report - Dr. Klitzman
a. Modify Calendar
b. First Reading of NEOLA Volume 31 NO. 2 May 2019
c. Miscellaneous
4. CONSENT ITEMS
4.1 Personnel Report/Recommendations
4.2 Authorization to Advertise 2020 Budgets
4.3 Fundraiser requests
5. Public Hearing Projects - Mr. White
5.1 Second Preliminary Determination Hearing \& Project Hearing
5.2 Adopt project resolution
5.3 Adopt preliminary determination resolution
5.4 Adopt reimbursement resolution
6. HEARING OF PATRONS - Mr. White
7. SCHOOL BOARD COMMENTS - Board
8. ADJOURNMENT

## Executive Session - Board Room <br> Monday, August 12, 2019

Executive Session will begin 10 minutes after the regular meeting has been adjourned.

The governing body named above will conduct an executive session pursuant to Indiana's Open
Meetings Law, IC 5-14-1.5-6.1(a)(11), for the following reason(s):

1. To train school board members with an outside consultant about the performance of the role of the members as public officials. IC 5-14-1.5-6.1(a)(11).
2. Adjournment

## MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF NORTH WHITE SCHOOL CORPORATION

The Board of Trustees, North White School Corporation met in Regular session on Monday, July 8, 2019 at 7:00 p.m. in the office of the Superintendent at 402 E. Broadway, Monon, Indiana according to Indiana Code 10-5-3-2, Public Law 57, and the rules of the Board. Board members present were Jim White, Scott Williams, Shannon Mattix, Rebecca Princell, Terry Smith, Joshua Robertson and Ricki Westerhouse. Also present were Interim Superintendent Dr. Robert Klitzman, Karen Pfledderer, Emma Conwell, Dean Cook, Bridget McCormick, Andrew Hawk, Jill Scott, Steve Land, Beth Dean, Terrie Brown, Zoey Fields and Jeff Griffeth, Co-Alliance Marketing Director.

1. Call to Order

Mr . White called the regular meeting to order.
1.1 The Pledge of Allegiance followed, a Quorum was recognized and visitors were welcomed to the meeting.
1.2 Mr. White asked if there were any additions or corrections to the minutes of the regular meeting on June 10, 2019 and the executive session on June 17, 2019. The meeting minutes were approved with no objections, by unanimous consent.
1.3 Claims and payrolls were presented to the Board and discussed. Mr. White recommended that the Board approve to pay claims 11127509 through and including 11127612. The claims and payrolls were approved with no objections, by unanimous consent.
1.4 Mr. White asked if there were any emergency additions to the agenda. Hearing none, the meeting proceeded.
1.5 Mr. White introduced the Indian Trails 2019 CTE Recognitions.

- Business Partner - Co-Alliance, Adam Steinbauer
- Teacher Recognitions - David Addison, Kerri Lear and Jeff Wild

2. Mr. White asked if there were any patrons in attendance who wished to be heard. Hearing none, the meeting proceeded.
3. Consent Items
3.1 Personnel Report

Certified - Resignations

| Name | Position | $1^{\text {st }}$ | 2nd | Motion |
| :--- | :--- | :--- | :--- | :---: |
| Melissa McIntire | NWES Principal | Mr. Smith | Mr. Robertson | $7-0$ |
| Effective |  |  |  |  |
| $6 / 30 / 2019$ |  |  |  |  |
| Approved $7 / 8 / 2019$ |  |  |  |  |

## Page 2

## REGULAR MEETING

July 8, 2019

Certified - Resignations

| Name | Position | 1st | 2nd | Motion |
| :---: | :---: | :---: | :---: | :---: |
| Haley Kerlin Effective 6/30/2019 <br> Approved <br> 7/8/2019 | NWES Kindergarten teacher | Mr. Smith | Mr. Robertson | 7-0 |
| Andrew Wright Effective 6/12/2019 <br> Approved <br> 7/8/2019 | NW HS Special Education teacher | Mr. Smith | Mr. Robertson | 7-0 |
| Francine Denecke Effective 6/12/2019 <br> Approved <br> 7/8/2019 | NWES <br> Instructional Coach | Mr. Smith | Mr. Robertson | 7-0 |
| Amy Berkshire Effective 6/18/2019 <br> Approved $7 / 8 / 2019$ | HS English $9^{\text {th }} \&$ $10^{\text {th }}$ grade | Mr. Smith | Mr. Robertson | 7-0 |
| Samantha Heims <br> Effective <br> 7/12/2019 <br> Approved <br> 7/8/2019 | NWES $3^{\text {rd }}$ grade teacher | Mr. Smith | Mr. Robertson | 7-0 |
| Jessica Martin Effective 7/12/2019 <br> Approved 7/8/2019 | NWES $3^{\text {rd }}$ grade teacher | Mr. Smith | Mr. Robertson | 7-0 |

Non- Certified - Resignations

| Name | Position | $1^{\text {st }}$ | 2nd | Motion |
| :--- | :---: | :---: | :---: | :---: |
| Amy Allen | NWES Secretary | Mr. Smith | Mr. Robertson | $7-0$ |
| Effective |  |  |  |  |
| $7 / 12 / 2019$ |  |  |  |  |
| Approved 7/8/2019 |  |  |  |  |

## Certified - Hiring Recommendations

| Name | Position | $1^{\text {st }}$ | 2nd | Motion |
| :--- | :--- | :--- | :--- | :---: |
| Bridget | NWES | Mr. Robertson | Mrs. Westerhouse | $7-0$ |
| McCormick | Instructional |  |  |  |
| Effective at the | Coach K-5 |  |  |  |
| beginning of the |  |  |  |  |
| $2019-20$ school |  |  |  |  |
| year |  |  |  |  |
| Approved |  |  |  |  |
| $7 / 8 / 2019$ |  |  |  |  |

Page 3
REGULAR MEETING
July 8, 2019
Certified - Hiring Recommendations

| Name | Position | 1st | 2nd | Motion |
| :--- | :--- | :--- | :---: | :---: |
| Jim DeMien <br> Effective at the <br> beginning of the <br> $2019-20$ school <br> year Approved <br> $7 / 8 / 2019$ | MS Math (7/8 <br> grade) teacher | Ms. Princell | Mr. Robertson | $7-0$ |
| Barbra Anderson <br> Effective at the <br> beginning of the <br> 2019-20 school <br> year | NWES teacher <br> (Kindergarten) | Mr. Williams | Ms. Princell | $7-0$ |
| Approved <br> $7 / 8 / 2019$ |  |  |  |  |
| David Vaughan, <br> Jr. <br> Effective at the <br> beginning of the <br> $2019-20$ school <br> year <br> Approved <br> $7 / 8 / 2019$ | HS English (9/10) <br> teacher | Mr. Williams | Ms. Princell | $7-0$ |
| Heather Willsey <br> Effective at the <br> beginning of the <br> $2019-20 ~ s c h o o l ~$ <br> year <br> Approved <br> $7 / 8 / 2019$ | NWES teacher <br> (First grade) | Mr. Williams | Ms. Princell | $7-0$ |
| Melissa Hatfield <br> Effective at the <br> beginning of the <br> $2019-20 ~ s c h o o l ~$ <br> year <br> Approved <br> $7 / 8 / 2019$ | NWES Special <br> Education teacher | Mr. Williams | Mr. Robertson | $7-0$ |

3.2 Mr. White recommended that the Board approve the AdTec E-Rate Funding Year 2020 Agreement, after discussions with Steve Land, Network Engineer. Mr. Williams moved to approve this recommendation. Mr. Smith seconded and the motion carried 7-0. See "Exhibit A".

Page 4
REGULAR MEETING
July 8, 2019
3.3 Mr. White recommended that the Board approve the following fundraisers:

- NW FFA Chili supper at the last home football game
- NW FFA Fruit sales, October, 2019
- NW FFA meat stick sales, before \& after school \& during lunch
- NW FFA Strawberry sales, March, 2020
- NW Drama Club working at the White County Pork Producers at the White County fair
Mr. Williams moved to approve these recommendations. Ms. Princell seconded and the motion carried 7-0.

4. Discussion/Information
4.1 Transportation and Facilities update

Mr. Cook, transportation/building and grounds director, informed the Board that he has a video taken from a drone of the solar field. He reported that the Directional boring started on July 8th and should be across highway 16 by July 10th. He does not have a date for the transformer. The two new (78) passenger busses will be delivered in late July.
5. Hearing of Patrons

For second hearing of patrons, Mr. White asked if there were any patrons in attendance who wished to be heard. Hearing none, the meeting proceeded.
6. Superintendent Comments
6.1Dr. Klitzman asked the Board to consider a change to the Teacher work day \& Open House times on August 8, 2019, to be as follows; M-HS work day 11-6 \& Open House 5-6, Elementary work day 11:30-6:30 \& Open House 5:30-6:30. Mr. Williams moved to approve these changes. Mr. Robertson seconded and the motion carried 7-0.
6.2 Dr. Klitzman shared with the Board how everyone that he has met has made him feel welcomed and how nice the NWSC campus is which shows pride.
7. School Board Comments - None

Meeting adjourned at 7:20 p.m.

Page 5
REGULAR MEETING
July 8, 2019

PRESIDENT

SECRETARY

MEMBER

MEMBER

VICE PRESIDENT

MEMBER

## MEMBER

BOARD OF TRUSTEES NORTH WHITE SCHOOL CORP.


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## ：Su！pug чวuow <br> Operations Fund Monthly Revenue Summary




| Expenditures $/$ Transfers Out | $\$ 5,712,535,99$ | $\$ 376,719.36$ | $\$ 432,402,68$ | $\$ 583,806.65$ | $\$ 419,168,44$ | $\$ 474,785.08$ |
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| Ending Cash Balance | $\$ 1,801,500.58$ | $\$ 41,861,297.90$ |  |  |  |  |







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## UPDATE

## Volume 31, Number 2 <br> May 2019

## OVERVIEW AND COMMENTS

This update includes proposed revisions to nineteen (19) policies and proposed revisions to five (5) administrative guidelines and four (4) new guidelines. The proposed revisions to current policies, guidelines, and forms, as well as the new guidelines that are provided, are the result of our ongoing work with our Indiana clients, as well as our ongoing review of statutory language at the State and Federal level, court decisions, et cetera.

Recently questions have been fielded in the Neola office about whether or not Policy 5111.01 Homeless Students in the Corporation's policy manual is current and compliant with Federal and State law. If your Corporation adopted the replacement policy that was provided in 2017 in its entirety, it is. If the Corporation did not adopt that replacement policy in its entirety, it most likely is not. Your associate can work with you to make this determination, so if you are concerned, please contact him.

## This update does not contain any proposed revisions to current policies, guidelines or forms, or new policies, guidelines or forms as a result of the legislative session that ended Wednesday, April 24, 2019.

Legislation approved during that session will be the subject of scrutiny by Neola and its Indiana outside counsel, Karen Glasser Sharp of Lewis Kappes, throughout the summer. Any revisions to current policies, guidelines or forms, or new policies, guidelines or forms that result from the 2019 legislative session will be released in the Volume 32 Number 1 Update next September.

For ease of use, the policies, guidelines, and forms in this update are organized in numerical order in the sub-folder that has been posted in the Corporation's folder on the VPN or in the hard copy packet if your Corporation still chooses to receive its material in that form. However, ppolicies from multiple sections are grouped together in this Overview when and if the explanation is the same for the proposed revisions to a group of policies/guidelines.

## Questions?

Any content-related questions should be directed to your Corporation's associate.
All production related questions should be directed to the Coshocton Production Office at 632 Main Street, Coshocton, Ohio 43812 (email production@neola.com, phone 800-407-5815, fax 740-622-2557).

Billing questions should be directed to the Corporate Office at 3914 Clock Pointe Trail, Suite 103, Stow, Ohio 44224 (email mchapman@neola.com, phone 330-9260514, fax 330-926-0525).

## The Update Material

The proposed new and revised policies included in this update have been thoughtfully prepared and have been reviewed by Lewis Kappes, Neola's outside legal counsel in Indiana, for compliance with Federal and State law, Federal and State Regulatory Agencies, and applicable Federal and State court decisions.

If you make substantive changes to a Neola template, or substitute in its entirety a policy or other material of your own drafting, that material should be reviewed by the legal counsel for your Corporation to verify compliance with applicable laws, regulations and court decisions. Neola does not review any Corporation-Specific Material.

If the Corporation authors language and adds it to a policy template or deletes content that is not marked as a choice in the policy template, then these actions will constitute Corporation-specific edits. Neola does not review Corporation-specific edits to update materials or Corporation-specific policies for statutory compliance. (See "Caveat RE: Corporation-Specific Edits" below.)

If a policy or procedure is marked revision, the proposed revisions will include material to be added, which will be in blue, bold font, and material to be deleted, which will be lined out and will be red. As you review a revised policy or procedure, you may choose to accept one, many or all of the changes presented.

If a policy or procedure is marked as a replacement, that means there have been enough changes made that instead of showing each individual change, a complete, clean replacement copy has been provided. As you review a replacement policy or procedure, you should also compare the replacement materials to your current policy or procedure to determine if there is some Corporation-specific wording in your current material that you want included in the replacement policy. If so, any wording from the current policy should be added using Microsoft Word's "Track Changes" tool before returning the replacement policy electronically to the Coshocton office for processing.

Policies that are to be deleted from the Corporation's Board-adopted Ppolicy Mannual require Board action to rescind the policy.

Your Neola Associate will contact you in the near future to schedule an appointment to review this update and ensure you are current on this and previous updates.

If you are not an administrative guidelines client, you did not receive those materials in this packet. Contact your Associate for more information about becoming an administrative guidelines client.

## Submitting Material Electronically

Please use Microsoft Word's "Track Changes" tool to edit the Corporation's current materials, indicating which of the proposed revisions and additions you choose to include in your current policies, or to make additional Corporationspecific edits to your current policies, before returning them, after Board adoption, electronically for processing. Track Changes also should be used in a proposed new policy to make edits, such as indicating which choices are to be included and which are to be deleted or to make Corporation-specific edits to the language of the proposed new policy. When the revisions to current policies and the new policies have been adopted by the Board, return the marked versions electronically by posting them in the "Policies adopted by the Board" folder on the main page in your VPN folder or the main menu of your USB storage device so they can be archived, then cleaned up and posted to the Corporation's policy website.

And please don't forget to email production@neola.com when you've posted your material so we know to go to your folder and retrieve it.


#### Abstract

Please note, even if a Corporation chooses not to include a policy or administrative procedure in their management documents that describes a statutory requirement, the Corporation is still obligated to follow applicable Federal and State laws relating to that policy or procedure.


## Caveat RE: Corporation-Specific Edits

Please note also that if the Corporation chooses during any step of the Update process to incorporate Corporation-specific material into a new policy that has been proposed or insert Corporation-specific material into a current policy for which revisions have been proposed in an update issued by NEOLA, then the Corporation agrees to hold NEOLA harmless for those Corporation-specific edits and acknowledges that NEOLA's Warranty for legal challenges to the Corporation-specific language in that policy will be voided. In addition, NEOLA retains ownership of the text from the original policy template that remains in a policy to which Corporationspecific edits have been made. Corporation-specific materials include the following:
A. materials from the existing materials for the Corporation that the Corporation requests be incorporated into NEOLA templates during the drafting process;
B. new policies or procedures developed in their entirety by the Corporation, exclusive of NEOLA; and
C. revisions to or deletions from a NEOLA template that substantively depart from that template.

Further, Neola does not advocate the use or incorporation of Corporation-specific materials. NEOLA will, at the request of the Corporation, incorporate Corporationspecific materials into the licensed materials, with the implicit understanding that the Corporation accepts all risks associated with the decision to request that such Corporation-specific materials be incorporated. NEOLA reserves the right to, but is not obligated to, advise the Corporation to seek its own legal review of Corporation-specific materials by the school board attorney who represents the Corporation. And, NEOLA retains the copyright to any intellectual property from its template.

## Caveat RE: Neola's Warranty

Neola proudly warrants that the content of the policy templates is legally correct.

However, when Federal and State law is amended or new provisions are added to State or Federal law and revision or replacement of an existing policy template is necessitated, the copyright date noted at the end of the policy is updated as well.

Please note, Neola's warranty applies only to the policy template with the most current copyright date. All previous iterations of the policy template are no longer warranted.

Therefore, material included in each update should be adopted if the Corporation wants assurance that their adopted policies are warranted by Neola.

## Notifying Neola of a Challenge to the Legal Accuracy of a Policy

The Neola staff in Indiana is vigilant in providing policy language to our clients that has been vetted for legal accuracy by our outside counsel. Should questions arise as to the legal compliance or accuracy of NEOLA materials, it is our expectation that our outside counsel would have the opportunity to assist in the resolution of such a claim. That can occur only if we are notified immediately upon receipt of such a challenge. Please notify NEOLA's corporate office (330-926-0514) if an issue arises in which such a review or assistance is necessary. To be eligible for assistance under our warranty we must be notified with ten (10) business days of the receipt of such a challenge.

## BYLAWS AND POLICIES

After reviewing the proposed revisions to the eighteen (18) current Neola policy templates and making any choices provided therein, the Superintendent should recommend the adoption of the new and revised material, and the Board should approve the Superintendent's recommendation so that the Corporation's policies are legally consistent and correct.

If one or more of the current templates to which revisions are proposed as a result of recent changes in the Indiana Code or Federal law and included in this update are not among the policies previously adopted by the Board for the Corporation, Neola recommends that the Corporation reconsider the material and adopt those templates as new policies for the Corporation.

## Bylaw 0100 - Definitions - Revised

Bylaw 0100 has been revised to add the definition of "State-Mandated Assessments" so that this term may be used in all policies and guidelines to refer to such assessments without naming them to avoid having to revise each individual policy and guideline which references such assessments if the State changes the name of the assessment given.

Neola advises that the Superintendent recommend the adoption of this revised bylaw to the Board, and that the Board take action to approve the recommendation so that the Corporation's policy remains current with State law and to avoid the need for future revisions when thre is a change in the State-mandated assessment.

Policy 2261 - Title I Services - Revised<br>Policy 2261.01 - Parent and Family Member Participation in Title I Programs Revised<br>Policy 2281 - Parent and Family Engagement - Revised

Revisions to these policies reflect requirements of the Every Student Succeeds Act of 2015 (ESSA) amendments to the Elementary and Secondary Education Act of 1965 and components of the State's plan for implementing these provisions. Revisions include provisions focusing on meaningful parent and family engagement in the Title I program, as well as in the development of the Corporation's annual Title I Plan. The revised policy templates also include language addressing the supplement vs. supplant requirements for Title I, which has been a focus of Title I audits. The recommended revisions related to the ESSA requirements about data collection and required annual reporting of that data were incorporated into Policy 2700 in the Volume 31 Number 1 Update.

It is strongly recommended that the proposed revisions to these three (3) policies be recommended by the Superintendent and adopted by the Board so that the Corporation's Title I-related policies current and compliant with Federal and IDOE requirements.

## Policy 2623.01 Test Security Provisions for Statewide Assessments - Revised

Revision of this policy is necessary to reflect the current requirements in the 2018 19 Indiana Assessment Policies, Administration and Security Manual. The revisions to this policy include (1) a reduction in the hours that staff members may have access to secure testing materials prior to the test, and (2) provisions for reporting and investigating allegations of cheating or a security breach, testing administration breach, an intellectual property right infringement or any breach that undermines the integrity and/or inhibits the effectiveness of Indiana's assessments.

It is strongly recommended that the Superintendent recommend the adoption of this revised policy to the Board, and that the Board take action to approve the recommendation so that the Corporation's policy remains current with IDOE requirements.

NOTE: Please note that it may be necessary to revise this policy in the next update if IDOE makes further revisions to the test manual for 2019-20 school years.

## Policy 5330.02 - Care of Students with Diabetes - Revised

This policy has been revised to reflect the current requirements of Indiana law specific to students with diabetes regarding preparation and implementation of a diabetes management and treatment plan.

It is strongly advised that the Superintendent recommend the adoption of this revised policy to the Board, and that the Board take action to approve the recommendation so that the Corporation's policy remains current with State law.

## Policy 5335 - Care of Students with Chronic Health Conditions - Revised

Revisions have been made to this policy to differentiate between those students who are entitled to receive a free appropriate public education and those who are not but still have chronic health conditions to which this policy applies.

It is strongly advised that the Superintendent recommend the adoption of this revised policy to the Board, and that the Board take action to approve the recommendation so that the Corporation's policy remains current with Federal and State law.

TEMPLATES

## Policy 5341 - Emergency Medical Authorization - Revised

This policy has been revised to reflect the distinction between a Do Not Resuscitate ("DNR") Order and a Physician Order for Scope of Treatment ("POST"), the latter of which permits certain actions to be taken for patients under age 18 that are not permitted by DNRs.

It is strongly advised that the Superintendent recommend the adoption of this revised policy to the Board, and that the Board take action to approve the recommendation so that the Corporation's policy remains current with State law.

## Policy 5410 - Promotion, Placement, and Retention - Revised

This policy has been revised to reflect the possible determinations and appropriate actions that a school corporation may make concerning students who fail to pass the IREAD-3 assessment. The source of the proposed revisions is IDOE's guidance for IREAD-3.

It is strongly recommended that the Superintendent recommend the adoption of this revised policy to the Board, and that the Board take action to approve the recommendation so that the Corporation's policy current with IDOE requirements.

## Policy 6144 - Investment Income - Revised

This policy has been revised to reflect the current requirements of Indiana law specific to school corporation investments.

It is strongly advised that the Superintendent recommend the adoption of this revised policy to the Board, and that the Board take action to approve the recommendation so that the Corporation's policy remains current with State law.

## Policy 6145 - Short-Term Indebtedness - Revised

Revisions have been made to this policy to reflect changes in Indiana law to the definition of "public work" and the procedure for borrowing funds for such projects as well as the changes in the names of funds used for budgeting purposes.

It is strongly advised that the Superintendent recommend the adoption of this revised policy to the Board, and that the Board take action to approve the recommendation so that the Corporation's policy remains current with State law.

## Policy 6220 - Budget.Preparation - Revised

As a part of an ongoing update of Neola policies to reflect the changes in school funding under Indiana law, this policy has been revised to reflect the changes in the names of funds in the policy.

The Superintendent should recommend the adoption of this revised policy by the Board. The Board should approve the recommendation to keep the policy current with Indiana law.

## Policy 6325 - Procurement - Federal Grants/Funds - Revised

These revisions are in response to the issuance of Memorandum M-18-18 by the U.S. Office of Management and Budget, raising the financial thresholds in several categories of procurement utilizing Federal funds. Be sure that established thresholds are consistent with those established in Policy 6320 and State law.

It is strongly recommended the proposed revisions to this policy be recommended for by the Superintendent and adopted by the Board so that the Corporation's policy is current and compliant with Federal Regulations, SBOA requirements, and State law.

## Policy 6605 - Crowdfunding - Revision

The revisions proposed for this policy and related administrative guideline are prompted by recent attention by the Auditor General in a neighboring state about this fundraising mechanism. It is recommended that emphasis be added to the policy to address the importance of privacy protection for students (and staff if the Corporation chooses to include an optional provision regarding crowdfunding efforts to benefit Corporation staff members personally). Language also is proposed so that the Corporation maintains appropriate fiscal safeguards for crowdfunding that occurs under the imprimatur of the Corporation.

Neola recommends that the proposed revisions to this policy be recommended for adoption by the Superintendent so that the Corporation's policy remains current and compliant with Federal and State law requirements, and that the Board take action to approve the Superintendent's recommendation.

## Policy 7530.01V1 - Cell Phone Allowance - Revised

The proposed revisions to this policy are the result of changes in the Federal Tax Code. If the stipend paid to an employee for the use of his/her personal communication device (PCD) is to be tax-free, then the employee must pay more for his/her service that $\mathrm{s} / \mathrm{he}$ is reimbursed by the Corporation. The revisions to the policy provide two options for the Corporation to incorporate with regard to the determination of whether the employee has tax liability or not for the stipend paid to the employee.

It is strongly advised that proposed revisions to this policy be recommended by the Superintendent and adopted by the Board so that the Corporation's policy is current and compliant with Federal Regulations, SBOA requirements, and State law.

## Policy 8121 - Personal Background Check - Contracted Services - Revised

The revision to this policy is in response to SEA 303 which made the "expanded child protection" background checks in states other than Indiana optional for school corporations under I.C. 20-26-5-10.

The Superintendent should recommend adoption of this policy revision to the Board. The Board should approve the recommendation to maintain language consistent with current State statutes.

## Policy 8210 - School Calendar - Revised

This policy has been revised to reflect updated citations and current State law, which does not permit collective bargaining regarding the number of days in the school year.

The Superintendent should recommend adoption of this policy revision to the Board. The Board should approve the recommendation to maintain language consistent with current State statutes.

## Policy 8500 - Food Service Program - Revised

The revision to this policy is in response to the State Board of Accounts (SBOA) guidance related to student meal accounts. This guidance from the School Bulletin and Uniform Compliance Guidelines (Vol. No. 225 - February 2019) requires that money placed into a student's individual meal account should not be income until the student goes through the lunch line and charges a meal to their account. Administrative Guideline 8500b, also revised in this Update, provides the accounting detail related to this new policy provision.

The Superintendent should recommend adoption of this revised policy to the Board. The Board should approve the policy to keep current with the SBOA guidelines.

## Policy 8600 - Transportation - Revised

Revisions to this policy have been proposed to incorporate the requirement in I.C. 9-$19-10-2$ regarding the use of seat belts by occupants in vehicles, including school buses that are equipped with seat belts.

The Superintendent should recommend the adoption of this revised policy by the Board. The Board should approve the recommendation to keep the policy current with Indiana law.

## ADMINISTRATIVE GUIDELINES

These following guidelines have been revised to support the aforementioned policy changes. It is recommended that the use of these revised guidelines be approved in order to keep the procedure current.

## AG 2370.03 - Indiana Course Access Program (iCAP) - New

This guideline accompanies the new Policy 2370.03 regarding ICAP and incorporates Indiana Department of Education ("IDOE") guidance on implementation of the Corporation's ICAP policy.

It is recommended that the use of this new guideline be approved by the Superintendent to guide staff in implementation of the Corporation's policy and to be consistent with the IDOE guidance.

## AG 3120.07-Employment of Casual Resource Personnel - New

This guideline has been developed to provide direction in the implementation of Policy 3120.07.

It is recommended that the use of this new guideline be approved to guide staff in the process of using casual resource personnel and to be consistent with the Corporation's policy.

## AG 5341 - Procedure for DNR and POST Orders - New

This guideline has been developed to provide direction in the implementation of Policy 5341. Policy 5341 reflects the distinction between a DNR Order and a POST, the latter of which permits certain actions to be taken for patients under age 18 that are not permitted by DNRs.

It is recommended that the use of this new guideline be approved to guide staff in the process of knowing when a DNR order or POST can be implemented and the procedure that should be followed.

## AG 5410 - Promotion, Placement, and Retention - Revised

This guideline has been revised to include the options a school corporation may choose when determining whether to promote or retain a student who fails to pass the I-READ-3 assessment.

It is recommended that the use of this revised guideline be approved so the guideline is consistent with the Corporation's policy and to keep the Corporation's procedures consistent with IDOE guidance regarding the IREAD-3 assessment.

## AG 6145 - Short-Term Indebtedness - Revised

Revisions have been made to this guideline to reflect changes in Indiana law to the definition of "public work" and the procedure for borrowing funds for such projects as well as the changes in the names of funds used for budgeting purposes.

It is recommended that the use of this revised guideline be approved so the guideline is consistent with the Corporation's policy and to keep the Corporation's procedures consistent with State law.

## AG 6325 - Procurement - Federal Grants/Funds - New

This guideline has been revised so that it is consistent with the proposed revisions to Policy 6325 - Procurement - Federal Grants/Funds.

Upon adoption of the proposed revisions to Policy 6325 Procurement - Federal Grants/Funds, it is recommended that the Superintendent approve the use of this revised guideline so the policy implementation is consistent with the Corporation's policy and Federal Regulations.

## AG 6605 - Crowdfunding - Revised

This guideline has been revised so that it is consistent with the proposed revisions to Policy 6605 - Crowdfunding.

Upon adoption of the proposed revisions to Policy 6605 Crowdfunding, it is recommended that the Superintendent approve the use of the revised guideline so the policy implementation is consistent with the Corporation's policy and with the Federal Regulations.

## AG 8500B - Meal Charge Accounts Procedure - Revised

This guideline was revised to reflect accounting procedures for student meal charges recommended by the State Board of Accounts (SBOA). Specific accounts are named to provide direction to staff in the proper accounting process for student meal accounts. These accounts are consistent with the direction offered by the SBOA.

It is recommended that the use of this revised guideline be approved so the guideline is consistent with the Corporation's policy and with the SBOA guidance.

## AG 8600 - Transportation - Revised

Revisions to this guideline were made to incorporate the requirements of I.C. 9-19-10-2 for the use of seat belts by occupants of vehicles equipped with seat belts and to update the terminology used to reflect current media utilized on school buses for recording.

It is recommended that the use of this revised guideline be approved so the guideline is consistent with the Corporation's policy and to keep the Corporation's procedures consistent with State law.

## AG 8600B - Bus Safety Procedures - Revised

Revisions to this guideline were made to incorporate the requirements of I.C. 9-19-10-2 for the use of seat belts by occupants of vehicles equipped with seat belts and to correct a typographical error in a citation to the Indiana Administrative Code.

It is recommended that the use of this revised guideline be approved so the guideline is consistent with the Corporation's policy and to keep the Corporation's procedures consistent with State law.

## COMMENTS

## Electronic Access to Management Documents

If you are interested in finding out more about NEOLA's system for producing the policies, guidelines, and forms for a Corporation, as well as other documents such as handbooks and negotiated agreements on the Internet, ask your NEOLA representative for a demonstration in your office. All that is required is that you have a computer and access to the Internet.

## Reviewing Board Minutes

A feature of your subscription to the Update Service is the review of your Corporation's Board minutes to identify action that results in new policy or revision to existing policy. If such action has been taken and copies of the related materials have not been submitted to the Coshocton Office, the Corporation will be contacted and additional information regarding the action will be requested. Please take advantage of this valuable service by sending copies of your Board minutes to the Coshocton Office for review.

NOIRTH WHITE SCHODL CORPPIRATION

Dr. Robert Klitzman - Interim Superintendent Mr. W. Dean Cook -Dir of Trans/Bdgs/Grnds Mrs. Emma Conwell -Treasurer

Mrs. Karen Pfledderer - Corporation Secretary
Mrs. MariAnne Rowlands - Transportation Secretary

402 E Broadway St - Monon, Indiana 47959 - (219) 253-6618 - Fax (219) 253-6488

### 3.1 Personnel Report

Certified - Resignations

| Name | Position | $1^{\text {st }}$ | 2nd | Motion |
| :--- | :--- | :--- | :--- | :--- |
| Christie Holst <br> Effective $7 / 9 / 2019$ <br> Approved $8 / 12 / 2019$ | NW M-HS Assistant <br> Principal |  |  |  |
| Amber Shonk <br> Effective $7 / 9 / 2019$ <br> Approved $8 / 12 / 2019$ | NWES teacher <br> $\left(3^{\text {rd }}\right.$ grade) |  |  |  |
| Heather Willsey <br> Effective $7 / 24 / 2019$ <br> Approved $8 / 12 / 2019$ | NWES teacher <br> (1st |  |  |  |
| Jennifer Bryant |  |  |  |  |
| Effective $7 / 22 / 2019$ |  |  |  |  |
| Approved $8 / 12 / 2019$ | NWES teacher |  |  |  |
| (1st grade) |  |  |  |  |

Non- Certified - Resignations

| Name | Position | $1^{\text {st }}$ | 2nd | Motion |
| :---: | :---: | :---: | :---: | :---: |
| Tracey McCormick | MS I.A. |  |  |  |

## Certified - Hiring Recommendations

| Name | Position | $1^{\text {st }}$ | 2nd | Motion |
| :---: | :---: | :---: | :---: | :---: |
| Andrew Hawk Effective 2019-20 school year Approved 8/12/2019 | NWES Principal |  |  |  |
| Dr. Elizabeth Dean Effective 2019-20 school year Approved 8/12/2019 | NW M-HS Assistant Principal |  |  |  |
| Carol Wojda Effective 2019-20 school year Approved 8/12/2019 | NWSC Director of Student Programs/ NW M-HS Instructional coach |  |  |  |
| Sandra Moya <br> Effective 2019-20 <br> school year <br> Approved 8/12/2019 | NWES teacher ( $3^{\text {rd }}$ grade) |  |  |  |
| Sara Fulks <br> Effective 2019-20 <br> school year <br> Approved 8/12/2019 | NWES teacher ( $3^{\text {rd }}$ grade) |  |  |  |
| Meghan Bruckner <br> Effective 2019-20 <br> school year <br> Approved 8/12/2019 | NWES teacher ( $1^{\text {st }}$ grade) |  |  |  |

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Mrs. Karen Pfledderer - Corporation Secretary Mrs. MariAnne Rowlands - Transportation Secretary

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## Certified - Hiring Recommendations

| Name | Position | $1^{\text {st }}$ | 2nd | Motion |
| :--- | :--- | :--- | :--- | :--- |
| Alyson Dilling <br> Effective 2019-20 <br> school year <br> Approved 8/12/2019 | NWES teacher <br> $\left(2^{\text {nd }}\right.$ grade teacher $)$ |  |  |  |
| Julie Smart <br> Effective 2019-20 <br> school year <br> Approved $8 / 12 / 2019$ | NWES teacher <br> (15t |  |  |  |

Non- Certified - Hiring Recommendations

| Name | Position | $1^{\text {st }}$ | 2nd | Motion |
| :--- | :---: | :---: | :---: | :---: |
| Dana Klapp <br> Effective 2019-20 <br> school year <br> Approved 8/12/2019 | NWES Secretary |  |  |  |
| Nancy Downey <br> Effective 2019-20 <br> school year <br> Approved 8/12/2019 | Instructional Assistant |  |  |  |
| Julisa Santa Maria <br> Effective 2019-20 <br> school year <br> Approved $8 / 12 / 2019$ | Instructional Assistant |  |  |  |
| Saira Morales <br> Effective 8/19/2019 | M-HS |  |  |  |
| Approved 8/12/2019 | M-HS |  |  |  |

ECA - Hiring Recommendations

| Name | Position | $1^{\text {st }}$ | 2nd | Motion |
| :---: | :---: | :---: | :---: | :---: |
| Jennifer Owens <br> Effective 2019-20 <br> school year <br> Approved 8/12/2019 | Volleyball coach ( $7^{\text {th }}$ grade) |  |  |  |
| Ashlee Allen Effective 2019-20 school year Approved 8/12/2019 | Volleyball coach ( $6^{\text {th }}$ grade ) |  |  |  |
| Gilberto Alvarez Effective 2019-20 school year Approved 8/12/2019 | JV Boys Soccer coach |  |  |  |

NORTH WHITE SCHODL CORPPIRATION

Dr. Robert Klitzman - Interim Superintendent Mr. W. Dean Cook -Dir of Trans/Bdgs/Grnds

Mrs. Karen Pfledderer - Corporation Secretary
Mrs. MariAnne Rowlands - Transportation Secretary Mrs. Emma Conwell -Treasurer

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ECA - Hiring Recommendations

| Name | Position | $1^{\text {st }}$ | 2nd | Motion |
| :---: | :---: | :---: | :---: | :---: |
| Jill Scott <br> Effective 2019-20 <br> school year <br> Approved 8/12/2019 | JV Girls Soccer coach |  |  |  |
| Amy Provancal Effective 2019-20 school year Approved 8/12/2019 | HS Dance coach |  |  |  |
| Tony Rodgers Effective 2019-20 <br> school year Approved 8/12/2019 | Asst. Varsity Football coach |  |  |  |
| Shane Pack <br> Effective 2019-20 <br> school year <br> Approved 8/12/2019 | Co-Asst. Varsity Football coach |  |  |  |
| Tyler Hileman Effective 2019-20 school year Approved 8/12/2019 | Co-Asst. Varsity Football coach |  |  |  |
| Brad Hahn <br> Effective 2019-20 <br> school year <br> Approved 8/12/2019 | Asst. Varsity Football coach |  |  |  |
| Troy Sherrick Effective 2019-20 <br> school year <br> Approved 8/12/2019 | MS Football coach |  |  |  |
| Dennis Siburcrist <br> Effective 2019-20 <br> school year <br> Approved 8/12/2019 | MS Football coach |  |  |  |
| $\begin{aligned} & \text { Cory Applegate } \\ & 2019-20 \\ & \text { School year } \\ & \text { Approved } 8 / 12 / 2019 \\ & \hline \end{aligned}$ | Head Elementary Football coach |  |  |  |
| Johnathan Sandberg 2019-20 school year Approved 8/12/2019 | Asst. Elementary Football coach |  |  |  |
| Phil Turpin 2019-20 school year Approved 8/12/2019 | Asst. Elementary Football coach |  |  |  |
| Katherine VanMeter 2019-20 school year Approved 8/12/2019 | MS Cheer coach |  |  |  |

## EXHIBIT A

## PROJECT RESOLUTION

WHEREAS, the Board of Trustees (the "Board") of North White School Corporation (the "School Corporation") at a meeting on August 12, 2019, held a public hearing in accordance with Indiana Code § 20-26-7-37 for the purpose of answering questions and listening to taxpayers' comments and any evidence they may present about the proposed renovation of and improvements to North White Elementary School and North White Middle-High School, including site improvements and the purchase of equipment and technology (the "Project"); and

WHEREAS, the Board has carefully studied all of the known options and feels that the proposed Project is in the best interests of the present and future students to be served by these facilities; now, therefore,

BE IT RESOLVED, that the purpose of the Project is to provide an improved educational environment for students.

BE IT FURTHER RESOLVED, that the estimated hard and soft costs of the Project are $\$ 9,785,000$, with estimated costs of issuance (including capitalized interest less interest earnings and interim lease rental) of $\$ 215,000$, resulting in total estimated Project cost of $\$ 10,000,000$.

BE IT FURTHER RESOLVED, that the estimated $\$ 10,000,000$ will be funded by one or more of the following: Operations Fund, Common School Fund Loan, general obligation bond issue and/or a building corporation bond issue with an anticipated impact on the Debt Service Fund tax rate of $\$ 0.2646$ per $\$ 100$ assessed valuation based on an estimated $\$ 491,781,844$ assessed valuation beginning in 2021. However, as existing obligations mature, the anticipated Debt Service Fund tax rate is not expected to be more than the 2018 Debt Service Fund tax rate of $\$ 0.3037$.

Passed and adopted this 12 $2^{\text {th }}$ day of August, 2019.

President, Board of School Trustees

Secretary, Board of School Trustees

## EXHIBIT B

## PRELIMINARY DETERMINATION RESOLUTION

WHEREAS, the North White School Corporation (the "School Corporation") published a Notice of Preliminary Determination Hearings on April 24, 2019 and July 31, 2019 in The Herald Journal and in the News \& Review and mailed such notice to the White County Clerk and any organizations requesting such notice as provided in Indiana Code § 6-1.1-20-3.1, with respect to the renovation of and improvements to North White Elementary School and North White Middle-High School, including site improvements and the purchase of equipment and technology (the "Project"); and

WHEREAS, the first preliminary determination hearing was held on May 6, 2019 and the second preliminary determination hearing was held on August 12, 2019 in accordance with the notice and the law of the State of Indiana (the "State"); and

WHEREAS, the School Corporation has made the following information available to the public at the public hearings: (a) the result of the Schools Corporation's current and projected annual debt service payments divided by the net assessed value of taxable property within the School Corporation; (b) the result of (i) the sum of the School Corporation's outstanding long term debt plus the outstanding long term debt of other taxing units that include any of the territory of the School Corporation; divided by (ii) the net assessed value of taxable property within the School Corporation; now, therefore,

BE IT RESOLVED that the Board of School Trustees (the "Board") of the School Corporation preliminarily determines to issue bonds and enter into a lease for the Project.

BE IT FURTHER RESOLVED that the lease agreement will be for a maximum term of 22 years with a maximum annual lease rental payment of $\$ 1,370,000$. The maximum annual lease rental payment has been estimated based upon an estimated principal amount of bonds of
$\$ 10,000,000$, estimated interest rates ranging from $2.40 \%$ to $4.40 \%$, and total interest costs of $\$ 4,700,000$. The School Corporation's current debt service levy is $\$ 1,047,004$ and the current debt service rate is $\$ 0.2129$. After the School Corporation enters into the proposed lease agreement and the bonds are issued, the debt service levy will increase by a maximum of $\$ 1,370,000$ and the Debt Service Fund tax rate will increase by a maximum of $\$ 0.2646$. However, as existing obligations mature, the anticipated Debt Service Fund tax rate is not expected to be more than the 2018 Debt Service Fund tax rate of $\$ 0.3037$. The purpose of the lease agreement is to provide for the Project. The Project involves the construction new school facility space and the School Corporation expects to annually incur an increase to operate such new facility space of approximately $\$ \mathbf{3 0 , 0 0 0 . 0 0}$

BE IT FURTHER RESOLVED that the Secretary of the Board is hereby authorized and directed to publish the notice of adoption of this preliminary determination in accordance with State law.

BE IT FURTHER RESOLVED that if a petition pursuant to Indiana Code § 6-1.1-20-3.1 is filed, the Secretary of the Board is hereby authorized to publish a notice of the applicability of the petition and remonstrance process pursuant to State law.

Passed and adopted this $12^{\text {th }}$ day of August, 2019.

President, Board of School Trustees

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## EXHIBIT C

## DECLARATION OF OFFICIAL INTENT TO REIMBURSE EXPENDITURES

WHEREAS, North White School Corporation (the "School Corporation") intends to finance the renovation of and improvements to North White Elementary School and North White Middle-High School, including site improvements and the purchase of equipment and technology (the "Project"); and

WHEREAS, the School Corporation reasonably expects to reimburse certain costs of the Project with proceeds of obligations to be incurred on behalf of the School Corporation in an amount not to exceed $\$ 10,000,000$; and

WHEREAS, the School Corporation, acting through a leasing entity, expects to have obligations issued on its behalf for the Project and to use the proceeds hereof to reimburse or pay costs of the Project;

NOW, THEREFORE, BE IT RESOLVED that the School Corporation declares its official intent to acquire, construct or rehabilitate the Project with proceeds of obligations incurred on behalf of the School Corporation in an amount not to exceed $\$ 10,000,000$ for the purpose of paying or reimbursing costs of the Project; and to approve obligations issued by a leasing entity that will lease the Project to the School Corporation.

BE IT FURTHER RESOLVED, that the School Corporation reasonably expects to reimburse itself from proceeds of obligations issued on behalf of the School Corporation for costs of the Project paid prior to the issuance of the obligations.

Passed and Adopted this 12 $2^{\text {th }}$ day of August, 2019.

President, Board of School Trustees

Secretary, Board of School Trustees

## Notice of Adoption of Preliminary Determination

Notice is hereby given pursuant to Indiana Code § 6-1.1-20-3.1 that the Board of School Trustees (the "Board") of North White School Corporation (the "School Corporation") did, on August 12, 2019, make a preliminary determination to issue bonds and enter into a lease (the "Lease") for the renovation of and improvements to North White Elementary School and North White Middle-High School, including site improvements and the purchase of equipment and technology (the "Project"). The Lease will be for a maximum term of 22 years with a maximum annual Lease rental of $\$ 1,370,000$. The maximum annual Lease rental has been estimated based upon an estimated principal amount of bonds of $\$ 10,000,000$, estimated interest rates ranging from $2.40 \%$ to $4.40 \%$, and total estimated interest costs of $\$ 4,700,000$.

As required by Indiana Code § 6-1.1-20-3.1(b)(1), the following information was available to the public at the public hearings on the preliminary determination: (i) the School Corporation's current and projected annual debt service payments divided by the net assessed value of taxable property within the School Corporation, which is $0.28 \%$; and (ii) the sum of the School Corporation's outstanding long term debt plus the outstanding long term debt of other taxing units that include any other territory of the School Corporation divided by the net assessed value of taxable property within the School Corporation, which is $2.68 \%$.

The School Corporation's current debt service levy is $\$ 1,047,004$ and the current rate is $\$ 0.2129$. After the School Corporation enters into the proposed Lease and the bonds are issued, the debt service levy will increase by a maximum of $\$ 1,370,000$ and the debt service rate will increase by a maximum of $\$ 0.2646$. However, as existing obligations mature, the anticipated Debt Service Fund tax rate is not expected to be above the 2018 Debt Service Fund tax rate of $\$ 0.3037$.

The estimated amount of the School Corporation's debt service levy and rate that will result during the following 10 years if the School Corporation enters into the lease and issues the bonds, after considering any changes that will occur to the debt service levy and rate during that period on account of any outstanding bonds or lease obligations that will mature or terminate during that period:

| Year | Estimated Total <br> Debt Service Levy | Estimated Total <br> Debt Service Rate |
| :---: | :---: | :---: |
| 2021 | $\$ 1,288,675$ | $\$ 0.2620$ |
| 2022 | $1,291,335$ | 0.2626 |
| 2023 | 741,000 | 0.1507 |
| 2024 | 744,800 | 0.1514 |
| 2025 | 742,900 | 0.1511 |
| 2026 | 744,800 | 0.1514 |
| 2027 | 745,750 | 0.1516 |
| 2028 | 741,000 | 0.1507 |
| 2029 | 745,750 | 0.1516 |
| 2030 | 742,900 | 0.1511 |

The Project involves the construction new school facility space and the School Corporation expects to annually incur an increase to operate such new facility space of approximately $\$ 30,000.00$. The purpose of the Lease and the bonds is to provide for the Project.

Any owners of real property within the School Corporation or registered voters residing within the School Corporation who want to initiate a petition and remonstrance process against the proposed Lease payments or the issuance of the bonds must file a petition that complies with Indiana Code § 6-1.1-20-3.1 subdivisions (4) and (5) not later than 30 days after the first publication of this notice.

Dated August 21, 2019.

## /s/

Secretary, Board of School Trustees North White School Corporation
(Note 1: In addition to publishing, mail to the White County Clerk and any organization which has requested a notice of preliminary determination.)
(Note 2: Publish once each week, for two weeks in legally required newspapers; also post in three public places in the School Corporation.)


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[^1]:    Secretary, Board of School Trustees

