



SCHOOL BOARD MEETING
TUESDAY, June 18, 2024
Regular Meeting

Patron Packet

M.S.D. of Steuben County

BOARD OF SCHOOL TRUSTEES AGENDA REGULAR MEETING

**June 18, 2024
6:00 p.m. – Regular Meeting
F. K. McCutchan Administrative Center**

1. CALL TO ORDER

2. PATRON COMMENTS

3. CONSENT ITEMS

- 3.1 Minutes: Regular Meeting – May 21, 2024; Public Meeting Notice – June 11, 2024
- 3.2 Approval of Claims
- 3.3 Personnel Considerations

4. SPECIAL REPORTS

- 4.1 Annual Food Service Report
- 4.2 Teacher Evaluation Survey

5. OLD BUSINESS

- 5.1 Board Policy #4111 – 2nd reading
- 5.2 Board Policy #4240 – 2nd reading

6. BOARD DISCUSSION / INFORMATION ITEMS

7. NEW BUSINESS – ACTION ITEMS

- 7.1 Indiana Literacy Cadre MOU
- 7.2 Ivy Tech Community College ICC Pathway MOU
- 7.3 Pleasant Lake Montessori Handbook
- 7.4 ACE Academy Handbook
- 7.5 After School Program – wage increase
- 7.6 Out-of-State Field Trips
- 7.7 Renewal of Contract with CS3 – Comprehensive School Solutions
- 7.8 Update of Authorized Personnel for MSD Business Accounts
- 7.9 Approval of Insurance Trust Personnel
- 7.10 Superintendent Contract Renewal

8. FUTURE MEETINGS – All Meetings Held at F.K. McCutchan Administration Center

- 8.1 July 16, 2024, 6:00 p.m., Regular Meeting
- 8.2 August 20, 2024, 6:00 p.m., Regular Meeting
- 8.3 September 17, 2024, 6:00 p.m., Regular Meeting

9. SUPERINTENDENT'S REPORT

10. BOARD MEMBER COMMUNICATIONS

11. ADJOURNMENT



CONSENT AGENDA

Action

TO: Board of School Trustees
DATE: June 18, 2024
SUBJECT: 3.1 Minutes:
Regular Meeting – May 21, 2024
Public Meeting Notice – June 11, 2024

MINUTES OF MEETING

May 21, 2024

Regular Meeting

On Tuesday, May 21, 2024, the Board of School Trustees of the Metropolitan School District of Steuben County, Angola, Indiana, met in regular session at the F.K. McCutchan Administrative Center starting at 6:00 p.m. Board members present were Mr. Cory Archbold, President; Mr. Kevin Beard, Vice President; Mrs. LeAnn Boots, Secretary; Mr. Tom Caswell, Member; Mrs. Becky Maggart, Member; Mr. Scott Poor, Member; and Mr. Mark Ridenour, Member. Also present were Dr. Matthew Widenhoefer, Superintendent; Dr. Schauna Relue, Asst. Superintendent and Mrs. Jessica Swinford, Administrative Assistant. Eight community members attended the meeting.

1. Call to Order

Mr. Cory Archbold, President, called the meeting to order at 6:00pm.

2. Patron Comments

There were no patron comments.

3. Consent Items

3.1 Minutes

Upon the motion of Mr. Ridenour, seconded by Mr. Poor, the board with a seven to zero vote, unanimously voted approval of the April 16, 2024 Executive Session and Regular Board Meeting Minutes.

3.2 Approval of Claims

Upon the motion of Mr. Beard, seconded by Mrs. Maggart, the board with a seven to zero vote, unanimously voted approval to pay the following claims.

Education Fund (0101).....	\$1,817,200.07
Operations Fund (0300).....	662,169.63
Construction (0721-724)	493,392.04
Food Service (0800/8400).....	216,683.30
Textbook Rental (0901-0903)	2,266.73
After School Child Care (1650)	4,864.05
Early Learning Center (1743).....	62,104.29
Misc. Donations (2000)	1,487.27
Donation – Dell Foundation (2020)	1,082.32
FIST Grants (2060).....	276.24
Wellness Grant (2400-2401)	11,000.00
Digital Learning Grant (3032-3035).....	243.29
Early Literacy Achievement Grant (3140)	25.56
Medicaid State Funds (3250)	8,173.57
Secured Schools Safety Grant (3270-3279)	16,050.72
ACE (3321-3322).....	33,471.08
Science of Reading Grant (3768).....	34,455.08
High Ability (GT) (3760-3769)	9,384.25
Title I (4100-4190).....	60,133.87
McKinney Vento Grant.....	1,464.31
Title IV Part A/SSAE (5810-23).....	2,198.24
Medicaid Federal Funds (6460).....	2,667.24
Title II/Pt A/Teacher Quality (6840-6849).....	12,626.04
Esser III (7950).....	104,652.33
Payroll Withholdings (9000-9999).....	482,377.08
Grand Total.....	<u>\$4,040,448.60</u>

3.3 & 3.4 Micheal Duke and Ryan Funkhouser

Upon the motion of Mrs. Boots to approve these personnel considerations together, and was seconded by Mr. Caswell, the board with a seven to zero vote, unanimously voted approval of Micheal Duke and Ryan Funkhouser.

3.5 Personnel Considerations

The following retirements, resignations, appointments, and reassignments were received for approval:

Retirements

Name	Location	Position	Effective Date
Stephanie Haynes-Clifford	District	Food Service Assistant Director	Effective 6/30/2024
Sherry Neumann	District	Business Manager and Treasurer	Effective 12/30/2024
Shannon Wallace	HPE	2 nd Grade Teacher	Effective End of 2023-2024
Lori Paradis	CPE	Kindergarten Teacher	Effective End of 2023-2024
Kevin Wolfe	Transportation	Bus Driver	Effective 05/22/2024

Resignations

Name	Location	Position	Effective Date
Linda Carpenter	AHS	Food Service	Effective 04/17/2024
Sheri Derr	AHS	Food Service	Effective 05/23/2024
Mandee Armey	AMS	Health Room Instructional Assistant	Effective 05/17/2024 (Currently on one year leave of absence)
Rebekah Cronkhite	AMS	8 th Grade English Teacher	Effective 05/23/2024 (Currently on one year leave of absence)
Stephanie Garn	AMS	8 th Grade Math Teacher	Effective 05/23/2024 (Currently on one year leave of absence)
Hunter Smith	AMS	Part-Time Custodian	Effective 04/14/2024
Samreen Kazi	ELC	Certified Teacher	Effective End of 2023-2024 (Grant funding ended)
Abby Robison	ELC	Before and After School Instructional Assistant	Effective 04/26/2024
Jackie Siders	ELC	Instructional Assistant	Effective 05/23/2024
Kylie Trick	ELC	Instructional Assistant	Effective 05/23/2024
Seema Bootwala	HPE	Sensory Room Instructional Assistant	Effective 05/23/2024
Diane Roddis	HPE	4 th & 5 th Grade Instructional Assistant	Effective 05/23/2024
Tamara Steffel	HPE	Technology Leadership Cohort	Effective 05/23/2024
Alea Brandt	PLE	3 rd Grade Teacher	Effective End of 2023-2024
Tina Davis	PLE	Kindergarten Teacher	Effective End of 2023-2024
Cecelia Honiotes	PLE	4 th Grade Teacher	Effective End of 2023-2024
Haley Manahan	PLE	Instructional Assistant	Effective End of 2023-2024
Rebecca Baum	RPE	Applied Skills Instructional Assistant	Effective 05/23/2024
Emma Close	RPE	Food Service	Effective 04/19/2024
Jamie Kitzmiller	RPE	Applied Skills Instructional Assistant	Effective 05/23/2024
Janet Petre	RPE	After School Child Care Assistant	Effective 05/23/2024
Jennifer Holsten	Transportation	Bus Driver	Effective 05/23/2024

Appointments

Name	Location	Position
Tia Buchs	AHS	Summer School Credit Recovery Teacher
Matt Call	AHS	Assistant Varsity Football Coach (D)
Hillary Cope	AHS	Adjunct Fire Science Career Pathway Teacher
Micheal Duke	AHS	Junior Varsity Football coach (B)
Keaton Fleeman	AHS	Student Council Co-Sponsor
Don Flugga	AHS	Summer Percussion Instructor
Travis Foster	AHS	Assistant Varsity Football Coach (C)
Ryan Funkhouser	AHS	Assistant Varsity Football Coach (E)

Myles Geary	AHS	Assistant Varsity Football Coach (A)
Jana Gepfert	AHS	1/3 23-24 Senior Class Co-Sponsor
Wade Hantz	AHS	Assistant Junior Varsity Girls' Basketball Coach
Lisa Harris	AHS	Assistant Varsity Volleyball Coach
Ray Harvey	AHS	Adjunct Fire Science Career Pathway Teacher
Curt Hasselman	AHS	Freshman Football Coach (B)
Shelley Herbert	AHS	Assistant Cheer Coach
Erich Kaiser	AHS	Adjunct Fire Science Career Pathway Teacher
Norm King	AHS	Assistant Varsity Football Coach (B)
Holley Kubiszak	AHS	Assistant Junior Varsity Volleyball Coach
Rebekah Lash	AHS	Adjunct Fire Science Career Pathway Teacher
Perry Long	AHS	Assistant Boys' Tennis Coach
Sharon Malone	AHS	1/3 23-24 Senior Class Co-Sponsor
Brian Miller	AHS	Assistant Varsity Girls' Basketball Coach
Maddi Mory	AHS	Summer Woodwind Instructor
Spencer Myers	AHS	Student Council Co-Sponsor
Tracie Prosser	AHS	Math Teacher
Caleb Raap	AHS	Adjunct Fire Science Career Pathway Teacher
Lindsey Ravis	AHS	French Teacher
Kristin Ray	AHS	Head Fall Career Coach
Shane Ross	AHS	Head Boys' Cross-Country Coach
Brittany Satterthwaite	AHS	Summer Marching Guard
Michael Satterthwaite	AHS	Summer Brass Instructor
Noah Seiser	AHS	Junior Varsity Football Coach (C)
Jorden Squadrato	AHS	Adjunct Fire Science Career Pathway Teacher
Jennifer VanAntwerp	AHS	Spring Assistant Drama Director
Bryan Weber	AHS	Summer Boys' Basketball Coach
Bryan Weber	AHS	Head Boys' Basketball Coach
Mitch Wolfe	AHS	Freshman Football Coach (A)
Sarah Wood	AHS	1/3 23-24 Senior Co-Sponsor
Bob Budak	AMS	Summer School Teacher
Jerry Fifer	AMS	Summer School Teacher
Brad Scare	AMS	Emotional Disabilities Instructional Assistant
Hollie Pugh	CPE	Kindergarten Teacher
Emma Peters	HPE	Mild Disabilities Teacher
Dani Blevins	ELC	Summer Camp
Darla Gingery	ELC	Summer Camp
Stacy Hambrook	ELC	Lead Teacher
Cassie Hamilton	ELC	Summer Camp
Madison Jordan	ELC	Summer Camp
Braya Keen	ELC	Summer Camp
Sue Knepper	ELC	Summer Camp
Shae Krick	ELC	Summer Camp
Chris Krantz	ELC	Summer Camp
Zoie Pearson	ELC	Summer Camp
Lydia Shank	ELC	Summer Camp
Rebecca Snyder	ELC	Summer Camp
Seema Bootwala	PLE	Upper Elementary Montessori Teacher
Sarah Clary	PLE	Montessori Principal
Abigail Elwood	PLE	Lower Elementary Montessori Teacher
Laurie Soulliere	PLE	Upper Elementary Montessori Teacher
Sophia Hoover	Custodial	Summer Help
Doug Cooper	Food Service	Part-time
Jordan Adcox	Transportation	Summer Help
Jasmine McKee	Transportation	Summer Help

Kristin Mausbau	Transportation	Summer Help
Katie Snyder	Transportation	Summer Help

Reassignments

Name	Location	Position
Tia Buchs	ACE Academy	from Coordinator of Alternative Education to Director of Alternative Education, Effective 2024-2025 School Year
Emily Yoder	AMS	from District Online Safety Specialist to District Online Safety Specialist and Angola Middle School Media Specialist, Effective 2024-2025 School Year
Shelly Badger	District	from District Payroll Specialist to District Human Resources Assistant Director, Effective 05/01/2024
Tammi Elwood	District	from Pleasant Lake Elementary Principal to District Support Services Coordinator, Effective 2024-2025 School Year
Kassondra Fitch	District	from Angola High School Assistant Manager to District Assistant Food Service Director, Effective 2024-2025 School Year
Nina Burlingame	HPE	from 5 th Grade Teacher to 2 nd Grade Teacher, Effective 2024-2025 School Year
Marlene Ewen	HPE	from Pleasant Lake Social Worker to Hendry Park Social Worker, Effective 2024-2025
Jay McManus	HPE	from District Records Specialist to Hendry Park Elementary Emotional Disabilities Instructional Assistant, Effective 05/06/2024
Hannah White	HPE	from 3 rd Grade Instructional Assistant to Sensory Room Instructional Assistant, Effective 2024-2025 School Year
Shauna DeRidder	PLE	from Hendry Park Emotional Disabilities Instructional Assistant to Pleasant Lake Montessori Instructional Assistant, Effective 2024-2025 School Year
Alexis Lockmiller	PLE	from Pleasant Lake Elementary 2 nd Grade Teacher to Lower Elementary Montessori Teacher, Effective 2024-2025 School Year
Brittany Harrell	RPE	from Pleasant Lake Elementary Media Center Instructional Assistant to Ryan Park Elementary Media Center Instructional Assistant, Effective 2024-2025 School Year
Larry Ice	RPE	from Angola High School Custodian to Ryan Park Custodian, Effective 04/15/2024
Laura Lundgren	RPE	from Angola High School Custodian to Ryan Park Custodian, Effective 04/15/2024

Upon the motion of Mr. Beard, seconded by Mr. Poor, the board with a seven to zero vote, unanimously voted approval of the above listed, retirements, resignations, appointments and reassignments.

4. Special Reports

4.1 Mr. Travis Heavin, Angola High School principal, announced the Top 10 students.

- #1 Kylie Caswell, studying nursing and attending Purdue University (*not in attendance due to running in Track Regionals*)
- #2 Holly Schneider, studying neuroscience & behavior, attending University of Notre Dame
- #3 Francis Krebs, studying human biology, attending Indiana University
- #4 Isabelle Rinard, studying nursing, attending Indiana University Fort Wayne
- #5 Anya Shannon, studying aerospace engineering, attending Embry-Riddle University
- #6 Sara Kelley will be attending Grace College
- #7 Avery Young, studying pre-med and chemistry, attending Indiana University
- #8 Peyton Manahan, studying history w/intent to attend law school, attending Indiana University
- #9 Makayla Zeeb, studying chemical engineering, attending Purdue University
- #10 Samuel Yarnelle, studying biology, running cross-country and track while attending Grand Valley State University

5. Old Business**5.1 MSD of Steuben County Classified Handbook Approval**

Mr. Wagner is seeking approval of the MSD of Steuben County Classified Handbook and reviewed changes to the handbook. Upon the motion of Mr. Ridenour, seconded by Mr. Caswell, the board with a seven to zero vote, unanimously voted approval of the MSD of Steuben County Classified Handbook.

6. Board Discussion / Information Items**6.1 Board Policy #4111 – 1st reading change**

Dr. Widenhoefer recommended changes to the Criminal History Check policy #4111 that will make us compliant with the new legislative changes. A final version of the policy will be presented in June.

6.2 Board Policy #4240 – 1st reading change

Mr. Wagner recommended changes to the Classified Personnel and Central Office Employees Benefits Policy #4240. A final version of the policy will be presented in June.

7. New Business – Action Items**7.1 Steuben County Community Foundation Donation**

The FIST students have made a donation to the following teachers at Hendry Park: Megan Crankshaw and Doreen Sparks. Dr. Widenhoefer requested approval to accept these funds. Upon the motion of Mr. Ridenour, seconded by Mr. Caswell, the board with a seven to zero vote, unanimously voted approval of the Steuben County Community Foundation Donation.

7.2 Permission to dispose of obsolete furniture for Pleasant Lake

Dr. Penrod requested permission to dispose of broken or obsolete items that are at Pleasant Lake Elementary. Upon the motion of Mrs. Maggart, seconded by Mr. Ridenour, the board with a seven to zero vote, unanimously voted approval of disposing obsolete furniture for Pleasant Lake.

7.3 Trine MOU (Transition to Teaching)

Dr. Relue requested permission to continue our partnership with Trine University regarding Transition to Teaching. This partnership ensures that MSD stays current on trends and has access to certifications through a high learning organization. Upon the motion of Mrs. Boots, seconded by Mrs. Maggart, the board with a seven to zero vote, unanimously voted approval of the Trine University MOU (Transition to Teaching).

7.4 Boys and Girls Club of Elkhart at AMS MOU

Dr. Relue requested permission to partner with the Boys and Girls Club of Elkhart County for after school care for the AMS. This is another resource to help working families with after school child care. Upon the motion of Mr. Beard, seconded by Mr. Poor, the board with a seven to zero vote, unanimously voted approval of the Boys and Girls Club of Elkhart at AMS MOU.

7.5 High Ability Program Evaluation

Dr. Relue reviewed the High Ability Program evaluation with the board. This is a yearly requirement that must be completed by each school district. Dr. Relue requested permission to continue with the High Ability Program evaluation. Upon the motion of Mr. Caswell, seconded by Mrs. Boots, the board with a seven to zero vote, unanimously voted approval of the High Ability Program Evaluation.

7.6 Paraprofessional Training Grant Application

Ms. Bahr requested approval to move forward with accepting the Paraprofessional Training Grant Application. Ms. Bahr reviewed the paraprofessional requirements and explained that this grant will provide funding to train our paraprofessionals. Upon the motion of Mr. Beard, seconded by Mr. Poor, the board with a seven to zero vote, unanimously voted approval of the Paraprofessional Training Grant Application.

7.7 Department of Homeland Security Grant - Cybersecurity

Dr. Manahan requested permission to apply for and accept a grant to help thwart cybersecurity threats in our school district. Upon the motion of Mrs. Maggart, seconded by Mrs. Boots, the board with a seven to zero vote, unanimously voted approval of the Department of Homeland Security Grant – Cybersecurity.

8. Future Meetings: All Meetings Held at F.K. McCutchan Admin. Center

- 8.1 June 18, 2024, 6:00pm, Regular Meeting
- 8.2 July 16, 2024, 6:00pm, Regular Meeting
- 8.3 August 20, 2024, 6:00pm, Regular Meeting

9. Superintendent's Report

- Dr. Widenhoefer congratulated the Top 10 high school students and gave a special thanks to the valedictorian & salutatorian and their parents.
- Dr. Widenhoefer mentioned that the Angola High School graduation is at 7pm on Thursday, May 30 located on the football field.
- Dr. Widenhoefer praised Hendry Park Elementary for being named a Family Friendly School designation. This is a distinct honor awarded by the Department of Education.
- Dr. Widenhoefer recognized both the Middle and High School bands on receiving the Indiana State School Music Association All-Music Award. Both bands have received this recognition year after year.
- Dr. Widenhoefer mentioned the last day of school is a normal day, no delay day.
- Dr. Widenhoefer stated that Summer School will begin on May 28, 2024.
- Dr. Widenhoefer congratulated the first Fire Class graduation, held on May 17, 2024 at the Angola Fire House. A shoutout to Battalion Chief Erich Kaiser, Fire Chief Doug Call and Benny Clark who were instrumental in making this program a huge success. The students graduated with certifications that will allow them to apply to be a firefighter.
- Dr. Widenhoefer recognized Tia Buchs, newly named Director of the Ace Academy. Mrs. Buchs graduated 24 students from the Ace Academy this year.
- Dr. Widenhoefer welcomed Sarah Clary as Pleasant Lake Montessori's principal.
- Dr. Widenhoefer congratulated the new boys' varsity basketball coach, Bryan Weber, who was in attendance at the board meeting.
- Dr. Widenhoefer announced Tammi Elwood as the District Support Services Coordinator for the start of 2024-2025 school year.

10. Board Member Communications

- Mr. Ridenour congratulated Mr. Weber and all of the new hires to the district. Congratulations to all of the retirees and a special congrats to the Class of 2024! Mr. Ridenour also mentioned MSD needs to do a better job of communicating all the school achievements to the Community.
- Mr. Archbold agreed with Mr. Ridenour on everything he said. Mr. Archbold welcomed Mr. Weber back to Angola, congratulated Miss Clary, Mrs. Buchs and Mrs. Elwood on their new roles within the school district. Enjoy the summer!

11. Adjournment

Upon the motion of Mr. Beard, seconded by Mr. Poor, the meeting was adjourned at 6:54 p.m.

Mr. Cory Archbold, President

Mrs. LeAnn Boots, Secretary

MINUTES OF MEETING

June 11, 2024

Public Meeting Notice

On Tuesday, June 11, 2024, the Board of School Trustees of the Metropolitan School District of Steuben County, Angola, Indiana, held a public meeting at the F.K. McCutchan Administrative Center starting at 6:00 p.m. Board members present were Mr. Cory Archbold, President; Mr. Kevin Beard, Vice President; Mrs. LeAnn Boots, Secretary; Mr. Tom Caswell, Member; Mrs. Becky Maggart, Member; Mr. Scott Poor, Member; and Mr. Mark Ridenour, Member. Also present were Dr. Matthew Widenhoefer, Superintendent and Mrs. Jessica Swinford, Administrative Assistant. Zero community members attended the meeting.

1. Call to Order

Mr. Cory Archbold, Board President, called the meeting to order at 6:00pm.

2. Business

2.1 Hearing on the potential Superintendent Contract

Mr. Archbold went over the Superintendent Contract. Mr. Archbold stated this is required by law anytime a change in terms of the superintendent's contract happens. This is a hearing and no action will be taken tonight.

3. Adjournment

Upon the motion of Mr. Ridenour, seconded by Mr. Poor, the meeting was adjourned at 6:01 p.m.

Mr. Cory Archbold, President

Mrs. LeAnn Boots, Secretary



CONSENT AGENDA

Action

TO: Board of School Trustees
DATE: June 18, 2024
SUBJECT: 3.2 Bills, Claims, Payroll and Accounts

MSD of Steuben County
Claims and Payroll Summary
June 18, 2024 Board Meeting

Claims Summary:

5/22 to 6/18	\$ 4,570,309.93
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Payroll Summary:

5/24/2024	\$ 676,165.37
6/7/2024	\$ 740,073.35
6/10/24 Mini	<u>\$ 815.50</u>

Total Claims and Payroll	\$ 5,987,364.15
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Food Service	\$53,985.56
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Grand Total Claims, Payroll, and Food Service	<u>\$ 6,041,349.71</u>
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Accounts Payable Voucher Register - Short Register - Fund Detail

METROPOLITAN SCHOOL DISTRICT OF STEUBEN COUNTY

Batch Reference: 06/18/2024 - Board Meeting 6 18 24

06/17/2024 10:09 AM

Date Filed Voucher #	Fund # Fund Title	Name of Claimant	Voucher Amount	Amount Allowed	Check #	Memorandum
Posted						
Payment Method: Standard Check						
06/18/2024	109544	0101 EDUCATION FUND	JENNY ADKINS CO	65.88	65.88	115314 4/29-6/7/24 Mileage
06/18/2024	109422	9215 AFLAC	AFLAC Group	5,854.28	5,854.28	115315 May 2024
06/18/2024	109322	0300 OPERATIONS FUND	ALL STAR MUSIC	4,077.49	4,077.49	115316 Band Equipment
06/18/2024	109367	6844 Title II-A FFY 2023-25	Amatrol Inc	150.00	150.00	115317 Title IIA-Registration
06/18/2024	109453	0101 EDUCATION FUND	Amazon Capital Services	80.00	80.00	115318 CP TEACHER SUPPLIES
06/18/2024	109453	6460 Medicaid Federal Funds	Amazon Capital Services	141.02	141.02	115318 CP TEACHER SUPPLIES
06/18/2024	109536	0101 EDUCATION FUND	Amazon Capital Services	116.69	116.69	115318 Supplies
06/18/2024	109537	0101 EDUCATION FUND	Amazon Capital Services	100.41	100.41	115318 Supplies
06/18/2024	109538	0101 EDUCATION FUND	Amazon Capital Services	140.39	140.39	115318 Supplies
06/18/2024	109557	0101 EDUCATION FUND	Amazon Capital Services	159.53	159.53	115318 PL Montessori Supplies
06/18/2024	109562	0101 EDUCATION FUND	Amazon Capital Services	243.67	243.67	115318 AHS LIBRARY & AUDIOVISUAL S
06/18/2024	109563	0101 EDUCATION FUND	Amazon Capital Services	206.06	206.06	115318 AHS LIBRARY & AUDIOVISUAL S
06/18/2024	109567	0101 EDUCATION FUND	Amazon Capital Services	275.57	275.57	115318 RP CLASSROOM STUDENT SUPP
			Check Totals	1,463.34	1,463.34	
06/18/2024	109309	0300 OPERATIONS FUND	Napa Auto Parts	-12.94	-12.94	115319 Credit Memo
06/18/2024	109509	0300 OPERATIONS FUND	Napa Auto Parts	390.61	390.61	115319 Supplies
06/18/2024	109513	0300 OPERATIONS FUND	Napa Auto Parts	192.30	192.30	115319 Supplies
			Check Totals	569.97	569.97	
06/18/2024	109233	0300 OPERATIONS FUND	ANGOLA SEED & SUPPLY LLC	200.00	200.00	115320 Athletic Field Supplies
06/18/2024	109360	0101 EDUCATION FUND	Gauntlet Design Studio LLC	100.00	100.00	115321 AHS STUDENT FEE SUPPLIES
06/18/2024	109267	0300 OPERATIONS FUND	Applied Innovation	7,974.68	7,974.68	115322 COPIER MAINTENANCE
06/18/2024	109357	0101 EDUCATION FUND	Applied Innovation	14.79	14.79	115322 AHS PRINCIPAL OFFICE SUPPLIE
			Check Totals	7,989.47	7,989.47	
06/18/2024	109193	0101 EDUCATION FUND	AssetWorks Risk Management dba Go	434.65	434.65	115323 5/1-5/31/24 Claim Generating & Pro
06/18/2024	109584	0101 EDUCATION FUND	AssetWorks Risk Management dba Go	740.55	740.55	115323 4/1-4/31/24 Claim Generating & Pro
			Check Totals	1,175.20	1,175.20	

Accounts Payable Voucher Register - Short Register - Fund Detail

METROPOLITAN SCHOOL DISTRICT OF STEUBEN COUNTY

Batch Reference: 06/18/2024 - Board Meeting 6 18 24

06/17/2024 10:09 AM

Date Filed	Voucher #	Fund # Fund Title	Name of Claimant	Voucher Amount	Amount Allowed	Check #	Memorandum
06/18/2024	109406	0724 GO Bonds 2022 (Nov)	AUDIO VIDEO SYSTEMS INC	5,585.70	5,585.70	115324	HP/CP Pay App #9
06/18/2024	109495	0101 EDUCATION FUND	KATHY BAHR	CO	89.36	89.36	115325 5/1 - 5/31/24 Mileage
06/18/2024	109546	0300 OPERATIONS FUND	KATHY BAHR	CO	28.85	28.85	115325 Safe Hiring Background Check
				Check Totals	118.21	118.21	
06/18/2024	109438	0300 OPERATIONS FUND	Nicholas Ballentine	AP	200.00	200.00	115326 5/30/24 Security 4 hrs
06/18/2024	109566	0101 EDUCATION FUND	Nicole Baumgartner		18.69	18.69	115327 Student Supplies
06/18/2024	109206	0101 EDUCATION FUND	Chris Baut	RP	396.54	396.54	115328 5/13-5/14/24 Literacy Confer
06/18/2024	109350	0101 EDUCATION FUND	Bell Techlogix Inc		2,496.00	2,496.00	115329 AHS Tech License
06/18/2024	109333	0300 OPERATIONS FUND	ASHLEY BROOKE BIDDLE	CP	36.75	36.75	115330 Safe Hiring Background Check
06/18/2024	109331	0300 OPERATIONS FUND	Haley Billow	AHS	40.75	40.75	115331 Safe Hiring Background Check
06/18/2024	109545	0101 EDUCATION FUND	Haley Billow	AHS	54.85	54.85	115331 May 2024 Mileage
				Check Totals	95.60	95.60	
06/18/2024	109183	0300 OPERATIONS FUND	A. E. Boyce Company, Inc.		215.00	215.00	115332 Doculivery
06/18/2024	109217	0101 EDUCATION FUND	ROSEMARIE A. BRANDT	HP	474.00	474.00	115333 5/14/24 Literacy Confe-
06/18/2024	109316	0300 OPERATIONS FUND	BROWN AND SONS FUEL OF AUBUR		16,034.96	16,034.96	115334 Gas/Diesel
06/18/2024	109510	0300 OPERATIONS FUND	BROWN AND SONS FUEL OF AUBUR		1,096.03	1,096.03	115334 Gas
06/18/2024	109515	0300 OPERATIONS FUND	BROWN AND SONS FUEL OF AUBUR		587.66	587.66	115334 Diesel
				Check Totals	17,718.65	17,718.65	
06/18/2024	109499	1734 EARLY LEARNING CENTER	CAMERON MEMORIAL HOSPITAL		81.00	81.00	115335 ELC Prof Services
06/18/2024	109282	0300 OPERATIONS FUND	CENTRAL INDIANA HARDWARE INC		321.00	321.00	115336 AMS Repairs by Vendor
06/18/2024	109363	0300 OPERATIONS FUND	CENTRAL INDIANA HARDWARE INC		58.50	58.50	115336 Cust Supplies
06/18/2024	109370	0300 OPERATIONS FUND	CENTRAL INDIANA HARDWARE INC		300.00	300.00	115336 Repairs by Vendor
				Check Totals	679.50	679.50	
06/18/2024	109491	0300 OPERATIONS FUND	CENTURYLINK COMMUNICATIONS L		32.10	32.10	115337 TELEPHONE CHARGES
06/18/2024	109491	3323 ACE Academy	CENTURYLINK COMMUNICATIONS L		0.54	0.54	115337 TELEPHONE CHARGES
				Check Totals	32.64	32.64	
06/18/2024	109364	6844 Title II-A FFY 2023-25	CIESC		233.00	233.00	115338 Title IIA Registration
06/18/2024	109365	6844 Title II-A FFY 2023-25	CIESC		466.00	466.00	115338 Title IIA Registration

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06/18/2024	109366	6844 Title II-A FFY 2023-25	CIESC	233.00	233.00	115338	Title IIA Registration
				Check Totals	932.00	932.00	
06/18/2024	109172	0300 OPERATIONS FUND	CINTAS G351	600.58	600.58	115339	RENTALS, UNIFORMS
06/18/2024	109276	0300 OPERATIONS FUND	CIOCCA Cleaning & Restoration	7,280.00	7,280.00	115340	Hendry Park Professional Services
06/18/2024	109277	0300 OPERATIONS FUND	CIOCCA Cleaning & Restoration	7,280.00	7,280.00	115340	Hendry Park Professional Services
06/18/2024	109371	0300 OPERATIONS FUND	CIOCCA Cleaning & Restoration	7,280.00	7,280.00	115340	Equip Maint Agreement
				Check Totals	21,840.00	21,840.00	
06/18/2024	109391	0300 OPERATIONS FUND	CITY OF ANGOLA UTILITIES	8,167.05	8,167.05	115341	WATER & SEWER SERVICE
06/18/2024	109384	0101 EDUCATION FUND	Benny Clark AHS	158.79	158.79	115342	4/26/24 PCAP Meeting Mileage
06/18/2024	109511	0300 OPERATIONS FUND	CLARKE POWER SERVICES INC	286.68	286.68	115343	Supplies
06/18/2024	109207	0101 EDUCATION FUND	SARAH CLARY CP	252.68	252.68	115344	5/14/24 Literacy Confer
06/18/2024	109234	3028 FORMATIVE ASSESSMENT	AP EXAMS	1,667.49	1,667.49	115345	Formative Assessment Grant
06/18/2024	109285	0300 OPERATIONS FUND	Column Software PBC	30.00	30.00	115346	Legal Ad
06/18/2024	109420	0300 OPERATIONS FUND	COMPREHENSIVE SYSTEMS OF	4,974.48	4,974.48	115347	Consulting
06/18/2024	109395	0101 EDUCATION FUND	CONSORTIUM FOR SCHOOL NETWO	995.00	995.00	115348	Tech Membership Dues & Fees
06/18/2024	109450	0726 GO Bonds Series 2023	Creative School Spaces, LLC	77,724.00	77,724.00	115349	Pleasant Lake
06/18/2024	109448	0300 OPERATIONS FUND	CULLIGAN OF KENDALLVILLE	190.28	190.28	115350	WATER & SOFTENER SALT
06/18/2024	109411	0725 First Mortgage Bonds 2023	Current Mechanical	53,095.50	53,095.50	115351	Football Locker Room Pay App #12
06/18/2024	109334	0300 OPERATIONS FUND	BOBBIE J. DANIELS T	28.85	28.85	115352	Safe Hiring Background Check
06/18/2024	109191	0300 OPERATIONS FUND	DELTA T MECHANICAL	98.00	98.00	115353	Repairs by Vendor
06/18/2024	109222	0300 OPERATIONS FUND	DELTA T MECHANICAL	3,966.00	3,966.00	115353	Repairs by Vendor
06/18/2024	109372	0300 OPERATIONS FUND	DELTA T MECHANICAL	1,354.88	1,354.88	115353	Repairs by Vendor
06/18/2024	109387	0300 OPERATIONS FUND	DELTA T MECHANICAL	7,326.17	7,326.17	115353	Repairs by Vendor
06/18/2024	109444	0300 OPERATIONS FUND	DELTA T MECHANICAL	588.00	588.00	115353	Repairs by Vendor
06/18/2024	109485	0300 OPERATIONS FUND	DELTA T MECHANICAL	21,045.40	21,045.40	115353	Repairs by Vendor
				Check Totals	34,378.45	34,378.45	
06/18/2024	109177	0101 EDUCATION FUND	Tamara Elwood PL	51.05	51.05	115354	5/9/24 Mileage
06/18/2024	109178	0101 EDUCATION FUND	Tamara Elwood PL	4.50	4.50	115354	3/15/24 Toll Fee
06/18/2024	109214	0101 EDUCATION FUND	Tamara Elwood PL	56.92	56.92	115354	Principal Supplies

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06/18/2024	109273	0101	EDUCATION FUND	Tamara Elwood	PL	50.45	50.45	115354	5/17/24 Field Trip/Mileage
06/18/2024	109553	0101	EDUCATION FUND	Tamara Elwood	PL	54.40	54.40	115354	Supplies
06/18/2024	109559	0300	OPERATIONS FUND	Tamara Elwood	PL	150.00	150.00	115354	6/10 & 6/11/24 - 504 Conference
06/18/2024	109559	6460	Medicaid Federal Funds	Tamara Elwood	PL	350.00	350.00	115354	6/10 & 6/11/24 - 504 Conference
Check Totals						717.32	717.32		
06/18/2024	109530	0101	EDUCATION FUND	ENA SERVICES LLC		1,090.00	1,090.00	115355	Internet Connections
06/18/2024	109229	3768	2023-24 Competitive Science	Equitable Education Solutions LLC		6,562.50	6,562.50	115356	Competitive Science of Reading Gra
06/18/2024	109437	0300	OPERATIONS FUND	MAX ESSMAN	AP	200.00	200.00	115357	5/30/24 Security 4 hrs
06/18/2024	109288	0726	GO Bonds Series 2023	EXEMPLIS LLC		4,734.72	4,734.72	115358	GO Bonds Series 2023 - Purchase o
06/18/2024	109516	0300	OPERATIONS FUND	FASTENAL COMPANY		40.29	40.29	115359	Supplies
06/18/2024	109220	0300	OPERATIONS FUND	FERGUSON FACILITIES # 3400		1,129.14	1,129.14	115360	Cust Supplies
06/18/2024	109529	0101	EDUCATION FUND	Five Star Technology Solutions		300.00	300.00	115361	Technology Prof Services
06/18/2024	109407	0722	Bonds 2022A	Fleming Excavating		22,166.36	22,166.36	115362	Parking Lot Pay App#13
06/18/2024	109540	0101	EDUCATION FUND	FOLLETT SCHOOL SOLUTIONS		7,028.64	7,028.64	115363	Lib AV Supplies
06/18/2024	109461	5823	Title IV-A 2023-25	FRANKLIN COVEY CLIENT SALES		7,220.00	7,220.00	115364	Esser III Prof Services & Instruct Su
06/18/2024	109461	7950	ESSER III	FRANKLIN COVEY CLIENT SALES		5,225.00	5,225.00	115364	Esser III Prof Services & Instruct Su
Check Totals						12,445.00	12,445.00		
06/18/2024	109523	0300	OPERATIONS FUND	FRISKNEY EQUIPMENT		125.50	125.50	115365	Repairs by Vendor
06/18/2024	109419	0300	OPERATIONS FUND	FRONTIER		3,161.30	3,161.30	115366	Telephone Bill
06/18/2024	109419	3323	ACE Academy	FRONTIER		230.19	230.19	115366	Telephone Bill
Check Totals						3,391.49	3,391.49		
06/18/2024	109179	3763	High Ability Grant 2023-24	MIKAELA GERBA	HS	4,680.00	4,680.00	115367	5/9/24 Tuition Reimbursement
06/18/2024	109343	0101	EDUCATION FUND	GIBSON TELDATA INC		582.00	582.00	115368	Tech Subscription
06/18/2024	109344	0101	EDUCATION FUND	GIBSON TELDATA INC		582.00	582.00	115368	Tech Subscription
06/18/2024	109345	0101	EDUCATION FUND	GIBSON TELDATA INC		249.00	249.00	115368	Tech Subscription
06/18/2024	109346	0101	EDUCATION FUND	GIBSON TELDATA INC		249.00	249.00	115368	Tech Subscription
06/18/2024	109347	0101	EDUCATION FUND	GIBSON TELDATA INC		249.00	249.00	115368	Tech Subscription
06/18/2024	109348	0101	EDUCATION FUND	GIBSON TELDATA INC		249.00	249.00	115368	Tech Subscription
06/18/2024	109349	0101	EDUCATION FUND	GIBSON TELDATA INC		249.00	249.00	115368	Tech Subscription

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					Check Totals	2,409.00	2,409.00	
06/18/2024	109272	1734	EARLY LEARNING CENTER	GRAPHICS UNLIMITED	748.07	748.07	115369	ELC Supplies
06/18/2024	109361	0300	OPERATIONS FUND	Christopher Hall AHS	128.53	128.53	115370	5/28/24 SECURITY/OPERATIONAL
06/18/2024	109431	0101	EDUCATION FUND	Christopher Hall AHS	90.18	90.18	115370	3/14 & 3/22/24 Mileage
06/18/2024	109532	0300	OPERATIONS FUND	Christopher Hall AHS	67.86	67.86	115370	Safety Supplies
06/18/2024	109533	0300	OPERATIONS FUND	Christopher Hall AHS	14.85	14.85	115370	Safety Supplies
					Check Totals	301.42	301.42	
06/18/2024	109278	0300	OPERATIONS FUND	HAVEL	290.00	290.00	115371	AMS Repairs by Vendor
06/18/2024	109358	0101	EDUCATION FUND	HERFF JONES	31.55	31.55	115372	AHS GRADUATION SUPPLIES
06/18/2024	109531	0101	EDUCATION FUND	HERFF JONES	92.32	92.32	115372	Graduation Supplies
					Check Totals	123.87	123.87	
06/18/2024	109388	0300	OPERATIONS FUND	HOT ROD GOLF CARTS INC	2,099.94	2,099.94	115373	Cust Supplies
06/18/2024	109440	0300	OPERATIONS FUND	EVAN MICHAEL HOWE AP	200.00	200.00	115374	5/30/24 Security 4 hrs
06/18/2024	109454	0200	DEBT SERVICE FUND	HUNTINGTON NATIONAL BANK	274,000.00	274,000.00	115375	Bond Series 2023/Lease Payment
06/18/2024	109455	0200	DEBT SERVICE FUND	HUNTINGTON NATIONAL BANK	128,375.00	128,375.00	115376	GO Bond 2022/Interest
06/18/2024	109456	0200	DEBT SERVICE FUND	HUNTINGTON NATIONAL BANK	382,275.00	382,275.00	115377	GO Bond 2021/Interest & Principal
06/18/2024	109457	0200	DEBT SERVICE FUND	HUNTINGTON NATIONAL BANK	289,500.00	289,500.00	115378	Bond Series 2022 A & B / Lease Pay
06/18/2024	109458	0200	DEBT SERVICE FUND	HUNTINGTON NATIONAL BANK	69,033.33	69,033.33	115379	GO Bond 2023/Interest
06/18/2024	109541	0725	First Mortgage Bonds 2023	HUNTINGTON NATIONAL BANK	1,500.00	1,500.00	115380	Admin Fee
06/18/2024	109542	0200	DEBT SERVICE FUND	HUNTINGTON NATIONAL BANK	1,000,000.00	1,000,000.00	115381	Bond Series 2014
06/18/2024	109318	0300	OPERATIONS FUND	HYDROTEX INC	805.79	805.79	115382	Oil & Lube
06/18/2024	109429	0101	EDUCATION FUND	IASP	598.00	598.00	115383	Membership dues-Hall/Heavin
06/18/2024	109468	6844	Title II-A FFY 2023-25	IASP	79.00	79.00	115383	Title II A Registrations
					Check Totals	677.00	677.00	
06/18/2024	109235	3028	FORMATIVE ASSESSMENT	Indiana Department of Education	11,368.13	11,368.13	115384	Formative Assess 23-24 Reimburse
06/18/2024	109404	0300	OPERATIONS FUND	INDIANA SCHOOL BOARDS ASSOC	1,400.00	1,400.00	115385	Policy Management Services/Board
06/18/2024	109517	0300	OPERATIONS FUND	INDIANA TESTING INC	391.00	391.00	115386	Prof Services
06/18/2024	109390	0101	EDUCATION FUND	INSECT LORE	36.94	36.94	115387	RP Science

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06/18/2024	109539	2060 FIST GRANTS	Inspire to Create	490.95	490.95	115388	Grant
06/18/2024	109383	0101 EDUCATION FUND	ISSMA INC	275.00	275.00	115389	24/25 Membership
06/18/2024	109560	0101 EDUCATION FUND	Ivy Tech Community College of Indiana	74,056.13	74,056.13	115390	
06/18/2024	109560	3763 High Ability Grant 2023-24	Ivy Tech Community College of Indiana	7,427.21	7,427.21	115390	
06/18/2024	109560	5891 iCAP 2023-24	Ivy Tech Community College of Indiana	5,554.05	5,554.05	115390	
06/18/2024	109560	7950 ESSER III	Ivy Tech Community College of Indiana	6,700.00	6,700.00	115390	
			Check Totals	93,737.39	93,737.39		
06/18/2024	109323	0300 OPERATIONS FUND	James Electric	1,227.40	1,227.40	115391	Repair by Vendor
06/18/2024	109412	0722 Bonds 2022A	James Electric	31,444.52	31,444.52	115391	Football Locker Room Pay App #12
			Check Totals	32,671.92	32,671.92		
06/18/2024	109212	0300 OPERATIONS FUND	JANITOR'S SUPPLY	100.94	100.94	115392	Cust Supplies
06/18/2024	109314	0300 OPERATIONS FUND	JANITOR'S SUPPLY	106.00	106.00	115392	Cust Supplies
06/18/2024	109315	0300 OPERATIONS FUND	JANITOR'S SUPPLY	186.32	186.32	115392	Cust Supplies
06/18/2024	109449	0300 OPERATIONS FUND	JANITOR'S SUPPLY	204.66	204.66	115392	Cust Supplies
06/18/2024	109490	0300 OPERATIONS FUND	JANITOR'S SUPPLY	2,934.56	2,934.56	115392	Cust Supplies
			Check Totals	3,532.48	3,532.48		
06/18/2024	109436	0300 OPERATIONS FUND	JACOB JOHNSON AP	200.00	200.00	115393	5/30/24 Security 4 hrs
06/18/2024	109554	0101 EDUCATION FUND	JOSTENS INC	19.60	19.60	115394	AHS DIPLOMAS
06/18/2024	109269	0101 EDUCATION FUND	ITHAKA	1,560.00	1,560.00	115395	AHS Tech Subscription
06/18/2024	109215	0101 EDUCATION FUND	MMI-CPR SCHOOL TECH REPAIR LL	2,030.00	2,030.00	115396	Chromebook Repairs
06/18/2024	109271	0101 EDUCATION FUND	MMI-CPR SCHOOL TECH REPAIR LL	475.00	475.00	115396	Chromebook Repairs
06/18/2024	109351	0101 EDUCATION FUND	MMI-CPR SCHOOL TECH REPAIR LL	1,160.00	1,160.00	115396	Chromebook Repairs
06/18/2024	109528	0101 EDUCATION FUND	MMI-CPR SCHOOL TECH REPAIR LL	1,765.00	1,765.00	115396	Chromebook Repairs
			Check Totals	5,430.00	5,430.00		
06/18/2024	109394	0300 OPERATIONS FUND	Logan Kellermeier	28.85	28.85	115397	Safe Hire Background Check
06/18/2024	109522	0300 OPERATIONS FUND	KENDALL ELECTRIC INC	1,564.86	1,564.86	115398	Misc Repair Supplies
06/18/2024	109187	0300 OPERATIONS FUND	KERLIN BUS SALES & LEASING INC	108.27	108.27	115399	Repairs
06/18/2024	109320	0300 OPERATIONS FUND	KERLIN BUS SALES & LEASING INC	471.96	471.96	115399	Supplies

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06/18/2024	109512	0300 OPERATIONS FUND	KERLIN BUS SALES & LEASING INC	115.43	115.43	115399	Supplies
06/18/2024	109519	0300 OPERATIONS FUND	KERLIN BUS SALES & LEASING INC	1,338.29	1,338.29	115399	Supplies
			Check Totals	2,033.95	2,033.95		
06/18/2024	109308	0300 OPERATIONS FUND	BRIANA KNOLL	28.85	28.85	115400	Safe Hiring Background Check
06/18/2024	109236	0101 EDUCATION FUND	WILLIAM LANOUE	SD	250.00	250.00	115401 5/9/24 2024 INSRO Registration Rei
06/18/2024	109434	0300 OPERATIONS FUND	WILLIAM LANOUE	SD	258.00	258.00	115401 5/30/24 Security 6 hrs
			Check Totals	508.00	508.00		
06/18/2024	109299	0300 OPERATIONS FUND	LARRY'S LOCK & SAFE SERVICE	170.91	170.91	115402	Cust Supplies
06/18/2024	109445	0300 OPERATIONS FUND	LARRY'S LOCK & SAFE SERVICE	96.96	96.96	115402	AHS Cust Supplies
06/18/2024	109486	0300 OPERATIONS FUND	LARRY'S LOCK & SAFE SERVICE	1,878.82	1,878.82	115402	Cust Supplies
			Check Totals	2,146.69	2,146.69		
06/18/2024	109268	7950 ESSER III	Luna Learning Press	29.95	29.95	115403	Esser III Elem Instruct Supplies
06/18/2024	109460	2060 FIST GRANTS	M.S.D. ECA	1,000.00	1,000.00	115404	Train Ride 5/30/24
06/18/2024	109466	1734 EARLY LEARNING CENTER	M.S.D. FOOD SERVICE	998.80	998.80	115405	ELC Supplies
06/18/2024	109246	3250 Medicaid State Funds	M.S.D. OF STEUBEN COUNTY	9,034.67	9,034.67	115406	Medicaid State Portions
06/18/2024	109182	0101 EDUCATION FUND	Managed Methods, Inc.	6,240.00	6,240.00	115407	Tech Subscription
06/18/2024	109270	0101 EDUCATION FUND	CHANTELL MANAHAN	CO	201.25	201.25	115408 5/17/24 EdTech Confer/Lodging
06/18/2024	109310	0300 OPERATIONS FUND	CHANTELL MANAHAN	CO	28.85	28.85	115408 Safe Hiring Background Check
06/18/2024	109543	0101 EDUCATION FUND	CHANTELL MANAHAN	CO	102.18	102.18	115408 6/3-6/24 Ed Tech Confer
			Check Totals	332.28	332.28		
06/18/2024	109184	0300 OPERATIONS FUND	MAT MAT'RS OF INDIANA INC	43.50	43.50	115409	TRANS MAT RENTAL
06/18/2024	109192	0300 OPERATIONS FUND	MAT MAT'RS OF INDIANA INC	170.70	170.70	115409	RENTALS, UNIFORMS
			Check Totals	214.20	214.20		
06/18/2024	109188	0300 OPERATIONS FUND	MENARDS - ANGOLA	21.87	21.87	115410	Misc Repair Supplies
06/18/2024	109213	0300 OPERATIONS FUND	MENARDS - ANGOLA	62.86	62.86	115410	Misc Repair Supplies
06/18/2024	109294	0300 OPERATIONS FUND	MENARDS - ANGOLA	63.49	63.49	115410	Athletic Field Supplies
06/18/2024	109295	0300 OPERATIONS FUND	MENARDS - ANGOLA	39.99	39.99	115410	Misc Repair Supplies
06/18/2024	109297	0300 OPERATIONS FUND	MENARDS - ANGOLA	59.77	59.77	115410	Misc Repair Supplies

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06/18/2024	109362	0300 OPERATIONS FUND	MENARDS - ANGOLA	216.22	216.22	115410	Misc Repair Supplies	
06/18/2024	109447	0300 OPERATIONS FUND	MENARDS - ANGOLA	194.94	194.94	115410	Misc Repair Supplies	
06/18/2024	109524	0300 OPERATIONS FUND	MENARDS - ANGOLA	328.95	328.95	115410	Misc Repairs Supplies	
			Check Totals	988.09	988.09			
06/18/2024	109405	0724 GO Bonds 2022 (Nov)	Michael Kinder & Sons	112.51	112.51	115411	HP/CP Pay App #9	
06/18/2024	109408	0723 Bonds 2022B	Michael Kinder & Sons	32,356.48	32,356.48	115411	Parking Lot Pay App#13	
06/18/2024	109409	0725 First Mortgage Bonds 2023	Michael Kinder & Sons	58,803.61	58,803.61	115411	Football Locker Room Pay App #12	
06/18/2024	109413	0725 First Mortgage Bonds 2023	Michael Kinder & Sons	365.69	365.69	115411	AHS Master Plan Pay App #16	
06/18/2024	109416	0723 Bonds 2022B	Michael Kinder & Sons	488.25	488.25	115411	Tennis Pay App # 11	
06/18/2024	109417	0724 GO Bonds 2022 (Nov)	Michael Kinder & Sons	41,604.32	41,604.32	115411	Baseball/Softball Pay App#11	
			Check Totals	133,730.86	133,730.86			
06/18/2024	109414	0725 First Mortgage Bonds 2023	MKM Architecture & Desgin	7,313.81	7,313.81	115412	AHS Master Plan Pay App #16	
06/18/2024	109180	1734 EARLY LEARNING CENTER	MONTESSORI SERVICES	149.35	149.35	115413	ELC Fund Supplies	
06/18/2024	109369	1734 EARLY LEARNING CENTER	Moore Well-Being	2,500.00	2,500.00	115414	ELC Prof Contracted Services	
06/18/2024	109275	0300 OPERATIONS FUND	NATE'S LAWN CARE LLC	600.00	600.00	115415	HP Repairs by Vendor	
06/18/2024	109521	0300 OPERATIONS FUND	NATE'S LAWN CARE LLC	425.00	425.00	115415	Athletic Field	
			Check Totals	1,025.00	1,025.00			
06/18/2024	109359	0300 OPERATIONS FUND	Navigate 360	749.00	749.00	115416	Safety	
06/18/2024	109176	0300 OPERATIONS FUND	SHERRY NEUMANN	CO	30.85	30.85	115417	5/10/24 Safe Hiring Background Che
06/18/2024	109547	0300 OPERATIONS FUND	SHERRY NEUMANN	CO	37.19	37.19	115417	4/16-6/7/24 Mileage
			Check Totals	68.04	68.04			
06/18/2024	109526	0101 EDUCATION FUND	NIENHUIS MONTESSORI	5,606.69	5,606.69	115418	ED Fund-PLM Supplies	
06/18/2024	109197	0300 OPERATIONS FUND	BRIAN NOLL	AP	150.00	150.00	115419	5/10/24 Security 3 hrs
06/18/2024	109386	4123 Title I FY 2024 (2023-2024)	JODY NOLL	CP	43.17	43.17	115420	5/1-5/31/24 Mileage
06/18/2024	109186	0300 OPERATIONS FUND	O'REILLY AUTO PARTS	11.76	11.76	115421	Supplies	
06/18/2024	109439	0300 OPERATIONS FUND	Jeremy Jason Ober	AP	200.00	200.00	115422	5/30/24 Security 4 hrs
06/18/2024	109208	0101 EDUCATION FUND	ODP Business Solutions LLC	101.70	101.70	115423	HP TEACHER SUPPLIES	
06/18/2024	109209	0101 EDUCATION FUND	ODP Business Solutions LLC	54.84	54.84	115423	HP TEACHER SUPPLIES	

Accounts Payable Voucher Register - Short Register - Fund Detail

METROPOLITAN SCHOOL DISTRICT OF STEUBEN COUNTY

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Date Filed	Voucher #	Fund #	Fund Title	Name of Claimant	Voucher Amount	Amount Allowed	Check #	Memorandum
06/18/2024	109210	0101	EDUCATION FUND	ODP Business Solutions LLC	45.71	45.71	115423	HP TEACHER SUPPLIES
06/18/2024	109352	0101	EDUCATION FUND	ODP Business Solutions LLC	62.67	62.67	115423	HP TEACHER SUPPLIES
06/18/2024	109353	0101	EDUCATION FUND	ODP Business Solutions LLC	6.29	6.29	115423	HP TEACHER SUPPLIES
06/18/2024	109354	0101	EDUCATION FUND	ODP Business Solutions LLC	5.27	5.27	115423	Supplies
06/18/2024	109355	0101	EDUCATION FUND	ODP Business Solutions LLC	73.29	73.29	115423	Supplies
06/18/2024	109356	0101	EDUCATION FUND	ODP Business Solutions LLC	14.51	14.51	115423	AHS PRINCIPAL OFFICE SUPPLIE
06/18/2024	109392	4123	Title I FY 2024 (2023-2024)	ODP Business Solutions LLC	289.02	289.02	115423	Title I FY 2024 (2023-2024) - CP Su
06/18/2024	109443	0101	EDUCATION FUND	ODP Business Solutions LLC	22,441.18	22,441.18	115423	Supplies
06/18/2024	109443	0300	OPERATIONS FUND	ODP Business Solutions LLC	4,389.90	4,389.90	115423	Supplies
06/18/2024	109443	3323	ACE Academy	ODP Business Solutions LLC	40.52	40.52	115423	Supplies
06/18/2024	109465	0101	EDUCATION FUND	ODP Business Solutions LLC	52.83	52.83	115423	PL Montessori Supplies
06/18/2024	109534	0101	EDUCATION FUND	ODP Business Solutions LLC	12.78	12.78	115423	Principal & Security Supplies
06/18/2024	109534	0300	OPERATIONS FUND	ODP Business Solutions LLC	20.34	20.34	115423	Principal & Security Supplies
				Check Totals	27,610.85	27,610.85		
06/18/2024	109171	0300	OPERATIONS FUND	ORKIN PEST CONTROL 571	174.98	174.98	115424	PEST CONTROL
06/18/2024	109527	0101	EDUCATION FUND	ON THE WIRE COMMUNICATIONS LL	280.00	280.00	115425	Tech Prof Services
06/18/2024	109175	0300	OPERATIONS FUND	PENELOPE PANELLI CO	22.12	22.12	115426	4/9-5/15/24 Mileage
06/18/2024	109307	0300	OPERATIONS FUND	PENELOPE PANELLI CO	24.90	24.90	115426	Safe Hiring Background Check
06/18/2024	109389	0300	OPERATIONS FUND	PENELOPE PANELLI CO	14.47	14.47	115426	5/17-5/30/24 Mileage
				Check Totals	61.49	61.49		
06/18/2024	109368	7950	ESSER III	People Driven Technology HQ	30,526.14	30,526.14	115427	Esser III - Tech Acquisitions
06/18/2024	109462	7950	ESSER III	People Driven Technology HQ	142,455.32	142,455.32	115427	Esser III - Tech Acquisitions
				Check Totals	172,981.46	172,981.46		
06/18/2024	109335	0300	OPERATIONS FUND	GINA M PETRE T	24.90	24.90	115428	Safe Hiring Background Check
06/18/2024	109336	0300	OPERATIONS FUND	HOWARD PETRE RP	24.90	24.90	115429	Safe Hiring Background Check
06/18/2024	109382	0300	OPERATIONS FUND	PETTY CASH HIGH SCHOOL	100.00	100.00	115430	Petty Cash
06/18/2024	109337	0300	OPERATIONS FUND	DAVID POLICE HS	28.85	28.85	115431	Safe Hiring Background Check
06/18/2024	109321	0101	EDUCATION FUND	POSTMASTER US POST OFFICE	340.00	340.00	115432	5 Rolls of Stamps - RP
06/18/2024	109216	0101	EDUCATION FUND	VALERIE PRILLER CP	269.35	269.35	115433	5/14/24 Literacy Confer

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Date Filed	Voucher #	Fund # Fund Title	Name of Claimant	Voucher Amount	Amount Allowed	Check #	Memorandum
06/18/2024	109232	0101 EDUCATION FUND	VALERIE PRILLER	CP 17.01	17.01	115433	5/1/24 Literacy Confer
06/18/2024	109232	6844 Title II-A FFY 2023-25	VALERIE PRILLER	CP 233.00	233.00	115433	5/1/24 Literacy Confer
				Check Totals 519.36	519.36		
06/18/2024	109507	0300 OPERATIONS FUND	PROFESSIONAL FED CREDIT UNION	108.70	108.70	115434	5/1 - 5/31/24 Ach Fees
06/18/2024	109173	0726 GO Bonds Series 2023	PULVER COVE ASSOCIATES	4,329.00	4,329.00	115435	GO Bonds Series 2023 - Small Proj
06/18/2024	109174	0726 GO Bonds Series 2023	PULVER COVE ASSOCIATES	754.00	754.00	115435	GO Bonds Series 2023 - Small Proj
				Check Totals 5,083.00	5,083.00		
06/18/2024	109514	0101 EDUCATION FUND	PURITY CYLINDER GASES INC	32.89	32.89	115436	CYLINDER RENTAL
06/18/2024	109514	0300 OPERATIONS FUND	PURITY CYLINDER GASES INC	32.89	32.89	115436	CYLINDER RENTAL
				Check Totals 65.78	65.78		
06/18/2024	109237	7950 ESSER III	QPR INSTITUTE	100.00	100.00	115437	ESSER III
06/18/2024	109238	7950 ESSER III	QPR INSTITUTE	100.00	100.00	115437	Esser III Purchased Professional & T
06/18/2024	109239	7950 ESSER III	QPR INSTITUTE	611.95	611.95	115437	Esser III Purchased Professional & T
06/18/2024	109240	7950 ESSER III	QPR INSTITUTE	611.95	611.95	115437	Esser III Purchased Professional & T
06/18/2024	109341	7950 ESSER III	QPR INSTITUTE	100.00	100.00	115437	Esser III Prof & Tech Services
				Check Totals 1,523.90	1,523.90		
06/18/2024	109319	0901 ELEMENTARY TEXTBOOK	QuaverEd	17,640.00	17,640.00	115438	TBR
06/18/2024	109467	0300 OPERATIONS FUND	REALLY GOOD STUFF LLC	17,756.60	17,756.60	115439	PLake equipment purchases
06/18/2024	109459	0101 EDUCATION FUND	RESERVE ACCOUNT	111.63	111.63	115440	POSTAGE
06/18/2024	109459	0300 OPERATIONS FUND	RESERVE ACCOUNT	829.76	829.76	115440	POSTAGE
06/18/2024	109459	0800 FOOD SERVICE	RESERVE ACCOUNT	58.61	58.61	115440	POSTAGE
				Check Totals 1,000.00	1,000.00		
06/18/2024	109332	0300 OPERATIONS FUND	BRANDY RIGSBY	CP 28.85	28.85	115441	Safe Hiring Background Check
06/18/2024	109342	0101 EDUCATION FUND	RIVERSIDE TECHNOLOGIES INC	13,775.00	13,775.00	115442	Technology Supply
06/18/2024	109565	0101 EDUCATION FUND	ROCHESTER 100 INC	725.00	725.00	115443	RP Classroom Supplies
06/18/2024	109312	0300 OPERATIONS FUND	SANDHILL ENVIRONMENTAL SERVIC	225.00	225.00	115444	Equipment Maint Agreements
06/18/2024	109338	0300 OPERATIONS FUND	BRADLEY SCARE	CP 24.90	24.90	115445	Safe Hiring Background Check
06/18/2024	109223	0101 EDUCATION FUND	SCHOLASTIC MAGAZINES	1,976.76	1,976.76	115446	Student Fees

Accounts Payable Voucher Register - Short Register - Fund Detail

METROPOLITAN SCHOOL DISTRICT OF STEUBEN COUNTY

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Date Filed	Voucher #	Fund #	Fund Title	Name of Claimant	Voucher Amount	Amount Allowed	Check #	Memorandum
06/18/2024	109224	0101	EDUCATION FUND	SCHOLASTIC MAGAZINES	2,306.22	2,306.22	115446	Student Fees
06/18/2024	109225	0101	EDUCATION FUND	SCHOLASTIC MAGAZINES	2,306.22	2,306.22	115446	Student Fees
				Check Totals	6,589.20	6,589.20		
06/18/2024	109535	0101	EDUCATION FUND	SCHOOL SPECIALTY LLC	116.56	116.56	115447	AHS LIBRARY SUPPLIES
06/18/2024	109561	0300	OPERATIONS FUND	CHRISTOPHER L SCHULER MS	28.85	28.85	115448	Safe Hiring Background Check
06/18/2024	109274	0300	OPERATIONS FUND	Share Corporation	62.35	62.35	115449	MS Cust Supplies
06/18/2024	109311	0300	OPERATIONS FUND	Share Corporation	80.12	80.12	115449	Cust Supplies
				Check Totals	142.47	142.47		
06/18/2024	109410	0725	First Mortgage Bonds 2023	Shawnee Construction & Engineering In	398,929.70	398,929.70	115450	Football Locker Room Pay App #12
06/18/2024	109415	0723	Bonds 2022B	Shawnee Construction & Engineering In	6,184.50	6,184.50	115450	Tennis Pay App # 11
				Check Totals	405,114.20	405,114.20		
06/18/2024	109446	0300	OPERATIONS FUND	SHERWIN-WILLIAMS	103.77	103.77	115451	Painting
06/18/2024	109190	0300	OPERATIONS FUND	Shredding & Storage Unlimited	60.00	60.00	115452	Sanitation Services
06/18/2024	109558	0300	OPERATIONS FUND	SMITH SYSTEM MANUFACTURING C	4,283.20	4,283.20	115453	PLake equipment purchases
06/18/2024	109339	0300	OPERATIONS FUND	LEVI SNYDER T	28.85	28.85	115454	Safe Hiring Background Check
06/18/2024	109326	0101	EDUCATION FUND	SOLIANT	2,464.13	2,464.13	115455	Speech
06/18/2024	109432	0101	EDUCATION FUND	SOLIANT	1,741.32	1,741.32	115455	Speech
06/18/2024	109433	0101	EDUCATION FUND	SOLIANT	2,464.13	2,464.13	115455	Speech
06/18/2024	109493	0101	EDUCATION FUND	SOLIANT	2,464.13	2,464.13	115455	Speech
				Check Totals	9,133.71	9,133.71		
06/18/2024	109525	6844	Title II-A FFY 2023-25	SOLUTION TREE INC.	1,538.00	1,538.00	115456	Title IIA-Registration
06/18/2024	109418	0300	OPERATIONS FUND	Steele Insurance & Financial Services, I	1,500.00	1,500.00	115457	Business Office Professional Service
06/18/2024	109181	0101	EDUCATION FUND	STEUBEN COUNTY REMC	450.00	450.00	115458	INTERNET CONNECTIONS
06/18/2024	109518	0300	OPERATIONS FUND	STOOPS FREIGHTLINER-QUALITY T	201.70	201.70	115459	Repairs
06/18/2024	109241	0300	OPERATIONS FUND	TRI-STAR PIPE & SUPPLY	22.86	22.86	115460	Misc Repair Supplies
06/18/2024	109280	0300	OPERATIONS FUND	TRI-STAR PIPE & SUPPLY	855.00	855.00	115460	HP Misc Repair Supplies
06/18/2024	109313	0300	OPERATIONS FUND	TRI-STAR PIPE & SUPPLY	23.84	23.84	115460	AMS Misc Repair Supplies
06/18/2024	109487	0300	OPERATIONS FUND	TRI-STAR PIPE & SUPPLY	701.15	701.15	115460	Misc Repair Supplies

Accounts Payable Voucher Register - Short Register - Fund Detail

METROPOLITAN SCHOOL DISTRICT OF STEUBEN COUNTY

Batch Reference: 06/18/2024 - Board Meeting 6 18 24

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Date Filed	Voucher #	Fund # Fund Title	Name of Claimant	Voucher Amount	Amount Allowed	Check #	Memorandum
				Check Totals	1,602.85	1,602.85	
06/18/2024	109189	0300 OPERATIONS FUND	Truland Equipment	98.74	98.74	115461	Athletic Field Supplies
06/18/2024	109221	0300 OPERATIONS FUND	Truland Equipment	1,674.12	1,674.12	115461	Athletic Field Supplies
06/18/2024	109296	0300 OPERATIONS FUND	Truland Equipment	157.59	157.59	115461	Athletic Field Supplies
06/18/2024	109317	0300 OPERATIONS FUND	Truland Equipment	29.91	29.91	115461	Propane
06/18/2024	109508	0300 OPERATIONS FUND	Truland Equipment	402.64	402.64	115461	Grounds Equipment
				Check Totals	2,363.00	2,363.00	
06/18/2024	109302	0300 OPERATIONS FUND	Morgan Turner	28.85	28.85	115462	Safe Hiring Background Check
06/18/2024	109329	0300 OPERATIONS FUND	Two Men and a Truck	1,800.00	1,800.00	115463	PLake Building Improvements Profe
06/18/2024	109489	0300 OPERATIONS FUND	Two Men and a Truck	8,500.00	8,500.00	115463	PLake Building Improvements Profe
				Check Totals	10,300.00	10,300.00	
06/18/2024	109441	0300 OPERATIONS FUND	TCM BANK, N. A.	298.70	298.70	115464	June 2024 Bill/A. Parshall
06/18/2024	109442	0101 EDUCATION FUND	TCM BANK, N. A.	160.00	160.00	115465	June 2024 Bill/G. Puckett
06/18/2024	109442	0300 OPERATIONS FUND	TCM BANK, N. A.	620.85	620.85	115465	June 2024 Bill/G. Puckett
06/18/2024	109442	2401 WELLNESS FUND	TCM BANK, N. A.	392.80	392.80	115465	June 2024 Bill/G. Puckett
				Check Totals	1,173.65	1,173.65	
06/18/2024	109469	0101 EDUCATION FUND	TCM BANK, N. A.	2,672.69	2,672.69	115466	June 2024 Bill/R. Foltz
06/18/2024	109501	0101 EDUCATION FUND	TCM BANK, N. A.	746.46	746.46	115467	June 2024 Bill/C. Manahan
06/18/2024	109502	0300 OPERATIONS FUND	TCM BANK, N. A.	45.00	45.00	115468	June 2024 Bill/M.Widenhoefer
06/18/2024	109502	6844 Title II-A FFY 2023-25	TCM BANK, N. A.	1,365.00	1,365.00	115468	June 2024 Bill/M.Widenhoefer
06/18/2024	109502	7950 ESSER III	TCM BANK, N. A.	2,134.01	2,134.01	115468	June 2024 Bill/M.Widenhoefer
				Check Totals	3,544.01	3,544.01	
06/18/2024	109503	0101 EDUCATION FUND	TCM BANK, N. A.	2,652.93	2,652.93	115469	June 2024 Bill/S. Relue
06/18/2024	109503	0901 ELEMENTARY TEXTBOOK	TCM BANK, N. A.	540.00	540.00	115469	June 2024 Bill/S. Relue
06/18/2024	109503	1734 EARLY LEARNING CENTER	TCM BANK, N. A.	469.48	469.48	115469	June 2024 Bill/S. Relue
06/18/2024	109503	5823 Title IV-A 2023-25	TCM BANK, N. A.	636.00	636.00	115469	June 2024 Bill/S. Relue
				Check Totals	4,298.41	4,298.41	
06/18/2024	109555	0300 OPERATIONS FUND	TCM BANK, N. A.	3,402.75	3,402.75	115470	CPF-PLM

Accounts Payable Voucher Register - Short Register - Fund Detail

METROPOLITAN SCHOOL DISTRICT OF STEUBEN COUNTY

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Date Filed	Voucher #	Fund # Fund Title	Name of Claimant	Voucher Amount	Amount Allowed	Check #	Memorandum
06/18/2024	109430	0300 OPERATIONS FUND	Andrew Wagner CO	365.07	365.07	115471	Jan-May 2024 Mileage
06/18/2024	109520	0300 OPERATIONS FUND	KIMBERLY L WAGNER CP	24.90	24.90	115472	Safe Hiring Background Check
06/18/2024	109281	0300 OPERATIONS FUND	WAYSIDE FURNITURE INC	697.32	697.32	115473	CO Paint & Wall Covering
06/18/2024	109403	0300 OPERATIONS FUND	WEX FLEET UNIVERSAL	32.18	32.18	115474	June 2024 Bill
06/18/2024	109500	0300 OPERATIONS FUND	ALICE WILLIAMS	253.00	253.00	115475	Medicaid Funds-Prof Speech Servic
06/18/2024	109230	0101 EDUCATION FUND	JONATHAN WINSLOW CP	101.26	101.26	115476	5/13/24 IDOE Meeting
06/18/2024	109230	3035 David C. Ford Digital Learnin	JONATHAN WINSLOW CP	352.20	352.20	115476	5/13/24 IDOE Meeting
06/18/2024	109242	0101 EDUCATION FUND	JONATHAN WINSLOW CP	485.47	485.47	115476	5/14/24 K-5 Literacy Confer/Mileage/
06/18/2024	109243	0101 EDUCATION FUND	JONATHAN WINSLOW CP	270.13	270.13	115476	5/8/24 KINL Confer/Mileage/Meal
06/18/2024	109385	4123 Title I FY 2024 (2023-2024)	JONATHAN WINSLOW CP	54.34	54.34	115476	4/1-4/30/24 Mileage
06/18/2024	109496	4123 Title I FY 2024 (2023-2024)	JONATHAN WINSLOW CP	36.59	36.59	115476	5/1 - 5/31/24 Mileage
Check Totals				1,299.99	1,299.99		
06/18/2024	109435	0300 OPERATIONS FUND	MICHAEL D WOOD AP	200.00	200.00	115477	5/30/24 Security 4 hrs
06/18/2024	109393	0300 OPERATIONS FUND	TERRI WYATT MS	24.90	24.90	115478	Safe Hiring Background Check
06/18/2024	109340	0300 OPERATIONS FUND	TROY YOHEY T	34.80	34.80	115479	Safe Hiring Background Check
06/18/2024	109428	0901 ELEMENTARY TEXTBOOK	ZANER-BLOSER ED PUBL	3,091.00	3,091.00	115480	TBR
06/18/2024	109194	0300 OPERATIONS FUND	ZORO	1,044.99	1,044.99	115481	Cust Supplies
06/18/2024	109298	0300 OPERATIONS FUND	ZORO	1,185.35	1,185.35	115481	Cust Supplies
Check Totals				2,230.34	2,230.34		
Payment Method: Standard Check Totals				3,527,954.30	3,527,954.30		
Posted Totals				3,527,954.30	3,527,954.30		
GRAND TOTALS				3,527,954.30	3,527,954.30		

Accounts Payable Voucher Register Report - Fund

METROPOLITAN SCHOOL DISTRICT OF STEUBEN COUNTY

Board Meeting 6/18/2024

06/17/2024 10:09 AM

Fund	Fund Name	Voucher Total
0101	EDUCATION FUND	175,049.26
0200	DEBT SERVICE FUND	2,143,183.33
0300	OPERATIONS FUND	179,635.74
0722	Bonds 2022A	53,610.88
0723	Bonds 2022B	39,029.23
0724	GO Bonds 2022 (Nov)	47,302.53
0725	First Mortgage Bonds 2023	520,008.31
0726	GO Bonds Series 2023	87,541.72
0800	FOOD SERVICE	58.61
0901	ELEMENTARY TEXTBOOK RENTAL	21,271.00
1734	EARLY LEARNING CENTER	4,946.70
2060	FIST GRANTS	1,490.95
2401	WELLNESS FUND	392.80
3028	FORMATIVE ASSESSMENT GRANT	13,035.62
3035	David C. Ford Digital Learning Leadership 2024	352.20
3250	Medicaid State Funds	9,034.67
3323	ACE Academy	271.25
3763	High Ability Grant 2023-24	12,107.21
3768	2023-24 Competitive Science of Reading Grant	6,562.50
4123	Title I FY 2024 (2023-2024)	423.12
5823	Title IV-A 2023-25	7,856.00
5891	iCAP 2023-24	5,554.05
6460	Medicaid Federal Funds	491.02
6844	Title II-A FFY 2023-25	4,297.00
7950	ESSER III	188,594.32
9215	AFLAC	5,854.28
GRAND TOTAL		3,527,954.30

Accounts Payable Voucher Register - Short Register - Fund Detail

METROPOLITAN SCHOOL DISTRICT OF STEUBEN COUNTY

Batch Reference: Pre-Pays 6/6/24

06/17/2024 10:10 AM

Date Filed Voucher #	Fund # Fund Title	Name of Claimant	Voucher Amount	Amount Allowed	Check # Memorandum
Posted					
Payment Method: Standard Check					
109279	0300 OPERATIONS FUND	Amazon Capital Services	33.90	33.90	115302 CO Supplies
109289	0101 EDUCATION FUND	Amazon Capital Services	54.77	54.77	115302 RP PRINCIPAL OFFICE SUPPLIES
109325	0101 EDUCATION FUND	Amazon Capital Services	279.98	279.98	115302 RP PRINCIPAL OFFICE SUPPLIES
109373	1734 EARLY LEARNING CENTER	Amazon Capital Services	619.06	619.06	115302 ELC Supplies
109374	1734 EARLY LEARNING CENTER	Amazon Capital Services	7.99	7.99	115302 ELC Supplies
109375	1734 EARLY LEARNING CENTER	Amazon Capital Services	111.20	111.20	115302 ELC Supplies
109376	1734 EARLY LEARNING CENTER	Amazon Capital Services	900.78	900.78	115302 ELC CP SUPPLIES
109377	1734 EARLY LEARNING CENTER	Amazon Capital Services	852.66	852.66	115302 ELC Supplies
109378	0300 OPERATIONS FUND	Amazon Capital Services	55.78	55.78	115302 Safety Supplies
109379	0300 OPERATIONS FUND	Amazon Capital Services	111.56	111.56	115302 SECURITY/OPERATIONAL SUPPLIES
109380	0101 EDUCATION FUND	Amazon Capital Services	102.65	102.65	115302 HP TEACHER SUPPLIES
109381	0101 EDUCATION FUND	Amazon Capital Services	38.94	38.94	115302 HP TEACHER SUPPLIES
109397	0101 EDUCATION FUND	Amazon Capital Services	78.81	78.81	115302 Supplies
109397	0300 OPERATIONS FUND	Amazon Capital Services	2,023.79	2,023.79	115302 Supplies
109398	0101 EDUCATION FUND	Amazon Capital Services	168.31	168.31	115302 CP TEACHER SUPPLIES
109399	0101 EDUCATION FUND	Amazon Capital Services	192.10	192.10	115302 CP TEACHER SUPPLIES
109400	0101 EDUCATION FUND	Amazon Capital Services	242.05	242.05	115302 CP TEACHER SUPPLIES
109401	0101 EDUCATION FUND	Amazon Capital Services	324.92	324.92	115302 CP TEACHER SUPPLIES
109402	0101 EDUCATION FUND	Amazon Capital Services	428.88	428.88	115302 HP PRINCIPAL OFFICE SUPPLIES
109421	0101 EDUCATION FUND	Amazon Capital Services	42.60	42.60	115302 Office & Nurse Supplies
109421	0300 OPERATIONS FUND	Amazon Capital Services	104.53	104.53	115302 Office & Nurse Supplies
109423	0101 EDUCATION FUND	Amazon Capital Services	620.76	620.76	115302 Nurse Supplies
109427	0101 EDUCATION FUND	Amazon Capital Services	282.30	282.30	115302 HP LIBRARY SUPPLIES
109451	1734 EARLY LEARNING CENTER	Amazon Capital Services	19.99	19.99	115302 ELC Supplies
109452	0101 EDUCATION FUND	Amazon Capital Services	837.79	837.79	115302 PL Montessori Supplies
Check Totals			8,536.10	8,536.10	

Accounts Payable Voucher Register - Short Register - Fund Detail

METROPOLITAN SCHOOL DISTRICT OF STEUBEN COUNTY

Batch Reference: Pre-Pays 6/6/24

06/17/2024 10:10 AM

Date Filed Voucher #	Fund # Fund Title	Name of Claimant	Voucher Amount	Amount Allowed	Check # Memorandum
109424	0726 GO Bonds Series 2023	COMPREHENSIVE SYSTEMS OF	15,000.00	15,000.00	115303 Bond/RP Playground Equipment
109425	0726 GO Bonds Series 2023	Creative School Spaces, LLC	75,860.00	75,860.00	115304 Bond/Pleasant Lake
109396	0726 GO Bonds Series 2023	GREENMARK EQUIPMENT INC	39,625.00	39,625.00	115305 GO Bonds Series 2023 - Purchase o
109283	0300 OPERATIONS FUND	NORTHERN IND PUBLIC	1,867.35	1,867.35	115306 Gas
109284	0300 OPERATIONS FUND	NORTHERN IND PUBLIC	27,786.20	27,786.20	115306 Electric
		Check Totals	29,653.55	29,653.55	
109300	0300 OPERATIONS FUND	STEUBEN COUNTY REMC	23,978.47	23,978.47	115307 ELECTRIC SERVICE
109330	0101 EDUCATION FUND	The Deli at 6th & Main	811.06	811.06	115308 SUMMER SCHOOL SUPPLIES
		Payment Method: Standard Check Totals	193,464.18	193,464.18	
		Posted Totals	193,464.18	193,464.18	
		GRAND TOTALS	193,464.18	193,464.18	

Accounts Payable Voucher Register Report - Fund

METROPOLITAN SCHOOL DISTRICT OF STEUBEN COUNTY

Board Meeting 06/17/2024

06/17/2024 10:10 AM

Fund	Fund Name	Voucher Total
0101	EDUCATION FUND	4,505.92
0300	OPERATIONS FUND	55,961.58
0726	GO Bonds Series 2023	130,485.00
1734	EARLY LEARNING CENTER	2,511.68
GRAND TOTAL		193,464.18

Accounts Payable Voucher Register - Short Register - Fund Detail

METROPOLITAN SCHOOL DISTRICT OF STEUBEN COUNTY

Batch Reference: Pre-Pays 5/23/24

06/17/2024 10:12 AM

Date Filed	Voucher #	Fund #	Fund Title	Name of Claimant	Voucher Amount	Amount Allowed	Check #	Memorandum
Posted								
Payment Method: Standard Check								
109199	0300	OPERATIONS FUND		Amazon Capital Services	144.69	144.69	115291	Supplies
109200	0101	EDUCATION FUND		Amazon Capital Services	0.00	0.00	115291	HP TEACHER SUPPLIES
109201	0101	EDUCATION FUND		Amazon Capital Services	86.58	86.58	115291	AMS TEACHER SUPPLIES
109202	0101	EDUCATION FUND		Amazon Capital Services	349.61	349.61	115291	Supplies
109228	0101	EDUCATION FUND		Amazon Capital Services	87.78	87.78	115291	HP TEACHER SUPPLIES
109231	4123	Title I FY 2024 (2023-2024)		Amazon Capital Services	59.61	59.61	115291	Title I FY 2024 (2023-2024) - PL Su
109244	1734	EARLY LEARNING CENTER		Amazon Capital Services	961.44	961.44	115291	ELC CP SUPPLIES
109245	0101	EDUCATION FUND		Amazon Capital Services	24.58	24.58	115291	AMS TEACHER SUPPLIES
				Check Totals	1,714.29	1,714.29		
109203	0800	FOOD SERVICE		INTER-STATE PRINTING	301.70	301.70	115292	FOOD SERVICE/MISC. SUPPLIES/
109204	0300	OPERATIONS FUND		JOHN DEERE FINANCIAL	1,553.64	1,553.64	115293	May 2024 Bill
109195	0300	OPERATIONS FUND		NORTHERN IND PUBLIC	1,102.29	1,102.29	115294	Gas
109196	0300	OPERATIONS FUND		NORTHERN IND PUBLIC	16,734.93	16,734.93	115294	Electric
				Check Totals	17,837.22	17,837.22		
109198	0300	OPERATIONS FUND		REPUBLIC SERVICES #091	513.79	513.79	115296	PL Sanitation Service
109205	0300	OPERATIONS FUND		REPUBLIC SERVICES #092	5,979.89	5,979.89	115295	Sanitation Service
109211	0101	EDUCATION FUND		WALMART CAPITAL ONE	539.19	539.19	115297	May 2024 Bill
109211	0300	OPERATIONS FUND		WALMART CAPITAL ONE	31.15	31.15	115297	May 2024 Bill
109211	1650	AFTER SCHOOL CHILD CA		WALMART CAPITAL ONE	98.04	98.04	115297	May 2024 Bill
109211	1734	EARLY LEARNING CENTER		WALMART CAPITAL ONE	1,814.56	1,814.56	115297	May 2024 Bill
				Check Totals	2,482.94	2,482.94		
109218	0101	EDUCATION FUND		WALMART CAPITAL ONE	117.64	117.64	115298	Supplies
				Payment Method: Standard Check Totals	30,501.11	30,501.11		
				Posted Totals	30,501.11	30,501.11		

Accounts Payable Voucher Register - Short Register - Fund Detail

METROPOLITAN SCHOOL DISTRICT OF STEUBEN COUNTY

Batch Reference: Pre-Pays 5/23/24

06/17/2024 10:12 AM

Date Filed Voucher #	Fund # Fund Title	Name of Claimant	Voucher Amount	Amount Allowed	Check #	Memorandum
		GRAND TOTALS	30,501.11	30,501.11		

Accounts Payable Voucher Register Report - Fund

METROPOLITAN SCHOOL DISTRICT OF STEUBEN COUNTY

Board Meeting 06/17/2024

06/17/2024 10:12 AM

Fund	Fund Name	Voucher Total
0101	EDUCATION FUND	1,205.38
0300	OPERATIONS FUND	26,060.38
0800	FOOD SERVICE	301.70
1650	AFTER SCHOOL CHILD CARE	98.04
1734	EARLY LEARNING CENTER	2,776.00
4123	Title I FY 2024 (2023-2024)	59.61
GRAND TOTAL		30,501.11

Accounts Payable Voucher Register - Short Register - Fund Detail

METROPOLITAN SCHOOL DISTRICT OF STEUBEN COUNTY

Batch Reference: 06/18/2024 - FS Board 6/18/24

06/17/2024 10:09 AM

Date Filed Voucher #	Fund # Fund Title	Name of Claimant	Voucher Amount	Amount Allowed	Check #	Memorandum
Posted						
Payment Method: Electronic Fund Transfer						
06/18/2024	109590	0800 FOOD SERVICE	GORDON FOOD SERVICE	447.40	447.40	EFT FS Supplies
06/18/2024	109591	0800 FOOD SERVICE	GORDON FOOD SERVICE	691.22	691.22	EFT FS Supplies
06/18/2024	109592	0800 FOOD SERVICE	GORDON FOOD SERVICE	1,176.19	1,176.19	EFT FS Supplies
			Check Totals	2,314.81	2,314.81	
			Payment Method: Electronic Fund Transfer Totals	2,314.81	2,314.81	
Payment Method: Standard Check						
06/18/2024	109570	0800 FOOD SERVICE	ACORN DISTRIBUTORS, INC.	3,599.02	3,599.02	11838 FS Supplies
06/18/2024	109571	0800 FOOD SERVICE	Alpha Baking Co	870.53	870.53	11839 FS Supplies
06/18/2024	109572	0800 FOOD SERVICE	C & T DESIGN & EQUIPMENT CO	11,382.73	11,382.73	11840 Pass Thru Refrigerator
06/18/2024	109573	0800 FOOD SERVICE	CENTRAL RESTAURANT PRODUCTS	317.01	317.01	11841 Slotted covers & pans
06/18/2024	109574	0800 FOOD SERVICE	COMMERCIAL FOOD SYSTEMS, INC.	854.33	854.33	11842 FS Supplies
06/18/2024	109575	0800 FOOD SERVICE	DAYMARK FOOD SAFETY SYSTEMS	304.16	304.16	11843 FS Supplies/pan liners
06/18/2024	109588	8400 PREPAID SCHOOL LUNCH	Misty Gaetz	47.00	47.00	11844 Morgan Gaetz lunch acct refund
06/18/2024	109576	8400 PREPAID SCHOOL LUNCH	Shane Hinkley	50.40	50.40	11845 Refund for Gavin Hinkley lunch acct
06/18/2024	109577	0800 FOOD SERVICE	MCLATCHER REFRIGERATION	330.00	330.00	11846 Freezer repairs
06/18/2024	109578	0800 FOOD SERVICE	MEAL MAGIC CORPORATION	7,490.00	7,490.00	11847 Meal Magic Cloud/Family Portal
06/18/2024	109579	0800 FOOD SERVICE	ORKIN PEST CONTROL 571	508.95	508.95	11848 FS Pest control
06/18/2024	109580	0800 FOOD SERVICE	PIAZZA PRODUCE INC	935.56	935.56	11849 FS Supplies
06/18/2024	109581	0800 FOOD SERVICE	PROFESSIONAL FOOD EQUIPMENT	3,486.19	3,486.19	11850 Dishmachine FT900 repair
06/18/2024	109585	0800 FOOD SERVICE	PROFESSIONAL FOOD EQUIPMENT	165.00	165.00	11850 Dishmachine CC64A repair
			Check Totals	3,651.19	3,651.19	
06/18/2024	109582	0800 FOOD SERVICE	REINICHE INC	1,224.00	1,224.00	11851 5/13/24 to 5/22/24 Supplies
06/18/2024	109583	0800 FOOD SERVICE	Schenkel's Dairy-Huntington	5,202.35	5,202.35	11852 FS Supplies
06/18/2024	109586	0800 FOOD SERVICE	Christina Sowles	84.42	84.42	11853 Mileage 4/10 to 5/22 Betw AHS & A
06/18/2024	109587	0800 FOOD SERVICE	TCM BANK, N. A.	24.31	24.31	11854 FS Supplies

Accounts Payable Voucher Register - Short Register - Fund Detail

METROPOLITAN SCHOOL DISTRICT OF STEUBEN COUNTY

Batch Reference: 06/18/2024 - FS Board 6/18/24

06/17/2024 10:09 AM

Date Filed Voucher #	Fund # Fund Title	Name of Claimant	Voucher Amount	Amount Allowed	Check # Memorandum
		Payment Method: Standard Check Totals	36,875.96	36,875.96	
		Posted Totals	39,190.77	39,190.77	
		GRAND TOTALS	39,190.77	39,190.77	

Accounts Payable Voucher Register Report - Fund

METROPOLITAN SCHOOL DISTRICT OF STEUBEN COUNTY

Board Meeting 6/18/2024

06/17/2024 10:09 AM

Fund	Fund Name	Voucher Total
0800	FOOD SERVICE	39,093.37
8400	PREPAID SCHOOL LUNCH	97.40
GRAND TOTAL		39,190.77

Accounts Payable Voucher Register - Short Register - Fund Detail

METROPOLITAN SCHOOL DISTRICT OF STEUBEN COUNTY

Batch Reference: FS Prepays May for June

06/17/2024 10:10 AM

Date Filed Voucher #	Fund # Fund Title	Name of Claimant	Voucher Amount	Amount Allowed	Check # Memorandum
Posted					
Payment Method: Electronic Fund Transfer					
109464	0800 FOOD SERVICE	GORDON FOOD SERVICE	3,322.28	3,322.28	EFT FS Supplies
109481	0800 FOOD SERVICE	GORDON FOOD SERVICE	2,015.80	2,015.80	EFT FS Supplies
109482	0800 FOOD SERVICE	GORDON FOOD SERVICE	2,537.63	2,537.63	EFT FS Supplies
109483	0800 FOOD SERVICE	GORDON FOOD SERVICE	1,376.97	1,376.97	EFT FS Supplies
109484	0800 FOOD SERVICE	GORDON FOOD SERVICE	596.48	596.48	EFT FS Supplies
109488	0800 FOOD SERVICE	GORDON FOOD SERVICE	2,438.40	2,438.40	EFT FS Supplies
109492	0800 FOOD SERVICE	GORDON FOOD SERVICE	122.63	122.63	EFT FS Equipment
109494	0800 FOOD SERVICE	GORDON FOOD SERVICE	1,003.73	1,003.73	EFT FS Supplies/summer
109497	0800 FOOD SERVICE	GORDON FOOD SERVICE	1,380.87	1,380.87	EFT FS Supplies/summer
		Check Totals	14,794.79	14,794.79	
Payment Method: Electronic Fund Transfer Totals			14,794.79	14,794.79	
Posted Totals			14,794.79	14,794.79	
			GRAND TOTALS	14,794.79	14,794.79

Accounts Payable Voucher Register Report - Fund

METROPOLITAN SCHOOL DISTRICT OF STEUBEN COUNTY

Board Meeting 06/17/2024

06/17/2024 10:10 AM

Fund	Fund Name	Voucher Total
0800	FOOD SERVICE	14,794.79
GRAND TOTAL		14,794.79



CONSENT AGENDA

Action

TO: Board of School Trustees
DATE: June 18, 2024
SUBJECT: 3.3 Personnel Considerations

Personnel Considerations for June 18, 2024

All recommendations are pending receipt of state and district required documentation.

RESIGNATIONS:

Angola High School:

Ashley Case, Assistant Boys' Cross Country Coach, Effective 05/16/2024
Rachael Leaman, Attendance Secretary, Effective 05/31/2024
Dave Police, Assistant Athletic Director, Effective 06/01/2024

Angola Middle School:

Brandon Appleton, Physical Education Teacher, Effective End of 2023-2024
Brandon Appleton, Summer Boys' Basketball Coach, Effective 05/14/2024
Brandon Appleton, Unified Arts Department Chair, Effective 05/14/2024
Sarah Clary, Head Boys' Track Coach, Effective 05/16/2024
Kristy Diehl, Emotional Disabilities Instructional Assistant, Effective End of 2023-2024
Wade Hantz, Head Girls' Basketball Coach, Effective 05/23/2024
Melissa Henney, 6th Grade Mild Disabilities Teacher, Effective End of 2023-2024
Melissa Henney, Special Education Department Chair, Effective 05/21/2024
Shawn Snyder, 6th Grade Math & Social Studies Teacher, Effective End of 2023-2024
Shawn Snyder, Green Team Club Supervisor, Effective 05/23/2024
Karen Tanner, Food Service, Effective 05/17/2024

Carlin Park Elementary:

Claire Hall, 5th Grade Teacher, Effective End of 2023-2024

Early Learning Center:

Mari Miller, Before and After School Instructional Assistant, Effective 05/10/2024

Hendry Park Elementary:

Nichole Baumgartner, Emotional Disabilities Instructional Assistant, Effective 05/23/2024
Krista Moore, Kindergarten Instructional Assistant, Effective 05/23/2024

APPOINTMENTS:

Angola High School:

Jon Bay, Summer Assistant Band Director
Lindsey Call, ½ Assistant Freshman Volleyball Coach
Rachel Chard, ½ Assistant Freshman Volleyball Coach
Michael Crist, Science Teacher
Michael Crist, Science Department Chair
Justin Lomont, Assistant Girls' Golf Coach
Michelle Police, Summer Instructional Assistant
Ryan Stellhorn, Head Boys' Soccer Coach
Laura Taylor, Assistant Girls' Soccer Coach
Michelle Young, Summer Instructional Assistant

Angola Middle School:

Coy Brames, 8th Grade Football Coach
Molly Edgel, Assistant Cross Country Coach
Stephen Kays, Head Cross Country Coach
Joel Lopshire, 7th Grade Football Coach
Jeff McFerron, 7th Grade Football Coach
James Purkey, 8th Grade English Teacher
Josh Taylor, Head Boys' Soccer Coach

Kylie Trick, Cheerleading Coach

Carlin Park Elementary:

Josie Gilbert, Summer School Teacher

Trey Nalley, Custodian

Michayle Senecal, Elementary Teacher

Amber Vonderau, Instructional Coach/Assistant Administrator

Emily Wampler, Elementary Teacher

Early Learning Center:

Haley Shank, Summer Camp

Hendry Park Elementary:

Deana Baird, Summer School Teacher

Karrie Bromley, Summer School Teacher

Donna Brown, Summer School Instructional Assistant

Ashley Case, Summer School Teacher

Megan Crankshaw, Summer School Teacher

Sarah Presley, Temporary Title I Teacher

Cale Walters, Elementary Teacher

Pleasant Lake Elementary:

Gina Jackson, Kindergarten Montessori Teacher

Ryan Park Elementary:

Keyonna Baierwalter, Summer School Teacher

Brianna Decker, Kindergarten Teacher

Crystal Johnson, Applied Skills Instructional Assistant

Heather Robertson, Summer School Teacher

Mallory Trausch, Kindergarten Teacher

Morgan Turner, Summer School Teacher

Aundreya Wegener, Elementary Teacher

Custodial:

Aliyah Kern, Summer Help

Anna McClure, Summer Help

Dave McKinney, Summer Help

Alana Miller, Summer Help

Kennedi Rice, Summer Help

Technology:

Keagan Webber, Summer Help

Transportation:

Jocelyn Short, Summer Help

REASSIGNMENT:

Carlin Park Elementary:

Megan Dean, from 1st Grade Teacher to 5th Grade Teacher, Effective 2024-2025
School Year

Latasha Dominguez, from Custodian to Head Custodian, Effective 06/19/2024

District:

Tammy Schaeffer, Additional duties from Human Resources, Effective 05/20/2024
Jessica Swinford, from Administrative Assistant to the Superintendent to Treasurer,
Effective 07/01/2024

Hendry Park Elementary:

Linda Gilbert, from English Learning Instructional Assistant to Special Education
Instructional Assistant additional duties

Dawn Carlson-Grubb, from Title I Teacher to K-3 Literacy Coach

Tamara Panning, from Ryan Park Elementary 5th Grade Teacher to Hendry Park
Elementary 5th Grade Teacher, Effective 2024-2025 School Year



CONSENT AGENDA

Special Report

TO: Board of School Trustees

DATE: June 18, 2024

SUBJECT: 4.1 Annual Food Service Report

M.S.D. of Steuben County Food Service
Review of 2023-2024 SY

Food Service appreciates the opportunity to provide a vital part of the educational process for the students of the M.S.D. of Steuben County. The following is a review of the Food Service events of the 2023-2024 school year.

The MSD of Steuben County student body for the 2022-2023 school year was determined to be 54% eligible for free or reduced meal assistance.

The USDA Federal Reimbursement was decreased by \$.12 for each breakfast served and \$.37 for each lunch served.

Student participation in breakfast and lunch is as follows:

Meals 2023-2024

- 81,761 breakfasts (decreased from 88,700 breakfasts 22-23 SY)
- 294,500 lunches (increased from 277,000 lunches 22-23 SY)

Food Service continued to receive additional USDA funds during the 2023-2024 school year to assist with increased food costs and supply chain issues. Supply Chain Assistance (SCA) funds were distributed three times during the school year. The combined additional funding from these to Food Service was approximately \$71,704.72. We have used all of these funds and no additional SCA funds have been appropriated at this time.

The SCA funds helped to purchase juice and dairy products throughout the SY. These funds cannot be used for the Summer Food Service Program or Labor.

Food costs for the past school year increased approximately 25% on entrees and canned/frozen fruits and vegetables. Food Service continues to utilizes government commodities in order to help reduced food costs.

Food Service continued to provide breakfast and lunches to the students enrolled at The ACE Academy. As always, the students were very helpful, respectful and appreciative to the Food Service Staff.

The Summer Food Service Program is currently available at Carlin Park Elementary for breakfast and lunch daily, Monday-Friday. Meals will continue through July 26, 2024. Information is available on the Carlin Park Elementary web page. Students enrolled in the YMCA Camp and ELC Summer Program are also provided meals. Summer meal services were provided during remediation at Hendry Park Elementary and Angola Middle School. Those programs operated from May 28th – June 7th.

All Food Service Staff received the necessary USDA required Professional Development for the past school year.

Food Service continues to work on staffing the kitchens. I want to recognize the staff that we do have. They work hard, with limited staff, everyday to feed our students and do a phenomenal job. They are passionate about what they do and enjoy doing it. They build friendships with the students and look forward to seeing them on a daily basis. They are part of the few adults in the buildings that know each student in the building.

Food Service is thankful for the opportunity to help prepare so many children each day to learn in the classroom. It is the intent of Food Service to provide affordable meals that families view as an asset to their children's education. Food Service appreciates the continued support of the Board of Trustees as we provide meals that are safe and nourish the children in our care each day.



CONSENT AGENDA

Special Report

TO: Board of School Trustees
DATE: June 18, 2024
SUBJECT: 4.2 Teacher Evaluation Survey



CONSENT AGENDA

Old Business

TO: Board of School Trustees

DATE: June 18, 2024

SUBJECT: 5.1 Board Policy #4111 – 2nd Reading

Book	MSD of Steuben County Policy Manual
Section	4000 Personnel
Title	Criminal
Code	4111
Status	Active
Adopted	October 17, 2023

CRIMINAL HISTORY CHECK

Criminal History Checks – School Employees

To help ensure a safe environment and as required by state law, the MSD of Steuben County School Corporation will obtain for each individual hired for employment an expanded criminal history check and an Indiana expanded child protection index cards. The School Corporation will obtain an expanded criminal history check and an Indiana expanded child protection index check for each individual hired as an adjunct teacher or a driver of an appropriate vehicle, which is a vehicle owned or contracted by the school corporation with a seating capacity of not more than 15 people including the driver: such vehicle includes a car, truck, sport utility vehicle, minivan, or van. The individual will be responsible for the cost to the School Corporation for obtaining the expanded criminal history check [and the expanded child protection index check].

MSD will follow State guidelines in regards to the expanded criminal history check. The expanded criminal history check should be obtained by the Corporation prior to the individual beginning employment with the school corporation, and must be renewed and submitted to Human Resources every five (5) years.

If more than one type of expanded criminal history check is available to the school corporation, the school administration shall evaluate all expanded criminal history check types to determine the comprehensive expanded criminal history check providing the most protection for students. The expanded criminal history check determined to have better protection for students will be utilized for purposes of this policy.

The Indiana expanded child protection index check must be obtained by the Corporation prior to the individual beginning employment with the school corporation and must be obtained no later than sixty (60) days after the individual's employment begins. If the applicant lived in a state other than Indiana over the age of 18 years, an expanded child protection index must (may) be obtained for every state where the applicant lived.

The School Corporation is prohibited from hiring or contracting with an individual who has been convicted of an offense which requires the revocation of a license under state law or of an offense listed in state law, unless the conviction has been reversed, vacated, or set aside on appeal. [The school corporation will not hire or contract with an individual who has been convicted of any felony crime or other crimes as provided in state law, unless the conviction has been reversed, vacated, or set aside on appeal].

School officials must communicate with all of the employment references and the most recent employer (if provided) of the applicant recommended for employment prior to the applicant being hired by the School Corporation.

Each individual hired may be questioned about the individual's expanded criminal history check and the expanded child protection index check. Failure to answer honestly any questions related to the expanded criminal history check or the expanded child protection index check may be cause for termination of the applicant.

For any volunteer coach who will be coaching an Indiana High School Athletic Association recognized sport for Grades 9 through 12 the Corporation will obtain an expanded criminal history check on the coach prior to allowing the coach to perform any coaching duties including practices for the Corporation. The volunteer coach will be responsible for the costs for the expanded criminal history check for volunteer coaches. [The volunteer coach will be responsible for the costs for the expanded criminal history check for volunteer coaches].

Any volunteer who may have direct, ongoing contact with children when performing services for the school, must provide to the Corporation a limited criminal history check prior to beginning volunteer work for the Corporation each school year. The volunteer will be responsible for all costs associated with obtaining the limited criminal history check.

Any entity which has a contract to provide services to the Corporation and whose employees have direct, ongoing contact with children when performing those services for the school, must provide to the Corporation limited criminal histories for such employees. The entity and/or the entity's employees are responsible for all costs associated with obtaining the limited criminal histories. An individual who is working for such an entity may also be required to provide the individual's limited criminal history to the school corporation upon its request to do so or to provide consent to the school corporation for it to request a limited criminal history for the individual. This provision also applies to an individual who has a contract to provide services to the Corporation.

Any information obtained from any criminal history check and an expanded child protection index check is confidential and shall not be released or disseminated.

All individuals or entities that have contracts for services with the School Corporation are required by state law to **immediately** report convictions of certain crimes enumerated in state law to the School Corporation. The superintendent or designee is responsible for implementing regulations to notify individuals, including volunteers, and the entities for contracted services of this duty. In addition to the crimes listed in the state law, the notice shall also include the convictions of "attempted" crimes listed in the law.

Legal Reference:

I.C. 20-26-5-10(f), (h), (i), (j) and (k)
I.C. 20-26-5-10.5
I.C. 20-26-5-11
I.C. 20-28-5-8 (c)
I.C. 20-26-14-9 (b)

Proposed: January 13, 1998
Revised: June 16, 2009
Adopted: July 21, 2009
Revised: July 19, 2016
Adopted: August 16, 2016
Reviewed: July 18, 2017
Revised: July 17, 2018
Adopted: August 21, 2018
Revised: July 16, 2019
Adopted: August 20, 2019
Revised: October 18, 2022
Revised: September 19, 2023
Adopted: October 17, 2023
Revised: May 21, 2024
Adopted:



CONSENT AGENDA

Old Business

TO: Board of School Trustees

DATE: June 18, 2024

SUBJECT: 5.2 Board Policy #4240 – 2nd Reading

Book	MSD of Steuben County Policy Manual
Section	4000 Personnel
Title	Classified
Code	4240
Status	Active
Last Revised	May 21, 2024

CLASSIFIED PERSONNEL AND CENTRAL OFFICE EMPLOYEES BENEFITS POLICY

*Definition of Full Time Employee (Hired after August 1, 2010) Working an average of 30 or more hours per week.

ARTICLE I. DEFINITIONS

A. Definition of Employees Eligible for Benefits

Employees hired after August 1, 2010 must work an average of 30 or more hours per week to be eligible to participate in the MSD of Steuben County full-benefit policy. Employees hired before August 1, 2010 must work a minimum of 21 hours per week for 180 days or work 260 days per year to be eligible to participate in the MSD of Steuben County full-benefit policy. Employees working less than a full school year will have their sick days prorated. Vacation only applies to 260 day employees. No other employee groups are eligible for vacation. Days shall be charged in full or half day units.

ARTICLE II. SHORT TERM LEAVES

Eligible employees may be entitled to short term leaves including sick leave, personal days, bereavement leave, family and medical leave, jury duty, and court leave. For more information, please see the classified handbook.

ARTICLE III. PAY

Section 1: Employee Pay: Employees shall be paid as determined annually by the Board of School Trustees.

Section 2: Employee Evaluation: Annual evaluations shall be made of all employees by their supervisor prior to salary determination.

Section 3: Employee Overtime: Any overtime paid over forty hours will be paid at time and one-half. All overtime hours must be pre-approved by the building administrator prior to working over the forty hours.

Section 4: Deductions: Upon proper written authorization from the employee, salary deductions will be made and appropriately remitted for annuities, United Fund, insurance, credit union, Section 125, supplemental life insurance, and cancer insurance.

Section 5: Service Pay: An employee beginning his/her twenty-fifth (25th) year of service at MSD of Steuben County, shall receive \$750 payable in November.

Section 6: Job Related Expenses: Payment may be made for all prior approved actual and necessary expenses, including traveling expenses, of any classified staff employee incurred in the course of performing authorized services for the Corporation, whether within or outside the premises and in accordance with Indiana State Board of Accounts guidelines.

ARTICLE IV. INSURANCE

Section 1: Health, Dental, and Vision Insurance: Employees hired after August 1, 2010 must work an average of 30 or more hours per week to be eligible to participate in the group health and accident, dental, and vision insurance plans selected by the school corporation. Employees hired before August 1, 2010 must work at least twenty-one (21) hours per week, for at least 180 days to be eligible to participate in the group health and accident, dental, and vision insurance plans selected by the school corporation. Should an employee elect to participate in the plan, the school corporation will pay an amount as determined annually by the Board of School Trustees. The marital contribution will apply only to those employees who were employed by MSD of Steuben County during or prior to the 2021-22 school year, for the duration of their time at MSD as long as both parties remain in full time employment. This benefit will no longer be offered to married employees after January 2, 2022.

Section 2: Group Life Insurance: Employees hired after August 1, 2010 must work an average of 30 or more hours per week to be eligible to participate in the group life insurance plan selected by the school corporation. Employees hired before August 1, 2010 must work at least twenty-one (21) hours per week, for at least 180 days to be eligible to participate in the group life insurance plan selected by the school corporation. Should an employee elect to participate in the plan, the school corporation will pay an amount as determined annually by the Board of School Trustees.

Section 3: Long Term Disability: Employees hired after August 1, 2010 must work an average of 30 or more hours per week to be eligible to participate in the long-term disability insurance plan selected by the school corporation. Employees hired before August 1, 2010 must work at least twenty-one (21) hours per week, for at least 180 days to be eligible to participate in the long-term disability insurance plan selected by the school corporation. Should an employee elect to participate in the plan, the school corporation will pay an amount as determined annually by the Board of School Trustees.

Section 4: Retirement: Upon retirement, subject to the approval of the insurance carrier, a classified employee eligible for benefits while employed who will have reached fifty five (55) years of age on or before their retirement date but who will not be eligible for Medicare coverage AND who will have completed fifteen (15) years of creditable employment with a public employer on or before the employee's retirement date, ten (10) years of which must have been completed immediately preceding the retirement date, AND who has completed at least fifteen (15) years of participation in the Indiana Public Retirement System (INPRS) of which the employee is a member on or before the employee's retirement date, AND who within thirty (30) days after the employee's retirement date files a written request with the employer for insurance coverage; may continue on the MSD health, dental, and vision insurance plan of his/her choice. The employee must pay an amount equal to the total of the employer's and employee's premiums for the selected insurance plan for an active employee.

ARTICLE V. PUBLIC EMPLOYEES' RETIREMENT FUND

Eligible employees are required to participate in the Public Employee's Retirement Fund.

ARTICLE VI. VACATION

Section 1 Vacation Days: Vacation is accrued for time worked. Employees working at least thirty-five (35) hours per week, on a twelve-month basis, will be eligible for vacation time.

Section 2 Paid Holidays: Employees working at least thirty-five (35) hours per week, on a twelve-month basis, will be eligible for paid holidays. See classified handbook for recognized paid holidays.

Employees working more than 185 days but less than 12 months will be eligible for paid holidays. See classified handbook for recognized paid holidays.

Employees working 185 days will be eligible for paid holidays. See classified handbook for recognized paid holidays.

ARTICLE VII.
2004 PENSION RETIREMENT BUYOUT

Section 1: Entitlement to Retirement Severance Benefits, Vesting Requirements:

Upon retirement from MSD of Steuben County (School Corporation), a classified employee who was eligible to participate in the 2004 Pension Buyout shall be fully vested in the 401(a) and VEBA retirement benefits covered in this Article if he or she has satisfied the following requirements:

1. The retiring classified employee must have been employed by the School Corporation on or before July 1, 2004.
2. Immediately prior to retirement, the classified employee must have completed his or her twentieth (20th) year of employment at Metropolitan School District of Steuben County and must have been employed by the Metropolitan School District of Steuben County for at least ten (10) consecutive years at the time of retirement.
3. The retiring classified employee must have reached eligibility for full retirement benefits under the Indiana Public Employees Retirement Fund.
4. The retiring classified employee must submit a written unconditional and irrevocable letter of resignation to the Superintendent no later than May 1 of the school year in which the classified employee wishes to retire. However, in the event a classified employee is unable to give the required notice because of an accident, ill health, or for another unforeseen reason, the classified employee may petition the Board for the remainder of his/her benefit under this section.
5. The retiring classified employee must provide written proof that he or she has applied for and been accepted by the Indiana Public Employees Retirement Fund and will be officially retired from employment at MSD of Steuben County, as covered by the Indiana Public Employees Retirement Fund.

Section 2: 401(a) Plan for Retirement Buyout Dollars:

1. **Vesting.** Until such time that a classified employee has retired and satisfied the eligibility requirements set forth in this Article, the classified employee shall have no access to the assets held in his or her separate 401(a) Plan account.
2. **Forfeiture.** If a classified employee retires or otherwise terminates employment before satisfaction of the requirements set forth in this Article, for any reason, the terminated classified employee's 401(a) Plan account shall be forfeited. The forfeited amounts shall not be returned to the School Corporation. Instead, forfeited amounts shall be reallocated at the end of each plan year only among the then remaining separate 401(a) Plan accounts in equal amounts.
3. **Distributions.** Following retirement and the satisfaction of the requirements set forth in this Article, a retired classified employee may elect to commence distributions from his 401(a) Plan account. If a classified employee shall die after having satisfied the requirements of this benefit, the deceased classified employee's 401(a) Plan account shall be distributable to the decedent's designated beneficiary or to his/her estate if no beneficiary designation has been made. (At no time may a participant borrow from his 401(a) Plan account.)
4. **Costs.** The School Corporation shall not be paid any compensation for its services performed on behalf of the 401(a) Plan. All costs incurred in the administration of the 401(a) Plan and investment fees shall be paid from school corporation funds.
5. **Additional Plans.** The School Corporation may establish other qualified plans as described in section 401(a) of the Code, subject to such terms and conditions as the School Corporation shall determine, in its sole discretion, to be appropriate. Such additional plans may be maintained separate from the 401(a) Plan or for administrative convenience maintained as part of the 401(a) Plan.

Section 3: VEBA:

1. **Vesting.** Until such time that an employee has retired and satisfied the eligibility requirements set forth in this Article, the employee shall have no access to the assets held in his or her separate VEBA account.
2. **Forfeiture.** If an employee retires or otherwise terminates employment before satisfaction of the requirements set forth in this Article for any reason, the terminated employee's VEBA

account shall be forfeited. Forfeited amounts shall be reallocated at the end of each plan year only among the then remaining separate VEBA accounts in equal amounts.

3. **Distributions.** Following retirement and the satisfaction of the requirements set forth in this Article, a retired employee may use the amounts held in his/her separate VEBA account to pay health insurance premiums, term life insurance premiums, and un-reimbursed medical expenses of the employee, spouse, and dependents. Furthermore, following the death of the employee who had otherwise satisfied the requirements of this Article, any amounts remaining in the deceased employee's VEBA account may continue to be used to pay these premiums and expenses of the employee's spouse and dependents. Any amounts not distributed to or for the benefit of the employee, spouse and/or dependents will be forfeited and reallocated among the remaining separate VEBA accounts. (At no time may the VEBA make loans to an employee, his/her spouse, or dependents.)

ARTICLE VIII.
401(a) AND 403(b) RETIREMENT BENEFITS

A. 401(a)

The Board will contribute 2.0% of the full-time classified employee's salary and deposit such contributions into the Section 401(a) account maintained by the Board on behalf of the classified employee:

B. 403(b)

All classified employees shall have the option to invest in the MSD of Steuben County 403(b) Plan.

WORKMAN'S COMPENSATION

All employees on the payroll of the MSD of Steuben County are covered by Workman's Compensation. Any employee who has a job-related injury must report that injury within 24 hours in the following manner and according to the timelines. See classified handbook for additional information.

RETIREMENT/RESIGNATION/TERMINATION/JOB ABANDONMENT

See Classified Handbook for specific definitions and procedures.

Originally Adopted: February 18, 1994

Reviewed: December 11, 2018

Adopted: January 15, 2019

Adopted: June 21, 2022

Reviewed: May 21, 2024

Adopted:



CONSENT AGENDA

Board Discussion / Information Items

TO: Board of School Trustees

DATE: June 18, 2024

SUBJECT:



CONSENT AGENDA

New Business

TO: Board of School Trustees
DATE: June 18, 2024
SUBJECT: 7.1 Indiana Literacy Cadre MOU

Memorandum of Understanding
Between
the Local Education Agency ("LEA")
and
University of Indianapolis
by and through the
Center of Excellence in Leadership of Learning ("CELL")

The purpose of this Memorandum of Understanding ("MOU") is to set out the terms and conditions of an agreement between the LEA and CELL to partner in the Indiana Literacy Cadre. The parties wish to collaborate to increase the quality and effectiveness of instruction at the identified school, Hendry Park Elementry - 7901 through the development of instructional coaching, curricular alterations, and an increased understanding of effective pedagogical practices.

Each party hereby agrees to the following:

I. Term

This MOU shall be effective July 1, 2024, through June 30, 2026.

II. The LEA will:

- a. assign an instructional coach, dedicated to this project, and make every effort to keep the instructional coach employed in the same position for the duration of this MOU;
 - i. when a staffing change must occur, the district leadership will coordinate with the school leadership to identify a suitable replacement;
 - ii. any replacement coach will be approved by CELL, in collaboration with the Indiana Department of Education ("IDOE"), prior to placement on the project;
- b. maintain accurate records related to the instructional coach's employment, compensation, and attendance to ensure timely and accurate completion of forms and other paperwork related to this project;
- c. agree to encourage and support the school's principal and other administrative staff in the goals and objectives related to this project;

- d. agree to cooperate and supply information in a timely manner for the purpose of programmatic and financial auditing by CELL (or its subcontractor), the State of Indiana, or any other lawfully authorized entity;
- e. agree to share school level data, student level data that meets FERPA exemption requirements, and staffing data for the purpose of program planning and evaluation;
- f. agree to immediately notify CELL if the identified instructional coach is no longer able to complete his or her duties, has become disqualified to hold a teaching license, or has engaged in conduct that may jeopardize the integrity of the program or perceived reputation of the project through suspected, accused, or proven wrongdoings of an administrative, legal, or moral nature;
- g. attend summer trainings and monthly collaboration network meetings;
- h. ensure the instructional coach meets with and collaborates with their assigned Training Support Specialist during the duration of the project;
- i. submit a time and effort log two times a year (December/June) at the end of each semester that includes a signature of both the principal and the instructional coach;
- j. acknowledge that this is not an award of additional ESSER funds per guidance from the IDOE; and
- k. agree to adhere to all assurances contained within the IDOE's project assurances document or obtain approval for any exceptions (IDOE exercises sole discretion on approval or denial of all exceptions).

III. CELL will:

- a. provide all forms and materials needed to seek funding for the identified and approved instructional coach,
 - i. the funding will be made in four (4) equal quarterly payments, contingent upon successful progress within the program as determined by IDOE,
 - ii. funding is 66.5% of the coach's total compensation for year 1 as determined and documented in advance by the LEA and CELL, and 33% in year 2 as determined and documented in advance by the LEA and CELL, with a funding cap not to exceed \$66,500 in year 1 and \$33,000 in year 2;
- b. provide professional development and coaching support that is aligned to the goals and objectives of this project;

- c. supply approved, supplemental instructional materials and assessment materials that have been approved by the IDOE for use in this project at no cost to the school or corporation;
- d. provide fiscal guidance for activities and expenses associated with the implementation of this project; and
- e. act as the primary liaison between the school and IDOE to resolve unforeseen or unforeseen project execution issues that may arise.

IV. Fiscal Commitments

- a. CELL will provide fiscal guidance for all activities and events associated with the implementation of this project.
- b. CELL will seek resolution, in collaboration with the LEA, regarding administrative errors or omissions that may occur across the duration of this project.
- c. Both parties agree to cooperate during respective audits by a competent agency associated with this project.

V. Termination

CELL may terminate this MOU by providing the LEA with written notice indicating the effective date of the termination of the project. CELL shall not be responsible for any payments hereunder unless such amounts have been received from the IDOE.

VI. Equal Opportunity in Employment and Education and Non-Discrimination

The LEA and CELL each affirm their commitment to equal education and employment opportunity in furtherance of this MOU. LEA and its officers, agents, employees, and subcontractors shall not discriminate against any employee or applicant for employment to be employed in the performance of this MOU, with respect to her or his hire, tenure, terms, conditions, or privileges of employment, or any matter directly or indirectly related to employment, because of her or his race, sex, sexual orientation, gender identity, religion, color, national origin, ancestry, age, disability, or United States military service veteran status. Breach of this provision shall be regarded as a material breach of this MOU.

VII. Family Educational Rights and Privacy Act

The LEA acknowledges that it may have occasion to receive and/or access information provided by CELL or others on behalf of CELL. LEA agrees that it will (a) protect the confidentiality of student information; (b) will not use student information for any purpose other than to carry out the purposes of this MOU; and (c) will not disclose student information except to individuals within its organization who have a legitimate need to know student information.

VIII. Indemnification

To the extent allowed by law, LEA agrees to indemnify, defend, and hold harmless CELL and its respective officers, its Trustees, agents, officials and employees for any and all claims, actions, damages, causes of action, judgments and liens to the extent they arise out of or are in any way connected to the actions of LEA or its subcontractors under this MOU, including any negligent or wrongful act or omission or breach of any provision of this MOU by LEA or any of its officers, agents, employees or subcontractors. Such indemnity shall include reasonable attorneys' fees and all costs and other expenses arising therefrom or incurred in connection therewith and shall not be limited by reason of the enumeration of any insurance coverage required herein. The provisions of this Section VIII shall survive any termination of this MOU.

IX. Limitation of Liability

TO THE EXTENT ALLOWED BY LAW, CELL'S TOTAL CUMULATIVE LIABILITY ARISING FROM OR RELATED TO THIS MOU OR THE SERVICES PROVIDED HEREUNDER, WHETHER IN CONTRACT OR TORT OR OTHERWISE, WILL NOT EXCEED THE AMOUNT OF MONEY PAID BY CELL TO THE INSTRUCTIONAL COACH UNDER THIS MOU IN THE PRECEEDING TWELVE (12) MONTHS. THE PROVISIONS OF THIS SECTION IX SHALL SURVIVE ANY TERMINATION OF THIS MOU.

X. Governing Law; Jurisdiction and Venue

This MOU shall be construed in accordance with the laws of the State of Indiana. All proceedings relating to or arising out of this MOU are subject to the exclusive jurisdiction of the state and federal courts serving Marion County, Indiana, and each party waives any right to object to the exercise of personal jurisdiction by these courts. Both parties also agree that all proceedings will be venued exclusively in the circuit or superior court of Marion County, Indiana or the United States District Court for the Southern District of Indiana, Indianapolis Division. The provisions of this Section X shall survive any termination of this MOU.

IN WITNESS WHEREOF, the authorized representatives of the parties have executed this MOU as of the date of last signature, the Effective Date.

Local Education Agency

By:

Date:

Printed:

Superintendent

University of Indianapolis

By: Carey Dahncke

Date: March 25, 2024

Carey Dahncke

Associate Vice President & Executive Director

By: Christopher Plouff

Date: March 25, 2024

Christopher Plouff

Executive Vice President & Provost



CONSENT AGENDA

New Business

TO: Board of School Trustees
DATE: June 18, 2024
SUBJECT: 7.2 Ivy Tech Community College ICC Pathway MOU

[ITCC ICC Pathway MOU Worksheet_ANGOLA HS 2024-2029]

I confirm the ICC academic pathway listed below is accurate for my school:

WRITTEN COMMUNICATION - Minimum of three but no more than six credits

Course Number	Ivy Tech Course Name	Credits	Academic Delivery Mode	Post-secondary Partner
ENGL 111	English Composition	3	Dual Credit	Ivy Tech
ENGL 206	Intro to Literature	3	Dual Credit	Ivy Tech

SPEAKING & LISTENING - Minimum of three but no more than six credits

Course Number	Ivy Tech Course Name	Credits	Academic Delivery Mode	Post-secondary Partner
COMM 101	Fundamentals of Public Speaking	3	Dual Credit	Trine University

Quantitative Reasoning - Minimum of three but no more than 15 credits

Course Number	Ivy Tech Course Name	Credits	Academic Delivery Mode	Post-secondary Partner
MATH 136	College Algebra	3	Dual Credit	Ivy Tech
MATH 137	Trig w/Analytic Geometry	3	Dual Credit	Ivy Tech
MATH 211	Calculus I	4	Dual Credit	Ivy Tech

Scientific Ways of Knowing - Minimum of three but no more than 15 credits

Course Number	Ivy Tech Course Name	Credits	Academic Delivery Mode	Post-secondary Partner
BIOL 101	Introductory Biology	3	Dual Enrollment	Ivy Tech (Fremont)
CHEM 101	Introductory Chemistry I	3	Advanced Placement >DC	College Board
SCIN 100	Earth Science	4	Dual Enrollment	Ivy Tech

Social & Behavioral - Minimum of three but no more than 15 credits

Course Number	Ivy Tech Course Name	Credits	Academic Delivery Mode	Post-secondary Partner
ECON 101	Economics Fundamentals	3	Dual Credit	Trine University
HIST 101	Survey of American History I	3	Dual Credit	Ivy Tech
HIST 102	Survey of American History II	3	Dual Credit	Ivy Tech
POLS 101	Intro to American Govt & Politics	3	Dual Credit	Ivy Tech
PSYC 101	Introduction to Psychology	3	Dual Credit	Ivy Tech
PSYC 101	Introduction to Psychology	3	Dual Enrollment	Ivy Tech i-CAP

Humanistic Ways of Knowing - Minimum of three but no more than 15 credits

Course Number	Ivy Tech Course Name	Credits	Academic Delivery Mode	Post-secondary Partner
ARTH 101	Survey of Art & Culture I	3	Dual Enrollment	Ivy Tech i-CAP
ENGL 215	Rhetoric and Argument	3	Dual Credit	Ivy Tech
FREN 101	French Level I	4	Dual Credit	Ivy Tech
FREN 102	French Level II	4	Dual Credit	Ivy Tech



CONSENT AGENDA

New Business

TO: Board of School Trustees
DATE: June 18, 2024
SUBJECT: 7.3 Pleasant Lake Montessori Handbook



PLEASANT LAKE MONTESSORI
MSD of Steuben County Elementary
Student Handbook 2024-2025

MISSION: Small community. Big opportunities.

VISION: *Growing a community of innovative leaders for the challenges of today and tomorrow.*



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WELCOME

The elementary schools extend an invitation to our students and parents to know and understand the opportunities available to them. This handbook is to help you become better acquainted with your school.

AN OVERVIEW OF MONTESSORI EDUCATION

Maria Montessori was born in Italy on August 31, 1870, to an educated middle-class family of modest means. Even though she faced considerable opposition from her father and teachers, Montessori pursued a scientific education, rejecting the traditional roles of the women of her time—homemaker, teacher, and nun. As a result, she became the first woman to become a physician in Italy.

Dr. Montessori specialized in pediatrics and psychiatry. Her interests drew her to work with children from working-class and poor families at free clinics operated by the University of Rome. These experiences convinced her that intelligence is not rare. She wholeheartedly believed that children come into the world with human potential that is rarely reached unless adults create environments specially designed for children to exercise and challenge their learning capabilities. Through her observations, as well as trial and error, she developed what became known as the Montessori Method of Education.

At the turn of the century, Dr. Montessori opened the Casa de Bambini, House of Children, in Rome. There she designed learning environments to reflect the needs of children. Tables and chairs were child-sized, and materials were placed on low shelves for easy access by students. In addition, many of the lessons and skills were designed to teach children independence and self-sufficiency. Dr. Montessori continued to work for the betterment of children throughout her life, establishing training centers for teachers and dispensing the Montessori Method of Education throughout the world. During her later years, Dr. Montessori focused on educating children to promote the principles of peace. Her legacy has been the establishment of Montessori schools around the world, which promote the child as a citizen of the world.

Modern brain-development research and current educational approaches to help boost learning validate many of the principles of education that Dr. Montessori advocated. Using the child's natural drive to learn and following the lead of the child, Dr. Montessori presented concepts as the child became ready to master them, which she referred to as sensitive periods. Today this concept is referred to as developmentally-appropriate learning. New methods of education, such as multi-age classes, hands-on learning using manipulatives, and peer learning, are actually part of the Montessori Method of Education. Maria Montessori's concepts—assisting the child in learning how to lay out and plan work, to see patterns and relationships, to work through an activity from start to finish, to self-correct errors, to know where to go to find help, and to develop a love for learning—continue to serve today's child in the same way they have in Montessori schools for more than a century.

PHILOSOPHY

“Education is not what the teacher gives: education is a natural process spontaneously carried out by the individual, and is acquired not by listening to words, but by experiences upon the environment. The task of the teacher becomes that of preparing a series of motives of cultural activity, spread over a specially prepared environment, and then refraining from obtrusive interference. Doing so, he/she will witness the unfolding of a new adult who will not be the victim of events, but will have clarity of vision to direct and shape the future of human society.”

Maria Montessori

Key Montessori Philosophical Ideas

- Teachers demonstrate a deep respect for children as individuals.
- Multi-aged classes allow teachers to develop close and long-term relationships with their students, to know each child’s learning style well, and to encourage older students to become role-models, mentors, and leaders to younger students.
- Integrated curriculum is carefully structured and connects subjects within programs, such as history and cultural arts. This maximizes opportunities for learning and builds from program to program, progressing from concrete to abstract learning.
- Independence is nurtured and leads children to become purposeful, motivated, and confident in their abilities.
- Peace and conflict resolution are taught daily, and children learn to be part of a warm, respectful, and supportive community.
- The child creates, in a very real sense, the adult that is to be, through their experiences, interactions, and environments. Character development is a central focus of the American Montessori Society (AMS) curriculum.
- Hands-on learning is central to the curriculum in all programs and leads children to be engaged rather than passive in their work.
- The environments are responsibly and carefully planned with multi-sensory, sequential, and self-correcting materials to support self-directed learning.
- Teachers, children, and parents work together as a warm supportive group.
- Self-expression is nurtured in all children. Children experience art, music, poetry, theater, writing, and other forms of creative arts with confidence and passion.

OUR SCHEDULE

7:30	Breakfast Begins
7:40	Students Released to Classrooms
7:55	School Begins
7:55-10:55	Uninterrupted Work Cycle
10:55	Kindergarten Lunch/Recess

11:05	1st-3rd Cluster Lunch/Recess
11:00	4th-6th Cluster Recess/Lunch
2:45	Dismissal

AGE CLUSTERS

PRIMARY & LOWER ELEMENTARY (AGES 5-9, GRADES K-3)

Pleasant Lake Elementary Montessori School provides a kindergarten program and a grades 1-3 program. The Kindergarten program provides the culmination of learning from the preschool program and creates the bridge to the Lower Elementary program. The Lower Elementary class is designed to meet the needs of children from ages six to nine. Our emphasis is on experience and exploration. Children in a Montessori classroom learn by doing, hence, the classroom is rich in materials and resources.

Lower Elementary school children are in a period of rapid intellectual growth as they develop abstract operational thought. In an environment that supports and nurtures intellectual, physical, social, and emotional development; Montessori students take an active part in and responsibility for their education.

LANGUAGE CURRICULUM

Our language goals are to enhance your child's skills in reading, writing, comprehension, speaking, and listening; and to provide connections with history, literature, science, math, and geography lessons.

Reading: In our classrooms, children learn to read naturally and "organically" as reading is integrated into every facet of the classroom. Children coming from our Pre-K and Kindergarten programs have experienced lessons in phonemic awareness, phonics, word recognition, and vocabulary. This foundation is continually strengthened through the use of our Waseka Elementary language materials.

Writing: Creative writing allows the student to express thoughts before spelling and grammar are mastered. As the student's skills progress, sentence structure becomes more complex, spelling improves, and story-writing skills develop. Students will have a great opportunity to write through: book reports, research on a variety of topics, journaling, and creative writing.

Grammar: Students study the parts of speech and their functions using classic Montessori materials such as grammar boxes. Definitions and symbols are correlated with each part of speech. Grammar studies are integrated to reinforce work the child already mastered.

Spelling: When a student reads fluently, he/she begins a weekly routine of spelling. Students study word families, create spelling lists, study word origins and meanings, and test their spelling skills. Nomenclature and sight words are practiced.

Penmanship: Penmanship is important and is emphasized throughout the Elementary Classroom. Not only do the children have handwriting practice sheets, but they strive to complete all of their work neatly and legibly with letters that are formed correctly.

MATH CURRICULUM

Our math materials in the Elementary classroom allow the children to gain a complete understanding of the math process and build a strong foundation for math. The Elementary math concepts are taught initially through concrete experiences. Children use materials they can manipulate, such as golden beads, memorization boards, and fraction circles. The materials become more abstract as understanding develops. Children first learn to work with basic math problems using addition, subtraction, multiplication, and division. They soon progress into the memorization of facts, using materials such as multiplication boards, flashcards, and games.

Repetition is a naturally occurring experience. Our Montessori math materials allow our students to develop an in-depth understanding of math concepts while also memorizing math facts. Our students work at their own pace while receiving individual and small-group lessons.

Our students in the lower elementary classroom acquire a complete understanding of the four basic processes (addition, subtraction, multiplication, and division). We will also work with measurement, fractions, estimation, probability, word problems, factoring, and decimals over three years.

GEOMETRY CURRICULUM

Geometry is an important part of every Montessori classroom. After all, what is geometry but the measurement of everything in the world? Comprehensive geometry studies begin with experiences with the line and its parts and continue through studies of angles, polygons, triangles, quadrilaterals, circle area, and volume. The concepts of similarity, congruency, and equivalency will also be studied.

HISTORY CURRICULUM

Maria Montessori described the child at the age of six as one who is ready to explore the universe. The subjects of history, geography, and sciences give the child an opportunity to accomplish this task. In many ways, history is the core of the Elementary curriculum. History is taught from the big picture to the small. The child begins with the study of the universe and ends up with the study of specific peoples and cultures.

History begins with the concept of the passage of time, then geologic time, and the study of civilizations throughout history. We will explore the fundamental needs of all people.

GEOGRAPHY CURRICULUM

Montessori children love geography. What child wouldn't who could work with such beautiful materials? Our geography studies are combined with history and science. Students learn about many different cultures as they learn about other countries. We will also study the evolution of geography since the formation of the earth. Activities include drawing maps and identifying countries, oceans, flora, and fauna native to each continent.

SCIENCE CURRICULUM

Our science experiments are designed to give the child the basic knowledge that will lay the foundation for understanding the development of the solar system, the earth and its configurations, life on earth, and the needs of plants and animals.

Although each plant and animal on the earth seems to be selfishly taking what it needs for its own survival, each takes only what it needs and, in return, makes a

contribution to the ecological whole. Montessori calls this the cosmic task.

Throughout the course of three years, the child will be exposed to zoology, botany, and physical science. The science curriculum asks the children to think like scientists – to observe, question, and predict. Children study animal groups, classification of animals, and conduct basic experiments. For example, a density experiment will study different types of liquids, matter, and solids. In addition, our outdoor environment, sitting right on Pleasant Lake, is an excellent resource for our science studies. Our science curriculum involves outdoor observations of leaves, seeds, and plants with frequent trips to the wonderful Boy Scout Camp just down the road.

PRACTICAL LIFE CURRICULUM

Practical Life is one of the most important parts of the curriculum. In our Elementary classroom, practical life means caring for the environment completely. The students clean and organize the room daily. In addition, our school has animals and plants for which the children are responsible.

Elementary students also begin “going out.” Field trips are a chance to develop the skills necessary in the real world. One learns about museums and how to behave in a museum by visiting one. The children also attend stage productions each year, during which they learn to be audience members.

UPPER ELEMENTARY (AGES 9-12, GRADES 4-6)

Building on the lower elementary curriculum and philosophy, the upper elementary program extends academic and social concepts to higher levels of abstraction and complexity. Topics such as early humans and great civilizations are a continuation of Time Line studies. Beginning chemistry is explored in relation to the origin of the universe. The Montessori Elementary II curriculum contains the following areas:

LANGUAGE (READING, GRAMMAR, WRITING)

Grammar, reading, and writing are integral parts of all subjects in the elementary curriculum, as students express their interests and satisfy their curiosity. Lower elementary students master principles and rules with thorough studies of grammar, spelling, and mechanics. Upper elementary students will learn the History of Language and the history of English, mastering the six skills of language arts: reading with purpose, writing creatively, listening, speaking, viewing, and representing. Students practice reading in small groups and individually, rather than by grade level or as a class. They are able to explore a variety of genres while gaining the skills needed to be life-long readers. They analyze, think critically, and compare and contrast literature to support personal opinion and perspective. Using these reading and writing skills, they present ideas through formal and informal presentations.

MATHEMATICS

The ideas of number concepts, place value, numerals, and related quantities are reinforced and expanded upon. This area provides opportunities for mathematical thinking enhancement through base systems, operations, measurement, problem-solving, introduction to algebra, and algebraic thinking. Familiar math materials provide students with the means to expand from concrete to more abstract knowledge and understanding of mathematics.

GEOMETRY

Geometric forms, plane figures and solids, lines and angles, shapes and triangles, perimeter area, polygons, and trinomial cubes are part of the topics presented. Elementary students develop spatial thinking abilities and get basic skills and knowledge in geometry by manipulating, drawing, and measuring. The use of the rich Montessori materials supports the blending of geometry learning, the development of spatial representations, and imagination. This area provides the opportunity to enhance and advance geometric skills, including Pythagorean theorem to trigonometry.

PHYSICAL SCIENCES (EARTH SCIENCES/GEOLOGY, CHEMISTRY, PHYSICS)

The physical sciences provide elementary students opportunities to learn through sense and focus on the process and topics of science, including the importance of empiricism: the physical environment, the solar system, the study of life, the laws and structure of the universe, the basics of Quantum physics and chemistry, and the work of scientists. Students learn to think critically, ask questions, follow a systematic process of observation and investigation, plan and conduct controlled experiments, collect and analyze data, and write lab reports.

SOCIAL STUDIES I

(ASTRONOMY, PHYSICAL, HUMAN, AND ENVIRONMENTAL GEOGRAPHY)

Geography is extensively covered in concrete and abstract levels. As in other areas of the Montessori curriculum, the lower elementary students first experience the big picture and then move gradually to the details (e.g. continents, countries, landscapes, nations, cultures, and the solar system). The program covers cultural holidays, special events and occasions, and birthdays of famous people, including composers, artists, painters, and sculptors, and their lives, achievements, and works. Lessons, activities, and projects promote an in-depth understanding of astronomy topics, the physical world, Earth movements, population diversity, national and international economy, world regions and characteristics, and global warming. Upper Elementary students will plan and finalize a research project.

SOCIAL STUDIES II (HISTORY)

The history curriculum promotes the exploration of a variety of concepts including how the world began, the story of life on Earth, the timeline of humans and the development of civilizations, the distinctions and universalities of religious beliefs, the measurement of time, and the basics of archeology. Topics explore the fundamental needs of humans through time, evolutionary changes, the Middle and Modern Ages, governmental structures, and international relationships. United States history is studied from Native Americans to the current President.

BIOLOGICAL SCIENCES (ZOOLOGY, BOTANY, BIOLOGY)

The Montessori lessons and materials are meant to encourage a sense of wonder at the infinity of the cosmos, the beauty of the laws of nature, and the miracle of life, preparing them for a lifetime of discovery. Through these lessons (e.g., animal and plant kingdoms; kingdoms of life, classification, balance in nature, human body systems, basic ecology) students explore the interconnectedness of all living things. Studies focus on the classification of kingdoms, functions of plants, life cycles of plants and animals, ecology, and environmental concerns.

MUSIC, MOVEMENT, & VISUAL ARTS

Elementary Montessori students are encouraged to express their feelings, experiences, and creativity through art, music, and movement. Music includes lessons in piano, percussion, wind, and voice; movement includes dance, yoga, and meditation; art experiences include drawing, painting, sculpture, graphics, computer design, and art history. Students learn about techniques, design, and the works and histories of artists and composers.

CLASSROOM VISITATION AND VOLUNTEERING

Parents, family members, and community members are encouraged to observe in our classrooms. To schedule an observation in your child's classroom, contact the principal to make an appointment. Appointments must be made at least one day in advance. During the first 6 weeks of school, students will be experiencing a "normalization period." The process of Normalization in Montessori Education refers to the development of self-discipline, focus, and willingness to independently work. Pleasant Lake Montessori reserves the right to limit visitation during this period to ensure a distraction-free zone for students. All visitors must check in at the office upon arrival at the school. Visitors must wear a visitor badge while in the building. Security is a priority for our staff and students. Before leaving the building, please sign out in the office.

We believe that respecting a child's need to work undisturbed will give observers a more accurate picture of the nature of a Montessori classroom. To respect the child's working environment, observers are requested to find the "adult chair" in the room and be seated there for the entire visit. If it is not evident where the "adult chair" is located, please ask the teacher. In this way you will not interfere with the children's working space. Please do not plan to interact or play with your child. Interact with a child only when a child approaches you, but do not leave your seat to go with a child unless requested to do so by the teacher. If the child is requesting help, direct the child to the teacher or assistant teacher. You will notice that everyone in the classroom speaks in a "quiet" voice so that the noise of students working does not disrupt the environment. We ask that you, too, use a quiet voice while in the room. Please silence your cell phones and do not take phone calls while in the building. You might try to observe some of the following:

- One child for a certain period of time in order to have a sense of how a child organizes his/her morning
- The many different interactions: between the children, between the children and teachers, or between the two adults
- The activity and concentration levels within the classroom and their change throughout the visit.
- The various ways in which a teacher presents materials or lessons to the children

Classroom Volunteering: We encourage families and community members to help support the learning occurring in our classrooms. Individuals who would like to volunteer and help in classrooms must complete the following:

- Limited Background Check: these can be completed by the secretary, you will need your driver's license - please plan ahead as these can take a few days to complete
- Montessori Fundamentals for Everyone Course: this course will be held for parents beginning at Open House and in the evenings during the first 6 weeks of school, an online version will be available for families unable to attend

BIRTHDAY TREATS/SNACK GUIDELINES

All students will be given the opportunity to participate in snack time. Individual teachers will communicate to parents their classroom snack routines. We encourage the development of healthy eating habits. As such, all classroom snacks and treats should be healthy snacks. If you would like to celebrate your child's birthday with a treat in his or her classroom, please coordinate in advance with your child's teacher.

Snack Suggestions:

- Proteins
- Whole Grains
- Vegetables
- Fruits
- Cheese
- Breads
- Yogurt
- Crackers
- Peanut Butter (or nut butters)
- Bagels
- Pretzels
- Nuts
- Seeds
- Popcorn
- Cereal

RISKY PLAY

The Montessori philosophy promotes independence by allowing children to assess their own risk during play. Risky play is an important part of the outdoor experiences. With adult supervision children will climb trees, play with sticks, use tools like hammers, nails etc., cook with hot plates and use kitchen utensils like graters and knives. When enrolling students in Pleasant Lake Montessori, families must understand the risks involved in these types of experiences. Outdoor play is an integral part of Montessori Education. Students will be outside in light rain, snow, etc. Please ensure that your student has the proper outdoor clothing. If this is an issue, please contact the principal.

ATTENDANCE

A part of the state and federal rules on school accreditation is attendance. All children are expected to be in attendance and on time each day unless they are ill or a family emergency arises.

School Attendance Policy and Procedures:

- If a student will be absent from school, call the school office before 9:00 AM.
- Students should stay home from school if they are too ill to participate in the classroom and in other activities. If they have a fever of 100.0 degrees or higher, they should stay home until they are fever free for 24 hours, without the use of fever-reducing medication. If the students have a suspected illness that is contagious (pink eye,

unexplained rashes, strep throat, or severe cough), they should be seen by a healthcare professional and should return to school following doctor's orders for return and with a note from the doctor. For vomiting/diarrhea, students must stay home until symptoms of nausea, vomiting, and diarrhea are fully resolved, and they have returned to eating a normal diet and are able to fully participate in school.

What Defines an Absence?

- Full-Day Absence: Missing more than three hours of school
- Half-Day Absence: Missing less than three hours of school
- Tardy: Up to 1 hour late to school

Types of Absences:

Excused:

- Illness supported by a parent call or a note supported by a doctor's statement
- Death in the family (office notification by parent required)
- Religious observance (office notification by parent required)
- Serving as a Page for State Government
- Children of military parents for situations related to active duty
- Case-by-case situations accepted at the discretion of the administration

Unexcused:

- If the school has to pursue the family to locate the child
- A student skips school (truancy)
- Absences beyond 8 without a note on file from a physician, therapist or other professional under a student's IEP, service plan, or 504 plan. (Indiana Code 20-33-2.5)

Excessive Absences:

Per SEA 282 and Indiana Code 20-33-2.5 starting on July 1, 2024, in accordance with the above attendance policy, students in grades K through 6 who are absent 5 unexcused days within a 10 week period will be subject to the policy stated here:

1. Written notification will be sent to the parent/guardian of a student who has missed 5 days.
2. The school will schedule an attendance conference with the parent within 5 school days of written notification. Outlined below are the state requirements for the attendance conference.
 - a. The parent may bring a representative who may provide insight into the absences.
 - b. The parent must give the school 48 hours notice of bringing the representative.
 - c. The conference must be scheduled at a date/time convenient to the parent.
 - d. The school must hold the conference even if parent does not attend.
 - e. The school and parent must develop a plan to prevent future absences.
 - f. The plan may include wraparound services, referral for counseling, mentoring, or other services, disciplinary actions the school will take, the

period the plan will be in effect (no longer than 45 school days).

3. Students who have been defined as habitually truant (10 unexcused absences) will be referred to the prosecuting attorney per Indiana Code 20-33-2.5.

Administrators still have discretion on a case-by-case basis for family emergencies

Absences – Planned Vacations:

When an absence is planned in advance (family travel, etc.), a request for a leave from school should be picked up in the office, signed by a parent, then an administrator, and finally the student's teacher. The completed form must be on file in the office before the absence occurs. Parents are strongly encouraged to plan vacations at times when school is not in session. Students need to make arrangements for work to be completed prior to the absence.

Absences – Tardies:

Students are expected to be in their classroom by the school's start time and stay until dismissal. Excessive tardiness to school may result in appropriate disciplinary action or could be considered educational neglect, resulting in a referral to DCS.

IMMUNIZATION REQUIREMENTS

It is required for every student attending public school to be immunized with certain required vaccines, in accordance with the State of Indiana School Immunization Law, IC 20-34-4.

See the chart below for the required immunizations. Note: Students entering 6th grade will need a Tetanus Booster and Meningococcal, and students entering 12th grade will need a 2nd Meningococcal.

Indiana Required School Immunizations

Grade	Required Immunizations	
Pre-K	3 Hepatitis B	1 Varicella
	4 Dtap	1 MMR
	3 Polio	2 Hepatitis A
Entering Kindergarten	3 Hepatitis B	2 Varicella
	5 Dtap	2 MMR
	4 Polio	2 Hepatitis A
Entering 6th grade	3 Hepatitis B	2 MMR
	5 Dtap	2 Hepatitis A
	4 Polio	1 Meningococcal (MCV4)
	2 Varicella	1 Tetanus Booster (Tdap)

- If you have a religious vaccine objection or your child has a medical condition that prevents them from receiving vaccines, please request an objection form from the school or school nurse. A medical objection requires an additional form filled out by a Doctor. You can also visit the Indiana Dept of Education website to download these forms.
<https://www.in.gov/doe/students/school-safety-and-wellness/health/immunizations/>
- If your child has received any vaccines outside of the State of Indiana, a paper copy of the immunization record will need to be given to the school district nurse.
- The district nurse will send home a letter yearly to those students who do not have the required vaccinations.
- According to the State of Indiana, students will have 20 days from the start of school to get the required vaccines.
- Email Jenny Adkins, District Nurse, at jadkins@msdsc.us for any questions about your child's vaccines.

MEDICATION

A medication policy complying with Indiana State Law will be given to each student at the start of each school year. Before medications (prescription and over-the-counter) can be administered at school, a Medication Authorization Form must be filled out and accompany the medications. Medications need to be dropped off /picked up from the school by a parent/guardian, medications cannot be transported on the school bus. All medication will be locked up in the office. A student may carry an inhaler or emergency medication (for anaphylaxis or diabetes) with them if they provide a doctor's order stating they can do so. At the end of the year, all medication needs to be picked up by the last day of school. Any medication left at school will be disposed of properly.

INJURY OR ILLNESS OF STUDENT AT SCHOOL

Whenever a student becomes ill or is seriously injured at school, we will contact the parent/guardian for further instruction. If a student has a fever of 100.0 degrees or higher, the student will be sent home from school. In the event neither parent can be contacted, the emergency contact listed in PowerSchool will be contacted, so it is extremely important that the emergency information be kept current. Parents/guardians must come to the school office to sign out their child if this occurs before regular dismissal time.

DISCIPLINE

It is necessary that children learn self-discipline to become productive citizens. Please discuss the need for good behavior and a positive attitude at school. We will not tolerate fighting, disrespect for others, obscene language, destruction of property, or written or verbal threats of violence. Each classroom has appropriate classroom rules that the teacher will share with you and your child.

The MSD of Steuben County has a Code of Conduct that governs the entire corporation. Each student receives a copy of this code. These regulations are intended to promote an atmosphere conducive to learning, as well as protect the rights of students. Students have the right to a free public education and the responsibility not to interfere with the education of others. Students are responsible for understanding and following all established school rules.

BULLYING POLICY

The Metropolitan School District of Steuben County recognizes the right of every student to learn in a safe and “bully-free” environment. This policy prohibits bullying on the basis of sex, race, color, national origin, or disability. For the safety of all students, this policy provides for counseling, corrective discipline, and suspension or expulsion from the school for repeated acts of bullying. Bullying is prohibited under Policy #5023 and #5115.

Bullying is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:

1. Places the targeted student in reasonable fear of harm to the targeted student's person or property;
2. Has a substantially detrimental effect on the targeted student's physical or mental health.
3. Has the effect of substantially interfering with the targeted student's academic performance; or
4. Has the effect of substantially interfering with the target student's ability to participate in or benefit from the services, activities, and privileges provided by the school. IC 20-33-8-0.2

RIDING A SCHOOL BUS

Riding the school bus is a **privilege** extended to students that can be taken away anytime for disruptive or unsatisfactory behavior. All children being transported are under the authority of the bus driver and must obey his/her request. All bus students will receive a copy of the bus rules and are expected to understand and follow them for the safety of all concerned. Students should ride their assigned bus. Anyone found damaging the school bus in any manner has forfeited all bus riding privileges. Students need to ride the assigned bus. Changing buses is NOT permitted. Only students assigned to a bus may ride.

STUDENT GUIDELINES

Elementary students need a minimum of 9-10 hours of sleep in order to function well in school. Good nutrition contributes to academic success. Eating a nutritious breakfast and lunch from school or home will help ensure a child's success. Students need to bathe regularly and come to school in clean clothing appropriate for the school setting.

Proper dress is encouraged at all times. Girls may wear dresses, skirts, jeans, or slacks. Boys may wear jeans or slacks. In hot weather shorts of appropriate length will be permitted. Clothing that is not appropriate for school will not be allowed. Examples of inappropriate dress include, but are not limited to: hats, bandanas, or other head attire bare midriffs, short shorts, spaghetti straps, sagging pants, see-through clothing, vulgar or suggestive sayings, tobacco, drug, and alcohol advertisements. All underclothing must be covered. Students need gym shoes but do not need gym clothes.

We request close parental supervision concerning items students bring to school. Children are not to bring large sums of money or expensive electronics, sports equipment, and toys. No toys that represent violence such as guns or knives are allowed. They will be confiscated and returned upon parental request. Any toys children bring to play with at recess must not interfere with the instruction in the classroom. Students are not to buy, sell, or trade items at school or on the bus.

CURRICULUM

MSD of Steuben County follows the Indiana State Standards for College and Career Readiness in all subject areas. These standards are divided into units detailed on the district's curriculum maps. Curriculum maps may be requested from the Assistant Superintendent. All Indiana standards are located at the Indiana Department of Education website: <https://www.in.gov/doe/students/indiana-academic-standards/>

HOMEWORK POLICY

All MSD of Steuben County schools follow the district Board Homework Policy, #6130. Homework is at the discretion of the teacher based on student and classroom needs.

REPORTING ON STUDENT PROGRESS

Parents/guardians will be notified of student progress towards standards each quarter. Teachers will engage in routine and regular observations and record keeping of student growth, both academically and socially. Learning will be made visible through frequent communication and documentation.

BREAKFAST AND LUNCH

The school serves well-balanced breakfasts and lunches prepared in our kitchen. Menus are posted on the website and sent home with students. Students may pay for lunch and breakfast in advance or daily. Students will be notified of low/negative balances. Maximum charging for paid students is \$10 and \$4 for students on reduced prices. (Board Policy #5013) Parents may access student accounts at **steuben.familyportal.cloud**. No change is given for cash or check payments. Any amount in excess of the purchase at that time will be deposited into the students lunch account for future use. Nutritional guidelines are available from the District Food Service Director. A *Guide to Smart Snacks in Schools* is available at <https://www.fns.usda.gov/tn/guide-smart-snacks-school> for teachers and parents providing snacks for celebrations, parties, and student rewards.

TEXTBOOKS, LIBRARY BOOKS, TECHNOLOGY DEVICES

Students are responsible for all textbooks, library books, and technology devices issued to them during the school year. Parents are responsible for payment for all losses or damages. If a lost book is found, the money paid will be refunded.

PERSONAL ELECTRONIC DEVICES

If students bring a personal electronic device to school, it should remain off and in backpacks during the school day. The school is not responsible for lost, stolen, or damaged personal electronic devices. Pictures or videos on personal electronic devices are prohibited on school property or on the bus at any time.

TECHNOLOGY

Upon enrollment in the MSD of Steuben County, each parent receives an Acceptable Use Policy for online technology use. A copy of the complete board policy #5200 is available at your child's school and on the MSD of Steuben County website. This policy details acceptable and unacceptable use of school-issued devices, security, and responsibility for caring for the school-issued device.

TELEPHONE

Students are only to use the school office phone in an emergency or for other needs. Permission must be granted by the classroom teacher. Arrangements for after-school activities should be made before coming to school.

It is extremely important for us to have an emergency telephone number as well as your home or cell phone number. Please list a close friend, relative, or neighbor. Notify the school of any change of registration information including address, telephone, or place of employment.

TRANSPORTATION CHANGES

Sometimes changes in plans occur as to where a student is to go and how they are to get there after school. This is sometimes confusing to the students. Please send a note or call the school office if, for some reason, your child is not going home in the usual manner one hour prior to dismissal. Texts and emails can be missed, please make a phone call to the office. **We only make changes at the request of the parent. Without this notice, no change will be permitted.** Please call: Pleasant Lake Montessori Office: (260)475-5055

DELAYS OR CLOSINGS OF SCHOOL

On a normal school day, a delay will be announced no later than 6:10 a.m. Following a delay, a closing will be announced no later than 8:10 a.m. Notifications will be sent using the MSDSC mass communication services, posted to the MSDSC app and websites, and shared with school and district social media accounts. Automated messages are sent within 15

minutes of a delay and/or cancellation decision to each student's designated contacts. Additional media outlets are also contacted:

- * WANE TV – Channel 15 *WFFT TV – Channel 55
- * WPTA TV – Channel 21 *AM/FM Radio: 1190/90.3/92.3/95.1/100.3
- * WISE TV – Channel 33

Please do not call the school, but listen to any station above on mornings which present the possibility of school closing. If an early dismissal is necessary after school has started, these stations will also carry this message. You and your child should have a plan as to where he/she is to go in case of an early dismissal when parents are not at home.

Students are required to attend school on eLearning days and complete their assignments as if they were attending in person. Teachers and staff members will be accessible to students from 9:00-3:00 to provide guidance and support. On live eLearning days, the eLearning school schedule will be followed, and teachers will be live on Google Meets to provide instruction to students. Any absence on an eLearning day will be deemed unexcused unless there are exceptional circumstances that have been authorized by the teacher and administrator.

WITHDRAWAL OF STUDENTS

If you are moving and are withdrawing your child from school, please contact the office prior to the withdrawal date. A student will be marked as unexcused for attendance. The new school will need to send us a signed release of records form or a written parent request.

LOST AND FOUND

If your child loses items, we encourage you to check the school's lost and found. The school is not responsible for lost items. It is important to put your child's name on lunch boxes, jackets, notebooks, caps, gloves, boots, and shoes.

SAFETY DRILLS

Monthly safety drills and seasonal tornado drills are required and are necessary for the safety of students. This means drills may take place in inclement weather. Specific information for fire drills is posted in each room. In addition, building lockdown drills are held each semester.

ANNUAL NOTICE TO PARENTS AND STUDENTS OF THEIR RIGHTS CONCERNING EDUCATION RECORDS

Education records are governed by federal and state laws and regulations. The requirements of these laws and regulations are contained in school board policy #5118, entitled Education

Records. Generally, this policy provides for the following:

- Records are confidential and may be disclosed only as provided in the policy.
- The policy concerns both elementary and secondary student education records.
- Parents and students have a right to examine their student's education records at reasonable times.
- Before education records are disclosed to third parties, the school requires a signed and dated written consent of either: (1) a parent of a student who is less than 18 years of age and not attending a post-secondary educational institution; or (2) a student who is at least 18 years of age or attending a post-secondary institution (an eligible student).
- Certain persons may examine education records without a parent's or eligible student's consent, as provided in the above paragraph. These include school officials who have legitimate educational interests; officials of another school, school corporation, or institution of post-secondary education where the student seeks or intends to enroll; and officials of another school, school corporation, or other educational agency in which the student is enrolled or receiving services. This school corporation forwards education records to these agencies without prior notification to the parent or eligible student. 6. Directory of information will be released to media organizations (including radio, television, and newspapers), colleges, civic or school related organizations, and state or local government agencies without the consent of a parent or eligible student. In addition, student information may be placed on school web pages accessible via the Internet. Directory information includes the student's name, address, parent home and work telephone number, major field of study, participation in officially recognized activities and sports, height and weight of members of athletic teams, dates of attendance, awards received, motor vehicle description (including license plate number), hair, eye color, race, sex, date of birth, height, grade level, and other similar information which would not generally be considered harmful or an invasion of privacy if disclosed. A parent or eligible student may object to the disclosure of any of the categories of directory information by completing a form from the principal's office no later than fourteen (14) calendar days from the date of receipt of this notice.

PROHIBITION AGAINST SEXUAL HARASSMENT

Students who engage in sexual harassment on school premises or off school premises at a school-sponsored activity will be subject to appropriate discipline, including suspension or expulsion/dismissal. Such activity, at any time, which affects school purposes shall be grounds for similar discipline. Sexual harassment is any activity of sexual nature that is unwanted or unwelcome, including but not limited to, unwanted touching, pinching, patting, verbal comments of sexual nature, sexual name-calling, pressure to engage in sexual activity, repeated propositions, and unwanted body contact. The school's normal disciplinary procedures will be followed in determining the appropriate consequences for the sexual harassment. In the event the administration recommends suspension, expulsion, or dismissal as a result of the conduct, due process will be afforded to the student in accordance with the district's suspension/expulsion/dismissal procedures.

PEST CONTROL POLICY

The Metropolitan School District of Steuben County is committed to providing students with

a safe environment. It seeks to prevent children from being exposed to pests and pesticides. While pesticides protect children from pests that may be found in the school and its surrounding grounds, under some circumstances they may pose a hazard to children. Therefore, pest control practices may involve a variety of chemical and non-chemical methods that are designed to control pests effectively while minimizing potential pesticide exposure to children.

The policy does not apply to the use of the following pesticides: 1) When used in normal cleaning activities: germ killers, disinfectants, sanitizing agents, water purifiers, and swimming pool chemicals; 2) personal insect repellents when self-applied; and 3) gel baits to manufactured enclosed insecticides when used where students and staff members do not have access to the insecticides.

Pesticides will be applied by certified pesticide applicators when students and staff members are not present, such as during non-instructional time or school vacation periods. A complete copy of the Pest Control Policy 3700 is available at your child's school.

ASBESTOS INFORMATION

The Federal Asbestos Hazard Emergency Response Act of 1986 (AHERA) requires the Metropolitan School District of Steuben County to take definite steps regarding asbestos-containing materials in school facilities. An Asbestos Management Plan for each facility is on file in the respective school building offices. Copies of Management Plans for all MSD School Facilities are also available at the Administration Offices located at 400 S. Martha Street.

MSD of Steuben County

STUDENT CODE OF CONDUCT

For inquiries regarding Title IX, Section 504, Americans with Disabilities Act Contact: Director of Human Resources

400 S. Martha Street Angola, IN 46703
(260) 665-2854

MISSION: Small Community, Big Opportunities.

VISION: Growing a community of innovative leaders for the challenges of today and tomorrow



The School Board of Trustees declares it the policy of the Metropolitan School District of Steuben County to provide equal educational and employment opportunities regardless of race, creed, color, religion, national origin, age, gender, and where applicable marital status, familial status, parental status, domicile, disability, genetic information and medical testing, veteran status, sexual orientation, gender expression, political beliefs, reprisal, or any legally protected characteristic.

All Board Policies referenced can be found on the website:

<https://www.msdsteuben.k12.in.us/>

CONSEQUENCES OF INAPPROPRIATE BEHAVIOR POLICY #5114

Student supervision and the desirable behavior of students in carrying out school purposes are the responsibility of the school corporation and the students of the school corporation. In all matters relating to the discipline and conduct of students, school corporation personnel have the right to take any disciplinary action necessary to promote student conduct that conforms with an orderly and effective educational system. Students must follow responsible directions of school personnel in all educational settings, and refrain from disruptive behavior that interferes with the educational environment. IC 20-33-8-8

A major consideration in the enforcement of a code of student conduct is that the most appropriate action taken by school personnel is the least extreme measure that can resolve the problem. The following is a list of some of the actions and consequences, which may be initiated if there is student misconduct or inappropriate behavior:

- Teacher-student conference
- Student program adjustment
- Counselor-student conference
- Student may be required to report before or after school
- Teacher-parent conference
- Temporary removal from class, time-out, seclusion, or restraint
- Isolation by teacher
- Financial restitution
- Staff conference
- Teacher-student-parent conference
- Administrator-student conference
- Counselor-student-parent-conference
- Administrator-student-parent-teacher conference
- Referral to Special Services
- Referral to School Resource Officer
- Referral to juvenile court
- Probationary agreement between school and students
- Assignment by the principal to an alternate program
- Loss of privileges including, but not limited to, athletic activities, field trips, non-credit school activities, and school-provided transportation
- In-school suspension: Administrative placement of a student away from regular activities
- Out-of-school suspension: any disciplinary action whereby a student is separated from

school for a period of ten (10) days or less. Due process procedures must be followed.

- **Expulsion:** Disciplinary action whereby a student:
 - a. is separated from school attendance for a period of more than ten (10) days.
 - b. is separated from school attendance for the balance of the then current semester or current year unless a student is permitted to complete required examinations in order to receive credit in the then current semester or current year.
 - c. suffers a penalty, which automatically prevents him from completing within the normal time his overall course of study in any school in the school corporation. Due process procedures must be followed. It is highly recommended that the parents be contacted in most cases of student inappropriate behavior.

The MSD of Steuben County Board of School Trustees has established written discipline rules for the school corporation that is available to students and parents. The superintendent and principals may adopt regulations establishing lines of responsibility and related guidelines in compliance with the discipline policies adopted by the Board of School Trustees that will be published by each individual school in the student handbook. IC 20-33-8-12

STUDENT DISCIPLINE POLICY #5115

Recognizing that the behavior of some students may be so disruptive that it interferes with school purposes or educational functions of the school corporation, school officials may find it necessary to discipline a student. In this event and in accordance with the provisions of IC 20-33-8, school personnel may take the following actions:

- Removal from a classroom by a teacher: A middle school or high school teacher will have the right to remove a student from his/her class or activity for a period of up to one
- (1) school day if the student is assigned regular or additional work to be completed in another school setting. Additional school days not to exceed an overall total of five (5) may be added with the approval of the principal or his/her designee if the student is assigned regular or additional work to be completed in another school setting. An elementary school teacher will have the right to remove a student from his/her classroom or activity for a period of up to one (1) school day if the student is assigned regular or additional work to be completed in another school setting.
- Suspension from school by a principal: A school principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to ten (10) school days.
- Expulsion: In accordance with the due process procedures defined in this policy, a student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester, with the exception of possession of a firearm or a deadly weapon listed under the Grounds for Suspension and Expulsion.

GROUNDS FOR SUSPENSION OR EXPULSION:

The grounds for suspension or expulsion listed in section A below apply when a student is:

- on school grounds immediately before, during, and immediately after school hours

and at any other time when the school is being used by a school group

- off school grounds at a school activity, function, or event;
- traveling to or from school or a school activity, function, or event, or
- using property or equipment provided by the school

A. Student Misconduct and/or Substantial Disobedience

Grounds for suspension or expulsion are student misconduct or substantial disobedience. The following includes examples of student misconduct or substantial disobedience, but are not limited to

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constitutes an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule:
 - a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
 - b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
 - c. Setting fire to or damaging any school building or property.
 - d. Possession, firing, displaying, or threatening use of firearms, explosives, or other weapons on school property or school functions.
 - e. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
 - f. Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the education function under this supervision.
2. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
3. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
4. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action is undertaken on the reasonable belief that it was necessary to protect some other person does not, however, constitute a violation of this provision.
5. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from the student.
6. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
7. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon.
8. Knowingly possessing, using, transmitting, or being under the influence of any controlled substance, prescription drug, narcotic drug, hallucinogenic drug,

amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind, or any paraphernalia used in connection with the listed substances. Also, prohibited is the consumption of any of the state substances immediately before attending school or at a school function or event.

Exception to Rule 8 IC 20-33-8-13: a student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student's parent has filed a written authorization with the building principal. The written authorization must be filed annually. The written authorization must be done by a physician and must include the following information:

1. That the student has an acute or chronic disease or medical condition for which the physician had prescribed medication and medication is in the original prescription bottle.
2. The nature of the disease or medical condition requires emergency administration of the prescribed medication.
3. The student has been instructed on how to self-administer the prescribed medication.
4. The student is authorized to possess and self-administer the prescribed medication. Specific medication rules are in Policy #5140 Immunizations and Administration of Medications.
5. Possessing, using, transmitting, or being affected by any substance which is represented to be or looks like a narcotic drug, a hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulants including caffeine-based or phenylpropanolamine (PPA), depressants, or intoxicant of any kind. IC 16-41-37.5 strictly prohibits smoking in buildings and grounds designated as non-smoking and on school buses. MSD of Steuben County is a Smoke-Free Campus Policy #3600
6. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function.
7. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
8. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
9. Engaging in sexual harassment of any person. See Board Policy #5022
10. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.
11. Sexting or using a cell phone or other personal communication device to send text or email messages or possessing text or email messages containing images reasonably interpreted as indecent or sexually suggestive while at school or at a school-related function is prohibited. In addition to taking disciplinary action, phones will be confiscated and students should be aware that any images suspected to violate criminal laws will be referred to law enforcement authorities.
12. Aiding, assisting, or conspiring with another person to violate student code of

conduct rules.

13. Violating or repeatedly violating any rules that are reasonably necessary for carrying out school purposes or an educational function and are validly adopted in accordance with Indiana law, including, but not limited to

- engaging in sexual behavior on school property;
- disobedience of administrative authority;
- willful absence or tardiness of students;
- engaging in speech or conduct, including clothing, jewelry or hairstyle, which is profane, indecent, lewd, vulgar, discriminatory, or offensive to school purposes;
- failing to tell the truth about any matter under investigation by school personnel;
- possessing or using a laser pointer or similar device.

14. Knowingly possessing or using on school grounds during school hours any electronic device in a situation not related to a school purpose or educational function without principal or designee approval. Technology Use Board Policy #5200

A. Possessing a Firearm or A Destructive Device

1. No student shall possess, handle or transmit any firearm or a destructive device on school property.
2. The following devices are considered to be a firearm as defined in IC 35-47-1-5. Any weapon capable of expelling or designed to expel or that may readily be converted to expel a projectile by means of an explosion.
3. Although not included in the definition of US Title 18 Part I Chapter 44 §921, a rifle or a shotgun that the owner intends to use solely for sporting, recreation, or cultural purposes and antique firearms are not allowed on school property.
4. The following is considered a destructive device: IC 35-47.5-2-4
 - a. an explosive, incendiary, or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four (4) ounces, a missile having explosive or incendiary charge of more than one-quarter ($\frac{1}{4}$) ounce, a mine, a Molotov cocktail or a device that is substantially similar to any item described above;
 - b. a type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half (1/2) inch;
 - c. a type weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellants, and which has any barrel with a bore of more than one-half inch in diameter
 - d. any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled

The penalty for possession of a firearm or a destructive device: suspension up to 10 days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one-year period. The length of the expulsion may be reduced by the superintendent if the circumstances warrant such reduction and will be reviewed on a case-by-case basis.

The superintendent or the superintendent's designee shall immediately notify the appropriate law enforcement agency when a student is expelled under this rule.

B. Possessing A Deadly Weapon

No student shall possess, handle, or transmit any deadly weapon on school property.

The following devices are considered to be deadly weapons in IC 35-47-1-8:

1. a loaded or unloaded firearm;
2. a destructive device, weapon, device, taser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.
3. an animal that is
 - a. readily capable of causing serious bodily injury and
 - b. used in the commission or attempted commission of a crime
4. a biological disease, virus, or organism that is capable of causing serious bodily injury

The penalty for possession of a deadly weapon: suspension of up to 10 days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one-year period.

The superintendent or the superintendent's designee shall immediately notify the appropriate law enforcement agency when a student is expelled under this rule.

C. Unlawful Activity

A student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or the student's removal is necessary to restore order or protect persons on school property. This includes any unlawful activity that takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions. IC 20-33-8-15

D. Anti-Bullying

Bullying is prohibited under Policy #5023 and #5115 and is defined as an overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:

1. places the targeted student in reasonable fear of harm to the targeted student's person or property;
2. has a substantially detrimental effect on the targeted student's physical or mental health;
3. has the effect of substantially interfering with the targeted student's academic performance; or

4. has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school. IC 20-33-8

Detailed provisions concerning education, parental involvement, intervention, and disciplinary consequences are included in the above policies and code.

SUSPENSION PROCEDURES

When a principal (or designee) determines that a student should be suspended, the following procedures will be followed:

1. A meeting will be held prior to the suspension of any student. At this meeting, the student will be entitled to
 - a. a written or oral statement of the charges;
 - b. if the student denies the charges, a summary of the evidence against the student will be presented; and,
 - c. the student will be provided an opportunity to explain his or her conduct.
2. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.
3. Following the suspension, the parent or guardian of a suspended student will be notified in writing. The notification will include the dates of the suspension; describe the student's misconduct, and the action taken by the principal.

EXPULSION PROCEDURES

When a principal (or designee) recommends to the superintendent (or designee) that a student be expelled from school, the following procedures will be followed:

1. The superintendent (or designee) may conduct an expulsion meeting or may appoint one of the following persons to conduct the expulsion meeting:
 - a. legal counsel
 - b. a member of the administrative staff who did not expel the student during the current school year and was not involved in the events giving rise to the expulsion.
2. An expulsion will not take place until the student and the student's parent is given notice of their right to appear at an expulsion meeting conducted by the superintendent or the person designated. Failure by a student or a student's parent to request and appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school board.
3. The notice of the right to appear at the expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion, the procedure for requesting a meeting, and/or the date, time, place, and purpose of the meeting.
4. At the expulsion meeting, the principal (or designee), will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student and to present evidence to support the student's position. *An attorney may not represent the student at the expulsion meeting, but the attorney may be available for consultation outside the*

meeting room during the course of the meeting.

5. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parent.

The MSD of Steuben Board of School Trustees may, if applicable, establish an agreement for court-assisted resolution of school suspension and expulsion cases for the school corporation.

RIGHT TO APPEAL

The student or parent has the right to appeal the decision of the person conducting the expulsion meeting to the school board within ten (10) days of the receipt of notice of the action taken. The student or parent's appeal to the school board must be in writing. If an appeal is properly made, a hearing will be scheduled with the school board during an executive session. At the appeal hearing, the board will consider the written summary of the expulsion meeting and the arguments, of both, the school administration and the student and/or the student's parent. The board will then take any action deemed appropriate.

CRIMINAL GANGS AND CRIMINAL GANG ACTIVITY POLICY #5024

MSD of Steuben County Board Policy # 5024 prohibits not only gang membership, but any gang-related involvement, similar destructive or illegal group behavior or activities at school, during school-related functions, or on any school district property.

"Gang Activity:" refers to a student who knowingly or intentionally participates in a criminal gang or a student who knowingly or intentionally solicits, recruits, entices, or intimidates another individual to join or continue to be a member of a criminal gang as per IC 35-45-9-3.

DRIVER'S LICENSE/PERMIT RESTRICTION POLICY #5015

HABITUAL TRUANCY

1. Indiana Code 20-33-2-11 provides that any person, at least 13 years of age, but less than 15 years of age, who is determined to be a habitual truant as defined by School Board Policy, cannot be issued an operator's license or learner's permit until the age of 18.
2. The term "Habitual truant" is hereby defined as a student who is chronically absent, by having absences within a school year without being excused or unexcused absences in defiance of or without parental authority in any one of the following circumstances.
 - a. Unexcused absences for 4 days in any nine-week grading period.
 - b. Unexcused absence for 5 days in a semester; or
 - c. Unexcused absence for 10 days in one (1) school year

The procedure for enforcement, as applied to a student who is at least 13 years of age, but less than 15 years of age, is as follows:

The principal or his/her administrative designee shall:

1. Designate any student as a habitual truant if the student's attendance records indicate a violation of SECTION 2;
2. Give written notice by certified mail, return receipt requested, to the student and his/her parent or custodian of such designation and of the right to make a written request for a hearing to the Superintendent of Schools within 5 calendar days of receipt of the notice; and

Notify the State Bureau of Motor Vehicles if:

1. The hearing examiner makes a determination of habitual truancy; or
2. The parents/custodians or the student choose not to request a hearing of the principal's designation of habitual truancy.

Issuance of License or Permit after Suspension, Expulsion, or Withdrawal

Indiana Code 9-24-2-1: "An operator's license or learner's permit may not be issued to a person less than eighteen (18) years of age who meets any of the following conditions:

1. is under at least a second suspension from school for the school year under IC 20-33-8;
2. an expulsion from school under IC 20-33-8; or
3. has withdrawn from school, for reason other than financial hardship, and the withdrawal was reported under IC 20-33-2.21

Should any such second suspension, expulsion or withdrawal be reversed after the student has utilized the procedures under Indiana Code 20-33-8, the principal shall notify the State Bureau of Motor Vehicles directly in writing.

SEARCH AND SEIZURE POLICY #5109

The School Board recognizes the importance of balancing the privacy rights of students while providing a safe and drug-free learning environment. All searches will be based on "reasonable suspicion" in which there is sufficient cause by the administration to believe that the search will lead to evidence that a student has violated a school rule or law, or possesses an item that may put the student or others at risk.

School Property

School facilities such as lockers, desks, and parking areas are school property provided for students' use subject to the right of the administration to enter the facility as needed and inspect all items in the facility. Students shall not have an expectation of privacy in any facility provided by the school. All searches shall be conducted by the administration.

Searches of the student's person and personal items in the student's immediate possession shall be done with the consent of the student. If the student does not consent, such a search shall be permitted based upon the administration's reasonable suspicion to believe that the search will produce evidence of a violation of a law, school rule, or a condition that endangers the safety or health of the student or others. Searches of the person of a student shall be conducted and witnessed by a person of the same sex as the student and shall be conducted in a private office. A searched student's parent/guardian shall be notified of the search within twenty-four (24) hours, if possible. The administration shall conduct all

searches.

Student Vehicles

Permission for a student to bring a vehicle on school property shall be conditioned upon consent to search the vehicle and all containers inside the vehicle by administration with reasonable suspicion to believe the search will produce evidence of a violation of law, a school rule, or a condition that endangers the safety or health of the student drivers or others. The student shall not have the expectation of privacy in any vehicle or in the contents of any vehicle operated or parked on school property. Before a particular student's vehicle is inspected, the student, if present on the school premises, shall, where possible, be contacted and given the opportunity to be present during the conduct of the inspection unless circumstances require that the inspection be conducted without delay in order to protect the health and safety of others present on school premises. Whenever an individual student's vehicle has been inspected under this rule without the student present, the administration shall notify the student of such inspection as soon as practicable thereafter. The administration may request the assistance of a law enforcement agency in implementing this policy. All searches shall be conducted by the administration.

Use of Canine Interdiction Units

The Board authorizes the use of specially trained dogs to detect the presence of drugs, firearms, bombs, or any controlled substance on school property. The presence of these dogs on school property must be authorized by the Superintendent or the superintendent's designee of Schools. The administration, in cooperation with the appropriate enforcement agencies, shall determine the conditions under which a canine drug and weapons interdiction unit will be utilized at the Metropolitan School District of Steuben County.

Anything found in the course of a search pursuant to this policy that constitutes evidence of a violation of a law, or school rule, or which endangers the safety or health of any person shall be seized and utilized as evidence if appropriate. Items of value seized by the school shall be returned to the owner, if the owner may lawfully possess the items. Seized items of no value and seized items that may not lawfully be possessed by the owner shall be destroyed. If illegal drugs or weapons are seized as a result of a canine unit search, they will be placed in the custody of an appropriate law enforcement officer for examination and testing, as deemed appropriate. The Board authorizes the use of canine interdiction units under the following circumstances:

1. All canine searches must be authorized and approved by the Superintendent or the superintendent's designee of Schools. The number of canine teams and overall participants will be discussed in advance of any search.
2. The canine unit must be handled by a law enforcement officer specially trained to work with it. Each canine unit is represented by law enforcement as capable of accurately detecting drugs and/or devices.
3. No body or person searches of student and facility members will be performed at any time by the canine unit.
4. Canine searches will be limited to student lockers, hallways, public areas, and school parking lots.
5. The school building will follow non-emergency lockdown procedures in which all

students will be removed from all search areas.

6. The search may be stopped at any time by the school administration.

Search Documentation

The administration shall promptly record in writing the following information for each search pursuant to this policy:

1. The information upon which the search was based;
2. The time, date, location, students, or places searched and persons present;
3. A description of any item seized and its disposition;
4. The time and date of notice to the parent/guardian and Superintendent or the superintendent's designee in the case of the search of the person of the student.

Disposition of Evidence of a Crime, Hazardous Items, or Illegal Items or Material

Any time there is a reasonable suspicion to believe any items or material discovered or seized under this policy constitute evidence of a violation of law, endangers the safety or health of any person or is an illegal substance, such items or material should be either kept on the person of the administrator or secured in the location only accessible by the administrator. The administration shall follow the same recording requirement as outlined in the above section.

BOARD OF SCHOOL TRUSTEES

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 Kevin Beard, Vice President
 LeAnn Boots, Secretary
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 Dr. Schauna Relue, Assistant Superintendent
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 Stephanie Haynes-Clifford, Director of Food
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 Chris Hall, Director of Safety and Security

ANGOLA HIGH SCHOOL

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 Principal
 Steve Lantz, Assistant Principal /Athletic Director

ACE Academy & ANGOLA DIGITAL ACADEMY

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ANGOLA MIDDLE SCHOOL

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 Ryan Stellhorn, Assistant Principal

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PLEASANT LAKE MONTESSORI

Sarah Clary, Principal

RYAN PARK ELEMENTARY

Chris Baut, Principal



CONSENT AGENDA

New Business

TO: Board of School Trustees
DATE: June 18, 2024
SUBJECT: 7.4 ACE Academy Handbook

**ACE Academy &
Angola Digital Academy
2024-25**

Student Handbook



ACE Academy & Angola Digital Academy follow the Angola High School Handbook. Some policies or guidelines may be altered to better meet the needs of ACE and ADA students. This handbook contains policies and guidelines which the staff feel are most relevant to ACE and ADA. Please refer to the Angola High School Handbook for a complete listing of all policies and guidelines.

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WELCOME

Using 21st century technology and a focus on individualized attention, ACE & ADA offer students, who are challenged by the traditional approach to learning, the opportunity to earn a state-recognized high school diploma. This provides students in middle and high school a strong research-based curriculum and support for pursuing continuing education or a suitable vocation.

The program includes the following elements:

- Daily, targeted online reading instruction
- Academic program focused on core content and graduation requirements
- Study Skills instruction
- Blended instructional model incorporating online courses and with direct support by classroom teachers
- Strong academic support and guidance
- Regularly scheduled conferences with student and monitor progress
- Personal and social skills development
- Life skills, values, and character education curriculum

MSD MISSION STATEMENT

Our community grows leaders for the challenges of today and tomorrow.

ACE & ADA VISION

Our vision is to mold students to become productive citizens in society. We customize the learning process for each and every student so he/she can strive to reach his/her personal and career goals.

ACE & ADA MISSION

Our mission is to provide an alternative educational path for students through services that include a self-paced, quality education in a personalized environment with a focus on successful post-secondary transitions.

BELIEF STATEMENTS

- **WE BELIEVE THAT** all students can learn, at various paces, through differentiated instruction.
- **WE BELIEVE THAT** safety of staff and students is paramount to the overall operations of the academy.
- **WE BELIEVE THAT** students deserve another chance through rehabilitation, redirections, and reconnection.
- **WE BELIEVE THAT** strong positive relationships among all stakeholders are essential to academic achievement.
- **WE BELIEVE THAT** every person is worthy of dignity and respect.
- **WE BELIEVE THAT** cultural inclusion and awareness will serve as a pathway to productive citizenship.
- **WE BELIEVE THAT** state, local, and county agencies are vital in meeting the needs of our students.

MOMENT OF SILENCE & PLEDGE OF ALLEGIANCE

In compliance with Indiana Legislative requirements, each school day will include a moment of silence and the reciting of the Pledge of Allegiance. Students are encouraged to participate in the recitation of the Pledge, and all students are expected to be: respectful, remain quiet, and maintain appropriate behavior during the moment of silence and the Pledge of Allegiance.

STATEMENT OF DIVERSITY

ACE & ADA provide students equal educational and employment opportunities regardless of: race, creed, color, religion, national origin, age, gender, and where applicable marital status, familial status, parental status, domicile, disability, genetic information, veteran status, sexual orientation, political beliefs, reprisal, or any legally protected characteristic.

STAFF

The school's highly skilled and experienced staff is eager to serve you and your child through the provision of a world-class education. Your satisfaction is our highest priority, so we hope you will contact us with any questions or concerns at the following numbers:

- Tia Buchs, Director of Alternative Education
tbuchs@msdsc.us
(260) 665-1360 Ext. 1411
Cell Phone: 260-466-5038
- Jennifer Michalski, ACE Teacher
jmichalski@msdsc.us
(260) 665-1360 Ext. 1414
- O'Shea Owens, ACE Teacher
ooowens@msdsc.us
(260) 665-1360 Ext. 1413
- Clint Davis, ADA Teacher
cldavis@msdsc.us
(260) 665-1360 Ext. 1416

DAILY SCHEDULE

7:45 a.m.	Start of day
11:55-12:25	Lunch
2:30 p.m.	School dismissed

WEDNESDAY DELAY SCHEDULE

8:45 - 2:30

TWO-HOUR DELAY SCHEDULE

9:45 - 2:30

EARNING SCHEDULE

7:45 - 2:30 *Students are expected to complete 5% in each class or a 2-hour active work cycle

BREAKFAST AND LUNCH

ACE is committed to offering students a superior education and that commitment extends to the meals that we provide for students. Breakfast and lunch will be available. Free/Reduced priced meals are an option for those that qualify. Applications are available in the office. There is a designated area for students to eat meals. Students will practice etiquette and clean-up skills during mealtimes

ABSENCES

Any absence must be called in by a parent/guardian before 9:00 a.m. If a staff member does not answer the call, a return call will be made to the parent/guardian to speak directly to a staff member.

Students are expected to be in class at 7:45 a.m. Those students tardy to school must report to the Director's office to check-in.

ATTENDANCE

IC 20-18-2-6.5 defines a habitual truant student as a student who has been absent ten (10) days or more from school within a school year without being excused or without being absent under a parental request that has been filed with the school. Chronic absenteeism includes students absent from school for ten percent (10 percent) or more of a school year for any reason.

- Students who have unexcused absences more than ten (10) days may not be able to attend field trips, extracurricular activities, dances, or co-curricular activities for the remainder of the semester and/or school year.
- Students who have ten (10) unexcused absences will have an opportunity to fill out an appeal form and the Director will determine if the student will be able to continue to attend field trips, extracurricular activities, dances, or co-curricular activities for the remainder of the semester and/or school year.

Types of Absence

Excused

- Illness verified by parent/guardian (up to 8 may be excused by a parent call)
- Illness verified by note from Physician
- Family funeral
- Maternity
- Military-Connected Families (e.g. absences related to deployment and return)

Exempt

- serving as a page or honoree of the General Assembly (IC 20-33-2-14)
- serving on the precinct election board or for political candidates or parties
- witness in judicial proceeding (IC 20-33-2-16)
- serving with the National Guard for no more than 10 days (IC 20-33-2-17) or serving with the Civil Air Patrol for up to 5 days (IC 20-33-2-17.2)
- the student is approved for an educationally related non-classroom activity (I.C. 20-33-2-17.5)
- the student or a member of the student's household exhibits or participates in the Indiana State Fair for educational purposes (IC 20-33-2-17.7).

In each of these circumstances, the student is excused from school and is not to be recorded as absent or penalized in any way by the school.

Unexcused

- An unexcused absence is any absence not covered under the definition of excused or exempt.

*Administrators still have discretion on a case-by-case basis for family emergencies.

Excessive Absences

- 5 absences (Excused or Unexcused) 5-day attendance letter sent home
- 8 absences (Excused) 8-day excused attendance letter sent home
- 8 absences (Unexcused) 8-day unexcused attendance letter sent home, conference requested and attendance contract established with school, parent(s), and student.
 - Parents will be notified when they are in breach of the attendance contract.
 - In the event that the school attendance contract does not result in improved student attendance, an independent School Attendance Mediation (SAM) team will work with the school, youth, and family to address excessive absences. The school will provide the family's contact and demographic information to SAM's staff who will schedule a mediation conference. SAM staff are not affiliated with our schools.
- 10 Absences (Excused or Unexcused) 10-day attendance letter sent home. After 10 absences, a doctor's note will be required for an absence to be excused.
- A determination will be made as to whether or not the student will be referred to SAM's for mediation after the ten (10) day attendance letter has been sent home.
- If the actions above or the SAM do not improve attendance, a referral to the prosecutor and/or the Department of Child Services (DCS) must be made if the student is habitually truant (10 Unexcused Absences) or chronically absent (18 Absences). Students and parents with an excessive absentee problem can be referred for prosecution under Indiana Code 20-33-2-25.
- HS ONLY Students could also have their Driver's License Revoked.

TRUANCY PREVENTION

Per Indiana Code (IC) 20-33-2.5 schools are required to notify parents/guardians of students who are absent 5 days within a 10 week period unless:

- the absence is excused by
 - a note on file from a physician
 - a note on file from a therapist
 - a note on file from another professional relating to a student's IEP, Service Plan, or 504 Plan.
- the notification must be made to the parent in writing
- an attendance conference with the parent of the student must be scheduled within 5 school days.
 - the parent may bring a representative who may provide insight into the absences
 - the parent must give the school 48 hours notice of bringing a representative
 - the conference must be scheduled at a date/time convenient to the parent

- the conference will be held even if the parent does not attend
- a plan must be developed to prevent future absences
- the plan may include
 - wraparound services
 - referral for counseling
 - mentoring or other services
 - disciplinary actions the school will take
 - the timeline of the plan (not to exceed 45 school days)
- requires the school to notify the prosecutor when a student has been identified as a habitual truant
 - The term “Habitual Truant” per Indiana Code (IC) 21-18-2-6.5 is defined as a student who is absent ten (10) days or more from school within a school year without being excused or without being absent under a parent request that has been filed with the school.
- requires the prosecutor to notify the parent when an affidavit has been filed
- requires the school to meet with DCS and Juvenile Probation yearly
- requires the school to meet with the state attendance office yearly.

APPOINTMENT PROCEDURES

Before receiving permission to leave the building, a student with an appointment must have a parent call the office phone number. Students should obtain a note signed by the doctor, dentist, etc. at the time of the appointment and present it to the office when the student returns to school.

If a student has an A.M. appointment and will not attend school before the appointment, parents should also call the office to let them know the student will be late coming to school.

CELL PHONE POLICY

IC 20-26-5-40.7 bans from the classroom any portable wireless device. That includes phones, wireless earbuds, tablets, laptops, and gaming systems, as well as any other devices that can provide communication between two parties.

However, the law says students can use their devices:

- If a teacher allows it for educational purposes during instructional time.
- if a student needs it to manage their health care, for blood sugar monitoring, for example.
- in the event of an emergency
- if the use of the device is included in their Individualized Education Program (IEP), Individualized Learning Plan (ILP), or 504 Plan.

Consequences for Cell Phone Violations will range from Detention to In School or Out of School Suspension depending on severity and repeat offenders.

If cell phones are brought to school, they must be turned into the staff by 7:45 a.m., no exceptions will be made. If there is an emergency, parents can call the school phone or any staff member's cell phone. Phones will be stored in the office in individual pouches labeled with students' names. Students can earn phone privileges during lunch at the discretion of the ACE staff. The school assumes no responsibility for the damage, loss, or theft of such articles.

CURRICULUM

Apex Learning digital curriculum enables: student-centered instruction, changing the role of the teacher from lecturer to learning facilitator, data analyst, and instructional interventionist. Apex Learning digital curriculum provides opportunities for students to take a comprehensive range of core and elective courses for credit recovery and original credit in non-traditional environments including: blended learning, distance learning, and competency-based course acceleration. Digital curriculum is also used in supplemental and remediation programs. Students using a digital curriculum may complete assignments from any computer with internet-access, including school-based labs and from computers outside of school.

ASSESSMENT OF STUDENT LEARNING

We establish high academic standards using mastery-based learning. We will use the following measures to assess success:

1. Individualized Service Plans (ISPs) Attainment (ACE only)
2. Classroom performance data
3. Attendance rate
4. Graduation rate
5. Performance on the state required assessments
6. Disciplinary referrals

GRADUATION REQUIREMENTS

Students must work toward at least a Core 40 Diploma unless a parent (or student 18 years of age) has held a meeting with a school counselor releasing the student from this requirement.

<u>Subject</u>	<u>General</u>	<u>Core 40</u>	<u>Core 40 w/ Technical Honors</u>	<u>Core 40 w/ Academic Honors</u>
English	2 credits each in English 9,10,11,12	2 credits each in English 9,10,11,12	2 credits each in English 9,10,11,12	2 credits each in English 9,10,11,12 (Honors and Dual Credit courses strongly recommended)
Mathematics	2 credits in Algebra I and 2 additional math credits (7)	2 credits each in Algebra I, Geometry, and Algebra II (1)	2 credits each in Algebra I, Geometry, and Algebra II, (1)	2 credits each in Algebra I, Geometry, Algebra II, and Precalculus/Trig, (1)
Science	2 credits in Biology; 2 add'l science credits; 1 must be in a Physical Science or Earth Space Science	2 credits in Integrated Chem/Phys or Chemistry, 2 credits in Biology, 2 additional science credits (8)	2 credits in Integrated Chem/Phys or Chemistry, 2 credits in Biology, 2 additional science credits (8)	2 credits in Integrated Chem/Phys or Chemistry, 2 credits in Biology, 2 additional science credits (8)
Social Studies	2 credits in U.S. History, 1 credit in Economics, 1 credit in U.S. Government	2 credits in U.S. History, 1 credit in Economics, 1 credit in U.S. Government, 2 credits in World History	2 credits in U.S. History, 1 credit in Economics, 1 credit in U.S. Government, 2 credits in World History	2 credits in U.S. History, 1 credit in Economics, 1 credit in U.S. Government, 2 credits in World History
Directed Electives		5 credits in world language, fine arts (art or music), career/technical area	5 credits in world language, fine arts (art or music), career/technical area	6 credits in one world language or 4 credits in two world languages; 2 fine arts (art/ music) credits
Career Academic Sequence	6 credits (2)			
Flex Credits	5 credits (3)			
Physical Education	2 credits	2 credits	2 credits	2 credits
Health and Wellness	1 credit	1 credit	1 credit	1 credit
Additional Requirements			(5) (6)	(4) (5)
Electives	6 credits	6 credits	Varies	Varies
Total Credits	40 credits	40 credits	47 credits	47 credits

- (1) All students are required to take a math or quantitative reasoning course every year in high school.
- (2) Career academic sequence: selecting electives in a deliberate manner to take full advantage of career exploration and preparation opportunities, which include the NLPS Career Pathway programs.
- (3) To earn 5 flex credits, one of the following must be completed: additional courses to extend the career-academic sequence; courses involving workplace learning; advanced career-technical education, college credit; or additional courses in language arts, mathematics, science, social studies, world languages, and fine arts.
- (4) For Academic Honors Diploma, students must also complete one of the following: two Advanced Placement courses and AP exams; dual high school/college credit courses from the Core Transfer Library (6 verifiable transcribed college credits from the priority course list); one Advanced Placement course and AP exam and dual high school/college credit courses from the Priority course list (3 verifiable transcribed college credits); combined score on the SAT of 1250 with a minimum score of 560 math and 590 in evidence-based reading and writing; must earn a composite score of 26 on the ACT and must complete the written section.
- (5) For Academic Honors and Technical Honors Diplomas, grades in courses that count for this diploma must be a C- or higher and the final cumulative grade point average must be a 7.0 or higher.
- (6) For Technical Honors Diploma, Students must earn 6 credits in the college and career preparation courses in a state-approved College & Career Pathway and one of the following: Pathway designated industry-based certification or credential, or Pathway dual credits from the list of priority courses resulting in 6 transcribed credits. In addition, a student must complete any of the options under 4) above or earn the following scores: On WorkKeys - reading for information-level 6; applied mathematics-level 6; and locating information-level 5. On Accuplacer- writing 80; Reading 90; Math 75. On Compass-Algebra 66; Writing 70; Reading 80.
- (7) General diploma students are required to earn 2 credits in a math course or a quantitative reasoning course during their junior or senior year. Quantitative reasoning courses do not count as math credits.
- (8) In addition to science courses, these agriculture courses can also be used to meet the third science course requirement for Core 40 and honors diplomas: Animal Science, Natural Resources, and Plant and Soil Sciences.
- (9) Students with an Individualized Education Plan only need to complete 40 credits and do not need to complete Economics IF they have completed another social studies credit.

GRADUATION PATHWAYS

Beginning with the class of 2023, students are no longer required to pass a graduation exam to graduate from high school. They must now earn a diploma by completing a graduation pathway. Listed Below are the requirements for the Graduation Pathway Diploma. A student must complete at least one option in each of the three graduation requirement areas:

Graduation Requirement Areas	Graduation Pathway Options
1) High School Diploma Students must complete the course requirements of one of the four diploma options.	<ul style="list-style-type: none"> ● Academic Honors diploma ● Technical Honors diploma ● Core 40 diploma ● General diploma
2) Learn and demonstrate Employability Skills Students must complete one of these	Learn employability skills standards through locally developed programs. Employability skills are demonstrated by <u>one</u> of the following: <ul style="list-style-type: none"> ● Project-Based Learning Experience, or ● Service-Based Learning Experience, or ● Work-Based Learning Experience.
3) Postsecondary-Ready Competencies Students must complete <u>at least one</u> of these	<ul style="list-style-type: none"> ● Honors Designation - Fulfill all requirements of either the Academia Honors or Technical Honors designation; or ● ACT – Earn college-ready benchmarks; or ● SAT - Earn college-ready benchmarks; or ● ASVAB – Earn at least a minimum AFQT score to qualify for placement into one of the branches of the U S military; must be enlisting in the military, or ● State-recognized and Industry-recognized Credential or Certification; or ● Federally-recognized Apprenticeship; or ● Career-Technical Education Concentrator – Must earn a <u>C average</u> in three NLPS (Next Level Program of Study) courses within a specific Career Pathway; or ● AP/IB/Dual Credit/Cambridge International courses or CLEP Exams – must earn a <u>C average</u> in at least three courses; or <p>Locally Created Pathway that meets the framework from and earns the approval of the State Board of Education.</p>

EMPLOYABILITY SKILLS TRAINING

ACE has partnered organizations to provide training in employability skills, job training, job shadowing, internships, and employment.

JAG

The Jobs for America's Graduates (JAG) program is a state-based, national non-profit organization dedicated to helping high school students of promise who have experienced challenging or traumatic life experiences achieve success through graduation. JAG is a resiliency-building workforce program that helps students learn in-demand employability skills and provides a bridge to post-secondary education and career advancement opportunities.

Goodwill Pre-Ets

Goodwill's Youth Pre-Employment Transition Services offers education and training for students with disabilities to promote successful transition from high school to post-secondary education (college) to employment. The program prepares students to make a successful transition from school to the workforce and to achieve independence and economic self-sufficiency.

CHROMEBOOKS AND SUPPLIES

MSDSC furnishes a Chromebook for each student. Students are accountable to bring their charged Chromebooks to school daily. Students are also responsible financially for any repairs necessary. Students are asked to bring in 24 pencils, 2 packs of loose leaf paper, and 2 boxes of tissue.

INTERNET

The following uses of school provided Internet access are not permitted:

- a. to access, upload, download, or distribute pornographic, obscene, or sexually explicit material;
- b. to transmit obscene, abusive, or sexually explicit language;
- c. to reveal personal name, address, phone numbers or other personal information or personal information of others;
- d. to upload or download any text, graphic, or music files;
- e. to circumvent the security measures established for the protection of the network and users by the MSDSC Technology Department;
- f. to violate any local, state, or federal statute;
- g. to vandalize, damage, or disable the property of another individual or organization;
- h. to access another individual's material;
- i. to violate copyright or otherwise use the intellectual property of another individual or organization without permission;
- j. to intimidate, harass, or bully others;
- k. other uses as determined by ACE staff.

Disciplinary action may be assigned in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved.

CONDUCT

The conduct of the students is expected to be in keeping with generally accepted behavior. Whether in school or at extracurricular activities, every student is expected to conduct himself or herself appropriately. No teacher or administrator shall expect more or accept less.

School rules apply for students not only during regular school hours and on school property, but all school sponsored events whether on or off school grounds.

Students are expected to be: courteous and respectful to one another, to staff members, and to all visitors. To encourage this atmosphere, these guidelines should be followed:

1. Unacceptable behavior or language will not be tolerated in any area of the building, school grounds, or school event.
2. Receive permission from the Director before going to the parking lot for any reason.
3. Refrain from inappropriate displays of affections.
4. Cell phones and other electronic devices may NOT be used during the school day without permission from a staff member.
5. Behave respectfully in classes, hallways, and all school-sponsored events..
6. Maintain a safe and orderly environment. Acts of physical or verbal aggression are not tolerated.
7. Students may not carry any medication or pills. All medication (even aspirin) must be brought to the office area and dispensed only from there. (For exception to this requirement refer to "Medication" section on pgs. 24 & 25)
8. Vape devices and any other illegal substance is prohibited on school grounds. The school reserves the right to search/metal detect students under suspicion of possession.
9. The Metropolitan School District of Steuben County recognizes the right of every student to learn in a safe and "bully free" environment. This policy prohibits bullying on the basis of sex, race, color, national origin, gender identity, or disability. For the safety of all students, this policy provides for counseling, corrective discipline, and suspension or expulsion from the school for repeated acts of bullying. Reporting forms are maintained in the school office and are available on the MSDSC website.

Certain acts of misconduct, as outlined by Public Law 162 and I.C. 20-33-8-14, will subject the student to suspension (either in-school or out-of-school) or expulsion from school. Such conduct is to include, but not be limited to, those actions described in the "Code of Conduct" addendum.

STUDENT CONDUCT

Certain acts of misconduct will subject the student to suspension (either in-school or out-of-school) or expulsion from school. Such conduct is to include, but not be limited to, the following acts:
(Pursuant to I.C. 20-33-8-12)

**The consequences listed below is just a suggested list of consequences. Administration may alter consequences based on severity of infraction.*

1. Disruption of school - including, but not limited to, disrespectful conduct, uncooperative behavior, and disruptive behavior. (Violence, force, noise, etc.)

**The consequences for disruption may range from discussing the problem with the student to a suspension from school. Consequences may also include contacting parents, referral to guidance, and/or detention.*

2. Fighting - Physical aggression between students or toward a student causing or intending to cause bodily harm.

First Offense - Up to 10 days OSS/ Steuben County Sheriff's Department may be contacted.

Second Offense - Up to 10 Days OSS with possible recommendation for expulsion. Steuben County Sheriff's Department WILL be contacted.

3. Insubordination - Refusal to follow a reasonable directive from a faculty or staff member.

First offense - After school detention

Second offense - 1 day In School Suspension

Third offense - 3 Days Out of School Suspension

4. Harassment/Bullying - Verbal or written torment, assault, or threats, directed toward another student. Engaging in any activity that disrupts a student's ability to learn and a school's ability to educate its students in a safe environment. Harassment and bullying include but is not limited to any written or verbal expression or physical act or gesture or a repeated hurtful behavior pattern directed toward another person. This behavior may include physical, verbal, written, and/or emotional abuse intended to be harmful to another person.

**Consequences may range from In School to Out of School Suspension to a recommendation for expulsion.*

5. Disrespect and/or disobedience with profanity or harassment, written or verbal, directed towards a staff member.

**Consequence may range from ISS to OSS*

5. Assault on a school employee - threatening a school employee with physical harm through any means of communication including gestures, symbols, or signals.

**Consequences may range from Out of School Suspension to request for expulsion from school.*

6. Tobacco products, but not limited to, smokeless tobacco - possessing, using or distributing any tobacco or nicotine product including e-cigarettes and vapor pens is NOT permitted on any MSD School Campus.

First Offense - 3 Days Out of School Suspension

Second Offense - 5 Days Out of School Suspension

Third Offense - 10 Days Out-of-School and possible request for expulsion.

**Students will be given the choice on their first offense of either participating in Substance Abuse counseling through Bowen Center or be issued a ticket from the Steuben Co. Sheriff's Dept. Second offense is an automatic ticket from the Sheriff's Department.*

7. Alcohol - Possessing, consuming, transmitting, or being affected by alcoholic beverages or any substance which is represented to be an alcoholic beverage on school grounds or any school sponsored event.

First Offense - 3 Days Out of School Suspension

Second Offense - 5 Days Out of School Suspension

Third Offense - 10 Days Out-of-School and possible request for expulsion.

**Students will be given the choice on their first offense of either participating in Substance Abuse counseling through Bowen Center or be issued a ticket from the Steuben Co. Sheriff's Dept. Second offense is an automatic ticket from the Sheriff's Department.*

8. Drugs - Possessing, using, transmitting, or being affected by, any non-prescribed narcotic drug, hallucinogenic drug, steroid, marijuana, barbiturate, amphetamine, intoxicant, depressant, inhalant, or any substance which is represented to be or looks to like any banned substance on school grounds or any school sponsored event.

**Expulsion will be sought with any violation of this policy. A report will be made to the appropriate juvenile or law enforcement authorities.*

9. Misuse of Technology - Failing to comply with all MSD and local school technology and electronic utilization policies, including policies related to use of equipment as well as policies related to use of equipment, internet, hardware or software policies. (See MSD acceptable use policy)

First Offense - In School Suspension or Out of School Suspension depending on severity

Second Offense - Out of School Suspension

Third Offense - Out of School Suspension with request for expulsion.

10. Inappropriate Use of social media - Engaging in any activity that disrupts a student's ability to learn and a school's ability to educate students.

First Offense - In School Suspension or Out of School Suspension depending on severity

Second Offense - Out of School Suspension

Third Offense - Out of School Suspension with recommendation for expulsion.

11. Failure to report potential action or plans that may cause personal injury or property damage - Failing to report the actions or plans of another person to a teacher or administrator where plans, if carried out, could cause damage to another person or property no matter how the student received the information.

**Consequences can range from In School Suspension to Out of School Suspension to Request for Expulsion based on what information revealed.*

12. Knives - Possessing or using any knife, including a pocket knife for any reason unrelated to school.

First Offense - Up to 10 Days Out-of-School Suspension. With possible Request for expulsion. A report will be made to the appropriate juvenile or law enforcement authorities.

13. Handguns, Rifles or Shotguns - Possessing, handling or transmitting any loaded or unloaded handgun, rifle or shotgun. (No speeches, exhibits, or projects are to use these instruments either)

**Consequence for possession on school property - Out of School Suspension with recommendation for expulsion and Law Enforcement will be notified.*

Pursuant to I.C. 20-33-8-10

Section 5.(a) A principal may take any action concerning the principal's school or a school activity within the principal's jurisdiction that is reasonably necessary to carry out or prevent interference with an educational function or school purposes.

DISCIPLINARY ACTION

In the event of student misconduct, one or more of the following procedures may be administered or other discipline imposed as deemed appropriate by the school Director.

Conference: A conference involving: any combination of student(s), parents, teachers, counselor, director, and administrator.

Detention: A thirty (30) minute period before or after school. Detentions must be served within two school days. If not, the student may be issued a second detention. Failure to serve that detention could lead to a school suspension.

Office time out: Students may be assigned an amount of time to be spent in the office of the Director or other designated area.

In-school suspension: Students assigned to in-school suspension are removed from the mainstream of the student population to a designated area. Academic work will continue provided the student abides by the rules and completes the work assigned.

Out of school suspension: When students are suspended out-of-school or expelled, they have the opportunity to complete all work assigned and receive full credit. Suspended or expelled students may not be on school property or attend/participate in school events, home or away, on the days they are suspended/expelled.

DRESS CODE

Neat, clean, and appropriately dressed students contribute greatly to the image which a school presents to the public. Students are expected to wear their clothing and manage their appearance in a manner which does not disrupt the learning process. Appropriate dress contributes to a positive school image and creates an optimal learning environment.

General

- Bookbags/backpacks or bags of any kind are NOT ALLOWED in classroom areas.
- Clothing, pins, or accessories which promote, advertise, or glorify vulgarity, illegal substances (including alcohol, tobacco, drugs or drug culture), profanity, sexual connotations and/or express double meanings are unacceptable. This includes shirts emblazoned with corporate or restaurant names that contain suggestive wording or logos.
- Underwear and lingerie worn as outerwear, "see through" apparel, and sleepwear are unacceptable.

Tops/Shirts

- Shirts, blouses, and tops must have no visible cleavage.
- Spaghetti straps are not allowed. Tank tops or shirts must have a credit card's width (2 1/2 inches) at the shoulder.
- Tops and pants must meet at all times. This includes standing, sitting, and raising arms above the head. Pants and tops must come together at the waistline in a manner that does not allow undergarments or skin to show.
- Hooded sweatshirts/coats with hoods are allowed, but only if the hood remains down at all times inside the school building. If a student is continually reminded to remove hood, the student will be prohibited from wearing any clothing with an attached hood.

Jeans/Pants/Shorts/Skirts:

- If jeans have holes, the holes must be below short length and cannot be a tripping/safety hazard.
- Skirts, shorts, and dresses must be hemmed at an appropriate length (no more than 6 inches above the knee—dollar bill length). Cut-off shorts, boxer shorts, and biking/spandex shorts are not allowed. Running shorts must be an appropriate length.
- Sagging or excessively baggy pants are inappropriate. The waistline of all pants must be at or above the hip bone.

Accessories:

- Items that would be considered detrimental to the learning environment or potentially a safety issues are not permitted.
- Chains and spiked jewelry are not permitted.
- Sunglasses, hats, bandanas, and other similar headwear are not allowed during the instructional day. No dark or colored glasses are permitted unless prescribed by a physician or optometrist.

We believe students can dress comfortably within these guidelines. School administrators, faculty, and staff reserve the right to determine if a clothing item or accessory is appropriate for school.

TRANSPORTATION

Transportation changes will not be permitted on a day to day basis. A parent or guardian reserves the right to pick up a child when necessary. Students are not permitted to transport other students unless it is a permanent arrangement. Students are allowed to transport another student only after completing an ACE Transportation Change document signed by both student's parents or guardians.

Bus Conduct

Transportation to school by a school bus is a privilege, not a right. The MSD of Steuben County provides bus transportation to students as an assistance to families. However, the school corporation reserves all rights to establish rules for safe and orderly operation of such transportation. This privilege will be forfeited by students who do not comply.

Students who are designated as bus riders must ride the bus every day to and from school unless parent/guardian contacts the school no later than 11:00 a.m. Bus riders must ride the bus unless being picked up by a parent/guardian. Students must immediately enter ACE Academy when exiting the bus in

the a.m. No roaming the neighborhood or taking any route other than that designated by the school. In the afternoon, students must board the bus at ACE Academy & transfer to their designated bus at the middle school. Students may not walk around outside of the middle school or enter the middle school.

Bus students are PROHIBITED from walking from the high school to middle school, middle school to the high school, entering AHS or exiting the bus AT ANY TIME other than to transfer the bus at AMS. This is a safety issue. Students who are caught walking instead of riding the bus may have transportation privileges taken away.

It will be understood that bus drivers have the responsibility to establish rules for their buses. Among them, drivers will have the authority to assign seats to students and to change these assignments as necessary.

So that you will know what is expected of students while riding on the bus, the following is a sample of the form you will receive from your bus driver on the first day of school.

1. I will sit properly in my own seat.
2. I will not stand or move from place to place during the trip.
3. I will not talk in a loud or boisterous voice, nor will I be guilty of using improper language while on the bus.
4. I will not use or possess any alcoholic beverages, illegal drugs, vapes, or tobacco of any form on the bus.
5. I will not open or close the windows or doors of the bus without the driver's permission. Windows will not be allowed below the black lines at any time.
6. I will not tease, scuffle, trip, hold, hit, or use my hands or feet or body in any objectionable manner.
7. I will not attempt to enter or leave the bus until it has come to a full stop and the door has been opened by the driver.
8. I will be ready and waiting to board when the bus arrives.
9. I will have a permission note signed by my parents if I intend to ride on a different bus than the assigned one.
10. I will not be permitted to bring students home on the bus who are not assigned to my bus, without prior permission from the bus driver. If permission is given, the students will bring a note from their parents giving permission to go home with the child whose bus they are riding.
11. I will be denied the privilege of riding on the bus if I fail to conduct myself properly.
12. I will read these rules to my parents or have them read to me and give my word to follow the rules.

PARKING/DRIVING ON SCHOOL GROUNDS

Driving to school is a privilege with great responsibility. Thus it is for the benefit and protection of all students that certain rules be observed. Any violations will be cause for revoking the driving privilege. There is to be no loitering in the parking lot.

MSD of Steuben County School Corporation will not be responsible for any damages to or loss of property, vehicles, or personal possessions on school grounds. Students may choose to drive vehicles and park them on school grounds at their own risk of loss or damage to the same, or their contents.

DRIVERS LICENSE/PERMIT REVOCATION (INDIANA CODE 9-24-2-1)

Pursuant to Indiana Code 9-24-2-1, a driver's license or a learner's permit may not be issued to an individual less than eighteen (18) years of age who meets any of the following conditions:

1. Is a habitual truant under IC 20-33-2-11
2. Is under at least a second suspension from school for the school year under IC 20-33-8-15 & 16
3. Is under expulsion from school under IC 20-33-8-14, 15, & 16.
4. Is considered a dropout under IC 20-33-2-28.5

If a person is less than eighteen (18) years of age and is a habitual truant, is under at least a second suspension or an expulsion, or has withdrawn from school, the Bureau of Motor Vehicles shall, upon notification by the student's principal, invalidate the person's license or permit until the earliest of the following (IC 9-24-2-4 version b)

1. The student turns 18;
2. One hundred twenty (120) days after the person is suspended.
3. One hundred eighty (180) days after the person is expelled or excluded.
4. The suspension, expulsion, or exclusion is reversed after the person has had a hearing under IC 20-8.1-5.
5. The person who has withdrawn from school to circumvent the sanctions of suspension, expulsion, or exclusion has re-enrolled in school in good standing.

DANCES

ACE & ADA students can attend Angola High School or Angola Middle School dances at the discretion of the Director based on attendance, academic and behavioral performance. AHS dances are restricted to students in grades nine and beyond. The junior/senior prom is restricted to: juniors, seniors, and their guests who must be in tenth grade or above. If a student wishes to bring a guest from another school or one who has graduated from school, a form must be completed for each dance. No guests over the age of 20 will be allowed. The administration has final approval for all non-student guests.

HEALTH SERVICES

Students who become ill or are injured during the school day should report to the Director for assistance. STUDENTS ARE NOT TO CONTACT PARENTS VIA CELL PHONE OR TEXT REQUESTING TO BE PICKED UP. CALLS ARE TO COME FROM THE DIRECTOR ONLY.

MEDICATION

The district school nurse and Director must be informed of any **prescription medication** that a student is required to take at school. To dispense prescription medication to students, the school must receive a written order from the student's doctor and a consent form completed by the parent. All medication must be brought to the Director's office in its original prescription container, labeled with the student's name, the name of the medication, the date of expiration, and the proper dosage.

Non-prescription medications: If, during the course of the school day, it is necessary for a student to receive common, non-prescription medication (e.g., Tylenol), the parent/guardian must fill out a Medicine Administration Form. Parents/guardians must inform the school of any allergies to or restrictions on non-prescription medication that their children might have. Parents/guardians are required to notify the principal in writing if your child has a chronic illness that may affect his or her performance at school.

ACCIDENTS

The Director or a trained staff member will administer initial treatments of minor injuries. The student's emergency contact will be notified immediately by phone whenever medical treatment is administered to a student, and an Incident Report will be kept in the student's permanent file. In such cases, it is especially crucial that the school has working phone numbers for students' parents and for alternate contacts in the event that a parent is unavailable.

COUNSELING SERVICES

School counselors are available to assist students with both school and personal issues. The guidance counselors from the high school (and middle school when needed) will be at the ACE on a weekly basis to talk with students and check on their academic goals. Students are encouraged to email their counselor whenever questions or concerns arise.

The Student Assistance Program (SAP) is available to provide mental health and family counseling services. A Bowen Center life skills coach will be available on-site at ACE Academy at various times to support students. In addition, virtual counseling sessions are available through Bowen.

PERSONAL RELATIONSHIPS

STUDENT RELATIONSHIPS WITH STAFF

Students are expected to cooperate fully with and to follow all instructions from any staff member or visitor. Whether visitors are observers, speakers, or entertainers they are to be honored as guests and will be treated with courtesy and respect.

STUDENT RELATIONSHIPS TOWARD FELLOW STUDENTS

All students are expected to show respect for the rights and feelings of their fellow students and to behave in a way that will earn respect. Tolerance of others' differences is essential. Sexual relationships of any type are not allowed in educational settings. Public displays of affection are not permitted. No type of harassment will be accepted. Students are required to keep their hands and feet to themselves at all times. Touching of other students is not permitted.

RESTORATIVE PRACTICES

We utilize a Restorative Practice approach for building community within the school setting and for responding to challenging behaviors. We believe that through real dialogue, a mutual understanding of a specific situation and making things right, students can learn critical life skills for success. Restorative practices are not a specific program, but rather, an approach to addressing difficult behavior. We believe that decisions are best made, and conflicts best resolved, by those most directly involved in them. We seek to develop good relationships and restore a positive learning environment when students are not able to maintain safe appropriate behavior.

SAFETY DRILLS

Fire exits for each classroom are prominently posted. Students are expected to know the exit routes from each classroom and exit procedures. Fire drills are held monthly throughout the school year. Students are to leave all books and personal effects (except purses) in the classroom. Students are expected to take all drills seriously and exit the building in an orderly manner. All students must stay with the adult in charge. Leaving the reporting area (i.e. sitting in cars or leaving the property,etc.) will result in disciplinary action. Several types of emergency/safety drills are conducted throughout the year, including fire, tornado, and school intruder drills. These drills are held to acquaint students with proper emergency/safety procedures and evacuation routes. Each student will be instructed of his/her responsibilities during these drills.

SALES

Only school-approved fundraisers are permitted at school. No personal sales are permitted. All school fundraisers must have prior approval.

PROCESS FOR TRANSITIONING FROM ACE

Once you meet the requirements to have a transition meeting, the transition team will determine if you have successfully completed the ACE Program and are ready to return to your home school. You and your parents will be invited to attend and participate in the meeting. Transition meetings only occur at the end of a semester and the decision of the transition team is final.

Some students may be prohibited from returning to AHS or AMS. If you are not eligible to transition from ACE, then this policy is not applicable to you.



CONSENT AGENDA

New Business

TO: Board of School Trustees

DATE: June 18, 2024

SUBJECT: 7.5 After School Program – wage increase

Hourly Wage Proposal Summary

Position: After School Program Staff

Overview: As part of our commitment to providing quality after school programming for students, we propose the following hourly wage structure for staff members.

Hourly Wage: \$12.50 per hour starting wage.

\$12.64 per hour Renae David, increase of (10%)

\$13.79 per hour Janet Petre, increase of (10%)

\$16.73 per hour for Jennifer Huscher, increase of (10%)

Rationale:

1. **Competitive Compensation:** My proposed hourly wage reflects the competitive nature of the job market and aims to attract talented individuals who are passionate about working with children and supporting their educational and social development.
2. **Experience and Qualifications:** I recognize the value of experience and qualifications in this role. My proposed wage takes into account factors such as relevant education, certifications, and prior experience working with children.
3. **Responsibilities:** The hourly wage reflects the range of responsibilities associated with the after school program staff position, including planning and implementing activities, ensuring the safety and well-being of students, and maintaining effective communication with parents and school administration.
4. **Commitment to Equity:** We are committed to equity and fair compensation practices. My proposed wage is designed to ensure that all staff members are compensated fairly for their contributions, regardless of factors such as gender, race, or background.

After June board
approval.
M
ME



CONSENT AGENDA

New Business

TO: Board of School Trustees
DATE: June 18, 2024
SUBJECT: 7.6 Out-of-State Field Trips

Athletic Department

Steve Lantz (Athletic Director)
slantz@msdsc.us



350 South John McBride Avenue
Angola, IN 46703
260-665-3780

Kim Wilson (Athletic Secretary)
kwillson@msdsc.us

June 7th, 2024

Dr. Matt Widenhoefer, Superintendent
MSD of Steuben County
400 South Martha Street
Angola, IN 46703

Dear Dr. Widenhoefer:

I would like to request permission to transport the Angola High School Boys' Basketball Team using MSD transportation to Hillsdale, MI on June 18th and June 21st to compete in a basketball shoot-out. I would also request that if this scheduled event changes due to unforeseen circumstances transportation be allowed for the rescheduled date.

Sincerely,

A handwritten signature in black ink that reads "Steve Lantz".

Steve Lantz
Assistant Principal
Athletic Director

Visit us at www.angolahornets.com
Follow us on twitter @SteveLantz1

Go Hornets!





CONSENT AGENDA

New Business

TO: Board of School Trustees

DATE: June 18, 2024

SUBJECT: 7.7 Renewal of Contract with CS3 – Comprehensive School Solutions

CONTRACTED SERVICE AGREEMENT BETWEEN

Comprehensive Systems of Support for Schools, LLC (CS3)

AND

MSD of Steuben County

WHEREAS, MSD of Steuben County wishes to enter into a contract with Comprehensive Systems of Support for Schools, LLC (CS3) to perform Chief Financial Officer services and;

WHEREAS, CS3 wishes to accept this offer having been informed of MSD of Steuben County policies and conditions and;

WHEREAS, the Parties wish to evidence their agreement in writing and;

WHEREAS, the Parties have the capacity and powers to enter into and perform the undertakings set forth in this Agreement.

TERMS OF AGREEMENT

The agreement shall commence as of July 1, 2024 and shall continue until further notice. At the initial anniversary date, this agreement shall automatically renew for an additional twelve-month period unless MSD of Steuben County has provided to CS3 a written notice 30 days prior to the end of the term. Contract continuation shall be determined by review and agreement of each party no less than 30 days prior to expiration of the current agreement.

GENERAL RESPONSIBILITIES

Perform, supervise, maintain and oversee all financial, construction and operations duties at MSD of Steuben County.

KNOWLEDGE, SKILLS AND ABILITIES

CS3 will provide Dr. Brandon Penrod as the sole consultant for MSD of Steuben County. He brings many years of experience in this type or role as well as other school administration experience.

IMMEDIATE SUPERVISOR

CS3 shall report directly to Dr. Matthew Widenhoefer, Superintendent of MSD of Steuben County.

COMPENSATION

MSD of Steuben County shall compensate CS3 at the rate of 4.9 times the family Plan D health insurance premium for standard work completed on behalf of MSD of Steuben County and bond premium multiplied by .05 for any premium generated on bond sales. CS3 shall present an invoice to MSD of Steuben County monthly for services performed. Payment shall be due in full within 30 days of the date of the invoice. No part of the Contractor's compensation will be subject to withholding by the district for the payment of any social security, federal, state, or any other employee payroll taxes.

INSURANCE

MSD of Steuben County will cover CS3 for liability in the amount of the state maximum, with evidence of liability insurance in this amount provided by the carrier prior to the contract execution, health, vision and dental insurance. MSD of Steuben County will pay all legal counsel and liability expenses for CS3 and its agent(s) if any litigation is required.

EXPENSES

MSD of Steuben County shall reimburse CS3 for required travel and expenses. This may include, but is not limited to, mileage, meals as allowed by the Indiana State Board of Accounts, etc. The Superintendent will authorize these reimbursable expenses prior to the event(s) and CS3 will provide detailed receipts and/or documentation for such expenditures.

RELATIONSHIP

CS3 is retained by MSD of Steuben County solely for the purpose and to the extent set forth in this agreement, and CS3 relationship to MSD of Steuben County shall, during the terms of this agreement, be that of an independent contractor. The Contractor represents that he is free to enter into this Agreement and that this engagement does not violate the terms of any agreement between the Contractor and any third party. The Contractor and it's agent are expressly free to earn compensation performing services for other parties, including parties that may also contract with MSD of Steuben County, while performing services for the district. During the term of this agreement, the Contractor shall devote as much of his productive time, energy and abilities to the performance of his duties hereunder as is necessary to perform the required duties in a timely and productive manner.

WAIVER, MODIFICATION, OR CANCELLATION

Any waiver, alteration, or modification of any of the provisions of this agreement or cancellation or replacement of this agreement shall not be valid unless in writing and signed by both parties involved.

ASSIGNMENT

Any attempt to assign or transfer any rights, duties, or obligations herein shall render such attempted assignment or transfer null and void.

GOVERNING LAW

This agreement shall be construed in accordance with and governed by the laws of the State of Indiana and any applicable federal regulations.

CONFIDENTIALITY

CS3 shall treat as confidential and shall not disclose or use for the benefit of any person other than MSD of Steuben County, any and all information made available or disclosed to CS3 as a result of or related to this agreement.

Comprehensive Systems of Support for Schools, LLC
Brandon Penrod, PhD

Date

MSD of Steuben County
School Board President

Date

Attest – MSD of Steuben County
School Board Secretary

Date



CONSENT AGENDA

New Business

TO: Board of School Trustees
DATE: June 18, 2024
SUBJECT: 7.8 Update of Authorized Personnel for MSD Business Accounts



**SMALL COMMUNITY.
BIG OPPORTUNITIES.**

METROPOLITAN SCHOOL DISTRICT OF STEUBEN COUNTY

400 South Martha Street Angola, IN 46703 | 260.665.2854
Fax: 260.665.9155 | www.msdsteuben.k12.in.us

Dr. Matthew Widenhoefer
Superintendent

Dr. Schauna Relue
Assistant Superintendent

Mr. Andy Wagner
Director of Student Services

Dr. Chantell Manahan
Director of Technology

Mrs. Wendy Wilson
Director of Human Resources

Ms. Sherry Neumann
Business Manager

Mrs. Amber Parshall
Food Service Director

Mr. Paul Hyska
Director Transportation

Ms. Kathy Bahr
Special Education Coordinator

Mr. Jonathan Winslow
Curriculum & Instruction Coordinator

June 18, 2024

To: MSD of Steuben County Board of Trustees
From: Dr. Matthew Widenhoefer
RE: Removal of Signing Officer(s) for MSD Business Accounts

The district is requesting board permission to remove former and current employees who had Signing Officer authority on MSD Business Accounts. The district is requesting the following names to be removed from signing authority:

- Karen Eagleson - *former employee*
- Brent Wilson - *former employee*
- Rocky Foltz - *current employee*

BOARD OF SCHOOL TRUSTEES

Mr. Cory Archbold
President

Mr. Kevin Beard
Vice President

Mrs. LeAnn Boots
Secretary

Mr. Tom Caswell
Member

Mrs. Becky Maggart
Member

Mr. Scott Poor
Member

Mr. Mark Ridenour
Member

The School Board of Trustees declares it the policy of the Metropolitan School District of Steuben County to provide equal educational and employment opportunities regardless of race, color, religion, national origin, disability (physical or mental), sex, age, sexual orientation, gender identity, genetic information, or parental status.

For inquiries of Title IX, Section 504, American with Disabilities Act

Contact: Director of Human Resources | 400 S. Martha Street Angola, IN 46703 | (260) 665-2854



**SMALL COMMUNITY.
BIG OPPORTUNITIES.**

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Special Education Coordinator

Mr. Jonathan Winslow
Curriculum & Instruction Coordinator

June 18, 2024

To: MSD of Steuben County Board of Trustees
From: Dr. Matthew Widenhoefer
RE: Authorized Personnel for MSD Business Accounts

Corporate Resolution of Signing Authority

WHEREAS, the Corporation is determined to grant signing and authority to certain person(s) described hereunder.

RESOLVED, that the Board of Trustees is hereby authorize and approved to authorize and empower the following individual to make, execute, endorse and deliver in the name of and on behalf of the corporation, but shall not be limited to, any and all written instruments, agreements, documents, execution of deeds, powers of attorney, transfers, assignments, contracts, obligations, certificates and other instruments of whatever nature entered into by this Corporation.

Name: Dr. Matt Widenhoefer

Position/Title: Superintendent of MSD of Steuben County

Email Address: mwidenhoefer@msdsc.us

The undersigned certifies that Dr. Widenhoefer is the properly approved Administrator of the books, records and seal of MSD of Steuben County, a corporation duly conformed pursuant to the laws of the state of Indiana, and that said meeting was held in accordance with state law and with the Bylaws of the above-named corporation.

This resolution was approved by the Board of Trustees of MSD of Steuben County on June 18, 2024.

I, as authorized by the Company, hereby certify and attest that all the information above is true and correct.

Mr. Cory Archbold, President

Ms. LeAnn Boots, Secretary

The School Board of Trustees declares it the policy of the Metropolitan School District of Steuben County to provide equal educational and employment opportunities regardless of race, color, religion, national origin, disability (physical or mental), sex, age, sexual orientation, gender identity, genetic information, or parental status.



**SMALL COMMUNITY.
BIG OPPORTUNITIES.**

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Mr. Paul Hyska
Director Transportation

Ms. Kathy Bahr
Special Education Coordinator

Mr. Jonathan Winslow
Curriculum & Instruction Coordinator

June 18, 2024

To: MSD of Steuben County Board of Trustees
From: Dr. Matthew Widenhoefer
RE: Authorized Personnel for MSD Business Accounts

Corporate Resolution of Signing Authority

WHEREAS, the Corporation is determined to grant signing and authority to certain person(s) described hereunder.

RESOLVED, that the Board of Trustees is hereby authorize and approved to authorize and empower the following individual to make, execute, endorse and deliver in the name of and on behalf of the corporation, but shall not be limited to, any and all written instruments, agreements, documents, execution of deeds, powers of attorney, transfers, assignments, contracts, obligations, certificates and other instruments of whatever nature entered into by this Corporation.

Name: Jessica Swinford

Position/Title: Administrative Assistant to Superintendent

Email Address: jswinford@msdsc.us

The undersigned certifies that Jessica Swinford is the properly approved Administrator of the books, records and seal of MSD of Steuben County, a corporation duly conformed pursuant to the laws of the state of Indiana, and that said meeting was held in accordance with state law and with the Bylaws of the above-named corporation.

This resolution was approved by the Board of Trustees of MSD of Steuben County on June 18, 2024.

I, as authorized by the Company, hereby certify and attest that all the information above is true and correct.

Mr. Cory Archbold, President

Ms. LeAnn Boots, Secretary

The School Board of Trustees declares it the policy of the Metropolitan School District of Steuben County to provide equal educational and employment opportunities regardless of race, color, religion, national origin, disability (physical or mental), sex, age, sexual orientation, gender identity, genetic information, or parental status.

For inquiries of Title IX, Section 504, Americans with Disabilities Act

Contact: Director of Human Resources | 400 S. Martha Street, Angola, IN 46703 | (260) 665-2854



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Food Service Director

Mr. Paul Hyska
Director Transportation

Ms. Kathy Bahr
Special Education Coordinator

Mr. Jonathan Winslow
Curriculum & Instruction Coordinator

June 18, 2024

To: MSD of Steuben County Board of Trustees
From: Dr. Matthew Widenhoefer
RE: Authorized Personnel for MSD Business Accounts

Corporate Resolution of Signing Authority

WHEREAS, the Corporation is determined to grant signing and authority to certain person(s) described hereunder.

RESOLVED, that the Board of Trustees is hereby authorize and approved to authorize and empower the following individual to make, execute, endorse and deliver in the name of and on behalf of the corporation, but shall not be limited to, any and all written instruments, agreements, documents, execution of deeds, powers of attorney, transfers, assignments, contracts, obligations, certificates and other instruments of whatever nature entered into by this Corporation.

Name: Penelope (Penny) Panelli

Position/Title: Clerical Assistant to Treasurer

Email Address: pepanelli@msdsc.us

The undersigned certifies that Penny Panelli is the properly approved Administrator of the books, records and seal of MSD of Steuben County, a corporation duly conformed pursuant to the laws of the state of Indiana, and that said meeting was held in accordance with state law and with the Bylaws of the above-named corporation.

This resolution was approved by the Board of Trustees of MSD of Steuben County on June 18, 2024.

I, as authorized by the Company, hereby certify and attest that all the information above is true and correct.

Mr. Cory Archbold, President

Ms. LeAnn Boots, Secretary

The Board of Trustees does not discriminate on the basis of race, color, gender, national origin, disability, gender identity, age, genetic information, or parental status.



CONSENT AGENDA

New Business

TO: Board of School Trustees

DATE: June 18, 2024

SUBJECT: 7.9 Approval of Insurance Trust Personnel

DEKALB COUNTY EASTERN C.S.D.

This instrument is construed to be a Working Agreement between DeKalb County Eastern Community School District, Butler, Indiana, hereinafter called Employer, and **Maria Conwell**, an At-Will Employee. In such places as shall be designated by Employer, subject to reasonable conditions of employment , for **7.5** hours per day, **5** days per week, **260** days per year beginning **May 15, 2024** and continuing through **June 30, 2025**.

Said Employer agrees to pay the employee for service as:

General Manager of the Northeast Indiana School Insurance Trust of said Corporation the sum of **\$37.22** per hour, **\$72,579** per year. Said sum to be paid in scheduled installments.

The contract is executed this **15th day of May, 2024**, and each party has a copy thereof.

Maria Conwell, Employee
May 15, 2024

Shane Conwell, Superintendent, NEISIT LEA
May 15, 2024



CONSENT AGENDA

New Business

TO: Board of School Trustees
DATE: June 18, 2024
SUBJECT: 7.10 Superintendent Contract Renewal

ADDENDUM TO TEACHER'S CONTRACT

Superintendent Contract

THIS ADDENDUM TO THE TEACHER'S CONTRACT ("Addendum") is attached to and made a part of the regular Teacher's Contract ("Contract") entered into by and between MSD of Steuben County, Indiana, hereinafter called "Employer" and Matthew Widenhoefer, hereinafter called "Superintendent."

Whereas, Employer desires to employ Superintendent; and

Whereas, Superintendent is willing to accept such employment.

Now, therefore, in consideration of the mutual covenants contained herein, Employer and Superintendent agree as follows:

1. Employment of Superintendent and Terms of Employment

Employer employs the Superintendent and the Superintendent agrees to be employed by the Employer as Superintendent for a period beginning July 1, 2023 and concluding on June 30, 2026 ("Contract Term"). Unless either party notifies the other party by June 1, 2024, this contract and addendum shall be automatically extended to June 30, 2027. Thereafter, this Contract and this Addendum shall be automatically extended an additional year unless Superintendent or Employer notifies the other party to the contrary by June 1 of each calendar year. The Contract Term shall not extend beyond June 30, 2031.

2. Duties

In consideration of the obligations and commitments of the parties, the Superintendent agrees to completely and faithfully serve the Employer as superintendent and Chief Executive Officer during the term of this Contract and Addendum, doing and performing the duties generally recognized as being the normal functions of a public school superintendent in the State of Indiana and as enumerated in school board policy. The Superintendent agrees to perform at a professional level of competency as required by this Addendum, law and school board policy. The Superintendent shall execute all duties and responsibilities as established by the Employer.

Superintendent represents and warrants that Superintendent holds a valid Indiana superintendent's license. Superintendent shall maintain said license in good standing throughout the term of this contract. Should said license be revoked or become invalid, this Contract and Addendum shall automatically be terminated without further notice or hearing. The Superintendent agrees at all times while employed pursuant to this addendum to fully meet the minimum qualifications for the position of superintendent as required by law.

The parties to this Addendum further agree that the duties performed by the Superintendent pursuant to this Addendum are unique to this position of the Employer and therefore the Superintendent will not be transferred or reassigned by the Employer to another position without the Superintendent's written consent.

Superintendent is generally expected to devote full attention to the duties with the Employer, but Superintendent may undertake consulting work, speaking engagements, writing, lecturing or other professional duties and obligations provided that such activities do not interfere with the meeting of the responsibilities as superintendent. Superintendent shall notify the Board or its designee prior to the performance of these activities that involve attention during normal working hours. Superintendent shall provide notice to the Board of all other such activities. If outside activities take place during normal working hours, Superintendent may keep the compensation for such activities provided Superintendent is using a vacation of personal business leave day; otherwise, any fees earned shall be provided to Employer.

Both parties recognize that the primary responsibility of the Board of School Trustees (“Board”) is to review and develop and approve policy. Superintendent’s primary responsibility is the effective implementation of that policy through management of day-to-day and periodic school operations. Additionally, the parties agree that Superintendent shall have the option and ability to attend all school board meetings, including but not limited to regular meetings, work sessions and executive sessions. This division of responsibility is consistent with the National School Board Association Code of Ethics for School Board Members and Indiana School Board Association Code of Ethics.

3. Salary and Benefits

So long as Employer employs Superintendent as the superintendent:

- a) Employer will pay to Superintendent or on the Superintendent’s behalf:
 - a. Salary

An annual salary of \$159,578 through June 30, 2025. Each year, if the Superintendent receives a rating of effective or highly effective on the Board’s evaluation, Superintendent’s salary will automatically increase effective July 1, 2025 and annually thereafter by \$5,000. Superintendent’s salary shall automatically increase effective July 1, 2025, and annually thereafter by \$5,000, unless the teachers receive no raise, in which case the Superintendent shall receive no raise. The annual raise of the Superintendent shall not exceed by Two percentage points (2%) the average percentage raise of teachers who receive the same evaluation rating and who receive raises for that year. The average shall be determined by comparing the total amount to be added to the base salaries paid to those teachers for that year divided by the total base salaries of those teachers. If a stipend is provided instead of a raise, the Superintendent shall receive the same stipend amount as that provided to a teacher receiving the same evaluation.

- i. This annual salary shall be paid to the Superintendent on an equal installment basis during each year of such employment, the installment payment dates to be commensurate with the installment payment dates applicable to other administrative employees of the Employer.

- b. Annuity
 - i. An annual contribution equal to five percent (5%) of Superintendent's annual salary to purchase an annuity (403b), or other investment product, and Superintendent shall have the authority to direct and determine the investments made in the plan.
- c. INPRS Employee Contribution
 - i. Any contribution to the Indiana Public Retirement System (formally Teachers' Retirement Fund) that would otherwise be paid by Superintendent shall be paid by the Employer.
- d. Business and Professional Expenses
 - i. Any appropriate business and professional expenses shall be paid by the Employer. Appropriate expenses shall include, but are not limited to, the cost of membership and participation in professional associations of school leaders, community organizations and expenses related to Superintendent's attendance at appropriate conferences and activities. The Employer agrees to pay for Superintendent to attend at least one national conference per year and additional professional development as appropriate (state and local meetings, conference, workshops, etc.). Superintendent may use a corporation credit care for such expenses.
- e. Employer will pay for and provide on Superintendent's behalf:
 - i. Basic Salary in lieu of Auto Allowance
 - 1. As additional basic salary, and in lieu of auto allowance or providing an automobile, a monthly payment of \$833 beginning on the effective date. The automobile shall be maintained, licensed and insured by Superintendent.
 - ii. Insurance and Health Savings Account
 - 1. Superintendent may elect life insurance (in the amount of \$300,000) with AD&D, long term disability insurance, health insurance, vision insurance, dental insurance and benefits of Internal Revenue Code Section 125. Employer agrees to increase Superintendent's salary by the amount of all insurance premiums combined, less \$1. Superintendent can elect benefits at whatever level he chooses. Employer will contribute the IRS maximum to an Health Savings Account on behalf of the Superintendent if plan allows.
 - iii. Technology
 - 1. A laptop or other appropriate device for business and incidental personal use. Employer also agrees to pay Superintendent \$80 per month for the use of his cell phone.
- f. Superintendent Shall be Entitled to:
 - i. Paid Time Off (PTO) Leave

1. Superintendent shall be awarded an annual number of PTO days equivalent to those provided to other twelve month administrative employees of the Employer. Superintendent may use PTO leave days for personal doctor appointments, doctor appointments of immediate family members, personal illness or that of immediate family members. Superintendent will be allowed to accumulate the same number of PTO days as permitted by other administrative employees. Superintendent shall be permitted to transfer all days of sick and/or PTO leave from prior employment.
- ii. Other Paid Leave
 1. Vacation during spring break and all legal holidays observed in addition to four (4) weeks of vacation each year. Superintendent may carry over no more than five (5) unused vacation days each year. Employer shall buy back unused vacation days each year.
- iii. Other Administrative Benefits
 1. Any other non-duplicative benefit Employer makes available to other certified administrative employees, to teachers through the Collective Bargaining Agreement (between the Employer and Classroom Teacher Association), or other benefits to which teachers of public school corporations are entitled to under the law. The terms of this addendum control over any inconsistent terms.

b) Defense and Indemnification for Acts in the Performance of Duties

- a. The Employer agrees to provide Superintendent with legal counsel selected and paid for by the Employer for any legal dispute arising out of the performance of the duties as superintendent and to defend and indemnify and hold Superintendent harmless for all claims, demands and judgments arising out of these disputes to the fullest extent permitted by law. In the event that Superintendent is named as a defendant or respondent in any suit or administrative action arising out of the performance of his duties for or employment with Employer, the Board shall promptly determine if the action alleged in the complaint was taken by Superintendent in good faith, and, if the Board determines that the action was taken in good faith, the Board shall defend Superintendent in the suit. In addition, if the Board further determines that payment of any judgment, compromise or settlement of a claim or suit against Superintendent arising out of the performance of his duties for or employment with Employer is in the best interest of Employer, that the liability, cost or damage is not predicated on and does not arise out of the bad faith of Superintendent, and the claim or judgment is not based on Superintendent's malfeasance, Employer shall pay that judgment, compromise or settlement and shall hold Superintendent harmless from any liability, cost

or damage in connection with that claim or judgment, including but not limited to the payment of reasonable legal fees. The provisions of this section shall continue after the Addendum expires or is terminated with regard to claims or suits arising from an event or occurrence during the Addendum's term, or any extension of renewal of the Addendum.

c) Evaluation

- a. The board's evaluation of Superintendent shall be consistent with the law as applied to evaluation of a public school superintendent. The Board shall conduct an annual evaluation of Superintendent, not later than June 15 of each year, starting in 2024. During this meeting, the Board shall evaluate Superintendent's performance relative to the goals and objectives for the current school year and the Board and Superintendent shall agree on goals and objectives for the next succeeding school year. If the goals and objectives for the current year have been met, Superintendent shall receive at least an "effective" rating. Failure to meet any goals or objectives for the current year does not preclude Superintendent from receiving an "effective" or "highly effective" rating. Superintendent may make a written response to the evaluation to be included in his personnel file. The Board may, but is not required to, conduct an evaluation of Superintendent at an earlier time. Not later than January 31 of each year, the Board and Superintendent shall agree as to the written evaluation instrument and the procedures to be used to evaluate Superintendent.

d) Termination

- a. This addendum may be terminated at any time prior to the end of the contract term for cause, as permitted by applicable law of the State of Indiana or at any time prior to the end of the term by mutual agreement of the parties.

e) Miscellaneous

- a. Superintendent shall be solely responsible for the payment of federal, state and local taxes on Superintendent's income and on any taxable portion of any employment benefits. The Addendum along with the Contract constitute the entire agreement between Superintendent and Employer, supersedes any prior negotiations, agreements or representations, whether oral or written. The terms of this Addendum control over any inconsistent terms found in policy or any other document provided that the conflicting term of this Addendum is consistent with the law. This Addendum may be amended or modified only by a written document signed by the parties and approved consistent with statute. This Addendum is governed by the laws of the State of Indiana and shall be subject to the provisions of any applicable state law concerning the terms and conditions of an employment contract between a public school corporation and its superintendent. This Addendum shall be deemed drafted equally by the parties. If, during the term of this Addendum, any specific clause or provision thereof is determined to be illegal or in conflict with the law, the illegal or conflicting provision shall be deemed void. The remainder

of the Addendum shall not be affected and shall remain in full force and effect.

- b. Any payments to Superintendent coming within the definition of "annual compensation" as defined in I.C. 5-10.2-4-3(d) shall be included in Superintendent's compensation reported to INPRS (formally Teachers' Retirement Fund). The parties agree that the amounts made available to Superintendent as additional basic salary, including amounts to be used for 403(b) plan contributions, insurance premiums and the automobile allowance shall be subject to state and federal taxes and shall therefore be included in Superintendent's "annual compensation" as reported to INPRS.