

**FAIRFIELD COMMUNITY SCHOOLS**  
**BOARD MEETING MINUTES**  
**June 10, 2021**

An executive session was held on May 18, 2021 at 6:00 p.m. in the administration office “To discuss a job performance evaluation of individual employees” IC 5-14-1.5-6.1(9). The undersigned certify that no other business was discussed.

An executive session was held on June 3, 2021 at 5:00 p.m. in the administration office “To receive information about and interview prospective employees” IC 5-14-1.5-6.1(5). The undersigned certify that no other business was discussed.

An executive session was held at 5:45 p.m., prior to the board meeting “To receive information about and interview prospective employees” IC 5-14-1.5-6.1(5). The undersigned certify that no other business was discussed.

President Marilee Keim called the board meeting to order at 6:00 p.m. with board members Sarah Elledge, Aaron Rink, Tyler Rensberger and Brian Wogoman present. Also present were administrators Dr. Robert J Evans, Superintendent, Monica Kegerreis, Assistant Superintendent and Philip Menzie, Business Manager.

Visitors were: Teresa Zook, Mark Hofer, Ben Kambs, Rhoda & Chris McFarland, Brock & Krysta Beehler, Kaitlyn & Jafet Moya, Mark, Heather, Max, Jaxon & Kate Engle, Liz Wogoman, Jessica Bender, Shanda Branneman, Jason Grasty, Carla Hochstetler and Randy Hesser

Retirements gifts from the corporation were presented to Mark Hofer, Benjamin Kambs, Rhoda McFarland and Teresa Zook.

Retirement gift from the school board was presented to Dr. Robert Evans.

Marilee Keim announced that at the July board meeting Randy Zimmerly will be introduced as the Interim Superintendent.

Aaron Rink made and Brian Wogoman supported the motion to approve the following:

- a. Minutes of the May 13, 2021 Board Meeting
- b. Claims in the amount of \$3,768,722.41 and Payroll Claims in the amount of \$1,036,332.15
- c. 36 professional leave requests
- d. Retirements:
  1. Sharon Erb – District Bus Driver
  2. Melodee Bowlby – District Bus Driver
- e. Resignations:
  1. Justin Schafer – Teacher on Special Assignment at Benton Elementary School
  2. Elizabeth Yoder – Counselor at Benton Elementary School
  3. Kristine Detweiler – Educational Assistant at Benton Elementary School
  4. Jill Miller – Cafeteria Worker at Millersburg Elementary-Middle School
  5. Benjamin Peery – Counselor at Millersburg Elementary-Middle School
  6. Erin Blomgren – 6th Grade Teacher at New Paris Elementary School
  7. Amy Anderson – Custodian at Fairfield Jr-Sr High School
  8. Dawn Raber – Cafeteria Worker at Fairfield Jr-Sr High School
  9. Julia Yoder – District IT Data & Support Specialist effective June 24, 2021
  10. Lyle Garber – District Bus Driver effective May 27, 2021

11. Mary Beth Mast – Building Secretary at Millersburg Elementary-Middle School effective June 11, 2021
  12. Kirt Hunsberger – Varsity Boys Cross Country Coach at Fairfield Jr-Sr High School
- f. Transfers
1. Kirsten Keller - from Educational Assistant at Fairfield Jr-Sr High School to Educational Assistant at Benton Elementary School
  2. Ashley Cook – from Educational Assistant at Fairfield Jr-Sr High School to Educational Assistant at Benton Elementary School
  3. Melissa Martin – from Educational Assistant at Millersburg Elementary-Middle School to District IT Data & Support Specialist effective June 11, 2021
- g. Employments:
1. Kara Steffen – Special Education Teacher at Millersburg Elementary-Middle School
  2. Samanta Fanson – 3<sup>rd</sup> Grade Teacher at Millersburg Elementary-Middle School
  3. Jane Roberta Herbert – Spanish Teacher at Fairfield Jr–Sr School
  4. Ashley Sheets – 2<sup>nd</sup> Grade Teacher at Millersburg Elementary-Middle School
  5. Abigail Glass – 5<sup>th</sup> Grade Teacher at the Millersburg Elementary-Middle School
  6. Taylor Sellers – Counselor at Benton Elementary School
  7. Nicole Tredway – Teacher on Special Assignment at Benton Elementary School
  8. Kendra Dallas – Educational Assistant at Fairfield Jr-Sr High School
  9. Kristie Pressler – Educational Assistant at Benton Elementary School
  10. Nicholas Brassell – Language Arts Teacher at Fairfield Jr-Sr High School
  11. Kathy Mikel – Educational Assistant at Benton Elementary School
  12. Tyler Runkle – 2<sup>nd</sup> Grade Teacher at New Paris Elementary School
  13. Kevin Myers – Head Custodian at Fairfield Jr-Sr High School
  14. Gabe Senders – Summer Custodian at Fairfield Jr-Sr High School
  15. Dylan Grossman – Summer Custodian at Fairfield Jr-Sr High School
  16. Jill Anderson – Veterinary Assisting Teacher at Fairfield Jr-Sr High School
  17. Kamele Oberlin – Art Teacher at Millersburg Elementary-Middle School
  18. Karen Hoover – Counselor at Millersburg Elementary-Middle School
  19. David Long – Head Varsity Boys Cross Country Coach at Fairfield Jr-Sr High School
  20. Jason Skibbe – Summer Junior High Softball Coach at Fairfield Jr-Sr High School
  21. Morgan Sanchez – Summer Junior High Softball Coach at Fairfield Jr-Sr High School
  22. Kea Mallane – 7<sup>th</sup> Grade Volleyball Coach at Fairfield Jr-Sr High School
  23. Kyle Hartman – Varsity Assistant Boys Basketball Coach at Fairfield Jr-Sr High School
  24. Tina Jones – Educational Assistant at Fairfield Jr-Sr High School
  25. Mark Engle – District Athletic Director

The motion passed unanimously.

There was no old business.

Dr. Evans recommended the board accept a donation of \$1,000.00 from Fairfield Music Boosters to the Fairfield Jr-Sr High School Winter Guard to use at their discretion. Sarah Elledge made, Tyler Rensberger supported the motion, the motion passed unanimously.

Dr. Evans recommended board approval for an Out of State Trip for the Boys Basketball team players to attend a Shootout at Findlay College on June 18 & 19, 2021 in Findlay, Ohio. Sarah Elledge made, Brian Wogoman supported the motion, the motion passed unanimously.

At this time the regular Board meeting was recessed by President Marilee Keim and a public hearing was held on the Project 2 for the Fairfield Jr-Sr High School campus.

Phil Menzie explained the scope and financing of Project 2. There was no public comment.

Phil Menzie requested the adoption of the Project Resolution. Aaron Rink made, Sarah Elledge supported the motion, the motion passed unanimously. A copy of the resolution follows these minutes.

Phil Menzie requested approval of the Reimbursement Resolution. Tyler Rensberger made, Brian Wogoman supported the motion, the motion passed unanimously. A copy of the resolution follows these minutes.

Business Manager Phil Menzie recommended the board approve the following awarded bids through the Co-Op Purchasing with Region 7 Service Center:

1. Gordon Foods Service through HPS for Cafeteria Food, Supplies and Commodities;
2. Dairy Farmers of America/Schenkel's for milk and dairy;
3. Creation Gardens for produce; and
4. Aunt Millie's Bakery for bread and bakery items.

Brian Wogoman made, Sarah Elledge supported the motion, the motion passed unanimously

Bonds were approved for Jill Erb, Corporation Treasurer \$225,000; Heather Doberenz, Deputy Corporation Treasurer \$225,000; Holly Stephens, Fairfield Jr-Sr High School ECA Treasurer \$75,000; and a Position Bond in the amount of a \$45,000 for three Elementary Building Secretaries at \$10,000 each and Athletic Director at \$15,000 with a motion made by Sarah Elledge supported by Tyler Rensberger, the motion passed unanimously.

Monica Kegerreis requested board approval for summer school hires of Sarah Schroeder as Fairfield Jr-Sr High School educational assistant, Ella Haldeman as a summer school bus driver, Alyssa Zook and Laura Lantz to share a 1<sup>st</sup> grade summer school educational assistant position, and for Jennifer Lehman to serve as the summer school substitute teacher as needed. Sarah Elledge made, Brian Wogoman supported the motion, the motion passed unanimously.

Monica Kegerreis requested approval of textbook adoption materials for Social Studies as follows:

- District 1<sup>st</sup> Grade-Houghton Mifflin Harcourt: Into Social Studies, ISBN:9781328861863, \$7.70
  - District 2nd Grade-Houghton Mifflin Harcourt: Into Social Studies, ISBN: 9781328861870 \$7.70
  - District 3rd Grade- Houghton Mifflin Harcourt: Into Social Studies, ISBN: 9781328861887 \$7.70
  - District 7<sup>th</sup> Grade- SAVVAS: myWorld Interactive, ISBN: TBD \$28.25
  - District Psychology-McGraw Hill: Understanding Psychology, ISBN:9780076631940, \$22.00
  - District Sociology-McGraw Hill: Sociology & You, ISBN:9780076631933, \$22.00
- Aaron Rink made, Tyler Rensberger supported the motion, the motion passed unanimously.

Monica Kegerreis requested approval of textbook adoption materials for Personal Financial Responsibility course for 2021-2022 School Year as Dave Ramsey's Foundations in Personal Finance as a digital license, for item number FIPFHS3EDIGSEAT, \$40.00. Brian Wogoman made, Aaron Rink supported the motion, the motion passed unanimously

Phil Menzie recommended approval for the elementary textbook rental and fee amounts for 2021-2022 school year as follows: Kindergarten - \$118.93; 1<sup>st</sup> Grade - \$136.85; 2<sup>nd</sup> Grade - \$136.85; 3<sup>rd</sup> Grade -

\$130.76; 4<sup>th</sup> Grade - \$154.10; 5<sup>th</sup> Grade at MEMS- \$137.24, 5th grade at NPES, and BES - \$134.24. The cost for only Benton and New Paris Elementary 6<sup>th</sup> Grade - \$141.49; Lifeskills fees \$96.00 at Millersburg. Aaron Rink made a motion supported by Tyler Rensberger to approve the recommendation. The motion passed unanimously. A copy of the textbook rental and fees follows the minutes.

Dr. Evans recommended the board approve a Memorandum of Understanding with the Boys & Girls Clubs of Elkhart County for the KidsCare After School Program to provide before school and after school development programming services for Benton, Millersburg and New Paris Elementary students. Programming will take place at New Paris Elementary School. Sarah Elledge made, Brian Wogoman supported the motion, the motion passed unanimously. A copy of the memorandum follows the minutes.

Monica Kegerreis presented the board with the 2021-2022 Fairfield Community Schools Opening Plan. Sarah Elledge made, Aaron Rink supported the motion, the motion passed unanimously.

Dr. Evans recommended approval of changes to Benton Elementary Student Handbook. Sarah Elledge made, Tyler Rensberger supported the motion, the motion passed unanimously

Dr. Evans recommended approval of changes to New Paris Elementary Student Handbook. Aaron Rink made, Brian Wogoman supported the motion, the motion passed unanimously

Monica Kegerreis requested board approval of the ESSER II Grant Budget. Aaron Rink made, Brian Wogoman supported the motion, the motion passed unanimously

Marilee Keim commented that the graduation ceremony was very nicely done.

Aaron Rink announced that the building trades open house will be June 11 & 12, 2021 from 4:00 p.m. to 6:00 p.m. each day.

Supplemental Teacher Contracts were signed for Tracy Zook, Mary Jo Martin, Michelle Sanchez, Sarah Schmucker, Candice Tobias, Nancy Haines, Carla Herschberger, Ryan LeCount.

Administrator Contract was signed for Wade Jagger.

Upon proper motion and second the meeting adjourned at 6:57 p.m.

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President

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Vice President

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Secretary

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Member

\_\_\_\_\_  
Member

## EXHIBIT A

### PROJECT RESOLUTION

WHEREAS, the Board of Trustees (the "Board") of Fairfield Community Schools (the "School Corporation") at a meeting on June 10, 2021 held a public hearing in accordance with Indiana Code § 20-26-7-37 for the purpose of answering questions and listening to taxpayers' comments and any evidence they may present about the proposed renovation of and improvements to Fairfield Jr./Sr. High School and other school facilities, including site improvements and the purchase of equipment and technology (the "Project"); and

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

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

BE IT FURTHER RESOLVED, that the estimated hard and soft costs of the Project are \$5,375,000, with estimated costs of issuance (including capitalized interest less interest earnings and interim lease rental) of \$200,000, resulting in total estimated Project cost of \$5,575,000.

BE IT FURTHER RESOLVED, that the estimated \$5,575,000 will be funded by one or more of the following: Operations Fund, Common School Fund Loan, general obligation bond issue, ESSR funds and/or a building corporation bond issue with an anticipated impact on the Debt Service Fund tax rate of \$0.0568 per \$100 assessed valuation based on an estimated \$845,036,488 assessed valuation beginning in 2022. However, as existing obligations mature, the anticipated increase to the Debt Service Fund tax rate is expected to be \$0.000 above the current rate.

*Passed and adopted this 10th day of June, 2021.*

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President, Board of School Trustees

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Secretary, Board of School Trustees

## EXHIBIT B

### DECLARATION OF OFFICIAL INTENT TO REIMBURSE EXPENDITURES

WHEREAS, Fairfield Community Schools (the "School Corporation") intends to finance the renovation of and improvements to Fairfield Jr./Sr. High School and other school facilities, including site improvements and the purchase of equipment and technology (the "Project"); and

WHEREAS, the School Corporation reasonably expects to reimburse certain costs of the Project with proceeds of obligations to be incurred on behalf of the School Corporation in an amount not to exceed \$5,575,000; and

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

NOW, THEREFORE, BE IT RESOLVED that the School Corporation declares its official intent to acquire, construct or rehabilitate the Project with proceeds of obligations incurred on behalf of the School Corporation in an amount not to exceed \$5,575,000 for the purpose of paying or reimbursing costs of the Project; and to approve obligations issued by a leasing entity that will lease the Project to the School Corporation.

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

*Passed and Adopted this 10th day of June, 2021.*

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President, Board of School Trustees

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Secretary, Board of School Trustees

**Fairfield Community Schools**  
**67240 C.R. 31**  
**Goshen, IN 46528**  
**2021-22**

**Kindergarten**

<b>Subject</b>	<b>Book</b>	<b>Amount</b>	
Reading	Fountas & Pinnell Guided Reading Collection (ISBN 978-0-325-10804-9)	\$ 42.60	T
Math	enVision 2.0 (ISBN 9780328910748)	\$ 23.55	T
Social Studies	Scholastic "Let's Find Out"	\$ 6.25	C
Handwriting	Handwriting Without Tears	\$ 12.65	C
Health	"The Great Body Shop" (ISBN 978-1-60638-170-0)	\$ 7.00	C
Science	Carolina Inquiry Based Kits Living Things 515621; Push, Pull, Go 513921; Weather & Sky 513821	\$ 23.38	T
<b>TBR Subtotal</b>		<b>\$ 115.43</b>	
		\$ 2.50	
Art Fee		\$ 1.00	
Technology Fee		<b>\$ 3.50</b>	
<b>Fee Subtotal</b>			
<b>Grand Total</b>		<b>\$ 118.93</b>	

AMOUNT	
TEXTBOOKS	\$ 89.53
CONSUMABLES	\$ 25.90



**Fairfield Community Schools**  
**67240 C.R. 31**  
**Goshen, IN 46528**  
**2021-22**

**First Grade**

<b>Subject</b>	<b>Book</b>	<b>Amount</b>	
Reading	Fountas & Pinnell Guided Reading Collection (ISBN 978-0-325-10805-6)	\$ 42.60	T
Math	enVision 2.0 (ISBN 9780328910755)	\$ 23.55	T
Social Studies	Into Social Studies (ISBN 9781328861863)	\$ 7.70	C
Handwriting	Handwriting Without Tears	\$ 12.65	C
Music	Pearson/Silver Burdett "Interactive Music" (ISBN 9781418266127)	\$ 3.35	T
Health	"The Great Body Shop" (ISBN 978-1-60638-171-7)	\$ 7.00	C
Science	Carolina Inquiry Based Kits Expoloring Organisms 515721U3;Solids & Liquids 971401U2C FOSS Pebbles, Sand & Silt 1513061	\$ 36.50	T
<b>TBR Subtotal</b>		<b>\$ 133.35</b>	
Art Fee		\$ 2.50	
Technology Fee		\$ 1.00	
<b>Fee Subtotal</b>		<b>\$ 3.50</b>	
<b>Grand Total</b>		<b><u>\$ 136.85</u></b>	

AMOUNT  
TEXTBOOKS \$ 106.00  
CONSUMABLES \$ 27.35

**Fairfield Community Schools**  
**67240 C.R. 31**  
**Goshen, IN 46528**  
**2021-22**

**Second Grade**

Subject	Book	Amount	
Reading	Fountas & Pinnell Guided Reading Collection (ISBN 978-0-325-10806-3)	\$ 42.60	T
Math	enVision 2.0 (ISBN 9780328910762)	\$ 23.55	T
Social Studies	Into Social Studies (ISBN 9781328861870)	\$ 7.70	C
Handwriting	Handwriting Without Tears	\$ 12.65	C
Music	Pearson/Silver Burdett "Interactive Music" (ISBN 9781418266127)	\$ 3.35	T
Health	"The Great Body Shop" (ISBN 978-1-60638-172-4)	\$ 7.00	C
Science	Carolina Inquiry Based Kits Changes 971802C; Delta Ed Literacy Packs & Readers Air & Weather 1411139; Insect & Plants 1512817	\$ 36.50	T
	<b>TBR Subtotal</b>	<b>\$ 133.35</b>	
Art Fee		\$ 2.50	
Technology Fee		\$ 1.00	
	<b>Fee Subtotal</b>	<b>\$ 3.50</b>	
<b>Grand Total</b>		<b><u>\$ 136.85</u></b>	

AMOUNT  
TEXTBOOKS \$ 106.00  
CONSUMABLES \$ 27.35

**Fairfield Community Schools**  
**67240 C.R. 31**  
**Goshen, IN 46528**  
**2021-22**

**Third Grade**

Subject	Book	Amount	
Reading	Fountas & Pinnell Guided Reading Collection (ISBN 978-0-325-10811-7)	\$ 42.60	T
Math	enVision 2.0 (ISBN 9780328910779)	\$ 23.55	T
Social Studies	Into Social Studies (ISBN 9781328861887)	\$ 7.70	C
Handwriting	rt	\$ 12.65	C
Music	Pearson/Silver Burdett "Interactive Music" (ISBN 9781418266127)	\$ 3.35	T
Health	"The Great Body Shop" (ISBN 978-1-60638-173-1)	\$ 7.00	C
Science	Carolina Inquiry Based Kits Rocks & Minerals 972002C; Life in Ecosystems 514721U3 Delta Ed Physics of Sound 542-2013	\$ 30.41	T
	<b>TBR Subtotal</b>	\$ 127.26	
Art Fee		\$ 2.50	
Technology Fee		\$ 1.00	
	<b>Fee Subtotal</b>	\$ 3.50	
<b>Grand Total</b>		<b>\$ 130.76</b>	

AMOUNT  
TEXTBOOKS \$ 99.91  
CONSUMABLES \$ 27.35

**Fairfield Community Schools**  
**67240 C.R. 31**  
**Goshen, IN 46528**  
**2021-22**

**Fourth Grade**

<b>Subject</b>	<b>Book</b>	<b>Amount</b>	
Reading	Fountas & Pinnell Guided Reading Collection (ISBN 978-0-325-11210-7)	\$ 42.60	T
Math	enVision 2.0 (ISBN 9780328910786)	\$ 23.55	T
Social Studies	McGraw Hill Impace Social Studies: Regions of the United States (ISBN 9781265647315)	\$ 16.65	T
Handwriting	rt	\$ 12.65	C
Music	Pearson/Silver Burdett "Interactive Music" (ISBN 9781418266127)	\$ 3.35	T
Health	"The Great Body Shop" (ISBN 978-1-60638-174-8)	\$ 7.00	C
Science	Delta Education Environments 1487661; Energy 1487660; Soils Rocks & Landforms 1487664	\$ 39.80	T
<b>TBR Subtotal</b>		<b>\$ 145.60</b>	
Recorder Fee		\$ 5.00	
Art Fee		\$ 2.50	
Technology Fee		\$ 1.00	
<b>Fee Subtotal</b>		<b>\$ 8.50</b>	
<b>Grand Total</b>		<b>\$ 154.10</b>	

AMOUNT  
TEXTBOOKS \$ 125.95  
CONSUMABLES \$ 19.65

**Fairfield Community Schools**  
**67240 C.R. 31**  
**Goshen, IN 46528**  
**2021-22**

**Fifth Grade**

Subject	Book	Amount	
Reading	Fountas & Pinnell Guided Reading Collection (ISBN 978-0-325-11211-4)	\$ 42.60	T
Math	enVision 2.0 (ISBN 9780328910793)	\$ 23.55	T
Social Studies	McGraw Hill Impace Social Studies: US History-Making a New Nation (ISBN 9781265620158)	\$ 16.65	T
Music	Pearson/Silver Burdett "Interactive Music" (ISBN 9781418266127)	\$ 3.35	T
Health	"The Great Body Shop" (ISBN 978-1-60638-175-5)	\$ 7.00	C
Science	Carolina Inquiry Based Kits Matter & Energy 515321U3; Structure of Matter 515521U3 Delta Ed Earth & Sun 1530365	\$ 37.59	T
<b>TBR Subtotal</b>		<b>\$ 130.74</b>	
		\$ 2.50	
		\$ 1.00	
		\$ 3.00	
<b>Fee Subtotal</b>		<b>\$ 6.50</b>	
<b>Grand Total</b>		<b>\$ 137.24</b>	

	AMOUNT
TEXTBOOKS	\$ 123.74
CONSUMABLES	\$ 7.00

**Fairfield Community Schools**  
**67240 C.R. 31**  
**Goshen, IN 46528**  
**2021-22**

**Sixth Grade** (BES & NPE)

Subject	Book	Amount	
Reading	Fountas & Pinnell Guided Reading Collection (ISBN 978-0-325-11211-4)	\$ 42.60	T
Math	enVision 2.0 (ISBN 9780328917228)	\$ 20.45	T
Social Studies	McGraw Hill History, Places, and Cultures in Europe & the Americas: Western Hemisphere--Indiana Edition (ISBN 9781264522392)	\$ 27.20	T
Music	Pearson/Silver Burdett "Interactive Music" (ISBN 9781418266127)	\$ 3.35	T
Health	"The Great Body Shop" (ISBN 978-1-60638-176-2)	\$ 7.00	C
Science	SEUP Ecology SMS-ECOP-3000 Earth in Space IAES-UF-2000NC Energy IAPS-UD-2000 Studying People Scientifically IALS-UA-2000NC Science Indiana IN6-1SB	\$ 37.39	T
<b>TBR Subtotal</b>		<b>\$ 137.99</b>	
Art Fee		\$ 2.50	
Technology Fee		\$ 1.00	
<b>Fee Subtotal</b>		<b>\$ 3.50</b>	
<b>Grand Total</b>		<b><u>\$ 141.49</u></b>	

AMOUNT  
TEXTBOOKS \$ 130.99  
CONSUMABLES \$ 7.00

TEXTBOOK RENTAL AND MATERIAL/SUPPLIES FEES  
2021-22 School Year

Life Skills  
Millersburg Elementary-Middle School

Life Skills Reading	\$20.00
Supplemental Reading Materials	
Trade Books	
Story CDs	
Life Skills Math	\$10.00
Manipulatives	
Computer Software	
Science/Social Studies/Health	\$10.00
Story Books	
Videos	
Hands-on Supplies	
Communication	\$10.00
Communication Boards	
Consummable Items	
Art/Music/Leisure Time Activities	\$10.00
Music Tapes/CDs/Videos	
Musical Instruments	
Games/Puzzles	
Supplies	
Life Skills Cooking Supplies	\$10.00
Life Skills	\$12.00
Unique Learning System	
Technology/Assistive Technology	\$14.00
<b>Total Due</b>	<b>\$96.00</b>

Note: Half-time Kindergarten TBR is \$50.00



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## MEMORANDUM OF UNDERSTANDING

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**DATE:** April 29<sup>th</sup>, 2021

**TO:** FAIRFIELD COMMUNITY SCHOOLS

**FROM:** BOYS & GIRLS CLUBS OF ELKHART COUNTY

**RE:** KIDSCARE

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**Boys & Girls Clubs of Elkhart County KidsCare will provide the following services to students/families of Fairfield Community Schools:**


- Provide before and after school youth development programming services starting August 2021 for the following elementary schools: Benton, Millersburg, and New Paris; there will be hub site at New Paris Elementary School;
- Provide KidsCare services beginning at 5:30 a.m. until the schools start time and be available immediately after school until 5:30 p.m.;
- KidsCare staff are fully vetted including extensive background checks and pre employment drug screening similar to requirements of all Fairfield Community Schools employees;
- KidsCare staff are trained in basic First Aid/CPR, and other youth development trainings;
- Maintain workers' compensation insurance for all KidsCare employees;
- List Fairfield Community Schools as other insured for the equipment, furniture, and technology in KidsCare spaces during usage times;
- KidsCare agrees to indemnify FCS for any damage/injury caused by its negligence;
- Provide homework help, reading time, recreational activities and programming that supports the Boys & Girls Clubs of Elkhart County mission statement while abiding by FERPA and HIPAA requirements;
- Provide KidsCare financial aid opportunities for families;
- Provide discounted care to homeless families or families in need at the request of the superintendent;
- Parents utilizing KidsCare are responsible for payments and not FCS;
- Provide 5% discount to Fairfield Community Schools employees;
- Provide regular monthly contact with each school principal and superintendent;
- Provide the district with all marketing and registration materials;
- Register all KidsCare students and collect all registration fees;
- Handle all KidsCare related parent complaints and student discipline;
- Provide the sharing of important information when requested (with parental/guardian consent) in areas of behavior or family concerns to Fairfield Community Schools;



- We are committed to a partnership to serve kids and families in Fairfield. As we receive new information from CDC and the State, we will communicate together as we navigate the uncertainties within the pandemic adjusting dates, etc. from what was previously discussed.

**Fairfield Community Schools will provide the following:**

- Provide adequate facility space for KidsCare before and after school including custodian and utilities;
- Provide access to technology for the staff and student use;
- KidsCare agrees to abide by and enforce FCS's acceptable use policy (for both students and staff);
- Provide access to operational telephone;
- Provide distribution of KidsCare materials containing but not limited to: Registrations, Handbooks, Flyers, Other marketing materials for KidsCare and Boys & Girls Clubs of Elkhart County programming;
- Provide Snack to KidsCare members in the afternoons;
- Provide Breakfast to KidsCare members on 2 Hour Delay;
- Provide school calendar of events and alternative space if there is a conflict with facility space provided to KidsCare;
- Provide access to security and entry way at certain times for KidsCare staff to those areas that are only reasonably necessary to run the program;
- Provide any keys that may be needed for program space;
- Provide transportation of KidsCare members to and from hub sites;
- Provide access to office equipment including printer/copier and mailbox;
- Provide the sharing of important information when requested (with parental/guardian consent) in areas of behavior or family concerns to KidsCare;
- FCS agrees to indemnify KidsCare for any damages/injury caused by its negligence;
- MOU may be amended in writing if both parties agree on the change;
- MOU shall last for the 2021-2022 school year but can automatically renew for an additional school year provided that neither party requests that the program end. Additionally, the MOU can be immediately terminated for cause and can be terminated at any time for any other reason provided that either party notify the other 30 days in advance of its desire to end the MOU.

 4-29-21  
 Name Date

 5/19/21  
 Name Date