

Brownsburg Community School Corporation



October 5, 2026

UPCOMING EVENTS

November 9th @ 6:30 p.m. Regular School Board Meeting @ CO

November 23rd @ 6:30 p.m. Board Work Session @ CO

December 14th @ 6:30 p.m. Regular School Board Meeting @ CO

**BROWNSBURG COMMUNITY SCHOOL CORPORATION
BOARD OF SCHOOL TRUSTEES
REGULAR MEETING
F.L. O'Neal Administration Building
310 Stadium Drive
Brownsburg, Indiana 46112**

**October 5, 2026
6:30 p.m.**

AGENDA

- I. CALL TO ORDER**
- II. PLEDGE OF ALLEGIANCE**
- III. MOMENT OF REFLECTION**
- IV. COMMUNICATIONS**
 - A. Commendation – National Merit Semi-Finalists – Ms. Murphy**
 - B. Brownsburg Education Foundation Report – Mrs. Dixon**
 - C. Operations and Finance Update – Mr. Hacker**
 - D. Curriculum and Instruction Update – Dr. Jessup**
 - E. First Reading on Policies (C225, D400, D425, D500, F225, G225, G425, and G450) – Dr. Jessup**
- V. COMMENTS FROM PATRONS**
- VI. CONSENT ITEMS**
 - A. Approval of Minutes –**
 - September 14, 2026, Public Hearing**
 - B. Approval of Claims –**
 - PR# 09/11/2026 - \$1,979,158.87**
 - PR# 09/25/2026 - \$1,963,621.80**
 - Claims 09/10/2026 to 09/30/2026 - \$5,238,701.56**
 - C. Superintendent's Report**
- VII. OLD BUSINESS**
 - A. Second Reading and Recommendation to Approve Policies (B100, B150, B225, D100, D125, D175, G375, H200, H225) – Dr. Jessup**
 - B. Recommendation to Adopt the 2027 Budget, 2027-2031 Bus Replacement Plan and 2027-2029 Capital Assets Plan – Mr. Hacker**
 - C. Recommendation to Authorize 2027 Budget Adjustment – Mr. Hacker**
- VIII. NEW BUSINESS**
- IX. SUPERINTENDENT COMMENTS**
- X. BOARD MEMBER COMMENTS**
- XI. ADJOURNMENT**

IV. COMMUNICATIONS

A. Commendation – National Merit Semi-Finalists – Ms. Murphy

Ms. Murphy will recognize Lucas Padgett, Raul Maturana, Noah Weidner, and Alexander Clayton for being named National Merit Semi-Finalists. These 4 students were selected from approximately 1.5 million high school students who entered the National Merit Scholarship Program, with approximately 16,000 students nationwide being named Semi-Finalists.

IV. COMMUNICATIONS

B. Brownsburg Education Foundation Report – Dr. Dixon

Dr. Dixon will share the following updates regarding the Brownsburg Education Foundation:

- Bags & Barrels Bingo
- Log Cabin Homestead Community Event
- BEF Rally for Our Kids Gala

IV. COMMUNICATIONS

C. Operations and Finance Update – Mr. Hacker

Mr. Hacker will share an update on operations and finances around the district.

Operations & Finance Update

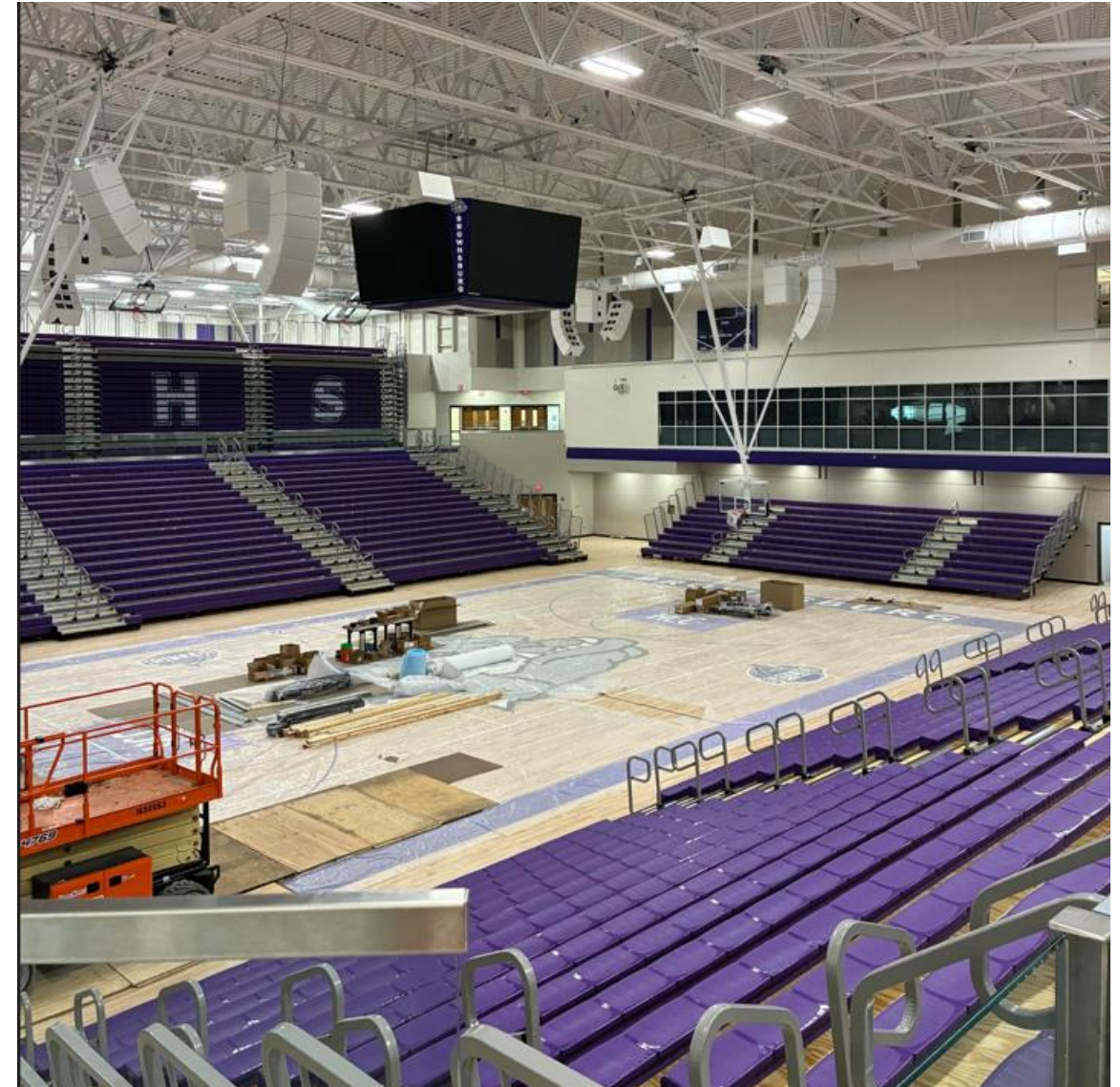
October 5, 2026

BROWNSBURG
COMMUNITY SCHOOL CORPORATION

Board of School Trustees Meeting



Construction Update



Fall Finance Meeting – Updated Projections

AV Analysis

Tax Districts

District	District Name	2027		2026		2027
		Certified Net AV	Percent of Tax Base	Parcel Count	Parcels at CB Cap	Median Homestead GAV
32001	Brown Township	\$846,681,672	17.2%	4,497	3,750	\$426,300
32015	Lincoln Township	\$687,805,094	14.0%	4,739	3,177	\$301,800
32016	Town Of Brownsburg	\$2,717,170,720	55.2%	11,082	8,765	\$331,900
32026	Bburg - Brown Taxing District	\$623,425,056	12.7%	2,833	2,245	\$414,800
32032	Pittsboro - Brown Taxing District	\$1,891,172	0.0%	15	12	\$466,400
32034	Avon-Lincoln Taxing District	\$47,364,671	1.0%	6	1	N/A
Total		\$4,924,338,385	100.0%	23,172	17,950	\$350,000

23,172

Total Parcels

77.5%

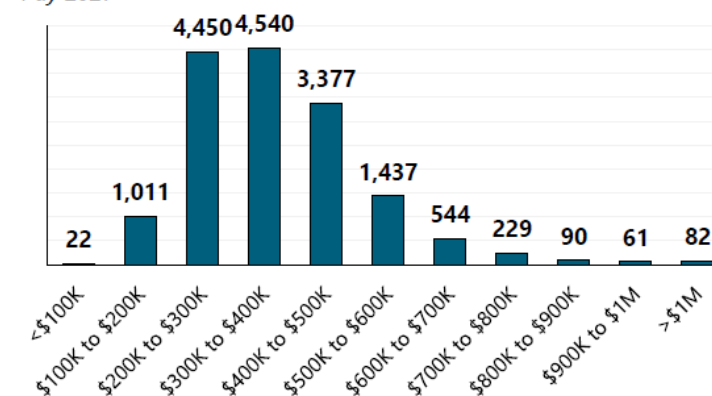
Parcels at Circuit Breaker Cap

\$350,000

Median Homestead AV

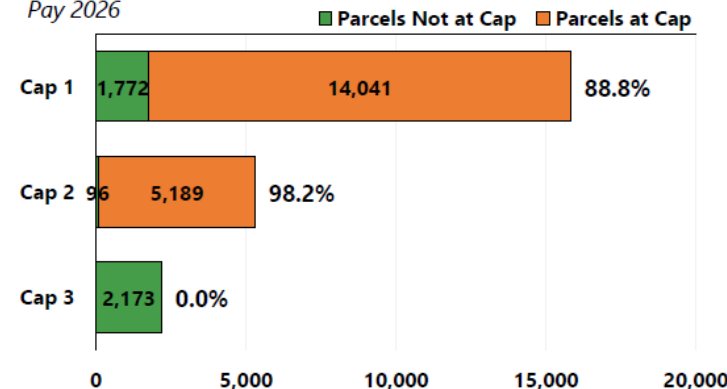
Homestead Parcel Count by Assessed Value

Pay 2027



Parcels at Cap by Property Cap

Pay 2026

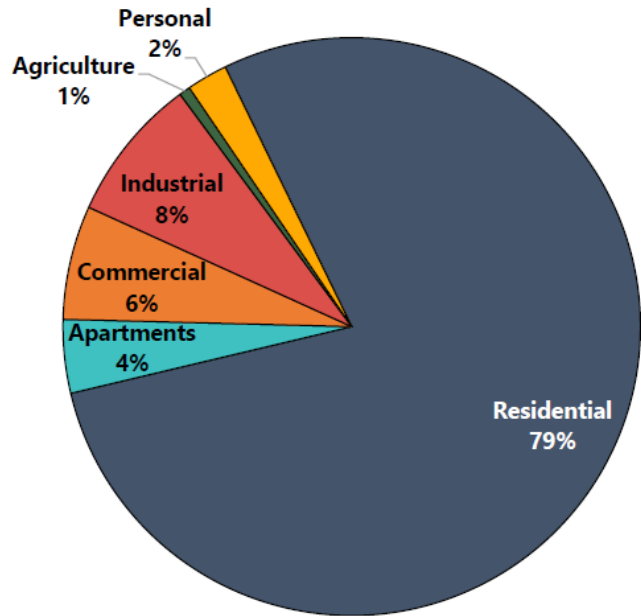


Fall Finance Meeting – Updated Projections

AV Analysis

Gross Assessed Value

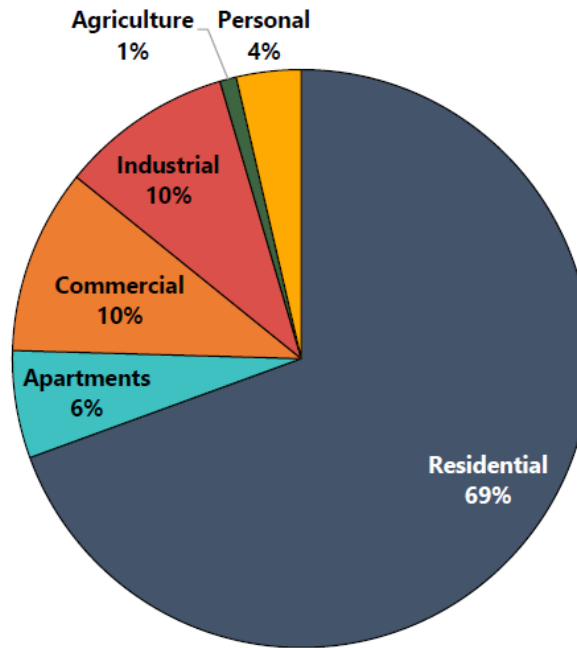
Pay 2027



Total GAV: \$8.3B

Net Assessed Value

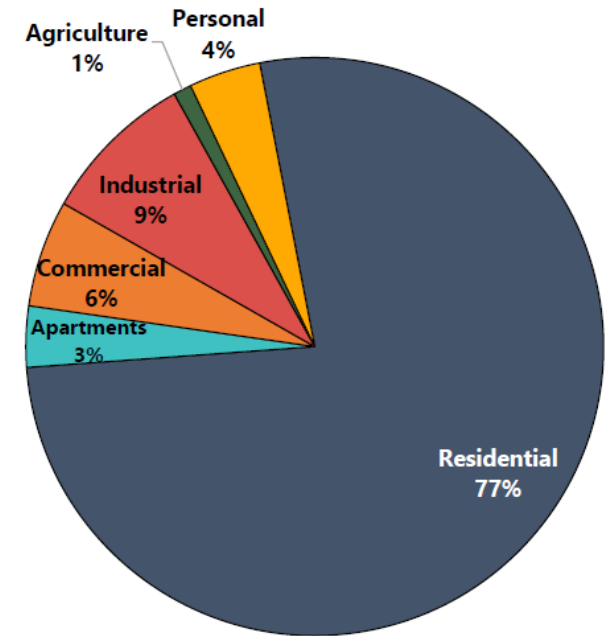
Pay 2027



Total NAV: \$4.9B

Net Assessed Value without TIF Increment

Pay 2027



Total NAV w/o TIF: \$4.4B

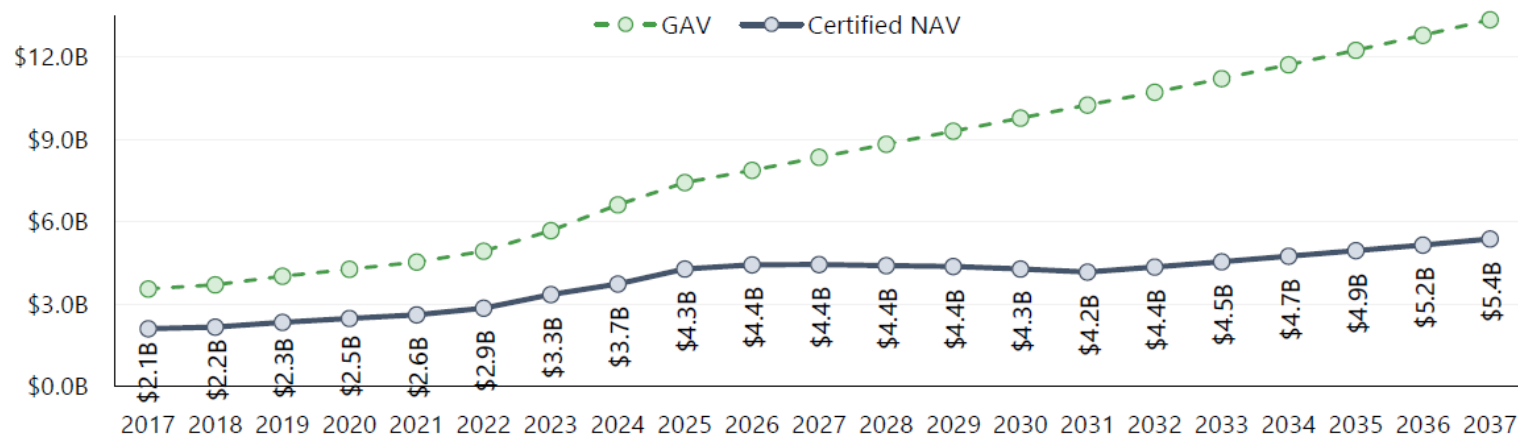


Fall Finance Meeting – Updated Projections

AV Analysis

Certified Net Assessed Value Projection

Pay 2017 to Pay 2037; Baseline



+7.73%

10-Year NAV CAGR
2017 to 2027 Actual

+0.09%

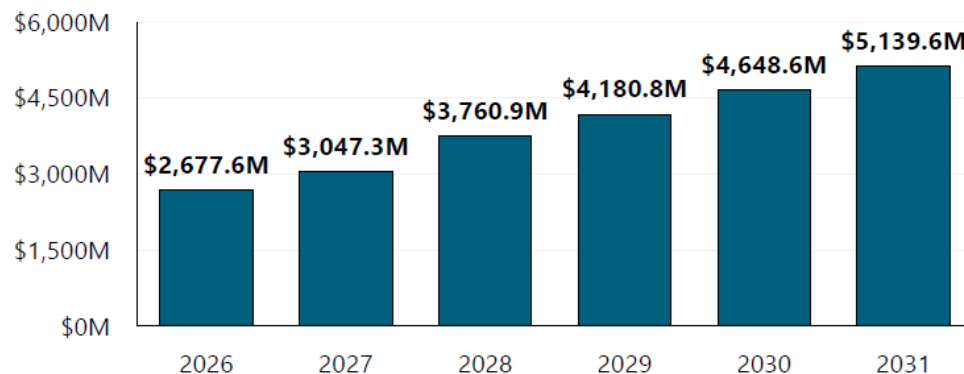
1-Year NAV Change
2026 to 2027 Actual

-1.22%

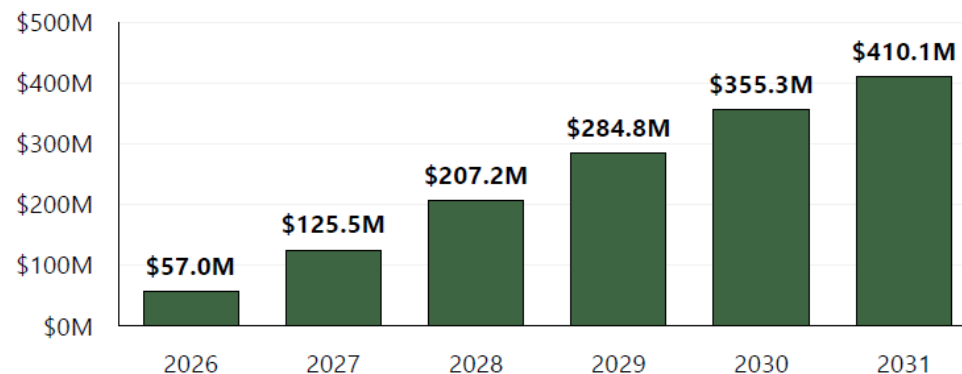
5-Year NAV Change
2026 to 2031 Projected

*CAGR: Compound Annual Growth Rate

Total Homestead Deductions



Total 2% Cap Tax Class Deductions



Fall Finance Meeting – Updated Projections

Revenue Scenarios

Unfunded Credits – Excise Adjusted Fixed Levy

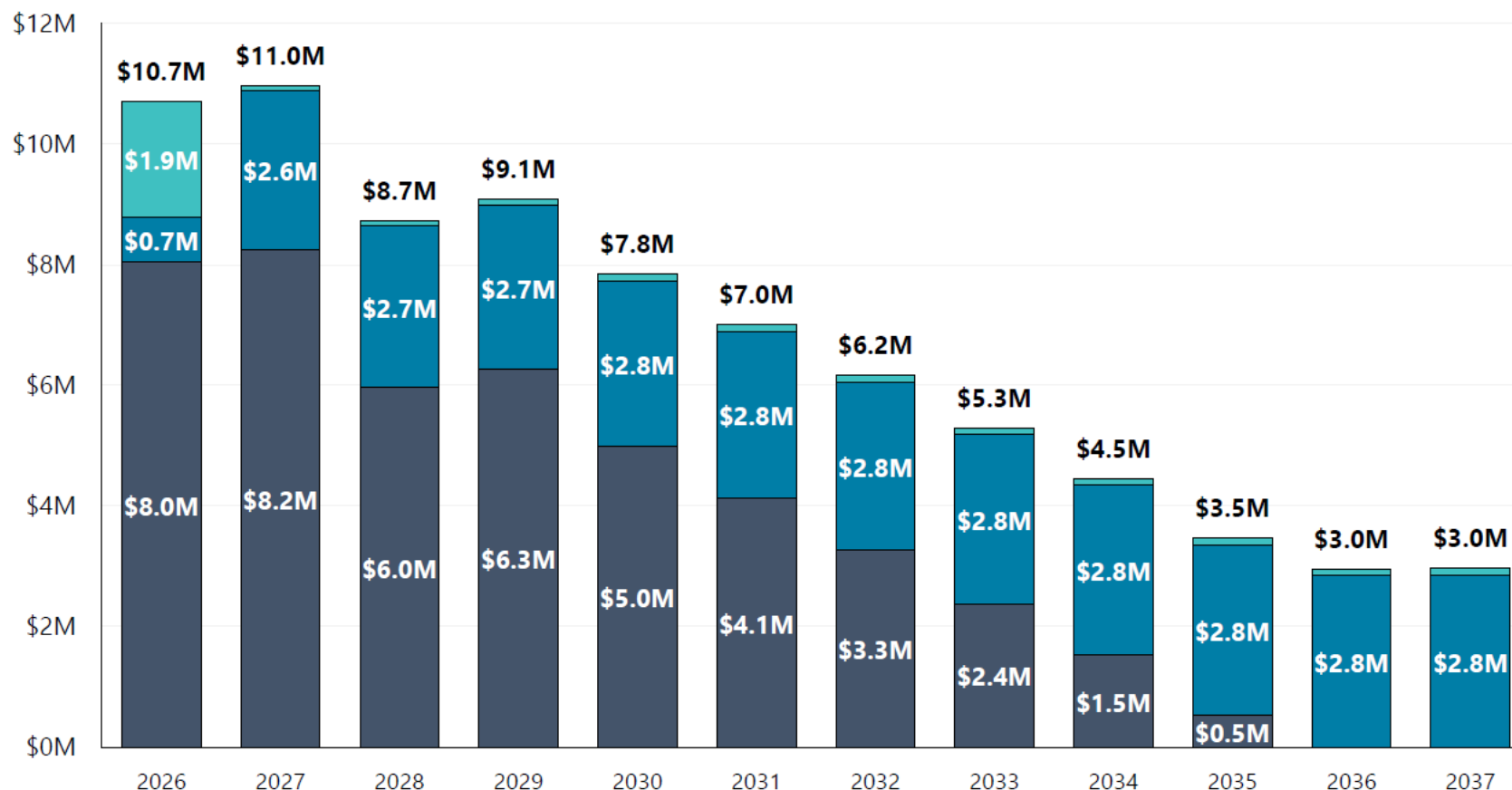
Baseline AV

Circuit Breaker Loss:

- 1% Credit – Owner Occupied Residential (Homestead)
- 2% Credit – Other Residential, Agricultural Land
- 3% Credit – Commercial and Industrial Property, Business Personal Property

Homestead Residential Credit

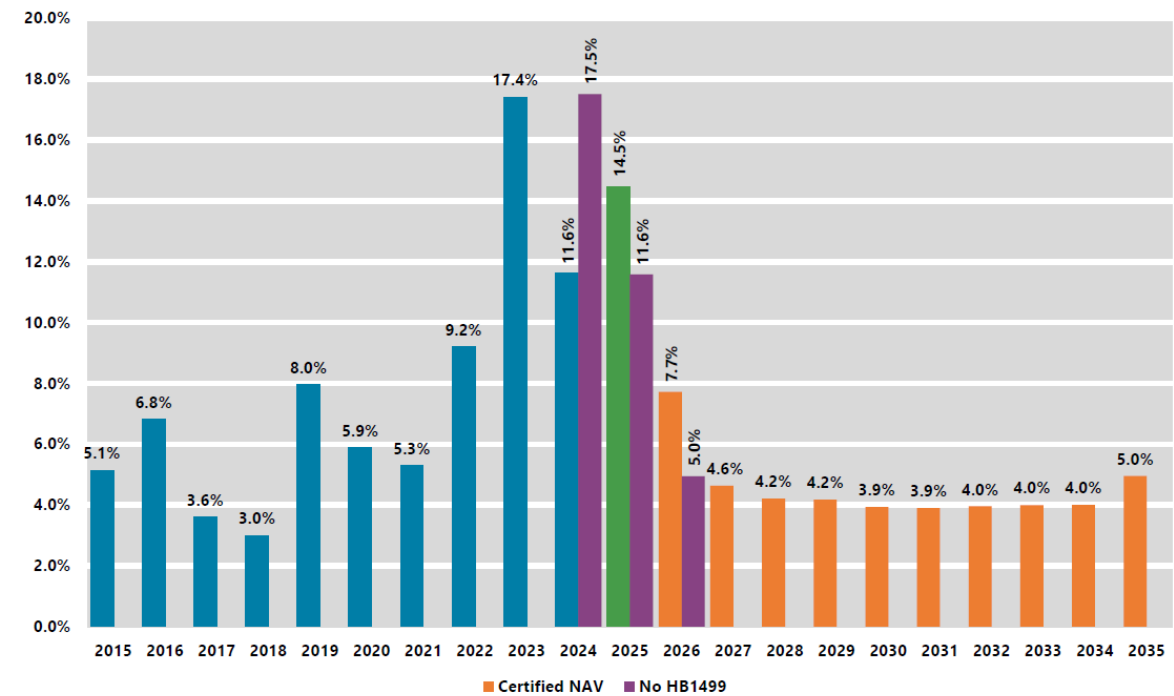
- New credit for homestead residential properties equal to the lesser of 10% of the taxpayer liability or \$300. To be applied after Constitutional circuit breaker caps.





A Recap....

BEFORE SEA1

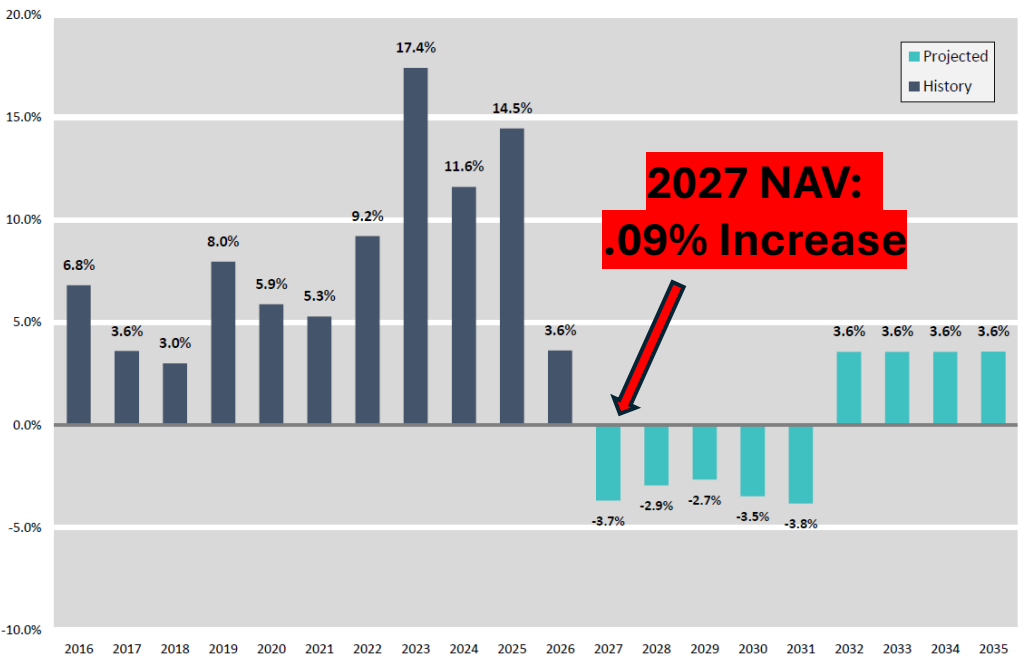


POLICY ANALYTICS

16

	2024	2025	2026	2027	2028	2029
PROPERTY TAX RATES						
Debt Service	1.0113	1.0525	1.0475	1.0459	1.0427	0.7999
Operations	0.4514	0.4101	0.4150	0.4165	0.4196	0.4230
Unit Total	1.4627	1.4626	1.4625	1.4624	1.4623	1.2229

AFTER SEA1



POLICY ANALYTICS LLC

2027	2028	2029	2030	2031
1.0937	1.1268	1.1576	1.1994	1.2470
0.4434	0.4751	0.5076	0.5470	0.5914
\$1.5371	\$1.6019	\$1.6652	\$1.7464	\$1.8384



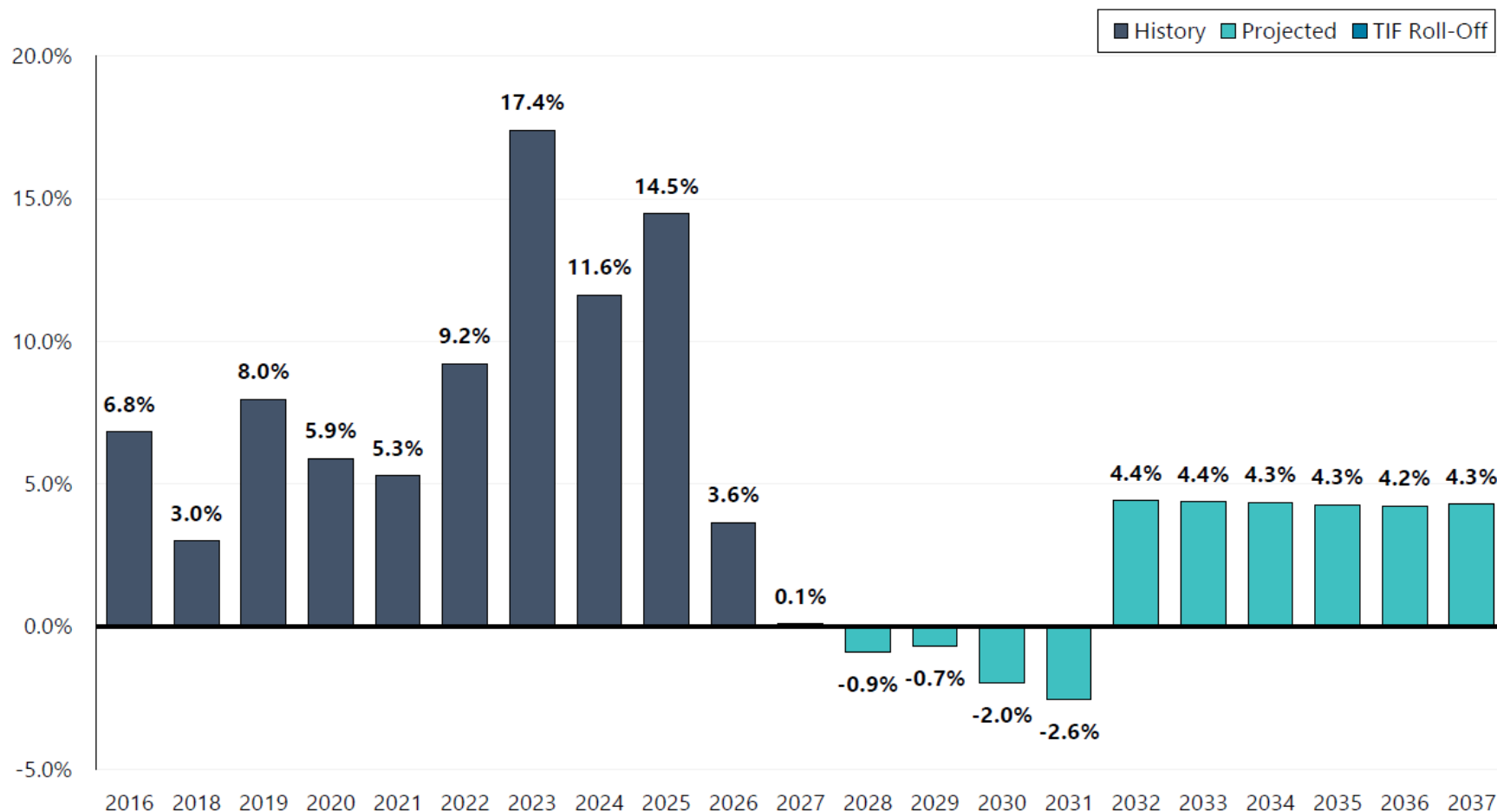
Fall Finance Meeting – Updated Projections

AV Analysis

Certified NAV Annual Projection

Baseline AV

- SEA 1 2025 contains provisions that change the tax base for local governmental units moving forward.
- The deductions contained in SEA 1 phase in over the period between 2026 and 2031 (pay year).
- In 2027, the de minimis business personal property exemption is increased to \$2M.
- Once SEA 1 is fully implemented, net assessed values are projected to increase by approximately **4.3%** annually.



Fall Finance Meeting – Updated Projections

Fixed Debt Levy \$55M

Baseline AV

- Debt Funds' Certified Levies increase to \$55M in 2027 and held constant for future years
- SEA 1-2025 and HEA 1210-2026 provisions included
- MLGQ reverts to base calculation in 2027
- Debt Service is protected from the supplemental homestead credit beginning in 2027.
- LIT PTRC expires in 2029

<i>Dollars in Thousands</i>	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037
Certified Levy												
Debt Service	46,594.2	55,000.0	55,000.0	55,000.0	55,000.0	55,000.0	55,000.0	55,000.0	55,000.0	55,000.0	55,000.0	55,000.0
Operations	18,244.8	19,686.2	20,709.9	21,559.0	22,486.0	23,407.9	24,320.8	25,245.0	26,254.8	27,305.0	28,397.2	29,533.1
Unit Total	\$64,839.0	\$74,686.2	\$75,709.9	\$76,559.0	\$77,486.0	\$78,407.9	\$79,320.8	\$80,245.0	\$81,254.8	\$82,305.0	\$83,397.2	\$84,533.1
Unfunded Credits												
Debt Service	1,904.9	96.1	102.6	110.2	116.2	116.8	119.2	121.8	124.6	127.6	130.7	133.9
Operations	8,795.5	13,946.7	11,821.9	12,566.9	10,542.7	9,466.0	8,589.4	7,674.7	6,799.1	5,779.1	4,900.3	3,970.5
Unit Total	\$10,700.4	\$14,042.7	\$11,924.5	\$12,677.1	\$10,658.9	\$9,582.8	\$8,708.7	\$7,796.6	\$6,923.7	\$5,906.7	\$5,031.0	\$4,104.4
Net Levy												
Debt Service	44,689.3	54,903.9	54,897.4	54,889.8	54,883.8	54,883.2	54,880.8	54,878.2	54,875.4	54,872.4	54,869.3	54,866.1
Operations	9,449.3	5,739.5	8,887.9	8,992.1	11,943.3	13,941.9	15,731.4	17,570.3	19,455.8	21,525.9	23,496.9	25,562.6
Unit Total	\$54,138.6	\$60,643.5	\$63,785.4	\$63,881.9	\$66,827.1	\$68,825.1	\$70,612.2	\$72,448.5	\$74,331.2	\$76,398.4	\$78,366.2	\$80,428.7
Property Tax Rates												
Debt Service	1.0509	1.2394	1.2531	1.2658	1.2932	1.3277	1.2716	1.2182	1.1676	1.1198	1.0744	1.0303
Operations	0.4115	0.4436	0.4718	0.4962	0.5287	0.5651	0.5623	0.5592	0.5573	0.5559	0.5547	0.5533
Unit Total	\$1.4624	\$1.6830	\$1.7249	\$1.7620	\$1.8219	\$1.8928	\$1.8339	\$1.7774	\$1.7249	\$1.6757	\$1.6291	\$1.5836
Unfunded Credits (%)												
Operations	48.2%	70.8%	57.1%	58.3%	46.9%	40.4%	35.3%	30.4%	25.9%	21.2%	17.3%	13.4%
Total	16.5%	18.8%	15.8%	16.6%	13.8%	12.2%	11.0%	9.7%	8.5%	7.2%	6.0%	4.9%



Fall Finance Meeting – Updated Projections

Fixed Debt Levy \$50.5M

Baseline AV

- Debt Funds' Certified Levies increase to \$50.5M in 2027 and held constant for future years
- SEA 1-2025 and HEA 1210-2026 provisions included
- MLGQ reverts to base calculation in 2027
- Debt Service is protected from the supplemental homestead credit beginning in 2027.
- LIT PTRC expires in 2029

<i>Dollars in Thousands</i>	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037
Certified Levy												
Debt Service	46,594.2	50,500.0	50,500.0	50,500.0	50,500.0	50,500.0	50,500.0	50,500.0	50,500.0	50,500.0	50,500.0	50,500.0
Operations	18,244.8	19,686.2	20,709.9	21,559.0	22,486.0	23,407.9	24,320.8	25,245.0	26,254.8	27,305.0	28,397.2	29,533.1
Unit Total	\$64,839.0	\$70,186.2	\$71,209.9	\$72,059.0	\$72,986.0	\$73,907.9	\$74,820.8	\$75,745.0	\$76,754.8	\$77,805.0	\$78,897.2	\$80,033.1
Unfunded Credits												
Debt Service	1,904.9	90.4	94.9	104.0	106.1	106.6	108.9	111.4	114.0	116.8	119.7	120.1
Operations	8,795.5	11,511.7	9,149.5	9,677.2	8,264.4	7,421.8	6,573.2	5,686.7	4,843.0	3,853.0	3,004.9	2,870.1
Unit Total	\$10,700.4	\$11,602.1	\$9,244.4	\$9,781.2	\$8,370.5	\$7,528.4	\$6,682.2	\$5,798.1	\$4,957.0	\$3,969.8	\$3,124.6	\$2,990.2
Net Levy												
Debt Service	44,689.3	50,409.6	50,405.1	50,396.0	50,393.9	50,393.4	50,391.1	50,388.6	50,386.0	50,383.2	50,380.3	50,379.9
Operations	9,449.3	8,174.5	11,560.3	11,881.7	14,221.6	15,986.1	17,747.6	19,558.4	21,411.8	23,452.0	25,392.4	26,663.0
Unit Total	\$54,138.6	\$58,584.1	\$61,965.4	\$62,277.7	\$64,615.5	\$66,379.5	\$68,138.7	\$69,947.0	\$71,797.8	\$73,835.3	\$75,772.7	\$77,042.9
Property Tax Rates												
Debt Service	1.0509	1.1380	1.1482	1.1571	1.1814	1.2126	1.1614	1.1127	1.0665	1.0229	0.9815	0.9413
Operations	0.4115	0.4436	0.4709	0.4940	0.5260	0.5621	0.5593	0.5562	0.5544	0.5531	0.5519	0.5505
Unit Total	\$1.4624	\$1.5816	\$1.6191	\$1.6511	\$1.7074	\$1.7747	\$1.7207	\$1.6689	\$1.6209	\$1.5760	\$1.5334	\$1.4918
Unfunded Credits (%)												
Operations	48.2%	58.5%	44.2%	44.9%	36.8%	31.7%	27.0%	22.5%	18.4%	14.1%	10.6%	9.7%
Total	16.5%	16.5%	13.0%	13.6%	11.5%	10.2%	8.9%	7.7%	6.5%	5.1%	4.0%	3.7%



Fall Finance Meeting – Updated Projections

Fixed Debt Levy \$50.5M

Cautious AV

- Debt Funds' Certified Levies increase to \$50.5M in 2027 and held constant for future years
- SEA 1-2025 and HEA 1210-2026 provisions included
- MLGQ reverts to base calculation in 2027
- Debt Service is protected from the supplemental homestead credit beginning in 2027.
- LIT PTRC expires in 2029

<i>Dollars in Thousands</i>	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037
Certified Levy												
Debt Service	46,594.2	50,500.0	50,500.0	50,500.0	50,500.0	50,500.0	50,500.0	50,500.0	50,500.0	50,500.0	50,500.0	50,500.0
Operations	18,244.8	19,686.2	20,709.9	21,559.0	22,486.0	23,407.9	24,320.8	25,245.0	26,254.8	27,305.0	28,397.2	29,533.1
Unit Total	\$64,839.0	\$70,186.2	\$71,209.9	\$72,059.0	\$72,986.0	\$73,907.9	\$74,820.8	\$75,745.0	\$76,754.8	\$77,805.0	\$78,897.2	\$80,033.1
Unfunded Credits												
Debt Service	1,904.9	90.4	87.9	88.3	88.2	87.4	86.9	87.0	87.5	88.5	90.0	92.0
Operations	8,795.5	11,511.7	10,592.7	12,564.3	11,675.5	10,851.4	10,537.9	10,147.3	9,751.0	9,159.6	8,659.7	8,044.0
Unit Total	\$10,700.4	\$11,602.1	\$10,680.6	\$12,652.5	\$11,763.7	\$10,938.8	\$10,624.8	\$10,234.2	\$9,838.4	\$9,248.1	\$8,749.7	\$8,136.0
Net Levy												
Debt Service	44,689.3	50,409.6	50,412.1	50,411.7	50,411.8	50,412.6	50,413.1	50,413.0	50,412.5	50,411.5	50,410.0	50,408.0
Operations	9,449.3	8,174.5	10,117.2	8,994.7	10,810.5	12,556.5	13,783.0	15,097.8	16,503.9	18,145.4	19,737.5	21,489.2
Unit Total	\$54,138.6	\$58,584.1	\$60,529.2	\$59,406.4	\$61,222.3	\$62,969.2	\$64,196.1	\$65,510.8	\$66,916.4	\$68,556.9	\$70,147.5	\$71,897.2
Property Tax Rates												
Debt Service	1.0509	1.1380	1.1880	1.2288	1.2756	1.3240	1.2816	1.2389	1.1960	1.1535	1.1112	1.0680
Operations	0.4115	0.4436	0.4872	0.5246	0.5680	0.6137	0.6172	0.6193	0.6218	0.6237	0.6248	0.6246
Unit Total	\$1.4624	\$1.5816	\$1.6752	\$1.7534	\$1.8436	\$1.9377	\$1.8988	\$1.8582	\$1.8178	\$1.7772	\$1.7360	\$1.6926
Unfunded Credits (%)												
Operations	48.2%	58.5%	51.1%	58.3%	51.9%	46.4%	43.3%	40.2%	37.1%	33.5%	30.5%	27.2%
Total	16.5%	16.5%	15.0%	17.6%	16.1%	14.8%	14.2%	13.5%	12.8%	11.9%	11.1%	10.2%



Quick Summary

- Current legislation is set to move forward with pulling additional revenue from the Operations Fund versus sharing the hit between Debt and Ops.
- We will move forward with a limit of total debt payments moving forward of 50.5 million to lower circuit breaker impact to Ops net revenue.
- This restricts our bond capacity for the next several years. Impacts our ability for annual technology replacements, bus replacements, HVAC, Roof, etc.
- School tax rate will go up due to the NAV impact from SEA 1. We are looking at an approximate rate of \$1.5816 versus \$1.4624. Because 90% of our homes are at the Tax Cap, this will have limited impact to the taxpayer.



IV. COMMUNICATIONS

D. Curriculum and Instruction Update – Dr. Jessup

Dr. Jessup will share a curriculum and instruction update around the district.

2026 ILEARN Results

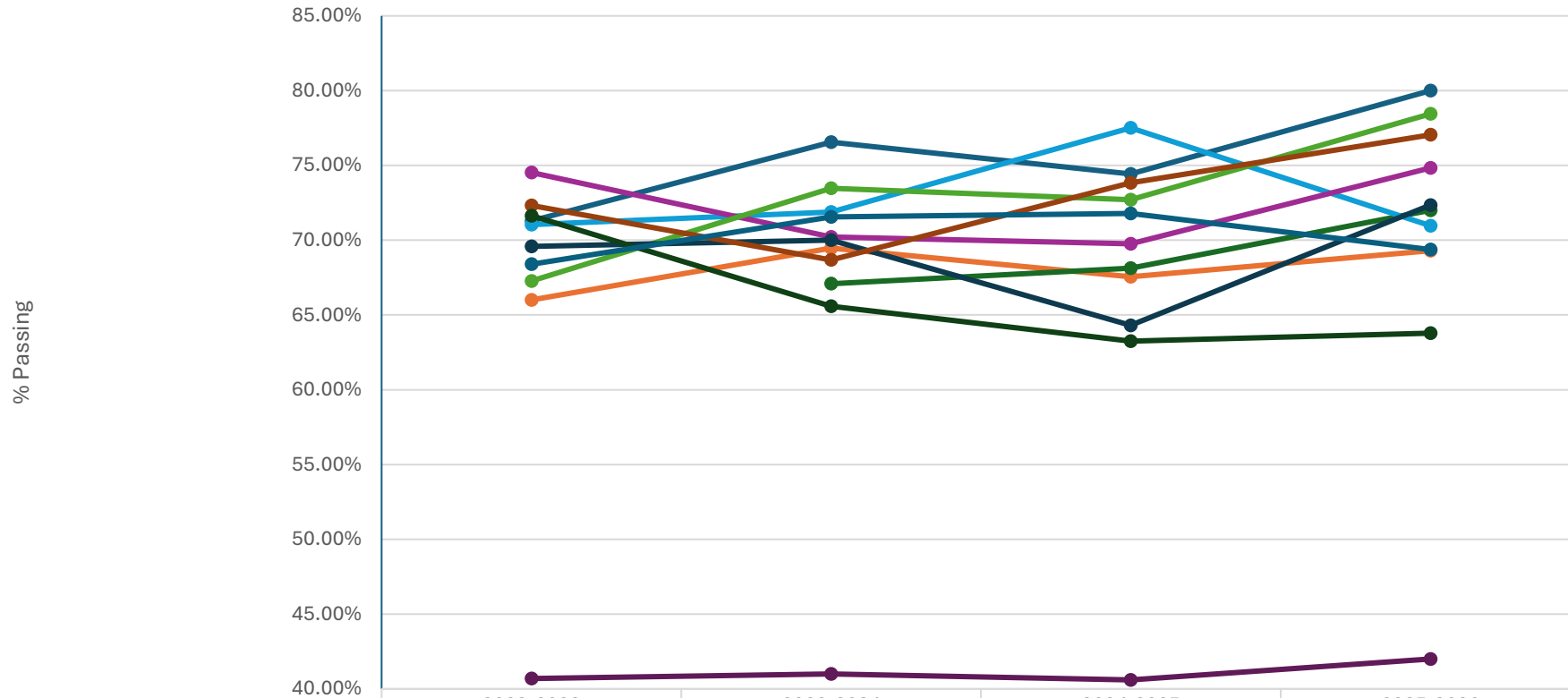
This year's results were published on an adjusted timeline due to two new state laws that required updates to ILEARN and the adoption of new cut scores.

- House Enrolled Act (HEA) 1251 (2022), requiring the streamlining and prioritization of K-12 academic standards and subsequent redesign of ILEARN to align with these streamlined, prioritized standards.
- HEA 1243 (2024), providing for the redesign of ILEARN from a summative to a through-year assessment, following feedback from parents and educators, including three checkpoints and a shortened summative assessment.

The 2026 results mark the first year that all grade three through eight students participated in the new through-year assessment model, measuring the streamlined, prioritized standards. **These scores represent a new baseline for Indiana and cannot be compared to previous years.**



ILEARN ELA - Overall



**But if you
compare these
results to
previous years
anyway...**

We're UP about
1% in ELA.

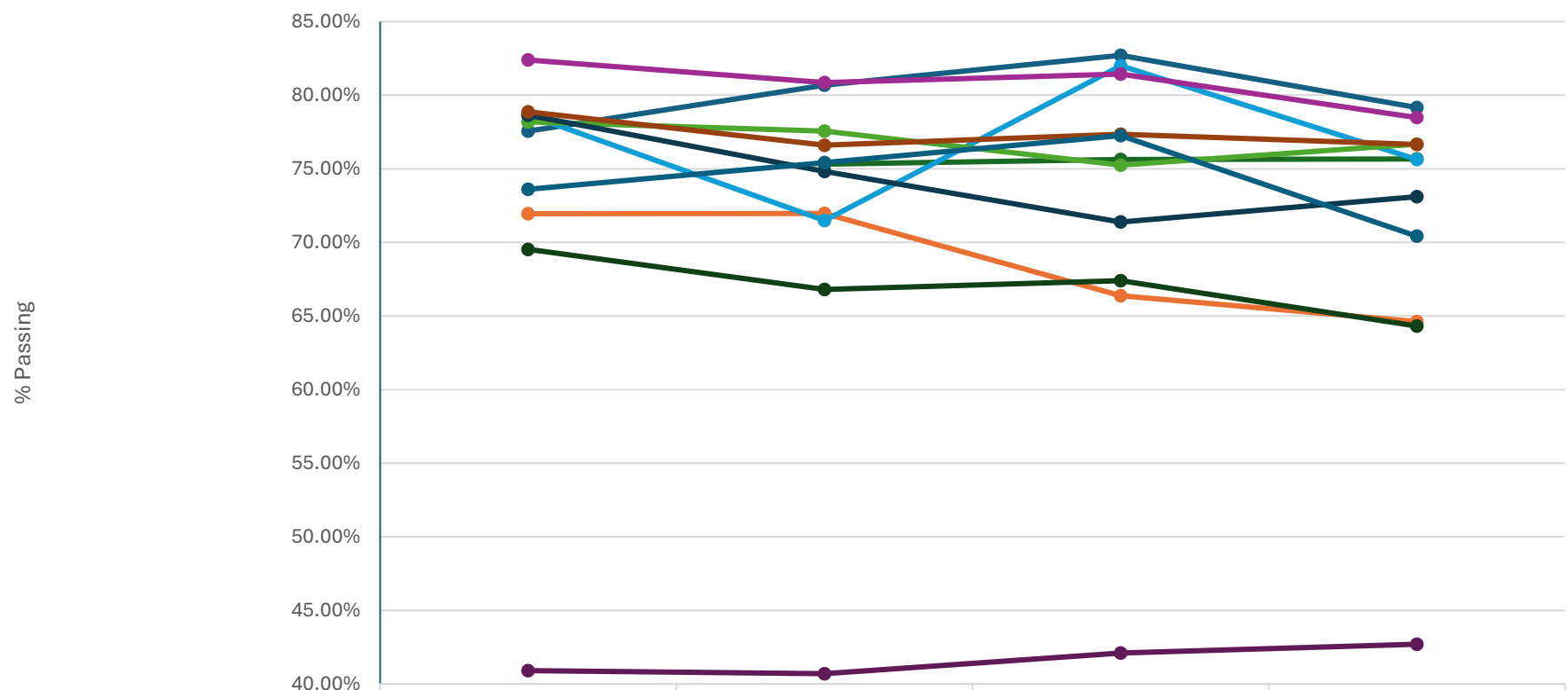




ILEARN Math - Overall

But if you compare these results to previous year anyway...

We're DOWN about 3% in MATH.



% Passing

Brown Elementary	77.56%	80.69%	82.71%	79.17%
Cardinal Elementary	71.95%	71.96%	66.37%	64.62%
Crossroads Elementary		75.32%	75.63%	75.67%
Delaware Trail Elementary	78.66%	71.48%	82.00%	75.63%
Eagle Elementary	82.39%	80.85%	81.44%	78.48%
Lincoln Elementary	78.18%	77.55%	75.25%	76.68%
Reagan Elementary	78.64%	74.83%	71.38%	73.11%
White Lick Elementary	78.87%	76.60%	77.34%	76.65%
Brownsburg East Middle School	69.53%	66.81%	67.39%	64.31%
Brownsburg West Middle School	73.61%	75.43%	77.25%	70.42%
State Average	40.90%	40.70%	42.10%	42.70%



In combined Passing Both ELA & Math, which is what the media generally reports, we are #1 in the state. (We beat Carmel by 0.035%. We anticipate the media will say we tied.) In combined Passing Both ELA & Math, the Top 10 and County looks like this:

Corp ID	Tag	Corp Name	ELA & Math Total Proficient	ELA & Math Total Tested	ELA & Math Proficient %	Rank
3305	Top	Brownsburg Community School Corp	2969	4811	61.7%	1
3060	Top 10	Carmel Clay Schools	4603	7463	61.7%	2
7875	Top 10	West Lafayette Com School Corp	630	1094	57.6%	3
3295	Top 10/County	North West Hendricks Schools	521	915	56.9%	4
3005	Top 10	Hamilton Southeastern Schools	5285	9304	56.8%	5
4740	Top 10	School Town of Munster	1041	1846	56.4%	6
6560	Top 10	Valparaiso Community Schools	1593	2828	56.3%	7
6470	Top 10	Duneland School Corporation	1453	2583	56.3%	8
9215	Top 10	Diocese of Evansville	1667	2981	55.9%	9
7385	Top 10	North Spencer County Sch Corp	502	898	55.9%	10
3315	County	Avon Community School Corp	2399	4809	49.9%	23
3330	County	Plainfield Community School Corp	1257	2551	49.3%	27
3335	County	Mill Creek Community Sch Corp	311	715	43.5%	43
3325	County	Danville Community School Corp	552	1341	41.2%	55
		State Average			31.4%	

“Rank” is out of 393 public, private, parochial, and charter “district entities” in Indiana.



Indiana has 1849 schools (of varying configurations) serving grades 3-8. The chart below shows all schools in Hendricks County and their statewide ranking. Every BCSC school is in the top ~10% of the state.

Corp ID	Tag	Corp Name	School	School Name	School Total			Rank
					ELA & Math Total Proficient	ELA & Math Total Tested	ELA & Math Proficient %	
3305	Tag	Brownsburg Community School Corp	2706	Brown Elementary School	190	264	72.0%	26
3305	Tag	Brownsburg Community School Corp	2723	White Lick Elementary School	180	255	70.6%	30
9200	Tag	Archdiocese of Indianapolis	B285	Saint Malachy School	193	281	68.7%	38
3305	Tag	Brownsburg Community School Corp	2744	Lincoln Elementary School	194	283	68.6%	39
3305	Tag	Brownsburg Community School Corp	2711	Eagle Elementary School	207	302	68.5%	40
3305	Tag	Brownsburg Community School Corp	2718	Delaware Trail Elementary School	184	278	66.2%	54
3305	Tag	Brownsburg Community School Corp	2722	Crossroads Elementary School	197	298	66.1%	56
3295	Tag	North West Hendricks Schools	2725	Pittsboro Elementary School	219	335	65.4%	66
3305	Tag	Brownsburg Community School Corp	2714	Reagan Elementary School	173	267	64.8%	73
3295	Tag	North West Hendricks Schools	2685	North Salem Elementary School	73	120	60.8%	97
3305	Tag	Brownsburg Community School Corp	2713	Brownsburg West Middle School	757	1267	59.7%	115
3315	Tag	Avon Community School Corp	2738	Cedar Elementary School	192	324	59.3%	121
3315	Tag	Avon Community School Corp	2733	Maple Elementary School	189	322	58.7%	128
3330	Tag	Plainfield Community School Corp	3338	Guilford Elementary	139	241	57.7%	142
3305	Tag	Brownsburg Community School Corp	2727	Cardinal Elementary School	197	343	57.4%	148
3315	Tag	Avon Community School Corp	2726	River Birch Elementary School	152	265	57.4%	150
3330	Tag	Plainfield Community School Corp	2761	Van Buren Elementary School	144	256	56.3%	168
3305	Tag	Brownsburg Community School Corp	2720	Brownsburg East Middle School	690	1254	55.0%	189
3330	Tag	Plainfield Community School Corp	2751	Central Elementary School	155	288	53.8%	213
3335	Tag	Mill Creek Community Sch Corp	2675	Mill Creek East Elementary	95	178	53.4%	222
3330	Tag	Plainfield Community School Corp	2763	Brentwood Elementary School	111	212	52.4%	240
3315	Tag	Avon Community School Corp	2735	Sycamore Elementary School	155	299	51.8%	251
999	Tag	Independent Non-Public Schools	B295	Indy West Christian School (Kingway)	134	263	51.0%	265
3315	Tag	Avon Community School Corp	2730	Avon Middle School North	435	867	50.2%	277
3295	Tag	North West Hendricks Schools	2682	Tri-West Middle School	229	460	49.8%	285
999	Tag	Independent Non-Public Schools	B290	Bethesda Christian School	140	286	49.0%	305
3315	Tag	Avon Community School Corp	2739	Pine Tree Elementary School	133	280	47.5%	342
3315	Tag	Avon Community School Corp	2740	Hickory Elementary School	122	257	47.5%	345
9200	Tag	Archdiocese of Indianapolis	B300	Saint Susanna School	71	151	47.0%	355
3315	Tag	Avon Community School Corp	2736	Avon Middle School South	377	803	46.9%	357
3315	Tag	Avon Community School Corp	2746	Avon Middle School West	377	805	46.8%	363
3325	Tag	Danville Community School Corp	2745	South Elementary School	201	431	46.6%	365
3330	Tag	Plainfield Community School Corp	2750	Plainfield Community Middle School	600	1298	46.2%	372
3335	Tag	Mill Creek Community Sch Corp	2677	Mill Creek West Elementary	89	193	46.1%	376
3315	Tag	Avon Community School Corp	2747	Evergreen Elementary School	136	296	45.9%	379
3315	Tag	Avon Community School Corp	2754	Willow Elementary School	131	291	45.0%	401
3330	Tag	Plainfield Community School Corp	2748	Clarks Creek Elementary	108	244	44.3%	419
3325	Tag	Danville Community School Corp	2743	Danville Middle School	351	910	38.6%	570
3335	Tag	Mill Creek Community Sch Corp	2687	Cascade Middle School	127	344	36.9%	621



IV. COMMUNICATIONS

E. First Reading on Policies (C225, D400, D425, D500, F225, G225, G425, and G450) – Dr. Jessup

Dr. Jessup will present the following policies for first reading. These 9 policies consolidate 17 current BCSC policies. These policies are part of the New Board Policy Provider approved at the February 9, 2026, Board Meeting. The policies were previously shared with the Board in Friday Notes for review. Adoption of these policies is required.

- **C225 Parental Access to Instructional Materials and Surveys** – Currently BCSC Policy 5220 and 5221. This policy will consolidate and replace 5220 and 5221.
- **D400 Family & Medical Leaves of Absence ("FMLA")** – No current policy.
- **D425 Employee Benefits** – This policy is required.
- **D450 Resignation** – Currently BCSC Policy 3420. This policy will consolidate and replace 3420.
- **D500 School Police Officer Training** – No current policy.
- **F225 Crowdfunding** – No current policy.
- **G225 Vehicles Idling** – Currently BCSC Policy 7020. This policy is required.
- **G425 Pledge of Allegiance and Moments of Silence** – Currently BCSC Policy 5370 and 5371. This policy will consolidate and replace 5370 and 5371.
- **G450 Advertising, Commercial Activities, Sponsorships, and Naming Rights** – Currently BCSC policy 7035. This policy will consolidate and replace 7035.

PARENTAL ACCESS TO INSTRUCTIONAL MATERIAL AND SURVEYS

The Brownsburg Community School Corporation (“Corporation”) School Board (“Board”) respects the privacy rights of parents and students. No student shall be required, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, their parents, to participate in any personal analysis, evaluation, or survey that reveals attitudes, habits, traits, opinions, beliefs, or feelings concerning:

1. political affiliations or beliefs of the student or the student’s parent;
2. religious beliefs, affiliations, or practices of the student or the student’s parent;
3. mental or psychological conditions of the student or the student’s family;
4. sexual behavior or attitudes;
5. illegal, anti-social, self-incriminating, or demeaning behavior;
6. critical appraisals of other individuals with whom the student has a close family relationship;
7. legally recognized privileged or confidential relationships, such as those of lawyers, ministers, or physicians; or
8. income (except as required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation by contacting the building principal. The Corporation will post on the Corporation's website a copy of each personal analysis, evaluation, or survey conducted by a third-party vendor that reveals, identifies, collects, maintains, or attempts to affect attitudes, habits, traits, opinions, beliefs, or feelings.

Parents have the right to inspect, upon request, all instructional materials used as part of the educational curriculum of the student. Instructional materials include teachers’ manuals, student texts, films, tapes, or other digital materials. The term does not include academic tests or assessments.

Further, parents of minor unemancipated students, and adult/emancipated students, as applicable, will be provided with two requests for written consent before a personal analysis, evaluation, or survey provided by a third party vendor that reveals, identifies, collects, maintains, or attempts to affect attitudes, habits, traits, opinions, beliefs, or feelings is administered or distributed by the

school to the student. The consent form must accurately summarize the contents and nature of the personal analysis, evaluation, or survey that will be provided to the student, include an explanation of the reasons that the Corporation or qualified school is administering the personal analysis, evaluation, or survey, and indicate that a parent of a student or an adult/emancipated minor student has the right to review and inspect all materials related to the personal analysis, evaluation, or survey. The written consent form may be sent in an electronic format.

If the parent of the student or the adult/emancipated student, as applicable, does not respond to the written request provided by the Corporation within twenty-one (21) calendar days after receiving the request, the Corporation shall provide the parent of the student or an adult/emancipated minor student, a written notice requesting that the parent of the student or the adult/emancipated minor student indicate, in a manner prescribed by the Corporation, whether the parent or student consents to the personal analysis, evaluation, or survey; or declines the personal analysis, evaluation, or survey. If the Corporation does not receive a response within ten (10) days after the notice, the student will receive the personal analysis, evaluation, or survey unless the parent or the adult/emancipated student subsequently opts out of the personal analysis, evaluation, or survey for the student.

If the school uses a third-party vendor for such a survey or evaluation, the third-party vendor and the Corporation may not record, collect, or maintain the responses to or results of the analysis, evaluation, or survey in a manner that would identify the responses or results of an individual student. Any contract with the third-party vendor must contain a breach of contract clause if the vendor fails to comply with this policy. If a student does not participate in the personal analysis, evaluation, or survey, the Corporation or qualified school shall provide the student with alternative academic instruction during the same time frame that the personal analysis, evaluation, or survey is administered.

The provisions of this policy concerning personal analyses, evaluations, and surveys conducted by third party vendors do *not* apply to:

1. An academic test or academic assessment, scoring keys, or other tools directly related to measuring a student's academic performance in understanding a particular curricular subject matter, as prescribed by the Indiana Department of Education.
2. A career aptitude or career interest survey.
3. An assessment or screening instrument administered by a third party employed licensed school psychologist or social worker, clinical social worker, marriage and family therapist, or mental health counselor licensed under IC 25-23.6, *if* the third party provider is referred by school personnel in a crisis situation in which the school personnel and the third party provider reasonably believe that the student is in immediate danger of self-harm, harming another person, or experiencing harm resulting from abuse or neglect.

4. An assessment, screening instrument, or evaluation survey administered by a third party employed licensed school psychologist or social worker, clinical social worker, marriage and family therapist, or mental health counselor licensed under IC 25-23.6; who has received a consent for services from a student, if the student is an adult or emancipated minor, or parent of a student, if the student is an unemancipated minor.
5. A survey or evaluation administered to a student by a third party vendor and that gauges or attempts to gauge student satisfaction with or participation in the school's programming, technology platform, or approved curriculum.

Parents or eligible students may utilize the procedure for grievances in guideline C225-R if they have concerns regarding the implementation of this policy as to a personal analysis, survey, or evaluation provided by a third party that reveals, identifies, collects, maintains, or attempts to affect attitudes, habits, traits, opinions, beliefs, or feelings.

Human Sexuality Curriculum

Before a school may provide a student with instruction on human sexuality, the school must provide the parent of the student or the student (if an adult, or an emancipated minor), with a written request for consent of instruction. A consent form provided to a parent of a student or a student must accurately summarize the contents and nature of the instruction on human sexuality that will be provided to the student and indicate that a parent of a student or an adult or emancipated minor student has the right to review and inspect all materials related to the instruction on human sexuality. The written consent form may be sent in an electronic format. The parent of the student or the student (if an adult, or an emancipated minor), may return the consent form indicating that the parent of the student or the adult or emancipated student either consents to or declines instruction.

If a student does not participate in the instruction on human sexuality, the school shall provide the student with alternative academic instruction during the same time frame that the instruction on human sexuality is provided.

If the parent of the student or the student (if an adult, or an emancipated minor), does not respond to the written request provided by the school within twenty-one (21) calendar days after receiving the request, the school shall provide the parent of the student, or the student (if an adult, or an emancipated minor), a written notice requesting that the parent of the student, or the student (if an adult, or an emancipated minor), indicate, in a manner prescribed by the school, whether the parent of the student or the adult or emancipated student either consents to or declines instruction.

A notice provided to a parent of a student or a student must accurately summarize the contents and nature of the instruction on human sexuality that will be provided to the student and indicate that a parent of a student or an adult or emancipated minor student has the right to review and inspect all materials related to the instruction on human sexuality. The notice may be sent in an electronic format. If the school does not receive a response within ten (10) days after the notice, the student

will receive the instruction on human sexuality unless the parent or the adult or emancipated student subsequently opts out of the instruction for the student.

Personal Information

The Board will not allow the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).

Notice to Parents

The Superintendent is directed to provide notice directly to parents of students enrolled in the Corporation of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the Superintendent is directed to notify parents of students in the Corporation, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the administration of any survey by a third party that contains one or more of the items described in 1 through 8 above are scheduled or expected to be scheduled. A list of any instructional materials, including teachers' manuals, curricular materials, films or other video materials, tapes, and other materials used in connection with instruction on human sexuality shall be published on the school's website.

For purposes of this policy, the term "parent" includes a legal guardian or other person standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child).

IC 20-30-5-17
IC 20-26-21-1 et seq.
20 U.S.C. §1232h(c)
34 C.F.R. §98.3

Brownsburg Community School Corporation

Adopted: [date]

Revised: [date]

[To be put on school corporation letterhead]

[DATE]

Dear Parent/Guardian:

As part of your child's education, your student is enrolled in a course that includes instruction on topics related to human sexuality. In compliance with Indiana law, you are receiving this consent form prior to the beginning of instruction on human sexuality. As part of the course, the instruction on human sexuality will discuss _____

_____. The instruction will be provided to male and female students in a [unified or separate] setting. The instruction will be provided by a [female or male] instructor. Additionally, pursuant to Indiana law, you have the right to review and inspect all materials, including teachers' manuals, curricular materials, films or other video materials and tapes, related to the instruction on human sexuality.

This form is to request your consent to provide your child instruction on human sexuality. Should you choose to decline instruction on human sexuality for your child, the school will provide your child with alternative academic instruction during the same time frame that the instruction on human sexuality will be provided. Please read this form carefully, select one option, sign and return to _____. We request that you return this consent within twenty-one (21) days of your receipt of this consent form.

FIRST REQUEST FOR CONSENT - INSTRUCTION ON HUMAN SEXUALITY

COURSE TITLE _____ TEACHER _____ PERIOD _____
SCHOOL _____ DATE _____

Please check *one (1)* of the statements below. Return the signed consent to _____.

_____ I consent to have my child participate in the instruction on human sexuality described above.

_____ I decline to have my child participate in the instruction on human sexuality described above.

Student Name

Parent/Guardian Signature

[To be put on school corporation letterhead]

[DATE]

Dear Parent/Guardian:

As part of your child's education, they are enrolled in a course that includes instruction on topics related to human sexuality. We sent you a consent form dated [DATE OF FIRST NOTICE] requesting you to consent or decline instruction for your child on human sexuality. As of the date of this letter, we have not received your signed consent/declination form.

As part of the course, the instruction on human sexuality will discuss _____

_____. The instruction will be provided to male and female students in a [unified or separate] setting. The instruction will be provided by a [female or male] instructor. Additionally, pursuant to Indiana law you have the right to review and inspect all materials, including teachers' manuals, curricular materials, films or other video materials and tapes, related to the instruction on human sexuality.

This notice is to request your consent to provide your child instruction on human sexuality. Should you choose to decline instruction on human sexuality for your child, the school will provide your child with alternative academic instruction during the same time frame that the instruction on human sexuality will be provided. Please read the below form carefully, select one option, sign and return to the _____. Please return this form within ten (10) days of receipt. If the school does not receive the form within ten (10) days of your receipt of this notice, your child will receive the instruction on human sexuality, unless you subsequently opt of the instruction.

CONSENT FORM FOR INSTRUCTION ON HUMAN SEXUALITY

COURSE TITLE _____ TEACHER _____ PERIOD _____
SCHOOL _____ DATE _____

Please check *one (1)* of the statements below. Return the signed consent to

_____.

_____ I consent to have my child participate in the instruction on human sexuality described above.

_____ I decline to have my child participate in the instruction on human sexuality described above.

Student Name

Parent/Guardian Signature

**PROCEDURE FOR GRIEVANCE INVOLVING
THIRD PARTY SURVEY**

The Brownsburg Community School Corporation (“Corporation”) School Board (“Board”) Policy C225, in accordance with Indiana Code 20-26-21-6, requires a grievance procedure for resolving concerns related to administration of personal analysis, evaluation or surveys of students. A parent or guardian of a student, or an adult or emancipated student, may file a grievance regarding such analyses, evaluations, or surveys, as follows.

1. The parent or guardian or adult/emancipated student shall submit a complaint in writing to the superintendent or designee, setting forth the specific nature of the complaint regarding the potential violation of I.C. 20-26-21. Those reasons would include:

- that the Corporation is using a third-party vendor and that the Corporation and/or the vendor are recording, collecting, and/or maintaining responses or results of individual students;
- that the Corporation has failed to notify and seek permission from the parent/guardian or adult/emancipated student regarding the survey;
- that the Corporation has failed to post the personal analysis/evaluation/survey and provide an explanation of the reasons for administering; or
- that the Corporation has failed to provide a student with appropriate alternative academic instruction during the time frame the personal analysis/evaluation/survey was administered when consent was not provided.

2. The superintendent, or designee, shall respond to the grievance within twenty-one (21) calendar days providing specific information regarding the complaint.

3. If the parent/guardian or adult/emancipated student is not satisfied with the response, a written appeal may be made within ten (10) school days to the Board. The appeal should be sent to [Position]. The Board will review the complaint and response at the next public meeting.

Brownsburg Community School Corporation

Adopted: [date]

Revised: [date]

FAMILY AND MEDICAL LEAVE (“FMLA”)

The School Corporation and its School Board will comply with the Family Medical Leave Act (“FMLA”). The Superintendent or designee will develop administrative guidelines to ensure compliance with the current regulations of the FMLA.

29 U.S.C. 2601 et seq.

29 C.F.R. Part 825

Brownsburg Community School Corporation

Adopted: [date]

Revised: [date]

FAMILY AND MEDICAL LEAVE ACT

I. Family and Medical Leave

Per Board Policy D400, Brownsburg Community School Corporation (“Corporation”) will allow eligible employees to take leave for the following qualifying events in accordance with the Family and Medical Leave Act (“FMLA”) of 1993, as amended. 29 CFR §825.100(a):

1. Up to 12 workweeks of leave in a 12-month period for the following qualifying events:
 - a. Birth of a child;
 - b. Placement of a child for adoption or foster care;
 - c. For the care of a spouse, child or parent who has a serious health condition;
 - d. The serious health condition of the employee which prevents the employee from performing the essential job functions of their job;
 - e. Because of a qualifying exigency arising out of the fact that the employee’s spouse, child, or parent is on covered active duty or called to covered active duty 29 CFR §825.200; or
2. Up to 26 workweeks in a single 12-month period for the care of a covered service member with a serious injury or illness. 29 CFR § 825.127

The Corporation is prohibited from interfering with exercise of rights under the FMLA and retaliating against individuals for the use of FMLA leave.

II. Limits on Leave

A. Generally

Under no circumstances can the amount of leave taken during a 12-month period exceed 12 workweeks, unless the leave is to care for a covered service member (see Section XI).

B. Parenting Leave for a Newborn, Adopted, or Foster Child

Spouses who are eligible for FMLA leave and are both employed by the Corporation are limited to a combined total of 12 weeks of leave during any 12-month period if the leave is taken to care for employees’ newborn, adopted, or foster child. Parenting leave for a newborn, adopted, or foster child cannot be taken intermittently or on a Reduced Schedule without the approval of the Corporation. 29 CFR §825.202(c)

Eligible employees may take FMLA leave before the actual placement or adoption of a child if an absence from work is required for the placement or foster care to proceed.

Permissible absences include, but are not limited to, the employee attending a required counseling session, appearing in court, consulting with their attorney or the doctor(s) representing the birth parent submitting to physical examinations, or traveling to another country to complete an adoption.

C. Travel While on FMLA Leave

An employee is required to remain in the immediate vicinity of their home while on leave pursuant to this Guideline, except to receive medical treatment or to attend ordinary and necessary activities directly related to personal or family needs. An employee who feels they have a need to leave the immediate vicinity of their home while on leave pursuant to this Policy must submit a request for review by Human Resources. Human Resources will review the request to determine whether travel is warranted and will be approved.

III. Definitions Applicable to All FMLA Leave

“1250 hours of work” means actual work hours and does not include holidays, time spent in paid or unpaid leave, vacation leave, sick leave, or personal leave, compensatory time off, time spent receiving benefits under the Long Term Disability Plan or time during the elimination period prior to receiving benefits under the Disability Plan. In determining whether a veteran meets this requirement, the hours that were actually worked for the Corporation should be combined with the hours that would have been worked during the twelve months prior to the start of FMLA leave but for the military service. The Corporation has the burden to demonstrate through documentation or other means, that a full time employee for whom the Corporation generally does not keep accurate records of hours has not worked the requisite 1250 hours to be eligible for FMLA leave. 29 CFR §825.110(c)(1) & (2)

“12 month period” means a “rolling” 12-month period. Thus, in determining the amount of FMLA leave available to a particular employee the Corporation will subtract the leave taken by the employee during the immediately preceding 12 months from the 12 weeks of FMLA qualified leave granted to the Eligible Employee.

"Child" (i.e., son or daughter) means a biological child, adopted child, foster child, stepchild, legal ward, or a child of a person standing in loco parentis, who is either under age eighteen (18), or age eighteen (18) or older and "incapable of self-care" because of a mental or physical disability, at the time the FMLA leave is to commence. 29 CFR 825.122(d)

“Eligible Employee” means an employee who has:

1. Been employed by the Corporation for at least twelve (12) months;
 - a. The 12 months may be consecutive or non-consecutive employment with the Corporation as long as there is a combined total of twelve (12) months. 29 CFR §825.110(b)
2. Worked at least 1250 hours in the twelve-month period immediately preceding the need for family-medical leave; and

3. Not exhausted their allotment of the family-medical leave in the applicable time period.

29 CFR §825.110

“Incapacity” means inability to work, attend corporation or perform other regular daily activities due to the serious health condition, treatment thereof, or recovery therefrom. 29 CFR §825.113(b)

“Instructional Employees” are those Corporation employees whose principal function is to teach and instruct students in class, a small group, or an individual setting. The term includes not only teachers, but also athletic coaches, driving instructors, and special education assistants such as signers for hearing impaired. It does not include teacher assistants or aides, counselors, psychologist, or curriculum specialists. 29 CFR §825.600(c)

“Intermittent Leave” means FMLA leave taken in separate blocks of time due to a single qualifying reason. 29 CFR §825.202

“Health Care Provider” means one of the following persons who may complete a Certification for Health Care Provider form and certify a serious health condition:

1. doctors of medicine or osteopathy authorized to practice medicine or surgery (as appropriate) by the state in which the doctor practices;
2. podiatrists, dentists, clinical psychologists, optometrists, and chiropractors (limited to treatment consisting of manual manipulation of the spine to correct a subluxation as demonstrated by X-ray to exist) authorized to practice in the state and performing within the scope of their practice under state law;
3. nurse practitioners, nurse-midwives, clinical social workers, and physician’s assistants authorized to practice under state law and performing within the scope of their practice as defined under state law;
4. Christian Science practitioners listed with the First Church of Christ, Scientist in Boston, Massachusetts;
5. any health care provider recognized by the Corporation or the Corporation's group health plan's benefit manager; and a health care provider listed above who practices in a country other than the United States and who is authorized to practice under the laws of that country.

29 CFR §825.125

“Parent” means a biological, adoptive, or foster parent or an individual who had day-to-day responsibility for care and support of the employee when the employee was a child as defined above. In-laws do not qualify. 29 CFR §825.122

“Reduced Schedule” means a leave schedule that reduces an employee’s usual number of working hours per workweek or hours per workday for a period of time. 29 CFR §825.202

“Serious health condition” means an illness, injury, impairment, or physical or mental condition that involves one of the following:

1. Hospital Care 29 CFR §825.114

- a. Inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility, including any period of incapacity or subsequent treatment in connection with or consequent to such inpatient care.

2. Incapacity Plus Continuing Treatment 29 CFR §825.115(a)

- a. A period of incapacity of more than three (3) consecutive calendar days that also involves in-person treatment by a health care provider on at least one occasion within seven (7) days of the beginning of the incapacity which results in a regimen of continuing treatment under the supervision of the health care provider involving either (a) additional visit(s) required by the health care provider within thirty (30) days of the beginning of the incapacity; or (b) the prescription of medications, therapy requiring special equipment, or other treatment that can only be initiated on orders of a health care provider.

3. Pregnancy 29 CFR §825.115(b)

- a. Any period of incapacity due to pregnancy or for prenatal care.

4. Chronic Conditions Requiring Treatments 29 CFR §825.115(c)

- a. A chronic condition which:
 - i. Requires at least two (2) visits annually for treatment by a health care provider, or by a nurse or physician’s assistant under direct supervision of a health care provider;
 - ii. Continues over an extended period of time (including recurring episodes of a single underlying condition); and
 - iii. May cause episodic rather than a continuing period of incapacity (e.g., asthma, diabetes, epilepsy).

5. Permanent/Long-term Conditions Requiring Supervision 29 CFR §825.115(d)

- a. A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider. Examples include Alzheimer’s, a severe stroke, or the terminal stages of a disease.

6. Multiple Treatments (Non-Chronic Conditions) 29 CFR §825.115(e)

- a. Any absences to receive multiple treatments for restorative surgery after an accident or other injury or for a condition that would likely result in a period of incapacity of more than three consecutive days if not treated, such as cancer (chemotherapy, radiation, etc.) severe arthritis (physical therapy), and kidney disease (dialysis).

Non-eligible medical conditions include (but are not limited to): taking over-the-counter medications, bed-rest, drinking plenty of fluids, or any similar activities that can be initiated without a visit to a health care provider unless something more serious is involved. The common cold, flu, ear aches, upset stomach, minor ulcers, headaches, routine dental problems, and periodontal diseases are conditions that do not qualify for family-medical leave. Cosmetic treatments and plastic surgery are not serious health conditions unless inpatient hospital care is required or complications develop. 29 CFR §825.113(c) & (d)

Treatment of substance abuse by a health care provider or by a provider of health care services on referral by a health care provider will be covered by family-medical leave. However, absence because of the employee's abuse of the substance, rather than for treatment, does not qualify for family-medical leave. Treatment for substance abuse does not preclude disciplinary action in instances where the employee has violated the employer's policy against substance abuse, even during a time period of treatment covered by family-medical leave. 29 CFR §825.119

Family-medical leave may not be used for short-term conditions for which treatment and recovery are brief, such as minor illnesses and out-patient surgical procedures with expected brief recuperating periods. It does not provide for the intermittent care of a child for such commonplace illnesses as colds and flu. Routine medical, dental or vision examinations do not qualify for family-medical leave. 29 CFR §825.113(c) & (d)

For intermittent leave or leave on a Reduced Schedule, there must be a medical necessity for leave (as distinguished from voluntary treatments and procedures) and the medical need can be best accommodated through an intermittent or reduced leave schedule. The treatment regimen and other information described in the certification of a serious health condition must meet the requirement for certification of the medical necessity of intermittent leave or leave on a Reduced Schedule. Employees needing intermittent leave or a Reduced Schedule must attempt to schedule their leave so as not to disrupt the Corporation's operations. In addition, an employer may assign an employee to an alternative position with equivalent pay and benefits that better accommodates the employee's intermittent leave or Reduced Schedule due to planned medical treatment. 29 CFR §825.202

“Spouse” as defined in the statute, means a husband or wife. For purposes of this definition, husband or wife refers to the other person with whom an individual entered into marriage as defined or recognized under state law for purposes of marriage in the state in which the marriage was entered into or, in the case of a marriage entered into outside of any state, if the marriage is valid in the place where entered into and could have been entered into in at least one state. This definition includes an individual in a same-sex or common law marriage that either:

1. Was entered into in a state that recognizes such marriages; or
2. If entered into outside of any state, is valid in the place where entered into and could have been entered into in at least one state. 29 CFR §825.102.

An employee is "**unable to perform the functions of their position**" where the Health Care Provider finds that the employee is unable to work at all or is unable to perform any one of the essential functions of the employee's position. Additionally, an employee who must be absent from work to receive medical treatment for a serious health condition is considered unable to perform the essential functions of the position during the absence for treatment. 29 CFR §825.123(a)

To the extent not listed herein, the Corporation adopts the definitions of words and phrases as defined in the FMLA and its corresponding regulations.

IV. Requests for Family Medical Leave

1. If the need for leave is foreseeable, requests must be submitted at least thirty (30) days prior to taking the leave, or if this is not possible, on the same or next business day of learning of the need for leave. Documentation supporting the need for foreseeable leave must be submitted prior to the beginning of the leave, but in no circumstances later than fifteen (15) calendar days after notice of the need for leave. 29 CFR §825.302
2. If the need for leave is not foreseeable, requests must be submitted in accordance with general leave request policies - barring extenuating circumstances which prevent notice by the employee, or employee's spokesperson, within that time frame. Documentation supporting the need for unforeseeable leave must be submitted no later than fifteen (15) calendar days after the beginning of the leave. 29 CFR §825.303
3. Initial requests may be oral; however, employees must complete and submit to the Superintendent or designee a written request for FMLA leave.
4. Employees requesting leave for which FMLA may apply are required to provide sufficient information to the Corporation for a determination to be made whether the absence qualifies for FMLA leave coverage. The Corporation is responsible for designating leave as FMLA if appropriate based on the information available without regard to an employee's request to have or not have the leave so designated. 29 CFR §825.301
5. The following certifications are required to support requests for leave and must be provided, (see further explanation in Section V below):
 - a. Eligible employees who apply for FMLA leave to care for an immediate family member must submit DOL Form WH-380-F; "Certification of Health Care Provider for Family Member's Serious Health Condition."

- b. Eligible employees who apply for FMLA leave for the employee's own serious health condition must submit DOL Form WH-380-E; "Certification of Health Care Provider for Employee's Serious Health Condition."
 - c. Eligible employees who apply for Military Caregiver Leave must submit DOL Form WH-385; "Certification for Serious Injury or Illness of Covered Service Member- for Military Family Leave". The form may be completed by a Department of Defense (DOD) health care provider, Veterans Affairs health care provider, a DOD TRICARE network authorized private health care provider, or a DOD non-network TRICARE authorized private health care provider. Additionally, with respect to Military Caregiver Leave, the Corporation will accept the submission of an Invitational Travel Order (ITO) or Invitational Travel Authorization (ITA), in lieu of the DOL Form, for the time period specified in the ITO or ITA, if there is an immediate need for the employee at the service member's bedside. The ITO or ITA submitted by the employee need not list the employee as the named recipient of the ITO/ITA, provided the employee is the spouse, parent, son, daughter or next of kin of the covered service member. If the covered service member's need for care extends beyond the expiration date specified in the ITO or ITA, the employee is responsible for submitting the DOL Form for the remainder of the employee's leave period.
- 6. The following documentation may be required to support requests for leave, and must be provided if requested. 29 CFR §825.302(c)
 - a. Documentation of the qualifying exigency, which includes a copy of the orders for active duty and, if the leave is to meet with a third party, contact information and the purpose of the meeting. 29 CFR §825.309
 - b. Documentation of the birth, adoption, or foster care relationship for which parenting leave is requested.
 - c. Documentation of family relationship(s) may be required. 29 CFR §825.122(k)
 - 7. Leave may be taken in increments of no less than one hour. 29 CFR §825.205(a)
 - 8. Leave requested for birth, adoption, or foster care placement must be taken within one (1) year of the birth or initial placement. 29 CFR §825.120(a)(2) and 29 CFR §825.121(a)(2)

V. Employee Certifications and HIPAA Release

For employee certifications, the Superintendent or designee shall attach a statement of the essential functions of the employee's position for the health care provider to review. For the Certification Form to be considered sufficient, the health care provider must specify what function of the employee's position the employee is unable to perform so that the Corporation can then determine whether the employee is unable to perform one (1) or more essential functions of the employee's position.

It is the employee's responsibility either to furnish a complete and sufficient certification or to furnish the health care provider providing the certification with any necessary authorization from the employee or the employee's family member in order for the health care provider to release a complete and sufficient certification to the Board to support the employee's FMLA leave request. 29 CFR §825.307

In all instances in which certification is requested, it is the employee's responsibility to provide the Corporation with complete and sufficient certification, and failure to do so may result in denial of FMLA leave. 29 CFR §825.307

Eligible employees who apply for FMLA leave to care for an immediate family member, for the employee's own serious health condition, or Military Caregiver Leave may be asked to execute and provide to their health care provider a HIPAA-compliant release form if the Corporation needs to clarify or authenticate the Certification. If the employee does not provide the necessary authorization and does not otherwise clarify the certification, then the Corporation may deny FMLA leave. 29 CFR §825.307

If the Superintendent or designee deems a medical certification to be incomplete or insufficient, the Superintendent shall notify the employee, in writing, what information is lacking, and the employee will have seven (7) calendar days to cure the deficiency. The Superintendent or designee (not the employee's direct supervisor) may contact the certifying health care provider for clarification concerning or to authenticate the content of a medical certification provided proper privacy releases have been made. The Corporation shall not ask the health care provider for additional information beyond that required by the certification form. 29 CFR §825.307

All of the certifications identified above must be submitted by the employee within fifteen (15) calendar days after the Corporation provides the employee with the applicable DOL Form, unless it is not practicable under the particular circumstances to do so despite the employee's diligent, good faith efforts.

VI. Recertification

1. If the employee's need for FMLA leave lasts beyond a single FMLA leave year, the Corporation may require the employee to provide a new medical certification in each new FMLA leave year. 29 CFR §825.305
2. Notwithstanding 3 below, the Corporation may require employees to provide recertification of the medical necessity for intermittent leave every six (6) months in conjunction with an absence even if the certification is for a lifetime condition. 29 CFR §825.308(b)
3. Upon expiration of the minimum duration of a condition certified as lasting more than 30 days, the Corporation may request recertification no more than once every thirty (30) days in conjunction with an employee's absence unless:
 - a. the employee requests an extension of the leave;

- b. circumstances described by the previous certification have changed significantly (e.g. the duration of the illness, the nature of the illness, complications); or
 - c. the Corporation receives information that casts doubt upon the continuing validity of the certification.
- 4. Re-certifications are at the employee's expense. No second or third opinion on recertification may be required other than the annual certification.
- 5. Re-certifications are not permitted for leave to care for a covered service member if the documentation is issued by Department of Defense, Veterans Administration, or TRICARE or because of a qualifying exigency arising out of the fact that the employee's spouse, child, or parent is on active duty or call to active duty status for deployment to a foreign country. 29 CFR §825.308

VII. Second Opinion

The Corporation may require a second medical opinion of an original certification by a Health Care Provider who does not regularly contract with the Corporation. The Corporation must reimburse an employee or the employee's spouse, parent, or child for any reasonable "out of pocket" travel expenses incurred to obtain the second opinion. If the opinion of the employee's and the Corporation's designated Health Care Providers differ, the Corporation shall require the employee to obtain certification from a third Health Care Provider, again at the Corporation's expense. This third opinion shall be final and binding. The third Health Care Provider must be designated or approved by both the employee and the Corporation acting in good faith to attempt to reach an agreement. The Corporation shall provide the employee with a copy of the second and third medical opinions upon request. 29 CFR §825.307

VIII. Use of Paid Leave

- 1. Any use of compensatory time or paid sick leave for an FMLA-qualifying absence will run concurrently with the FMLA designation.
- 2. The Corporation shall designate paid or unpaid leave as FMLA within five (5) business days absent extenuating circumstances, if all the following apply:
 - a. The employer has compelling information based on information provided by the employee that leave was taken for an FMLA-qualifying event; and
 - b. The employee is properly notified of their FMLA rights.
- 3. Employees shall be required to use any available sick leave simultaneously with FMLA leave after exhausting any available compensatory time as required above and prior to use of other accrued benefit leave (vacation or personal leave).
- 4. Employees may request to use vacation and/or personal leave simultaneously with FMLA leave for an FMLA-qualifying absence.

5. FMLA leave may run concurrently with Workers' Compensation if the absence qualifies for both programs.
6. The employee shall not accrue any sick leave, vacation, or other benefits during a period of unpaid FMLA leave.
7. Whether FMLA leave is paid, unpaid, or a combination, the limits in Section II apply.

IX. Intermittent Use of FMLA Leave

1. Employees are entitled to take intermittent leave for the employee's serious health condition or due to the serious health condition of a parent, spouse, or child, or to care for a covered service member or because of a qualifying exigency. 29 CFR §825.202
2. To be entitled to intermittent leave, the employee must submit certification to establish the medical necessity of the leave (e.g. periodic testing and treatments) and work with the Corporation to determine a schedule of treatments that causes the least disruption to operations subject to the approval of the health care provider. The Corporation may consider a temporary transfer to an alternative, comparable position which better accommodates the intermittent leave or Reduced Schedule for planned medical treatment.
3. The Corporation may grant employees intermittent leave or a Reduced Schedule for the birth or placement of a child if operational needs allow such intermittent leave or a Reduced Schedule. Such leaves/schedule must be discussed and agreed upon by the employee and the Corporation prior to the commencement of such leave/schedule.
4. When planning medical treatment, the employee must consult with the Corporation and make a reasonable effort to schedule the leave so as not to disrupt the Corporation's operations, subject to the approval of the Health Care Provider. 29 CFR §825.302(e)

X. Provisions Specific to Instructional Employees

A. Leave for More than 20% of Working Days During Leave Period

If an Instructional Employee needs intermittent leave or leave on a Reduced Schedule to care for a family member with a serious health condition, to care for a covered service member, or for the employee's own serious health condition, which is foreseeable based on planned medical treatment, and the employee would be on leave for more than 20 percent (20%) of the total number of working days over the period the leave would extend, the Corporation may require the Instructional Employee to choose either to:

- a. Take leave for a period or period of a particular duration, not greater than the duration of the planned treatment; or
- b. Transfer temporarily to an available position for which the employee is qualified, which has equivalent pay and benefits, and which better accommodates recurring periods of leave than the Instructional Employee's regular position. 29 CFR §825.601

B. Leave with the Last Five (5) Weeks of an Academic Term

Any leave or return from leave by instructional employees during the last five (5) weeks of an academic term shall be reviewed individually by the Superintendent to minimize disruption to the students' program.

XI. Military Family Leave Entitlement

A. Military Caregiver Leave

Eligible employees may take up to twenty-six (26) weeks of unpaid FMLA leave, in a "single 12-month period," to care for a covered service member with a serious injury or illness. The "single 12-month period" begins on the first day the eligible employee takes Military Caregiver Leave and ends twelve (12) months after that date. If the employee does not use the entire twenty-six (26) work weeks leave entitlement during the "single 12-month period" of leave, the remaining work weeks of leave are forfeited. 29 CFR § 825.127

For purposes of Military Caregiver Leave, the covered service member may be a member of either the Regular Armed Forces or the National Guard/Reserves. Former members, including retired members, of the Regular Armed Forces or the National Guard/Reserves, and those service members on the permanent disability retired list, are not covered service members. 29 CFR § 825.127(b)

The term "next of kin" means the service member's nearest blood relative, other than the covered service member's spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the service member by court decree or statutory provisions; brothers and sisters; grandparents; aunts and uncles; and first cousins; unless the covered service member has specifically designated in writing another blood relative as their nearest blood relative for purposes of Military Caregiver Leave under the FMLA, in which case the designated individual shall be deemed the covered service member's next of kin. All family members sharing the closest level of familial relationship to the covered service member are considered the covered service member's next of kin, unless the covered service member has specifically designated an individual as next of kin for Military Caregiver Leave purposes. While an eligible employee may care for more than one (1) seriously injured or ill covered service member at the same time, the employee may not take more than twenty-six (26) work weeks of leave during each "single 12-month period." 29 CFR § 825.127(d)

Military Caregiver Leave is a "per-service member, per-injury" entitlement. Therefore, an eligible employee may take twenty-six (26) workweeks of leave to care for one (1) covered service member in a "single 12-month period," and then take another twenty-six (26) work weeks of leave in a different "single 12-month period" to care for another covered service member or to care for the same service member with a subsequent serious injury or illness (e.g., if the service member returns to active duty and suffers

another injury). Additionally, an eligible employee could take FMLA leave, after the end of the "single 12-month period" for Military Caregiver Leave, to care for a covered service member if the member is a qualifying family member under non-military FMLA leave and they have a serious health condition. 29 CFR § 825.127(e)

B. Qualifying Exigency Leave

1. Eligible employees may take up to twelve (12) weeks of unpaid FMLA leave for any of the following qualifying exigencies that are related to the fact that the employee's spouse, son, daughter or parent is on active duty, or has been notified of an impending call or order to active duty to support a contingency operation:
 - a. Issues arising from a covered military member's short-notice deployment (i.e., deployment on seven (7) or less calendar days of notice) for a period of seven (7) days from the date of notification.
 - b. Military events and related activities, such as official ceremonies, programs, or events sponsored by the military, or family support or assistance programs and informational briefings sponsored or promoted by the military, military service organizations, or the American Red Cross that are related to the active duty or call to active duty status of a covered military member.
 - c. Certain childcare and related activities arising from the active duty or call to active duty status of a covered military member, such as arranging for alternative childcare, providing childcare on a non-routine, urgent, immediate need basis, enrolling or transferring a child in a new corporation or day care facility, and attending certain meetings at a corporation or a day care facility if they are necessary due to circumstances arising from the active duty or call to active duty of the covered military member (this does not include providing child care on a routine, regular or everyday basis).
 - d. Making or updating financial and legal arrangements to address a covered military member's absence (e.g., preparing and executing financial and healthcare power of attorney, transferring bank account signature authority, enrolling in the Defense Enrollment Eligibility Reporting System, obtaining military identification cards, or preparing or updating a will or living trust).
 - e. Attending counseling provided by someone other than a healthcare provider for oneself, the covered military member, or the child of the covered military member, the need for which arises from the active duty or call to active duty status of the covered military member.
 - f. Taking up to five (5) days of leave to spend time with a covered military member who is on short-term, temporary, rest and recuperation leave during the deployment.

- g. Attending to certain post-deployment activities, including attending arrival ceremonies, reintegration briefings and events, and other official ceremonies or programs sponsored by the military for a period of ninety (90) days following the termination of the covered military member's active duty status, and addressing issues arising from the death of a covered military member.
 - h. Parental care, of a parent of the military member who is incapable of self-care, and related activities arising from the active duty or call to active duty status of a covered military member, such as arranging for alternative care for a parent, to provide care on a non-routine, urgent, immediate need basis to a parent, admitting or transferring a parent in a new care facility, and attending certain meetings with staff at a care facility if they are necessary due to circumstances arising from the active duty or call to active duty of the covered military member (this does not include providing parental care on a routine, regular or everyday basis).
 - i. Any other event that the employee and the Board agree is a qualifying exigency.
- 2. Eligible employees who apply for FMLA leave for Qualifying Exigency Leave must submit DOL Form WH-384; "Certification of Qualifying Exigency for Military Family Leave". Specifically, the first time the employee requests Qualifying Exigency Leave, the employee must provide a copy of the covered military member's active duty orders or other documentation issued by the military that indicates that the covered military member is on active duty or call to active duty status in support of a contingency operation, and the dates of the covered military member's active duty service. Additionally, each time that the employee requests leave for one of the above-listed qualifying exigencies, the employee must certify the exigency necessitating leave. Such certification supporting leave for a qualifying exigency includes:
 - a. appropriate facts supporting the need for leave, including any available written documentation supporting the request;
 - b. the date on which the qualifying exigency commenced or will commence and the end date;
 - c. where leave will be needed on an intermittent basis, the frequency and duration of the qualifying exigency; and
 - d. appropriate contact information if the exigency involves meeting with a third party.
- 3. Employees are advised that if the qualifying exigency involves a meeting with a third party, the Superintendent or designee may verify the schedule and purpose of the meeting with the third party. Also, the Superintendent or designee may contact the appropriate unit of the Department of Defense to confirm that the covered military member is on active duty or call to active duty status.

XII. Light Duty

Time spent performing "light duty" work does not count against an employee's FMLA leave entitlement.

XIII. Corporation Notices to Employees

A. Duty to Inquire

The Corporation must inquire further to determine whether an absence may be covered by FMLA, in circumstances where information provided by the employee, or the employee's spokesperson if the employee is unable to provide the information personally, indicates that FMLA leave may be appropriate but additional information is required for definitive determination. 29 CFR §825.301.

B. Notices

If the information included in The Employee's Rights and Responsibilities Notice changes, the Superintendent or designee will inform the employee of such changes within five (5) business days of receipt of the employee's first notice of the need for FMLA leave subsequent to any change. The Director of Human Resources shall responsively answer questions from employees concerning their rights and responsibilities. 29 CFR §825.300.

The Corporation must provide the required forms, identify the fifteen (15) calendar day time limit for submission of completed forms, and identify the consequences for failure to submit the documentation within the time limit. 29 CFR §825.300.

If it is not possible to provide the number of hours, days or weeks that will be counted as FMLA leave (e.g., where the leave will be unscheduled), the Superintendent or designee will provide this information upon request by the employee, but no more often than every thirty (30) days and only if leave was taken during the period. The notice of the amount of leave counted against the employee's FMLA entitlement may be oral or in writing. If such notice is oral, it shall be confirmed in writing, no later than the following payday that is at least one (1) week after the oral notice. Such notice may be in any form, including a notation on the employee's pay stub. 29 CFR §825.300.

XIV. FMLA Leave and Mandatory Overtime

Employees with proper medical certification may use FMLA leave in lieu of working required overtime hours. Thus, hours that an employee would have been required to work but for the taking of FMLA leave will be counted against the employee's FMLA entitlement.

XV. Calculating the Amount of FMLA Leave Used by an Employee

The actual workweek is the basis of leave entitlement. For example, if an employee who would otherwise work 40 hours a week takes off eight (8) hours, the employee would use one-fifth (1/5) of a week of FMLA leave.

For purposes of determining the amount of FMLA leave used by an employee, the fact that a holiday may occur within the work week taken as FMLA has no effect; the week is counted as a week of FMLA leave. If, however, the employee is using FMLA leave in increments of less than one (1) week, the holiday will not count against the employee's FMLA leave entitlement unless the employee was otherwise scheduled and expected to work during the holiday. Similarly, when an employee is not scheduled to work during winter, spring, or summer vacation (i.e., during a period when some or all employees are not expected to work for one (1) or more weeks), the days the employee is not scheduled to work shall not count against the employee's FMLA leave entitlement. 29 CFR 825.601

XVI. Maintenance of Employee Benefits

The same group health plan benefits provided to an employee prior to taking FMLA leave shall be maintained during the FMLA leave (e.g., if family member coverage is provided to an employee, family member coverage shall be maintained during the FMLA leave). Similarly, benefit coverage during FMLA leave for medical care, surgical care, hospital care, dental care, eye care, mental health counseling, substance abuse treatment, etc., shall be maintained during leave if provided in the Corporation's group health plan, including a supplement to a group plan.

If an employee chooses not to retain group health plan coverage during FMLA leave, they will be reinstated, upon return from leave, on the same terms as prior to taking the leave, without any qualifying period, physical examination, exclusion of pre-existing conditions, etc.

The Corporation is required to continue paying the employer's portion of health insurance premiums during approved FMLA leave. Employees are required to continue paying the employee's portion of health insurance premiums during FMLA leave. Employees shall be given a thirty-day grace period from the due date of their health insurance premium. Employees who fail to pay their portion of the health insurance premium within this grace period may, with fifteen days' notice, be removed from their respective health insurance plan.

The Corporation may seek reimbursement for any health insurance premiums paid on behalf of the employee if the employee fails to return to work after FMLA leave, unless the reason for the employee failing to return to work is due to the continuation or recurrence of the serious health condition or is otherwise beyond the employee's control as defined in the FMLA.

XVII. Reinstatement

The employee is responsible for notifying the Corporation of their intent to return or not to return to work. Employees are entitled to reinstatement to the same or similar position upon return from FMLA leave.

If an employee who has exhausted their entitlement to FMLA leave or was not eligible for FMLA leave, remains on leave under provisions of workers' compensation, disability plan, or as a reasonable accommodation under the Americans with Disabilities Act (ADA), the Corporation is responsible for applying the reinstatement requirements under the applicable law or program rather than the reinstatement provisions under FMLA.

Employees, who take leave for the employee's own serious health condition, prior to returning to work, must submit to the Superintendent or designee a "Fitness-for-Duty Certification." 29 CFR 825.312

An employee who fraudulently obtains FMLA leave is not protected by the FMLA and is not protected by its job restoration or maintenance of health benefits provisions.

Brownsburg Community School Corporation

Adopted: [date]

Revised: [date]

EMPLOYEE BENEFITS

Certificated employees of the Brownsburg Community School Corporation (“Corporation”) shall receive the benefits included in collective bargaining agreements, benefits schedules, or individual contracts, as applicable to each position. Non-certificated employees shall be entitled to benefits contained in employee handbooks or individual contracts, as applicable. Benefit schedules, collective bargaining agreements, employee handbooks, and employee contracts shall contain all benefits available to employees, including but not limited to sick leave, vacation leave, and any other type of paid leave. Unless otherwise stated in an employee’s contract, applicable collective bargaining agreement, or applicable employee handbook, employees will not be paid for any unused, transferred, or accrued vacation, sick, personal, or any other type of paid leave days upon separation.

State Board of Accounts Uniform Compliance Manual for Schools

Brownsburg Community School Corporation

Adopted: [date]

Revised: [date]

RESIGNATION

Pursuant to state law, following submission of a written resignation, the employee does not have a right to withdraw or otherwise rescind that resignation. Any employee, except the Superintendent (who should submit a written resignation to the Board president), should submit a written resignation to the Superintendent or designee. An employee's resignation may be submitted to and received by the Superintendent or designee through any written communication medium, and the employee may not withdraw, rescind, annul, or amend such resignation once submitted to the Superintendent or designee. Such a submission includes written communications left on school property following discovery by school officials that the individual has accepted other employment. A notice of retirement is subject to this policy, as a retirement notification is functionally equivalent to a resignation.

I.C. 5-8-4-1 et seq.

Brownsburg Community School Corporation

Adopted: [date]

Revised [date]

SCHOOL POLICE OFFICER EMPLOYMENT & TRAINING

Every Brownsburg Community School Corporation (“Corporation”) School Police Officer (“BCSCPO”) must complete forty (40) hours of school resource officer training through:

- 1) the Indiana law enforcement training board established by IC 5-2-1-3; or
- 2) another school police officer training program approved by the Indiana law enforcement training board.

Training must be completed within one hundred eighty (180) days from the date the individual is initially assigned the duties of a BCSC police officer.

All Corporation police officers are also required to complete training and education to appropriately deal with individuals with autism and Asperger’s syndrome.

The Superintendent is authorized to establish administrative guidelines to implement this policy.

I.C. 36-8-3-7

I.C. 20-26-5-31

I.C. 20-26-18.2-1

Brownsburg Community School Corporation

Adopted: [date]

Revised: [date]

FUNDRAISING & CROWDFUNDING

The Brownsburg Community School Corporation (“Corporation”) recognizes that staff and student organizations may need to raise funds to support various educational and other instructional-based initiatives. The Corporation also acknowledges the utility and convenience of online fundraising or crowdfunding/crowdsourcing sites. The School Board (“Board”) authorizes the Superintendent or designee to approve all fundraisers.

When considering what methods to employ when fundraising, students and staff must consider:

1. Only using crowdfunding sites/services that have been vetted and approved by the Superintendent or designee in writing; and
2. Whether the proposed fundraising or crowdfunding site takes a portion of the raised funds or requires fundraising goals be met prior to releasing funds.

Crowdsource fundraising is limited to a maximum of \$50,000 or the equivalent per solicitation.

Fundraising and use of online fundraiser/crowdsourcing sites are subject to all Corporation policies and procedures on fundraising generally, as well as the specific requirements for *online* fundraising below:

1. All fundraising campaigns must support educational or instructional-based initiatives.
2. All crowdfunding campaigns must comply with other board policies and applicable laws, including student privacy and anti-harassment laws. Postings may not include a student’s personally identifiable information without parental consent.
3. No Corporation staff may receive any cash payments for fundraising campaigns (except for reimbursement to teachers for verified reasonable project costs).
4. Corporation staff must keep and submit to the Superintendent or designee, upon request, records of all funds and items obtained. A financial report shall be submitted to the Superintendent or designee at the conclusion of the fundraiser.
5. Funds and/or property received through fundraising (online or otherwise) become property of the Corporation, will be inventoried in the same manner as other Corporation materials and equipment, and will remain in the classroom.
6. Any item purchased with the funds received is Corporation property and must fit/be compatible with Corporation technology.

7. If a teacher has obtained educational resources through fundraising and then moves to another school building within the Corporation, the teacher and building principal will work to mutually agree if the materials should follow the teacher to the new building or remain with the original building. The teacher and principal should take into consideration the best interests, curriculum, and grade level of the students at each building.
8. If the teacher moves to another school corporation, the materials remain in the school building.

Employees who launch fundraising campaigns in violation of this policy do so at their own risk and may not act on behalf of, or hold themselves out as acting on behalf of, their school or the Corporation. Such employees are subject to discipline, up to and including termination/cancellation of employment contract.

The Superintendent or designee may develop administrative guidelines to implement the above policy.

Brownsburg Community School Corporation

Adopted: [date]

Revised: [date]

**ONLINE FUNDRAISING & CROWDFUNDING
REQUEST AND APPROVAL FORM**

The request must be made and approved **prior** to being posted on the online fundraising website.

Failure to obtain prior approval may result in disciplinary actions.

School: _____

Employee or Department: _____

A description of the items requested: _____

A description of how the items or funds will support educationally-related initiatives or programs (including extra-curricular activities), including what specific initiative or program it will support:

Value of Items Requested: _____

Campaign Beginning and End Date: _____

Items and cost not included with the Campaign: _____

Online Platform Intend to Use: DonorsChoose or GoFundMe (circle one)

Please attach to this Request and Approval Form the following information required by the Online Fundraising Crowdfunding Administrative Guidelines:

1. A description of how the project will be administered and information on action that will be taken if goal is not met in project timeline (obtainment of some of the requested items, extension of timeline, return of funds, etc.).
2. A copy of any narratives that will be used to solicit the funds on the website along with any photos that the staff member wants to use on the crowdfunding site. A proposed posting describing the purpose and rationale for the crowdfunding campaign that reflects negatively upon the Corporation, its programs and services, or its staff and students shall not be approved. Staff members are prohibited from including identifiable student images,

identifying specific students and/or their areas of disability or need. Any photos and any information contained in the narratives must protect student privacy and comply with all state and federal privacy laws, including FERPA. The Corporation encourages staff members to limit pictures to empty classrooms, the staff member, and/or photos of students when the students are not identifiable (e.g., the back of their heads or hands). If a staff member must use students' names and/or images, which is discouraged, the staff member must: provide an explanation for why the students' names and/or images are necessary and obtain written authorization from the students' parents/guardians. The written authorizations must be included with the application.

3. A copy of the profile that will be utilized by the staff member on the crowdfunding site.
4. An approval from the Technology Department assuring compatibility with the Corporation's system and Corporation capacity to provide technical support for the devices/software, if the campaign is for the purchase of technology.

Please initial next to the following:

_____ I confirm that the funds raised and/or the items purchased by the crowdfunding site will go directly from the crowdfunding site to the Principal of the school to benefit from the funds/items.

_____ I confirm that, if feasible, I shall include in the posting a link to this Board policy/guideline.

_____ I certify that this fundraising event will comply with all Corporation and Board policies and guidelines, including, but not limited to, Online Fundraising & Crowdfunding Policy.

_____ I certify that this fundraising event will comply with all applicable state and federal laws, including, but not limited to, FERPA and IDEIA.

Employee Signature

Date

Request Approval:

Principal Signature

Date

Request Approval:

Superintendent Signature

Date

ONLINE FUNDRAISING & CROWDFUNDING ADMINISTRATIVE GUIDELINES

The following procedures must be complied with for all online or crowdfunding campaigns that are conducted or overseen by Brownsburg Community School Corporation (“Corporation”) staff members. Corporation staff members who launch crowdfunding campaigns without first complying with these procedures do so at their own risk and may not act on behalf of, or hold themselves out as acting on behalf of, their school or the Corporation. Such staff members are subject to discipline, up to and including termination/cancellation of employment contract.

These crowdfunding guidelines also apply to parents, and/or students who wish to raise funds for a specific classroom, school, or school activity through a crowdfunding campaign. While these guidelines do not directly apply to Corporation-affiliated organizations (e.g. PTA/PTO, Athletic/Band Booster Groups), significant deviation from these guidelines by an affiliated organization may be cause for the Corporation to refuse donations from such organization.

Authorized Platforms

Online or crowdfunding campaigns may be conducted using only crowdfunding sites/services that have been vetted and approved in writing by the Superintendent or designee..

Request and Approval Process

Prior to beginning a campaign and making the initial posting of the project, the staff member must submit to and obtain approval of an application from the principal and that includes the following information:

1. A description of the items the staff member is seeking to obtain, the value of the items, the timeline for the project, a description of how the project will be administered, and information on action that will be taken if goal is not met in project timeline (obtainment of some of the requested items, extension of timeline, return of funds, etc.).
2. A description of how the items or funds will support educationally-related initiatives or programs (including extra-curricular activities),
3. A copy of any narratives that will be used to solicit the funds on the website along with any photos that the staff member wants to use on the crowdfunding site. A proposed posting describing the purpose and rationale for the crowdfunding campaign that reflects negatively upon the Corporation, its programs and services, or its staff and students shall not be approved. Staff members are prohibited from including identifiable student images, identifying specific students and/or their areas of disability or need. Any photos and any information contained in the narratives must protect student privacy and comply with all state and federal privacy laws, including FERPA. The Corporation encourages staff members to limit pictures to empty classrooms, the staff member, and/or photos of

students when the students are not identifiable (e.g., the back of their heads or hands). If a staff member must use students' names and/or images, which is discouraged, the staff member must provide an explanation for why the students' names and/or images are necessary and obtain written authorization from the students' parents/guardians. The written authorizations must be included with the application.

4. A copy of the profile that will be utilized by the staff member on the crowdfunding site.
5. Confirmation that the funds raised and/or the items purchased by the crowdfunding site will go directly from the crowdfunding site to the principal of the school that will be benefitted by the funds/items.
6. If the campaign is for the purchase of technology, an approval from the Technology Department ensuring compatibility with the Corporation's system and Corporation capacity to provide technical support for the devices/software.
7. If feasible, the staff member shall include in the posting a link to this Board policy/guideline.

The principal will review the application to verify the proposed project and posting: complies with Board policy and guidelines; and does not violate state and federal laws and regulations, including student privacy rights. If the principal identifies an issue that may have legal implications, the Superintendent or designee will consult with legal counsel.

If the principal approves an application, they shall forward it on to the Superintendent or designee. The Superintendent or designee shall have final decision-making authority on a crowdfunding proposal or posting.

If the project is approved, the staff member/sponsor will provide the Superintendent or designee with any information needed for the Corporation to receive donated funds directly from the crowdfunding site.

The staff member must keep the principal informed of the status of the campaign as it progresses and at its conclusion. The principal shall review the campaign website from time to time to verify the information posted is the same as set forth in the application.

Staff members may only work on crowdfunding activities during the work day with written permission from their principal. Campaigns may not extend past the time period set forth in the application.

The Corporation is not responsible for the tax benefits and/or consequences of the donation. Under no circumstances will the Corporation issue documentation to donors to the crowdfunding site concerning the tax implications of any donations to the site. If the staff member desires to provide a reward, perk, or thank you gift to donors, the staff member must include in their application a description of any rewards, perks, or thank you gifts that will be provided to donors, including the cost and source of the reward, perk or thank you gift. The staff member is then responsible for making sure any awards, and/or appreciate recognition is sent to the appropriate donors.

Once the funds or supplies/equipment are purchased by the crowdfunding site with the proceeds of the campaign, they will be made available to the staff member for the express purpose of fulfilling the stated purpose of the project. The staff member, in conjunction with the principal, is responsible for making sure any funds received are used for the express purpose for which they were raised; the staff member must submit to the principal documentation of any expenditures of the funds, including any purchases made with those funds. Such documentation must be submitted within one (1) week of the expenditure. Failure to produce documentation will jeopardize the staff member's ability to engage in crowdfunding in the future.

All funds raised and materials donated are considered the property of the Corporation and shall remain in the Corporation in the event the staff member who ran the crowdfunding campaign ends their employment with the Corporation.

A staff member who violates the Corporation's Online Fundraising & Crowdfunding Policy or this guideline is subject to disciplinary action, up to and including termination/cancellation of employment contract.

Brownsburg Community School Corporation

Adopted: [date]

Revised: [date]

VEHICLE IDLING

The Brownsburg Community School Corporation (“Corporation”) School Board (“Board”) recognizes that although vehicle idling is necessary in certain circumstances, it poses health risks to the community and consumes financial resources of the Corporation. The Board therefore adopts the following policy to minimize unnecessary vehicle idling on school grounds:

Application

This Policy applies to the operation of any vehicle on Corporation grounds.

Vehicle Idling Time

1. Subject to the exceptions listed below, vehicles should not idle for more than five (5) minutes in areas where vehicle exhaust is likely to be drawn in school buildings (“Designated Area”). The Superintendent or a designee may appoint “Designated Areas” where vehicle exhaust is likely to be drawn into school buildings and post notices advising drivers of such areas.
2. Vehicles may idle for longer than five (5) minutes in Designated Areas in any of the following circumstances:
 - a. In temperatures below thirty-two (32) degrees (32°F) and above eighty-five (85) degrees (85°F), idling is permitted to maintain the vehicle’s interior temperature for the comfort and safety of both driver and passengers.
 - b. Idling is permitted to maintain safety or in an emergency, including but not limited to the following situations:
 - (i) using equipment to load and unload special needs students.
 - (ii) using a defroster on windows before departing.
 - (iii) using headlights or other warning signals.
 - c. Idling is permitted as part of pre-trip safety inspections or if necessary to make vehicle repairs.

410 I.A.C. 33-4-3

Brownsburg Community School Corporation

Adopted: [date]

Revised: [date]

PLEDGE OF ALLEGIANCE AND MOMENTS OF SILENCE

The United States flag shall be displayed in each classroom of every school in the Brownsburg Community School Corporation (“Corporation”).

The School Board (“Board”) shall provide a daily opportunity for students to voluntarily recite the Pledge of Allegiance in each classroom or on school grounds. A student is exempt from participation and may not be required to participate if the student chooses not to or the student’s parent chooses not to have the student participate.

During the Pledge of Allegiance, students who participate shall stand and recite the Pledge while facing the United States flag with their right hands over their hearts or in an appropriate salute if in uniform.

Students who are exempt from reciting the Pledge shall remain quietly standing or sitting while others recite the Pledge and shall make no display that disrupts or distracts other students who are reciting the Pledge.

In order that the right of each student to the free exercise of religion is guaranteed within the school and the freedom of each student to either engage in or refrain from religious observation on school grounds is subject to the least possible coercion from the state, the Board shall establish the daily observance of a moment of silence in each classroom or on school grounds.

During the moment of silence, the teacher responsible for a classroom shall ensure that all students remain seated or standing and silent during the moment of silence and the students make no distracting display so that each student may, in the exercise of the student’s individual choice, meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede another student in the exercise of the student’s individual choice.

This moment of silence is not intended to be and shall not be conducted as a religious exercise. This policy precludes students from using the occasion to pray audibly or otherwise speak, singly or in unison. Building principals and teachers must not allow or tolerate any coercion or overbearing by anyone to force other students to engage in or refrain from prayer or any other permitted activity under this policy.

The student code of conduct applies to disruptive behavior during the recitation of the Pledge and during a moment of silence in the same manner as provided for in other circumstances of such behavior.

I.C. 20-30-5-0.5

I.C. 20-30-5-4.5

Brownsburg Community School Corporation

Adopted: [date]

Revised: [date]

ADVERTISEMENTS, PUBLICATIONS AND NAMING RIGHTS

The Brownsburg Community School Corporation (“Corporation”) School Board (“Board”) recognizes that private and public third party (non-school) groups and/or individuals may wish to advertise or promote the sales of products or special interests on Corporation property, during Corporation events, and/or in Corporation publications or materials distributed to students. However, these advertisements and promotions shall not promote the special interests of a third-party group or individual at the expense of the interests of students or Corporation.

Any third-party group and/or individual, whether private or public, nonprofit or commercial, who wishes to advertise, publish, promote, or sponsor any event, contest, facility, exhibit, prize, scholarship, or materials distributed to Corporation students or staff shall be subject to approval by the Superintendent or designee.

The Superintendent or designee may deny the advertisement, publication, promotion, or sponsorship for any legitimate educational concern, including but not limited to:

1. Demeaning or derogatory ethnic, racial, religious, or gender references or stereotypes or language that demeans anyone based on protected class or immutable characteristic;
2. Libel, slander, or defamation;
3. Advocacy of, or opposition to, a religion or religious practice except in a context in which it does not support or endorse a particular religion or religious practice;
4. Obscene, indecent, or vulgar content that is inconsistent with the values inherent in the curriculum with respect to sexual experiences or practices;
5. Content which incites, encourages, promotes or assists in preparation for an act of violence, intimidation, harassment, or bullying;
6. Content which advocates, incites, or advances the preparation for an act or acts which are illegal for minors;
7. Content which advocates, incites, encourages or advances preparation for an act or acts which are dangerous to the health or welfare of any person, including general disrespect for an individual or group or people; and
8. Content which advocates, incites, encourages or advances preparation for an act or acts capable of damage to property.

The approval of any such advertisement, publication, promotion, or sponsorship shall not be construed as an endorsement of any third party or special interest by the Corporation.

The Superintendent or designee shall have the ultimate approval for any advertisement, publication, promotion, or sponsorship. The decision of the Superintendent or designee shall be final.

The Board believes that the naming of a new or existing school facility is a major responsibility. The Board may name a new school facility or change the name of an existing facility. School buildings in the Corporation will not be named without first inviting the general public, staff, and students to submit suggestions and make recommendations. During deliberations, the Board will give serious consideration to the public, staff, and student input before finally selecting the name for school facilities.

All sponsorships/naming rights shall be in accordance with Policy H200 *Relations with Special Interest Groups*.

The Superintendent or designee is directed to promulgate administrative guidelines for compliance with this Policy.

This Policy shall work in conjunction with *C475 School-Sponsored Publications and Productions*.

Brownsburg Community School Corporation

Adopted: [date]

Revised: [date]

ADVERTISING, SPONSORSHIPS, AND NAMING RIGHTS

Advertising

Brownsburg Community School Corporation (“Corporation”) communications (central office and/or buildings), including publications such as programs and calendars, may accept and publish paid advertising. In no instance shall advertising or advertising images for alcohol, tobacco, drugs, drug paraphernalia, weapons, or obscene, pornographic or illegal materials be accepted. Advertisements may be rejected by the Corporation if determined to be inconsistent with the educational objectives of the Corporation or inappropriate for inclusion in the communication. For example, advertisements may be rejected if determined to be false, misleading, or deceptive, or if they relate to an illegal activity or antisocial behavior.

The Superintendent or designee is responsible for screening all advertising in Corporation publications for adherence to these guidelines.

The School Board (“Board”) or Superintendent may approve fixed or permanent advertising in Corporation facilities or on Corporation property. Any approval will state precisely where such advertising may be placed. Advertising will not be allowed outside the specific area approved by the Board or Superintendent. Temporary advertisement banners specific to an individual event may be approved by the Board or Superintendent.

The use of the Corporation’s name or logos by a third party requires the express written permission of the Superintendent or designee.

Donations which include advertising obligations must be approved by the Board or Superintendent. The Corporation may acknowledge a donation received from an organization by displaying a “donated by,” “sponsored in part by,” or a similar by-line with the organization’s name and/or symbol on the item.

Commercial and nonprofit entities and organizations may be allowed to use the Corporation name, students, or facilities for purposes of advertising or promotion if the purpose is determined to be educationally related and prior approval is obtained from the Board, Superintendent or designee. Advertising will be limited to the specific event or purpose as approved by the Board, Superintendent or designee.

No direct solicitations: Staff and students shall not be solicited during school hours by sales persons for the purpose of promoting and/or sale of any products unless determined by the Superintendent that it benefits the school system. The inclusion of advertisements in Corporation communications, in Corporation facilities, or on Corporation property does not constitute approval and/or endorsement of any product, service, organization, or activity. Approved advertisements will not imply or declare such approval or endorsement.

Naming Rights

The purpose of this administrative guideline is to establish the criteria and procedures for granting Naming Rights in relation to Corporation facilities other than the schools themselves. The Corporation's objective is that educational values are not compromised when schools and individuals or business/organizations work together, and participation has a clear educational advantage for students.

In granting naming rights, maintain an appropriate balance between commercial considerations and the role which names of buildings and spaces play in contributing to the Corporation's sense of identity. The granting of Naming Rights must always be consistent with the Corporation's vision and mission. The long-term effects of the Naming Rights must be considered. No commercial activity as defined or allowed by this policy shall be associated in any way with, among other things, the sale of tobacco, alcohol, illegal drugs, or weapons; contain vulgar and plainly offensive, obscene, or sexually explicit language; advocate the violation of law or Corporation policy; advance any religious or political organization; promote, favor, or oppose a candidate for elected office or a ballot measure; or be associated with any company or individual whose actions are otherwise in violation of law.

The Corporation has the exclusive discretion to determine whether to pursue, accept or decline an opportunity to name facilities. The factors to be considered by the Corporation include, but are not limited to:

- a. The extent to which a naming opportunity limits or restrains the Corporation's discretion or its ability to pursue other opportunities;
- b. The duration of the arrangement or agreement and the Corporation's ability/discretion to terminate the arrangement/agreement;
- c. The extent to which the naming opportunity imposes any obligation on the Corporation, either presently or in the future, financial or otherwise and whether the opportunity is subject to conditions acceptable to the Corporation;
- d. The extent to which the naming opportunity constitutes a conflict of interest or creates the appearance of or potential for a conflict of interest; and
- e. The extent to which the naming opportunity affects the appearance of Corporation property or disrupts the operation of the Corporation.

There are two circumstances in which Naming Rights may be granted. In each case, the parties or their representatives will enter a specific written agreement about the nature of the naming right, such agreement to incorporate the provisions of this guidelines where appropriate. The terms of this guideline are subject to compliance with any specific written agreement entered between or on behalf of the parties.

Naming Rights in Consideration

“Naming Rights in Consideration” are granted in consideration of financial contributions, sponsorship or other commercial transactions. Naming Rights may be granted by the Corporation in consideration of contributions made to the Corporation. Naming Rights in Consideration may be granted in return for provision to the Corporation of an appropriate financial contribution or sponsorship, including provision or supply of equipment, materials, land or services. The Corporation may partner with other community organizations to raise funds.

Naming Rights in Recognition

“Naming Rights in Recognition” may be granted in recognition of any significant contributions to the Corporation that it wishes to honor. These contributions can be financial or other gifts from donors, or meritorious service, and are at the discretion of the Corporation in concurrence with the party or their representatives. Naming Rights may be granted at the sole discretion of the Corporation in recognition of persons or entities it wishes to honor. One of the following three criteria must be fulfilled for the granting of Naming Rights in Recognition to be considered:

- a. Recognition of outstanding service to the Corporation; or outstanding service to the community.
- b. Recognition of the achievements of distinguished alumni.
- c. Recognition of a generous financial or other contribution from a donor (be it by way of donation, bequest, sponsorship etc.), such contribution being voluntary and not rendered in consideration of the granting of naming rights.

The granting of Naming Rights in Recognition is at the sole discretion of the Corporation, with the concurrence of the party or their representatives.

Each granting of Naming Rights shall be governed by an agreement and/or all applicable Board policies. Items for which Naming Rights may be awarded include: physical spaces including, but not limited to, auditoriums/theaters, gymnasiums, libraries, gardens/walks/Corporation-owned streets and ways, athletic fields/facilities, locker rooms, classrooms, laboratories, and hallways.

Consent

The Corporation shall not grant a Naming Right without the consent of the named party or the named party’s representative, to the extent possible.

Monetary Valuation of Naming Rights

Monetary valuations may be assigned to Naming Rights possibilities on a case-by-case basis to aid in making decisions about granting Naming Rights.

Duration of Naming Rights

The duration of Naming Rights shall be decided or negotiated on a case-by-case basis. However, all naming rights may be approved for a specific term, which shall not be longer than the useful life of the property or facility, as determined by the Board, unless otherwise established in the contract with the donor and approved by the Board and the donor. The duration of naming rights shall be proportionate to the value of a donation, endowment or other significant contributions to a school.

In accordance with Policy G450 and Policy H200: Relations with Special Interest Groups, the Board will not accept a gift, donation, or bequest, or enter into any contract which calls for a facility to be named or re-named in conflict with these guidelines.

Physical Display of Naming Rights

The physical display of the Naming Rights shall be decided or negotiated on a case-by-case basis. In the case of buildings, the physical display of the Naming Rights will consider the identification of the Corporation and comply with all applicable laws and regulations including, but not limited to, zoning requirements.

The party after whom a building or part of a building is named shall have no right to use or control the use of that building or part of the building. Use will ordinarily be determined consistent with the Corporation's facility use policy. The Corporation will not agree to any condition in a contract that could unnecessarily limit the following: progress towards the Corporation's mission and purpose, statutory obligations, or the local authority of the Board.

Private Business Use of Bond-Financed Property

Generally, private business use of bond-financed Corporation facilities is any use by or for the benefit of a party other than use by the Corporation or use as a member of the general public. Private business use can arise from a lease, management contract, sponsored research agreement, naming rights agreement, or any other arrangement that gives a private business user special legal entitlements with respect to the use of the financed facility.

Private business use of Corporation facilities means:

- a. use (directly or indirectly)
- b. of a financed facility
- c. in a "trade or business"
- d. carried on by any person other than a state or local governmental unit.

Bonds issued by the Corporation are tax exempt bonds. However, Corporation-issued bonds will become "private activity bonds" and therefore lose their tax status if more than 10% of bond proceeds are used for a "private business use" and more than 10% of the debt service on the bonds is directly or indirectly payable from or secured by property used in a private business. The 10%

threshold drops to five percent (5%) if the private business use of the proceeds is unrelated to or disproportionate to the governmental use of the proceeds, however this is rarely a concern for Corporation-financed facilities.

Example: If the Corporation issues \$10,000,000 of bonds (payable over 20 years) to build a football stadium and grants a company naming rights of the stadium for \$100,000 per year for 10 years, the total value of the private business use will be \$1,000,000, or 10% of the value of the bonds. If the Corporation permits any additional business use (e.g., advertising banners) of the football stadium before the bonds are paid off, the bonds will lose exempt tax status.

No agreement can be entered into that would convert Corporation-issued bonds to private activity bonds without approval of the Board.

Brownsburg Community School Corporation

Adopted [date]

Revised [date]

V. COMMENTS FROM PATRONS

VI. CONSENT ITEMS

A. Approval of Minutes

- **September 14, 2026, Business Meeting**

Minutes follow.

**REGULAR MEETING
BOARD OF SCHOOL TRUSTEES
BROWNSBURG COMMUNITY SCHOOL CORPORATION**

The Board of School Trustees of the Brownsburg Community School Corporation met in a regular meeting on Monday, September 14, 2026, at 6:32 p.m. in the F.L. O’Neal Administration Building, 310 Stadium Drive, Brownsburg, Indiana.

I. CALL TO ORDER

Dr. Katie Dixon, President of the Board, called the meeting to order at 6:30 p.m. Other Board members in attendance included Ms. Jessica Heffernan, Mr. Gordon Hayward, Dr. Matthew Freije, and Mr. Mike Wells. Administrators present were Dr. Kat Jessup, Mr. Shane Hacker, Mrs. Jodi Gordon, Mr. Corey Ebert, Mr. Nick Meyerrose, and Mr. Dave Lang. Police Officer Joshua Stephens was also present.

II. PLEDGE OF ALLEGIANCE

Everyone stood for the Pledge of Allegiance.

III. MOMENT OF REFLECTION

Dr. Dixon asked for a moment of silence for reflection.

IV. COMMUNICATIONS

A. Brownsburg Education Foundation Report – Dr. Dixon

Dr. Dixon shared information regarding upcoming Brownsburg Education Foundation (BEF) events and opportunities, including:

- **Drive 4 UR Community Event:** Presented by Bill Estes Ford raised over \$12,000 to benefit Brownsburg teachers and students in just 4 hours. Dr. Dixon thanked everyone who attended and supported the event.
- **Bags & Barrells Bingo:** Presented by Adelsperger Orthodontics will be on Tuesday, September 29, 2026, at 5:30 p.m. at the Brownsburg American Legion Post #331. The event is sold out to individuals, but three table sponsorships remain until 12 p.m. on September 15, 2026.
- **BHS Alumni Hall of Fame:** Nominations are being accepted online through October 1, 2026. More information is posted on the BEF website. BHS Alumni are also invited to a free tailgate and networking event for Homecoming on September 25, 2026, from 5:30 to 7:00 p.m. Hosted by BEF and presented by Meyer Najem Construction. Registration requested.
- **Log Cabin Homestead Community Event:** Saturday, October 3, 2026, from 10:00 a.m. until 12:00 p.m. at the cabin property, 310 Stadium Drive, across from Door 7, BCSC families and community members are invited to this free event to visit the Log Cabin Homestead and see what all third graders experience during the month of September. Enjoy pioneer games, toy making, live music, and activities.

B. Operations and Finance Update – Mr. Hacker

Mr. Hacker provided the Board with an update on the district’s operations and finances.

- 2026-2027 Immunization Compliance Plan:

Mr. Hacker provided an update on the 2026-2027 Immunization Compliance Plan. He reported that 596 students were non-compliant as of August 14, compared to 28 as of September 14, the date non-compliant students were excluded. Acceptable documentation includes an immunization record or proof of a scheduled appointment. Mr. Hacker recognized the efforts of nurses, counselors, and building administrators and shared that staff will continue working with families to ensure students meet compliance requirements and return to school as soon as possible. In response to Mr. Hayward's question, Mr. Hacker confirmed that the timeline is consistent with previous years.

- SEA Impact AV Projections & Tax Rates:

The Board received an update on certified net assessed values and the impact of SEA 1 on future projections and tax rates. It was noted that Brownsburg experienced a 14.5% increase in assessed value in 2024, with previous projections anticipating 7.7% growth in 2026 and approximately 4% in subsequent years. Assessed value growth has contributed to a reduction in the Corporation's tax rate for 13 consecutive years.

The Board was reminded that debt payments are strategically structured over 20 years and are reviewed annually with the finance team based on assessed value, debt schedules, and other factors. SEA 1 changed the calculation of net assessed value, resulting in revised projections and an anticipated tax rate increase to approximately \$1.66 in 2029. Net assessed value growth in 2027 is currently projected at 0.09%, which is below the level anticipated when the debt payments were established.

Staff will continue working with the finance team to review projections and determine the Corporation's final tax rate, which is expected to be known by December. Avon experienced the largest assessed value growth among the surrounding communities, while Northwest Hendricks experienced a decrease.

Mr. Hacker shared the table below with the Board reflecting the NAV for 2026 and 2027 for the districts around BCSC.

District	2026 NAV	2027 NAV	% Difference
Avon	\$4,996,819,597	\$5,072,396,995	1.51%
Brownsburg	\$4,443,740,741	\$4,437,781,434	.09%
Danville	\$1,418,737,876	\$1,433,856,863	1.07%
Plainfield	\$3,827,619,790	\$3,869,109,894	1.08%
Mill Creek	\$906,435,722	\$913,415,729	0.77%
MW Hendricks	\$1,088,921,269	\$1,063,804,544	-2.31%

C. Curriculum and Instruction Update – Dr. Jessup

Dr. Jessup shared a curriculum and instruction update.

Elementary Level: Dr. Jessup provided Curriculum and Instruction updates from across the district. At the elementary level, all third-grade students are participating in the Wake-Up program through a partnership with Hendricks Regional Health. The curriculum was developed by two BCSC teachers and two Hendricks Regional Health registered dietitians and aligns with Indiana Academic

Standards, focusing on healthy lifestyle choices. Lessons are delivered during science instruction, with all program materials provided to BCSC through a grant from the Hendricks Regional Health Foundation.

Middle School Level: Dr. Jessup reported that Indiana Code 20-30-18-3 requires students to be placed in advanced mathematics courses when they score above proficient on the ILEARN mathematics assessment and earn a grade of C or higher in their current mathematics course. For the 2026-2027 school year, ILEARN results were not received until after the school year began. In anticipation of this timing, more than 100 students were proactively placed in advanced mathematics courses. Once scores were received in August, approximately 20 additional students were identified for advanced math placement.

Over the summer, middle school mathematics teachers developed curriculum maps to address gaps that may result when students skip pre-algebra. Staff are aware of some challenges students are experiencing in the advanced mathematics courses and are providing appropriate support. Dr. Jessup noted that the process is expected to run more smoothly next year, as ILEARN results will be available earlier and course placements can be made prior to the start of the school year.

High School Level: Dr. Jessup reported on efforts to improve SAT performance at the high school. While Brownsburg's 2025-2026 math proficiency rate of 43.37% exceeded the state average of 25.57%, there is still room for improvement.

To support continued growth, SAT-focused spiral review is being incorporated throughout the mathematics and English language arts curriculum. On Tuesdays and Thursdays, students complete SAT-style ELA and mathematics questions through a Schoology spiral review course during fifth period. Algebra I incorporates PSAT spiral review into note packets and unit quizzes. Geometry utilizes DeltaMath spiral review assignments that provide immediate feedback. Algebra II uses Khan Academy assignments focused on SAT Algebra II foundations, with rigor increasing throughout the quarters. Dual credit and AP courses incorporate spiral reviews through Khan Academy assignments and intentional warm-up activities.

Dr. Jessup reported on efforts to improve SAT performance and ensure students are prepared to meet graduation requirements. Professional learning communities (PLCs) are also focusing on SAT preparation and graduation requirements to ensure appropriate support is provided to students.

Mr. Hayward asked whether the placement of middle school students into Algebra I was related to the state's classification of pre-algebra as not being an advanced mathematics course. Dr. Jessup explained that students in Math 7 who qualify for advanced placement would move beyond pre-algebra and into Algebra I. Concerns regarding the state requirements have been shared with the Indiana Department of Education; however, the DOE cannot change anything due to current state legislation.

D. First Reading on Policies (B100, B150, B225, D100, D125, D175, G375, H200, H225) – Dr. Jessup

Dr. Jessup shared the following policies as part of the district's new policy implementation system following policies. These 9 policies consolidate 13 current BCSC policies. These policies are part of the New Board Policy Provider approved at the February 9, 2026, Board Meeting. The policies were previously shared with the Board in Friday Notes for review. Adoption of these policies is required.

- **B100 Authority and Philosophy** – Currently BCSC Policy 1002. This policy will consolidate and replace 1002 and 1005. This policy is required.

- **B150 School Board Organizational Meeting, Board of Finance, and Committees** – Currently BCSC Policy 1010. This policy will consolidate and replace 1010.
- **B225 School Board Meetings** – Currently BCSC Policy 1300. This policy will consolidate and replace 1300, 1301, 1302, 1304, 1306, and 1310.
- **D100 Corporation Organization** – Currently BCSC Policy 1010. This policy will consolidate and replace 1010. This policy is required.
- **D125 Evaluation of the Superintendent** – No current policy.
- **D175 Board-Staff Communications** – No current policy.
- **G375 Community Use of School Facilities** – Currently BCSC Policy 8540. This policy will consolidate and replace 8540. This policy is required.
- **H200 Relations with Special Interest Groups** – Currently BCSC Policy 8700. This policy will consolidate and replace 8700.
- **H225 Public Comments and Concerns** – Currently BCSC policy 1305. This policy will consolidate and replace 1305.

Dr. Dixon did share that policy H225 does need to be reviewed as it currently does not align with our 3-minute speaking window.

V. COMMENTS FROM PATRONS

- **Garen Carnes – Brownsburg, IN** – Mr. Carnes mentioned specifically policy H225 regarding the proposed change to the patron comment time limit from two minutes to three minutes. Mr. Carnes also noted that H225 required 24-hour approval and expressed concern that the overall policy language does not align with the Corporation's current policy.
- **David Weyant, Brownsburg, IN – Patron Comments:** Mr. Weyant commented regarding the Snapp and LeBlanc donation and settlement, including questions about BCSC, the insurance carrier, attorney fees, reimbursements, and the acknowledgement of parties involved in the matter. Mr. Weyant stated that expenditures related to the settlement agreement should be public information and also referenced Dr. Snapp's contract.

VI. CONSENT ITEMS

A. Approval – Minutes

- **August 10, 2026, Business Meeting**
- **August 11, 2026, Executive Session**
- **September 4, 2026, Executive Session**

B. Approval of Claims:

- **P/R# 08/14/2026 - \$2,023,177.13;**
- **P/R# 08/28/2026 - \$1,968,048.07;**
- **Claims 08/06/2026 to 09/09/2026 - \$6,143,162.10**

C. Superintendent's Report

The Superintendent's Report was presented as follows:

1. Retirement – Support Staff:

Name	Building	Position	Effective Date
a. Cindy Rupert	Transportation	Bus Driver	December 31, 2026

2. Termination– Support Staff:

Name	Building	Position	Effective Date
a. Ayisa Abioye	Brown	Special Education Instructional Assistant	August 11, 2026
b. Emmalee Brown	Cardinal	Special Education Instructional Assistant	August 7, 2026

3. Resignations – Certified Staff:

Name	Building	Position	Effective Date
a. Katrina Leming	WMS	Social Studies Teacher	September 4, 2026
b. Megan Wysonog	BHS	Visual Art Teacher	September 11, 2026
c. Chris Fowler	WMS	GTT Teacher	August 28, 2026
d. Mariel Inman	BCSC	Speech Language Pathologist	September 4, 2026
e. Julia Hill	Lincoln	2/2 High Ability Teacher	End of the 2025-26 school year

4. Resignations – Support Staff:

Name	Building	Position	Effective Date
a. Diana Chamberlain	Transportation	Bus Aide	September 4, 2026
b. Kristin Suriano	Brown	Special Education Instructional Assistant	September 18, 2026
c. Tiana Blair	EMS	Special Education 1:1	End of the 2025-26 school year
d. Mohsin Abbasi	Transportation	Bus Driver	September 4, 2026
e. Jennifer Feeny	Reagan	Technology Instructional Assistant	August 21, 2026
f. Delynita Owens	Transportation	Bus Driver	August 10, 2026
g. Regan DeJongh	WMS	Special Education Instructional Assistant	August 10, 2026
h. Mercy Rivera Medina	Facility Services	Custodian	August 4 2026
i. Lino Nava Vera	Nutrition Services	Cafe Team Member	August 28, 2026
j. Kayle Scott-Woldai	Nutrition Services	Café Team Member	September 3, 2026
k. Michelle Eldridge	Facility Services	Custodian	August 28, 2026
l. Lynn Fausnaugh	Harris	Edmentum Supervisor	September 4, 2026
m. Neema Natusti	Facility Services	Custodian	September 10, 2026
n. Richard Turner	Facility Services	Custodian	August 28, 2026
o. Debestor Dave Parker	EMS	Special Education Instructional Assistant	August 19, 2026
p. Domenica Stebbins	BHS	Special Education Instructional Assistant	August 18, 2026
q. Mindy Hobbs	Transportation	Bus Driver	August 28, 2026
r. Sravanthi	Nutrition	Café Team Member	August 14 ,2026

Jakkala Bhaskar	Services		
s. David Keener	Facility Services	Custodian	August 5, 2026
t. Joe Lembo	Transportation	Type A Driver	August 7, 2026

5. New Employment – Certified Staff:

Name	Building	Position	Effective Date	Degree	Reason for Employment
a. Peter Coombe	EMS	GTT Teacher	August 24, 2026	Masters	Replacing Chris Fowler
b. Ton Prairie	Brown	Kindergarten Teacher; Temporary contract	Approximately November 20, 2026, thru March 19, 2027	Bachelors	While Lauren Strater is on medical / maternity leave
c. Stephanie Millbern	Delaware Trail	2/3 High Ability Teacher; Temporary contract	September 8, 2026, thru approximately October 9, 2026	Bachelors	While Lindsay Terry is on medical leave
d. Ken Schnepf	BHS	Visual Art Teacher; Temporary assignment	September 14, 2026, thru the end of the school year	Masters	Replacing Megan Wysong
e. Nicholas Noel	WMS	Language Arts Teacher	September 8, 2026	Masters	Replacing Katrina Leming
f. Kirstin Williams	Cardinal	2 nd Grade Teacher; Long Term Substitute	August 24, 2026, thru approximately September 14, 2026	Bachelors	While Brooke Hilderbrand is on medical leave
g. Jacqui Savage	Lincoln	1 st Grade Teacher; Long Term Substitute	September 1, 2026, thru November 20, 2026	Bachelors	While Teylor Benton is on medical / maternity leave
h. Kristie Athans	EMS	Language Arts Teacher; Temporary contract	Approximately October 2, 2026, thru December 18, 2026	Masters	While Emma Malsom is on medical / maternity leave

6. New Employment – Support Staff

Name	Building	Position	Effective Date	Hours per Day	Reason for Employment
a. Dawn Bilek	BCSC	Special Education Instructional Assistant – Non-Public School Support	August 31, 2026	7	Replacing Gina Carty due to a job transfer
b. Elizabeth Wingler	BHS	Special Education Student Assistant 1:1	August 31, 2026	7	Replacing Domenica Stebbins
c. Achini Perera	ALPHA	Special Education Instructional Assistant	August 10, 2026	7	Contracted services
d. Espie Crowe	Reagan	Technology Instructional Assistant	August 24, 2026	7.5	Replacing Jennifer Feeny
e. Sarah Powers	ECC	Instructional Assistant	August 11, 2026	7	Replacing
f. Bryce Weaver	WMS	Special Education Instructional Assistant – Inclusion	August 20, 2026	7	Open position
g. Britt Egler	WMS	Special Education Instructional Assistant – Applied Skills	August 26, 2026	7	Replacing Mary Hill
h. Debestor Dave Parker	EMS	Special Education Student Assistant 1:1	August 10, 2026	7	Replacing Tiana Blair
i. Rianne Doan	Brown	Special Education Instructional Assistant – Applied Skills	September 3, 2026	7	Replacing Ayisa Abioye
j. Angel Merrill	Transportation	Bus Driver	August 17, 2026	Band A2	Replacing Denis Roy
k. Shandalie Caprue	Transportation	Bus Driver	August 24, 2026	Band D	Replacing Eric Engle
l. Dani Tapia	WMS	Special Education Instructional Assistant - Applied Skills	August 17, 2026	7	Replacing Christine Born
m. Abigayle Denny	BCSC	Behavior Instructional Assistant	September 9, 2026	7.5	Open position
n. Dominic Unterreiner	Nutrition Services	Café Team Member	August 31, 2026	6	Replacing Scott Jensen

o. Nyabitung a Buhiga	Facility Services	Custodian	August 25, 2026	8	Open position
p. Devan Keen	Nutrition Services	Café Team Member	August 10, 2026	6.5	Replacing Ashley Hayes
q. Angelica Walker	Nutrition Services	Café Team Member	August 10, 2026	6	Replacing Brandon Javella
r. Moth Teto	Facility Services	Custodian	August 10, 2026	8	Open position
s. Amanda Arias Espino	Facility Services	Custodian	August 17, 2026	8	Replacing Neza Yvonne
t. Joshua Bashor	Facility Services	Custodian	August 19, 2026	8	Replacing Jennifer Kuhn
u. Jennifer Collins	Nutrition Services	Café Team Member	August 31, 2026	6	Replacing Lino Nava Vera

7. **New Employment – Extra-Curricular:**

Name	Building	Position	Effective Date
a. Brayton Nihiser	EMS	7 th Grade Softball Coach	For the 2026-27 season
b. Mackenzie Meyers	BHS	Assistant Varsity Softball Coach	For the 2026-27 season
c. Katie Paden	BHS	Assistant Varsity Softball (Lay) Coach	For the 2026-27 season
d. Chris Fowler	BHS	Assistant Varsity Track (Lay) Coach	For the 2026-27 season
e. Andrew Tetrick	BHS	Assistant Varsity Track Coach	For the 2026-27 season
f. Donald Cozad	BHS	Assistant Varsity Swim (Lay) Coach	For the 2026-27 season
g. Stephanie Borem	BHS	Assistant Varsity Swim (Lay) Coach	For the 2026-27 season
h. Michael Young	BHS	Assistant Varsity Swim (Lay) Coach	For the 2026-27 season
i. Jason Borem	BHS	Assistant Varsity Swim (Lay) Coach	For the 2026-27 season
j. Glen McCain	BHS	Assistant Varsity Swim (Lay) Coach	For the 2026-27 season
k. Donald Cozad	EMS/WMS	Swim (Lay) Coach	For the 2026-27 season
l. Jason Boren	EMS/WMS	Swim (Lay) Coach	For the 2026-27 season
m. Emily Marsden	Cardinal	Club Sponsor	For the 2026-27 school year
n. Alexia Golden	Cardinal	Club Sponsor	For the 2026-27 school year
o. Amanda Jones	Crossroads	Club Sponsor (1/2)	For the 2026-27 school year
p. Jamie Varvel	Crossroads	Club Sponsor	For the 2026-27 school year
q. Sara Walroth	Crossroads	Student Council Sponsor	For the 2026-27 school year
r. Liz Nedza	Delaware Trail	Leadership Team	For the 2026-27 school year

s. Ashley Duncan	Delaware Trail	Leadership Team	For the 2026-27 school year
t. Lorraine Bonney	Delaware Trail	Leadership Team	For the 2026-27 school year
u. Kelsey Hill	Delaware Trail	Leadership Team	For the 2026-27 school year
v. Elizabeth Wright	ECC	Leadership Team	For the 2026-27 school year
w. Alyssabeth DePriest	ECC	Leadership Team	For the 2026-27 school year
x. Rachel Scott	ECC	Leadership Team	For the 2026-27 school year
y. Katie Schnepf	ECC	Leadership Team (Lay)	For the 2026-27 school year
z. Terri Cupp	ECC	Leadership Team (Lay)	For the 2026-27 school year
aa.Tosha Herr	Eagle	Club Sponsor	For the 2026-27 school year
bb.Chelsea Smith	Eagle	Club Sponsor	For the 2026-27 school year
cc. Emily Bobel	Eagle	Club Sponsor	For the 2026-27 school year
dd.Stacey Szanti	Eagle	Club Sponsor	For the 2026-27 school year
ee.Kierstyn Vaught	Eagle	Club Sponsor	For the 2026-27 school year
ff. Julia Rock	Eagle	Club Sponsor	For the 2026-27 school year
gg.Lyndsey Harbaugh	Eagle	Student Council Sponsor	For the 2026-27 school year
hh.Stacy Konger	Eagle	Student Council (Lay) Sponsor	For the 2026-27 school year
ii. Kristen Shumate	Eagle	Club Sponsor (1/2)	For the 2026-27 school year
jj. Bethany Brown	Eagle	Club Sponsor (1/2)	For the 2026-27 school year
kk.Yvette Mybeck	Eagle	Leadership Team	For the 2026-27 school year
ll. Bethany Brown	Eagle	Leadership Team	For the 2026-27 school year
mm. Stacey Szanti	Eagle	Leadership Team	For the 2026-27 school year
nn.Julia Rock	Eagle	Leadership Team	For the 2026-27 school year
oo.Melissa Liebke	Eagle	Leadership Team	For the 2026-27 school year
pp.Michele Barbee	Eagle	Leadership Team	For the 2026-27 school year
qq.Melissa Allison	Eagle	Leadership Team	For the 2026-27 school year

rr. Kelsey Popenfoose	Eagle	Leadership Team	For the 2026-27 school year
ss. Joy Rose	Eagle	Leadership Team	For the 2026-27 school year
tt. Donna Lubbe	Eagle	Leadership Team	For the 2026-27 school year
uu. Gabby Pavese	Eagle	Leadership Team	For the 2026-27 school year
vv. Chad Brinkman	EMS	Band Director	For the 2026-27 school year
ww. Tracy Runyon	EMS	Band Director	For the 2026-27 school year
xx. Allison Pena	EMS	Choir Director	For the 2026-27 school year
yy. Keaton Diener	EMS	Choir Director	For the 2026-27 school year
zz. Kevin Maloney	EMS	Club Sponsor	For the 2026-27 school year
aaa. Meghan Kalembe	EMS	Club Sponsor	For the 2026-27 school year
bbb. Vanessa DeFoe	EMS	Club Sponsor	For the 2026-27 school year
ccc. Christina Carrington	EMS	Club Sponsor	For the 2026-27 school year
ddd. Grace Kirscher	EMS	Club Sponsor	For the 2026-27 school year
eee. Zach Beckman	EMS	Club Sponsor	For the 2026-27 school year
fff. Zenda Luce	EMS	Club Sponsor (1/2)	For the 2026-27 school year
ggg. Grace Mayo	EMS	Club Sponsor (1/2)	For the 2026-27 school year
hhh. Sarah Graves	EMS	Club Sponsor	For the 2026-27 school year
iii. Hannah Haverly	EMS	Club Sponsor	For the 2026-27 school year
jjj. Christy Carrington	EMS	Club Sponsor	For the 2026-27 school year
kkk. Anita Malichi	EMS	Club Sponsor	For the 2026-27 school year
lll. Carolyn Noble	EMS	Club Sponsor	For the 2026-27 school year
mmm. Katie Marshall	EMS	Language Arts Department Head	For the 2026-27 school year
nnn. Stefanie Lange	EMS	Math Department Head	For the 2026-27 school year
ooo. Katie Littig	EMS	Science Department Head	For the 2026-27 school year
ppp. Kyla Reid	EMS	Social Studies Department Head	For the 2026-27 school year

qqq. Will Lesko	EMS	Special Education Department Head	For the 2026-27 school year
rrr. Allison Pena	EMS	Choir Director	For the 2026-27 school year
sss. Kelly Eakle	EMS	Yearbook Sponsor (1/2)	For the 2026-27 school year
ttt. Katie Marshall	EMS	Yearbook Sponsor (1/2)	For the 2026-27 school year
uuu. Laura Crawford	EMS	Orchestra Director	For the 2026-27 school year
vvv. Emma Leary	EMS	Student Council Sponsor	For the 2026-27 school year
www. Alyssa Miller	EMS	Student Council Sponsor	For the 2026-27 school year
xxx. Jessica Gibbs	EMS	Team Leader	For the 2026-27 school year
yyy. Diane Cole	EMS	Team Leader	For the 2026-27 school year
zzz. Shae Davidson	EMS	Team Leader	For the 2026-27 school year
aaaa. Shelley Young	EMS	Team Leader	For the 2026-27 school year
bbbb. Susan Lester	EMS	Team Leader	For the 2026-27 school year
cccc. Chris Hamilton	EMS	Team Leader	For the 2026-27 school year
dddd. Lindsay Maus	EMS	Team Leader	For the 2026-27 school year
eeee. Whitney Serriane	EMS	Team Leader	For the 2026-27 school year
ffff. Christy Carrington	EMS	Team Leader	For the 2026-27 school year
gggg. Kyle Reid	EMS	Team Leader	For the 2026-27 school year
hhhh. Keri Davis	EMS	Team Leader	For the 2026-27 school year
iiii. Alisha Konkle	EMS	Team Leader	For the 2026-27 school year
jjjj. Emma Leary	EMS	Team Leader	For the 2026-27 school year
kkkk. Helen Zoss	BHS	Academic Super Bowl Coach (English)	For the 2026-27 school year
llll. Marci Davis	BHS	Club Sponsor	For the 2026-27 school year
mmmm. Emily Steffen	Lincoln	Leadership Team	For the 2026-27 school year
nnnn. Betsy Julian	Lincoln	Leadership Team	For the 2026-27 school year
oooo. Devan Dant	Reagan	Leadership Team	For the 2026-27 school year

pppp. Devan Dant	White Lick	Leadership Team	For the 2026-27 school year
qqqq. Jinjer Bragg	WMS	Club (Lay) Sponsor	For the 2026-27 school year
rrrr. Lindsay Catellier	WMS	Team Leader	For the 2026-27 school year

8. Leaves of Absence – Certified Staff:

Name	Building	Position	Type of Leave	Dates of Leave
a. Natalie Aaron	BHS	Special Education Teacher	Medical	September 17, 2026, thru November 2, 2026
b. Brooke Hilderbrand	Cardinal	2 nd Grade Teacher	Medical	August 6, 2026, thru approximately September 18, 2026
c. Monica Pineiro	EMS	Science Teacher	Medical / Maternity	Approximately November 11, 2026, thru January 15, 2027
d. Seth Ragsdale	BHS	Counselor	Paternity	August 28, 2026, thru September 15, 2026
e. Lauren Strater	Brown	Kindergarten Teacher	Medical / Maternity	Approximately November 20, 2026, thru March 19, 2027
f. Bella Barounes	Cardinal	Special Education Teacher	Medical / Maternity	August 21, 2026, thru October 30, 2026
g. Krystal Coronado	Brown	SLP	Medical / Maternity	September 11, 2026, thru December 18, 2026

9. Change of Status – Support Staff:

Name	Previous Position	New Position	Effective Date	Reason for Change
a. Karlye Gebauer	Cardinal Special Education Instructional Assistant	Cardinal Special Education Teacher	August 24, 2026, thru October 30, 2026	While Megan Wilson completes a temporary assignment
b. Kim Brown	Eagle Special Education Instructional Assistant	Eagle Special Education Instructional Assistant	For the 2026-27 school year	Due to student toileting needs
c. Doug Sharp	Bus Driver; Full-time	Bus Driver; 165 days	For the 2026-27 school year	Adjustment in days
d. David Krieg	Bus Driver; Full-time	Bus Driver; 157 days	For the 2026-27 school year	Adjustment in days
e. Joseph Edghill	Bus Driver; Band A1	Bus Driver; Band A2	July 29, 2026	Change in route
f. Mark Esterline	Bus Driver; Band A	Bus Driver; Band A1	July 29, 2026	Change in route
g. Dawn Bilek	Special Education	Cardinal Special Education	September 14, 2026	New position due to student needs

	Instructional Assistant – Inclusion; Non-Public school support	Instructional Assistant – Bridge		
h. Anne Findley	EMS Special Education Instructional Assistant – BASE	EMS Special Education Instructional Assistant – Inclusion	July 27, 2026	Change in position
i. Brian Pfeifler	EMS Special Education Instructional Assistant – Inclusion	EMS Special Education Instructional Assistant – BASE	July 27, 2026	Change in position
j. Christy Wahl	EMS Special Education Instructional Assistant –	EMS Special Education Instructional Assistant – BASE	August 10, 2026	Change in position
k. Jennie Bick	EMS Special Education Instructional Assistant – BASE	EMS Special Education Instructional Assistant – Inclusion	August 10, 2026	Change in position
l. Frederick Andrews	Bus Aide; 5 hours / day	Bus Aide; 2.5 hours / day	August 24, 2026	Change in position
m. Lisa Sanders	Bus Aide	Type A Driver; Band A1	September 8, 2026	Replacing Joe Lembo
n. Valerie Cole	Custodian	Harris Edmentum Supervisor	September 8, 2026	Replacing Lynn Fausnaugh

10. Supplemental Payments:

It is recommended the Board approve the following supplemental payments for staff completing temporary assignments:

- 1.) Megan Wilson, Cardinal Teacher - supplemental payment for covering the Bridge program teacher's medical leave
- 2.) Kristine Ringelsten, Harris Teacher – an additional payment per week during the time she is providing lesson planning and grading for the open CCMA Are 31 teaching position
- 3.) Angie McGuffey, Technology Instructional Assistant - stipend as the lead technology IA for the elementary level

11. Integrated Chemistry and Physics (ICP) Supplemental Payments for Middle School:

It is recommended the Board approve the following supplemental payments for staff at the middle school teaching ICP and working toward a license in ICP. The amounts vary depending on the license status.

Kelli Wiley
Tom Duepner
Shannon Armstrong
Abigail Danner
Katy Littig
Alyssa Miller

Roxanne McDaniel

FOR YOUR INFORMATION:

12. Transfer – Certified Staff:

Name	Previous Position	New Position	Effective Date
a. Nicole Wilson	EMS GTT Teacher	WMS GTT Teacher	August 31, 2026

13. Transfer – Support Staff:

Name	Previous Position	New Position	Effective Date
a. Gina Carty	Special Education Instructional Assistant – Non-Public school support	BHS Special Education Instructional Assistant	August 31, 2026

14. Ratification of Resolution of the Claim Through Insurance by Former Brownsburg Superintendent Under Cause #32D01-2503-CT-000062.

15. Field Trip Requests: The following field trip requests have been approved by the Superintendent based on travel guidelines set forth by the Board.

- **Brownsburg East and West Middle Schools 8th Grade Choir – Out-Of-State**
The Brownsburg East and West Middle School 8th Grade Choir students will be traveling to Taylors Landing, Kentucky on May 8, 2027, to reward students in good standing who have not missed any performances. Approximately 150 students and 30 Chaperones will be traveling together. This trip is being organized by Teresa Fowler, BWMS Performing Arts and Choir Teacher.
- **Brownsburg East and West Middle School 7th Grade Performing Arts – Out-Of-State**
The Brownsburg East and West Middle School 7th Grade Performing Arts students will be traveling to Kings Island in Mason, Ohio on May 15, 2027, to reward students in good standing who have not missed any performances. Approximately 400 students and 50 Chaperones will be traveling together. This trip is being organized by Teresa Fowler, BWMS Performing Arts and Choir Teacher.
- **Brownsburg High School DECA – Overnight, Out-Of-State**
The Brownsburg High School DECA students will be traveling to Louisville, Kentucky on November 19, 2026, through November 22, 2026, to attend the Ultimate DECA Power Trip Leadership Conference. Approximately 24 students and 2 Chaperones will be traveling together. This trip is being organized by Tara Sabelhaus, Brownsburg High School Business Teacher.
- **Brownsburg High School German and French Clubs – Out-Of-State**
The Brownsburg High School German and French Club students will be traveling to Chicago, Illinois on December 12, 2026, to attend the German Christmas Market. Approximately 48 students and 3 Chaperones will be traveling together. This trip is being organized by Elizabeth Cala, Brownsburg High School World Languages and German Teacher.

15. Fundraiser Requests: The following Fundraiser Requests have been approved by the Superintendent based on guidelines set forth by the Board.

- **Brownsburg High School Choir**
BHS Choir will be selling detergent, fabric softener, and trash bags to help support BHS Choir from September 11, 2026, to October 8, 2026.

- **Brownsburg High School Choir**

BHS Choir will be doing a text to donate to help support individual fees for BHS Choir from November 11, 2026, to November 23, 2026.

- **Brownsburg High School Choir**

BHS Choir will be selling Crew Carwash coupons to help support BHS Choir from December 1, 2026, to December 26, 2026.

Dr. Jessup recommended the approval of the Consent Items. Mr. Wells moved to approve the recommendation, Mr. Hayward seconded the motion. The Board approved the motion by a vote of four (4) ayes; zero (0) nays.

VII. OLD BUSINESS

A. Second Reading and Recommendation to Approve 2027 Board Meeting Schedule – Dr. Jessup

Dr. Jessup recommended the Board of School Trustees approve the 2027 Board Meeting Schedule as presented for second reading.

Dr. Jessup recommended the approval of the 2027 Board Meeting Schedule. Dr. Freije moved to approve the recommendation, Mr. Wells seconded the motion. The Board approved the motion by a vote of four (4) ayes; zero (0) nays.

B. Second Reading and Recommendation to Approve Board Policies (C400, D275, D300, D350, D375, G100, G125, G150, and G350) – Dr. Jessup

Dr. Jessup presented the following policies for second reading and recommendation for approval.

- **C400 Use of Restrain and Seclusion** – Currently BCSC Policy 4410. This policy will consolidate and replace 4410.
- **D275 Drug-Free Workplace** – Currently BCSC Policy 3110. This policy will consolidate and replace 3110. This policy is required.
- **D300 Controlled Substance Policy for CDL and Safety-Sensitive Positions** – Currently BCSC Policy 3910. This policy will consolidate and replace 3910. This policy is required.
- **D350 Fitness for Duty Leaves and Examinations** – Currently BCSC Policy 3015. This policy will consolidate and replace 3015.
- **D375 Employee Discipline** – Currently BCSC Policy 3421. This policy will consolidate and replace 3421.
- **G100 Facility and Transportation Security** – Currently BCSC Policy 7240. This policy will consolidate and replace 7240.
- **G125 Criminal Organizations and Criminal Organization Activity** – No current policy for this. This policy is required.
- **G150 Registered Sex or Violent Offenders** – Currently BCSC Policy 2760. This policy will consolidate and replace 2760. This policy is required.
- **G350 Audio, Video, and Digital Recording of Meetings** – Currently BCSC policy 2600. This policy will consolidate and replace 2600.

Dr. Jessup recommended the approval of the Policies. Mr. Wells moved to approve the recommendation, Mr. Hayward seconded the motion. The Board approved the motion by a vote of four (4) ayes; zero (0) nays.

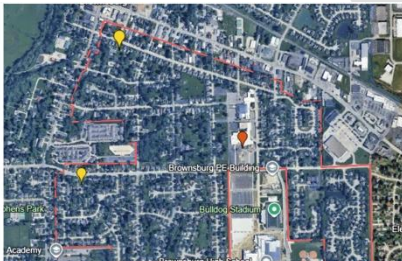
C. Recommendation to Approve Parent Responsibility Zones for 2027-2028 School Year – Mr. Hacker

Mr. Hacker reported that the Corporation has reduced expenditure by approximately \$3 million since spring 2026 through staff reductions and modifications to preventative maintenance contracts, lighting, and other operational areas. Due to the impact of SEA 1, an additional \$3.8 million in reductions will be necessary.

Mr. Hacker shared that future reductions are being focused on areas outside the classroom, with transportation being one area under consideration. The proposed change would increase the distance from school for which transportation is provided from 0.5 mile to 1 mile for students in grades K-5 and to 1.5 miles for students in grades 6-12. This change is projected to save approximately \$720,000 and would distribute the impact across PK-12.

Mr. Hacker noted that the change could increase traffic around schools and throughout the community and may result in later drop-offs and pickups. Strict parameters would be established to prevent transportation boundaries from crossing Green Street/SR 267 or Main Street/US 136.

**Brown
Elementary**



**Cardinal
Elementary**



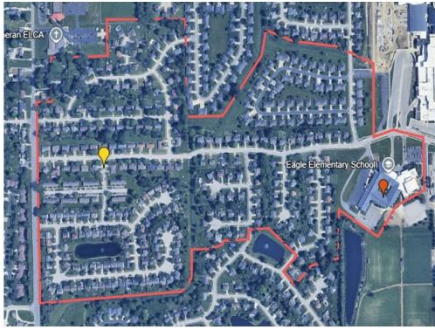
**Crossroads
Elementary**



**Delaware Trail
Elementary**



**Eagle
Elementary**



**Reagan
Elementary**



**White Lick
Elementary**



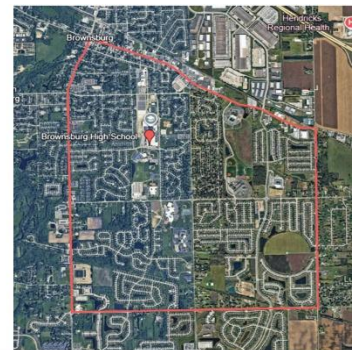
**East
Middle**



**West
Middle**



BHS



Elementary: Extending to 1-mile PRZ				
School	# of stops eliminated	Current # of non-riders	Increase due to change	Total # of non-bus riders
Brown	3	161	19	180
Cardinal	4	208	54	262
Crossroads	2	213	26	239
Delaware Trail	4	128	44	172
Eagle	1	138	4	142
Lincoln	NA	121	0	121
Reagan	2	153	3	156
White Lick	2	145	1	146

Secondary: Extending to 1.5-mile PRZ				
School	# of stops eliminated	Current # of non-riders	Increase due to change	Total # of non-bus riders
East	18	262	155	417
West	25	274	247	521
BHS	27	1543	259	1802

Secondary: Extending to 1-mile PRZ				
School	# of stops eliminated	Current # of non-riders	Increase due to change	Total # of non-bus riders
East	8	262	46	308
West	14	274	164	438
BHS	17	1543	122	1665

Mr. Hacker shared the table to the left, which illustrated the increase in the number of students impacted by the proposed transportation distance change. The table also reflected a one-mile change and showed that this adjustment alone would not achieve the savings necessary to meet the targets.

Mr. Hacker recommended the approval of the Parent Responsibility Zones. Dr. Freije moved to approve the recommendation, Mr. Wells seconded the motion. The Board approved the motion by a vote of four (4) ayes; zero (0) nays.

D. Recommendation to Approve Transitions to Three-Tier Bus Routing for 2027-2028 School Year – Mr. Hacker

Mr. Hacker presented a proposal to modify BCSC's current two-tier transportation system to a three-tier routing model. Under the proposed model, BCSC would have specific routes assigned to each tier, which would decrease the total number of routes currently operated. In most cases, one bus driver would drive a route for all three tiers. School start times would need to be spaced at least 60 minutes apart to allow sufficient time to complete each route. An example of the proposed start times would be 7:15 a.m., 8:15 a.m., and 9:15 a.m. The projected savings associated with the three-tier model would be approximately \$1.3 million.

The benefits of the proposal would include significant savings across PK-12, the potential to address staffing reductions through attrition, minimal impact to classroom staffing, and additional time between school arrival and dismissal times to help alleviate traffic concerns. Potential drawbacks would include school start times shifting earlier or later than the current schedule and an impact on all BCSC families. Mr. Hacker noted that the high school would need to be assigned to the second or third start time due to Area 31.

Mr. Hacker reviewed the proposed timeline and next steps. Communication to staff and families regarding those who would be impacted would begin September 15, along with notification of upcoming informational meetings. Beginning in late September, conversations would take place with internal groups, including athletics, clubs, PLCs, and other groups. Informational meetings regarding the proposed three-tier transportation model are scheduled for October 27 at 6:30 p.m. at Brownsburg East Middle School, October 28 at 9:00 a.m. in the Central Office Board Room, and October 29 at 6:30 p.m. at Brownsburg East Middle School.

Mr. Hacker also addressed parent responsibility zones. He noted that BCSC understands the need to work with the Town to add appropriate crosswalks and emphasized that students should not be required to cross roads without appropriate safety measures, including beacons and flashing lights.

Mr. Wells asked how the three-tier system would be handled for bus drivers who may only be able to drive two tiers. Mr. Hacker explained that there may be specific routes, particularly in the most northern areas and return routes, that would need to be assigned to drivers who can only operate two tiers. Mr. Meyerrose would identify those specific routes as the routing process develops.

Mr. Hayward noted that the proposed parent responsibility zones would essentially revert to the way transportation was previously structured. Mr. Hacker confirmed that the district had similar parent responsibility zones in place as recently as 2022.

Mr. Hayward also asked whether the district would plan for both the transportation routing changes and the parent responsibility zones, with the ability to reverse the changes if legislation changes. Mr. Hacker confirmed that this would be possible; however, he noted that once a three-tier routing system is implemented, it may be more difficult to reverse, while parent responsibility zones could be reverted if necessary.

Mr. Hacker recommended the approval of the Three Tier Bus Routing. Mr. Wells moved to approve the recommendation, Dr. Freije seconded the motion. The Board approved the motion by a vote of four (4) ayes; zero (0) nays.

VII. NEW BUSINESS

A. Public Hearing on 2027 Budget – Mr. Hacker

Dr. Dixon suspended Regular Business Meeting at 7:16 p.m.

Mr. Hacker shared that Form 3, the required advertisement, was posted in Gateway ten days prior to the meeting. The form provides the estimated budget for calendar year 2027. The estimated Education Fund is \$83,277,190, while the Operations Fund and Debt Service Fund total \$26,672,870. Mr. Hacker noted that the Debt Service amount is currently overestimated due to the district's inability to levy at this time. The Finance team will review and refine the Debt Service amount in December. The current estimated total for calendar year 2027 is \$160,169,868. The budget estimate takes into account the reductions the district has already made.

Public Hearing Date	Monday, September 14, 2026	Adoption Meeting Date	Monday, October 05, 2026
Public Hearing Time	6:30 PM	Adoption Meeting Time	6:30 PM
Public Hearing Location	310 Stadium Drive, Brownsburg	Adoption Meeting Location	310 Stadium Drive, Brownsburg
Est. School Operating Max Levy	\$19,690,561		
Property Tax Cap Credit Estimate	\$10,726,700		

1 Fund Name	2 Budget Estimate	3 Maximum Estimated Funds to be Raised (including appeals and levies exempt from maximum levy limitations)	4 Excessive Levy Appeals	5 Current Tax Levy	6 Levy Percentage Difference Column 3 /Column 5
0180 - DEBT SERVICE	\$53,219,808	\$56,572,178	\$0	\$46,594,181	21.41%
3101 - EDUCATION	\$83,277,190	\$0	\$0	\$0	
3300 - OPERATIONS	\$26,672,870	\$19,690,561	\$0	\$18,244,843	7.92%
Totals	\$163,169,868	\$76,262,739	\$0	\$64,839,024	

Mr. Hacker also reviewed the bus replacement plan, which identifies the maximum number of buses the district may purchase. The district cannot exceed the number identified in the plan but may purchase fewer buses if needed. He noted that changes to the guidelines and increased costs for buses and engines have resulted in a substantial increase in the projected cost of bus purchases for 2027. These purchases would be funded through bond dollars.

Mr. Hacker also reviewed the Capital Projects Plan, which outlines potential projects that could occur in the future.

No public comments. Dr. Dixon closed the Public Hearing at 7:20 p.m. and resumed the Regular Business Meeting at 7:20 p.m.

B. Recommendation to Approve Anticipated Transfers Between the Education Fund and the Operations Fund – Mr. Hacker

Mr. Hacker shared that a component of the budget process includes transferring funds from the Education Fund to the Operations Fund. He explained that this transfer will provide additional

revenue to help offset the financial impact of the district's budget reductions. Mr. Hacker noted that the administration was requesting approval of a \$10 million transfer.

Mr. Hacker recommended the approval of the Anticipated Transfer. Mr. Wells moved to approve the recommendation, Dr. Freije seconded the motion. The Board approved the motion by a vote of four (4) ayes; zero (0) nays.

C. Recommendation to Approve Veregy as the Vendor to Provide Guaranteed Energy Savings Provider – Mr. Hacker

Mr. Hacker shared slides regarding a proposed Guaranteed Energy Savings Contract (GESc) that could help reduce the impact on the district's budget and potentially avoid the need for a referendum. He explained that the district issued a Request for Qualifications (RFQ) in August, and Veregy was selected as the firm for the project.

The proposed project would utilize the flat roofs at several BCSC schools to install solar panels. The panels would be placed on the rooftops and would not be visible from the road. The project would need to be completed and operational by December 31, 2027, to qualify for an IRA incentive. The incentive is projected to provide approximately \$2.8 million, which could be deposited into the Operations Fund and represent revenue that would only be available through this type of project.

Mr. Hacker noted that the solar panels are expected to have a 25-year lifespan, with projected savings of more than \$35 million over that period. He emphasized that the projections are conservative and that any excess energy generated could potentially be sold back to the power company.

The administration recommended moving forward with the project and making it a priority over other potential capital projects. As part of this prioritization, the East Middle School refurbishment project would be removed from the current list of potential projects. Mr. Hacker explained that the district would like to execute the contract now and seek funding in 2027. The project is estimated to include approximately \$11 million in construction costs and must be completed and operational by December 31, 2027.

Dr. Dixon mentioned that this would not have any impact on the roof warranty that BCSC currently has in place. Mr. Hacker shared that these will not impact on the roof at all, and if there is a roof issue, they easily pop off to fix the roof and then go right back on.

Solar Project

Brownsburg Community School Corporation
RFQ - Guaranteed Energy Savings Contract



REQUESTED SCOPE ITEMS

In response to BCSC's RFQ, Veregy has developed conceptual solar photovoltaic (PV) system designs for the following six facilities:

- Brownsburg High School
- Brownsburg West Middle School
- Brown Elementary School
- White Lick Elementary School
- Brownsburg Administration Building
- Brownsburg Transportation Center

The following table summarizes the preliminary system size, project cost, estimated annual savings, and projected IRA benefit associated with each proposed solar PV system.

Facility	Solar PV Size (kWac)	25-Year Savings			25-Year Costs		25-Year Cashflow to Ops Fund
		Project Budget	IRA Incentive	Energy Savings \$	O&M Costs \$	Costs \$	
Brownsburg HS	960	\$3,395,000	\$865,725	\$10,694,398	\$430,379	\$11,129,744	
West MS	960	\$3,305,000	\$842,775	\$10,127,098	\$419,242	\$10,550,630	
Early Learning Center	100	\$460,000	\$117,300	\$1,090,177	\$42,833	\$1,164,644	
Brown ES	480	\$1,680,000	\$428,400	\$4,765,741	\$194,590	\$4,999,551	
White Lick ES	480	\$1,675,000	\$427,125	\$5,074,453	\$200,650	\$5,300,928	
Transportation Center	180	\$735,000	\$187,425	\$1,943,550	\$79,447	\$2,049,529	
Total		\$11,250,000	\$2,868,750	\$33,693,415	\$1,367,141	\$35,195,025	

NOTE:

1. Costs are preliminary and conservative, based on all projects being selected. Due to economies of scale, if less scope is selected, system costs are expected to increase.
2. Costs, savings and incentives are all based on a non-domestic content project. Veregy will explain the benefits and drawbacks of pursuing the domestic content incentive bonus.

Example: WMS



Dr. Dixon asked about timeline for installation. Mr. Hacker shared that product would be delivered in March or April, and they will have them installed by December of 2027.

Mr. Hacker recommended the approval of the Energy Savings Provider. Mr. Hayward moved to approve the recommendation, Dr.

Freije seconded the motion. The Board approved the motion by a vote of four (4) ayes; zero (0) nays.

D. Recommendation to Reapprove Building Corporation – Mr. Hacker

Mr. Hacker shared that these items are related to the bond sale necessary to complete the projects included in the \$15.5 million approvals from 2023. He explained that Item D is a recommendation to reapprove the Brownsburg Building Corporation. The 1999 Brownsburg Building Corporation is a nonprofit corporation that holds the debt on behalf of the School Corporation due to the general obligation debt capacity limitations placed on local governmental units. This structure provides an avenue for the School Corporation to incur additional debt beyond what it could otherwise take on directly, with the School Corporation making the payments on behalf of the Building Corporation through the Debt Service Fund. Mr. Hacker noted that the Building Corporation must be reapproved annually.

Mr. Hacker recommended the approval of the Building Corporation. Mr. Wells moved to approve the recommendation, Mr. Hayward seconded the motion. The Board approved the motion by a vote of four (4) ayes; zero (0) nays.

E. Recommendation to Approve Resolution Approving Twentieth Supplement to Masters Continuing Disclosure Undertaking and Issuance of Bonds – Mr. Hacker

Mr. Hacker shared that this is also an annual item. He explained that the agreement outlines the School Corporation's commitment to comply with Securities and Exchange Commission requirements when entering into lease agreements or issuing bonds and providing all required materials in a timely manner.

Mr. Hacker recommended the approval of the Resolution. Mr. Wells moved to approve the recommendation, Mr. Hayward seconded the motion. The Board approved the motion by a vote of four (4) ayes; zero (0) nays.

F. Recommendation to Approve Resolution Approving Removal of Existing Agent and Appointment of Successor Agent – Mr. Hacker

Mr. Hacker shared that this is a new request to transition the trustee bank for bond proceeds. Currently, when the Corporation sells a bond, the proceeds are held at a trustee bank. The Corporation has experienced significant delays and declining service from Bank of New York, including slow response times and delays in issuing payments to contractors. Mr. Hacker emphasized the importance of maintaining positive relationships with contractors and vendors, as strong relationships encourage vendors to continue bidding on Corporation projects and help ensure the Corporation receives the best possible pricing.

The Business Office identified U.S. Bank Trust Company as a new trustee to hold the Corporation's bond proceeds and transition all funds from Bank of New York to U.S. Bank moving forward. The Corporation has utilized Bank of New York for these services since 2018. Board approval was requested to make the transition to U.S. Bank Trust Company.

Mr. Hacker recommended the approval of the Resolution. Dr. Freije moved to approve the recommendation, Mr. Wells seconded the motion. The Board approved the motion by a vote of four (4) ayes; zero (0) nays.

G. Recommendation to Approve Brownsburg Library Board Member – Mr. Hacker

Dr. Jessup requested approval for the reappointment of Paul Burgerson to the Brownsburg Public Library Board. Mr. Burgeson has served on the Library Board since August 2023 and is interested in serving a second four-year term.

Dr. Jessup recommended the approval of the Brownsburg Library Board Member. Mr. Wells moved to approve the recommendation, Mr. Hayward seconded the motion. The Board approved the motion by a vote of four (4) ayes; zero (0) nays.

H. Recommendation to Accept Donation from Jim Snapp and Kirk LeBlanc – Dr. Jessup

Dr. Jessup requested approval to accept a \$100,000 donation from Jim Snapp and Kirk LeBlanc in lieu of receiving the full \$150,000 portion of an agreed-upon settlement. Under the agreement, Dr. Snapp will receive \$50,000 from the settlement, with the remaining \$100,000 being donated to the Corporation.

Dr. Jessup recommended the approval of the donation. Mr. Hayward moved to approve the recommendation, Dr. Freije seconded the motion. The Board approved the motion by a vote of four (4) ayes; zero (0) nays.

I. Recommendation to Approve Resolution Authorizing Litigation Against Social Media Companies – Dr. Jessup

Dr. Jessup requested approval for BCSC to participate in litigation against social media companies as part of the ongoing class action lawsuit involving school districts and social media platforms. She shared that a majority of Indiana school corporations are already participating in the litigation, which addresses alleged impacts of social media platforms on students. Dr. Jessup shared that this is a no risk, both financially and legally, for BCSC to participate.

Dr. Jessup recommended the approval of the Resolution. Mr. Wells moved to approve the recommendation, Dr. Freije seconded the motion. The Board approved the motion by a vote of Four (4) ayes; zero (0) nays.

IX. SUPERINTENDENT COMMENTS

Dr. Jessup thanked Shane Hacker and Corey Ebert for their efforts in making school finance easier to understand. She congratulated the Sound of Brownsburg on their performance at the recent invitational and recognized Coach John Hart for earning his 100th win as a Brownsburg Bulldog. She also recognized two football players who recently broke school records.

Dr. Jessup noted that this is a busy time of year for the district's Parent Support Groups (PSGs), as they conduct numerous fundraising events to support fun activities and opportunities for students. She expressed her appreciation for the PSGs and their continued work on behalf of students. She shared that the Parent Support Groups meet quarterly to discuss district-related topics and noted that the Presidents Group is hosting a Meet the Candidates Night on September 23. The event is being organized by the PSGs and will provide an opportunity for community members to meet the candidates.

Dr. Jessup also recognized the Brownsburg Education Foundation for its continued work at the Log Cabin. She concluded by noting that the B&O Rotary Bell Competition was held the previous week and that Brownsburg retained the bell.

VIII. BOARD MEMBER COMMENTS

Mr. Wells reiterated the comments shared by Dr. Jessup and expressed his hope that everyone enjoys Homecoming activities during the upcoming week.

Dr. Freije thanked everyone who shared their concerns and feedback regarding Policy H225. He also thanked everyone for their continued efforts to minimize the number of positions impacted by budget reductions.

Mr. Hayward thanked Dr. Snapp for his years of leadership, Dr. Jessup for her leadership, and patrons for sharing their comments with the Board.

Dr. Dixon shared that she had the opportunity to participate in the Drive 4 UR School event and noted that the Corporation was able to maximize the donation through support from community partners. She also recognized the Brownsburg Invitational and thanked the many volunteers who supported the event. Dr. Dixon noted the settlement reached with Dr. Snapp and shared that the focus remains on BCSC students and providing opportunities for them.

XI. ADJOURNMENT

Dr. Dixon called for a motion to adjourn the meeting; Mr. Wells moved for adjournment; Dr. Freije seconded the motion. The Board approved the motion by a vote of four (4) ayes; zero (0) nays. The meeting adjourned at 7:04 p.m.

BROWNSBURG COMMUNITY SCHOOL CORPORATION BOARD OF SCHOOL TRUSTEES

VI. CONSENT ITEMS

B. Approval of Claims –

- **PR# 09/11/2026 - \$1,979,158.87**
- **PR# 09/25/2026 - \$1,963,621.80**
- **Claims 09/10/2026 to 09/30/2026 - \$5,238,701.56**

Claims follow.



BOARD MEETING - October 5, 2026

RECOMMENDATION FOR BOARD APPROVAL OF CLAIMS

Payroll Claim #09/11/2026	NET PAY \$	1,979,158.87
Payroll Claim #09/25/2026	NET PAY \$	1,963,621.80
Claims September 10, 2026 to September 30, 2026	\$	<u>5,238,701.56</u>
Grand Total For Approval:	\$	9,181,482.23

VI. CONSENT ITEMS
C. Superintendent's Report

The Superintendent's Report is presented as follows:

1. Resignations – Certified Staff:

Name	Building	Position	Effective Date
a. Jeannette Foster	White Lick	3 rd grade Teacher	September 24, 2026
b. Sarah Graves	EMS	Special Education Teacher	To be determined
c. Benjamin Pankop	BHS	Math Teacher	October 9, 2026
d. Tone Tracy	BHS	English Teacher	End of the 2025-26 school year

2. Resignations – Support Staff:

Name	Building	Position	Effective Date
a. Casey Jones	BHS	Special Education Instructional Assistant	October 9, 2026
b. Melissa Barwick	Transportation	Bus Aide	October 1, 2026
c. Dominic Unterreiner	Nutrition Services	Café Team Member	September 11, 2026
d. Amado Arias Espino	Facility Services	Custodian	September 18, 2026
e. Frederick Andrews	Transportation	Bus Aide	September 14, 2026
f. Yvette Rugari	Facility Services	Custodian	September 14, 2026
g. Ned Martin	Transportation	Bus Aide	September 26, 2026
h. Eugenie Mutesi	Facility Services	Custodian	September 14, 2026

3. New Employment – Certified Staff:

Name	Building	Position	Effective Date	Degree	Reason for Employment
a. Stephanie Millbern	Delaware Trail	2/3 High Ability Teacher; Long term substitute	September 8, 2026 thru approximately October 9, 2026	Bachelors	While Lindsay Terry is on medical leave
b. Toni Prairie	Brown		Approximately November 20, 2026 thru March 19, 2027	Bachelors	While Lauren Strater is on medical / maternity

					leave
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4. New Employment – Support Staff

Name	Building	Position	Effective Date	Hours per Day	Reason for Employment
a. George Stapp	EMS	Special Education 1:1	September 28, 2026	7	Replacing Daniela Torres due to a job transfer
b. Crystal Myers	Transportation	Bus Driver	September 23, 2026	Band A1	Replacing Deb Amburgy
c. Stephanie Coombe	BHS	Special Education Job Coach	September 17, 2026	7	Replacing Peter Coombe due to a job transfer
d. Lindsay Huston	Cardinal	Interventionist	September 21, 2026	7.5	New position
e. Caiden Hill	Facility Services	Custodian	September 28, 2026	8	Replacing Mercy Rivera Medina
f. Lauren Lee	Facility Services	Custodian	September 22, 2026	8	Replacing Richard Turner
g. Marta Donado de Ferreira	Nutrition Services	Café Team Member	September 25, 2026	6	Replacing Dee Rinker
h. Claudia Lopez	Nutrition Services	Café Team Member	September 21, 2026	6	Replacing Dominic Unterreiner
i. Jennifer Gilkey	Brown	Special Education Instructional Assistant – Job Share	September 21, 2026	7	Replacing Kristin Suriano’s job share position
j. Anna Wenrich	BCSC	Behavior Instructional Assistant; \$18.50 / hour	October 5, 2026	7.5	Open position
k. Daniela Torres-Ojeda	EMS	Special Education 1:1	September 17, 2026	7	Replacing Debestor Dave Parker

5. Leaves of Absence – Certified Staff:

Name	Building	Position	Type of Leave	Dates of Leave
a. Joni Martin	BHS	College and Career Advisor	Medical	November 18, 2026 thru approximately December 18, 2026
b. Megan Ryan	WMS	Special Education Teacher	Medical	Approximately October 26, 2026 thru November 3, 2026
c. Lindsay Terry	Delaware Trail	2/3 High Ability Teacher	Medical	September 8, 2026 thru approximately October 9, 2026

6. Change of Status – Support Staff:

Name	Previous Position	New Position	Effective Date	Reason for Change
a. Daniela Torres-Ojeda	EMS Special Education 1:1	White Lick Special Education Instructional Assistant – Inclusion	September 29, 2026	Replacing Sarah Gora due to a job transfer
b. Sarah Gora	White Lick Special Education Instructional Assistant	White Lick 3 rd Grade Teacher; Long-term substitute	September 28, 2026 thru the end of the school year	Replacing Jeannette Foster
c. Traci Bringle	Speech Language Pathologist Assistant; full-time	Speech Language Pathologist Assistant; 80% of a full-time position	July 27, 2026	Change in work schedule

7. Supplemental Payments:

It is recommended the Board approve to pay Jeanette Snyder compensation for covering the duties of the substitute coordinator for a 10-day period in the amount of \$20.00 / hour for 6 hours per day.

For your Approval:

8. Field Trips:

The following field trip requests have been approved by the Superintendent based on travel guidelines set forth by the Board.

- **Brownsburg High School Show Choir – Overnight, Out-Of-State**

The Brownsburg High School Show Choir students will be traveling to Clarksburg, West Virginia on February 19, 2027, through February 20, 2027, for a competition. Approximately 140 students and 14 Chaperones will be traveling together. This trip is being organized by Chad

Strasser, BHS Performing Arts/Choir Teacher.

- **Brownsburg High School Orchestra – Out-Of-State**

The Brownsburg High School Orchestra will be traveling to Chicago, Illinois on February 26, 2027, to attend the Chicago Symphony Orchestra concert. Approximately 56-128 students and 4 chaperones will be traveling together. This trip is being organized by Glen Hauger, BHS Performing Arts/Orchestra Teacher.

- **Brownsburg High School Show Choir – Overnight, Out-Of-State**

The Brownsburg High School Show Choir students will be traveling to Gaylord Opryland Complex and Grand Ole Opry House in Nashville, Tennessee on March 15, 2028, through March 19, 2028, for Show Choir Nationals. Approximately 130 students and 10 Chaperones will be traveling together. This trip is being organized by Chad Strasser, BHS Performing Arts/Choir Teacher.

9. Fundraiser Requests:

The following Fundraiser Requests have been approved by the Superintendent based on guidelines set forth by the Board.

- **Brownsburg High School Thrift Threads Club**

BHS Thrift Threads Club will be having a Thrift Threads Closet during all lunches on November 23, 2026, through November 24, 2026, to help continued efforts to encourage thrifting and reduce fast fashion. This will also help to get the club's supplies for future projects. Thrift Threads will be selling clothing that has been donated and modified by the club students.

VII. OLD BUSINESS

A. Second Reading and Recommendation to Approve Policies (B100, B150, B225, D100, D125, D175, G375, H200, H225) – Dr. Jessup

Superintendent's Recommendation:

Dr. Jessup will recommend that the following policies which were originally presented on September 14, 2026, be approved.

Background Information:

These 9 policies will consolidate 13 existing BCSC policies and are part of the New Board Policy Provider approved at the February 9, 2026, Board Meeting. The policies were previously shared with the Board for review. Adoption of these policies is required.

- **B100 Authority and Philosophy** – Currently BCSC Policy 1002. This policy will consolidate and replace 1002 and 1005. This policy is required.
- **B150 School Board Organizational Meeting, Board of Finance, and Committees** – Currently BCSC Policy 1010. This policy will consolidate and replace 1010.
- **B225 School Board Meetings** – Currently BCSC Policy 1300. This policy will consolidate and replace 1300, 1301, 1302, 1304, 1306, and 1310.
- **D100 Corporation Organization** – Currently BCSC Policy 1010. This policy will consolidate and replace 1010. This policy is required.
- **D125 Evaluation of the Superintendent** – No current policy.
- **D175 Board-Staff Communications** – No current policy.
- **G375 Community Use of School Facilities** – Currently BCSC Policy 8540. This policy will consolidate and replace 8540. This policy is required.
- **H200 Relations with Special Interest Groups** – Currently BCSC Policy 8700. This policy will consolidate and replace 8700.
- **H225 Public Comments and Concerns** – Currently BCSC policy 1305. This policy will consolidate and replace 1305.

Policies follow.

BOARD AUTHORITY AND PHILOSOPHY

The Brownsburg Community School Corporation (“Corporation”) School Board (“Board”) shall supervise the Corporation in accordance with Indiana law.

A school board is a legal entity governed by state law and is responsible for providing a system of public education within a geographic area.

The Board must fulfill legal requirements pertaining to public education and meet the needs of the citizens in its community. In considering and representing citizen desires, the Board must, at all times, exercise its best judgment for the Corporation.

The Board shall be a body corporate, and, as such, capable of suing and being sued, contracting and being contracted with, acquiring, holding, possessing and disposing of real and personal property, and taking and holding in trust for the use and benefit of the Corporation, any grant or devise of land and any donation or bequest of money or other personal property.

The power of this Board extends to those matters expressly conferred by statute and those matters which may be necessarily implied. The Board retains the power to act, in accordance with its policies, in circumstances where action is neither statutorily required nor prohibited.

In collaboration with the Superintendent and in compliance with Board Policy D150, the Board shall monitor and regulate all programs and operations in the Corporation and the employees, students, and other persons on its premises.

The Board strives to establish policies and make decisions based on declared educational philosophy and goals. The Board shall keep the citizens of the Corporation informed of the purpose, value, concerns, and needs of public education within the community. The Board shall not relinquish or fail to exercise its authority expressly granted by the state to deliver public education to its local community.

I.C. 20-26-5-4

Brownsburg Community School Corporation

Adopted: [date]

Revised: [date]

SCHOOL BOARD ORGANIZATIONAL MEETING, BOARD OF FINANCE, AND COMMITTEES

ORGANIZATIONAL MEETING

Within thirty (30) days after the first day of January each year, the Brownsburg Community School Corporation (“Corporation”) School Board (“Board”) shall meet and organize by electing one member president, one member vice president, and one member secretary. The Board shall also appoint a Treasurer who is not the Superintendent or a Board member.

Election of officers shall be by a majority of the full Board (physically present or attending through electronic means that allow the Board member to be seen and heard). Where no such majority exists on the first vote, a second vote shall be cast for the two (2) candidates who received the greatest number of votes.

Officers shall serve for one (1) year and until their respective successors take office. An officer may be removed for cause by a majority vote of the full Board. The Board shall fill a vacancy in any office within thirty (30) days of the occurrence of the vacancy. *See Policy B200 Membership.*

At the organizational meeting, the Board shall determine a day, place, and time for regular meetings which shall be held, at minimum, once every month. The Board shall also designate dates for working sessions. In addition, the Board shall determine those persons authorized to access the safety deposit box and set the fee charged to individuals who request notice of Board meetings. The Board shall appoint individual Board members to committees. The Board shall also appoint legal counsel.

BOARD OF FINANCE

The Board shall establish a Board of Finance for the Corporation consisting of members of the Board. The Corporation’s Board of Finance shall meet at least once each calendar year during the period after the first Monday and on or before the last day of January. At the annual meeting, the Board of Finance shall elect a President and a Secretary from its membership. These officers shall hold office until their successors are elected and qualified.

In addition to its annual meeting, the President of the Board of Finance shall convene the Board whenever requested to do so by one (1) of the members of the Board, and as necessary to perform the Board’s statutory duties. A majority of the Board shall constitute a quorum for the transaction of the Board’s business. All meetings of the Board of Finance shall be open to the public and the Secretary shall keep a record of the proceedings of the Board. The record shall be approved and signed by the President, attested to by the Secretary, and shall be a public record covered by I.C. 5-13-1.

During the annual meeting, the Corporation’s investment officer shall make a written report to the Board of Finance summarizing the Corporation’s investments during the preceding calendar year

and naming each institution or entity in which the Corporation's money was deposited in the preceding year. The Board of Finance shall receive and review the report and the overall investment policy of the Corporation.

The Board of Finance shall designate and commission one or more financial institution(s) meeting the statutory standards for a depository of Corporation funds to serve as a depository for these funds. The Board is authorized to revoke the commission of a depository for Corporation funds. In its consideration of a proposal to revoke the commission of a depository to receive and hold Corporation funds, the Board of Finance shall apply the statutory standards and follow the statutory procedure for its consideration of this decision.

COMMITTEES

Committees appointed by the Board or its President shall constitute a "governing body" as defined in the Open Door Law. At the discretion of the Board and President, a committee may perform research and advise the Board but shall not take action on the Board's behalf.

The Board or President may authorize a committee to take official action upon public businesses, which includes receiving information, deliberating, and making recommendations to the Board. In accordance with the Open Door Policy, committees appointed by the Board or President shall provide notice of its meetings to the public and maintain record of its minutes.

Meetings of committees appointed by the Superintendent that report to the Superintendent shall not be subject to the Open Door Law. However, records of committees appointed by the Superintendent shall be subject to the Access to Public Records Act.

I.C. 5-13-7-5, 5-13-7-6, 5-13-8-9

I.C. 5-14-1.5-2(b) Definition of "governing body"

I.C. 5-14-3-4 Minutes required for ODL covered meetings

I.C. 5-14-3 Access to Public Records Act

I.C. 20-26-4-1

Brownsburg Community School Corporation

Adopted: [date]

Revised: [date]

SCHOOL BOARD MEETINGS

All meetings of the Brownsburg Community School Corporation (“Corporation”) School Board (“Board”) shall comply with Indiana statutes, including notice and final actions in accordance with the Open Door Law.

Board Meetings Generally

All Board meetings are open to the public except when the Board is in executive session, as provided under Indiana law. Board meetings will be streamed live on the Corporation’s website and an archive of copies of the live stream with links to any meeting agendas, minutes, and/or memoranda; the archive will be maintained for at least 90 days.

The Board shall utilize Robert’s Rules of Order, Newly Revised to the extent it is not inconsistent with applicable law or the established policies and procedures of the Board.

The Superintendent shall prepare and submit to each Board member prior to each meeting a written agenda, unless otherwise directed by the Board. The Board shall transact business according to the agenda prepared. The order of business may be altered, and items may be added at any meeting by a majority vote of the members present.

Three members of the Board shall compose a quorum. No action shall be valid unless approved at a public meeting of the Board by a majority vote of a quorum of the Board and a proper record made of the vote.

All actions requiring a vote may be conducted by voice, show of hands, or roll call provided that the vote of each member be recorded, and unless otherwise required by law. Proxy voting shall not be permitted. Any member may request that the Board be polled. Abstentions shall not be counted as votes but shall be recorded in the minutes of a meeting and are deemed to acquiesce in the outcome of the vote. In situations in which a specific number of affirmative votes are required and abstentions have been recorded, the motion shall fail if the specified number of affirmative votes have not been cast. In the case of a tie vote in which a member abstains, the motion shall fail for lack of a majority.

Regular Board Meetings

In January, the regular Board meeting will occur immediately following the organizational meeting.

Regular meetings of the Board will begin at 6:30 p.m. and will be held in the F.L. O’Neal Administration Office, 310 Stadium Drive, Brownsburg, IN 46112 unless a majority of the Board designates a different time or location.

Electronic Participation and Voting

Members of the Board may participate in Board meetings through allowable electronic means. Allowable electronic means must meet two requirements: 1) it shall allow participating members to simultaneously communicate with each other, and 2) it shall allow the public to simultaneously attend and observe the meeting (not including executive sessions).

Any Board member who participates by allowable electronic means shall be considered present for purposes of establishing a quorum and may participate in any final action through a vote so long as that member can be both seen and heard. If a Board member wishes to participate by electronic means that do not meet the definition of allowable electronic means (typically because it does not permit observation), the Board member may do so but may not participate in any final action through a vote and will not be considered part of the quorum. All votes taken during a meeting with electronic participants must be taken by a roll call vote, and at least fifty percent (50%) of the Board members must be physically present at the meeting.

A member of the Board may not attend by electronic means more than fifty percent (50%) of the Board's meetings in a calendar year, and while a member may attend by electronic means two (2) consecutive meetings (a "set" of meetings), a member shall physically attend at least one (1) meeting between sets of meetings attended by electronic means.

If a member of the Board plans to attend a meeting by electronic means of communication, they must notify the Board President or Secretary within 48 hours before the meeting.

A member of the Board may not participate by electronic communication if the Board is attempting to take final action on one of the following: 1) adopt a budget; 2) make a reduction in personnel; 3) initiate a referendum; 4) establish or increase a fee; 5) establish or increase a penalty; 6) use the Board's eminent domain authority; 7) establish, raise, or renew a tax.

If a disaster emergency is in effect for all or part of the area within the Board's jurisdiction, the members of the Board are not required to be physically present at a meeting: (1) if meeting in person would present an imminent risk to the health or safety of the members of the public and the Board who attend the meeting because of the particular danger, threat, or emergency conditions identified in the declaration of the disaster emergency; *and* (2) one (1) or more schools within the jurisdiction of the Board are closed at the time of the meeting because of the particular danger, threat, or emergency conditions identified in the declaration of the disaster emergency.

Executive Session

The Board reserves the right as permitted by and within the constraints of state law to sit in executive session. Such sessions are called by the President or Superintendent for discussion only and final action must be taken at a meeting open to the public.

Executive sessions shall be closed to the public. In keeping with the confidential nature of executive sessions, no member of the Board shall disclose the content of discussions that take place during such sessions. Indiana's Access to Public Records Act prescribes criminal penalties

for the disclosure of information classified as confidential by state statute, which includes executive session records or information derived from such records.

The Superintendent shall attend all executive sessions except those which pertain to their contract or when mutually agreed upon. The Board or Superintendent may invite staff members or others to attend such sessions.

Special Board Meetings

The Board president or Superintendent may call a special Board meeting between regular Board meetings pursuant to notices required by law.

All Special meetings shall be open to the public, and no action shall be taken on items other than those related to the agenda and purpose of the meeting.

I.C. 20-26-4-3

I.C. 5-14-1.5-1 *et. seq.* – Open Door Law

I.C. 5-14-1.5-3.5

I.C. 5-14-1.5-3.7

Brownsburg Community School Corporation

Adopted: [date]

Revised: [date]

CORPORATION ORGANIZATION

The Brownsburg Community School Corporation (“Corporation”) School Board (“Board”) shall hire the Superintendent for a term of not less than one year and no more than three years. The Board shall fix the Superintendent’s salary. In accordance with state law, the proposed contract will be presented at a public meeting and published on the Corporation website. This paragraph does not apply to an interim superintendent.

The Board will attempt to attract and retain the services of a qualified and experienced educator to serve as Superintendent.

The Board recognizes and respects that it is the Superintendent’s responsibility to conduct the day-to-day operations of the Corporation in accordance with the policies of the Board.

The Board recognizes that the grouping of grades and services within the facilities of the Corporation can assist the efficient operation of the Corporation and help achieve a more effective instructional program.

The schools of this Corporation shall be organized as follows:

- Elementary schools – Grades K through 5
- Middle school – Grades 6 through 8
- High school – Grades 9 through 12

The Superintendent shall continually monitor the effectiveness of the Corporation organizational plan. Modifications, including those that are in the best interests of the students, make wisest use of Corporation resources, and serve the educational goals of the Board, in the organizational plan of the schools may be made by the Board upon the recommendation of the Superintendent.

The Superintendent shall be the chief executive officer of the Corporation. The Superintendent shall define and recommend those administrative positions required to implement the educational system and program of learning established by the Board. In each case, the Board will approve the broad purpose and function of the position in harmony with state law and administrative guidelines.

Responsibility shall flow clearly from the Superintendent through the administrative staff to the operational personnel.

The Superintendent is responsible for determining the need for and defining operational requirements sufficient to ensure the smooth functioning of the Corporation. Maintenance of an efficient, skilled operational staff is essential to the effective performance of the system.

On occasion, the Superintendent may find it necessary to recommend to the Board the employment of specialists or consultants to maintain or support programs implemented by the Corporation in areas requiring specialized knowledge. These positions will be considered by the Board on the merits of their potential contribution to the Corporation and the specific conditions of the stated contract or agreement.

Brownsburg Community School Corporation

Adopted: [date]

Revised: [date]

EVALUATION OF THE SUPERINTENDENT

An effective working relationship between the Brownsburg Community School Corporation (“Corporation”) School Board (“Board”) and the Superintendent is essential to the successful operation of the Corporation. The development and maintenance of such a relationship is assisted by an annual review of the Superintendent’s diverse responsibilities and a performance appraisal. Evaluation of the Superintendent serves several purposes which include:

1. Reviewing the role of the Superintendent in respect to the job description.
2. Identifying priorities and/or objectives, which will improve the administrative leadership of the Corporation.
3. Assessing progress made in accomplishing previously set priorities and/or objectives.
4. Clarifying the Superintendent’s role in the Corporation as seen by the Board.
5. Developing and maintaining a harmonious working relationship between the Board and Superintendent.

The ultimate goal of evaluation is to ensure quality education through effective leadership, governance, and management of the Corporation. The performance of the Superintendent will be reviewed annually in accordance with guidelines and an evaluation instrument developed by the Board and the Superintendent, including but not limited to the progress towards the educational goals of the Corporation, the working relationship between the Board and the Superintendent, and the Board’s own effectiveness in providing direction to the Superintendent. However, the Board will not limit its evaluation to those items that appear on the instrument, since no form or set of guidelines can encompass the totality of the Superintendent’s responsibilities.

I.C. 20-28-6,
I.C. 20-28-7.5
I.C. 20-28-8
I.C. 20-29-2-4

Brownsburg Community School Corporation

Adopted: [date]
Revised: [date]

BOARD-STAFF COMMUNICATIONS

The Brownsburg Community School Corporation (“Corporation”) School Board (“Board”) desires to maintain and encourage open channels of communication with staff. Notwithstanding, staff will generally direct communication to the Board through the Superintendent.

A. Staff Communications to the Board

Staff shall submit all official communications, meaning expressions made within a staff member’s professional capacity, to the Board or its committees through the Superintendent. The Board expects staff members to submit communications first to their supervisor and/or consistent with the chain of command established by the Superintendent for business of the Corporation. This policy is not intended to deny any staff member the right to take appeals to the Board through established procedures or infringe on a staff member’s constitutional rights.

B. Board Communications to Staff

Likewise, the Superintendent will communicate all official messages, policies, and directives of the Board to staff. The Superintendent shall also keep staff members appropriately informed of the Board's problems, concerns, and actions.

C. Social Interaction

Both staff and Board members share a keen interest in the schools and in education generally, and it is to be expected that when they meet at social affairs and other functions, they will informally discuss such matters as educational trends, issues, and innovations, and general activities of the Corporation. However, since Board members have no special authority except when they are convened at a legal meeting of the Board or vested with special authority by Board action, discussions between staff and Board members regarding confidential subjects including, but not limited to, personnel grievances and problems, student due process, contract negotiations, and litigation, will be considered unethical conduct.

I.C. 20-26-3

Brownsburg Community School Corporation

Adopted: [date]

Revised: [date]

COMMUNITY USE OF SCHOOL FACILITIES

Statement of Policy

It is the policy of the Brownsburg Community School Corporation (“Corporation”) School Board (“Board”) to construct, maintain, and operate facilities necessary for the instructional mission of the Corporation. When these facilities can be made available for other community uses without compromising the instructional mission of the Corporation, the Board will make Corporation facilities available.

If a Corporation facility is used by a not-for-profit entity, the Board will charge a fee calculated to recover the added costs resulting from the use of the facility. If the facility is used by a for-profit entity for a profit-generating activity, the Board will charge a fee for use of its facilities based upon the charges for the use of similar facilities for similar activities, provided that the fee for use shall not be less than the added costs of the use to the Corporation.

Should all or any part of the Corporation's community be struck by a disaster, the Board shall make Corporation grounds and/or facilities available, at no charge, for the housing, feeding, and care of victims or potential victims when requested by local, state, or federal authorities. The Superintendent should meet with the county Emergency Management Agency to establish a disaster preparedness plan to ensure that proper procedures are established to minimize confusion, inefficiency, and disruption of the educational program.

Decisions concerning requests for the use of Corporation facilities shall be the responsibility of the Business Office acting under the supervision of the Superintendent. Enforcement of this Policy shall be the responsibility of the administrator with responsibility for the activities in a specific Corporation facility. As used in this Policy, “administrator” means a Corporation supervisory employee with responsibility for the activities at a Corporation facility. The term includes the Superintendent, Assistant Superintendent(s), directors, coordinators, building principals, assistant principals, and deans.

The use of Corporation grounds and facilities shall not be granted for:

- a. Private social functions
- b. Any purpose which is prohibited by law.
- c. Any purpose that may be reasonably believed to interfere with school-related activities.

All Corporation Standards Applicable

All Corporation policies, rules, and regulations, including the Student Code of Conduct, apply to anyone attending an event on Corporation property. Any individual violating Corporation policies, rules, regulations, or Code of Conduct may be immediately excluded from Corporation property and appropriate authorities may be alerted (including but not limited to law enforcement and the administration of the school district attended by a violating student). No liability shall attach to

this Corporation, any employee, officer, or member of this Corporation specifically as a consequence of permitting access to these facilities.

Playgrounds Considered a Community Physical Fitness Activity

Using the playground can be a great physical fitness activity for children.

The Corporation's owned and operated playgrounds are to be considered school property, equipment, and facilities to which the general public is invited to use during non-school hours. Thereby, pursuant to I.C. 34-31-10, the Board approves general and normal playground activity as a "community use physical fitness activity," and by enacting this Policy, the Board intends to take the liability protections offered in I.C. 34-31-10.

The general public shall not be charged any fee for use of the Corporation's owned and operated playgrounds.

On each playground covered by this Policy, the Superintendent shall see that a sign is posted in a conspicuous location stating the following, in letters at least one inch in height:

WARNING

Under Indiana law, a school is not liable for an injury to, or the death of, a participant in physical fitness activities at this location if the death or injury results from the inherent risks of the physical fitness activity.

Inherent risks of physical fitness activities include risks of injury inherent in exercise, the nature of a sport, the use of exercise equipment, or the use of a facility provided by a school.

Inherent risks also include the potential that you may act in a negligent manner that may contribute to your injury or death, or that other participants may act in a manner that may result in injury or death to you.

You are assuming the risk of participating in this physical fitness activity.

Administrative Guidelines and Procedures

The Business Office may designate another administrator to perform the tasks assigned to that position under this Policy. The Superintendent is authorized to adopt rules, forms and procedures to implement this Policy, including permitted and prohibited use of facilities and how to reserve facilities.

Legal References:

I.C. 20-26-5-1

I.C. 20-26-5-4

I.C. 34-31-10

I.C. 34-31-11.4

Brownsburg Community School Corporation

Adopted: [Date]

Revised: [Date]

RELEASE AND INDEMNITY AGREEMENT

The undersigned acknowledges that use of the facilities and equipment owned by the Brownsburg Community School Corporation ("Corporation") is a privilege granted by Corporation in its sole discretion and subject to revocation without notice. Such facilities and equipment are made available on an "as is" basis, and Corporation makes no representations as to the suitability or fitness of the facilities or equipment for the uses made by the undersigned. In consideration of the privilege of using the facilities and equipment, the undersigned does hereby release and hold harmless Corporation of and from any injury to person or property which the undersigned may incur during the use of the facilities and equipment, including injury suffered as a result of Corporation's own negligence. The undersigned hereby agrees to compensate Corporation for any damages which the undersigned may cause to the facilities and equipment, and the liability for such reimbursement obligation shall fully extend to all those involved if the undersigned uses the facilities and equipment with other persons. The undersigned agrees to indemnify and hold harmless Corporation from any claims made by third persons arising out of the undersigned's use of the facilities and equipment and such indemnity shall also include attorneys' fees and expenses which Corporation may incur in defending such claims.

Name: _____

Organization: _____

Signature: _____

Date: _____

_____ **BROWNSBURG COMMUNITY SCHOOL CORPORATION**
PERMIT FOR THE USE OF SCHOOL PROPERTY
FACILITY USAGE AGREEMENT

School/Facility Requested: _____ Room(s) Requested: _____

Organization Requesting Facility _____

Date to be used: _____ Building open from _____ (a.m./p.m.) to _____ a.m. /p.m.)

Type of Activity: _____

Admission Charge / Participation Fee: Yes _____ No _____ Charge: \$ _____

Do you intend to place any signage? _____ if yes, please describe: _____

For what purpose will proceeds be used? _____

Special service, equipment or facility needed: _____

Name of insurance company: _____

You, or your organization, are required to provide a certificate of insurance covering the event with this request.

Certificate Attached: Yes ____ No ____ Not Applicable ____ (per Chief Financial Officer's approval)

No. of persons anticipated _____ No. of Corporation Students _____ Adults _____ Others _____

READ POLICIES, RULES AND REGULATIONS FOR THE
RENTAL AND USE OF SCHOOL FACILITIES BEFORE SIGNING

We have read, fully understand and agree to abide by the Policies, Rules and Regulations governing the use of these facilities. We agree to be responsible for any damage to school property due to such occupancy and for the strict observance of the Rules and Regulations of the Board of School Trustees relative to the use of such facilities. We also agree to pay any designated fees to: [Name of Corporation], Attn: Name, Title, Address , three (3) days in advance of the facility use.

Name (Please Print)

Address

Signature of Representative

City State Zip

Date of Application

(_____)_____
Representative's Telephone

Name of Contact Person

(_____)_____
Contact Person's Telephone

FOR SCHOOL USE ONLY

<u>Routing</u>	<u>Approval</u>	<u>Staff Needed</u>
Athletic Director	_____	_____
Auditorium/Theatre Director	_____	_____
Career Center Administrator	_____	_____
Cafeteria Manager	_____	_____
Pool Director	_____	_____
Head Custodian	_____	_____
Administrator	_____	_____

Signature of Principal or Designee

Date

FOR EDUCATION CENTER USE ONLY

The above request to use the _____ facility is ____ approved ____ disapproved.
Special Conditions and Explanations: _____

Personnel Fees \$ _____ Custodian
____ Food Services ____ Admin. /Event Mgr./Pool Super. ____ Technology ____ Technician Supp. ____
Stu. Technician ____ Lifeguard ____

Facility Fees \$ _____
Gym ____ Cafeteria ____ Commons ____ Auditorium ____ Pool ____ Other ____ (Specify) _____

Approximate total cost for this request \$ _____ (Actual cost will be calculated from actual hours worked.)

Signature of Director of Operations

Date

Copies to: Principal / Applicant / Custodian / Director of Operations / Chief Financial Officer

BROWNSBURG COMMUNITY SCHOOL CORPORATION
POLICIES, RULES AND REGULATIONS FOR THE
RENTAL AND USE OF SCHOOL FACILITIES

I. Permitted Uses of School Corporation Facilities

Corporation curricular, co-curricular, and extracurricular activities shall have priority in the use of Corporation facilities. Corporation facilities may be reserved for these activities on a first in time basis.

The use of Corporation facilities is expressly authorized for activities of an organization consisting solely of Corporation employees or students. Uses permitted by this provision include:

- 1) use by an employee organization representing Corporation employees in collective bargaining or in a “meet and confer” process, or an organization that proposes to provide this representation;
- 2) clubs formed by students for curricular or extracurricular purposes, if at least one faculty or staff member agrees to be and is continuously present;
- 3) religious activities by students provided that staff members do not organize or lead the activity or encourage, recommend, or endorse student participation, if at least one faculty or staff member agrees to be and is continuously present;
- 4) religious activities by staff members.

II. Prohibited Uses of School Corporation Facilities

Corporation facilities shall not be used for activities that:

- 1) violate or encourage or support the violation of laws or harassment or discrimination in violation of applicable Board policies;
- 2) present a substantial risk of injury to a person or property damage greater than the normal risks arising from the use of Corporation facilities;
- 3) are not accompanied by a written safety and supervision plan prepared by the user;
- 4) are sponsored or organized by persons or an organization that has not complied with this Policy or Rule when using Corporation facilities on other occasions; or
- 5) permit the consumption or use of prohibited substances such as alcohol or tobacco on Corporation property.
- 6) are reasonably foreseeable based upon specific articulable facts that the event will interfere with other school-related activities.

Use of a Corporation facility is not prohibited by this Policy or Rule because the activity conducted is not open to the general public, or a fee is charged for admission if:

- 1) Corporation personnel necessary to provide services and determine compliance with this Policy are permitted to have free access; and
- 2) access or participation is not limited based upon a protected class criterion such as race, religion, national origin, national ancestry, or disability.

Use of a Corporation facility is not prohibited by this Policy or Rule solely because the activities conducted are religious in nature, as long as the user does not represent that certain religions or religious beliefs are endorsed or supported by the Corporation, and students and staff are involved in the activities as described above.

III. Procedures for the Reservation and Use of School Corporation Facilities

The Principal of each school is authorized to receive written applications for the use of the Corporation facilities under his/her supervision. All written applications for the use of Corporation facilities shall be endorsed with the date and time received and immediately forwarded to the Central Office for a decision on the application.

If an administrator determines that an activity in a Corporation facility:

- 1) is being conducted in a manner that endangers persons or is likely to cause substantial damage to Corporation property or the property of others;
- 2) is not being properly supervised given the age and apparent maturity of persons present, or
- 3) is not being conducted as the user agreed to;

the administrator may immediately terminate the use of the Corporation facility and require that persons in attendance leave the premises immediately.

Use of a Corporation facility by an outside group shall be reserved for that use to the exclusion of all other uses if the facility is not scheduled for use for a Corporation activity at the time the facility is reserved.

As a condition of the use of a Corporation facility by a group not covered by the Corporation's liability insurance policies, the Business Office shall require that:

- 1) the user by a fully authorized representative agree in writing to defend, indemnify, and hold the Corporation harmless for all claims arising out of the use of the Corporation facility, including claims by business invitees of the user and claims for the damage of Corporation property;
- 2) at least five (5) days before the proposed use, the user submits a certificate of broad form liability insurance coverage in which the Corporation is made an additional insured for the activity.

IV. Procurement of Permit

- A. The use of all school facilities for any purpose shall be initiated by a responsible member of the organization requesting the permit through the school principal or designee.
- B. All requests by Groups II, III, IV, V, and VI (see eligible organizations) should be made on the approved form to the Director of Operations thirty (30) days before the requested date of use.
- C. The Principal or designee shall then notify the applicant of the denial or acceptance and the fees involved within ten (10) business days.
- D. If approved, the estimated rental and custodial fees are payable to School Corporation three (3) days in advance of the facility's use.
- E. Proof of liability insurance is required prior to approval. This requirement may be waived by the Chief Financial Officer in *rare* circumstances such as when the Corporation is sponsoring the event.

V. Rules & Regulations

- A. A school custodian(s) (appointed by the principal and/or designee) must be on duty during the hours the facility is used. When custodial fees are charged, the hours

counted shall be from the time the custodian opens the door until clean-up is completed. The number of such personnel shall be determined by the Corporation.

- B. The kitchen facilities are not normally rented. If approved, a kitchen supervisor shall be assigned by the Director of Child Nutrition. Fees shall be charged from the time the kitchen is opened until clean-up is completed. It shall be the sole duty of the supervisor or designee to supervise, not to prepare or serve food. The clean-up is the responsibility of the organization using the facility unless other arrangements are made with the Director of Child Nutrition. If the clean-up is not satisfactory in the opinion of the Director of Child Nutrition, an additional charge will be assessed.
- C. The use of the facilities and equipment shall be strictly confined to the area designated or included in the agreement. Applicant and his or her organization will be held responsible for the compliance of these rules by all persons participating in or pertaining to the activity. In case of doubt, the school officials or other representatives of the school on duty shall have the immediate authority in any matter covering the use of the building.
- D. Permit applications will be denied or cancelled if requested usage is determined by a Corporation official not to be in the best interest of the Corporation.
- E. Gambling, use or possession of intoxicant drugs, alcohol, flammables, and obscene and profane language are prohibited anywhere on Corporation property. Use of tobacco in any form is prohibited in all facilities. Possession of a firearm on school property is a felony and violates Board policy unless specific exceptions apply.
- F. No furniture or equipment, audio visual/technology equipment, shall be used or moved unless specifically requested on the Permit and approval received from the school official.
- G. Liability: The User agrees that the Corporation shall not be responsible for any injury or property damage. The User agrees to release and hold harmless the Corporation and its employees and agents from any injury or damages of any kind arising from the use of the facilities by the User, a participant in a program, or a third party associated with the User's use of the facilities.
- H. The organization or individual wishing to use the facilities will be required to furnish proof of insurance coverage or self-insurance proof statement to the principal of the facility upon application. Consultation with the Chief Financial Officer will determine dollar value of insurance required, or, in rare circumstances, if the insurance requirement may be waived.
- I. The use of special equipment such as stage lighting, scenery curtains, projectors, public address systems, folding goals, bleachers, etc. shall be permitted only when operated by school employees or other persons authorized by the school or its representatives.
- J. Signs, displays, or materials shall not be attached to the walls, window glass, woodwork, draperies, blinds, stage curtains, grounds, drives, etc. without approval in the agreement.
- K. Concession and checkroom rights are reserved by the school, unless otherwise stipulated.
- L. When the attendance or other conditions require the use of police, firemen, parking lot attendants, or other types of personnel, these personnel shall be procured by the Corporation and charged to the applicant. These charges shall be evaluated prior to the rental by the Director of Operations and renters and lessees involved and shall be written into the agreement.
- M. Fire Safety and Decorations – fire, health, and safety regulations and codes of the State Fire Marshall, Board of Health, local agencies, and the State of Indiana must be followed at all times. Any permits required shall be the responsibility of the

applicant. All material used for decorative purposes must be approved in advance by the school official.

- N. Gymnasium floors - No materials are to be used on floors. Proper rubber soled gym shoes must be used for games or athletic contests on gym or activity room floors. Use of tarp covering may be required.
- O. Non-school organizations are not permitted to sell tickets or merchandise to students while students are under school jurisdiction.
- P. Activities using school facilities must be under competent adult supervision and/or leadership. The school official reserves the right to judge the adequacy of such supervision and immediately cancel any function judged not to be adequately supervised.
- Q. Damage or misuse of the facilities and equipment shall be paid for in full by the organization chargeable with use. The appraisal of the Superintendent or his or her designee shall be the final determinant in all cases of damage or misuse.
- R. Rental of school buildings or school facilities does not include the use of recreational equipment, furniture, projection equipment, public address systems, stage lighting, any other special equipment, nor Corporation personnel trained to operate the aforementioned equipment, unless it is specifically provided for in the agreement.
- S. Regular rental of school buildings and facilities does not imply the provision of storage facilities for supplies or equipment.
- T. Facilities shall be used by sponsoring organizations for the purpose of the facilities' design, i.e. gymnasium for games played in gyms, auditoriums and theaters for theatrical/program presentation activities, classrooms for instruction, etc. If requests for usage deviate from the design purpose, the school official shall determine whether the alternate usage is appropriate and allowable.
- U. No sponsoring organization shall be extended continuous use of building rental privileges for a period exceeding one school year.
- V. Each sponsoring organization shall appoint one responsible representative who will contact the custodian upon arrival and show an approved and signed application for the intended use of the building. After showing the approved application, the sponsoring organization will be admitted. If contractual arrangements have not been made, the custodian will not be present to open the building.
- W. The sponsoring organization is responsible for the conduct of the group using the building and its representative shall be the responsible person in charge of the group. The person signing the rental contract is responsible for any damage caused by the sponsoring organization.
- X. A damage deposit may be required, based on the judgment of the Director of Operations, as a condition of usage.
- Y. All fees may be waived or altered at the discretion of the Superintendent or his designee.
- Z. The Corporation is party to several exclusive contracts, not the least of which is the exclusive contract we have with Pepsi Cola®. As a result, all renters will abide by the exclusivity clause within that contract and only use those products. In case of any questions, the Principal, his designee, or the Chief Financial Officer will make the final judgment.

Classification of Groups for Purposes of Facility Use

VI. Eligible Organizations

- A. Preference will be given to local groups or organizations having the majority of their membership living in the Corporation.
- B. A responsible citizen is defined as a person, at least 21 years of age, who is a real property owner in the school Corporation and who is financially responsible.
- C. Facilities generally are not to be used for commercial or personal gain. The Internal Revenue Service listing of non-profit organizations will be used as a guide. In certain instances where school facilities are uniquely suited to provide services to our youth (e.g., sports camps) the finances will be monitored so that use of schools does not give the sponsor(s) the ability to monopolize a program or service.
- D. All rentals are restricted to temporary use only and no Facility User Agreement shall exceed one year.
- E. Priority use of facility shall be as follows:

Group I: Corporation school related activities: e.g., classes, school clubs, extracurricular activities, adult education.

Group II: Jointly school sponsored: e.g., booster groups, PTO, alumni groups, extension courses offered, may be assigned to Group II, Group III or Group VI.

Group III: Local groups dealing directly with community youth as their first and foremost purpose: (e.g., Scouts, Campfire Girls, 4-H Clubs, Youth Athletic Leagues, etc.) Local civic service, cultural, political, non-profit organizations: (e.g., Jaycees, League of Women Voters, Optimists, Lions, Democrats, Republicans, Kiwanis, etc.)

Group IV: Sponsored by local tax-supported governmental agencies: public libraries, police, fireman, and township organizations

Group V: Local churches, private schools, commercial groups, and similar entities as long as the intended use of the facilities is not to generate profit.

Group VI: Business and Community Partnership: e.g., YMCA, IUPUI, Community Colleges of Indiana (a partnership of Ivy Tech State College and Vincennes University), PCI (Professional Careers Institute), PJ's College, Business and Industry that partner with School programs, NOCTI (State Teachers Testing), Indiana Fire Instructor's Association and other groups that participate with the Schools in a co-curricular manner.

VII. Charges for Use of School Facilities

- A. No rental fees will be charged for Groups I and II. Groups III and IV will not be charged a rental fee unless there is an admission charge or donations are made. If so, Group III and IV will pay the fees established for Group V and VI on the Fee Schedule.
- B. All groups are charged a custodial fee if event is held during non-regular working hours. For Groups III, IV, V, and VI, if a custodial service is required (during regular or non-regular hours), a custodial fee shall be charged at 1.5 x head custodial regular hourly rate plus required State and Federal Costs
- C. The Director of Operations shall determine any additional service necessary to protect school Corporation facilities and equipment.
- D. Unless otherwise indicated, the charges for facility use are "per session" which is considered to be approximately three (3) hours. Charges for additional services are as follows:

Custodial	$\$1.5 \times \text{head custodial rate} + \text{State \& Federal Costs} / \text{hr}$
Kitchen Supervisor	$\$1.5 \times \text{head cafeteria mgr rate} + \text{State \& Federal Costs} / \text{hr}$
Cafeteria	$\$100 / \text{hr}$
Commons Area	$\$100 / \text{hr}$
Gymnasium	$\$50 / \text{hr}$
Pool	$\$100.00 / \text{hr}$
Administrator/Event Manager/Pool Supervisor	$\$ 60.00 / \text{hr}$
Professional Instructional Technology Support Staff	$\$ 60.00 / \text{hr}$
Professional Tech Support Staff (Auditorium/Theatre)	$\$ 60.00 / \text{hr}$
Student Technician	$\$ 10.00 / \text{hr}$
Lifeguard	$\$ 10.00 / \text{hr}$

Charges for estimated utility usage will also be levied for facilities used during periods when additional heating, cooling, or lighting would be required.

E. Group V and VI users will be assessed facilities and equipment usage charges as follows:

Classroom	$\$ 10.00 \text{ per night per classroom}$
Computer Lab (Instructional purposes only.)	$\$ 25.00 \text{ per night per classroom}$
(*In addition to Professional Instructional Technology Support Staff)	
Theatre/Auditorium (*In addition to Professional Technical Support Staff)	$\$ 500.00 \text{ for three (3) hour session}$ Additional $\$ 60.00 / \text{hour}$
Choir Room	$\$ 100.00 / \text{hr}$
Orchestra Room	$\$ 100.00 / \text{hr}$
Dance Studio	$\$ 100.00 / \text{hr}$

*All Athletic Facilities are Negotiable

VIII. Auditorium / Theater

All groups are permitted to use the auditorium / theater.

Group V and Group VI Users

Performance: Performance is for a maximum usage of four (4) hours. Usage period will be calculated from the time the user enters the building until the time the user and/or the public leaves the building. The usage period will not include cleaning time required.

Piano: Grand Piano \$ 50.00 per performance or rehearsal

 Studio Piano \$ 20.00 per performance or rehearsal

Should the user require the Grand Piano to be tuned prior to usage, it will be at the user's expense.

IX. Additional Auditorium / Theater Rules

- A. Firm Date: A date requested by the user is not considered firm until the user has executed a Rental Agreement, said agreement is approved by the Corporation, the user has submitted all applicable forms, and the user has provided an advance deposit.
- B. User shall leave all areas of the facility in the same conditions as they were found. This includes curtains, scenery, chairs, tables, and dressing rooms, etc.
- C. Auditorium/Theatre house equipment is to be operated only by qualified members of the Corporation.
- D. The control booth is off limits to anyone during performance or rehearsal that is not actively engaged working in the control booth.
- E. All scenery brought in must be flame retardant. Use of animals, pyrotechnics, open flame, water, etc. is subject to the approval of the Auditorium/Theatre Director.
- F. All lighting, wiring, etc. must conform to local codes and meet all OSHA standards.
- G. If the User and the performing group are not the same, the User is responsible for advising the performing group to submit the technical requirements as may be necessary for the production of their event.
- H. No food or drink is permitted on stage or in the house at any time.

COMMUNITY USE OF SCHOOL FACILITIES RULES AND REGULATIONS

OUTLINE:

- I. Permitted Uses of Brownsburg Community School Corporation (“Corporation”) Facilities
- II. Prohibited Uses of Corporation Facilities
- III. Procedures for the Reservation and Use of Corporation Facilities
- IV. Procurement of Permit
- V. Rules and Regulations
- VI. Eligible Organizations
- VII. Charges for Use of Corporation Facilities
- VIII. Auditorium / Theatre
- IX. Additional Auditorium / Theatre Rules

I. Permitted Uses of Corporation Facilities

Corporation curricular, co-curricular, and extracurricular activities shall have priority in the use of Corporation facilities. Corporation facilities may be reserved for these activities on a first-in-time basis.

The use of Corporation facilities is expressly authorized for activities of an organization consisting solely of Corporation employees or students. Uses permitted by this provision include:

- 1) use by an association representing Corporation employees in collective bargaining or in the “meet and confer” process, or an organization that proposes to provide this representation;
- 2) clubs formed by students for curricular or extracurricular purposes, if at least one faculty or staff member agrees to be and is continuously present;
- 3) religious activities by students, provided that staff members do not organize or lead the activity or encourage, recommend, or endorse student participation, if at least one faculty or staff member agrees to be and is continuously present;
- 4) religious activities by staff members.

II. Prohibited Uses of School Corporation Facilities

Corporation facilities shall not be used for activities that:

- 1) violate or encourage or support the violation of laws or harassment or discrimination in violation of applicable Board policies;

- 2) present a substantial risk of injury to a person or property damage greater than the normal risks arising from the use of Corporation facilities;
- 3) are not accompanied by a written safety and supervision plan prepared by the user;
- 4) are sponsored or organized by persons or an organization that has not complied with this Policy or Rule when using Corporation facilities on other occasions; or
- 5) permit the consumption or use of prohibited substances such as alcohol or tobacco on Corporation property.
- 6) are reasonably foreseeable based upon specific articulable facts that the event will interfere with other school-related activities.

Use of a Corporation facility is not prohibited by this Policy or Rule because the activity conducted is not open to the general public, or a fee is charged for admission if:

- 1) Corporation personnel necessary to provide services and determine compliance with this Policy are permitted to have free access; and
- 2) access or participation is not limited based upon a protected class criterion such as race, religion, national origin, national ancestry, or disability.

Use of a Corporation facility is not prohibited by this Policy or Rule solely because the activities conducted are religious in nature, as long as the user does not represent that certain religions or religious beliefs are endorsed or supported by the Corporation, and students and staff are involved in the activities as described above.

III. Procedures for the Reservation and Use of Corporation Facilities

The principal of each school is authorized to receive written applications for the use of the Corporation facilities under their supervision. All written applications for the use of Corporation facilities shall be endorsed with the date and time received and immediately forwarded to the Central Office for a decision on the application.

If an administrator determines an activity in a Corporation facility:

- 1) is being conducted in a manner that endangers persons or is likely to cause substantial damage to Corporation property or the property of others;
- 2) is not being properly supervised given the age and apparent maturity of persons present, or
- 3) is not being conducted as the user agreed to;

the administrator may immediately terminate the use of the Corporation facility and require that persons in attendance leave the premises immediately.

Use of a Corporation facility by an outside group shall be reserved for that use to the exclusion of all other uses if the facility is not scheduled for use for a Corporation activity at the time the facility is reserved.

As a condition of the use of a Corporation facility by a group not covered by the Corporation's liability insurance policies, the Business Office shall require that:

- 1) the user by a fully authorized representative agree in writing to defend, indemnify, and hold the Corporation harmless for all claims arising out of the use of the Corporation facility, including claims by business invitees of the user and claims for the damage of Corporation property;
- 2) at least five (5) days before the proposed use, the user submits a certificate of broad form liability insurance coverage in which the Corporation is made an additional insured for the activity.

IV. Procurement of Permit

- 1) The use of all school facilities for any purpose shall be initiated by a responsible member of the organization requesting the permit through the school principal or designee.
- 2) All requests by Groups II, III, IV, V, and VI (see eligible organizations) should be made on the approved form to the Director of Operations thirty (30) days before the requested date of use.
- 3) The principal or designee shall then notify the applicant of the denial or acceptance and the fees involved within ten (10) business days.
- 4) If approved, the estimated rental and custodial fees are payable to the Corporation three (3) days in advance of the facility's use.
- 5) Proof of liability insurance is required prior to approval. This requirement may be waived by the Chief Financial Officer in rare circumstances such as when the Corporation is sponsoring the event.

V. Rules & Regulations

- 1) A school custodian(s) (appointed by the principal and/or designee) must be on duty during the hours the facility is used. When custodial fees are charged, the hours counted shall be from the time the custodian opens the door until clean-up is completed. The number of such personnel shall be determined by the Corporation.
- 2) The kitchen facilities are not normally rented. If approved, a kitchen supervisor shall be assigned by the Director of Child Nutrition. Fees shall be charged from the time the kitchen is opened until clean-up is completed. It shall be the sole duty of the supervisor or designee to supervise, not to prepare or serve food. The clean-up is the responsibility of the organization using the facility unless other arrangements are made with the Director of

Child Nutrition. If the clean-up is not satisfactory in the opinion of the Director of Child Nutrition, an additional charge will be assessed.

- 3) The use of the facilities and equipment shall be strictly confined to the area designated or included in the agreement. Applicant and their organization will be held responsible for compliance with these rules by all persons participating in or pertaining to the activity. In case of doubt, the on duty school officials or other representatives of the school shall have the immediate authority in any matter covering the use of the building.
- 4) Permit applications will be denied or cancelled if a Corporation official determines the requested usage is not in the best interest of the Corporation.
- 5) Gambling, use or possession of intoxicant drugs, alcohol, flammables, and obscene and profane language are prohibited anywhere on Corporation property. Use of tobacco in any form is prohibited in all facilities. Possession of a firearm on school property is a felony and violates Board policy unless specific exceptions apply.
- 6) No furniture, equipment, or audio visual/technology equipment shall be used or moved unless specifically requested on the Permit and approval received from the school official.
- 7) Liability: The User agrees that the Corporation shall not be responsible for any injury or property damage. The User agrees to release and hold harmless the Corporation and its employees and agents from any injury or damage of any kind arising from the use of the facilities by the User, a participant in a program, or a third party associated with the User's use of the facilities.
- 8) The organization or individual wishing to use the facilities will be required to furnish proof of insurance coverage or self-insurance proof statement to the principal of the facility upon application. Consultation with the Chief Financial Officer will determine dollar value of insurance required, or, in rare circumstances, if the insurance requirement may be waived.
- 9) The use of special equipment such as stage lighting, scenery curtains, projectors, public address systems, folding goals, bleachers, etc. shall be permitted only when operated by school employees or other persons authorized by the school or its representatives.
- 10) Signs, displays, or materials shall not be attached to the walls, window glass, woodwork, draperies, blinds, stage curtains, grounds, drives, etc. without approval in the agreement.
- 11) Concession and checkroom rights are reserved by the school, unless otherwise stipulated.
- 12) When the attendance or other conditions require the use of police, firemen, parking lot attendants, or other types of personnel, these personnel shall be procured by the Corporation and charged to the applicant. These charges shall be evaluated prior to the rental by the Director of Operations and renters and lessees involved and shall be written into the agreement.

- 13) Fire Safety and Decorations – fire, health, and safety regulations and codes of the State Fire Marshall, Board of Health, local agencies, and the State of Indiana must be followed at all times. Any permits required shall be the responsibility of the applicant. All material used for decorative purposes must be approved in advance by the school official.
- 14) Gymnasium floors - No materials are to be used on floors. Proper rubber soled gym shoes must be used for games or athletic contests on gym or activity room floors. Use of tarp covering may be required.
- 15) Non-school organizations are not permitted to sell tickets or merchandise to students while students are under school jurisdiction.
- 16) Activities using school facilities must be under competent adult supervision and/or leadership. The school official reserves the right to judge the adequacy of such supervision and immediately cancel any function judged to not be adequately supervised.
- 17) The organization chargeable with use shall pay for damage or misuse of the facilities and equipment. The appraisal of the Superintendent or designee shall be the final determinant in all cases of damage or misuse.
- 18) Rental of school buildings or school facilities does not include the use of recreational equipment, furniture, projection equipment, public address systems, stage lighting, any other special equipment, nor Corporation personnel trained to operate the aforementioned equipment, unless specifically provided for in the agreement.
- 19) Regular rental of school buildings and facilities does not imply the provision of storage facilities for supplies or equipment.
- 20) Facilities shall be used by sponsoring organizations for the purpose of the facilities' design, i.e. gymnasium for games played in gyms, auditoriums and theaters for theatrical/program presentation activities, classrooms for instruction, etc. If requests for usage deviate from the design purpose, the school official shall determine whether the alternate usage is appropriate and allowable.
- 21) No sponsoring organization shall be extended continuous use of building rental privileges for a period exceeding one school year.
- 22) Each sponsoring organization shall appoint one responsible representative who will contact the custodian upon arrival and show an approved and signed application for the intended use of the building. After showing the approved application, the sponsoring organization will be admitted. If contractual arrangements have not been made, the custodian will not be present to open the building.
- 23) The sponsoring organization is responsible for the conduct of the group using the building and its representative shall be the responsible person in charge of the group. The person signing the rental contract is responsible for any damage caused by the sponsoring

organization.

- 24) A damage deposit may be required, based on the judgment of the Director of Operations, as a condition of usage.
- 25) All fees may be waived or altered at the discretion of the Superintendent or designee.
- 26) The Corporation is party to exclusive contracts, a list of which will be provided on first use of a school facility. Each organization using a school facility will abide by the exclusivity clause within that contract and only use those products while using the school facility. The Principal, designee, or the Chief Financial Officer are available to assist with any questions on the impact of exclusive contracts.

VI. Eligible Organizations

- 1) Preference will be given to local groups or organizations having the majority of their membership living in the Corporation.
- 2) A responsible citizen is defined as a person, at least 21 years of age, who is a real property owner in the school Corporation and who is financially responsible.
- 3) Facilities generally are not to be used for commercial or personal gain. The Internal Revenue Service listing of non-profit organizations will be used as a guide. In certain instances where school facilities are uniquely suited to provide services to our youth (e.g., sports camps) the finances will be monitored so that use of schools does not give the sponsor(s) the ability to monopolize a program or service.
- 4) All rentals are restricted to temporary use only and no Facility User Agreement shall exceed one year.
- 5) Priority use of facility shall be as follows:

Group I: Corporation school related activities: e.g., classes, school clubs, extracurricular activities, adult education.

Group II: Jointly school sponsored: e.g., booster groups, PTO, alumni groups, extension courses offered, may be assigned to Group II, Group III or Group VI.

Group III: Local groups dealing directly with community youth as their first and foremost purpose: (e.g., Scouts, Campfire Girls, 4-H Clubs, Youth Athletic Leagues, etc.) Local civic service, cultural, political, non-profit organizations: (e.g., Jaycees, League of Women Voters, Optimists, Lions, Democrats, Republicans, Kiwanis, etc.)

Group IV: Sponsored by local tax-supported governmental agencies: public libraries, police, fireman, and township organizations

Group V: Local churches, private schools, commercial groups, and similar entities as long as the intended use of the facilities is not to generate profit.

Group VI: Business and Community Partnership: e.g., YMCA, IUPUI, Community Colleges of Indiana (a partnership of Ivy Tech State College and Vincennes University), PCI (Professional Careers Institute), PJ's College, Business and Industry that partner with School programs, NOCTI (State Teachers Testing), Indiana Fire Instructor's Association and other groups that participate with schools in a co-curricular manner.

VII. Charges for Use of School Facilities

- 1) No rental fees will be charged for Groups I and II. Groups III and IV will not be charged a rental fee unless there is an admission charge or donations are made. If so, Group III and IV will pay the fees established for Group V and VI on the Fee Schedule.
- 2) All groups are charged a custodial fee if the event is held during non-regular working hours. For Groups III, IV, V, and VI, if a custodial service is required (during regular or non-regular hours), a custodial fee shall be charged at 1.5 x head custodial regular hourly rate plus required state and federal costs.
- 3) The Director of Operations shall determine any additional service necessary to protect Corporation facilities and equipment.
- 4) Unless otherwise indicated, the charges for facility use are "per session"(approximately three (3) hours). Charges for additional services are as follows:

Custodial	<u>\$1.5 x head custodial rate + State & Federal Costs/ hr</u>
Kitchen Supervisor	<u>\$1.5 x head cafeteria mgr rate + State & Federal Costs / hr</u>
Cafeteria	<u>\$100 / hr</u>
Commons Area	<u>\$100 / hr</u>
Gymnasium	<u>\$50 / hr</u>
Pool	<u>\$100.00 / hr</u>
Administrator/Event Manager/Pool Supervisor	<u>\$ 60.00 / hr</u>
Professional Instructional Technology Support Staff	<u>\$ 60.00 / hr</u>
Professional Tech Support Staff (Auditorium/Theatre)	<u>\$ 60.00 / hr</u>
Student Technician	<u>\$ 10.00 / hr</u>

Lifeguard \$ 10.00 / hr

Charges for estimated utility usage will also be levied for facilities used during periods when additional heating, cooling, or lighting would be required.

5) Group V and VI users will be assessed facilities and equipment usage charges as follows:

Classroom \$ 10.00 per night per classroom

Computer Lab \$ 25.00 per night per classroom

(Instructional purposes only.)

(*In addition to Professional Instructional Technology Support Staff)

Theatre/Auditorium \$ 500.00 for three (3) hour session

(*In addition to Professional Technical Support Staff)

Additional \$ 60.00 / hour

Choir Room \$ 100.00 /hr

Orchestra Room \$ 100.00 /hr

Dance Studio \$ 100.00 /hr

*All Athletic Facilities are Negotiable

VIII. Auditorium / Theater

All groups are permitted to use the auditorium / theater.

Group V and Group VI Users

Performance: Performance is for a maximum usage of four (4) hours. Usage period will be calculated from the time the user enters the building until the time the user and/or the public leaves the building. The usage period will not include cleaning time required.

Piano: Grand Piano \$ 50.00 per performance or rehearsal

Studio Piano \$ 20.00 per performance or rehearsal

Should the user require the Grand Piano to be tuned prior to usage, it will be at the user's expense.

IX. Additional Auditorium / Theater Rules

- 1) Firm Date: A date requested by the user is not considered firm until the user has executed a Rental Agreement, said agreement is approved by the Corporation, the user has submitted all applicable forms, and the user has provided an advance deposit.
- 2) User shall leave all areas of the facility in the same conditions as they were found. This includes curtains, scenery, chairs, tables, and dressing rooms, etc.
- 3) Auditorium/Theatre house equipment is to be operated only by qualified members of the Corporation.
- 4) The control booth is off limits during performance or rehearsal to anyone that is not actively engaged in working in the control booth.
- 5) All scenery brought in must be flame retardant. Use of animals, pyrotechnics, open flame, water, etc. is subject to the approval of the Auditorium/Theatre Director.
- 6) All lighting, wiring, etc. must conform to local codes and meet all OSHA standards.
- 7) If the User and the performing group are not the same, the User is responsible for advising the performing group to submit the technical requirements as may be necessary to produce their event.
- 8) No food or drink is permitted on stage or in the house at any time.

Brownsburg Community School Corporation

Adopted: [date]

Reviewed: [date]

375-R - Brownsburg Community School Corporation Use of Facilities For Events On & After July 1, 2026

The Board of School Trustees has established the following parameters for the Brownsburg Community School Corporation's Use of Facilities policy:

- The school corporation's first priority for Use of Facilities is curricular & extra-curricular use by BCSC students
- The school corporation encourages and accommodates community use of school facilities provided the community use does not adversely impact BCSC student use or BCSC finances and resources.

The full Brownsburg Community School Corporation Use of Facilities policy includes:

- This Use of Facilities policy document
- All parts of the Use of Facilities Application
- All Board Policy requirements where applicable to Use of Facilities functions on school property
- Any supplemental information or requirements provided to the Renter,

including Special Use Agreements. What facilities can be rented?

- Internal spaces (Gymnasiums, Cafeterias, Unassigned Classrooms, Media Centers, Conference Rooms, Auditoriums)
- Exterior Facilities (ball fields, tracks, etc.); unassigned open areas may be used at no charge and at the user's own risk (parking areas, open lawn areas)
- Equipment for use within BCSC buildings – tables, chairs, laptops, video projectors, sound systems
- Rental use by non-BCSC groups must be consistent with the intended purpose of the facility (only indoor sports in gymnasiums, appropriate field uses on fields, etc.). Indoor facilities cannot be used by non-BCSC users for outdoors events.

What cannot be rented?

- Any instructional space or equipment that is regularly assigned for instructional use.
- Any space in which a curricular or extra-curricular program is set-up and for which the rental would require break-down and reset of the BCSC program.
- Vehicles and motorized equipment.

Who can rent?

- Any resident of Brown or Lincoln Township (or an entity from outside Brown or Lincoln Township representing a Brown or Lincoln Township resident (homeowner's association, etc.)
- Any BCSC employee for educational, recreational, or not-for-profit purposes
- Any unit of government
- Any not-for-profit group (501c3), including churches, based in and primarily serving Hendricks County
- Any faith-based group for a period not to exceed five years
- Any for-profit group, PSG, or individual providing a service or program in conjunction with a BCSC student or staff program, initiative, or school corporation goal

Who cannot rent?

- Any individual or group residing outside Brown or Lincoln Township for any purpose not primarily, specifically, and tangibly benefiting the residents of Brown or Lincoln Township
- Any individual or group renting for profit-making purposes, regardless of residency, other than those providing a service or program in conjunction with a BCSC student or staff program, initiative, or school corporation goal.

When can facilities be rented?

- School facilities are available for rental:
 - On school days outside of school day hours and custodial staff are on site
 - On weekends and recess periods if custodial staff are available
- Custodial staff must be on duty at the rental site during the time of the rental; if BCSC custodial staff are not already scheduled to be on duty during the event, staffing costs may apply to the full duration of the event. BCSC is not able to guarantee staffing outside of the hours listed below.

Buildings are generally staffed & available for rental Monday through Friday during the School Year

<u>Site</u>	<u>From</u>	<u>To</u>
Brown Elementary School	6:00 pm	9:30 pm
Cardinal Elementary School	6:00 pm	9:30 pm
Crossroads Elementary School	6:00 pm	9:30 pm
Delaware Trail Elementary School	6:00 pm	9:30 pm
Eagle Elementary School	6:00 pm	9:30 pm
Lincoln Elementary School	6:00 pm	9:30 pm
Reagan Elementary School	6:00 pm	9:30 pm
White Lick Elementary School	6:00 pm	9:30 pm
East Middle School	6:00 pm	9:30 pm
West Middle School	6:00 pm	9:30 pm
Harris Academy	6:00 pm	9:30 pm
310 Stadium Drive	7:30 am	9:30 pm
Brownsburg High School	6:00 pm	9:30 pm

All Elementary, Middle School, and High School Gyms are not available to rent until after 6:00 p.m. each weeknight. BCSC holds the right to determine when and if a buffer time is needed between events. All community facility use is suspended during Winter Break, due to limited staff.

What is the cost for facility rental?

- Renters will be charged an hourly fee for utilities, consumables, and staff time associated with set-up, tear-down, clean-up, and repairs
 - For minimal impact events (small meetings without need for continuous custodial support present, basketball practices/games without bleachers/spectators, etc.) a minor use fee will be charged to cover minimal costs of utilities, setup, tear-down and cleanup. If additional cleanup or repair costs are incurred, these will be charged

at the published rates. The qualifications of minimal/minor use fee and custodian coverage will be determined by BCSC on a case-by-case basis.

- For larger events requiring dedicated staffing, changes in room setup, or to provide staffing outside of normal staffing hours, an hourly charge for both space use and staffing will be charged at the published rates.
- Renters may cancel approved events up to 2 business days in advance of the event at no charge. Events cancelled within 2 business days of the event, or no-shows, will be billed the expected cost of the event as scheduled and may result in the denial of future requests.

What is the process for facility rental?

- Renters complete the Use of Facilities application and Hold Harmless Waiver on the BCSC Use of Facilities webpage. Please visit www.brownsburg.k12.in.us / About Us / Use of Facilities FAQ / Reserve a Facility to complete these requirements. Please upload a copy of a certificate of insurance meeting or exceeding the required limits to ML Schedules. A sample of the COI with BCSC required limits can be emailed at request. Please note that BCSC must be listed as the certificate holder and the additional insured.
 - Applications submitted without the required Certificate of Insurance will be conditionally approved; if a satisfactory Certificate of Insurance is not submitted within 7 days prior to the event, the event will be cancelled and cannot be rescheduled.
- Once approved, the renter will receive an electronic confirmation of the approved event by BCSC district offices.
- Conducting the Use of Facilities Event:
 - If there are specific needs for a particular event that involves meeting a school contact, please contact the building directly to set up a time to meet.
 - Unless specific arrangements have been made otherwise, BCSC custodial staff will continue their scheduled work in other areas of the building and will not continuously attend the rental program. Building custodial staff will check-in periodically and at the scheduled event end time. School staff must be on duty continuously at the rental site during the time of the rental.
 - Providing the renter leaves the space in equal or better condition, there will be no additional staff time charged, and BCSC staff will secure the building at the conclusion of the event.
 - If the event includes 100+ attendees, custodial staff will be required to be hired for the duration of the event, and the renter will be charged the hourly staffing rate.
 - All applicants are expected and required to comply with local and state regulations (including posted occupancies) and any directives made by authorized BCSC administration staff.
- Completing the Use of Facilities Event:
 - The building representative will confirm the event occurred as scheduled and if any difficulties were encountered.
 - An invoice for the Facility Rental will be issued by the BCSC district offices by the

- end of each month.
 - Payment is due in full within 30 days, payable to the Brownsburg Community School Corporation.
 - All payments are to be made to BCSC/Central Office; no payments are to be made directly to BCSC staff or schools.
 - Failure to submit full payment within 30 days of receipt may result in denial of all future Use of Facilities requests.
- Summer Break Facility Usage:
 - BCSC uses the summer break to update facilities and equipment across campus. Summer facility use will be determined by projects awarded and scheduled over summer break. Any event involving students over the summer, whether BCSC sponsored or not, whether raising monies or not, is to be considered a camp; as a result, effectively all events in BCSC buildings over the summer recess would need to be scheduled in the BCSC online scheduling program by January 31st of each year. Dates submitted will be approved prior to Spring Recess.

Special Requirements:

- BCSC is not liable for any misuse, including external financial transactions, while connected to BCSC Wifi.
- Gambling, use or possession of intoxicant drugs, use of tobacco in any form, use of alcohol, flammables, and (or) use of obscene or profane language are strictly prohibited from school corporation property.
- Amusement rides or attractions, including but not limited to trampolines, enclosed or air-supported structures, climbing walls or ropes are prohibited on school corporation property at any time unless specific insurance has been issued and the policy limitations and form have been approved by the Assistant Superintendent.
- Hazardous materials, including but not limited to, flammable materials, fireworks, pyrotechnic devices, explosives, poisonous materials or plants, strong acids or caustics, are prohibited on school corporation property.
- All Use of Facilities agreements are subject to BCSC's exclusive beverage contract. A complete list of products is available upon request. These products must be purchased from BCSC's vendor. Products purchased from other sources are not permitted to be sold on BCSC property.
- By Board Policy 9150, with the exception of properly certificated service animals, animals are not permitted on School Corporation property.
- Applicants are only permitted facility use for the time frame designated on the approved application. BCSC custodial, lifeguard or other staff are under no obligation to extend the time listed on the approved application. Should an applicant desire to use the facility beyond the approved time frame (i.e. start earlier, end later), and the BCSC site staff are able to accommodate the request, the applicant will be charged for the actual time used.
- In the event of inclement weather conditions (including ice and snow), BCSC reserves the right to cancel the event at no cost to the renter; in the event of a weather cancellation, BCSC will not assume any responsibility for costs from the renter.
 - If snow removal can be accomplished on the normal schedule for BCSC school purposes no cost will be charged to the renter; if a special removal effort is required to accommodate the Use of Facilities event the renter will be charged for snow removal.

- Aquatic Center, Nutrition Services, and BHS Auditorium usage will include additional requirements, including mandatory staffing, unique to those facilities.
- BCSC reserves the right to cancel any approved Use of Facilities event for any reason at any time, without penalty or financial liability to BCSC.
- The approved Use of Facilities extends only to those specific areas requested in the original request, and those general areas adjoining the requested space (corridors, public restrooms, etc.). The Use of Facilities renter is responsible for supervision of these adjoining general areas during their event, and for any damage or injury resulting from program participants in these areas.
- No signs, displays or materials may be attached to walls, windows or other surfaces of BCSC buildings.
- If any type of tent or canopy is used for an event, it should be placed with weight. No stakes, poles or other devices are to be driven into the ground on BCSC property, including parking areas. BCSC is not able to provide storage for Use of Facilities Renter equipment or materials.
- All food trucks must provide their own generator for power.
- Warning: Under Indiana law, a school is not liable for an injury to, or the death of, a participant in physical fitness activities at this location if the death or injury results from the inherent risks of the physical fitness activity. Inherent risks of physical fitness activities include risks of injury inherent in exercise, the nature of a sport, the use of exercise equipment, or the use of a facility provided by a school. Inherent risks also include the potential that you may act in a negligent manner that may contribute to your injury or death, or that other participants may act in a manner that may result in injury or death to you. You are assuming the risk of participating in this physical fitness activity.

Security:

- Exterior doors are not to be propped open for any reason;
- Adults and children should stay within the scheduled area of use;
- No unsupervised children are allowed within the building at any time;
- BCSC does not allow non-service animals to be on corporation property. This includes all property, indoors and outdoors.
- If the event requires security, traffic control, or police presence, BCSC will internally coordinate and provide coverage through BCSCPD or BPD at the School Police staffing rate. This should not be handled separately from the facility use process.

Special Use Agreements:

- For large rental events extending over more than one site and/or date, a Special Use Agreement may be requested by the renter. Special Use Agreements typically include the following provisions:
 - Reduced support staff level requirements during events, as defined in the Special Use Agreement.
- Special Use Agreements are limited to:
 - A period of 12 months, with annual renewals permitted (faith-based organizations renewing for a fourth or fifth year will be subject to a 10% premium charge).
 - Groups based in Brown and Lincoln Townships whose participation/attendance is 95% or more residents of Brown or Lincoln Township.

RELATIONS WITH SPECIAL INTEREST GROUPS

Any request from civic institutions, charitable organizations, or special interest groups which involve such activities as patriotic functions, contests, exhibits, sales of products to and by students, sending promotional materials home with students, graduation prizes, fundraising, and free teaching materials must be carefully reviewed to ensure that such activities promote student interests without advancing the special interests of any particular group.

It is the policy of the Brownsburg Community School Corporation (“Corporation”) School Board (“Board”) that students, staff members, and Corporation facilities not be used for advertising or promoting the interests of any non-school agency or organization, public or private, without the approval of the Board or its delegated representative; and any such approval, granted for whatever cause or group, shall not be construed as an endorsement of said cause or group by this Board.

Administrative guidelines will be developed to implement this policy.

I.C. 20-26-20

I.C. 4-32.3 *et seq.*

Brownsburg Community School Corporation

Adopted: [date]

Revised: [date]

RELATIONS WITH SPECIAL INTEREST GROUPS

A. Political/Commercial Interests

All materials or activities proposed by outside political or commercial sources for student or staff use or participation shall be reviewed by the principal on the basis of their educational contribution to part or all of the school program, benefit to students, and/or good taste, and no such approval shall have the primary purpose of advancing the name, product, or special interest of the proposing group.

The Brownsburg Community School Corporation (“Corporation”) shall permit the use of educational materials, programs, and equipment which contains commercial messages provided the content of such messages and the manner of presentation has been approved by the Superintendent and complies with these administrative guidelines.

Outside speakers representing commercial organizations will be welcome only when the commercial aspect is limited to naming the organization represented and the subject matter advances the educational aims of the Corporation.

Upon request by a youth organization listed in Title 36 of the United States Code that has an educational purpose and promotes patriotism and civic involvement, each school building will provide at least one (1) time each school year, a day and time which may be during the school day, for the representatives of the organization to provide information to students on school property. The Corporation will conduct an expanded criminal history check of a representative of an organization before the representative may provide information to students.

B. Contests/Exhibits

Contests, exhibits, and the like may benefit individual students or the Corporation as a whole, but participation in such special activities may not:

1. have the primary effect of advancing a special product, group, or company;
2. make unreasonable demands upon the time and energies of staff or students or upon the resources of the Corporation;
3. involve any direct cost to the Corporation;
4. interrupt the regular school program unless the student body as a whole derives benefit from such activities;
5. cause the participants to leave the Corporation, unless in compliance with the Board's Policy C500 – Corporation-Sponsored Trips.

C. Distribution/Posting of Literature

No outside organizations, staff members or students representing an outside organization may distribute or post literature on that organization's behalf on Corporation property either during or after school hours without the permission and prior review of the principal.

1. Criteria established in Policy C475 - Student Publications and Productions shall be used to decide regarding materials that students seek to post or distribute;
2. Distribution or posting of materials employees wish to distribute on behalf of an employee organization comply with the terms of negotiated collective bargaining agreements;
3. The school mail system is not used by students or staff for distribution of non-school-related materials;
4. No materials from any profit-making organization are distributed for students to take home to their parents unless authorized by the Superintendent;
5. The time, place, and manner of distribution of all non-school-related materials is clearly established and communicated.

D. Solicitation of Funds

Any outside organization or staff member representing an outside organization desiring to solicit funds on school property must receive permission to do so from the principal.

Permission to solicit funds will be granted only to those organizations, individuals, or staff members who meet the permission criteria established in the Corporation's administrative guidelines. Solicitation must take place at such times and places and in such a manner as specified in the administrative guidelines. In accordance with Board Policy, no Corporation student may participate in the solicitation without the Superintendent's approval.

The Corporation disclaims all responsibility for the protection of, or accounting for, such funds.

Use of the name, logo, or any assets of the Corporation, including, but not limited to facilities, technology, or communication networks, is prohibited without the specific permission of the Superintendent or designee.

Crowdfunding activities aimed at raising funds for a specific classroom or school activity, including extra-curricular activity, or to obtain supplemental resources (e.g., supplies or equipment) that are not required to provide a free appropriate public education to any students in the classroom may be permitted, but only with the specific approval of the Superintendent.

All crowdfunding activities are subject to Policy F225 and any administrative guidelines adopted by the Superintendent to implement Policy F225.

Any booster club or school-support group that may use students in a fundraising activity must comply with I.C. 4-32.3-5-17 and for any of the following types of fundraising events: bingo games, charity game nights, raffles, door prizes, fundraising festivals, activities related to pull tabs, punch-boards, tip-boards, and the like. Moreover, any fundraiser involving games of chance must comply with Indiana law, including obtaining the appropriate license or permits.

E. Prizes/Scholarships

The Corporation is appreciative of the generosity of organizations which offer scholarships or prizes to deserving students in this Corporation. But, in accepting the offer of such scholarships or prizes, these guidelines must be observed:

1. No information, either academic or personal, shall be released from the student's record for the purpose of selecting a scholarship or prize winner without the permission of the student who is eighteen (18), or the parents of a student who is younger in accordance with the Board's policy on student records.
2. The type of scholarship or prize, the criteria for selection of the winner, and any restrictions upon it shall be approved by the principal.
3. The principal, together with a committee of staff members designated by the principal, shall be involved in the selection of the recipient and, if agreeable to the sponsoring organization, the selection shall be left entirely to the principal and staff committee.

F. Sale of School Supplies

In determining the appropriateness of the sale of school supplies by organizations other than the Corporation, the following requirements apply:

1. The organization has a purpose which will benefit the Corporation and its students;
2. The organization's planned activities are clearly in the best interest of the Corporation and its students;
3. The organization has submitted the following information and assurances on the form provided by the Corporation: a statement noting the purpose of the organization, financial accountability assurances, and use of facility assurances.

All funds generated by the sale of such school supplies shall be kept separate from other activity funds or other transactions of the Corporation.

G. Surveys and Questionnaires

Neither Corporation-Related nor Non-Corporation-Related organizations shall be allowed to administer a survey or questionnaire to students or staff unless the instrument and the proposed

plan are submitted, in advance, to the Superintendent. If approved in accordance with the Superintendent's criteria, a copy of the results and the proposed manner of their communication are to be provided to the Superintendent for review and approval before they are released.

I.C. 20-26-20

Brownsburg Community School Corporation

Adopted: [date]

Revised: [date]

PUBLIC COMMENTS AND CONCERNS

Public comment about the Brownsburg Community School Corporation (“Corporation”) is welcomed by the School Board (“Board”) whenever it is motivated by a sincere desire to improve the quality of the educational program. Any person or group having an interest in the operation of the Corporation shall have the right to present a request, suggestion, comment, or concern relating to personnel, the programs, or the operations of the Corporation.

Comments and concerns related to curriculum, methods of instruction, instructional materials, or Corporation employees shall be submitted in writing to the principal of the school and the Superintendent. Comments and concerns thus submitted will be considered by the Superintendent or designated assistants and the principal. At the discretion of the Superintendent, a committee may be appointed, an existing committee may be utilized, or other action may be taken to review the matter in question and submit a written decision to the Superintendent.

Subject to the reasonable rules and registration process described below, the Board shall allow members of the public, physically present at a meeting, to provide oral comment during the Public Comment portion of the agenda before the Board takes final action on a topic. The Board may choose to allow public comment during an electronic meeting held during a declared emergency or local disaster.

- a. The Board shall allot each person providing public comment three (3) minutes to speak.
- b. Persons wishing to address the Board on an agenda item shall complete the registration form prior to the start of the meeting. The registration form will include the name of the person(s) providing comment, the organization represented (if any), and the agenda item to be addressed.
- c. No person may speak more than once on the same topic.
- d. To receive public comment on all agenda items scheduled for final action, the Board will take speakers on a first-come, first-served basis according to the date and time of registration. If the overall time allotment does not allow for accommodation of all speakers, comment will rotate through agenda items to assure the Board hears comment on all agenda items. For example, the Board would hear comment from the first person to register to speak regarding agenda item 1, then the first person to register to speak regarding agenda item 2, and so on and so forth for each agenda item scheduled for final action at the meeting. The Board would then repeat that process, moving to the second, third, fourth, etc., person registered to speak on each agenda item until all registered speakers have spoken or the thirty (30) minute time limit expires, whichever occurs first.

The purpose of public comment is to give the Board members as much information as possible, not to engage in debate. Board members or administrators may provide answers to questions asked during public comment if the information is readily available and not confidential. Often, however, questions will not be answered, but taken under advisement and answers may be returned later.

The Board will not tolerate comments that are: threatening, harassing, illegal, obscene, defamatory, personal attacks, or on a topic outside of the agenda. Comments should be directed to the Board, not an individual Board member.

Nothing in this policy prohibits the Board from taking reasonable steps to maintain order in a meeting, including removal of any person who is willfully disruptive of the meeting.

I.C. 20-26-5-4
20 U.S.C. 1232h

Brownsburg Community School Corporation

Adopted: [date]
Revised: [date]

VII. OLD BUSINESS

B. Recommendation to Adopt the 2027 Budget, 2027-2031 Bus Replacement Plan and 2027-2029 Capital Assets Plan – Mr. Hacker

Superintendent's Recommendation:

It is recommended that the Board approve the enclosed resolutions for the 2026 Budget. The public hearing was held on September 14, 2026, as advertised. To complete the Board's role in establishing the 2027 Budget, the following resolutions are recommended:

1. Resolution for Appropriations and Tax Rates (Budget Form 4 attached)
2. Resolution to Approve Bus Replacement Plan
3. Resolution to Approve Capital Assets Plan

Background Information:

A copy of each of the resolutions needing approval during the October 5th meeting has been copied for this packet and explanations are provided below.

1. **Resolution of Appropriations** – This is a required State Form referred to as Budget Form 4 and is a formal approval of the advertised appropriations.
2. **Resolution to Approve Bus Replacement Plan** – This is the formal approval of the advertised plan for replacement of buses.
3. **Resolution to Approve Capital Assets Plan** – This is the formal approval of the advertised Capital Assets Plan.

As a reminder, please review the signature packet after the meeting as there are several signatures on the budget forms needed from all Board members.

ORDINANCE OR RESOLUTION FOR APPROPRIATIONS AND TAX RATES

State Form 55865 (7-15)
 Approved by the State Board of Accounts, 2015
 Prescribed by the Department of Local Government Finance

Budget Form No. 4
 Generated 09/29/2026 09:23:46 AM

Ordinance / Resolution Number:

Be it ordained/resolved by the **BROWNSBURG COMMUNITY SCHOOL CORPORATION** that for the expenses of **BROWNSBURG COMMUNITY SCHOOL CORPORATION , Hendricks County** for the year ending December 31, **2027** the sums herein specified are hereby appropriated and ordered set apart out of the several funds herein named and for the purposes herein specified, subject to the laws governing the same. Such sums herein appropriated shall be held to include all expenditures authorized to be made during the year, unless otherwise expressly stipulated and provided for by law. In addition, for the purposes of raising revenue to meet the necessary expenses of **BROWNSBURG COMMUNITY SCHOOL CORPORATION , Hendricks County**, the property tax levies and property tax rates as herein specified are included herein. Budget Form 4-B for all funds must be completed and submitted in the manner prescribed by the Department of Local Government Finance.

This ordinance/resolution shall be in full force and effect from and after its passage and approval by the **BROWNSBURG COMMUNITY SCHOOL CORPORATION**.

Name of Adopting Entity / Fiscal Body	Type of Adopting Entity / Fiscal Body	Date of Adoption
Brownsburg Community School Corporation Board of School Trustees	School Board	10/05/2026

Estimated Maximum Property Tax Levy

The data below represents the current estimate of the maximum amount of property taxes that can be raised for funds that are subject to a maximum property tax levy.

Property Tax Max Levy Type	Estimated Maximum Property Tax Levy	Total Property Tax Levies	Status
School Operating	\$19,690,561	\$19,690,561	At Estimated Maximum Levy

Funds					
Property Tax Max Levy Type	Fund Code	Fund Name	Adopted Budget	Adopted Tax Levy	Adopted Tax Rate
Debt	0180	DEBT SERVICE	\$53,219,808	\$58,394,540	\$1.4619
Not Eligible	3101	EDUCATION	\$83,277,190	\$0	\$0.0000
School Operating	3300	OPERATIONS	\$26,672,870	\$19,690,561	\$0.4930
			\$163,169,868	\$78,085,101	1.9549

Name		Signature
Dr. Katie Dixon	Aye ☐ Nay ☐ Abstain ☐	

ORDINANCE OR RESOLUTION FOR APPROPRIATIONS AND TAX RATES

State Form 55865 (7-15)

Approved by the State Board of Accounts, 2015

Prescribed by the Department of Local Government Finance

Budget Form No. 4

Generated 09/29/2026 09:23:46 AM

Jessica Heffernan	Aye ☐ Nay ☐ Abstain ☐	
Dr. Matt Freije	Aye ☐ Nay ☐ Abstain ☐	
Gordon Hayward	Aye ☐ Nay ☐ Abstain ☐	
Mike Wells	Aye ☐ Nay ☐ Abstain ☐	

ATTEST		
Name	Title	Signature
Dr. Katie Dixon	President	

In accordance with IC 6-1.1-17-16(k), we state our intent to issuse debt after December 1 and before January 1

Yes ☐ No ☐

In accordance with IC 6-1.1-17-16(k), we state our intent to file a shortfall appeal after December 1 and before December 31

Yes ☐ No ☐

RESOLUTION TO ADOPT BUS REPLACEMENT PLAN
Budget Year 2027

This resolution is adopted by the Board of Trustees of the School Corporation below:

School Corporation Name:	Brownsburg Community School Corporation
County:	Hendricks

WHEREAS, A School Bus Replacement Plan has been established; and

WHEREAS, the Board of Trustees is required under IC 20-40-18-9 to adopt a plan for the School Bus Replacement Plan; and

WHEREAS, the Board of Trustees held a public hearing on the plan date and place below:

Meeting Date:	9/14/2026
Meeting Location:	310 Stadium Drive, Brownsburg, IN 46112

THEREFORE, BE IT RESOLVED, by the Board of Trustees that the plan entitled "Bus Replacement Plan" this resolution, and is adopted as the Board of Trustees' Plan with respect to the School Bus Replacement Plan.

BE IT FURTHER RESOLVED, that the Board of Trustees shall submit a certified copy of this resolution to the Department of Local Government Finance as required by IC 20-40-18-9.

Adoption Date:	10/5/2026
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AYE

NAY

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Attest: _____

Secretary of Board of School Trustees

RESOLUTION TO ADOPT THE CAPITAL PROJECTS FUND PLAN
Budget Year 2027

This resolution is adopted by the Board of Trustees of the School Corporation below:

School Corporation Name:	Brownsburg Community School Corporation
County:	Hendricks

WHEREAS, A Capital Project Plan has been established; and

WHEREAS, the Board of Trustees is required under IC 20-40-18-6 to adopt a plan for the Capital Project Plan; and

WHEREAS, the Board of Trustees held a public hearing on the plan date and place below:

Meeting Date:	9/14/2026
Meeting Location:	F.L. O'Neal Administration Building, 310 Stadium Dr

THEREFORE, BE IT RESOLVED, by the Board of Trustees that the plan entitled "2027 Capital Project Plan" this resolution, and is adopted as the Board of Trustees' Plan with respect to the Capital Project Plan.

BE IT FURTHER RESOLVED, that the Board of Trustees shall submit a certified copy of this resolution to the Department of Local Government Finance as required by IC 20-40-18-6.

Adoption Date:	10/5/2026
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AYE

NAY

Attest: _____

Secretary of Board of School Trustees

VII. OLD BUSINESS

C. Recommendation to Authorize 2027 Budget Adjustment – Mr. Hacker

Superintendent's Recommendation:

It is recommended that the Board approve the resolution authorizing the ability for Mr. Hacker to make necessary adjustments to the 2027 budgets during the review process (after receiving the 1782 from the Department of Local Government and Finance).

Background Information

The Department of Local Government and Finance now requires that the governing body of the school corporation pass a resolution to authorize the Corporation Treasurer to make the appropriate adjustments during the budget review process.

RESOLUTION TO AUTHORIZE 2027 BUDGET ADJUSTMENTS

WHEREAS, The Board of School Trustees of the Brownsburg Community School Corporation, Brownsburg, Hendricks County, Indiana, and

WHEREAS, expenditure calculations used to prepare the budget and establish tax levies and rates for advertisements are predictions of events that may take place over the next several months, and

WHEREAS, said Board is of the position to ensure that the Brownsburg Community School Corporation imposes the most appropriate tax rate on the patrons of Brownsburg to ensure appropriate levies to fund the school budget;

THEREFORE, BE IT RESOLVED, that said Board authorizes the Treasurer to make any necessary adjustments to the projections, balances, and tax rates used in the creation of the 2027 budget.

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ADOPTED THIS 5th day of October, 2026.

Katie Dixon, President
Brownsburg Community School Board of Trustees

ATTEST:

Gordon Hayward, Secretary
Brownsburg Community School Board of Trustees

VIII. NEW BUSINESS

No new business items.

IX. SUPERINTENDENT'S COMMENTS

X. BOARD MEMBER COMMENTS

XI. ADJOURNMENT

Brownsburg Community School Corporation
2026 Monthly Financial Report
Actuals Through 08/31/2026

**2026 Revenues, Expenditures, and Balances
Budgeted and Related Funds
(HEA 1009)**

	Balances 8/1/2026	Aug-26 Revenues	Aug-26 Expenditures	Transfers	Balances 8/31/2026
Education Fund	\$ (366,691)	\$ 7,457,105	\$ 6,415,368		\$ 675,047
Debt Service Fund	1,614,575	-	-		1,614,575
Operations Fund	887,827	148,770	1,778,721		(742,123)
Rainy Day Fund	4,827,025	-	-		4,827,025
Totals	<u>\$ 6,962,737</u>	<u>\$ 7,605,875</u>	<u>\$ 8,194,089</u>		<u>\$ 6,374,524</u>