



INDIANA STATE BOARD OF EDUCATION

To: Indiana State Board of Education Members
From: Timothy Schultz, General Counsel—Indiana State Board of Education
Date: July 10, 2019
RE: Latch Key Program Waiver Request—Fairfield Community Schools

Recommendation: Approve the Latch Key Program Waiver Request.

Fairfield Community Schools (“Fairfield”) is seeking approval of a school-age child care program requirement waiver for the 2019-2020 school year. Approval by the Indiana State Board of Education (“Board”) is required for Latch Key program waivers according to IC 20-26-5-2.

School-age child care programs, commonly known as Latch Key programs, are programs which provide care and education for children of working parents. This program is designed to be a link between the home and the school. Certified, qualified and experienced child care providers supervise, teach and interact with children to ensure that they are cared for, supervised, exposed to many learning activities, allowed to complete homework and share enjoyment in a relaxed and carefully designed developmentally appropriate environment.

A school corporation may seek a waiver from the child care program requirement if the school corporation believes compliance with the requirement would result in “undue hardship.” IC 20-26-5-2(c) explains:

(c) A school corporation shall receive a waiver from the state board of the requirement under subsection (a) if the school corporation believes that the school corporation would experience an undue hardship due to a low number of eligible children intending to use a child care program, regardless of whether the child care program is conducted by the school corporation or under a contractual agreement. **To receive a waiver, the school corporation must include a detailed description of the school corporation's attempt to implement a child care program, including the following:**

- (1) A description of the steps taken to:
 - (A) conduct a child care program described in subsection (a)(1); or
 - (B) actively solicit nonprofit organizations or for-profit organizations to implement a child care program as provided in subsection (a)(2).
- (2) Evidence that a request in writing was made to each parent to contact the school corporation to indicate the parent's willingness to use a child care program and documentation of the results received from parents.

In other words, to be eligible for such a waiver, the school corporation must demonstrate that it has made a good-faith effort to determine the feasibility of creating such a program as well as parent interest in utilizing a Latch Key program.

The Indiana Department of Education's ("Department") publicized deadline for all waiver requests is September 1st of each year.¹ Fairfield's Latch Key program waiver request was submitted prior to the deadline.

Fairfield provided supporting documentation, including:

- A written description of the steps taken to determine the feasibility of a Latch Key program and/or to actively solicit other non-profit or for-profit organizations to implement the program.
- Evidence that a request in writing was made to all parents to contact the school corporation to indicate their willingness to utilize the Latch Key program and documentation of any parental survey results.
- Analysis of parent interest and projected attendance from the implementation of such a program.
- The nature of the hardship that the school corporation would experience due to a low number of eligible children intending to utilize the Latch Key program services.

The Department has deferred to the Board's discretion for approval or rejection of Fairfield's Latch Key program waiver request for the 2019-2020 school year.

Recommendation: as IC 20-26-5-2(c) states that a "school corporation shall receive a waiver" if it provides the information outlined in the statute, Board staff recommend granting the waiver.

¹ <https://www.doe.in.gov/21stccle/latch-keyschool-age-child-care-program>



Dr. Jennifer McCormick
Superintendent of Public Instruction

DEPARTMENT OF EDUCATION

Working Together for Student Success

WAIVER FORM

Indiana State Board of Education
School-Age Child-Care Program Waiver
Submission Date: _____

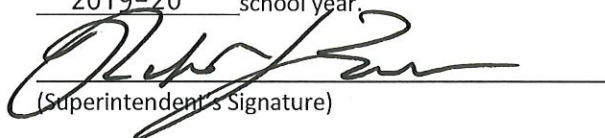
Deadline: September 1st (Annually)

May 21, 2019

Fairfield Community Schools requests a waiver of the requirement that it make a school-age child-care program available to all children in Kindergarten through Grade Six as required by IC 20-26-5-2, because the school corporation would experience an undue hardship due to the low number of eligible children intending to use the child care program. In support of this request, the school corporation submits the following detailed description of its attempt to implement a child care/latchkey program:

1. A description of the steps taken by the school corporation to conduct a latch-key program or to actively solicit other nonprofit organizations or for-profit organizations to implement the program as described in IC 20-26-5-2(a). [IC 20-26-5-2(c)(1)]
2. Evidence that a request in writing was made to all parents to contact the school corporation to indicate their willingness to utilize the latch-key program. Attach a copy of the survey along with documentation of the results received from parents in this regard. [IC 20-26-5-2(c)(2)]
3. The nature of the hardship that the school corporation would experience due to a low number of eligible children intending to utilize the services of the latch-key program, as described in item 2 of this request, regardless of whether the latch-key program is conducted by the school or under a contractual agreement. [IC 20-26-5-2(c)]

The school corporation believes that the hardship described in item 3 of this request constitutes an undue hardship, and requests that the Indiana State Board of Education grant a waiver of the requirements of IC 20-26-5-2 for the 2019-20 school year.


(Superintendent's Signature)

Dr. Robert Evans
(Superintendent's Name Printed)

67240 County Road 31
(Address)

Goshen, IN 46528
(City) (Zip)

(574) 831-2188
(Area Code) (Telephone number)



FAIRFIELD

COMMUNITY SCHOOLS

67240 CR 31, Goshen, IN 46528

Dr. Bruce Stahly, Interim Superintendent
Monica Kegerreis, Assistant Superintendent
Philip R. Menzie, Business Manager

phone: (574) 831-2188

fax: (574) 831-5698

email: bstahly@fairfield.k12.in.us

May 21, 2019

Ms. DeVonne Richburg
Indiana Department of Education
115 W. Washington St.
South Tower, Suite 600
Indianapolis, IN 46204

Dear Ms. Richburg:

Enclosed please find our School Age Child Care Waiver form for the 2019-2020 school year.

I have included copies of the forms that were sent to parents surveying their participation, exhibit(s) calculating that the program would be cost prohibitive, and copies of the Board minutes showing that our School Board approved the request for the waiver.

If you need anything else, please contact me.

Sincerely,

FAIRFIELD COMMUNITY SCHOOLS

Philip R. Menzie
Business Manager

/pm

WAIVER FORM
2019-20 School Year

Indiana State Board of Education
School Age Child-Care Program Waiver

FAIRFIELD COMMUNITY SCHOOLS requests a waiver of the requirement that it make a school-age child-care program available to all children in Kindergarten through Grade 6 as required by IC 20-26-5-2. In support of this request, the school corporation submits the following detailed information required by law:

1. A description of the steps taken to conduct its own latch key program or to actively solicit other not-for-profit organizations or for-profit organizations to implement the latch key program. [IC 20-26-5-2 (c) (1)]

The three (3) elementary schools in the corporation (Benton, Millersburg, & New Paris) sent out surveys in the community to gain input on the need for a school-age child-care program. The results were tallied according to those students attending each of the three elementary schools next school year. The results are provided below:

School	Daily	Several Times Weekly	Only Occasionally
Benton	9	8	16
Millersburg	1	0	4
New Paris	8	8	10

2. Evidence that a request in writing was made to all parents to contact the school corporation to indicate willingness to utilize the latch-key program (attached copy) and documentation of the results received from parents in this regard. [IC 20-26-5-2 (c) (2)]

A survey was sent home. A copy of the form that was sent from each school is enclosed.

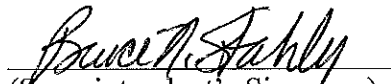
3. The nature of the hardship that the school corporation would experience due to a low number of eligible children intending to utilize the services of the latch-key program, as described in Section 2 of this request regardless of whether the latch-key program is conducted by the school or under a contractual agreement. [IC 20-26-5-2 (c)] (Please include a detailed analysis of the financial hardship.)

Cost of such a program versus the income would not be profitable and it is doubtful all persons indicating interest in the program would actually follow through.

See attached "Exhibit A" for the cost estimate.

4. Based upon the Indiana Department of Education letter dated 8/14/2003, which stated "since the legislation does not require that a school-age child care (latch-key) program be offered in each elementary school building, just that a program be made available to all children in Grades K-6 and transportation provided in order to meet a reasonable level of program access, that an investigation regarding the feasibility of offering such a program at just one site, New Paris Elementary, be conducted for school year 2004-2005". The investigation regarding the feasibility of offering the program for 2019-2020 school year was completed, with the cost estimate being attached as "Exhibit B".

The school corporation believes that the hardship described in Section 3 or Section 4 of this request constitutes an undue hardship, and requests that the Indiana State Board of Education grant a waiver of the requirements of IC 20-26-5-2 for the 2019-20 school year.


(Superintendent's Signature)

Bruce Stahly
(Superintendent's Name)

67240 C.R. 31
(Address)

Goshen, IN 46528

(574) 831-2188
(Area Code) (Telephone Number)

Return form and attachments to:
DeVonne Richburg
Indiana Department of Education
115 W. Washington Street
South Tower, Suite 600
Indianapolis, IN 46204

Fairfield After School Care Survey

Fairfield Community Schools is considering the need for after school care for elementary age students during the 2019 – 2020 school year. The care would be provided at the school. If you are interested in having after school care for your school age children during the 2019 – 2020 school year, please complete the form below and return it to the school office by Friday, April 19th. This information will be used to help plan the program and does not commit you to your response at this time. Please contact the Benton Elementary School office at 831-2192 with questions or comments. Thank you for your assistance.

Fairfield After School Care Survey

Yes, I am interested in after school care for my school age child, provided by an independent organization at Benton Elementary School for the 2019 – 2020 school year.

I have _____ children who would be involved.

My Children are in grades _____.

I would be interested in after school care in the following way:

Daily

Several Times Weekly

Only Occasionally

I would like the care to be available from after school until _____ P.M.

My address is: _____

My home telephone number is _____ and my work/cell number is _____.

Parent's Signature

Date

Fairfield After School Care Survey

Fairfield Community Schools is considering the need for after school care for elementary age students during the 2019 – 2020 school year. The care would be provided at the school. If you are interested in having after school care for your school age children during the 2019 – 2020 school year, please complete the form below and return it to the school office by Friday, April 19th. This information will be used to help plan the program and does not commit you to your response at this time. Please contact the Millersburg Elementary School office at 642-3074 with questions or comments. Thank you for your assistance.

Fairfield After School Care Survey

Yes, I am interested in after school care for my school age child, provided by an independent organization at Millersburg Elementary School for the 2019 – 2020 school year.

I have _____ children who would be involved.

My Children are in grades _____.

I would be interested in after school care in the following way:

Daily

Several Times Weekly

Only Occasionally

I would like the care to be available from after school until _____ P.M.

My address is: _____

My home telephone number is _____ and my work/cell number is _____.

Parent's Signature

Date

Fairfield After School Care Survey

Fairfield Community Schools is considering the need for after school care for elementary age students during the 2019 – 2020 school year. The care would be provided at the school. If you are interested in having after school care for your school age children during the 2019 – 2020 school year, please complete the form below and return it to the school office by Friday, April 19th. This information will be used to help plan the program and does not commit you to your response at this time. Please contact the New Paris Elementary School office at 831-2196 with questions or comments. Thank you for your assistance.

Fairfield After School Care Survey

Yes, I am interested in after school care for my school age child, provided by an independent organization at New Paris Elementary School for the 2019 – 2020 school year.

I have _____ children who would be involved.

My Children are in grades _____.

I would be interested in after school care in the following way:

Daily

Several Times Weekly

Only Occasionally

I would like the care to be available from after school until _____ P.M.

My address is: _____

My home telephone number is _____ and my work/cell number is _____.

Parent's Signature

Date

Exhibit A

FAIRFIELD COMMUNITY SCHOOLS #2155
 Latch Key Information
 2019-2020 School Year

Cost Estimate:		<u># of Staff</u>	<u>O/T Hrly Rate</u>	<u># of Hours</u>	<u>Total</u>
Daily Wages:	Instructional Staff	5	\$23.76	3.5	\$415.80
	Secretarial Staff	3	\$26.85	2.5	\$201.38
Daily Benefits:	Instructional Staff	21.85%			\$90.85
	Secretarial Staff	21.85%			\$44.00

Total Wages & Benefits:	<u>Amt/Day</u>	<u># of Days</u>	<u>Wkly Amt</u>	<u># of Wks</u>	<u>Annual Amt</u>
Instructional Staff					
	Wages	\$415.80	5.0	\$2,079.00	36.0
	Benefits	\$90.85	5.0	\$454.26	36.0
Secretarial Staff					
	Wages	\$201.38	5.0	\$1,006.88	36.0
	Benefits	\$44.00	5.0	\$220.00	36.0
Materials Cost:	\$714 per site	(\$19.83/week)			\$2,142.00
Other Costs:	3 Building Program Administrators		3 x \$2,500		\$7,500.00
Total Cost:					\$145,006.99

Income Estimate:	<u>Daily</u>	<u>Several Times</u>	<u>Occasionally</u>	<u>Amt/Day</u>	<u>Amt/Wk</u>	<u>Annual Amt</u>
Benton	9	8	16	\$8.00	\$680.00	\$24,480.00
Millersburg	1	0	4	\$8.00	\$72.00	\$2,592.00
New Paris	8	8	10	\$8.00	\$592.00	\$21,312.00
Total Income:						\$48,384.00
Estimated Loss						(\$96,622.99)

Assumptions:

- a. One (1) secretary required per building.
- b. Instructional staff estimated at 1 per 10 children
- c. Benefits were estimated at 21.85% (PERF 14.2%; FICA 7.65%)
- d. After-school child care rate estimated at \$8 per day
- e. Number of days of care--daily-5; several times-3; occasionally-1

Fairfield School Board believes that we should not conduct a school-age child care program on this basis. The Board approved the application for a waiver at the May 9, 2019 meeting. See the enclosed minutes.

Exhibit B

FAIRFIELD COMMUNITY SCHOOLS #2155
 Latch Key Information
 2019-2020 School Year

Cost Estimate:		<u># of Staff</u>	<u>O/T Hrly Rate</u>	<u># of Hours</u>	<u>Total</u>
Daily Wages:	Instructional Staff	5	\$23.76	3.5	\$415.80
	Secretarial Staff	1	\$26.85	2.5	\$67.13
Daily Benefits:	Instructional Staff	21.85%			\$90.85
	Secretarial Staff	21.85%			\$14.67

Total Wages & Benefits:	<u>Amt/Day</u>	<u># of Days</u>	<u>Wkly Amt</u>	<u># of Wks</u>	<u>Annual Amt</u>
Instructional Staff					
Wages	\$415.80	5.0	\$2,079.00	36.0	\$74,844.00
Benefits	\$90.85	5.0	\$454.26	36.0	\$16,353.41
Secretarial Staff					
Wages	\$67.13	5.0	\$335.63	36.0	\$12,082.50
Benefits	\$14.67	5.0	\$73.33	36.0	\$2,640.03
Materials Cost:					\$1,000.00
Other Costs:	1 Building Program Administrator				\$2,500.00

Transportation:					
	2 drivers @ \$44.13 (1/2 daily rate) per day x 180 days				\$15,886.80
	Benefits for 2 drivers @ \$9.64 per day				\$3,470.40
	Fuel & maintenance 27 miles @ \$.58 per mile x 180 days				\$5,637.60

Total Cost: \$134,414.74

Income Estimate:	<u>Daily</u>	<u>Several Times</u>	<u>Occasionally</u>	<u>Amt/Day</u>	<u>Amt/Wk</u>	<u>Annual Amt</u>
Benton	9	8	16	8.00	\$680.00	\$24,480.00
Millersburg	1	0	4	8.00	\$72.00	\$2,592.00
New Paris	8	8	10	8.00	\$592.00	\$21,312.00
Total Income:						\$48,384.00
Estimated Loss						(\$86,030.74)

Assumptions:

- a. One (1) secretary required
- b. Instructional staff estimated at 1 per 10 children
- c. Benefits were estimated at 21.85% (PERF 14.2%; FICA 7.65%)
- d. After-school child care rate estimated at \$8 per day
- e. Number of days of care--daily-5; several times-3; occasionally-1
- f. 2 additional drivers required for 1/2 day rate; parents would pick up students at NPE
- g. Does not include purchasing 2 additional buses

Fairfield School Board believes that we should not conduct a school-age child care program on this basis. The Board approved the application for a waiver at the May 9, 2019 meeting. See the enclosed minutes.

FAIRFIELD COMMUNITY SCHOOLS
BOARD MEETING MINUTES
May 9, 2019

President Marilee Keim called the meeting to order with all board members present

Visitors were Amy Bertram, Teresa Zook, Carla Hochstetler, Megan Gingerich, Shanda Branneman, Danae Wirth, Janelle Martin, Devon Miller, Diane Miller, A.J. Miller, Liz Yoder, Caryn Howell, Kim Mumaw, Jeff Richendollar, Ann Carboneau, Angie Higginbotham, Lisa Firestone, Kerri Downing, Katie Downing, Mariela Pizana, Megan Davidhizar, Tricia Stilwell, Jillian Shively, Nadine Godfrey, Joey Korenstra, Nancy Haines

Janelle Martin, Music Booster Treasurer spoke to support reclassifying the position currently held by Larry Becker to reflect additional responsibilities.

Cosmetology Teacher, Lisa Firestone and Skills students were recognized by the board for their excellent work at Skills USA where Lisa Firestone received honors as USA Advisor of the year. Joey Korenstra, Culinary Arts and Katie Downing and Mariela Pizana, Cosmetology reported on their experience at Skills USA.

Danae Wirth, Monica Kegerries, Steve Thalheimer, Carla Hochstetler, Megan Gingerich, Teresa Zook, Tracy Zook, Nadine Godfrey, Jillian Shively, Trisha Stilwell and Lynette Heath were recognized for their work in helping Benton Elementary School, New Paris Elementary School and Millersburg Elementary Middle School achieve STEM Certified School status.

There were no Committee Reports

Nancy Haines, Job Pathways Advisor at Fairfield Jr-Sr High School reported on the success of the Mentorship/Internship programs at Fairfield Jr-Sr High School.

Liz Yoder, Guidance Counselor at Fairfield Jr-Sr High School reported that a number of students successfully earned dual credits this year and that even more students will be working toward dual credits for the 2019-20 school year.

Discussion items were shared by Interim Superintendent Bruce Stahly.

Dr. Stahly discussed the need for the English Language Learner Coordinator position to be full-time.

Dr Stahly also discussed the need for the board to consider a long-range site plan for the Fairfield Jr-Sr High School grounds.

Trent Hostetler made and Aaron Rink supported the following:

- a. Minutes of the April 11, 2019 meeting
- b. Claims 33476 through 33691 in the amount of \$990,029.15; payroll claims in the amount of \$874,816.24
- c. Administrative Leave
- d. There were 41 professional leave requests
- e. Approve Resignations
 1. Cally Erb – Spanish Teacher at Fairfield Jr-Sr High School
 2. Jill Byrd – English Teacher at Fairfield Jr-Sr High School
 3. Erma Mishler – Lifeskills paraprofessional at Millersburg Elementary-Middle School
 4. Ashley Cook – Special Education paraprofessional at Millersburg Elementary-Middle School

5. Emily Stair – Cook at Millersburg Elementary-Middle School
 6. Reid Kammerdiener – Fairfield Jr-Sr High School Summer Junior High Baseball Coach
 7. Troy Beachy – Fairfield Jr-Sr High School Varsity Boys Basketball Coach
 8. Joyce Anderson – New Paris Elementary School Paraprofessional
- e. Approve Employments
1. Jessica Trejo – Grade 2 Teacher at Benton Elementary School
 2. Miranda Moss – Speech Language Pathologist - Benton Elementary School, New Paris Elementary School, and Fairfield Jr-Sr High School
 3. Courtney Troyer – Grade 4 Teacher at Millersburg Elementary-Middle School
 4. Taylor Fisher – Grade 5 Teacher at Millersburg Elementary-Middle School
 5. Jenna Groff – Grade 1 Teacher at Millersburg Elementary-Middle School
 6. Summer School Paraprofessionals – Karmel Strauss, Dawn Thomas, Jessica Baucom, Loretta Sholtey, Kim Yoder
 7. Jared Miller – Fairfield Jr-Sr High School Summer Junior High Baseball Co-Coach
 8. Summer School Bus Drivers – Jill Miller, Sally Poff, & Lon Erb with Patty Fry as the substitute
 9. Niva Beachy as Summer School Special Education Paraprofessional
- f. Approve Retirements
1. Melissa Yoder – Building Secretary at Fairfield Jr-Sr High School
 2. Jane Yoder – Grade 5 Teacher at Millersburg Elementary-Middle School
 3. James Baumgartner – Grade 5 Teacher at Millersburg-Elementary Middle School

The motion passed unanimously. A copy of the professional leaves follows these minutes.

There was no old business

New Business

Business Manager Phil Menzie was absent.

Interim Superintendent Bruce Stahly presented the recommendation from Phil Menzie, Business Manager to approve the following expense items over \$20,000

1. A new Combi Oven at Fairfield Jr-Sr High School in the amount of \$26,175.34 to be paid to C&T Designs from School Lunch Funds.
2. Asphalt sealing and crack filling at New Paris Elementary School by Super Seal Inc., in the amount of \$21,334.00

Greg Kitson made and Sarah Elledge supported the motion, the motion passed unanimously.

Interim Superintendent Bruce Stahly presented the recommendation from Phil Menzie, Business Manager to approve the request for waiver of the requirement to offer an After-School Child Care Program for the 2019-20 school year based upon the analysis that shows that this program would be cost prohibitive. Trent Hostetler made and Greg Kitson supported the motion, the motion passed unanimously.

Interim Superintendent Bruce Stahly presented the recommendation from Phil Menzie, Business Manager to approve Meal Price Increases for 2019-20 based upon requirements from USDA. Prices for lunches to increase by .10 cents for Students and Adults. Adult breakfast will increase by .05 cents. Trent Hostetler made and Greg Kitson supported the motion, the motion passed unanimously.

Interim Superintendent Bruce Stahly presented the recommendation from Phil Menzie, Business Manager to approve application for Common School Fund Loan in the amount of \$215,213.00 for the purchase of student computers. Sarah Elledge made and Greg Kitson supported the motion, the motion passed unanimously.

Interim Superintendent Bruce Stahly presented the recommendation from Phil Menzie, Business Manager to approve a purchase over \$20,000 for bus cameras for the interior and stop arms to be purchased from Midwest Transit Equipment. Greg Kitson made and Aaron Rink supported the motion, the motion passed unanimously.

Assistant Superintendent, Monica Kegerreis introduced Fairfield Jr-Sr High School English Teachers Ann Carboneau and Megan Davidhizar who presented information on a Pilot Program for 10th and 11th Grade Honors Book Selection Program. Recommended that Textbook Rental Fees be used to purchase books for the program. Aaron Rink made and Greg Kitson supported the motion, the motion passed unanimously.

Assistant Superintendent, Monica Kegerreis presented information regarding HEA 1001, Section 223 Amended Kindergarten enrollment date change for inclusion in ADM count, no change to kindergarten entrance age – at least 5 by August 1. No action required.

Interim Superintendent Bruce Stahly recommended the board approve a Highly Effective Performance Stipend in the amount of \$3,000 for Dr. Steve Thalheimer for school year 2017-18 which is the same amount as 2016-17. Greg Kitson made and Aaron Rink supported the motion, the motion passed unanimously.

Interim Superintendent Bruce Stahly recommended the board approve Teacher on Special Assignment positions at Benton & New Paris Elementary Schools to assist principals with walk-through evaluations. Trent Hostetler made and Greg Kitson supported the motion, the motion passed unanimously.

Interim Superintendent Bruce Stahly recommended the board approve a change to a Licensed Classified Contract for Speech Language Pathologist Handbook which includes Hiring Pay Schedule. Aaron Rink made and Greg Kitson supported the motion, the motion passed unanimously.

Interim Superintendent Bruce Stahly recommended the board approve a resolution adding the Speech Language Pathologist position to a Public Employee Retirement Fund (PERF) Covered Position. Trent Hostetler made and Sarah Elledge supported the motion, the motion passed unanimously.

Interim Superintendent Bruce Stahly recommended the board table the motion for the addition of a Social Work position for corporation until next month. Trent Hostetler made and Greg Kitson supported the motion to table, the motion to table passed unanimously.

Interim Superintendent Bruce Stahly recommended the board approve changes in the athletic eligibility for these non-full-time Fairfield Students: Homeschooled, Non-Public/Non-Accredited School students, Innovative School students and Virtual School students. These changes are in-line with IHSA eligibility guidelines. Trent Hostetler made and Sarah Elledge supported the motion, the motion passed unanimously.

Interim Superintendent Bruce Stahly recommended the board approve transfer student caps as outlined below with a deadline for applications of May 31st. If caps are reached by this deadline, then there will be a random drawing for accepting students. If caps are not reached by this deadline date, then transfer students will continue to be admitted and approved on a first come basis until caps are reached or February 1, 2020 whichever comes first. All kindergarten classes will be capped at 24-25 students with the possibility of an added paraprofessional. Also recommended that the board waive any transfer tuition charges for students for the 2019-20 school year.

Benton	1 st – 6; 2 nd – 3; 3 rd – 2; 4 th – 2; 5 th – 3; 6 th – 4
New Paris	1 st – 0; 2 nd – 3; 3 rd – 7; 4 th – 7; 5 th – 8; 6 th – 12
Millersburg	1 st – 5; 2 nd – 7; 3 rd – 2; 4 th – 5; 5 th – 0

Greg Kitson made and Sarah Elledge supported the motion, the motion passed unanimously.

Interim Superintendent Bruce Stahly recommended the board approve increasing FJSHS positions: Spanish position from 5/8 to full-time; Science position from 5/8 to full-time; Choir position from ½ to full-time. Greg Kitson made and Aaron Rink supported the motion, the motion passed unanimously.

Interim Superintendent Bruce Stahly recommended the board approve additional paraprofessional at MEMS 5th grade due to large class size and other needs. Trent Hostetler made and Greg Kitson supported the motion, the motion passed unanimously.

Interim Superintendent Bruce Stahly recommended the board approve continuing the contract with The Crossing School of Business and Entrepreneurship (alternative school). Trent Hostetler made and Aaron Rink supported the motion, the motion passed unanimously.

Interim Superintendent Bruce Stahly recommended the board approve the extension of the lease with Fairfield Food Pantry. Greg Kitson made and Aaron Rink supported the motion, the motion passed unanimously.

Interim Superintendent Bruce Stahly recommended the board approve permission to advertise for bids for contracted bus service for Route #18. Bids are to be in by June 24, 2019 at 10:00 A.M. Sarah Elledge made and Trent Hostetler supported the motion, the motion passed unanimously.

Interim Superintendent Bruce Stahly requested the board accept a donation from the Fairfield Alumni Association to support Fairfield student athletes for approximately \$34,600 for equipment. Trent Hostetler made and Greg Kitson supported the motion, the motion passed unanimously.

Signed Previously Approved Summer School Contracts for Brittany Scheetz, Mary Jo Martin, Tracy Zook, Carla Herschberger, Ryan LeCount, Lori Wilson and Lynette Heath and Previously Approved Extra-Curricular Contracts for Nancy Haines, Doug Garrison, Newell Phebus, Michelle Vanderreyden-Yoder, Kelsey Todt, Elizabeth Yoder, Darin Holsopple.

Upon proper motion and second the meeting adjourned at 7:42 p.m.

The School Board will hold a hearing on the new superintendent's contract on Tuesday, May 14th at 6:00 P.M.

The School Board will hold a meeting on Thursday, May 23 at 7:30 AM to approve the contract for the new superintendent

The next school board meeting is scheduled for June 13, 2019 at 6:00 PM at Fairfield Community Schools Central Office.



INDIANA STATE BOARD OF EDUCATION

To: Indiana State Board of Education Members
From: Timothy Schultz, General Counsel—Indiana State Board of Education
Date: July 10, 2019
RE: Latch Key Program Waiver Request—Greensburg Community School Corporation

Recommendation: Approve the Latch Key Program Waiver Request.

Greensburg Community School Corporation (“Greensburg”) is seeking approval of a school-age child care program requirement waiver for the 2019-2020 school year. Approval by the Indiana State Board of Education (“Board”) is required for Latch Key program waivers according to IC 20-26-5-2.

School-age child care programs, commonly known as Latch Key programs, are programs which provide care and education for children of working parents. This program is designed to be a link between the home and the school. Certified, qualified and experienced child care providers supervise, teach and interact with children to ensure that they are cared for, supervised, exposed to many learning activities, allowed to complete homework and share enjoyment in a relaxed and carefully designed developmentally appropriate environment.

A school corporation may seek a waiver from the child care program requirement if the school corporation believes compliance with the requirement would result in “undue hardship.” IC 20-26-5-2(c) explains:

(c) A school corporation shall receive a waiver from the state board of the requirement under subsection (a) if the school corporation believes that the school corporation would experience an undue hardship due to a low number of eligible children intending to use a child care program, regardless of whether the child care program is conducted by the school corporation or under a contractual agreement. **To receive a waiver, the school corporation must include a detailed description of the school corporation's attempt to implement a child care program, including the following:**

(1) A description of the steps taken to:

- (A) conduct a child care program described in subsection (a)(1); or
- (B) actively solicit nonprofit organizations or for-profit organizations to implement a child care program as provided in subsection (a)(2).

(2) Evidence that a request in writing was made to each parent to contact the school corporation to indicate the parent's willingness to use a child care program and documentation of the results received from parents.

In other words, to be eligible for such a waiver, the school corporation must demonstrate that it has made a good-faith effort to determine the feasibility of creating such a program as well as parent interest in utilizing a Latch Key program.

The Indiana Department of Education's ("Department") publicized deadline for all waiver requests is September 1st of each year.¹ Greensburg's Latch Key program waiver request was submitted prior to the deadline.

Greensburg provided supporting documentation, including:

- A written description of the steps taken to determine the feasibility of a Latch Key program and/or to actively solicit other non-profit or for-profit organizations to implement the program.
- Evidence that a request in writing was made to all parents to contact the school corporation to indicate their willingness to utilize the Latch Key program and documentation of any parental survey results.
- Analysis of parent interest and projected attendance from the implementation of such a program.
- The nature of the hardship that the school corporation would experience due to a low number of eligible children intending to utilize the Latch Key program services.

The Department has deferred to the Board's discretion for approval or rejection of Greensburg's Latch Key program waiver request for the 2019-2020 school year.

Recommendation: as IC 20-26-5-2(c) states that a "school corporation shall receive a waiver" if it provides the information outlined in the statute, Board staff recommend granting the waiver.

¹ <https://www.doe.in.gov/21stccle/latch-keyschool-age-child-care-program>

Latch Key Waiver (Indiana Code 20-26-5-2)

School corporations may seek a waiver from the child care program requirement if compliance would result in “undue financial hardship.” To be eligible for such a waiver, the school corporation must demonstrate that it has made a good-faith effort to implement a program and that, after sufficient notification, there was too little interest in such a program for implementation to be economically feasible.

Latch Key Waiver Form

As part of a waiver request, school corporations must present:

- A written description of the steps taken to conduct a latch key program and/or to actively solicit other non-profits or for-profits organizations to implement a program – Example: A copy of child care solicitation letter and proposal from outside child care vendor with written description.
- Evidence that a request in writing was made to all parents to contact the school corporation to indicate their willingness to utilize the latch key program and documentation of any parent survey results – Example: A copy of the parent survey and results.
- The nature of the hardship that the school corporation would experience due to a low number of eligible children intending to utilize the latch key program services.
- Detailed financial analysis including the projected costs, attendance, and income expected from the implementation of such a program – Example: An estimated cost of staff wages and benefits, educational materials, transportation costs, and program income.

Note 2: School corporations must submit a **new waiver request each school year.**

Note 3: **DEADLINE: SEPTEMBER 1st ANNUALLY.**

WAIVER FORM

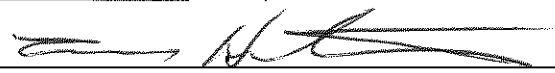
Indiana State Board of Education
School-Age Child-Care Program Waiver
Submission Date: July 1, 2019

Deadline: September 1th (Annually)

Greensburg Community School Corporation requests a waiver of the requirement that it make a school-age child-care program available to all children in Kindergarten through Grade Six as required by IC 20-26-5-2, because the school corporation would experience an undue hardship due to the low number of eligible children intending to use the child care program. In support of this request, the school corporation submits the following detailed description of its attempt to implement a child care/latchkey program:

1. A description of the steps taken by the school corporation to conduct a latch-key program or to actively solicit other nonprofit organizations or for-profit organizations to implement the program as described in IC 20-26-5-2(a). [IC 20-26-5-2(c)(1)]
2. Evidence that a request in writing was made to all parents to contact the school corporation to indicate their willingness to utilize the latch-key program. Attach a copy of the survey along with documentation of the results received from parents in this regard. [IC 20-26-5-2(c)(2)]
3. The nature of the hardship that the school corporation would experience due to a low number of eligible children intending to utilize the services of the latch-key program, as described in item 2 of this request, regardless of whether the latch-key program is conducted by the school or under a contractual agreement. [IC 20-26-5-2(c)]

The school corporation believes that the hardship described in item 3 of this request constitutes an undue hardship, and requests that the Indiana State Board of Education grant a waiver of the requirements of IC 20-26-5-2 for the 2019-2020 school year.


(Superintendent's Signature)

Thomas Hunter
(Superintendent's Name Printed)

1312 W. Westridge Parkway
(Address)

Greensburg, IN 47240
(City) (Zip)

(812) 663-4774
(Area Code) (Telephone number)

WAIVER FORM

Indiana State Board of Education School-Age Child-Care Program Waiver

Greensburg Community School Corporation requests a waiver of the requirement that it
(Name of School Corporation)
make a school-age child-care program available to all children in Kindergarten through Grade Six
as required by IC 20-5-2-15. In support of this request, the school corporation submits the
following detailed information required by law:

1. A description of the steps taken by the school corporation to conduct a latch-key program or to
Actively solicit other not-for-profit organizations or for-profit organizations to implement the
program.
[IC 20-5-2-1 -5(c)(1)]

See attached documentation.

2. Evidence that a request in writing was made to all parents to contact the school corporation to
indicate their willingness to utilize the latch-key program (attach copy) and documentation of the
results received from parents in this regard. [IC 20-5-2-15(c)(2)]

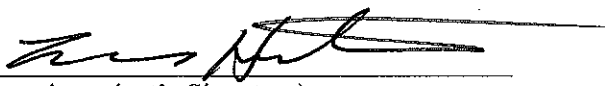
See attached documentation.

School-Age Child-Care Program Waiver – cont'd

3. The nature of the hardship that the school corporation would experience due to a low number of eligible children intending to utilize the services of the latch-key program, as described in Section 2 of this request, regardless of whether the latch-key program is conducted by the school or under a contractual agreement. [IC 20-5-2-1.5(c)]

See attached documentation.

The school corporation believes that the hardship described in Section 3 of this request constitutes an undue hardship, and requests that the Indiana State Board of Education grant a waiver of the requirements of IC 20-5-2-1.5 for the 2019-2020 school year.



(Superintendent's Signature)

Thomas Hunter

(Superintendent's Name Printed)

1312 W. Westridge Parkway

(Address)

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(City) (Zip)

(812)663-4774

(Area Code) (Telephone number)

GREENSBURG COMMUNITY SCHOOL CORPORATION

LATCH KEY PROGRAM

REQUEST FOR WAIVER

2019-2020 SCHOOL YEAR

INDIANA STATE BOARD OF EDUCATION
SCHOOL AGE CHILD CARE PROGRAM WAIVER

Greensburg Community School Corporation requests a waiver of the requirement that it make a school age child care program available to all children in K-6 as required by IC 20-26-5-2. The corporation submits the following detailed information that is required by law to support the request:

1. A description of the steps taken by the school corporation to conduct a latch key program or solicit other not-for-profit organizations or for-profit organizations to implement the program. IC 20-26-5-2(a)

- a. Decatur County Day Care (bus transportation provided by GCS)

- b. Decatur County YMCA (bus transportation provided by GCS)

There was no interest on the part of either of these current providers to have a program located in the elementary school. Both have facilities that currently provide school age child care and do not want to engage in programs not housed in their facilities. The YMCA currently offers an after-school program through a grant for elementary age children at Greensburg Elementary (3:00 to 6:00 pm daily for 80-100 students).

2. A survey was sent to each parent, with a return date of April 30, 2019, concerning interest in the latch key program.

Results of the survey: 2019-2020 School Year

1068 surveys were sent home to parents K-6

26 surveys were returned expressing interest (42 students interested)

There were a total of 1068 surveys distributed; the elementary school distributed 899 and the middle school distributed 169.

- A. Evidence is provided that a request was made to all parents, in writing, concerning the latch key program (copy enclosed).
- B. The results of the 2019-2020 survey indicate that the parents of the Greensburg Community School Corporation are not interested in the latch key program. The results of the survey (42/1068) indicated there was no need for the latch key program to be further pursued.

Financial Information

Estimated Daily Attendance: 42 students

Caretaker: 1 for every 10 students

4 caretakers x \$16.00 per hour x 3 hrs/day x 5 days/wk = \$960.00/wk

Supplies: \$135.00/ wk

Food: \$1.25 x 42 x 5 = \$262.25/ wk

Total weekly cost to Greensburg Schools: \$1,357.25

Total cost per student for Greensburg Schools: \$32.32 / wk (\$1,163/yr)

Total Cost of the program per year to Greensburg Community Schools: **\$48,861.00**

Caretakers: $4 \times 16 \times 3 \times 5 \times 36 = \$34,560$

Supplies: $\$135.00 \times 36 = \$4,860.00$

Food: $\$262.25 \times 36 = \$9,441.00$

Total cost to parents: \$20.00 / wk ($\$30,240.00 = \$20 \times 36 \text{ wks} \times 42 \text{ students}$)

Total income from parents: \$30,240.00

Loss to Greensburg Community Schools: \$18,621.00

Greensburg Community Schools requests a waiver based on:

1. An undue financial hardship would be placed on the school corporation.
2. Lack of participants in the program (only 42/1068 eligible students)
3. An undue hardship because the parents showed little interest in the program

Request for Waiver:

The Greensburg Community School Corporation requests the Indiana State Board of Education grant a waiver of the requirement of IC 20-26-5-2 for 2019-2020 school year.



Thomas Hunter, Superintendent
Greensburg Community School Corporation

AFTER SCHOOL PROGRAM SURVEY
"LATCH-KEY"

April 1, 2019

Dear Parent of Elementary Age Students:

The 1991 State Legislature passed a law that requires local school corporations to offer an after school "latch-key" program. This program would provide child care services (babysitting) from the time the school day ends to 6:00 P.M. Participating children would be required to be enrolled 5 days a week. There would be a fee charged for the program. The number of students enrolled would determine the fee. We can not project the fee at the current time. The program must pay for itself and we need to know the number of participants before assigning a cost.

If you are interested in taking part in this program, please complete the survey at the bottom of this letter and return the form to your building principal. This program is for students in grades K-6 and would be housed at Greensburg Elementary School.

Thank you for allowing me to explain this proposed service to you.

Sincerely,

Tom Hunter
Superintendent

Latch-Key Survey

Parent's Name: _____

Parent's Address: _____

Parent's Telephone Number: _____

Number of elementary age children in the family: _____

Grade levels of elementary age children: K ___ 1 ___ 2 ___ 3 ___ 4 ___ 5 ___ 6 ___

Yes, we would be interested in having our child/children enrolled in the Latch-Key Program.

Signed: _____

Please return by April 30, 2019 to your child's school.

STUDENT ATTENDANCE

MAY 1, 2019

K-12
2018-2019

ELEMENTARY SCHOOL

Kindergarten		2nd Grade		4th Grade	
L. Barkdull	23	L. Crowell	27	Blessing	26
Baute	21	J. Gindling	22	Tara Coy	20
Brewsaugh	23	L. Huffner	23	B. Froehling	24
Dunn	23	E. Kramer	21	K. Harmon	23
Hamilton	22	M. Scudder	22	C. Hull	25
Hausman	26	D. Stark	27	L. McReynolds	23
J. Myers	23			C. Rigney	24

TOTAL K 161 TOTAL Grade 2 142 TOTAL Grade 4 165

1st Grade		3rd Grade		5th Grade	
Dance	20	Cooney	20	Apple	26
Fong	21	Delay	23	K. Bausback	23
H. Huffmeyer	19	Gauck	20	Foster	27
C. Paul	16	L. Kramer	24	I. Gunter	26
J. Schoettner	19	B. Meyer	22	J. Harris	21
L. Wagner	15	S. Volz	17	G. Scudder	26
J. Welage	22	L. Worthington	24		

TOTAL Grade 1 132 TOTAL Grade 3 0 TOTAL Grade 5 149

*Preschool 16 AM
*Preschool 17 PM
TOTAL ELEMENTARY 899

JR. HIGH HIGH SCHOOL

6th Grade	169	9th Grade	193
7th Grade	157	10th Grade	170
8th Grade	147	11th Grade	166
		12th Grade	159
TOTAL 6-8	473	TOTAL 9-12	688

ADM 2060

ADM PREVIOUS YEARS	
9/12/2014	2264
2/2/2015	2242
9/15/2015	2228
9/16/2016	2222
2/17/2017	2197
9/15/2017	2150
9/14/2018	2131
2/1/2019	2092

plus (13 MID TERM)

26 Returned
42 Student Requests
K-6 1068