

PORTER TOWNSHIP SCHOOL CORPORATION

THURSDAY, APRIL 10, 2025

**BOARD OF SCHOOL TRUSTEES
MEETING**

5:30 PM CST



**NATALIE WARGO, PRESIDENT
ERIC MCGINTY, VICE-PRESIDENT
MARY HARLOW, SECRETARY
LILANN SGOUROS, MEMBER
JEANNETTE SKIBBIE, MEMBER**

Porter Township School Corporation

248 South 500 West
Valparaiso, IN 46385
219-477-4933 ext. 1000

STACEY M. SCHMIDT, Ph.D.

Superintendent

BEN PARRISH

Assistant Superintendent

KATHLEEN SMITH

CFO/Treasurer



AGENDA REGULAR SCHOOL BOARD MEETING THURSDAY, APRIL 10, 2025 5:30 pm

This meeting is a meeting of the School Board for the purpose of conducting the School Corporation's business and is not to be considered a public community meeting. There will be a time for public participation, as indicated by the agenda. The meeting site is fully accessible. Any person requiring further accommodation should contact the Superintendent.

1. CALL TO ORDER – Dr. Natalie Wargo

- A. Pledge of Allegiance
- B. Welcome Visitors

2. AGENDA ADJUSTMENTS – Dr. Stacey Schmidt

3. PUBLIC COMMENT

4. CONSENT AGENDA – Dr. Schmidt

- A. Personnel Report
- B. Board Minutes, 3.13.25 Regular Board Meeting
- C. Payroll and Claim Dockets

Motion_____ **Second**_____

5. FINANCIAL REPORT – Dr. Schmidt

- A. Financial Report
- B. Fund Report
- C. Monthly Fund Transfer Reports

6. BUSINESS

A. Permission to Request a Tax Advance from Porter County – Dr. Schmidt

Motion_____ **Second**_____

B. Approve Bid Recommendations for PLE Project – Dr. Schmidt

Motion_____ **Second**_____

C. Accept Transfer Students for the 2025-2026 School Year – Dr. Schmidt

Motion_____ **Second**_____

D. Contract Considerations – Dr. Schmidt

Motion_____ **Second**_____

E. Accept Donations – Dr. Schmidt

Motion_____ **Second**_____

F. Approve Fundraisers – Dr. Schmidt

Motion_____ **Second**_____

G. Approve the Second Reading & Adoption of the Following New Board Bylaws, Board Bylaw Revisions, New Board Policies, or Board Policy Revisions – Mr. Parrish

- 1. Revised Policy #3120.04 – Employment of Substitutes

2. Revised Policy #5111 – Determination of Legal Settlement and Eligibility for Enrollment of Students without Legal Settlement in the Corporation
3. Revised Policy #5500 – Student Conduct
4. Copy of Policy #5610 – Suspension and Expulsion of Students
5. New Policy #6140 – Depository Agreements and Digital Payment Applications
6. Revised Policy #6250 – Required ADM Counts for the Purpose of State Funding and Verification of Residency for Membership
7. Revised Policy #6550 – Travel Payment and Reimbursement/Relocation Costs
8. Revised Policy #8420 – Emergency Preparedness Plans and Drills

Motion_____ **Second**_____

7. ASSISTANT SUPERINTENDENT REPORT – Mr. Parrish

8. SUPERINTENDENT REPORT – Dr. Schmidt

9. ADJOURNMENT

Motion_____ **Second**_____



Porter Township School Corporation
School Board Meeting
April 10, 2025
Personnel Report Page 1 of 1

Appointments

Certified

Extra-Curricular

Name	Position	Location	Effective Date
Goodwin, Laura	1st Grade Temporary Teacher	PLE	approx 3/10/25-5/30/25
Mucha, Kristin	Principal	PLE	7/1/2025
Wentz, Charlene	Resource Room, Temporary Teacher	PLE	approx 3/10/25-5/30/25
Chant, John	Varsity Girls Track Head Coach	PLE	2024-2025 School Year
Fortenberry, William	Boys Varsity Soccer Head Coach	BGHS	2025-2026 School Year
Hill, Dean	Boys Varsity Golf Head Coach	BGHS	2024-2025 School Year
Laviolette, Olivia	Varsity Softball Assistant Coach Volunteer	BGHS	2024-2025 School Year
May, Nicole	Varsity Boys Golf Assistant Coach Volunteer	BGHS	2024-2025 School Year
Otero, Sarah	JV Softball Head Coach	BGHS	2024-2025 School Year
Pierce, Grady	Boys Volleyball Assistant Coach Volunteer	BGHS	2024-2025 School Year
Schulte, Brad	Varsity Softball Assistant Coach Volunteer	BGHS	2024-2025 School Year
Sherwin, Brian	MS Track Head Coach	BGMS	2024-2025 School Year
Simatovich, Michael (Drew)	Girls Varsity Basketball Head Coach	BGHS	2025-2026 School Year
Talbert, Jeremy	MS Wrestling Head Coach	BGMS	2024-2025 School Year
Tauber, Tony	Girls Varsity Tennis Head Coach	BGHS	2024-2025 School Year
Trajkovski, Stojan	Girls Tennis Assistant, Volunteer	BGHS	2024-2025 School Year
<u>Leaves</u>			
<i>Certified</i>			
Belko, Justin	English Teacher	BGMS	3/14/2025
Bobrowski, Miranda	School Nurse	BGHS	3/3/2025
Kassner, Pamela	School Counselor	PLE	2/25/2025 (.5), 3/13/2025 (.5), 3/14/2025
<i>Classified</i>			
Harker, Denise	Teacher's Aide	BGHS	3/4/2025 (.5), 3/17/2025
Raymond, Andrea	Teacher's Aide	PLE	3/21/25 (.5)
<u>Resignations</u>			
<i>Certified</i>			
Cole, Shelby	2nd Grade Teacher	PLE	03/2025
<i>Classified</i>			
Evans, Shawn	F/T Custodian	PLE	3/31/2025
<u>Retirement Requests</u>			
<i>Certified</i>			
Donnell, Kevin	Principal	PLE	7/1/2025

Minutes of the Regular School Board Meeting, Porter Township School Corporation Board of School Trustees
March 13, 2025 | 5:30 pm CST

**The following is a partial transcript of the meeting. A recording of the actual meeting is available at Central Office and is kept on file for approximately 5 months after the date of the meeting. Approval of this transcript as official minutes will be at the next regular meeting of the Board of School Trustees.*

Board Members Present: Dr. Natalie Wargo, Eric McGinty, Mary Harlow, and Lilann Sgouros

Board Members Absent: Jeannette Skibbie

Staff Members Present: Dr. Stacey Schmidt, Superintendent, Ben Parrish, Assistant Superintendent, Kathleen Smith, CFO, Laura Scott, Executive Assistant, and Jacquelyn Pillar, Corporation Attorney

There were no community members in attendance.

1. CALL TO ORDER – Dr. Natalie Wargo | 5:30 pm CST

A. Pledge of Allegiance

B. Welcome Visitors

2. AGENDA ADJUSTMENTS – Dr. Stacey Schmidt | There were no agenda adjustments

3. PUBLIC COMMENT | There were no public comments

4. HS PROJECT – Hearing on Third Amendment to Lease – Dr. Schmidt

A. Welcome

B. Statement of Purpose of Hearing on Third Amendment to Lease

C. Review of Project

D. Public Comment

Dr. Schmidt shared a review of the project at BGHS – HVAC, sinking, carpeting that needs replaced, sidewalk/pavement cracks. Dr. Wargo opened the hearing. There were no public comments. Dr. Wargo then closed the hearing.

E. Adopt Resolution #0325-321 – Authorizing Execution of Third Amendment to Lease Agreement and Sale of Real Estate

A motion to adopt resolution #0325-321 was made by Eric McGinty, seconded by Mary Harlow. There was no discussion and the motion carried 4-0.

F. Adopt Resolution #0325-322 – Assigning Construction Bids and Contracts, Once Received

A motion to adopt resolution #0325-322 was made by Lilann Sgouros, seconded by Mary Harlow. There was no discussion and the motion carried 4-0.

G. Adopt Resolution #0325-323 – Approving Fourth Supplement to Master Continuing Disclosure Undertaking

A motion to adopt resolution #0325-323 was made by Eric McGinty, seconded by Mary Harlow. There was no discussion and the motion carried 4-0.

H. Close Hearing

5. CONSENT AGENDA – Dr. Schmidt

A. Personnel Report

B. Board Minutes, 2.13.25 Regular Board Meeting

C. Payroll and Claim Dockets

Dr. Schmidt recommended approval of the Consent Agenda, as presented in the board packet, consisting of board meeting minutes, payroll and claim dockets, and the following items listed on the personnel report:

Appointments		Name	Position	Location	Effective Date
	<i>Classified</i>	Evans, Shawn	F/T Custodian	PLE	3/10/2025
		McDowell, Cassi	Special Ed Teacher's Aide	PLE	3/4/2025
	<i>Extra-Curricular</i>	Baumann, Nicole	Girls Track Assistant Coach	BGHS	2024-2025 School Year
		Beck, Vernon	Boys Track Assistant Coach	BGHS	2024-2025 School Year
		Bombagetti, Brianne	Varsity Girls Softball Assistant, Volunteer	BGHS	2024-2025 School Year
		Dixon, Christine	Boys Varsity Volleyball Head Coach	BGHS	2024-2025 School Year
		Hill, Bryan	JV Baseball Coach	BGHS	2024-2025 School Year
		Hoover, Doug	Varsity Baseball Assistant, Volunteer	BGHS	2024-2025 School Year
		McCoy, Andrea	Boys JV Volleyball Head Coach	BGHS	2024-2025 School Year
		Truby, Teddy	Varsity Baseball Assistant, Volunteer	BGHS	2024-2025 School Year
Leaves					
	<i>Classified</i>	Curtis, Aliya	Teacher's Aide	BGMS	2/5-2/6/2025, 2/10-2/12/25
		Davis, Debra	Teacher's Aide	PLE	2/21/2025
		Harker, Denise	Teacher's Aide	BGHS	2/18-2/19/25
		Mikos, Ewa	Cafeteria Worker	BGHS	3/13/2025
		Moreno, Tamitha	Secretary	BGHS	2/12/25, 2/13/25 (.5), 2/18-2/20/25 (.5 each), 3/3/25, 4/11/25, 4/14/25
		Pelc, Jennifer	Teacher's Aide	PLE	2/10/2025, 2/25-2/26/2025
		Rowland, Miranda	Special Ed Teacher's Aide	PLE	2/10/25 (.5), 2/11/25
		Schacki, Alexis	Teacher's Aide	PLE	2/21/2025
		Stefanich, Bill	Custodian	BGHS	Leave beginning 2/12/25
Resignations					
	<i>Extra-Curricular</i>	Sherwin, Brian	Varsity Soccer Coach	BGHS	2024-2025 School Year

6. FINANCIAL REPORT – Mrs. Kathleen Smith

A. Financial Report

B. Fund Report

C. Monthly Fund Transfer Reports

7. BUSINESS

A. Accept Fundraisers – Dr. Schmidt

Dr. Schmidt recommended approval of numerous fundraisers, as presented in the board packet. A motion to accept fundraisers was made by Mary Harlow, seconded by Lilann Sgouros. There was no discussion and the motion carried 4-0.

B. Approve Dual-Credit Supplemental Payments – Dr. Schmidt

Dr. Schmidt recommended approval of supplemental payments for our dual-credit teachers, in recognition of the extra effort required to offer these courses to our students. A motion to approve these supplemental payments was made by Eric McGinty, seconded by Lilann Sgouros. There was no discussion and the motion carried 4-0.

C. Contract Considerations – Dr. Schmidt

Dr. Schmidt recommended approval of a contract with Visitor Aware, a new visitor safety management software. A motion to approve this contract was made by Mary Harlow, seconded by Eric McGinty. There was no discussion and the motion carried 4-0.

D. Approve Resolution #0325-324, Establish Responsible Bidding Practices and Submission Requirements on Public Works Projects – Dr. Schmidt

Dr. Schmidt recommended approval of this resolution, which will ensure job requirements and expectations are clear as contractors begin bidding on our projects. A motion to approve resolution 0325-324 was made by Lilann Sgouros, seconded by Mary Harlow. There was no discussion and the motion carried 4-0.

E. Tax Anticipation Warrant – Mrs. Smith

Mrs. Smith informed the board that there may be a TAW resolution at the next meeting. Our goal is to be fiscally responsible and ensure we do not end up with a negative cash balance. Mrs. Smith and Dr. Schmidt answered questions from the board.

F. Approve the First Reading of the Following New Board Bylaws, Board Bylaw Revisions, New Board Policies, or Board Policy Revisions – Mr. Parrish

1. Revised Policy #3120.04 – Employment of Substitutes

2. Revised Policy #5111 – Determination of Legal Settlement and Eligibility for Enrollment of Students without Legal Settlement in the Corporation

3. Revised Policy #5500 – Student Conduct

4. Copy of Policy #5610 – Suspension and Expulsion of Students

5. New Policy #6140 – Depository Agreements and Digital Payment Applications

6. Revised Policy #6250 – Required ADM Counts for the Purpose of State Funding and Verification of Residency for Membership

7. Revised Policy #6550 – Travel Payment and Reimbursement/Relocation Costs

8. Revised Policy #8420 – Emergency Preparedness Plans and Drills

Mr. Parrish recommended approval of the first reading of the above new policies and policy revisions. A motion to approve this first reading was made by Eric McGinty, seconded by Lilann Sgouros. There was no discussion and the motion carried 4-0.

8. ASSISTANT SUPERINTENDENT REPORT – Mr. Parrish

Mr. Parrish provided an update from each building:

BGMS – Girls basketball and boys volleyball have wrapped up their seasons – special thanks to all coaches and volunteers. Co-Ed Track, Games Club, and their first Girls on the Run team are getting ready to kick off. Good luck to our Academic Teams as they prepare for their upcoming competitions. Mrs. Draves is very much appreciated for volunteering her time to run our after-school homework help, which helped a lot of students this year.

BGE – Hosted their first ever Fine Arts Night – thanks to Mrs. Hinchley, Mr. Boyer, and Mrs. Kegebein for their efforts to put that on. The spring Book Fair theme was Holes – Mrs. K does an incredible job outfitting the library to get the kids excited about Book Fair

PLE – Kindergarten Round-Up is this week. Pre-K meet & greet is happening to meet new incoming preschoolers. 3rd graders will be taking the ILearn checkpoint next week.

BGHS – Academic Team earned 2nd overall at the PNW competition – good luck to them as they continue their season. The NHS induction went well – the kids volunteered over 900 hours in our community this year.

Spring band and choir concerts are underway. The Wall of Fame dinner is coming up. Congratulations to Mrs.

Gibbs as the February teacher of the month

9. SUPERINTENDENT REPORT – Dr. Schmidt

Dr. Schmidt shared proposed legislation updates regarding budget and discussed with the board the options we are considering in response to these potential changes.

10. ADJOURNMENT

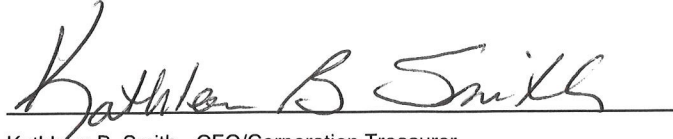
A motion to adjourn was made by Eric McGinty at 6:00 pm, seconded by Mary Harlow. The motion carried 4-0.

Payroll Calc. Summary

Checkdate 03/20/2025 - All Runs - All Locations - All Pay Groups

FISCAL OFFICER CERTIFICATION

I hereby certify that the attached is true and correct and I have audited same in accordance with IC5-11-10-1.6.



Kathleen B. Smith - CFO/Corporation Treasurer

BOARD CERTIFICATION

We have examined the claims listed on the following Payroll Calc. Summary Report, consisting of 3 pages, and except for the claims not allowed on the summary, such claims are hereby allowed in the total, \$433,950.11, dated this 18th day of March 2025.

✓ KBS

President -

Vice President -

Secretary -

Member -

Member -

Payroll Calc. Summary

Checkdate 03/20/2025 - All Runs - All Locations - All Pay Groups

Description	Certified	Classified	Total
Earnings			
Contract	\$287,292.62	\$18,695.88	\$305,988.50
Salary	\$0.00	\$12,569.70	\$12,569.70
Hourly	\$124.00	\$90,692.47	\$90,816.47
Daily	\$0.00	\$8,658.90	\$8,658.90
Extra Curr.	\$12,764.60	\$3,790.00	\$16,554.60
Other	\$150.00	\$0.00	\$150.00
Taxes			
Federal Wages	\$270,302.03	\$125,529.87	\$395,831.90
Federal Taxes	\$21,719.81	\$6,423.41	\$28,143.22
Social Security Wages	\$282,149.07	\$127,876.38	\$410,025.45
Social Security	\$17,493.21	\$7,928.31	\$25,421.52
Medicare Wages	\$282,149.07	\$127,876.38	\$410,025.45
Medicare	\$4,091.18	\$1,854.19	\$5,945.37
State & County Wages	\$270,302.03	\$125,529.87	\$395,831.90
State (IN)	\$7,733.91	\$3,675.58	\$11,409.49
County	\$1,907.74	\$1,029.23	\$2,936.97
Employee Ret. Wages & Deductions			
Corp-Paid Ret. Wages & Benefits			
TRF - TRF Pre 1996 Wages	\$20,265.22	\$0.00	\$20,265.22
TRF - TRF Pre 1996 Brd. Benefit	\$607.95	\$0.00	\$607.95
TRF - TRF Post 1996 Wages	\$240,593.14	\$0.00	\$240,593.14
TRF - TRF Post 1996 Brd. Benefit	\$7,217.79	\$0.00	\$7,217.79
TRF - TRF My Choice Wages	\$25,646.20	\$0.00	\$25,646.20
TRF - TRF My Choice Brd. Benefit	\$769.38	\$0.00	\$769.38
Pre-Tax Deductions			
Ann - VALIC 403B	\$1,482.44	\$379.91	\$1,862.35
Ann - AMERICAN FUNDS 403B01.09	\$9,574.60	\$1,702.74	\$11,277.34
Ann - PACIFIC LIFE 403B01.09	\$790.00	\$263.86	\$1,053.86
Misc. Ded. - MEDICAL 1	\$4,910.12	\$1,562.41	\$6,472.53
Misc. Ded. - MEDICAL 2	\$7,961.89	\$3,083.81	\$11,045.70
Misc. Ded. - MEDICAL 3	\$441.56	\$0.00	\$441.56
Misc. Ded. - MEDICAL 4	\$169.70	\$0.00	\$169.70
Misc. Ded. - AMFID URM	\$1,174.58	\$1,114.29	\$2,288.87
Misc. Ded. - AMFID CHILD CARE	\$208.33	\$0.00	\$208.33
Misc. Ded. - AMFID OTHER	\$1,808.03	\$510.68	\$2,318.71
Misc. Ded. - DENTAL S125	\$719.88	\$259.38	\$979.26
** Pre-Tax Deduction Totals **	\$29,241.13	\$8,877.08	\$38,118.21
Post-Tax Deductions			
Ann - SEC BENEFIT ROTH 403B	\$2,307.93	\$1,658.78	\$3,966.71
Misc. Ded. - AMFID NOT 125	\$1,267.66	\$407.01	\$1,674.67
Misc. Ded. - TEXAS LIFE	\$831.46	\$713.44	\$1,544.90
Misc. Ded. - ED.F.PASS-THROUGH	\$36.50	\$3.00	\$39.50
Misc. Ded. - EDUCATION FOUNDATION of PTSC	\$72.00	\$3.00	\$75.00
Garn. - IND ST CENTRAL COLLECTION UNIT	\$368.34	\$0.00	\$368.34
Garn. - CHICAGO CHAPTER 13 TRUSTEE	\$0.00	\$478.64	\$478.64
** Post-Tax Deduction Totals **	\$4,883.89	\$3,263.87	\$8,147.76
Board-Paid Benefits			
Ann - NC MATCH VALIC 401A	\$0.00	\$649.72	\$649.72
Ann - ADMN 3% VALIC 401A	\$651.04	\$0.00	\$651.04
Ann - ADMN 6% VALIC 401A	\$1,110.45	\$662.76	\$1,773.21
Ann - ADMN 9% VALIC 401A	\$0.00	\$1,392.07	\$1,392.07
Ann - ADMN 13% VALIC 401A	\$748.17	\$0.00	\$748.17
Misc. Ded. - MEDICAL 1	\$19,640.48	\$6,197.87	\$25,838.35
Misc. Ded. - MEDICAL 2	\$43,632.57	\$18,668.20	\$62,300.77
Misc. Ded. - MEDICAL 3	\$1,766.24	\$0.00	\$1,766.24
Misc. Ded. - MEDICAL 4	\$678.80	\$0.00	\$678.80
Misc. Ded. - VSP	\$2,043.68	\$357.10	\$2,400.78
Misc. Ded. - DENTAL S125	\$3,504.48	\$1,368.10	\$4,872.58
Misc. Ded. - LIFE CORP PAID	\$1,236.43	\$309.92	\$1,546.35
Ret. - TRF - 003	\$607.95	\$0.00	\$607.95
Ret. - TRF - 004	\$7,217.79	\$0.00	\$7,217.79
Ret. - TRF - 008	\$769.38	\$0.00	\$769.38
** Board-Paid Benefit Totals **	\$83,607.46	\$29,605.74	\$113,213.20

Payroll Calc. Summary

Checkdate 03/20/2025 - All Runs - All Locations - All Pay Groups

Description	Certified	Classified	Total
Taxable Fringe			
** Taxable Fringe Totals **	\$0.00	\$0.00	\$0.00
Absences			
PROF LV - Days Used	3.50	0	3.50
SICK - Days Used	49.50	36.00	85.50
PERS - Days Used	8.50	2.50	11.00
FAM ILL - Days Used	25.00	0	25.00
VAC - Days Used	0	6.00	6.00
NO PAY - Days Used	2.50	5.50	8.00
NO PAY - Lost Days	2.50	0.00	2.50
NO PAY - Lost Pay	\$788.06	\$0.00	\$788.06
FUNERAL - Days Used	2.00	1.00	3.00
PD MTRNT - Days Used	10.50	0	10.50
JURY - Days Used	0	1.00	1.00
UNPD MTR - Days Used	18.00	0	18.00
Employees Summary			
Employees	112	123	235
Earnings	\$300,331.22	\$134,406.95	\$434,738.17
Lost Pay	\$788.06	\$0.00	\$788.06
Gross Pay	\$299,543.16	\$134,406.95	\$433,950.11
Taxes	\$52,945.85	\$20,910.72	\$73,856.57
Annuities	\$14,154.97	\$4,005.29	\$18,160.26
Miscellaneous Deductions	\$19,601.71	\$7,657.02	\$27,258.73
Total Garnishments	\$368.34	\$478.64	\$846.98
Retirement	\$0.00	\$0.00	\$0.00
Net Pay	\$212,472.29	\$101,355.28	\$313,827.57

Payroll Calc. Summary

Checkdate 04/04/2025 - All Runs - All Locations - All Pay Groups

FISCAL OFFICER CERTIFICATION

I hereby certify that the attached is true and correct and I have audited same in accordance with IC5-11-10-1.6.



Kathleen B. Smith - CFO/Corporation Treasurer

BOARD CERTIFICATION

We have examined the claims listed on the following Payroll Calc. Summary Report, consisting of 3 pages, and except for the claims not allowed on the summary, such claims are hereby allowed in the total, \$426,327.42, dated this 2nd day of April 2025.

President -

Vice President -

Secretary -

Member -

Member -

Payroll Calc. Summary

Checkdate 04/04/2025 - All Runs - All Locations - All Pay Groups

Description	Certified	Classified	Total
Earnings			
Contract	\$287,292.62	\$18,695.88	\$305,988.50
Salary	\$0.00	\$12,569.70	\$12,569.70
Hourly	\$0.00	\$94,183.68	\$94,183.68
Daily	\$0.00	\$13,513.36	\$13,513.36
Extra Curr.	\$164.60	\$2,000.00	\$2,164.60
Other	\$715.00	\$0.00	\$715.00
Taxes			
Federal Wages	\$256,023.90	\$132,098.30	\$388,122.20
Federal Taxes	\$21,160.72	\$7,470.30	\$28,631.02
Social Security Wages	\$267,735.01	\$134,432.05	\$402,167.06
Social Security	\$16,599.57	\$8,334.72	\$24,934.29
Medicare Wages	\$267,735.01	\$134,432.05	\$402,167.06
Medicare	\$3,882.17	\$1,949.29	\$5,831.46
State & County Wages	\$256,023.90	\$132,098.30	\$388,122.20
State (IN)	\$7,662.90	\$4,010.13	\$11,673.03
County	\$1,887.43	\$1,105.44	\$2,992.87
Employee Ret. Wages & Deductions			
Corp-Paid Ret. Wages & Benefits			
TRF - TRF Pre 1996 Wages	\$20,265.22	\$0.00	\$20,265.22
TRF - TRF Pre 1996 Brd. Benefit	\$607.95	\$0.00	\$607.95
TRF - TRF Post 1996 Wages	\$238,573.78	\$0.00	\$238,573.78
TRF - TRF Post 1996 Brd. Benefit	\$7,157.20	\$0.00	\$7,157.20
TRF - TRF My Choice Wages	\$25,646.20	\$0.00	\$25,646.20
TRF - TRF My Choice Brd. Benefit	\$769.38	\$0.00	\$769.38
Pre-Tax Deductions			
Ann - VALIC 403B	\$1,482.44	\$379.91	\$1,862.35
Ann - AMERICAN FUNDS 403B01.09	\$9,438.67	\$1,707.81	\$11,146.48
Ann - PACIFIC LIFE 403B01.09	\$790.00	\$246.03	\$1,036.03
Misc. Ded. - MEDICAL 1	\$4,910.12	\$1,562.41	\$6,472.53
Misc. Ded. - MEDICAL 2	\$8,197.59	\$3,083.81	\$11,281.40
Misc. Ded. - MEDICAL 3	\$441.56	\$0.00	\$441.56
Misc. Ded. - MEDICAL 4	\$169.70	\$0.00	\$169.70
Misc. Ded. - AMFID URM	\$1,174.58	\$1,114.29	\$2,288.87
Misc. Ded. - AMFID CHILD CARE	\$208.33	\$0.00	\$208.33
Misc. Ded. - AMFID OTHER	\$1,808.03	\$510.68	\$2,318.71
Misc. Ded. - DENTAL S125	\$719.88	\$259.38	\$979.26
** Pre-Tax Deduction Totals **	\$29,340.90	\$8,864.32	\$38,205.22
Post-Tax Deductions			
Ann - SEC BENEFIT ROTH 403B	\$2,307.93	\$1,648.60	\$3,956.53
Misc. Ded. - AMFID NOT 125	\$1,267.66	\$407.01	\$1,674.67
Misc. Ded. - TEXAS LIFE	\$831.46	\$713.44	\$1,544.90
Misc. Ded. - ED.F.PASS-THROUGH	\$36.50	\$3.00	\$39.50
Misc. Ded. - EDUCATION FOUNDATION of PTSC	\$72.00	\$3.00	\$75.00
Misc. Ded. - SUPPLEMENTAL LIFE INSURANCE	\$248.74	\$47.59	\$296.33
Garn. - IND ST CENTRAL COLLECTION UNIT	\$368.34	\$0.00	\$368.34
Garn. - CLERK PORTER SUPERIOR COURT	\$0.00	\$335.80	\$335.80
Garn. - CHICAGO CHAPTER 13 TRUSTEE	\$0.00	\$478.64	\$478.64
** Post-Tax Deduction Totals **	\$5,132.63	\$3,637.08	\$8,769.71
Board-Paid Benefits			
Ann - NC MATCH VALIC 401A	\$0.00	\$643.29	\$643.29
Ann - ADMN 3% VALIC 401A	\$651.04	\$0.00	\$651.04
Ann - ADMN 6% VALIC 401A	\$1,110.45	\$662.76	\$1,773.21
Ann - ADMN 9% VALIC 401A	\$0.00	\$1,392.07	\$1,392.07
Ann - ADMN 13% VALIC 401A	\$748.17	\$0.00	\$748.17
Misc. Ded. - MEDICAL 1	\$19,640.48	\$6,197.87	\$25,838.35
Misc. Ded. - MEDICAL 2	\$44,575.37	\$18,668.20	\$63,243.57
Misc. Ded. - MEDICAL 3	\$1,766.24	\$0.00	\$1,766.24
Misc. Ded. - MEDICAL 4	\$678.80	\$0.00	\$678.80
Misc. Ded. - DENTAL S125	\$3,504.48	\$1,368.10	\$4,872.58
Ret. - TRF - 003	\$607.95	\$0.00	\$607.95
Ret. - TRF - 004	\$7,157.20	\$0.00	\$7,157.20
Ret. - TRF - 008	\$769.38	\$0.00	\$769.38
** Board-Paid Benefit Totals **	\$81,209.56	\$28,932.29	\$110,141.85

Payroll Calc. Summary

Checkdate 04/04/2025 - All Runs - All Locations - All Pay Groups

Description	Certified	Classified	Total
Taxable Fringe			
** Taxable Fringe Totals **	\$0.00	\$0.00	\$0.00
Absences			
SICK - Days Used	35.50	55.50	91.00
FUNERAL - Days Used	3.00	4.00	7.00
NO PAY - Days Used	9.00	2.50	11.50
NO PAY - Lost Days	9.00	0.00	9.00
NO PAY - Lost Pay	\$2,807.42	\$0.00	\$2,807.42
PERS - Days Used	10.00	14.50	24.50
FAM ILL - Days Used	11.50	0	11.50
NO TEACH - Days Used	0	4.50	4.50
VAC - Days Used	1.00	6.00	7.00
PROF LV - Days Used	17.50	3.00	20.50
PD MTRNT - Days Used	20.00	0	20.00
UNPD MTR - Days Used	20.00	0	20.00
Employees Summary			
Employees	112	125	237
Earnings	\$288,172.22	\$140,962.62	\$429,134.84
Lost Pay	\$2,807.42	\$0.00	\$2,807.42
Gross Pay	\$285,364.80	\$140,962.62	\$426,327.42
Taxes	\$51,192.79	\$22,869.88	\$74,062.67
Annuities	\$14,019.04	\$3,982.35	\$18,001.39
Miscellaneous Deductions	\$20,086.15	\$7,704.61	\$27,790.76
Total Garnishments	\$368.34	\$814.44	\$1,182.78
Retirement	\$0.00	\$0.00	\$0.00
Net Pay	\$199,698.48	\$105,591.34	\$305,289.82

Date	Btwn Brd	Voucher #	Vendor #	Vendor	Fund	Fund Amount	Voucher Total	Check #	Bank #	Memorandum
03/10/2025	Y	679325	706	GORDON FOOD SERVICE, INC.	0800	\$7,227.62	\$7,227.62	70202	1	PTSC FOOD PURCHASES
03/11/2025	Y	679326	1637	PORTER TOWNSHIP SCHOOL CORP	8400	\$37,761.75	\$37,761.75	1	4	02.25 FS Patron Account Tra
03/12/2025	Y	679327	706	GORDON FOOD SERVICE, INC.	0800	\$4,407.11	\$4,407.11	70203	1	PTSC FOOD PURCHASES
03/18/2025	Y	679328	706	GORDON FOOD SERVICE, INC.	0800	\$5,345.14	\$5,345.14	70204	1	PTSC FOOD PURCHASES
03/20/2025	Y	679330	9801	PORTER TOWNSHIP PAYROLL	0101	\$324,300.99		0	1	3.20.25 Update Salaries
03/20/2025	Y	679330	9801	PORTER TOWNSHIP PAYROLL	0300	\$51,750.51		0	1	3.20.25 Update Salaries
03/20/2025	Y	679330	9801	PORTER TOWNSHIP PAYROLL	0800	\$16,226.04		0	1	3.20.25 Update Salaries
03/20/2025	Y	679330	9801	PORTER TOWNSHIP PAYROLL	1300	\$23,109.34		0	1	3.20.25 Update Salaries
03/20/2025	Y	679330	9801	PORTER TOWNSHIP PAYROLL	2200	\$6,653.60		0	1	3.20.25 Update Salaries
03/20/2025	Y	679330	9801	PORTER TOWNSHIP PAYROLL	2301	\$422.06		0	1	3.20.25 Update Salaries
03/20/2025	Y	679330	9801	PORTER TOWNSHIP PAYROLL	3270	\$7,255.44		0	1	3.20.25 Update Salaries
03/20/2025	Y	679330	9801	PORTER TOWNSHIP PAYROLL	4125	\$4,232.13	\$433,950.11	0	1	3.20.25 Update Salaries
03/20/2025	Y	679331	825	AMERICAN FIDELITY	*9452	\$7,986.76	\$7,986.76	70205	1	3.5.25 OTHER
03/20/2025	Y	679332	9065	AMERICAN FUNDS	*9282	\$11,277.34	\$11,277.34	70206	1	3.20.25 AM.FUNDS
03/20/2025	Y	679333	9451	AMERICAN FIDELITY ASSURANCE	*9452	\$4,994.40	\$4,994.40	70207	1	3.5.25 CHILDCARE
03/20/2025	Y	679334	995	OFFICE OF THE STANDING TRUST	*9462	\$478.64	\$478.64	70208	1	3.20.25 GARNISH(WOOLEY)
03/20/2025	Y	679335	9066	PACIFIC LIFE	*9282	\$1,053.86	\$1,053.86	70209	1	3.20.25 PAC LIFE
03/20/2025	Y	679336	9877	PCCF-Education Foundation fo	*9300	\$150.00	\$150.00	70210	1	3.5.25 SCHOLARSHIPS
03/20/2025	Y	679337	1500	SECURITY BENEFIT	*9282	\$3,966.71	\$3,966.71	70211	1	3.20.25 S.B.ROTH
03/20/2025	Y	679338	796	TEXAS LIFE	*9442	\$1,544.90	\$1,544.90	70212	1	3.20.25 TEXAS LIFE
03/20/2025	Y	679339	9691	VALIC	*9282	\$1,862.35	\$1,862.35	70213	1	3.20.25 EE PD 403B
03/20/2025	Y	679340	9877	PCCF-Education Foundation fo	*9301	\$79.00	\$79.00	70214	1	3.5.25 PASSTHROUGH
03/20/2025	Y	679341	941	1ST SOURCE BANK	0101	\$23,498.73		1	1	3.20.25 FEDERAL TAX
03/20/2025	Y	679341	941	1ST SOURCE BANK	0300	\$3,696.14		1	1	3.20.25 FEDERAL TAX
03/20/2025	Y	679341	941	1ST SOURCE BANK	0800	\$1,240.02		1	1	3.20.25 FEDERAL TAX
03/20/2025	Y	679341	941	1ST SOURCE BANK	1300	\$1,689.13		1	1	3.20.25 FEDERAL TAX
03/20/2025	Y	679341	941	1ST SOURCE BANK	2200	\$486.30		1	1	3.20.25 FEDERAL TAX
03/20/2025	Y	679341	941	1ST SOURCE BANK	2301	\$30.30		1	1	3.20.25 FEDERAL TAX
03/20/2025	Y	679341	941	1ST SOURCE BANK	3270	\$536.41		1	1	3.20.25 FEDERAL TAX
03/20/2025	Y	679341	941	1ST SOURCE BANK	4125	\$189.86		1	1	3.20.25 FEDERAL TAX
03/20/2025	Y	679341	941	1ST SOURCE BANK	*9211	\$28,143.22		1	1	3.20.25 FEDERAL TAX
03/20/2025	Y	679341	941	1ST SOURCE BANK	*9221	\$31,366.89	\$90,877.00	1	1	3.20.25 FEDERAL TAX
03/20/2025	Y	679342	9230	INDIANA DEPT OF REVENUE	*9231	\$22,372.75	\$22,372.75	1	1	3.20.25 STATE TAX
03/20/2025	Y	679343	9240	INDIANA DEPT REVENUE	*9241	\$5,719.86	\$5,719.86	1	1	3.20.25 COUNTY TAX
03/20/2025	Y	679344	908	INDIANA STATE TEACHER RET.FD	0101	\$23,081.85		1	1	3.20.25 3% POST 95-TRF
03/20/2025	Y	679344	908	INDIANA STATE TEACHER RET.FD	0300	\$860.89		1	1	3.20.25 3% POST 95-TRF
03/20/2025	Y	679344	908	INDIANA STATE TEACHER RET.FD	1300	\$1,242.53		1	1	3.20.25 3% POST 95-TRF
03/20/2025	Y	679344	908	INDIANA STATE TEACHER RET.FD	2200	\$632.09		1	1	3.20.25 3% POST 95-TRF
03/20/2025	Y	679344	908	INDIANA STATE TEACHER RET.FD	4125	\$263.78	\$26,081.14	1	1	3.20.25 3% POST 95-TRF
03/20/2025	Y	679345	1591	INSCCU	*9462	\$368.34	\$368.34	1	1	3.20.25 GARNISH(TAUBER)
03/21/2025	Y	679350	369	FRONTIER	0300	\$472.80	\$472.80	70215	1	ANNEX EMERGENCY LINE
03/24/2025	Y	679351	9910	BMO	6847	\$1,268.24	\$1,268.24	70216	1	AASA HOTEL, SCHMIDT, MARCH2
03/26/2025	Y	679354	2004	COMMUNITY UTILITIES OF INDIA	0300	\$1,927.57	\$1,927.57	70219	1	PLE WATER/WASTEWATER
03/31/2025	Y	679346	1700	PORTER CO SCHOOL EMPL.INS TR	0101	\$1,319.32		1	1	LTD INS. FOR APRIL 2025
03/31/2025	Y	679346	1700	PORTER CO SCHOOL EMPL.INS TR	0300	\$284.28		1	1	LTD INS. FOR APRIL 2025
03/31/2025	Y	679346	1700	PORTER CO SCHOOL EMPL.INS TR	0800	\$13.27		1	1	LTD INS. FOR APRIL 2025
03/31/2025	Y	679346	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$50.59		1	1	LTD INS. FOR APRIL 2025
03/31/2025	Y	679346	1700	PORTER CO SCHOOL EMPL.INS TR	2200	\$34.15	\$1,701.61	1	1	LTD INS. FOR APRIL 2025
03/31/2025	Y	679347	1700	PORTER CO SCHOOL EMPL.INS TR	0101	\$1,134.41		1	1	3.20.25 BRD.PD.LIFE
03/31/2025	Y	679347	1700	PORTER CO SCHOOL EMPL.INS TR	0300	\$279.25		1	1	3.20.25 BRD.PD.LIFE

Date	Btwn Brd	Voucher #	Vendor #	Vendor	Fund	Fund Amount	Voucher Total	Check #	Bank #	Memorandum
03/31/2025	Y	679347	1700	PORTER CO SCHOOL EMPL.INS TR	0800	\$17.55		1	1	3.20.25 BRD.PD.LIFE
03/31/2025	Y	679347	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$50.60		1	1	3.20.25 BRD.PD.LIFE
03/31/2025	Y	679347	1700	PORTER CO SCHOOL EMPL.INS TR	2200	\$34.16		1	1	3.20.25 BRD.PD.LIFE
03/31/2025	Y	679347	1700	PORTER CO SCHOOL EMPL.INS TR	3270	\$10.23		1	1	3.20.25 BRD.PD.LIFE
03/31/2025	Y	679347	1700	PORTER CO SCHOOL EMPL.INS TR	*9270	\$198.57	\$1,724.77	1	1	3.20.25 BRD.PD.LIFE
03/31/2025	Y	679348	1700	PORTER CO SCHOOL EMPL.INS TR	*9442	\$289.66	\$289.66	1	1	3.5.25 SUPP.LIFE
03/31/2025	Y	679349	1700	PORTER CO SCHOOL EMPL.INS TR	0101	\$145,567.64		1	1	3.20.25 BRD. PD.DENTAL
03/31/2025	Y	679349	1700	PORTER CO SCHOOL EMPL.INS TR	0300	\$27,227.36		1	1	3.20.25 BRD. PD.DENTAL
03/31/2025	Y	679349	1700	PORTER CO SCHOOL EMPL.INS TR	0800	\$2,615.34		1	1	3.20.25 BRD. PD.DENTAL
03/31/2025	Y	679349	1700	PORTER CO SCHOOL EMPL.INS TR	1300	\$7,670.92		1	1	3.20.25 BRD. PD.DENTAL
03/31/2025	Y	679349	1700	PORTER CO SCHOOL EMPL.INS TR	2200	\$3,155.86		1	1	3.20.25 BRD. PD.DENTAL
03/31/2025	Y	679349	1700	PORTER CO SCHOOL EMPL.INS TR	3270	\$1,625.07		1	1	3.20.25 BRD. PD.DENTAL
03/31/2025	Y	679349	1700	PORTER CO SCHOOL EMPL.INS TR	*9270	\$1,047.00		1	1	3.20.25 BRD. PD.DENTAL
03/31/2025	Y	679349	1700	PORTER CO SCHOOL EMPL.INS TR	*9272	\$37,458.81	\$226,368.00	1	1	3.20.25 BRD. PD.DENTAL
03/31/2025	Y	679352	9691	VALIC	0101	\$4,266.50		70217	1	3.20.25 BRD.PD.VALIC
03/31/2025	Y	679352	9691	VALIC	0300	\$4,954.11		70217	1	3.20.25 BRD.PD.VALIC
03/31/2025	Y	679352	9691	VALIC	0800	\$466.66		70217	1	3.20.25 BRD.PD.VALIC
03/31/2025	Y	679352	9691	VALIC	1300	\$184.76		70217	1	3.20.25 BRD.PD.VALIC
03/31/2025	Y	679352	9691	VALIC	2200	\$254.60		70217	1	3.20.25 BRD.PD.VALIC
03/31/2025	Y	679352	9691	VALIC	3270	\$276.84	\$10,403.47	70217	1	3.20.25 BRD.PD.VALIC
03/31/2025	Y	679353	2218	VISION SERVICE PLAN -(CT)	0101	\$1,885.75		70218	1	3.20.25 BRD.PD.VISION
03/31/2025	Y	679353	2218	VISION SERVICE PLAN -(CT)	0300	\$314.89		70218	1	3.20.25 BRD.PD.VISION
03/31/2025	Y	679353	2218	VISION SERVICE PLAN -(CT)	0800	\$28.64		70218	1	3.20.25 BRD.PD.VISION
03/31/2025	Y	679353	2218	VISION SERVICE PLAN -(CT)	1300	\$92.21		70218	1	3.20.25 BRD.PD.VISION
03/31/2025	Y	679353	2218	VISION SERVICE PLAN -(CT)	2200	\$70.78		70218	1	3.20.25 BRD.PD.VISION
03/31/2025	Y	679353	2218	VISION SERVICE PLAN -(CT)	*9270	\$135.74	\$2,528.01	70218	1	3.20.25 BRD.PD.VISION
03/31/2025	Y	679355	369	FRONTIER	0300	\$95.13	\$95.13	70220	1	CENTRAL ALARM LINE
04/02/2025	Y	679329	1637	PORTER TOWNSHIP SCHOOL CORP	8400	\$32.50	\$32.50	1	4	12.24 FS Correction from 84
04/02/2025	Y	679356	706	GORDON FOOD SERVICE, INC.	0800	\$6,830.73	\$6,830.73	70221	1	PTSC FOOD PURCHASES
04/04/2025	Y	679357	9801	PORTER TOWNSHIP PAYROLL	0101	\$313,235.96		0	1	4.4.25 Update Salaries
04/04/2025	Y	679357	9801	PORTER TOWNSHIP PAYROLL	0300	\$62,103.78		0	1	4.4.25 Update Salaries
04/04/2025	Y	679357	9801	PORTER TOWNSHIP PAYROLL	0800	\$16,039.22		0	1	4.4.25 Update Salaries
04/04/2025	Y	679357	9801	PORTER TOWNSHIP PAYROLL	1300	\$23,735.13		0	1	4.4.25 Update Salaries
04/04/2025	Y	679357	9801	PORTER TOWNSHIP PAYROLL	2200	\$6,653.60		0	1	4.4.25 Update Salaries
04/04/2025	Y	679357	9801	PORTER TOWNSHIP PAYROLL	2301	\$264.60		0	1	4.4.25 Update Salaries
04/04/2025	Y	679357	9801	PORTER TOWNSHIP PAYROLL	4125	\$4,232.13		0	1	4.4.25 Update Salaries
04/04/2025	Y	679357	9801	PORTER TOWNSHIP PAYROLL	5200	\$63.00	\$426,327.42	0	1	4.4.25 Update Salaries
04/10/2025		679358	1728	Able Paper & Tilden	0300	\$1,737.00	\$1,737.00	0	1	BROWN PAPER TOWELS
04/10/2025		679359	263	ACME PRINT COPY DESIGN	1725	\$224.00	\$224.00	0	1	PLE ENVELOPES, QTY 2500
04/10/2025		679360	9849	AKERMAN, MELISSA	0800	\$35.00	\$35.00	0	1	MARCH25 MILEAGE
04/10/2025		679361	9848	AKERS, WENDY	0101	\$118.30	\$118.30	0	1	FEB25 MILEAGE
04/10/2025		679362	1749	AMAZON CAPITAL SERVICES	0101	\$2,554.70		0	1	STRIKE FOR DOOR LOCK
04/10/2025		679362	1749	AMAZON CAPITAL SERVICES	0300	\$796.09		0	1	STRIKE FOR DOOR LOCK
04/10/2025		679362	1749	AMAZON CAPITAL SERVICES	2001	\$13.98		0	1	STRIKE FOR DOOR LOCK
04/10/2025		679362	1749	AMAZON CAPITAL SERVICES	3198	\$7,497.00	\$10,861.77	0	1	STRIKE FOR DOOR LOCK
04/10/2025		679363	350	APPLE INC.	1700	\$567.95		0	1	LOGITECH CASES
04/10/2025		679363	350	APPLE INC.	3198	\$1,099.50	\$1,667.45	0	1	LOGITECH CASES
04/10/2025		679364	37	ASSOC. OF INDIANA COUNTIES,I	0300	\$27.00	\$27.00	0	1	TRECS LETTER WRITING, FEB25
04/10/2025		679365	840	ASTBURY WATER TECHNOLOGY, IN	0300	\$1,950.00	\$1,950.00	0	1	MARCH WATER SYSTEM
04/10/2025		679366	1836	BATESOLE, TONIA	0800	\$344.41	\$344.41	0	1	IASBO MILEAGE & MEAL

Date	Btwn Brd	Voucher #	Vendor #	Vendor	Fund	Fund Amount	Voucher Total	Check #	Bank #	Memorandum
04/10/2025		679367	9954	Blu Petroleum, Inc.	0300	\$4,154.19	\$4,154.19	0	1	280GAL UNL87
04/10/2025		679368	1709	BROWN TIRE OF VALPARAISO, IN	0300	\$3,457.23	\$3,457.23	0	1	2014 EXPRESS TRUCK REPAIR
04/10/2025		679369	9956	Canon Financial Services, In	0300	\$1,384.00	\$1,384.00	0	1	PTSC COPIERS LEASE
04/10/2025		679370	1346	CDW GOVERNMENT, INC.	3198	\$50,930.00	\$50,930.00	0	1	PROJECTORS FOR PLE
04/10/2025		679371	9953	Cheryl Hoard	0101	\$39.90		0	1	MAR25 MILEAGE
04/10/2025		679371	9953	Cheryl Hoard	1300	\$119.70	\$159.60	0	1	MAR25 MILEAGE
04/10/2025		679372	1602	CHICAGO TRIBUNE COMPANY	0300	\$84.23	\$84.23	0	1	LEGAL POSTINGS, FEB25
04/10/2025		679373	1172	COASTAL VALLEY WATER COMPANY	2311	\$564.65	\$564.65	0	1	ALTERNATIVE WATER 4.3.25
04/10/2025		679374	9826	COMMERCIAL FOOD SYSTEMS, INC	0800	\$750.14	\$750.14	0	1	HS A LA CARTE
04/10/2025		679375	383	COMMUNICATION CO. OF SO. BEN	0300	\$3,000.00	\$3,000.00	0	1	COMPLEX MONITORING
04/10/2025		679376	1572	CRIST, SEARS & ZIC, LLP	0300	\$1,337.50	\$1,337.50	0	1	LEGAL SVCS, MARCH25
04/10/2025		679377	36	BATTERIES PLUS BULBS	0300	\$213.63	\$213.63	0	1	BATTERIES
04/10/2025		679378	253	ENGRAVABLES	0300	\$15.00	\$15.00	0	1	BOARD NAMEPLATE, GRAYAM
04/10/2025		679379	48	FERGUSON FACILITIES SUPPLY	0300	\$1,006.87	\$1,006.87	0	1	JANITORIAL SUPPLY
04/10/2025		679380	360	FIRST STUDENT	0300	\$285,758.01		0	1	JANUARY BUS ROUTES
04/10/2025		679380	360	FIRST STUDENT	4125	\$1,290.94	\$287,048.95	0	1	JANUARY BUS ROUTES
04/10/2025		679381	748	GRAINGER	0300	\$194.75		0	1	WIRE RETURN, SHIPPING CREDI
04/10/2025		679381	748	GRAINGER	0708	\$0.00	\$194.75	0	1	WIRE RETURN, SHIPPING CREDI
04/10/2025		679382	1238	HEBRON ACE HARDWARE	0300	\$78.66	\$78.66	0	1	CHAIN OIL
04/10/2025		679383	858	M.S.D. OF BOONE TOWNSHIP	0101	\$13,990.16		0	1	SPED SHARED SVCS JANUARY 25
04/10/2025		679383	858	M.S.D. OF BOONE TOWNSHIP	0300	\$3,125.00	\$17,115.16	0	1	SPED SHARED SVCS JANUARY 25
04/10/2025		679384	838	HONEYWELL INTERNATIONAL INC.	0300	\$10,918.90	\$10,918.90	0	1	CONTRACT 4/1/25 - 3/31/26
04/10/2025		679385	1412	I.T.I.	0300	\$89.00		0	1	DOT TESTING, LOY
04/10/2025		679385	1412	I.T.I.	2302	\$604.00	\$693.00	0	1	DOT TESTING, LOY
04/10/2025		679386	9943	Integrated Systems Corporati	0300	\$3,000.00	\$3,000.00	0	1	SKYWARD QMLATIV HOSTING
04/10/2025		679387	1101	KANKAKEE VALLEY R.E.M.C.	0300	\$19,031.36	\$19,031.36	0	1	PLE ELECTRIC, FEB25
04/10/2025		679388	918	KENDALL ELECTRIC INC	3198	\$681.16	\$681.16	0	1	CAT6 CABLE FOR ADDTL APs
04/10/2025		679389	2020	MAVERICK ENERGY	0300	\$1,621.29	\$1,621.29	0	1	NAT GAS 9/1/24 - 8/31/25
04/10/2025		679390	1084	MENARDS	0300	\$211.68	\$211.68	0	1	ELECTRICAL
04/10/2025		679391	919	MERRILLVILLE COMMUNITY SCHOO	4125	\$524.23	\$524.23	0	1	TITLE I MOU, INDIANA HORIZO
04/10/2025		679392	9879	MICHAEL ROSS	1400	\$45.50	\$45.50	0	1	MARCH CULINARY MILEAGE
04/10/2025		679393	9851	COTG DBA XBS MIDWEST	0300	\$316.32	\$316.32	0	1	XEROX MONTHLY CONTRACT
04/10/2025		679394	9935	D.A. DODD	0800	\$5,456.24	\$5,456.24	0	1	BGE/MS STEAMER REPAIR
04/10/2025		679395	9939	Monroe Pest Control, Inc.	0300	\$387.00	\$387.00	0	1	MARCH PEST CONTROL, BGE/MS
04/10/2025		679396	9982	Nicole Smith	0800	\$9.80	\$9.80	0	1	MARCH 25 MILEAGE
04/10/2025		679397	1404	NITCO	0300	\$858.33		0	1	PTSC PHONE/INTERNET
04/10/2025		679397	1404	NITCO	3780	\$1,700.00	\$2,558.33	0	1	PTSC PHONE/INTERNET
04/10/2025		679398	9928	O'Reilly Automotive Stores,	0300	\$8.27	\$8.27	0	1	HYDROLIC FILTER
04/10/2025		679399	1726	ODP BUSINESS SOLUTIONS, LLC	0101	\$1,154.66		0	1	TAPE, CO, SCOTT
04/10/2025		679399	1726	ODP BUSINESS SOLUTIONS, LLC	0300	\$415.17	\$1,569.83	0	1	TAPE, CO, SCOTT
04/10/2025		679400	1694	PORTER COUNTY EDU. SERVICES	0101	\$15,620.17		0	1	MAR25 SPED COOP/RENT
04/10/2025		679400	1694	PORTER COUNTY EDU. SERVICES	0300	\$6,619.58	\$22,239.75	0	1	MAR25 SPED COOP/RENT
04/10/2025		679401	9968	Piazza Produce	0800	\$2,418.85	\$2,418.85	0	1	BROC/CAULIFLOWER & FRUIT CH
04/10/2025		679402	1802	PITNEY BOWES BANK INC	0300	\$58.64	\$58.64	0	1	POSTAGE MACHINE INK
04/10/2025		679403	1637	PORTER TOWNSHIP SCHOOL CORP	0101	\$17,636.08		0	1	NEW HORIZONS MAR25 BILLING
04/10/2025		679403	1637	PORTER TOWNSHIP SCHOOL CORP	0200	\$25,644.58	\$43,280.66	0	1	NEW HORIZONS MAR25 BILLING
04/10/2025		679404	1275	PORTER-STARKE SERVICES	5806	\$990.00	\$990.00	0	1	STUDENTWISE SVCS, FEB25
04/10/2025		679405	9894	PRAIRIE FARMS DAIRY INC.	0800	\$2,795.90	\$2,795.90	0	1	PLE MILK 3.18.25
04/10/2025		679406	1704	QUINLAN & FABISH MUSIC	0101	\$275.18	\$275.18	0	1	MS BAND BOOKS
04/10/2025		679407	9231	RAPTOR TECHNOLOGIES	0300	\$1,980.00	\$1,980.00	0	1	24-25 ANNUAL ACCESS FEE

Date	Btwn Brd	Voucher #	Vendor #	Vendor	Fund	Fund Amount	Voucher Total	Check #	Bank #	Memorandum
04/10/2025		679408	1818	REED'S NURSERY	0300	\$622.06	\$622.06	0	1	SAND
04/10/2025		679409	1834	REPUBLIC SERVICES #715	0300	\$1,511.14	\$1,511.14	0	1	PTSC GARBAGE PICKUP
04/10/2025		679410	1801	RUSS' PRINT SHOP	0300	\$239.00	\$239.00	0	1	SECURITY WINDOW ENVELOPES
04/10/2025		679411	9835	S&P GLOBAL RATINGS	0710	\$19,932.00	\$19,932.00	0	1	S&P ANAYLTICAL SVCS, 25 BON
04/10/2025		679412	1482	SCHMIDT, STACEY	6847	\$158.11	\$158.11	0	1	AASA PARKING/UBER/TAXI
04/10/2025		679413	1074	SCHOOL SPECIALTY,LLC	0101	\$31.48	\$31.48	0	1	CONST PAPER, PREK, PECENY,
04/10/2025		679414	1952	SHAMBAUGH & SON L.P.	0300	\$400.00	\$400.00	0	1	HS WATERFLOW SWITCH/PANEL
04/10/2025		679415	9986	Singlewire Software	0300	\$3,006.05	\$3,006.05	0	1	VISITOR AWARE 03/25-07/26
04/10/2025		679416	1165	SITEONE LANDSCAPE SUPPLY, LL	0300	\$2,725.95	\$2,725.95	0	1	FERTILIZER
04/10/2025		679417	1831	INDIANA GROCERY GROUP,LLC	1400	\$138.56	\$138.56	0	1	CUL 1&2, SODA BREAD, ANGEL
04/10/2025		679418	9905	Tamara Kenning	3957	\$46.20	\$46.20	0	1	CAREER COACHING MILEAGE, MA
04/10/2025		679419	2008	TEAM CHEVROLET	0300	\$925.29	\$925.29	0	1	REPAIR ON BUS 53
04/10/2025		679420	1739	THE TIMES	0300	\$165.03	\$165.03	0	1	NOTICE TO BIDDERS, MARCH25
04/10/2025		679421	1716	THORN, SCOTT	0300	\$2,650.00	\$2,650.00	0	1	FEBRUARY WWTP
04/10/2025		679422	2032	TURFTIME EQUIPMENT, LLC	0708	\$514.50	\$514.50	0	1	MOTOR FOR FLR BELT, TOPDRES
04/10/2025		679423	1718	UTILITY SERVICES	0300	\$490.50	\$490.50	0	1	WWTP SUPPLY
04/10/2025		679424	2653	VALIDATED CUSTOM SOLUTIONS	0708	\$3,747.00	\$3,747.00	0	1	MOTORS
04/10/2025		679425	1344	WATCON, INC.	0300	\$310.40	\$310.40	0	1	WATER TREATMENT PRG, APRIL2
04/10/2025		679426	9828	XEROX FINANCIAL SERVICES	0300	\$380.92	\$380.92	0	1	MARCH COPIER LEASE
04/10/2025		679427	9918	ZINKAN ENTERPRISES, INC.	0300	\$446.50	\$446.50	0	1	COMPLEX WWTP
04/10/2025		679428	1405	NORTHERN IN PUBLIC SERVICE C	0300	\$9,697.31	\$9,697.31	1	1	ANNX/BGE/MS GAS/ELEC FEB/MA
04/10/2025		679429	1405	NORTHERN IN PUBLIC SERVICE C	0300	\$8,542.13	\$8,542.13	1	1	ANNEX/BGE/MS ELEC FEB/MAR25
04/10/2025		679430	1405	NORTHERN IN PUBLIC SERVICE C	0300	\$240.58	\$240.58	1	1	CO GAS, FEB/MARCH
04/10/2025		679431	1405	NORTHERN IN PUBLIC SERVICE C	0300	\$3,636.89	\$3,636.89	1	1	PLE GAS, FEB/MARCH
04/10/2025		679432	1405	NORTHERN IN PUBLIC SERVICE C	0300	\$2,009.33	\$2,009.33	1	1	BGE/MS GAS, FEB/MARCH
04/10/2025		679433	1405	NORTHERN IN PUBLIC SERVICE C	0300	\$2,448.19	\$2,448.19	1	1	ATH COMP GAS, FEB/MARCH
04/10/2025		679434	1405	NORTHERN IN PUBLIC SERVICE C	0300	\$5,491.85	\$5,491.85	1	1	BGHS GAS, FEB/MARCH
04/10/2025		679435	1405	NORTHERN IN PUBLIC SERVICE C	0300	\$303.09	\$303.09	1	1	BGE/MS GAS/ELEC, FEB/MAR
Totals for 111 Vouchers						\$1,927,816.13	\$1,927,816.13			

Totals by Fund

0101.00	EDUCATION	\$870,836.68
0101.01	CURRICULAR MATERIALS	\$18,875.10
0200.00	DEBT SERVICE	\$25,644.58
0300.00	OPERATIONS	\$554,043.62
0708.02	2023 GO BOND CONSTRUCTION	\$4,261.50
0710.00	2025 HS Bond - Cost of Issuance	\$19,932.00
0800.00	School Lunch	\$67,021.60
0800.01	SUPPLY CHAIN ASSISTANCE	\$2,788.88
0800.03	FRESH FRUITS & VEG PROGRAM	\$2,457.20
1300.02	East Porter SPED portion of shar	\$22,204.12
1300.03	MSD Boone SPED portion of shared	\$18,165.71
1300.04	Union SPED portion of shared ser	\$17,575.08
1400.00	JOINT OPERATIONS- VOCATIONAL	\$184.06
1700.01	Digital Repairs	\$567.95
1725.00	PRESCHOOL WALMART GRANT	\$224.00
2001.03	PTSC Ed Foundation Awards/Donati	\$13.98
2200.00	ADULT, ALTERNATIVE, CON ED	\$17,975.14
2301.00	ATHLETIC/CLUB TRANSPORTATION F	\$716.96
2302.00	STUDENT DRUG TESTING FEES	\$604.00
2311.00	WELLNESS GRANT	\$564.65
3198.24	COMMON SCHOOL SP24 \$134,700.00	\$5,092.57
3198.25	COMMON SCHOOL FALL24 \$134,00	\$55,115.09
3270.25	Secured School Safety 24.25	\$9,703.99
3780.00	STATE CONNECTIVITY GRANT	\$1,700.00
3957.02	Career Coaching - Staff/Student	\$46.20
4125.00	Title I FY2025	\$10,733.07
5200.00	24.25 IDEA Para Pro Grant	\$63.00
5806.00	FFY24 Title IV - \$10,001.47	\$990.00
6847.00	TITLE II, FY2024	\$1,426.35
8400.00	FOOD SERVICE PATRON ACCOUNTS	\$37,794.25
TOTAL OF ALL FUNDS		\$1,767,321.33

Totals by Clearing

9211	FEDERAL TAXES	\$28,143.22
9221	FICA	\$31,366.89
9231	STATE TAXES	\$22,372.75
9241	COUNTY TAXES	\$5,719.86
9270	MED,DEN,VSP RETIREE INS	\$1,381.31
9272	MEDICAL 1	\$37,458.81
9282	AMERICAN FUNDS 403B	\$18,160.26
9300	EDUCATION FOUNDATION of PTSC	\$150.00
9301	ED.F.PASS-THROUGH	\$79.00
9442	LIFE RETIREE INS	\$1,834.56
9452	VSP/EMPLOYEE PAY	\$12,981.16
9462	IN STATE CCU/CASS CNTY	\$846.98

=====		TOTAL OF ALL CLEARING	\$160,494.80
		GRAND TOTAL	\$1,927,816.13

I hereby certify that each of the above listed vouchers and the invoices, or bills attached hereto, are true and correct and that the materials OR services itemized therein for which charges are made were ordered AND received, and I have audited same in accordance with I.C. 5-11-10-1.6.

April 4 2025

CFO/Corporation Treasurer

Kathleen B. Smith

Kathleen B. Smith

ALLOWANCE OF VOUCHERS

We have examined the Vouchers listed on the foregoing Accounts Payable Register, consisting of 7 pages, and except for the vouchers not allowed on the register, such vouchers are hereby allowed in the total \$1,927,816.13 dated this 10th day of April, 2025.

BOARD OF EDUCATION

President

Vice President

Secretary

Member

Member

March 31, 2025

FINANCIAL REPORT

*As of 3.26.25

<u>FUND NAME</u>	<u>Beginning Balance</u>	<u>Ending Balance</u>	<u>Amount of Change</u>	<u>Appropriations % Spent</u>	<u>Months</u>	<u>% of Year</u>
EDUCATION -101.00, 101.02	\$ 1,179,527.74	\$ 176,864.62	\$ (1,002,663.12)			
101.01 Curricular Materials breakout	\$ 220,523.15	\$ 219,255.95	\$ (1,267.20)			
TOTAL	\$ 1,400,050.89	\$ 396,120.57		23.92%	3/12	25%

Notes:

Ending Cash balance is 9.69% of 2025 Budget, not including Curricular Materials
\$155,705.00 are PO's

DEBT SERVICE	\$ 703,905.54	\$ 678,260.96	\$ (25,644.58)	1.26%	3/12	25%
OPERATION	\$ 820,121.49	\$ 540,824.86	\$ (279,296.63)	24.53%	3/12	25%

Notes:

Ending Cash balance is 8.84% of 2025 Budget
\$426,731.50 are PO's

RAINY DAY	\$ 641,664.75	\$ 641,664.75	\$ -			
------------------	---------------	---------------	------	--	--	--

Notes:

Moved money to Trust Indiana for better interest rates. Money will remain reflected in this fund.

FOOD SERVICES 800.00, 800.01, 800.03	\$ 705,344.17	\$ 717,226.72	\$ 11,882.55			
---	---------------	---------------	--------------	--	--	--

Notes:

Patron Account \$49,796.31

TRECS - Trust Indiana	\$ 1.08	\$ 1.08	\$ -			
------------------------------	---------	---------	------	--	--	--

Notes:

INVESTMENT - CD's	\$ -	\$ -	\$ -			
--------------------------	------	------	------	--	--	--

Notes:

None at this time.

Percent of Education Revenue Transferred to Operations (by end of 2024 not more than 15%)
1.78%

PTSC Starting Salary - Minimum Salary of \$40,000
\$ 49,475.00

Percentage of Certified Salary to State Funding - 62% minimum
77.72%

Notes:

Respectfully submitted:
Kathleen B. Smith

3.25 Monthly Board.xls

Monthly Fund Balance Report
PORTER TOWNSHIP SCHOOL CORPORATION
From: 03/01/2025 | To: 03/31/2025
Form 9: Exclude Form 9

Fund	Description	Beginning Balance	Receipts	Expenditures	Transfers In	Transfers Out	End Balance
0101.00	EDUCATION	\$1,179,527.74	\$990,742.36	\$994,688.42	\$1,282.94	\$0.00	\$1,176,864.62
0101.01	CURRICULAR MATERIALS	\$220,523.15	\$0.00	\$1,267.20	\$0.00	\$0.00	\$219,255.95
0101.02	24.25 David C Ford Grant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0200.00	DEBT SERVICE	\$703,905.54	\$0.00	\$25,644.58	\$0.00	\$0.00	\$678,260.96
0250.00	RETIREMENT/SEVERANCE BOND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0300.00	OPERATIONS	\$820,121.49	\$37,788.05	\$307,330.26	\$0.00	\$0.00	\$550,579.28
0610.00	LOCAL RAINY DAY	\$641,664.75	\$389.49	\$0.00	\$0.00	\$0.00	\$642,054.24
0620.00	SEVERANCE	\$175,803.92	\$0.00	\$0.00	\$0.00	\$0.00	\$175,803.92
0705.00	PLE CONSTRUCTION BOND \$61,000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0706.00	2022 HS/WWTP Bond	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0707.00	2022 GO BONDS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0707.01	2022 GO BONDS COST OF ISSUANCE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0707.02	2022 GO BONDS CONSTRUCTION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0708.00	2023 GO BOND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0708.01	2023 GO BOND COST OF ISSUANCE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0708.02	2023 GO BOND CONSTRUCTTION	\$2,370,928.65	\$6,208.93	\$8,021.60	\$0.00	\$0.00	\$2,369,115.98
0709.00	2024 PLE Bond - Cost of Iss...	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0710.00	2025 HS Bond - Cost of Issu...	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0800.00	School Lunch	\$697,786.09	\$69,149.11	\$54,143.77	\$0.00	\$0.00	\$712,791.43
0800.01	SUPPLY CHAIN ASSISTANCE	\$7,558.07	\$11.16	\$3,128.10	\$0.00	\$0.00	\$4,441.13
0800.02	FOOD SVC NUTRITIONAL GRANT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
0800.03	FRESH FRUITS & VEG PROGRAM	\$0.01	\$5,102.43	\$5,140.78	\$0.00	\$0.00	-\$38.34
0900.00	CURRICULAR MATERIALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1300.00	Special Education shared se...	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1300.01	PTSC portion of SPED shared...	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1300.02	East Porter SPED portion of...	-\$11,159.95	\$22,192.71	\$22,036.09	\$0.00	\$0.00	-\$11,003.33
1300.03	MSD Boone SPED portion of s...	-\$28,898.44	\$17,142.47	\$18,024.64	\$0.00	\$0.00	-\$29,780.61
1300.04	Union SPED portion of share...	-\$10,703.07	\$17,961.87	\$17,501.57	\$0.00	\$0.00	-\$10,242.77
1400.00	JOINT OPERATIONS- VOCATIONAL	\$346,638.56	\$0.00	\$272.38	\$0.00	\$0.00	\$346,366.18
1700.00	Digital Devices	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1700.01	Digital Repairs	-\$11,831.50	\$0.00	\$0.00	\$0.00	\$0.00	-\$11,831.50
1700.02	Digital Accessories	-\$11,507.01	\$127.50	\$0.00	\$0.00	\$0.00	-\$11,379.51
1701.00	PERM STANLEY NATURE CENTER ...	\$316.80	\$0.00	\$0.00	\$0.00	\$0.00	\$316.80
1702.00	INCENTIVE PROGRAMS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1703.00	CB&T/FIDELITY ACCOUNT	\$135.18	\$0.00	\$0.00	\$0.00	\$0.00	\$135.18
1725.00	PRESCHOOL WALMART GRANT	\$3,734.21	\$0.00	\$253.44	\$0.00	\$0.00	\$3,480.77
1726.00	MS NO KID HUNGRY SHARE OUR STR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1727.00	HS NO KID HUNGRY SHARE OUR STR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1728.00	PLE NO KID HUNGRY SHARE OUR S	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
1850.00	EDUCATIONAL LICENSE PLATES	\$768.75	\$0.00	\$0.00	\$0.00	\$0.00	\$768.75
1937.00	BGE LIBRARY	\$483.10	\$0.00	\$0.00	\$0.00	\$0.00	\$483.10
1939.00	MS LIBRARY	\$84.38	\$0.00	\$0.00	\$0.00	\$0.00	\$84.38
1940.00	PLE LIBRARY	\$556.24	\$0.00	\$0.00	\$0.00	\$0.00	\$556.24
2000.00	Student Scholarships, PCCF	\$7,688.22	\$0.00	\$0.00	\$0.00	\$0.00	\$7,688.22
2001.00	Donations	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2001.01	Superintendent Donations	\$15,241.36	\$0.00	\$0.00	\$0.00	\$0.00	\$15,241.36
2001.02	Angel/Feed it Frwd Fund - Cafe	\$14,207.70	\$0.00	\$0.00	\$0.00	\$0.00	\$14,207.70
2001.03	PTSC Ed Foundation Awards/D...	-\$223.35	\$0.00	\$486.02	\$0.00	\$0.00	-\$709.37
2200.00	ADULT, ALTERNATIVE, CON ED	\$142,878.03	\$0.00	\$19,093.53	\$0.00	\$0.00	\$123,784.50

Monthly Fund Balance Report
PORTER TOWNSHIP SCHOOL CORPORATION
From: 03/01/2025 | To: 03/31/2025
Form 9: Exclude Form 9

Fund	Description	Beginning Balance	Receipts	Expenditures	Transfers In	Transfers Out	End Balance
2300.00	FACILITY COMMUNITY RENTALS	\$14,578.94	\$670.00	\$0.00	\$0.00	\$0.00	\$15,248.94
2301.00	ATHLETIC/CLUB TRANSPORTATION F	\$2,917.44	\$0.00	\$1,239.52	\$0.00	\$0.00	\$1,677.92
2302.00	STUDENT DRUG TESTING FEES	\$4,836.02	\$0.00	\$630.00	\$0.00	\$0.00	\$4,206.02
2310.00	TEACHER ACTIVITY FUND	\$1,430.57	\$0.00	\$0.00	\$0.00	\$0.00	\$1,430.57
2311.00	WELLNESS GRANT	\$5,044.18	\$0.00	\$457.95	\$0.00	\$0.00	\$4,586.23
2700.00	Scholarship	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2700.01	Suzi Peterson Honorable Mem...	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2700.02	Steve Tafflinger Memorial S...	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2700.03	Education Foundation Schola...	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3028.24	FORMATIVE ASSMT/NWEA 23-24	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3028.25	FORMATIVE ASSMNT/NWEA 24-25	\$5,891.50	\$0.00	\$0.00	\$0.00	\$0.00	\$5,891.50
3140.00	FY24 Early Literacy Achieve...	\$10.58	\$0.00	\$10.58	\$0.00	\$0.00	\$0.00
3197.23	COMMON SCHOOL SP23 \$137,900	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3198.24	COMMON SCHOOL SP24 \$134,700.00	-\$129,607.43	\$0.00	\$0.00	\$0.00	\$0.00	-\$129,607.43
3198.25	COMMON SCHOOL FALL24 \$134,00	-\$8,970.00	\$0.00	\$58,635.00	\$0.00	\$0.00	-\$67,605.00
3250.00	MEDICAID REIMBURSEMENT	\$0.00	\$1,536.70	\$0.00	\$0.00	\$1,282.94	\$253.76
3270.24	23.24 Secured Safety Grant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3270.25	Secured School Safety 24.25	-\$51,065.94	\$0.00	\$16,675.21	\$0.00	\$0.00	-\$67,741.15
3322.00	ALTERNATIVE EDUCATION GRANT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3749.00	CTE/DWD INCENTIVE GRANT	\$3,531.72	\$0.00	\$0.00	\$0.00	\$0.00	\$3,531.72
3750.00	TEACHER APPRECIATION GRANT	\$0.25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.25
3769.24	HIGH ABILITY 2024 \$31,727.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3769.25	HIGH ABILITY 2025 \$28,994.00	\$5,198.57	\$2,900.00	\$1,234.83	\$0.00	\$0.00	\$6,863.74
3780.00	STATE CONNECTIVITY GRANT	\$85,115.91	\$0.00	\$1,700.00	\$0.00	\$0.00	\$83,415.91
3957.00	Career Coaching Grant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3957.01	Career Coaching - Coach	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00
3957.02	Career Coaching - Staff/Stu...	\$4,826.32	\$0.00	\$0.00	\$0.00	\$0.00	\$4,826.32
4124.00	TITLE I FY2024	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4125.00	Title I FY2025	-\$9,371.54	\$0.00	\$9,371.54	\$0.00	\$0.00	-\$18,743.08
5200.00	24.25 IDEA Para Pro Grant	-\$351.40	\$0.00	\$0.00	\$0.00	\$0.00	-\$351.40
5805.00	FFY23 Title IV - \$10,000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5806.00	FFY24 Title IV - \$10,001.47	\$0.00	\$0.00	\$1,044.00	\$0.00	\$0.00	-\$1,044.00
6460.00	Federal Medicaid	\$2,255.35	\$31.15	\$0.00	\$0.00	\$0.00	\$2,286.50
6845.00	TEACHER TITLE II,PT A \$2740...	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6846.00	TITLE II, PROF DEV \$ 27,521.47	-\$8,355.29	\$0.00	-\$482.20	\$0.00	\$0.00	-\$7,873.09
6847.00	TITLE II, FY2024	-\$1,175.89	\$0.00	\$1,102.57	\$0.00	\$0.00	-\$2,278.46
7923.00	ESSER III	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
7931.00	CRRSA - ESSER II	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
8400.00	FOOD SERVICE PATRON ACCOUNTS	\$53,070.94	\$34,502.07	\$37,761.75	\$0.00	\$0.00	\$49,811.26
8500.00	RAINY DAY INVESTMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
8502.00	TRECS DEBT COLLECTIONS	\$1.08	\$0.00	\$0.00	\$0.00	\$0.00	\$1.08
9999.00	Clearing Control	\$1,609.54	\$240,186.09	\$239,257.50	\$0.00	\$0.00	\$2,538.13
Totals:		\$7,267,650.04	\$1,446,642.09	\$1,845,670.63	\$1,282.94	\$1,282.94	\$6,868,621.50

03/26/2025
1:57 PM

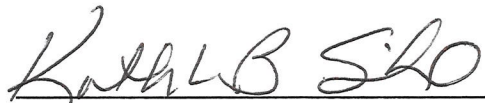
PORTER TOWNSHIP SCHOOL CORPORATION
TRANSFER ACTIVITY REPORT (FUNDS)
(03/01/2025 - 03/31/2025)

Page: 1
fartranacty0 G004

DATE	DOC #	ACCOUNT NUMBER	DESCRIPTION	Transfer IN	Transfer OUT
03/18/2025	1074	0101 00	3.25 Medicaid Fund to Ed Fund	1,282.94	
			Fund TOTAL EDUCATION	1,282.94	0.00
03/18/2025	1074	3250 00	3.25 Medicaid Fund to Ed Fund		1,282.94
			Fund TOTAL MEDICAID REIMBURSEMENT	0.00	1,282.94
			GRAND TOTALS	1,282.94	1,282.94

Submitted to Board for Approval on

March 26, 2025



Kathleen B Smith, CFO/Treasurer

Secretary

President

Member

Vice President

Member

03/26/2025
1:58 PM

PORTER TOWNSHIP SCHOOL CORPORATION
Educ & Operation Fund Transfers
Date Range: 4/1/2025 - 4/30/2025

Pg. 1
v1.0.0.0

Post Date	TRF Amount	TRF #	Description	User	Input Date	Accounts
*** Total:	\$0.00					

No Education to Operation Transfers for March 2025

Submitted to Board for Approval on

March 26, 2025

Kathleen B Smith

Kathleen B Smith, CFO/Treasurer

Secretary

President

Member

Vice President

Member

Education to Operations Transfer

Resolution to transfer not more than 15% per month

\$675,000 Transfer amount on 2025 Budget

Gross Education Fund Revenue

	Monthly Revenue	Transfer Amount	Monthly % Actually Transferred	15% Transfer Amount	Difference from 15%	YTD Revenue	YTD Transfer Total	YTD Transfer %
1 January	\$ 949,849.04	\$ 51,500.00	5.42%	\$ 142,477.36	\$ (90,977.36)	\$ 949,849.04	\$ 51,500.00	5.42%
2 February	\$ 954,550.13	\$ -	0.00%	\$ 143,182.52	\$ (143,182.52)	\$ 1,904,399.17	\$ 51,500.00	2.70%
3 March	\$ 990,742.36	\$ -	0.00%	\$ 148,611.35	\$ (148,611.35)	\$ 2,895,141.53	\$ 51,500.00	1.78%
4 April			#DIV/0!	\$ -	\$ -	\$ 2,895,141.53	\$ 51,500.00	1.78%
5 May			#DIV/0!	\$ -	\$ -	\$ 2,895,141.53	\$ 51,500.00	1.78%
6 June			#DIV/0!	\$ -	\$ -	\$ 2,895,141.53	\$ 51,500.00	1.78%
7 July			#DIV/0!	\$ -	\$ -	\$ 2,895,141.53	\$ 51,500.00	1.78%
8 August			#DIV/0!	\$ -	\$ -	\$ 2,895,141.53	\$ 51,500.00	1.78%
9 September			#DIV/0!	\$ -	\$ -	\$ 2,895,141.53	\$ 51,500.00	1.78%
10 October			#DIV/0!	\$ -	\$ -	\$ 2,895,141.53	\$ 51,500.00	1.78%
11 November			#DIV/0!	\$ -	\$ -	\$ 2,895,141.53	\$ 51,500.00	1.78%
12 December			#DIV/0!	\$ -	\$ -	\$ 2,895,141.53	\$ 51,500.00	1.78%
	<u>\$ 2,895,141.53</u>	<u>\$ 51,500.00</u>						

Transfer is made after the Board meeting the following month. Only December is done before the end of the year as an off docket transaction.

2025 Percent of Transfer 3.31.25.xls

**PLACEHOLDER FOR 6B
– APPROVE BID
RECOMMENDATIONS
FOR PLE PROJECT**



The SKILLMAN Corporation
Project Administration
Construction Management

April 4, 2025

Dr. Stacey Schmidt
Superintendent of Schools
Porter Township School Corporation
248 S 500 W
Valparaiso, IN 46385

RE: Porter Lakes Elementary School Addition and Renovations

Dr. Schmidt,

On April 2, 2025, we received (48) bids for (13) bid categories for the project referenced above. The Bid Tabulation sheet is attached for your reference.

After conducting Pre-award conferences and reviewing the bidder's qualifications, The Skillman Corporation recommends awarding contracts and issuing a Notice to Proceed to the following Contractors based on the low Base Bid along with Alternate No. 2 (Power Generator), Alternate No. 3 (Carpet Replacement), Alternate No. 4 (Change Air, Classroom Vertical Units), and Alternate No. 5, (Schneider Temperature Controls).

BC	Description	Contractor	Contract Amount
1	General Trades	Gough Inc.	\$ 4,646,500
2	Masonry	Kwiatkowski Masonry	\$ 858,474
3	Roofing & Metal Composites	J&F Chiattello	\$ 873,011
4	Aluminum Entrances and Glazing	The Lazzaro Companies	\$ 287,555
5	Metal Studs / Drywall	Kleckner Interior	\$ 704,100
6	Painting	Oosterbaan Painting	\$ 116,620
7	Hard Tile	Midwest Tile	\$ 80,375
8	Carpet & Resilient	Interior Finishes	\$ 185,255
9	Food Facility Equipment	Great Lakes Hotel Supply	\$ 742,055
10	Fire Protection	Hill Fire Protection	\$ 360,950
11	Plumbing	Bloomfield Mechanical	\$ 459,400
12	HVAC & Controls	Gatlin Plumbing & Heating	\$ 1,445,500
13	Electrical/Technology	H&T Electric	\$ 1,120,700
Total			\$ 11,880,495

Respectfully,

The SKILLMAN Corporation

Chris Muvceski
Sr. Project Manager

TSC BID RESULTS (LOW BASE BID)

PROJECT NAME: Porter Lakes Elementary School Addition, Renovations, and Related Work

TSC PROJECT #: 224130

BID DATE: April 02, 2025

BID CATEGORY	BID CATEGORY DESCRIPTION	CONTRACTOR	BASE BID	1 Fire Suppression	2 Power Generator	3 Carpet Replacement	4 Changeair VUV	5 Schneider Temperature Controls		SUMMARY
1	General Trades	Gough, Inc.	\$4,620,000		\$20,000	\$6,500				\$4,646,500
2	Masonry	Kwiatkowski Masonry	\$847,504		\$10,970					\$858,474
3	Roofing & Metal Composites	J&F Chiattello	\$873,011							\$873,011
4	Aluminum Entrances & Glazing	The Lazzaro Companies	\$287,555							\$287,555
5	Metal Studs, Drywall, Acoustics	Kleckner Interiors	\$704,100							\$704,100
6	Painting & Wall Coverings	Oosterbaan & Sons	\$116,620							\$116,620
7	Hard Tile	Midwest Tile	\$80,375							\$80,375
8	Carpet & Resilient	Interior Finishes	\$169,390			\$15,865				\$185,255
9	Food Facility Equipment	Great Lakes Hotel Supply	\$742,055							\$742,055
10	Fire Protection	Hill Fire Protection	\$360,950	\$363,502						\$724,452
11	Plumbing	Bloomfield Mechanical	\$459,400							\$459,400
12	HVAC & Controls	Gatlin Plumbing & Heating	\$1,435,000		\$5,500			\$5,000		\$1,445,500
13	Electrical & Technology	H&T Electric	\$1,054,000		\$66,700					\$1,120,700
	Totals		\$11,749,960	\$363,502	\$103,170	\$22,365	\$0	\$5,000		\$12,243,997

TSC BID TABS (Currently Sorted by Base Bid)

PROJECT NAME: Porter Lakes Elementary School Addition, Renovations, and Related Work

TSC PROJECT #: 224130

BID DATE: April 02, 2025

1	General Trades	5
----------	-----------------------	----------

BID TYPE	CONTRACTOR	BASE BID	1 Fire Suppression	2 Power Generator	3 Carpet Replacement	4 Changeair VUV	5 Schneider Temperature Controls	SUMMARY
N	Gough, Inc	\$4,620,000		\$20,000	\$6,500			\$4,646,500
N	Larsen-Danielson	\$5,196,000		\$14,700	\$8,500			\$5,219,200
N	Gibson-Lewis, LLC	\$5,378,500		\$50,300	\$3,500			\$5,432,300
N	Gariup Construction	\$5,435,750		\$30,000	\$25,000			\$5,490,750

2	Masonry	6
----------	----------------	----------

BID TYPE	CONTRACTOR	BASE BID	1 Fire Suppression	2 Power Generator	3 Carpet Replacement	4 Changeair VUV	5 Schneider Temperature Controls	SUMMARY
N	Kwiatkowski Masonry	\$847,504		\$10,970				\$858,474
N	Adams Masonry	\$854,000		\$20,000				\$874,000
N	Gough, Inc.	\$871,000		\$12,000				\$883,000
N	Ziolkowski	\$1,056,450		\$16,750				\$1,073,200
N	A-One Group	\$1,065,000		\$13,400				\$1,078,400
N	Larson-Danielson	\$1,322,535		\$18,468				\$1,341,003

3	Roofing & Metal Composites	2
----------	---------------------------------------	----------

BID TYPE	CONTRACTOR	BASE BID	1 Fire Suppression	2 Power Generator	3 Carpet Replacement	4 Changeair VUV	5 Schneider Temperature Controls	SUMMARY
N	J&F Chiattello	\$873,011						\$873,011
N	E.C. Babilla	\$1,011,617						\$1,011,617

4	Aluminum Entrances & Glazing	2
----------	---	----------

BID TYPE	CONTRACTOR	BASE BID	1 Fire Suppression	2 Power Generator	3 Carpet Replacement	4 Changeair VUV	5 Schneider Temperature Controls	SUMMARY
N	The Lazzaro Companies	\$287,555						\$287,555
N	Trout Glass & Mirror	\$306,765						\$306,765

5	Metal Studs, Drywall, Acoustics	4
----------	--	----------

BID TYPE	CONTRACTOR	BASE BID	1 Fire Suppression	2 Power Generator	3 Carpet Replacement	4 Changeair VUV	5 Schneider Temperature Controls	SUMMARY
N	Kleckner Interiors	\$704,100						\$704,100
N	Gough, Inc.	\$709,000						\$709,000
N	Gibson-Lewis	\$1,007,500						\$1,007,500
N	Pangere	\$1,196,000						\$1,196,000

6	Painting & Wall Coverings	2
----------	--------------------------------------	----------

BID TYPE	CONTRACTOR	BASE BID	1 Fire Suppression	2 Power Generator	3 Carpet Replacement	4 Changeair VUV	5 Schneider Temperature Controls	SUMMARY
N	Oosterbaan & Sons	\$116,620						\$116,620
N	Stan's Painting	\$118,960						\$118,960

7	Hard Tile	2
----------	------------------	----------

BID TYPE	CONTRACTOR	BASE BID	1 Fire Suppression	2 Power Generator	3 Carpet Replacement	4 Changeair VUV	5 Schneider Temperature Controls	SUMMARY
N	Midwest Tile	\$80,375						\$80,375
N	Master Tile	\$119,000						\$119,000

8	Carpet & Resilient	3
----------	-------------------------------	----------

BID TYPE	CONTRACTOR	BASE BID	1 Fire Suppression	2 Power Generator	3 Carpet Replacement	4 Changeair VUV	5 Schneider Temperature Controls	SUMMARY
N	Interior Finishes	\$169,390			\$15,865			\$185,255
N	Midwest Tile	\$184,900			\$14,155			\$199,055
N	Master Tile	\$199,000			\$20,242			\$219,242
XC	Midwest Tile Combo BC7 & BC8	\$258,800			\$14,155			\$272,955

9	Food Facility Equipment	2
----------	--------------------------------	----------

BID TYPE	CONTRACTOR	BASE BID	1 Fire Suppression	2 Power Generator	3 Carpet Replacement	4 Changeair VUV	5 Schneider Temperature Controls	SUMMARY
N	Great Lakes Hotel Supply	\$742,055						\$742,055
N	Singer Ashland	\$811,402						\$811,402

10	Fire Protection	2
-----------	------------------------	----------

BID TYPE	CONTRACTOR	BASE BID	1 Fire Suppression	2 Power Generator	3 Carpet Replacement	4 Changeair VUV	5 Schneider Temperature Controls	SUMMARY
N	Hill Fire Protection	\$360,950	\$363,502					\$724,452
N	Shambaugh & Son	\$362,000	\$789,900					\$1,151,900

11	Plumbing	6
-----------	-----------------	----------

BID TYPE	CONTRACTOR	BASE BID	1 Fire Suppression	2 Power Generator	3 Carpet Replacement	4 Changeair VUV	5 Schneider Temperature Controls	SUMMARY
N	Bloomfield Mechanical	\$459,400						\$459,400
N	Mechanical Concepts	\$469,000						\$469,000
N	LGS Mechanical	\$514,514						\$514,514
N	Reichelt Plumbing	\$524,000						\$524,000
N	FE Moran	\$524,824						\$524,824
N	Circle"R" Mechanical	\$547,500						\$547,500

12	HVAC & Controls	5
-----------	----------------------------	----------

BID TYPE	CONTRACTOR	BASE BID	1 Fire Suppression	2 Power Generator	3 Carpet Replacement	4 Changeair VUV	5 Schneider Temperature Controls	SUMMARY
N	Gatin Plumbing & Heating	\$1,435,000		\$5,500			\$5,000	\$1,445,500
N	Mechanical Concepts	\$1,526,000						\$1,526,000
N	Circle "R" Mechanical	\$1,540,000						\$1,540,000
N	Quality Control Systems	\$1,660,000		\$8,000				\$1,668,000
N	Bloomfield Mechanical	\$1,755,000				\$94,000		\$1,849,000

13	Electrical & Technology	4
-----------	------------------------------------	----------

BID TYPE	CONTRACTOR	BASE BID	1 Fire Suppression	2 Power Generator	3 Carpet Replacement	4 Changeair VUV	5 Schneider Temperature Controls	SUMMARY
N	H&T Electric	\$1,054,000		\$66,700				\$1,120,700
N	EMCOR Hyre Electric	\$1,161,122		\$66,700				\$1,227,822
N	Continental Electric	\$1,421,875		\$88,000				\$1,509,875
N	ACMS Group	\$3,300,000		\$194,000				\$3,494,000
XC	ACMS Group Combo BC12 & BC13	\$3,300,000		\$194,000				\$3,494,000

Porter Township School Corporation

248 South 500 West
Valparaiso, IN 46385
219-477-4933 ext. 1000

STACEY M. SCHMIDT, Ph.D.
Superintendent

BEN PARRISH
Assistant Superintendent

KATHLEEN SMITH
CFO/Treasurer



TO: Board of School Trustees
FROM: Stacey Schmidt, Superintendent *46*
DATE: April 4, 2025
RE: Transfer Student Applications for the 2025-2026 School Year

Applications have been received for the following number of students per grade:

Grade 1:

1

Grade 2:

2

Grade 4:

1

Grade 5:

1

Grade 7:

1

Additionally, I recommend approval of the following number of transfer students into kindergarten for the 2025-2026 school year:

KDG:

7

Upon review of the aforementioned applications, I have determined that these applicants meet the posted criteria established by law and I recommend acceptance of these out-of-district transfer students for the 2025-2026 school year.

Porter Township School Corporation

248 South 500 West
Valparaiso, IN 46385
219-477-4933 ext. 1000

STACEY M. SCHMIDT, Ph.D.
Superintendent

BEN PARRISH
Assistant Superintendent

KATHLEEN SMITH
CFO/Treasurer



Contracts

The board is asked to approve the following contracts at the Regular School Board Meeting on

April 10, 2025

Building	Business Entity	Fees/Services	Contract Period	Amount
PTSC	Vector Solutions/Scenario Learning	Chemical Mgmt/Training, Employee Safety & Compliance Library	10/15/2025-10/14/2026	\$2,874.72

A handwritten signature in black ink, appearing to be a stylized 'G' or 'J' followed by a flourish.

EX-100-100

APR - 1 2025

March 21, 2025

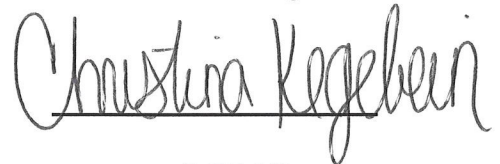
To: The Porter Township School Board

Porter Township
School District

The PTO has donated \$ 2,134.62 in Scholastic Dollars to the BGE Library. This dollar amount is 50% of our total book fair profit of \$ 4,269.24.

Thank You,

Christina Kegebein



BGE Librarian



Scholastic Dollars are mostly redeemed throughout book fair week for many different things. Here is a breakdown of how the dollars are used:

Teacher Preview Event:

When teachers shop, they are given \$20 Scholastic Dollars and the chance to choose two free prizes which include any books/supplies they'd like for their classroom. Scholastic Dollars are shared with all BGE staff members throughout book fair week.

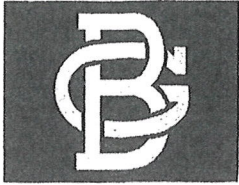
“Minute To Win It” Classroom Book Donation was awarded to Mrs. Hundt’s LRE room. Mrs.Hundt was able to grab as many books as she could within 1 minute for her classroom.

Additional Uses for Scholastic Dollars:

*Scholastic Dollars are also used throughout the fair for students who **do not** have money. Every student leaves the fair with something.

*Scholastic Dollars are also redeemed at the fair for prizes (pencils/notebooks/pens/erasers/etc (For our various library competitions that take place throughout the year.) Items are also purchased for student helpers during the book fair. (Students who helped me bag/clean/organize all week during the fair.)

*The remaining Scholastic Dollars I have left after the book fair will be used over the next few months to supply the library with more books/supplies/flexible seating options.



Porter Township School Corporation Fundraising Application

Per SBOA, individual school organizations or functions may conduct selling activities on not more than 30 separate days during a school year. All fundraisers must be board approved prior to conducting the fundraiser. Applications must be submitted at least 10 days prior to a board meeting to be approved. A Summary Collection Form SA-8 must be completed and submitted with fundraiser proceeds for deposit. Upon approval, a Facility Request Form must be submitted if applicable.

Name of Organization: Boone Grove Girls Varsity Soccer Team
Sponsor / Individual in Charge: Jacob Bircher + Allison Hubbard
Fundraiser Dates: From: 4/28/25 To: 5/9/25 Total Number of Days: 12
Fundraiser Details: Albanese Candy Sale
Where: ~~Porter Township School Corporation~~ Cost of Items Sold: \$7-25 Goal: \$1,000
Use of Money: To help pay for Valpo University Camp
Vendor Name: Albanese
Vendor Address: 5441 E Lincoln Highway Merrillville IN 46410
Needs: Money Bag ☒ Tickets ☒
Sponsor Signature: _____ Date: _____

RECEIVED

APR - 3 2025

OFFICE USE ONLY

Does this fundraiser involve the sale of foods and/or beverages during the school day? YES ☐ NO ☒

**If yes, Director of Food Service must also approve fundraiser*

PRINCIPAL / ASSISTANT PRINCIPAL APPROVAL:

DATE: 4/2/25

ATHLETIC DIRECTOR APPROVAL:

DATE: 4/3/25

DIRECTOR OF FOOD SERVICE APPROVAL:

DATE: _____

SCHOOL BOARD APPROVAL:

DATE: _____

88



Porter Township School Corporation Fundraising Application

Per SBOA, individual school organizations or functions may conduct selling activities on not more than 30 separate days during a school year. All fundraisers must be board approved prior to conducting the fundraiser. Applications must be submitted at least 10 days prior to a board meeting to be approved. A Summary Collection Form SA-8 must be completed and submitted with fundraiser proceeds for deposit. Upon approval, a Facility Request Form must be submitted if applicable.

Name of Organization: BGMS Library RECEIVED
Sponsor / Individual in Charge: Tiffany Campagna
Fundraiser Dates: From: 2/2/26 To: 2/11/26 Total Number of Days: 8 MAR 10 2025
Fundraiser Details: Valentine Grams (Bracelets) Porter Township School Corporation
Where: BGMS Library Cost of Items Sold: \$1.00 ea. Goal: \$500
Use of Money: To purchase new books + supplies for the BGMS Library
Vendor Name: N/A
Vendor Address: N/A
Needs: Money Bag ☒ Tickets ☐
Sponsor Signature: Tiffany Campagna Date: 3/10/25

OFFICE USE ONLY

Does this fundraiser involve the sale of foods and/or beverages during the school day? YES ☐ NO ☐
**If yes, Director of Food Service must also approve fundraiser*

PRINCIPAL / ASSISTANT PRINCIPAL APPROVAL:

[Signature] DATE: 3/7/25

ATHLETIC DIRECTOR APPROVAL:

[Signature] DATE: 3/10/25

DIRECTOR OF FOOD SERVICE APPROVAL:

____ DATE: _____

SCHOOL BOARD APPROVAL:

____ DATE: _____

BP

Book	Policy Manual
Section	For Board review
Title	Revision of EMPLOYMENT OF SUBSTITUTES
Code	po3120.04
Status	
Adopted	November 8, 2018
Last Revised	September 12, 2024

3120.04 - **EMPLOYMENT OF SUBSTITUTES**

The Board recognizes the need to procure the services of substitute teachers in order to continue the operation of the schools as a result of the absence of regular personnel.

The Superintendent shall employ substitute teachers as services are required to replace temporarily absent regular staff members. Such assignment of substitute teachers may be terminated when their services are no longer required.

Substitute teachers must possess a valid Indiana substitute teacher permit obtained through the Indiana Department of Education (IDOE) with a copy kept on file in the Office of the Superintendent.

~~In addition to possessing a valid Indiana substitute teacher permit obtained through the Indiana Department of Education (IDOE), substitute teachers must also complete at least sixty (60) college credit hours, verified by submitting a copy of the transcript from accredited institution(s) to the Porter Township School Corporation~~

OR

~~Complete thirty (30) college credits from an accredited institution(s), verified by submitting a copy of the transcript to the Porter Township School Corporation from the accredited institution and at least one (1) year of additional work experience with children. Additional work experience may be satisfied by the applicant having completed (within the last three (3) years) at least one (1) year of instructing and/or supervising children in a classroom as a teacher aide in a public or private school; working in a nursery school, coaching, and/or primarily working with children at YMCA, Boys' or Girl's club, camp counseling, etc.~~

The Superintendent will set the pay schedule for substitute teachers.

An individual who holds a professional license, provisional license, limited license, or an equivalent license issued by the Indiana Department of Education and serves as an occasional substitute teacher shall be compensated on the Corporation's substitute teacher pay schedule.

An individual who holds a professional license or provisional license and serves as a substitute teacher in the same teaching position for more than fifteen (15) consecutive school days shall be compensated at a rate determined by the Superintendent.

A substitute teacher may be employed without a written contract.

The Superintendent may recommend that the Board approve a contract with a vendor to provide substitute teachers to work in the Corporation as long as the substitutes provided meet the provisions of this policy and AG 3120.04.

© **Neola 2018**

Legal	I.C. 20-28-5-2, 20-28-5-3
	I.C. 20-28-9-6, 20-28-9-7, 20-28-9-8

Book	Policy Manual
Section	For Board review
Title	Revision of DETERMINATION OF LEGAL SETTLEMENT AND ELIGIBILITY FOR ENROLLMENT OF STUDENTS WITHOUT LEGAL SETTLEMENT IN THE CORPORATION
Code	po5111
Status	
Adopted	December 22, 2005
Last Revised	July 14, 2023

5111 - DETERMINATION OF LEGAL SETTLEMENT AND ELIGIBILITY FOR ENROLLMENT OF STUDENTS WITHOUT LEGAL SETTLEMENT IN THE CORPORATION

The School Board establishes the following policy for determining student eligibility to attend the schools of this School Corporation.

- A. The Board will educate, tuition-free, students who have legal settlement in the Corporation, and students enrolled according to the requirements of I.C. 20-26-11.
 - B. Where the legal settlement of a student cannot reasonably be determined by reference to the residence of the student's parent or legal guardian and the student is being supported by and living with a person whose residence is within the Corporation, the student may be enrolled without payment of tuition. ~~If the parents are able to support the student and have placed the student in the home of another person primarily for the purpose of attending school in this Corporation without establishing legal guardianship as required by Indiana law, tuition will not be charged unless otherwise required by law.~~
 - C. A child who is placed in foster care by a court of competent jurisdiction shall be admitted tuition-free, without regard to residency, to a school within the Corporation, as selected by the State Department of Human Services or the child placing agency responsible for placement of that child.
 - D. Foreign students participating in a foreign-exchange program approved by the Indiana State Board of Education and living with a resident host family will be admitted tuition-free.
 - E. The Corporation will provide a free education to those students who are considered by Federal law to be illegal aliens, if the student's parent or legal guardian has legal settlement within the Corporation, or considered to be homeless by criteria established by the State (see Policy 5111.01 and AG 5111.01 - Homeless Students).
 - F. If a student's legal settlement is changed after the student has begun attending school in the Corporation in any school year, the effective date of withdrawal from the Corporation may, at the election of the parent, the student (if the student is at least eighteen years of age), or a juvenile court conducting a proceeding under IC 31-34-20-5, IC 31-34-21-10, IC 31-37-19-26, or IC 31-37-20-6 (or IC 31-6-4-18.5 before its repeal), be extended to the end of the semester in which the change of legal settlement occurred. At the discretion of the Superintendent, the effective date of withdrawal from the Corporation may be extended to the end of that school year.
- Students who have completed the eleventh grade in this Corporation and have changed legal settlement to another school corporation may complete the twelfth grade in this Corporation.
- Transportation from and to the site of the new legal settlement will not be provided by the ~~School~~ Corporation for a student whose effective date of withdrawal is extended beyond the date of the change of legal settlement, unless the student has an Individualized Education Program (IEP) in which transportation is required to be provided as a related service.
- G. The School Corporation shall maintain proof of Indiana residency for each student enrolled in the Corporation whom the Corporation counts for membership in the ADM count. This documentation of Indiana residency shall be placed in the student's electronic or hard copy file. (See also Policy 6250 - Required ADM Counts for the Purpose of State Funding and Verification of Residency for Membership.)
 - H. A married student living with a spouse or a married or unmarried emancipated minor is eligible to attend school without payment of tuition if the student resides in the Corporation.

I. Children of Divorced Parents

Children of divorced parents may attend school in this Corporation without the payment of tuition if one (1) parent resides in this Corporation and an election is made utilizing the 'Custodial Statement and Agreement: Divorce, Separation, or Abandonment' form provided by the Indiana State Board of Education.

The parent with physical custody of the student or the student, if the student is at least eighteen (18) years of age, must notify the Superintendent of the school corporation in which the parents/student seek to have the student enrolled of their election to enroll the student in the Corporation. The election shall be made on a yearly basis and applies throughout the school year unless the student's parent no longer resides within the attendance area of the Corporation.

- J. A student who has been expelled from another school corporation or who is expelled from a nonpublic school or withdraws from a public or a nonpublic school to avoid expulsion may not be enrolled in the Corporation during the actual or proposed expulsion.
- K. Students whose parents do not have legal settlement within the Corporation but who present evidence that they will move into the Corporation within a short period of time may enroll in the schools of this Corporation as tuition free students for the time not in residence.
- L. Students who do not have legal settlement may/will be enrolled in the special education program of this Corporation pursuant to the provisions of a Cooperative agreement.

Transfer Students

Transfer Student Whose Parent Is Employed by the Corporation:

The Corporation shall accept a transferring student who does not have legal settlement in the Corporation and whose parent is a current employee of the Corporation who resides in Indiana.

Nonpublic School Transfer Student

The Corporation shall accept a transferring student who resides in Indiana and who does not have legal settlement in the Corporation if:

- A. the student attended an accredited nonpublic elementary school located in the attendance area of the Corporation for at least two (2) school years immediately preceding the school year in which the student transfers to a high school in the Corporation under this section;
- B. the student is transferring because the accredited nonpublic school from which the student is transferring does not offer grades 9 through 12;
- C. the majority of the students in the same grade as the transferring student at the accredited nonpublic school have legal settlement in the Corporation and will attend a school under the authority of the Corporation; and
- D. the Corporation has the capacity to accept students.

If the number of students who request to transfer to the Corporation under this section causes the Corporation to exceed its maximum student capacity, the Board shall determine which students will be admitted as transfer students by a random drawing in a public meeting.

In addition to students with legal settlement in the Corporation, students without legal settlement in the Corporation (hereafter referred to as 'transfer students') will be enrolled in compliance with I.C. 20-26-11-32 and the following procedure:

- A. The Board or Board's designee will establish the number of transfer students that can be accepted in each building and grade level.
- B. The Board or Board's designee will establish a date by which requests to enroll a transfer student must be submitted to the Superintendent. This date shall be submitted to the Indiana Department of Education and published on the Corporation Internet website.
- C. Requests to enroll a student without legal settlement in the Corporation shall not be denied if the student to be transferred:
 - 1. has been enrolled in the Corporation in the prior school year;
 - 2. is a member of a household in which any other member of the household is a student in the transferee school; or
 - 3. has a parent who is an employee of the Corporation
- D. If the number of requests to enroll in each building and grade level exceeds the number established by the Board reduced by the number of transfers that may not be denied as described in paragraph (C) above, the students to be enrolled in each building and grade level shall be determined by random selection in which each application submitted on or before the date established by the Board pursuant to paragraph (A) above has an equal chance of being selected.

Pursuant to State law, the Board may deny a student's application to transfer to the Corporation, discontinue enrollment of a transfer student currently attending, rescind approval of a student approved to attend in a subsequent year, or establish terms or conditions for enrollment or for continued enrollment in a subsequent school year, if:

- A. during the preceding twelve (12) months, the student has been suspended or expelled for:
 - 1. ten (10) or more school days;
 - 2. possession of a firearm, deadly weapon, or a destructive device;
 - 3. causing physical injury to a student, school employee or visitor to the school; or
 - 4. a violation of the Corporation's drug or alcohol rules.
- B. the student has had a history of unexcused absences, and the Board believes that, based upon the location of the student's residence, attendance would be a problem for the student if the student is enrolled in the Corporation.

All due process procedures applicable to Corporation students who are subject to discipline, including the expulsion procedure in I.C. 20-33-8-19, apply to transfer students during the school year. (See Board Policy 5610 - Suspension and Expulsion of Students)

For purposes of computing the number of days of suspension of the student requesting enrollment, student discipline received from a teacher pursuant to I.C. 20-33-8-25(b)(7) and I.C. 20-26-11-32(j) shall be included in the calculation of the number of school days that a student has been suspended.

The Board delegates authority to the Superintendent to deny a student's application to transfer to the Corporation, discontinue enrollment of a transfer student currently attending, rescind approval of a student approved to attend in a subsequent year, or establish terms or conditions for enrollment or for continued enrollment in a subsequent school year if the student meets the criteria listed above.

Transportation will not be provided by the School Corporation for transfer students accepted for enrollment unless the transfer student has an Individualized Education Program (IEP) in which transportation is required to be provided as a related service.

No transfer student shall be accepted for enrollment for athletic reasons.

Transfer students will not be charged unless otherwise required by law.

Revised 1/19/06
Revised 10/21/10
Revised 6/20/13
Revised 5/12/16
Revised 3/12/20
Revised 10/8/20
Revised 3/11/21
Revised 8/19/21

© Neola 2022

Legal

I.C. 20-18-2-11 (legal settlement defined)

I.C. 20-33-2-12 (transfer to another accredited or non-accredited school)

I.C. 20-33-8-17 (expulsion for lack of legal settlement)

I.C. 20-26-11-1 (residence defined)

I.C. 20-26-11-2

I.C. 20-26-11-2.5 (divorced parent election)

I.C. 20-26-11-6(e) (option to not charge transfer tuition)

I.C. 20-26-11-6.5 (children of school employees)

I.C. 20-26-11-6.7 (nonpublic school students)

I.C. 20-26-11-32 (student transfer requests, HEA 1381 2013; SEA 108 - 2017)

I.C. 20-26-11-33 (non-transfer student attending alternative education program)

Plyer v. Doe, 457 U.S. 202 (1982) (State Statute denying free public education to illegal immigrants violated the Equal Protection Clause of the Fourteenth Amendment)

Divorced Parents Agreement: <http://www.doe.in.gov/sites/default/files/legal/formiii.pdf>

Third Party Agreement: <http://www.doe.in.gov/sites/default/files/legal/custodialstatementinstructions.pdf>

Book	Policy Manual
Section	For Board review
Title	Revised Policy - Volume 37, No. 1 - November 2024 - STUDENT CONDUCT
Code	po5500
Status	
Adopted	October 21, 2010

Revised Policy - Volume 37, No. 1 - November 2024

5500 - STUDENT CONDUCT

Respect for the law and for those persons in authority ~~shall be~~ is expected of all students. This includes conformity to school rules as well as general provisions of law regarding minors. Respect for the rights of others, consideration of their privileges, and cooperative citizenship ~~shall also be~~ is expected of all members of the ~~school~~ School Corporation community.

Respect for real and personal ~~property;~~ property, pride in one's ~~work;~~ work, achievement within the range of one's ~~ability;~~ ability, and exemplary personal standards of courtesy, decency, and honesty shall be maintained in the schools of this Corporation. It is the responsibility of students, teachers, and administrators to maintain a classroom environment that:

- A. allows teachers to communicate effectively with all students in the class;
- B. allows all students in the class the opportunity to learn;
- C. has consequences that are fair, and developmentally appropriate;
- D. considers the student and the circumstances of the situation; and
- E. enforces the Student Code of Conduct/Student Discipline Code accordingly.

Academic Honesty

The Board values honesty and expects integrity in the Corporation's students. Violating academic honesty expectations erodes the trust between teachers and students as well as compromises the academic standing of other students. So that each student learns the skills being taught and is judged solely on their own merits, the Board prohibits any student from presenting someone else's work as their own, using artificial intelligence platforms in place of one's own work, providing unauthorized assistance to another student, and cheating in any manner.

All school work submitted for the purpose of meeting course requirements must be the individual student's original work or the original work of a group of students for group projects. It is prohibited for any student to unfairly advance their own academic performance or that of any other student. Likewise, no student may intentionally limit or impede the academic performance or intellectual pursuits of other students.

Academic dishonesty includes but is not limited to:

- A. plagiarism (of ideas, work, research, speech, art, music, etc.);
- B. forgery of another's work;
- C. presenting the results that are the product of an artificial intelligence ("AI") platform as one's own where the use of AI was not specifically allowed by the teacher as part of the assignment;
- D. downloading or copying information from other sources and presenting it as one's own;
- E. using language translation work of someone else or using technology when the expectation is doing one's own translation;
- F. copying another person's work;
- G. allowing another person to copy one's own work;
- H. stealing another person's work;
- I. doing another person's work for them;
- J. distributing copies of one's work for use by others;
- K. distributing copies of someone else's work for use by others for academic gain or advantage;
- L. intentionally accessing another's work for the purpose of presenting it as one's own for academic gain or advantage;
- M. distributing or receiving answers to assignments, quizzes, tests, assessments, etc.;
- N. distributing or receiving questions from quizzes, tests, assessments, etc.;

Staff and Administration have the responsibility for monitoring students' work for compliance with this policy.

All teachers, beginning in the elementary grades, will educate students as to what constitutes academic dishonesty and what is acceptable and unacceptable behavior in Corporation schools regarding academic integrity.

Students who violate this policy are subject to disciplinary consequences.

Teachers are authorized, in consultation with the Principal, to apply appropriate consequences for violations of this policy.

Parents shall be contacted as soon as practicable to report any alleged acts of academic dishonesty by their child.

Repeated violations of this policy will result in additional disciplinary consequences in accordance with the Student Code of Conduct.

The Superintendent shall establish procedures to carry out Board policy and philosophy, philosophy and shall hold all school personnel, students, and parents responsible for the conduct of students in schools, on Corporation premises, and on school vehicles.

The Superintendent is authorized to establish administrative guidelines on the dangers of dangerous weapons which requires students to report knowledge of dangerous weapons and threats of violence by students and staff to the building principal. Failure to report such knowledge shall/may subject the student to immediate suspension and potential expulsion from school.

Student conduct shall be governed by the rules and provisions of the Student Code of Conduct. This Code of Conduct shall be reviewed annually.

Cross References
po7540.03 - STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY
po7540.09 - ARTIFICIAL INTELLIGENCE

~~I.C. 20-33-8-1 thru 34~~
I.C. 20-33-8-0.2
I.C. 20-27-10-2

© Neola-2005 2024

Legal
I.C. 20-33-8-0.2
I.C. 20-27-10-2

Cross References
po7540.03 - STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY
po7540.09 - ARTIFICIAL INTELLIGENCE

Book	Policy Manual
Section	For Board review
Title	Copy of SUSPENSION AND EXPULSION OF STUDENTS
Code	po5610
Status	
Adopted	June 21, 2001
Last Revised	December 8, 2022

5610 - **SUSPENSION AND EXPULSION OF STUDENTS**

The Board recognizes that removal from the educational programs of the School Corporation, whether by suspension, or expulsion, is the most severe sanction that can be imposed on a student in this Corporation and one that cannot be imposed without due process since removal deprives a child of the right to an education.

No student is to be suspended and/or expelled from an activity, program, or a school unless the student's behavior represents misconduct or substantial disobedience while the student is on school grounds immediately before or during school hours, or immediately after school hours, or at any other time when the school is being used by a school group; off school grounds at a school activity, function, or event; or traveling to or from school or a school activity, function, or event. This includes but is not limited to bringing to or possessing at school a firearm, deadly weapon, or destructive device.

In addition to the grounds specified above, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or the student's removal is necessary to restore order or protect persons on school property, including any unlawful activity during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions and/or a student may be expelled if his/her legal settlement is not in the attendance area of the School Corporation, except as otherwise allowed by Policy 5111.

Furthermore, a student may be suspended or expelled for bullying, regardless of the physical location in which the bullying occurred, whenever:

- A. the individual committing the bullying behavior and any of the intended targets of the bullying behavior are students attending a school within a school corporation; and
- B. disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of other to a safe and peaceful learning environment.

A student also may be expelled when the student's legal settlement is not within the Corporation's attendance area.

A Student Code of Conduct, approved by the Board, shall specify the procedures to be followed by school officials when administering this policy. In addition to the procedural safeguards and definitions set out in this policy and the student/parent handbook, the procedures set forth in Board Policy 5605 - Suspension and Expulsion of Students with Disabilities shall apply to students identified as having a disability under the Individuals with Disabilities Education Act ("IDEA"), 20 U.S.C. 1400 et seq., or Section 504 of the Rehabilitation Act of 1973 ("Section 504"), 29 U.S.C. 794.

For purposes of this policy and the Superintendent's administrative guidelines, the following definitions shall apply:

- A. 'Suspension' means any disciplinary action that does not constitute an expulsion whereby a student is separated from school attendance for a period not to exceed ten (10) school days. A student may be suspended for a longer period of time in accordance with the provisions of I.C. 20-33- 8-23 pending expulsion.

If a student is suspended, the student is required to complete all assignments and school work assigned during the period of the student's suspension. The principal or the principal's designee shall ensure that the student receives notice of any assignments or school work due and teacher contact information in the event that the student has questions regarding the assignments or schoolwork. The student will receive credit, in the same manner as a student who is not suspended would receive, for any assignments or school work assigned during the period of the student's suspension that the student completes. The student shall be allowed to make up missed tests or quizzes when the student returns to school.

- B. 'Expulsion' means a disciplinary or other action where by a student is:

1. separated from school attendance for a period exceeding ten (10) school days;
2. separated from school attendance for the balance of the current semester or current year unless a student is permitted to complete required examinations in order to receive credit for courses taken in the current semester or current year; or
3. separated from school attendance for at least one (1) calendar year pursuant to I.C. 20-33-8-16 for possession of firearms, deadly weapons or destructive devices, which may include an assignment to attend an alternative school, an alternative educational program, or a homebound educational program.

The term does not include situations when a student is disciplined under I.C. 20-33-8-25, removed from school pursuant to I.C. 20-34-3-9, or removed from school for failure to comply with the immunization requirements of I.C. 20-34-4-5.

Any student who brings a firearm, as defined under I.C. 35-47-1-5, to school shall be expelled for at least one (1) calendar year unless the Superintendent reduces the punishment for reasons justified by the particular circumstances of the incident.

If the student brings a deadly weapon as defined in I.C. 35-31.5-2-86 on to Corporation property or is found to possess a deadly weapon on Corporation property or at a school-related activity, the student may be expelled for a period of not more than one (1) calendar year. The Superintendent or his/her designee shall notify the law enforcement agency designated by the Prosecuting attorney when a student possesses a firearm or deadly weapon on school property or at a school-related activity.

The Superintendent shall ensure that a copy of this policy is sent to the State Department of Education as well as a description of the circumstances surrounding any expulsions for the above-stated firearms or weapons offense together with the name of the school, the number of students so expelled, and the types of

firearms or weapons that were brought on Corporation property.

The Corporation shall annually prepare a list of:

1. alternative education programs in the same county in which the Corporation is located or a county immediately adjacent to the county in which the Corporation is located; and
2. virtual charter schools;

in which a student may enroll if the student is expelled. The list must contain contact information for the entities described above and must provide the student and the student's parent notice that the student may be required to comply with I.C. 20-33-2 or any statute relating to compulsory school attendance in accordance with I.C. 20-33-8-31. A copy of the list shall be provided to the student or the student's parent at the expulsion meeting. If the student or student's parent fails to attend an expulsion meeting, a copy of the list shall be mailed to the student's residence.

If a student is expelled from school or from any educational function, the student's absence from school because of the expulsion is a violation of I.C. 20-33-2 or any other statute relating to compulsory school attendance if the student may enroll in:

1. an alternative education program in the county where or in a county immediately adjacent to the county where the Corporation from which the student was expelled is located; or
2. a virtual charter school

and the student does not enroll in an alternative education program or a virtual charter school during the student's expulsion. In the event an alternative education program or virtual charter school is not available for a student to attend under this subsection, the student's expulsion is not a violation of I.C. 20-33-2 or any other statute relating to compulsory school attendance.

The Board will hear all expulsion appeals.

The Superintendent shall develop administrative guidelines which provide appropriate procedures for implementing this policy and ensure compliance with applicable statutes. The procedures provided in such administrative guidelines shall include that the student/parent is not entitled to representation by legal counsel within the meeting room during an expulsion meeting, but may request a short recess during the expulsion meeting to consult with legal counsel who may sit outside the meeting room.

The Superintendent or his/her designee shall report all expulsions and second suspensions to the Bureau of Motor Vehicles in accordance with law and the Bureau's guidelines.

Retention of Public Records, Student Records, and Investigatory Records and Materials

All individuals charged with imposing discipline under this policy shall retain all information, documents, electronically stored information ("ESI"), and electronic media (as defined in Policy 8315) created and received as part of an investigation of student misconduct and disciplinary action taken, including but not limited to reports, admissions, witness statements, documentary evidence, audio, video and/or digital recordings, handwritten and contemporaneous notes, emails related to the allegations, investigation and disciplinary action, printouts, letters, determinations, and summaries. The information, documents, ESI, and electronic media (as defined in Policy 8315) retained may include public records and records exempt from disclosure under Federal and/or State law (e.g., student records).

The information, documents, ESI, and electronic media (as defined in Board Policy 8315 - Information Management) created or received as part of an investigation of student misconduct or disciplinary action taken shall be retained in accordance with Board Policy 8310 - Public Records, Board Policy 8315 - Information Management, Policy 8320, and Board Policy 8330 - Student Records and the Corporation's records retention schedule.

~~The information, documents, ESI, and electronic media (as defined in Policy 8315) created or received as part of an investigation of student misconduct or disciplinary action taken shall be retained in accordance with Policy 8310, Policy 8315, Policy 8320, Policy 8330 and the Corporation's records retention schedule.~~

Revised 1/16/03
Revised 2/15/07
Revised 5/12/16
Revised 3/12/20
Revised 3/11/21

© Neola 202422

Legal	I.C. 20-18-2-6.5
	I.C. 20-20-8-8(a)(17)
	I.C. 20-33-2-25
	I.C. 20-33-8-3
	I.C. 20-33-8-7
	I.C. 20-33-8-13.5
	I.C. 20-33-8-14
	I.C. 20-33-8-15
	I.C. 20-33-8-16
	I.C. 20-33-8-17
	I.C. 20-33-8-18
	I.C. 20-33-8-19
	I.C. 20-33-8-20
	I.C. 20-33-8-21
	I.C. 20-33-8-22
	I.C. 20-33-8-23
	I.C. 20-33-8-24

I.C. 20-33-8-25
I.C. 20-33-8-26
I.C. 20-33-8-28
I.C. 20-33-8-34
I.C. 35-31.5-2-86
I.C. 35-47-1-5
I.C. 35-47.5-2-4
20 U.S.C. 7151

Book	Policy Manual
Section	For Board review
Title	New Policy - Volume 37, No. 1 - November 2024 - DEPOSITORY AGREEMENTS AND DIGITAL PAYMENT APPLICATIONS
Code	po6140
Status	

New Policy - Volume 37, No. 1 - November 2024

6140 - DEPOSITORY AGREEMENTS AND DIGITAL PAYMENT APPLICATIONS

The School Board shall adopt a resolution every five (5) years designating those banks and other depositories of public funds in which the Fiscal Officer may deposit interim funds of the School Corporation, naming the digital payment applications, including but not limited to PayPal, Venmo, and Zelle, that the Corporation may utilize to accept funds for payment of school fees or services, and authorizing the Treasurer to enter into agreements with those banks, other depositories, and digital payment applications on behalf of the Board. The Board also shall make interim changes if it is in the Board's best interest to designate an additional depository or digital payment application or if one (1) or more of the designated depositories or digital payment applications are found to be insolvent or operating in an unsound manner.

© Neola 2024

Cross References po0151.1 - BOARD OF FINANCE OF THE _____ SCHOOL CORPORATION

Book	Policy Manual
Section	For Board review
Title	Revised Policy - Volume 37, No. 1 - November 2024 - REQUIRED ADM COUNTS FOR THE PURPOSE OF STATE FUNDING AND VERIFICATION OF RESIDENCY FOR MEMBERSHIP
Code	po6250
Status	
Adopted	October 8, 2020
Last Revised	September 12, 2024

Revised Policy - Volume 37, No. 1 - November 2024

6250 - REQUIRED ADM COUNTS FOR THE PURPOSE OF STATE FUNDING AND VERIFICATION OF RESIDENCY FOR MEMBERSHIP

The School Board expects enrolled students to be in regular attendance and engaged in the School Corporation's education programs in accordance with the provisions of the State compulsory attendance law, other provisions of State student attendance statutes found in I.C. 20-33-2, and the provisions of Policy 5200 - Attendance. Additionally, the Board expects the cooperation of parents in monitoring the attendance of their children to comply with the above statutes and policies.

A major portion of State funding for school corporations is determined by a count of enrolled students taken on days selected by the Indiana Department of Education (IDOE) (SBOE). This count is referred to as the Average Daily Membership ('ADM') count. The fall ADM and spring ADM counts ~~in February and September~~ are to be exact counts of eligible students enrolled in the Corporation by grade and school on the dates set by SBOE for the ADM count. An eligible student is a student who is enrolled in the Corporation on the ADM count day. A student may not be counted as an eligible student in more than one (1) school corporation. Pursuant to State and Federal law, the fall count of ADM shall be made on October 1 or another date set by the SBOE to align the count of ADM with the Federal pupil enrollment ("PE") count. The spring count of ADM shall be made on a day during February fixed by the SBOE.

The Board requires the Superintendent to establish administrative guidelines that detail the procedures ~~which~~ that shall be followed by all staff members involved in taking the ADM count in each school. These guidelines shall be made with the purpose of establishing internal controls to provide for timely and accurate ADM reporting to the Indiana Department of Education ("IDOE"). These guidelines also shall assign to a building-level staff member the duty and responsibility of compiling the ADM count. The ADM count in each school building shall be documented by providing a list of student names and unique student numbers assigned to each student through the IDOE system of identification. The individual assigned the duty and responsibility of compiling the ADM count shall sign a written certification of authenticity and accuracy of the count total, the accompanying student list of names and numbers, and the acknowledgment that each student on the list is an 'eligible student' for the Corporation's ADM count. The individual assigned the duty and responsibility of compiling, documenting, and certifying the count in each school building shall submit said count, documentation, and certification to an individual assigned by the Superintendent to compile the total ADM count for the Corporation. The guidelines also shall detail the individual responsible for retaining the records of the ADM count and related documentation. The supporting documentation of enrollment and attendance information by grade and school building shall be signed by the building principal and retained for audit purposes to substantiate the ADM count claimed. The guidelines shall require the individual submitting the ADM count to the IDOE to follow the IDOE Membership Layout instructional forms.

Before reporting any student for membership, the Corporation shall consider the following expectations regarding student residency verification as well as exceptions to residency requirements.

Definitions

- A. "Attending" means physical or virtual presence of a student with the expectation of continued services in the education programs for which the student is registered.
- B. "Enrolled" means to be:
 - 1. registered with the Corporation to attend educational programs offered by or through the Corporation; and
 - 2. attending these educational programs or receiving educational services.

Expectations for Student Residency Verification are as follows:

- A. The Corporation shall maintain proof of Indiana residency for each student in the student's electronic or hard copy file.
- B. Proof of residency shall be filed for each student whom the Corporation counts for membership.
 - 1. For a student enrolling from one year to the next at the Corporation, a parent/guardian shall confirm re-enrollment of the student either in-person or through an online registration process. If the Corporation brings forward enrollment from the prior year, students cannot be reported for Membership (ME, MA, MV) without verification of consistent attendance prior to the ADM count day.
 - 2. As part of the registration process (either in-person or online), the Corporation shall share the residency information it currently has on file for each student. The parent/guardian shall certify on a school-designed form that the student's address is either unchanged or changed. If changed, the new address shall be updated, and the parent/guardian shall be required to provide physical proof of the address change.
 - 3. A parent/guardian does not have to refile proof of residency each year for a student unless the address changes.
- C. Proof of residency shall be on hand for each student prior to the student being claimed on the fall and/or spring ~~membership~~ ADM count dates.
- D. If a student enrolls in the Corporation during the school year, proof of Indiana residency shall be filed with the Corporation.
- E. If a student has a change of address from one school year to another, the prior residency documents shall be maintained in the student's file. For audit purposes, the Corporation shall be able to produce a physical or scanned copy of residency proof for current and prior residency of each student.
- F. ~~The Board shall annually shall adopt or readopt a policy that specified specifies documentation, not to exceed three (3) items, required to verify Indiana residency.~~

- G. Documentation supporting proof of residency may include such items as a current utility bill, telephone bill, tax return, bank statement, mortgage statement, rental/lease agreement, medical bill, or other ~~like information~~ similar documentation that provides a verifiable address. Documentation shall be dated within sixty (60) days of student enrollment and the date shall be clearly identified and readable on the copy on file for the student.

Other Types of Proof of Residency:

Some students may not have required residency documents due to McKinney-Vento status, Third Party Custodial status, Foster Care status, etc. The documentation of proof of residency for these students that shall be maintained by the Corporation is set forth below.

McKinney-Vento (Homeless)

A completed IN Education for Homeless Children & Youth (INEHCY) McKinney-Vento Homeless Education Program Housing Questionnaire may serve as documentation of proof of residency for homeless students and shall be retained by the Corporation as proof of residency if the above-referenced documentation is not available. (See also Board Policy 5111.01 - Homeless Students)

Third Party Custodial

The Corporation shall maintain the residency documents of the custodial guardian the student is residing with as documentation of proof of Indiana residency. (See also Board Policy 5111 - Determination of Legal Settlement and Eligibility for Enrollment of Student without Legal Settlement in the Corporation)

Placement of a student by DCS, FSSA, Courts, etc.

The Corporation shall maintain either of the following as documentation of proof of Indiana residency of the student:

- A. Residency documents from the custodial guardian, foster family, etc. with whom the student is residing.
- B. A court order, placement letter, or other document evidencing the placement on the appropriate state or county letterhead.

(See also Board Policy 5111.03 - Children and Youth in Foster Care)

Exceptions to Indiana Residency Requirements include:

Foreign Exchange Student

This applies to foreign exchange students who are residing in, enrolled, and attending the Corporation, excluding foreign students enrolled and attending with an F1 Visa. The Corporation shall maintain residency documents of the host family with whom the student is residing for proof of Indiana residency.

(See also Board Policy 5114 - Nonimmigrant Students and Foreign Exchange Program)

Student of an Active Military Family Member

The Corporation shall maintain the following as documentation of proof of Indiana residency for a student of an active Military family member:

- A. Official military order of deployment or pending transfer supported in writing on official letterhead from the appropriate military branch.
- B. The address may include a temporary on-base leased home or apartment, purchased or leased home or apartment or federal government housing or off-base military housing.

(See also Board Policy 5111.02 - Educational Opportunity for Military Children)

Required Count of Students Completing Graduation Requirements Before Second Semester ADM Counts

Each high school principal in the School Corporation shall be responsible to prepare a count of students enrolled in the first semester and were counted in the fall ADM count and who:

- A. successfully completed graduation requirements to earn a diploma before the ~~February~~ spring ADM count; and
- B. were not enrolled on the day in February fixed by the ~~State Board of Education~~ SBOE for the spring ADM count.

This count shall be reported to the Indiana Department of Education (IDOE) along with other information the IDOE may request that is necessary to verify the number reported.

Other Information ADM Counts

All staff members who participate in the ADM count are expected to be ethical in counting only those students who meet the definition of 'eligible student' in the ADM count. Any staff member participating in the ADM count who fails to comply with this policy, the related administrative guidelines, and the directives of the IDOE and Indiana State Board of Accounts ('SBOA') for taking an ADM count is subject to disciplinary action, up to and including termination.

If the Corporation offers a 'virtual education program,' more robust internal controls shall be developed to ensure the accuracy of ADM count ~~compliance with I.C. 20-24-7-13(h)~~. The Board requires the Superintendent to include in the administrative guidelines controls that clarify under what conditions a student is considered to be 'enrolled' when participating in a virtual education program and how much activity or progress a student shall engage in to be considered in attendance.

Note: This policy was prepared to meet the SBOA's requirements for a 'student engagement policy' as outlined in the December 2019 School Bulletin, Volume 228, page 4. It has been further modified to meet the IDOE's August 27, 2020, Memorandum providing written guidance on verification of Indiana residency as it relates to reporting students for membership.

I.C. 20-26-5-42.1
I.C. 20-26-11-2
I.C. 20-33-2
I.C. 20-43-1-7.5
I.C. 20-43-1-11.5
I.C. 20-43-43

Cross References
September 28, 2021, Indiana Department of Education Guidance on Verification of Residency for Membership

po5111 - DETERMINATION OF LEGAL SETTLEMENT AND ELIGIBILITY FOR ENROLLMENT OF STUDENTS WITHOUT LEGAL SETTLEMENT IN THE CORPORATION; PROOF OF INDIANA RESIDENCY
po5111.01 - HOMELESS STUDENTS
po5111.02 - EDUCATIONAL OPPORTUNITY FOR MILITARY CHILDREN
po5111.03 - CHILDREN AND YOUTH IN FOSTER CARE
po5114 - NONIMMIGRANT STUDENTS AND FOREIGN EXCHANGE PROGRAMS

© Neola~~2023~~ 2024

Legal

I.C. 20-26-5-42.1
I.C. 20-26-11-2
I.C. 20-33-2
I.C. 20-43-1-7.5
I.C. 20-43-1-11.5

Cross References

September 28, 2021, Indiana Department of Education Guidance on Verification of Residency for Membership
po5111 - DETERMINATION OF LEGAL SETTLEMENT AND ELIGIBILITY FOR ENROLLMENT OF STUDENTS WITHOUT LEGAL SETTLEMENT IN THE CORPORATION; PROOF OF INDIANA RESIDENCY
po5111.01 - HOMELESS STUDENTS
po5111.02 - EDUCATIONAL OPPORTUNITY FOR MILITARY CHILDREN
po5111.03 - CHILDREN AND YOUTH IN FOSTER CARE
po5114 - NONIMMIGRANT STUDENTS AND FOREIGN EXCHANGE PROGRAMS

Book	Policy Manual
Section	For Board review
Title	Revision of TRAVEL PAYMENT AND REIMBURSEMENT/RELOCATION COSTS
Code	po6550
Status	
Adopted	August 10, 2017
Last Revised	December 12, 2024

6550 - TRAVEL PAYMENT AND REIMBURSEMENT/RELOCATION COSTS

Travel expenses incurred for official business travel on behalf of the School Corporation shall be limited to those expenses necessarily incurred by the employee in the performance of a public purpose authorized, in advance, in accordance with administrative guidelines. Travel costs may include the transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of the Corporation.

Payment and reimbursement rates for per diem, meals, lodging, and mileage shall be established by the Corporation and approved by the School Board annually. All mileage reimbursements shall be made at the rate established by the Board and documented by submitting a State Board of Accounts approved mileage form. Employees are expected to exercise the same care incurring travel expenses that a prudent person would exercise if traveling on personal business and expending personal funds. Unauthorized costs and additional expenses incurred for personal preference or convenience shall not be reimbursed.

Unauthorized expenses include but are not limited to alcohol, movies, fines for traffic violations, and the entertainment/meals/lodging of spouses or guests.

Commercial airfare costs in excess of the basic least expensive unrestricted accommodations class offered by commercial airlines are unallowable except when such accommodations would 1) require circuitous routing; 2) require travel during unreasonable hours; 3) excessively prolong travel; 4) result in additional costs that would offset the transportation savings; or 5) offer accommodations not reasonably adequate for the traveler's medical needs. Instances of commercial airfare cost in excess of the basic least expensive unrestricted accommodations class must be justified and documented on a case-by-case basis.

~~Temporary dependent care costs (as dependent is defined in 26 U.S.C. 152) above and beyond regular dependent care that directly results from travel to conferences are allowable provided that 1) the costs are a direct result of the individual's travel for the Federal award; 2) the costs are consistent with the Corporation's documented administrative guidelines for all entity travel; and 3) are only temporary during the travel period. Travel costs for dependents are unallowable, except for travel of a duration of six (6) months or more with prior approval of the Federal agency.~~

Relocation Cost Reimbursement

The Board does not reimburse for relocation costs.

Travel payment and reimbursement provided from Federal funds must be authorized in advance and shall be reasonable and consistent with the Corporation's travel policy and administrative guidelines. For travel paid for with Federal funds, the travel authorization shall include documentation that demonstrates that 1) the participation in the event by the individual traveling is necessary to the Federal award; and 2) the costs are reasonable and consistent with the Corporation's travel policy.

All travel shall comply with the travel procedures and rates established in the administrative guidelines. All costs incurred with Federal funds shall meet the cost allowability standards within Policy 6110 - Grant Funds.

To the extent that the Corporation's policy does not establish the allowability of a particular type of travel cost, the rates and amounts established under 5 U.S.C. 5701-11, ("Travel and Subsistence Expenses; Mileage Allowances"), or by the Administrator of General Services, or by the President (or the President's designee), must apply to travel under Federal awards.

Revised 7/14/23

© Neola 2024

Legal	2 C.F.R. 200.464
	2 C.F.R. 200.474
	2 C.F.R. 200.475

Book	Policy Manual
Section	For Board review
Title	Revised Policy - Volume 37, No. 1 - November 2024 - EMERGENCY PREPAREDNESS PLANS AND DRILLS
Code	po8420
Status	
Adopted	June 21, 2001
Last Revised	March 12, 2020
Prior Revised Dates	5/12/2016

8420 - **EMERGENCY PREPAREDNESS PLANS AND DRILLS**

The School Board recognizes that its responsibility for the safety of students extends to possible natural and man-made disasters and such emergencies are best met by preparedness and planning.

The Superintendent shall ensure that a written emergency preparedness plan is developed for the School Corporation and each school in the Corporation in consultation with local public safety agencies. The plan shall contain the following:

- A. appropriate warning systems
- B. procedures for notifying other agencies and organizations
- C. posting of evacuation routes
- D. emergency preparedness instruction for staff and students
- E. public information procedures
- F. steps that will be taken prior to a decision to evacuate buildings or dismiss classes, and
- G. provisions to protect the safety and well-being of staff, students and the public in case of:
 - 1. fire;
 - 2. natural disaster, such as tornado, flood or earthquake;
 - 3. adverse weather conditions, such as winter storms or extreme heat;
 - 4. nuclear contamination, such as power plant or transport vehicle spills;
 - 5. exposure to chemicals, such as pesticides, industrial spills and contaminants, laboratory chemicals and cleaning agents; and
 - 6. man-made occurrences, such as student disturbance, weapon, weapon of mass destruction, contamination of water or air supply, hostage, and kidnapping incidents

Within sixty (60) days after the beginning of each school year, the Superintendent shall certify to the Indiana Department of Education that the emergency preparedness plans for the Corporation and each school have been reviewed and revised, if necessary. Within sixty (60) days of opening a new or significantly remodeled school, the Superintendent shall certify to the Indiana Department of Education that a new plan has been developed or that the existing plan has been reviewed and revised, if necessary.

In order to prepare students and staff for emergency situations, the Board requires the principal of each school in the Corporation to conduct emergency preparedness drills during the school year in compliance with the rules adopted by the State Board of Education, the State Fire Marshal and the Fire Prevention and Building Safety Commission, as applicable. Each school and attendance center will conduct at least one (1) tornado and one (1) man-made occurrence disaster drill per semester.

At least one (1) man-made occurrence disaster drill must be an armed intruder ~~active shooter~~ drill and must be conducted within ninety (90) calendar days after the beginning of the school year.

Students shall not participate in any training or armed intruder drills that include as any part of the training or drill the expelling of any type of projectile at a student.

Armed intruder drills that include sensory components or activities shall not require student participation and shall not take place during regular school hours when a majority of the students are present. "Sensory components or activities" refer to aspects of an armed intruder drill intended to simulate a real armed intruder scenario that include: simulations of gunfire; simulations of gunshot wounds or other injuries; the use of a prop firearm; the use of a pellet gun; or participation in the drill by law enforcement personnel with drawn firearms.

Before conducting any training or drill that includes any sensory components or activities or the expelling of any type of projectile at a Corporation employee, the Corporation shall: (1) inform the employees who will participate of the use of sensory components or activities or the use of projectiles in the training or drill; and (2) obtain the written consent of each participating employee to participate in any training or a drill involving the use of sensory components or activities or the use of projectiles. Corporation employees who do not provide such written consent are not required to participate in that training or drill.

These drills may be conducted instead of the monthly fire evacuation drill required by the State Fire Marshal; provided, however, that tornado and man-made occurrence drills conducted in place of a monthly fire drill may not be conducted in two (2) consecutive months and may not be conducted more than twice in a semester.

Each principal shall file a certified statement that all required drills have been conducted. The Superintendent shall ensure that each principal complies with the requirement to file a certified statement that all required drills have been conducted.

All threats to the safety of Corporation facilities shall be identified by appropriate personnel and responded to promptly in accordance with the plan for emergency preparedness.

The Superintendent shall develop procedures for the handling of emergencies which include a plan for the prompt and safe evacuation of the schools.

Revised 5/12/16

© **Neola 2024**~~19~~

Legal

I.C. 20-34-3-20

511 IAC 6.1-2-2.5

675 IAC 22