

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

The Board of School Trustees of the Brownsburg Community School Corporation met in a regular meeting on Monday, January 14, 2019 at 6:30 p.m. in the F.L. O’Neal Administration Building, 310 Stadium Drive; Brownsburg, Indiana.

I. CALL TO ORDER

Mr. Phil Utterback, President of the Board, called the meeting to order at 6:30 p.m. Other Board members in attendance included Ms. Jessica Heffernan, Mr. Eric Hylton, Dr. Matthew Freije, and newly elected board member Mrs. Tiffany Dearman. Administrators present were Dr. Jim Snapp, Dr. Kat Jessup, Mr. Barry Gardner and Mr. John Voigt. Mrs. Vicki Murphy, Mrs. Jodi Gordon and Dr. Bret Daghe were also present.

II. PLEDGE OF ALLEGIANCE

Everyone stood for the Pledge of Allegiance.

III. MOMENT OF REFLECTION

Mr. Utterback asked for a moment of silence for reflection.

IV. INTRODUCTION AND SWEARING IN OF ELECTED BOARD MEMBERS

The Honorable Judge Robert Freese stepped forward as the officiant to administer the Oath of Office for re-elected School Board Member Ms. Jessica Heffernan and newly elected School Board Member Mrs. Tiffany Dearman. Judge Freese administered the Oath of Office to Ms. Heffernan and Mrs. Dearman and they were welcomed to the Board.

V. REORGANIZATION OF THE BOARD

A. Election of President

Mr. Utterback called for a motion to nominate Board officers for 2019. Dr. Freije nominated the following for Board officer positions: President of the Board of School Trustees, Mr. Phil Utterback; Vice President, Ms. Jessica Heffernan; Secretary, Mr. Eric Hylton. Mrs. Dearman seconded the motion. There being no other nominations or discussion, the Board approved the motion by a vote of five (5) ayes; zero (0) nays.

B. Election of Vice President

See above.

C. Election of Secretary

See above.

D. Appointment of the following: Corporation Treasurer and Purchasing Agent, Corporation Deputy Treasurers and Assistant Purchasing Agents

Mr. Utterback called for a motion to appoint Mr. Barry Gardner as Corporation Treasurer and Purchasing Agent and Mrs. Tracy Boss and Corporation Deputy Treasurer and Assistant Purchasing Agent. Mr. Hylton moved to accept the appointments; Ms. Heffernan seconded the motion. The Board approved the motion by a vote of five (5) ayes; zero (0) nays.

- 1. Corporation Treasurer & Purchasing Agent – Mr. Barry Gardner**
- 2. Corporation Deputy Treasurer and Assistant Purchasing Agent – Mrs. Tracy Boss**

See Above

E. Appointment of Board Members as:

Mr. Utterback made a motion to appoint Board Members to the following positions: Ms. Jessica Heffernan, Representative to the Brownsburg Education Foundation; Mr. Barry Gardner, Representative to the Brownsburg Redevelopment Commission; and Mr. Eric Hylton as Legislative Liaison to the Indiana School Boards Association. Dr. Freije seconded the motion. The Board approved the motion by a vote of five (5) ayes; zero (0) nays.

- 1. Representative to Brownsburg Education Foundation**
- 2. Representative to the Brownsburg Redevelopment Commission**
- 3. Legislative Liaison to the Indiana School Boards Association**

See above

VI. SUSPENSION OF REGULAR BOARD MEETING

Mr. Utterback suspended the Regular Board Meeting at 6:37 pm.

VII. ANNUAL BOARD OF FINANCE MEETING

A. Convene as the Board of Finance

- 1. Election of Officers**
 - a. Board of Finance President**

Mr. Utterback, Board of Finance President, opened the meeting at 6:37 pm and called for a motion to nominate officers of the Board of Finance: Dr. Freije made a motion to nominate Mr. Utterback as President and Mr. Hylton as Secretary; Mrs. Dearman seconded the motion. The Board approved the motion by a vote of five (5) ayes; zero (0) nays.

- b. Board of Finance Secretary**

See above.

- 2. Report on Investments**

Mr. Gardner shared that a duty of the Board of Finance is to review the Investment Report from the previous year. The investment report provides information relating to the total investment income for 2018 as well as cash reserves. He explained that while the policy has been in place for over a year, it has been only recently that funds have been invested in Certificates of Deposit (CDs). Soon after the policy was approved, the decision was made to delay this investment strategy to use current funds on the Lincoln/High School Project in order to reduce the impact on the project budget. Now that we have moved past that point, we have begun investing in a laddered CD format with current funds. Mr. Gardner explained that in early 2018, \$5,000,000 was invested in CDs with \$1,000,000 in a 3-month CD and \$2,000,000 each in a 6-month and 12-month CD. He shared that this strategy may change as each CD matures based on district needs for liquidity, market conditions and potential future rate increases. He noted we are continuously studying the cash reserve balances to determine if there is a possibility to invest additional funds in the laddered CD format.

Mr. Gardner shared that all Operating and Construction accounts are maintained and held at First Merchants Bank. He explained that at the last Board of Finance meeting, the Board approved the transition of all accounts to First Merchants. At that time, First Merchants offered an interest rate of 1.25% that was tied to the Federal Reserve rate. Over the course of the year, the interest rate has adjusted in accordance with the Fed rate which is currently 2.50%. All of these investments have increased the Interest Income to the district. Mr. Gardner shared that this new revenue may help in part to fund the addition of assistant principals at the elementary level.

The investment Report follows:

2018 INTEREST ON INVESTMENTS & MONEY MARKETS BY FUND											
			YEAR 2012	YEAR 2013	YEAR 2014	YEAR 2015	YEAR 2016	YEAR 2017	YEAR 2018	TOTAL	
General Fund - Now Interest	1510.00	Fund 0100	\$ 452.57	\$ 162.23	\$ 163.87	\$ 257.64	\$ 374.18	\$ 646.55	\$ 3,396.04	\$ 5,453.08	
General Fund - Investments		Fund 0100	\$ -	\$ -	\$ -	\$ -			\$ 70,024.64	\$ 70,024.64	
General Fund Money Market	1510.10	Fund 0100	\$ 41,976.23	\$ 33,612.63	\$ 33,105.41	\$ 30,876.76	\$ 31,107.10	\$ 88,027.80	\$ 210,929.41	\$ 469,635.34	
Total General Fund			\$ 42,428.80	\$ 33,774.86	\$ 33,269.28	\$ 31,134.40	\$ 31,481.28	\$ 88,674.35	\$ 284,350.09	\$ 545,113.06	
2009 Bonds-QSCB Techno.	1510.00	Fund 2954	\$ -	\$ 1,750.59	\$ 1,561.41	\$ 2,036.23	\$ 2,766.55	\$ 6,791.49	\$ 10,636.46	\$ 25,542.73	
2010 Bonds-QSCB Energy	1510.00	Fund 2957	\$ -	\$ 828.86	\$ 1,705.80	\$ 2,291.39	\$ 3,355.56	\$ 8,125.40	\$ 14,161.07	\$ 30,468.08	
2015 Bonds-Brown Project	1510.00	Fund 0750	\$ -	\$ -	\$ -	\$ 237.00	\$ 1,721.73	\$ 24.81		\$ 1,983.54	
2015 Bonds-WMS Project	1510.00	Fund 0760	\$ -	\$ -	\$ -	\$ 235.18	\$ 2,257.49	\$ 1,234.27		\$ 3,726.94	
2016 Bonds-ECC Project	1510.00	Fund 0770	\$ -	\$ -	\$ -	\$ -	\$ 974.19	\$ 5,981.00	\$ 644.29	\$ 7,599.48	
2016 B GO Bonds	1510.00	Fund 0780	\$ -	\$ -	\$ -	\$ -	\$ 88.47	\$ 1,310.98		\$ 1,399.45	
2017 GO Bonds	1510.00	Fund 0790	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,444.75	\$ 3,216.17	\$ 4,660.92	
2017 Lincoln/High School	1510.00	Fund 0710	\$ -	\$ -	\$ -	\$ -		\$ 1,586.93	\$ 3,005.88	\$ 4,592.81	
2018 GO Bonds	1510.00	Fund 0720							\$ 52,370.22	\$ 52,370.22	
Cafeteria	1510.00	Fund 0800	\$ 2,223.49	\$ 983.45	\$ 534.26	\$ 486.17	\$ 182.12	\$ 1,628.59	\$ 5,267.14	\$ 11,305.22	
TOTAL			\$ 44,652.29	\$ 37,337.76	\$ 37,070.75	\$ 36,420.37	\$ 42,827.39	\$ 116,802.57	\$ 373,651.32	\$ 688,762.45	
All Schools Investments		FUND 8510	\$ 1,697.80	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,697.80	
GRAND TOTAL ALL FUNDS			\$ 46,350.09	\$ 37,337.76	\$ 37,070.75	\$ 36,420.37	\$ 42,827.39	\$ 116,802.57	\$ 373,651.32	\$ 690,460.25	

3. Review of Investment Policies

Mr. Gardner shared that as part of an effort to improve the district's profile for its Standard and Poor's rating, there are two policies that have been recommended for consideration and review. He explained that there is no magic formula to an S&P rating, however, we have been advised to put these policies in place. While adding the policies alone will not guarantee an increase in the rating, the longer the policies are in place, it will be of greater benefit to the district. The policies include #6146 – Debt Management Policy and #6147 – Reserve and Liquidity Policy. Policy #6146 establishes a guide to the Corporation's Finance Team; sets forth operating principles minimizing the cost of government and financial risk; maintains appropriate financial capacity for present and future needs; and protects the Corporation's credit rating and provides for adequate resources to meet the obligations of the Corporation Debt. Policy #6147 establishes objectives and parameters for the management of Corporation funds; to maintain and improve the financial stability of the Corporation and maintain sufficient liquidity of the Corporation's funds to provide an adequate cushion against unexpected temporary revenue shortfalls or unpredicted on-time expenditures while maintaining tax rates.

Dr. Freije asked what the current rating is. Mr. Gardner replied A+. He indicated the rating dropped from AA- 2 years ago which could be attributed to overlapping debt, not just from the school corporation but within the community as well. He explained that it is a consequence of growing school districts, the cash reserves have traditionally been lower as philosophically it was best to not hold on to more cash than is really needed, it is better to push those funds to staff and classrooms.

Dr. Freije asked where the district S&P rating falls in comparison to other districts. Mr. Gardner replied that only 11 districts in Indiana have an AA- rating. It is not easy to achieve in Indiana because school districts do not use GAAP accounting, as per state mandate.

Mr. Hylton asked how the rating effects the rates on bond issues. Mr. Gardner indicated the most recent bond issue was actually oversold, there was more demand for bonds than were available for purchase. We are still strong in the market. Mr. Hylton then inquired as to which schools hold the AA- rating. Mr. Gardner replied generally the larger, suburban districts with higher assessed value such as Pike, Carmel, HSE, Washington Township and Franklin Township.

Mr. Gardner shared the Corporation Investment Policy. He noted that the policy has not changed from last year and remains as follows:

Investment Policy:

- a. Maintain checking account balances near minimum to avoid service charges and invest the remaining funds to maximize revenue.
- b. Continue to allow all local banks to have the opportunity to quote for every investment with the investment placed with the bank quoting the best return. In case of ties, the tying banks would be permitted to quote again, and if a tie still exists, the Treasurer would select the investment bank.
- c. Investments shall be made from total funds on deposit and interest deposited in the General or Cafeteria Funds and as statute may require.
- d. Maintain a record of quotes from each bank for every investment.
- e. Invest daily cash in the Money Market Account(s) at First Merchants Bank, when such cash may not warrant an investment (usually less than \$100,000), except when money market rates are higher than CDs or comparable investments.
- f. All investments and deposits must be maintained with banks that have been approved as public funds depositories by the State Board of Accounts and said banks must be sufficiently collateralized (as defined by Indiana Code) to support their ability to receive public funds.
- g. Records of all investment quotes shall be maintained by the Deputy Treasurer for public inspection.

4. Recommendation to Approve Investment Policy

Mr. Gardner recommended the Board of Finance approve the 2019 Investment Policy. He noted that there are no new changes to the investment policy this year. The proposed investment policy follows:

**INVESTMENT POLICY
BROWNSBURG COMMUNITY SCHOOL CORPORATION**

I. Purpose

The purpose of this investment policy (the "Policy") is to set forth the investment objectives and parameters for the management of public funds of the Brownsburg Community School Corporation (the "School"). This Policy is designed to safeguard funds on behalf of the School, to assure the availability of funds when needed, and provide a competitive investment return.

II. Scope

This Policy applies to the investment of all funds of the School. The School may consolidate fund balances to increase investment earnings and to increase efficiencies with regard to investment pricing, banking fees and administration.

III. General Objectives

The primary objectives, in priority order, of investment activities shall be safety, liquidity, and return:

1. Safety

Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital. The objective will be to minimize credit risk and interest rate risk.

a. Credit Risk - The School will minimize credit risk, which is the risk of loss due to the failure of the security issuer or backer, by limiting investments to the types of securities listed in Section VI of this Policy.

b. Interest Rate Risk - The School will minimize interest rate risk, which is the risk that the market value of securities in the portfolio will fall due to changes in market interest rates, by structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities prior to maturity.

2. Liquidity

The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands. Furthermore, since all possible cash demands cannot be anticipated, a portion of the portfolio may be placed in money market mutual funds or government investment pools which offer same day liquidity for short-term funds.

3. Return

The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above. The core of investments is limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed.

IV. Standards of Care

1. Delegation of Authority

The Director of Finance, hereinafter referred to as the Investment Officer, shall be responsible to oversee the day-to-day management of the School's investments. Should the School elect to select an outside investment advisor, such advisor or firm must be registered under the Investment Advisor's Act of 1940.

2. Prudence

The standard of prudence to be used by the Investment Officer shall be the "prudent person" standard and shall be applied in the context of managing all funds of the School. The "prudent person" standard states that, "Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived."

3. Ethics and Conflicts of Interest

The Investment Officer and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. The Investment Officer and employees shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio.

V. Authorized Financial Institutions and Broker/Dealers

1. *Authorized Financial Institutions and Broker/Dealers*

A list will be maintained of local financial institutions that are approved depositories for the receipt of public funds according to the Indiana State Board for Depositories. The School may pass a resolution pursuant to IC 5-13-9-5 expanding the list of approved financial institutions to include all Indiana depositories approved for the receipt of public funds according to the Indiana State Board for Depositories.

In addition, the School will only use broker/dealers that meet the following requirements:

- Primary dealers or regional dealers that qualify under Securities and Exchange Commission (SEC) Rule 15C3-1 (uniform net capital rule);
- Capital of no less than \$10,000,000;
- Registered as a dealer under the Securities Exchange Act of 1934;
- A member of the National Association of Securities Dealers (NASD);
- Proof of state registration

VI. Suitable and Authorized Investments

Consistent with Indiana Code 5-13-9, the following investments will be permitted by this Policy:

- (1) Securities backed by the full faith and credit of the United States Treasury or fully guaranteed by the United States and issued by any of the following:
 - (A) The United States Treasury.
 - (B) A federal agency.
 - (C) A federal instrumentality.
 - (D) A federal government sponsored enterprise.
- (2) Securities fully guaranteed and issued by any of the following:
 - (A) A federal agency.
 - (B) A federal instrumentality.
 - (C) A federal government sponsored enterprise.
- (3) Municipal securities issued by an Indiana local governmental entity, a quasi-governmental entity related to the state, or a unit of government, municipal corporation, or special taxing district in Indiana, if the issuer has not defaulted on any of the issuer's obligations within the twenty (20) years preceding the date of the purchase in accordance with IC 5-13-9-2.
- (4) Money market mutual funds rated AAAm, or its equivalent, by Standard and Poor's Corporation or Aaa, or its equivalent, by Moody's Investors Service, Inc. in accordance with IC 5-13-9-2.5.
- (5) Repurchase agreements in accordance with IC 5-13-9-3.
- (6) Transaction accounts, certificates of deposit and deposit accounts issued or offered by a designated depository of the School's political subdivision. The Investment Officer making a deposit in a certificate of deposit shall obtain quotes from each designated depository in accordance with IC 5-13-9-4.
- (7) Certificates of deposit authorized by a resolution of the School in accordance with IC 5-13-9-5 and 5-13-9-5.3.

- (8) Local government investment pools in accordance with IC 5-13-9-11.

Consistent with Indiana Code 36-1-7, the School may pass a resolution to enter into interlocal cooperation agreements for the joint exercise of powers, including the investment of public funds.

VII. Investment Parameters

1. Maximum Maturities

The School's investments must have a stated final maturity of not more than two years pursuant to IC 5-13-9-5.6. Because of inherent difficulties in accurately forecasting cash flow requirements, a portion of the School's funds should be continuously invested in readily available funds such as bank transaction accounts, local government investment pools, money market funds, or overnight repurchase agreements to ensure that appropriate liquidity is maintained to meet ongoing obligations.

The School may adopt an ordinance, pursuant to IC 5-13-9-5.7, authorizing its Investment Officer to make investments having a stated final maturity that is more than two (2) years but not more than five (5) years after the date of purchase. The total investments of the School with maturities of two (2) to five (5) years outstanding at the time of purchase may not exceed twenty-five percent (25%) of its total portfolio of public funds invested, including balances in transaction accounts. Such ordinance expires on the date on which this Policy expires, which may not exceed four (4) years.

2. Competitive Bids

The Investment Officer or its designee shall obtain competitive bids for investment with financial institutions in accordance with IC 5-13-9-4. The Investment Officer or its designee shall obtain bids from at least two brokers or financial institutions on all purchases of investment instruments on the secondary market. Overnight sweep investment instruments shall not be subject to this section.

VIII. Reporting

During the annual meeting required by IC 5-13-7-6 of The Board of Finance of the School, the Investment Officer shall make a written report to the board summarizing the School's investments during the previous calendar year. The report must contain the name of each financial institution, government agency or instrumentality, or other person with whom the political subdivision invested money during the previous calendar year. The Board of Finance shall review the report and review the overall investment policy of the School.

IX. Policy Considerations

1. Adoption and Expiration

This Policy shall be adopted by the School at a public meeting and shall expire four (4) years from the date of adoption in accordance with IC 5-13-9-5.7.

2. Exemption

Any investment currently held that does not meet the guidelines of this Policy shall be exempted from the requirements of this Policy. At maturity or liquidation, such monies shall be reinvested only as provided by this Policy.

3. Amendments

This Policy shall be reviewed periodically. Any changes must be approved by the Investment Officer and any other appropriate authority.

Ms. Heffernan moved for the Board of Finance to approve the recommendation; Dr. Freije seconded the motion. The Board approved the motion by a vote of five (5) ayes; zero (0) nays.

5. Recommendation to Approve Resolution Authorizing the Investment of Public Funds for Certificates of Deposit

Mr. Gardner recommended that the Board of Finance approve the Resolution Authorizing the Investment of Public Funds for Certificates of Deposit. Mr. Gardner explained that this is the same policy as last year. This resolution allows certificates of deposit to be invested for a longer term, up to five years. By regulation, BCSC may only have 25% of its total fund balance invested in products for longer than two years.

RESOLUTION AUTHORIZING THE INVESTMENT OF PUBLIC FUNDS FOR CERTIFICATE OF DEPOSIT PURSUANT TO IC 5-13-9-5

Whereas, the Brownsburg Community School Corporation (the "School") desires pursuant to IC 5-13-9-5 to allow banks outside the political subdivision to submit quotes on public funds certificates of deposit;

1. Now, therefore, pursuant to IC 5-13-9-5, the Board of School Trustees of the Brownsburg Community School Corporation (the "Board") hereby authorizes the investing officer of the School to invest in certificates of deposit of depositories that have not been designated by the local board of finance but have been designated by the state board of finance as a depository for state deposits under IC 5-13-9.5. This authorization expires two (2) years after the adoption date.

Passed and Adopted this 14th day of January, 2019.

Ms. Heffernan moved for the Board of Finance to approve the Resolution; Mr. Hylton seconded the motion. Mr. Utterback asked about Lake City Bank. Mr. Gardner explained that Lake City Bank has been the strongest bidder on CDs investments, they have been very aggressive, offering the highest rates. There being no further discussion, the Board approved the motion by a vote of five (5) ayes; zero (0) nays.

6. Recommendation to Approve Resolution Authorizing Maturity of Funds Investment Policy

Mr. Gardner recommended that the Board of Finance approve the Resolution Authorizing Maturity of Funds Investment Policy. Mr. Gardner explained that this policy is the same as in previous years and requires annual approval. This policy allows for the investment of CDs longer than two years. He explained that while this policy is in place, for liquidity reasons, it is unlikely the district would actually place investments longer than two years at this time, however, this resolution allows the ability to do so if necessary.

RESOLUTION AUTHORIZING MATURITY OF FUNDS INVESTMENT POLICY PURSUANT TO IC 5-13-9-5.7

Whereas, the Brownsburg Community School Corporation (the "School") desires to allow the investment of public funds of the School for more than two (2) years and not more than five (5) years;

Now, therefore, pursuant to IC 5-13-9-5.7, the Board of School Trustees of the Brownsburg Community School Corporation (the "Board") hereby authorizes the investing officer to make investments having a stated final maturity that is more than two (2) years, but not more than five (5) years after the date of purchase under the following circumstances:

- (a) The fiscal body of the School shall first adopt an investment policy authorizing the investment of public funds of the School for more than two (2) years and not more than five (5) years in accordance with IC 5-13-9-5.7(a) and (b).

- (b) This ordinance and the power to make an investment having a stated final maturity that is more than two (2) years, but not more than five (5) years after the date of purchase expire on the date on which the investment policy expires, which may not exceed four (4) years.
- (c) At the time an investment of public funds of the School is made having a stated final maturity that is more than two (2) years, but not more than five (5) years, the total of such investments of the School may not exceed twenty-five percent (25%) of the total portfolio of public funds invested by the School, including balances in transaction accounts.
- (d) An investing officer may contract with a federally regulated investment advisor or other institutional money manager to make such investments.

Passed and Adopted this 14th day of January, 2019.

Ms. Heffernan moved for the Board of Finance to approve the Resolution; Mrs. Dearman seconded the motion. Mr. Hylton asked what scenario would provide for investing longer than two years. Mr. Gardner replied if there was an anticipated downward trend in the economy, perhaps investing some Rainy Day Funds to capture the higher rate. Mr. Utterback asked if the same rules apply to government investors as to private investors in CDs as far as being able to access funds earlier than maturity with a penalty. Mr. Gardner replied it could happen but would definitely incur a penalty and would be highly discouraged by the financial institution. There being no further discussion, the Board approved the motion by a vote of five (5) ayes; zero (0) nays.

B. Adjournment of Board of Finance Meeting

Mr. Utterback adjourned the Board of Finance meeting at 6:56 pm and reconvened the regular meeting of the Board of School Trustees.

VIII. CONSENT ITEMS

A. Approval – Minutes: December 10, 2018

B. Claims: #3530-3624 - \$36,684,022.39; P/R #12/07/18 - \$1,294,268.78; P/R #12/21/18 - \$1,593,904.53; #3625-3815 - \$6,623,925.33; P/R #01/04/19 - \$1,258,146.99

C. Superintendent’s Report

The Superintendent’s Report was presented as follows:

1. Termination – Support Staff:

Name	Building	Position	Effective Date
a. Chelsea Terrell	ALPHA	Instructional Assistant	December 11, 2018

2. Resignations – Certified:

Name	Building	Position	Effective Date
a. Joy Gehm	ECC	ECC Specialist	December 21, 2018

3. Resignations – Support Staff:

Name	Building	Position	Effective Date
a. Arielle Archer	Eagle	Nutrition Services	December 17, 2018
b. Morenike Adejuwan	BHS	Nutrition Services	December 20, 2018
c. Derek Hart	BHS	Special Education Job Coach	December 21, 2018
d. Karlye Gebauer	Cardinal	Special Education Instructional Assistant	December 21, 2018
e. Michael Gross	EMS	Special Education Instructional Assistant	December 21, 2018
f. Phil Tucker	Transportation	Bus Driver	November 30, 2018

4. Resignation – Extra-Curricular:

Name	Building	Position	Effective Date
a. Desiree Vinson	EMS	Best Buddies Sponsor	November 1, 2018

5. New Employment – Certified:

Name	Building	Position	Effective Date	Degree	Reason for Employment
a. Leslie Ayers	BHS	School Counselor – Team 2020; 195 day contract	January 7, 2019	Masters	Replacing Jessica Webb

6. New Employment – Support Staff:

Name	Building	Position	Effective Date	Hours per Day	Reason for Employment
a. Deborah Kehr	White Lick	Nutrition Services	December 17, 2018	4	Replacing Amy Neville
b. Kayla Lee	BCSC Campus	Nutrition Services Floater	December 17, 2018	5	Replacing Angie Fidler
c. Nancy Nunan	Brown	Building Treasurer	January 7, 2019	7.5	Replacing Sara Welcher due to a job transfer
d. Derreck Shepherd	EMS	Special Education Instructional Assistant	January 8, 2019	7	Replacing Michael Gross
e. Joleen Willis	BHS	Assistant Building Treasurer	January 7, 2019	7.5	New position
f. Stacey Schriegher	ECC	Instructional Assistant; part time	January 8, 2019	3.5	Replacing Megan Lamb
g. Teresa Cosby	WMS	Special Education Instructional Assistant	January 8, 2019	7	Replacing Cindy Shaffer due to a job transfer
h. Shelley Ayers	ECC	Child Care Instructional Assistant	January 8, 2019	5	Replacing Savannah Zehnder
i. Shawn Phillippe	BCSC Campus	Nutrition Services Floater	January 8, 2019	6	Replacing Briselda Leon
j. Derrek Sanon	BCSC Campus	Police Officer	January 22, 2019	--	New position
k. Laurence Nyirahozq	Facility Services	Custodian	December 17, 2018	8	Replacing Arlene Russell
l. Moise Ntwan	Facility Services	Custodian	December 11, 2018	8	Replacing Daniel Webster
m. Prince Ngonga	Facility Services	Custodian	December 12, 2018	8	Replacing William Gay
n. Jean Bagaza	Facility Services	Custodian	December 27, 2018	8	Replacing Dylan Douglas
o. Richard Shikiro	Facility Services	Custodian	January 7, 2019	8	New position
p. Nyamahoro Nyabatoni	Facility Services	Custodian	January 3, 2019	8	New position
q. Jeffrey Brown	Transportation	Bus Driver	January 8, 2019	Band A	Replacing Ron Reynolds
r. Mark Coy	Transportation	Bus Driver	January 8, 2019	Band A	New McKinney Vento route
s. Robert Rhinehart	Transportation	Bus Driver; Job share	January 8, 2019	Band A	Replacing Paul Garvin; Job sharing with Steven Ogden
t. Maria Guy	BHS	Special Education Instructional Assistant; Job share	January 8, 2019 thru the end of the 2018-19 school year	Per job share agreement	Job sharing with Cheryl Morin for the remainder of the school year

7. New Employment – Extra-Curricular:

Name	Building	Position	Effective Date
a. Kayla Smith	EMS	Best Buddies Sponsor	For the 2018-19 school year
b. Tiarra Clarkston	BHS	Spanish Club Sponsor	January 7, 2019 for the remainder of the 2018-18 school year
c. Lindsey Acton	BHS	Assistant Varsity Swimming Coach	For the 2018-19 season
d. Shelly Young	EMS	8 th Grade Softball Coach	For the 2018-19 season
e. Carlie Weaver	BHS	Assistant Varsity Softball (\$1.00 Lay) Coach	For the 2018-19 season
f. Joel Stucker	BHS	Assistant Varsity Baseball (\$1.00 Lay) Coach	For the 2018-19 season

8. Leaves of Absence – Certified:

Name	Building	Position	Type of Leave	Dates of Leave
a. Karena Maloney	White Lick	2 nd Grade Teacher	Medical / Maternity	February 25, 2019 thru the end of the 2018-19 school year
b. Kasey Hubbell	Eagle	4 th Grade Teacher	Medical / Maternity	Upon the birth of the baby (approximately March 21, 2018) thru May 17, 2019
c. Sarah Montminy	Brown	Special Education Teacher	Family Medical Leave	January 7, 2019 thru approximately February 1, 2019

9. Change of Status – Support Staff:

Name	Previous Position	New Position	Effective Date	Reason for Change
a. Shelby Mellencamp	Delaware Trail Special Education Instructional Assistant	White Lick School Counselor; Long term substitute	January 7, 2019 thru the end of the 2018-19 school year	Replacing Jennie Sells
b. Sara Welcher	Brown Building Treasurer	Brown Administrative Assistant/Receptionist; 7.5 hours / day	January 7, 2019	Replacing Nikki Webb
c. Kim Bergman	Brown Special Education Instructional Assistant	Brown Special Education Teacher; long term substitute	January 8, 2019 thru approximately February 1, 2019	While Sarah Montminy is on family medical leave
d. Cheryl Morin	BHS Special Education Assistant	BHS Special Education Assistant; Job share	January 8, 2019 thru the end of the 2018-19 school year	Job share arrangement
e. Dawn Skipper	EMS Nutrition Services; 5 hours / day	EMS Nutrition Services/ 7.5 hours / day	November 26, 2018	Replacing Caroline Woods
f. Amy Cary	White Lick Nutrition Services; 4 hours / day	White Lick Nutrition Services; 6 hours / day	November 26, 2018	Replacing Annalynn Bailey
g. Jane Leeds	ECC Instructional Assistant	ECC Instructional Assistant 3.5 hours / day; ECC ½ Preschool Teacher	January 7, 2019 thru the end of the 2018-19 school year	Replacing Robin McCollum due to a half day job transfer replacing Joy Gehm

10. Clarification – Certified:

Name	Position	Clarifying Statement
a. Michael Baron	BHS Business Teacher	Mr. Baron was previously approved at a daily rate that will be adjusted due to his Masters degree; he will actually be job sharing with Shae Otts and have a half time contract for the second semester of 2018-19
b. Shae Otts	BHS Business Teacher	Mrs. Otts was previously approved as a change of status to 3/7 contract; she will actually be job sharing with Michael Baron and be half time contract for the second semester of 2018-19

11. Approval of Equipment to be Declared Surplus and Disposed through on-line auction:

The Administration recommends the Board approve the items listed below as surplus and to dispose of these items through on-line auction. Both vehicles have significant mechanical issues and were replaced earlier this school year with new vehicles.

- Maintenance Vehicle #5, a 1998 Chevrolet 2500 4x4 V8 Utility Bed Maintenance Truck, with snow plow, VIN 1GCGK24R7WZ270957, 90,46 miles
- Maintenance Vehicle #2, a 2002 Chevrolet 3500 4x4 V8 Dump Bed Maintenance Truck, with snow plow, VIN 1GBJC34U12F185089, 45,954 miles

FOR BOARD INFORMATION**12. Approval of Construction Change Orders:**

The Administration has approved the following construction change orders; the projects remain within the established budget.

Brownsburg HS

BP 10 - Geiger & Peters - CO 13	\$4,372,992.41	\$5,568.42	\$4,378,560.83	12/10/18	1/14/19	2 Unit Q footer beams added for existing conditions where Unit Q steel abuts Unit P (Current Dry Storage Room).
BP 11 - JBM - CO 31	\$16,556,025.25	\$55,369.00	\$16,611,394.25	12/10/18	1/14/19	ASI 062 (Single User Restrooms) & T&M work Unforeseen Conditions CR's 5092, 5093 and 5094
BP 11 - JBM - CO 32	\$16,611,394.25	\$6,921.00	\$16,618,315.25	12/10/18	1/14/19	ASI 056 (Opening Revisions).
BP 13 - Performance - CO 23	\$6,350,186.00	\$8,917.00	\$6,359,103.00	12/10/18	1/14/19	ASI 062 (Single User Restrooms).
BP 16 - GPI - CO 24	\$14,179,559.41	\$32,008.00	\$14,211,567.41	12/10/18	1/14/19	ASI 062 (Single User Restrooms).
BP 17 - Electric Plus - CO 25	\$9,625,022.13	\$10,999.00	\$9,636,021.13	12/10/18	1/14/19	ASI 062 (Single User Restrooms).
BP 17 - Electric Plus - CO 26	\$9,636,021.13	\$2,817.00	\$9,638,838.13	12/10/18	1/14/19	ASI 056 (Opening Revisions).
BP 14 - Santarrosa - CO 12	\$3,678,419.36	\$22,362.18	\$3,700,781.54	12/27/18	1/14/19	Costs associated with ASI 062 (Single User Restrooms).
BP 18 - Complete Masonry - CO 08	\$2,775,714.14	\$12,262.50	\$2,787,976.64	12/10/18	1/14/19	ASI 056 (Opening Revisions) and ASI 062 (Single User Bathrooms).

13. Modification of a Professional Services Agreement – 2017 Brownsburg High School Additions & Renovations:

On January 7, 2019 the Administration approved Fee Proposal No. 4 with CSO Architects, Inc. modifying the original contract to include design and engineering services for five additional single user restrooms located throughout the high school. The Fee Proposal increases CSO's contract value by \$8,450.00 to a total fee of \$4,124,274.24. The construction contracts have been previously modified to include the five additional single user restrooms, which will be implemented through the course of Phases 3A and 3B.

Dr. Snapp recommended that the minutes of the December 10, 2018 Board meeting be taken as a separate item for approval. Mr. Hylton moved to approve the minutes; Ms. Heffernan seconded the motion. The Board approved the motion by a vote of four (4) ayes; zero (0) nays; one (1) abstention.

Dr. Snapp recommended the Board approve the remainder of the Consent Agenda as presented; Mrs. Dearman moved to approve the Consent Agenda; Ms. Heffernan seconded the motion. The Board approved the motion by a vote of five (5) ayes; zero (0) nays.

IX. COMMUNICATIONS:**A. Operations Update**

Mr. Voigt provided the following update on activities within Operations.

- Custodial Services – Mr. Voigt reported that Mr. Buddy Faulkner, Facility Services Supervisor for Custodial, has been focusing on meeting each of the current staff members, regardless of their location or work shift, and interviewing candidates for the open positions. As of last week, Mr. Faulkner had fully staffed all 68 of the authorized staff positions in Custodial Services. The additional head custodian position remains open as he evaluates exactly where and what that final position should be. Mr. Voigt noted this is the first time Custodial Services has been fully staffed in a very long time, and the Custodial Staff have expressed their thanks in having staff on hand to allow them to complete their work.

- Nutrition Services – Mr. Voigt noted that, while the federal government shutdown has the potential to impact the National School Lunch Program, Ms. Jordan Ryan, Nutrition Services Coordinator, has been informed the funds should be available into early March through a federal authorization that was in place prior to the shutdown. BCSC Nutrition Services had budgeted \$1.6 million in federal reimbursement for school year 2018-2019. This represents 36% of BCSC's Nutrition Services total annual revenue so continued funding is important to the department and the district.
- Mr. Voigt shared that earlier in the evening, BCSC-PD Officer No. 5, Officer Derrick Sanon, was sworn in as a member of the BCSC-PD. Officer Sanon, a former student of East Middle School principal Shane Hacker, is currently a City of Lawrence reserve police officer and a resident of Plainfield. He will be completing the required Indiana Law Enforcement Academy training between February 4 and May 17, 2019, where he will live on campus at the academy five days a week throughout his training. Officer Sanon will then attend the state School Resource Officer conference in July, joining the other BCSC-PD officers in meeting their annual training requirements and increasing their knowledge in the unique area of law enforcement that is school policing.
- Mr. Voigt then shared a presentation of the progress being made on the Brownsburg High School Project. He noted that despite the winter season, work is proceeding on schedule. Nearly all of the floor slabs have been poured and contractors are working to enclose the area.

B. Walking Area Presentation

Mr. Voigt shared a presentation on the district walking areas and proposed adjustments to those walking areas. He explained that following the submission for and approval of the Transportation Operating Levy Appeal in the fall of 2018, the Administration has been reviewing the practical and financial implications of adjusting the current walking area.

Mr. Voigt shared the history of BCSC walking areas and explained that if a family lives in a designated walking area, they are not eligible to ride a bus. The student will either walk to and from school, or be driven to school by a parent, sibling or other licensed driver. He noted that statewide, walking boundaries range from: 1) everyone is bused and there are no walking areas (Avon); 2) some walking areas (Brownsburg, Plainfield); 3) very large walking areas (Fort Wayne – high school student could walk up to 2 miles); and 4) no transportation provided (Speedway). Mr. Voigt shared walking area information from peer districts, including if there are walking areas and how far the walking district reaches. He noted the specific boundary definitions of Brownsburg's walking district and how revisions had been made to the walking districts over the years. Mr. Voigt shared maps indicating the walking districts for each school in the district as well as the number of students that live within the walking district boundaries. He shared that with the additional funding available through the Transportation Operating Levy Appeal, it is now possible to consider reducing the walking area. He explained that this proposal will be reviewed and discussed in greater depth at the upcoming School Board Work Session on January 28th. He shared a tentative timeline to be considered. He explained that the timeline will be very tight if approval is recommended to move forward for the 2019-2020 school year. Buses will need to be ordered and new routes put in place. The Board asked several clarifying questions to be considered and discussed further at the work session.

C. Brownsburg Education Foundation Report

Ms. Heffernan shared the following activities for the Education Foundation:

- Metamorphosis Award applications are now being accepted for this annual award. All current and former students as well as BCSC staff are eligible to apply. Deadline for essay submission is Wednesday, February 13th. Additional information can be found on the BEF website.
- The 2019 BEF Gala will be held on March 8th at the Top Eliminator Club at Lucas Oil Raceway. Reservations are \$75 each

D. First Reading of Board Policies (0000 – Bylaws; 1000 – Administration)

Dr. Snapp shared that traditionally the Board completes a comprehensive review of Board policies every four years. He explained that this meeting will begin the process to be completed over several months with the first reading of the 0000-Bylaws and 1000-Administration policies. The Board will receive the policies 10 days prior to the first reading, allowing time for Board members to review. Board members will be looking at everything from content issues to typos. At this time during the Board meetings, members may discuss any content issues and questions. A second reading of these policies as well as a first reading of the next set of policies (2000-Program) will be brought to the February Board meeting and the schedule will follow this pattern through June. Dr. Snapp shared that the Corporation has used NEOLA for policy guidance for many years. He explained that Board policies are important and guide the work of the district.

The Board members discussed and asked questions relating to the policies being reviewed. All agreed with the process being implemented to review the policies.

X. COMMENTS FROM PATRONS

Alex Chavarria – West Middle School 8th Grade Student

Alex spoke to the Board as a member of the West Middle School Fuel Up to Play 60 Club. He invited all Board members to the Brownsburg Family Fitness Night to be held Thursday, January 31st from 5:00-7:00 pm at West Middle School.

XI. OLD BUSINESS

A. Recommendation to Approve the Program of Studies for Brownsburg High School

Dr. Jessup recommended the Board approve the Brownsburg High School Program of Studies (POS) for the 2019-2020 school year. She shared that this was presented for first reading in December. She indicated the POS is a user-friendly guide to help students and parents effectively plan as they prepare for college and/or career choices. Dr. Jessup noted the following new courses are being offered:

1. German III
2. German IV, dual credit 201-203, VU
3. French III
4. French IV, dual credit 201-203, VU
5. Career Exploration-Interdisciplinary Cooperative Education
6. Career Exploration-Business and Marketing
7. PCC: Speech
8. Printmaking
9. Creative Writing
10. Advanced Nutrition and Wellness

Additionally, Dr. Jessup explained that because of changes to the Certificate of Completion requirements as directed by the Indiana Department of Education, the following courses have been added:

1. Applied English 9
2. Applied English 10
3. Applied English 11
4. Applied English 12
5. Applied Business Math
6. Applied Adult Roles and Responsibilities
7. Applied Preparing for College and Careers

8. Applied Nutrition and Wellness
9. Applied Language Arts Lab
10. Applied Health and Wellness
11. Applied Physical Science
12. Applied Biology
13. Applied Indiana Studies
14. Applied Career Exploration Internship

Dr. Jessup also shared that the following courses have either been deleted or “turned off” for the 2019-2020 school year:

1. Etymology
2. Speech
3. French III, dual credit 101-103, VU
4. German III, dual credit 101-103, VU
5. Preparing for College and Careers
6. Introduction to Fashion and Textiles

Dr. Jessup explained that these changes may occur because of a drop in enrollment, or the course is a “one section” course that alternates on a yearly rotation with another course.

Mr. Hylton made a motion to approve the recommendation; Ms. Heffernan seconded the motion. Mr. Hylton asked about the removal of the Speech course. Dr. Jessup explained there has been a change within the Speech curriculum and the PCC: Speech course will be replacing the Speech only course. There being no further discussion, the Board approved the motion by a vote of five (5) ayes; zero (0) nays.

B. Recommendation to Approve Academic Recognition Process

Dr. Jessup recommended that the Board approve the academic recognition process for academic excellence at Brownsburg High School:

- Cum Laude (with honors) – 3.8 up to 4.0
- Magna Cum Laude (great honors) – 4.0 up to 4.2
- Summa Cum Laude (greatest honors) – 4.2 and higher

Dr. Jessup explained that following the elimination of class rank, as previously voted on by the Board, a recognition system for students needed to be developed. Initial meetings to discuss the process provided very limited feedback. Because of that, a committee made up of parents and educators was formed. The Distinguished Graduate Committee met two times in November, 2018. During the meetings, the committee discussed the options of recognizing students for academic achievement and over overall involvement. At the conclusion of their work, the committee decided the following:

- Students will be recognized for academics using the Latin system
- The cut scores for recognition are 4.2+ - Summa Cum Laude; 4.0 up to 4.2 – Magna Cum Laude; 3.8 up to 4.0 – Cum Laude
- There will be no additional recognition for students based on overall participation. The committee felt that students are already being recognized for their involvement and did not need to receive additional recognition for activities.

Ms. Heffernan moved to approve the recommendation; Mr. Hylton seconded the motion. Dr. Freije asked when this will be implemented. Dr. Jessup replied with the Class of 2023. Mr. Hylton thanked Dr. Jessup and the committee for their work. Mrs. Dearman stated that, while she served on the committee and thought the work of the committee was commendable, she still felt as if students should know their class rank. There being no further discussion, the Board approved the motion by a vote of five (5) ayes; zero (0) nays.

C. Recommendation to Authorize Publication of a Notice to Taxpayers of Additional Appropriation

Mr. Gardner recommended that the Board authorize the publication of a Notice to Taxpayers of an Additional Appropriation. Mr. Gardner explained that this recommendation was tabled from the last meeting for further clarification. He shared that this notification will be published to advertise the Public Hearing scheduled for the next Board meeting, February 11th. He noted the advertised appropriation is for \$5,000,000 from the Rainy Day Fund. He reminded the Board that the appropriation is for the authority to spend and the funds may not necessarily be spent.

**NOTICE TO TAXPAYERS
OF A HEARING FOR AN ADDITIONAL APPROPRIATION**

Notice is hereby given to the taxpayers of Brownsburg Community School Corporation ("School Corporation") that the Board of School Trustees will meet at the offices of the Brownsburg Community School Corporation, 310 Stadium Drive, Brownsburg, Indiana at 6:30 o'clock, p.m. local time on the 11th day of February, 2019, to consider the following additional appropriation in excess of the budget for the calendar year of 2019.

Rainy Day Fund (0610):	Account 11000 Instructional Salaries	\$1,500,000.00
	Account 41000 Land Acquisition	\$2,000,000.00
	Account 45000 Site Improvements	<u>\$1,500,000.00</u>
	Total Additional Appropriation	\$5,000,000.00

The foregoing appropriation is in addition to all appropriations provided for in the existing budget and tax levy, and an extraordinary emergency for such appropriation exists by reason of the inadequacy of the present condition of the School Corporation's budget to provide necessary services to patrons of the School Corporation.

Taxpayers of the School Corporation appearing at said meeting shall have the right to be heard in respect to said additional appropriation. The additional appropriation, if finally made, will be reported to the Indiana Department of Local Government Finance, in accordance with IC 6-1.1-18-5.

Dated this 14th day of January, 2019.

Mr. Hylton moved to approve the recommendation; Ms. Heffernan seconded the motion. The Board approved the motion by a vote of five (5) ayes; zero (0) nays.

D. Recommendation to Approve Transfer to the Rainy Day Fund

Mr. Gardner recommended the Board approve the final 2018 year-end transfer to the Rainy Day Fund.

Capital Projects Fund	\$300,000
Bus Replacement	\$200,000
 Total:	 \$500,000

Mr. Gardner explained that the approval to make transfers was given during the December Board meeting. However, at that time, the final amounts could not be determined until the year-end invoices had been paid.

Ms. Heffernan moved to approve the recommendation; Mr. Hylton seconded the motion. The Board approved the motion by a vote of five (5) ayes; zero (0) nays.

XII. NEW BUSINESS

A. Recommendation to Approve the School Assignment of Cadence

Dr. Jessup has recommended that the Board approve the school assignment of Cadence to White Lick Elementary/West Middle School/Brownsburg High School. Dr. Jessup explained that the Cadence neighborhood will be located on the north side of CR 700N and will consist of 92 homes. The homes will start at \$230,000 with the sale of lots beginning in January.

Dr. Freije moved to approve the recommendation; Ms. Heffernan seconded the motion. Mrs. Dearman asked how we determine the number of students a neighborhood may generate. Dr. Jessup replied the standard is .8 students per household which equates to approximately 72 students from this neighborhood. Dr. Snapp reminded the Board that this is the fifth neighborhood added this school year. He noted that there is much investigation that goes into the placement of a neighborhood including socioeconomic balance and which buildings have available space. There being no further discussion, the Board approved the motion by a vote of five (5) ayes; zero (0) nays.

B. Recommendation to Award Construction Contract – 2019 BHS Chiller 4 Replacement

Mr. Voigt recommended the Board approve the bid of North Mechanical Services, Inc., award a construction contract for the Base Bid total contract amount of \$106,000.00, and authorize the Administration to execute all necessary contracts, issue and approve change orders, and other actions necessary to execute the project according to the published schedule, providing the total project cost does not exceed the authorized limits.

Mr. Voigt explained that this is for the installation of the chiller equipment associated with the Brownsburg High School Chiller 4 Replacement project. He noted that a separate contract for the purchase of the actual chiller unit was awarded at the November 12, 2018 Board meeting, and the equipment pre-purchase will be assigned to North Mechanical. This contract assignment will require North Mechanical to fully coordinate and accept delivery of the chiller equipment when it arrives on site. The addition of this contract will bring the total project cost to \$253,200.00.

Ms. Heffernan moved to approve the recommendation; Dr. Freije seconded the motion. The Board approved the motion by a vote of five (5) ayes; zero (0) nays.

XIII. SUPERINTENDENT COMMENTS

Dr. Snapp shared that since “count” day in September, there have been 66 “net” new students to the district. He noted because these students arrived after “count” day, the district does not receive funding for these additional students.

Dr. Snapp also recognized Buddy Faulkner, the new facility services supervisor for custodial, for working so hard to get facility services fully staffed. He noted that the Administration has been reluctant to add additional staff that could take funds away from the classroom, however, the difference in the buildings and custodial staff members has been very positive.

XIV. BOARD MEMBER COMMENTS

Mrs. Dearman stated she is excited to be on the Board and that it is a blessing and privilege to serve and she appreciates all who have helped her through the transition. She is looking forward to the next four year.

Dr. Freije welcomed Mrs. Dearman. He congratulated the BHS Wrestling Team on winning another State Duals competition. He shared he is looking forward to greater discussion regarding the transportation and walking areas.

Ms. Heffernan welcomed Mrs. Dearman. She noted that she appreciates Dr. Snapp’s comments with regard to spending dollars on the classroom but she is just as pleased to know facility services is fully staffed. She shared that she is going to be a participant in the Hendricks County Dancing with the Stars competition later in the spring.

Mr. Hylton welcomed Mrs. Dearman to the Board and Ms. Heffernan on her return to the Board. He noted that shortage of custodial staff is a statewide issue and includes bus drivers and other support staff members as well. He noted these are critical positions and he is pleased with the great job to get those positions filled.

Mr. Utterback welcomed Mrs. Dearman to the Board and Ms. Heffernan back to the Board. He also agreed with the importance of a custodial staff members and how pleased he is to have those positions filled.

XV. ADJOURNMENT

Mr. Utterback called for a motion to adjourn the meeting. Mr. Hylton moved to adjourn the meeting; Mr. Utterback seconded the motion. The Board approved the motion by a vote of five (5) ayes; zero (0) nays. The meeting adjourned at 8:25 pm.

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