

**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, May 13, 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 Mr. Eric Hylton, Ms. Jessica Heffernan, Dr. Matthew Freije, and 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, Dr. Bret Daghe, Mr. Shane Hacker, Mrs. Annie Lesko, Mr. Marc Gianfagna, Mrs. Julie Copeland, Mrs. Megan Thomas, Mr. Scott Chambers and Mrs. Susan Wise 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. CONSENT ITEMS**A. Approval – Minutes: April 8, 2019**

**B. Claims: #4646-4723 - \$7,524,544.35; P/R#04/12/19 - \$1,214,015.22;
P/R#04/26/19 - \$1,313,630.64; #4724-4951 - \$823,705.89**

C. Superintendent’s Report

The Superintendent’s Report was presented as follows:

1. Retirement – Certified:

Name	Building	Position	Effective Date
a. Linda Prchal	BHS	Family and Consumer Science Teacher	End of the 2018-19 school year

2. Terminations – Support Staff:

Name	Building	Position	Effective Date
b. Sally Drewer	ECC	Child Care Instructional Assistant	April 9, 2019
c. Cynthia Mucci	ECC	Child Care Supervisor	April 10, 2019
d. Prince Ngonga	Facility Services	Custodian	April 11, 2019

3. Resignations – Certified:

Name	Building	Position	Effective Date
a. Callie Bissell	WMS	6 th Grade Temporary Teacher	April 18, 2019
b. Joanne Leavens	EMS	Language Arts Teacher	End of the 2018-19 school year
c. Molly Williams	Reagan	Kindergarten Teacher	End of the 2018-19 school year
d. Taylor Burkhart	BHS	Business Teacher	End of the 2018-19 school year
e. Jennifer Elstro	Delaware Trail	2 nd Grade Teacher	End of the 2018-19 school year
f. Katie Root	Delaware Trail	Special Education Teacher	End of the 2018-19 school year
g. Yvonne Thompson	BHS	English Teacher	End of the 2018-19 school year
h. Amanda Smeltzer	Brown	Kindergarten Teacher	End of the 2018-19 school year
i. Danielle Smith	Delaware Trail	Speech Language Pathologist	End of the 2018-19 school year

4. Resignations – Support Staff:

Name	Building	Position	Effective Date
a. Kaylon Lynn	Transportation	Bus Driver	March 22, 2019
b. Jesus Bonilla Bonilla	Facility Services	Custodian	April 24, 2019
c. Keli Foster	ALPHA	Instructional Assistant	April 19, 2019
d. Robert Rhinehart	Transportation	Bus Driver	April 19, 2019
e. David Vinson	Facility Services	Facility Services Supervisor	April 26, 2019
f. Evey Brown	Central Office	Accounts Payable Specialist	April 19, 2019
g. Courtney Tharp	WMS	Administrative Assistant – Guidance	April 25, 2019
h. Elizabeth Smith	White Lick	Special Education Instructional Assistant	April 24, 2019
i. Dawn Skipper	EMS	Nutrition Services	May 3, 2019
j. Courtney Zollars	BHS	Nutrition Services	May 3, 2019
k. James Bryant	Transportation	Bus Driver	May 3, 2019
l. Lenise Sims	ECC	Instructional Assistant	End of the 2018-19 school year
m. Dusty Proctor	Reagan	Administrative Assistant	End of the 2018-19 school year
n. Lisa Peterson	BCSC	Occupational Therapist	End of the 2018-19 school year

5. New Employment – Administrative:

Name	Building	Position	Effective Date	Reason for Employment
a. Candace Hons	Cardinal	Assistant Principal; 220 day, 2 year contract; salary to be determined once 2019-20 salaries are established	July 1, 2019	New position
b. Tim Cooper	White Lick	Assistant Principal; 220 day, 2 year contract; salary to be determined once 2019-20 salaries are established	July 1, 2019	New position
c. Tanika Kinartail	Eagle	Assistant Principal; 220 day, 2 year contract; salary to be determined once 2019-20 salaries are established	July 1, 2019	New position
d. Matthew Mybeck	Delaware Trail	Assistant Principal; 220 day, 2 year contract; salary to be determined once 2019-20 salaries are established	July 1, 2019	New position

6. New Employment – Certified:

Name	Building	Position	Effective Date	Degree	Reason for Employment
a. Nicci Drumwright	WMS	6 th grade Teacher; Long term substitute	April 19, 2019 thru the end of the school year	Masters	Replacing Callie Bissell
b. Kiersten White	EMS	Social Studies Teacher; Temporary contract	Upon the birth of Mrs. Davis' baby (approximately May 17, 2019) thru the end of the school year	Bachelors	While Keri Davis is on medical / maternity leave
c. Shelby Mellenkamp	White Lick	School Counselor	July 30, 2019	Masters	Replacing Jennie Sells
d. Cory Kreiger	Brown	4 th Grade Teacher	July 30, 2019	Bachelors	Replacing Jasmine Hunt
e. Emma Butler	White Lick	4 th Grade Teacher	July 30, 2019	Bachelors	Replacing Jeanann Stewart due to a job transfer
f. Rachel Sigmund	White Lick	5 th Grade Teacher	July 30, 2019	Bachelors	New position due to enrollment
g. Bailie McGee	Delaware Trail	4 th Grade Teacher	July 30, 2019	Bachelors	Replacing Jennifer Elstro
h. Haley Richardson	Reagan	4 th Grade Teacher	July 30, 2019	Bachelors	Replacing Mikayla Reynolds

i. Leanne Wheeler	To be determined	Kindergarten Teacher	July 30, 2019	Bachelors	New position due to enrollment
j. Talli Hoersten	Delaware Trail	Speech Language Pathologist	July 30, 2019	Bachelors	Replacing Danielle Smith
k. Meredith Sands	Brown	4 th Grade Teacher	July 30, 2019	Bachelors	Replacing Nikki Goodpaster due to a job transfer
l. Alexa Knight	EMS	Language Arts Teacher	July 30, 2019	Bachelors	Replacing Joanne Leavens
m. Greylor Walston	WMS	Social Studies Teacher	July 30, 2019	Bachelors	Replacing Randy Green
n. Katie Kisker	To be determined	Language Arts Teacher	July 30, 2019	Bachelors	Open position
o. Kimberly Shambaugh	EMS	Math Teacher	July 30, 2019	Bachelors	New position
p. Kiersten White	EMS	Language Arts Teacher	July 30, 2019	Bachelors	New position
q. Kayle Comer	BHS	Special Education Teacher	July 30, 2019	Bachelors	Replacing Ricky Crider due to job transfer
r. Callie Lauer	BHS	English Teacher	July 30, 2019	Bachelors	Open position
s. Katrina Taivalkoski	WMS	Speech Language Pathologist	July 30, 2019	Masters	New position
t. Jessica Crowder	WMS	Special Education Teacher	July 30, 2019	Masters	New Position
u. Samantha Bradford	BCSC	Deaf Hard of Hearing Teacher	July 30, 2019	Bachelors	Replacing Sarah Beltz
v. Erin Cooper	BCSC	School Psychologist	July 30, 2019	Masters	New position
w. Dustin Podgorski	BHS/EMS/WMS	Choir Teacher	July 30, 2019	Bachelors	New position
x. Amanda Probst	White Lick	1 st Grade Teacher	July 30, 2019	Bachelors	New position due to enrollment
y. Lauren Harris	Brown	2 nd Grade Teacher	July 30, 2019	Bachelors	New position due to enrollment

7. **New Employment – Support Staff:**

Name	Building	Position	Effective Date	Hours per Day	Reason for Employment
a. Megan VanHoy	ALPHA	Special Education Instructional Assistant	April 29, 2019	7	Replacing Keli Foster
b. Gregory Thompson	Transportation	Bus Driver; Job Share	April 22, 2019	--	Replacing Robert Rhinehart
c. Elizabeth Woerner	BCSC	Assistant Coordinator of Nutrition Services; 12-month position	To be determined	8	Replacing Sue Threlkeld due to a job transfer
d. Jessica Herceg	BCSC	Occupational Therapist; 185-day position	July 30, 2019	8	New position

8. **Leaves of Absence – Certified:**

Name	Building	Position	Type of Leave	Dates of Leave
a. Susan Carter	Reagan	3 rd Grade Teacher	Medical / Maternity	Upon the birth of the baby (approximately May 23, 2019) thru October 11, 2019
b. Heather Reynolds	BHS	English Teacher	Medical / Maternity	Upon the birth of the baby (approximately August 23, 2019) thru approximately October 10, 2019
c. Hayley Moore	Brown	3 rd Grade Teacher	Medical / Maternity	July 30, 2019 thru approximately August 30, 2019

d. Keri Davis	EMS	Social Studies Teacher	Medical / Maternity	Upon the birth of the baby (approximately May 17, 2019) thru the end of the 2018-19 school year
e. Rebeca Dowden	EMS	Language Arts Teacher	Medical / Maternity	Upon the birth of the baby (approximately August 23, 2019) thru November 27, 2019

9. Change of Status – Administrative:

Name	Previous Position	New Position	Effective Date	Reason for Change
a. Jessica Heckman	Eagle 1 st Grade Teacher	Reagan Assistant Principal; 220-day, 2-year contract; salary to be determined once 2019-20 salaries are established	July 1, 2019	New position
b. Brandon Hubbell	Delaware Trail 3 rd Grade Teacher	Lincoln Assistant Principal; 220-day, 2-year contract; salary to be determined once 2019-20 salaries are established	July 1, 2019	New position
c. Katie Bollinger	Eagle 3 rd Grade Teacher	Brown Assistant Principal; 220-day, 2-year contract; salary to be determined once 2019-20 salaries are established	July 1, 2019	New position
d. Shane Hacker	EMS Principal	BCSC Chief Financial Officer; 12-month position; salary to be determined once 2019-20 salaries are established	July 1, 2019	Replacing Barry Gardner
e. Adam Poliskie	Assistant Principal, BHS	East Middle Principal; 220-day, 2-year contract; salary to be determined once 2019-20 salaries are established	July 1, 2019	Replacing Shane Hacker

10. Change of Status – Certified:

Name	Previous Position	New Position	Effective Date	Reason for Change
a. Emily Garrard	White Lick 3 rd Grade Teacher	White Lick Instructional Coach; 195-day contract	July 23, 2019	Replacing Julie Copeland due to a job transfer

11. Change of Status – Support Staff:

Name	Previous Position	New Position	Effective Date	Reason for Change
a. Troy Kutemeier	BHS Assistant Custodial Team Lead	Brown Custodial Team Lead	April 29, 2019	Replacing Valerie Cole due to a job transfer
b. Aimee Wachman	Eagle Learning Lab Instructional Assistant	WMS Guidance Administrative Assistant	April 29, 2019	Replacing Courtney Tharp
c. Marcella Jacobs	BHS Nutrition Services; 5 hours / day	BHS Nutrition Services; 6 hours / day	April 15, 2019	Increase in hours

12. 2019 Summer School Employment:

It is recommended the Board approve the following secondary and elementary summer school employment.

High School Summer SchoolTEACHERS

Sarah Lee

Math

51 hours

Kristen Sargent	Math	51 hours
Christina Duncan	Science	51 hours
Monique Mohler	Science	51 hours
Jason Gill	Social Studies	51 hours
Joe Stucker	Social Studies	51 hours
Abbi Martin	English	51 hours
Chuck Summers	English	51 hours
Brian Burr	Spanish	51 hours

SUPPORT STAFF

Robyn Szczelaszcyk	Instructional Assistant	51 hours
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*Elementary Summer School**ADMINISTRATOR*

Lindsey Catellier	65.5 hours
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TEACHERS

Julie Esterline	Kindergarten	51.5 hours
Erin Bratcher	Kindergarten	51.5 hours
Taylor Mathews	Kindergarten	51.5 hours
Katie Houser	Kindergarten	51.5 hours
Kristen Hobbins	Kindergarten	51.5 hours
Abby Hall	1 st Grade	51.5 hours
Chelsea Wheeler	1 st Grade	51.5 hours
Mandy Hines	1 st Grade	51.5 hours
Rachel Wildeman	1 st Grade	51.5 hours
Julia Moeller	1 st Grade	51.5 hours
Ali Wentz	2 nd Grade	51.5 hours
Kim Runyon	2 nd Grade	51.5 hours
Tonya Beard	2 nd Grade	51.5 hours
Annie Thurber	2 nd Grade	51.5 hours
Kim Woodings	2 nd Grade	51.5 Hours
Sarah Struck	2 nd Grade	51.5 hours
Andrew Matters	3 rd Grade	51.5 hours
Darlene Badgley	3 rd Grade	51.5 hours
Courtney Wesson	3 rd Grade	51.5 hours
Ashley Starkey	Special Education	51.5 hours
Jennifer Spoor	Special Education	51.5 hours

SUPPORT STAFF

Shannon Woodruff	Instructional Assistant	48.5 hours
Stacey Schreiber	Instructional Assistant	48.5 hours
Keira Hillman	Instructional Assistant	48.5 hours
Megan VanHoy	Instructional Assistant	48.5 hours
Tricia Johnson	Instructional Assistant	48.5 hours
Cindy McNertney	Instructional Assistant	48.5 hours
Codie Thompson	Instructional Assistant	48.5 hours
Katherine Murray	Administrative Assistant	51.5 hours

13. Recommendation to Declare Materials and Equipment Surplus:

It is recommended that the Board of School Trustees declare the following items as surplus and to be disposed of.

- As school year 2018-2019 comes to an end, Bus 1, a 2004 Thomas Type D bus with 118,891 miles, VIN 1T7YT4B2141135037, BCSC Asset No. 15001, to be scrap and authorize its disposal. Mr. Nick Meyerrose, BCSC Transportation Coordinator, has obtained competitive per ton pricing of the vehicle for scrap value and has recommended Zore's be utilized to tow away and scrap the bus at a total value of approximately \$125.00 per ton, including removal. The weight of the hulk is currently estimated to be six to eight tons, for an expected value of \$840.00 which will be receipted into the Operations Fund. The Transportation Department has been salvaging useful parts from this vehicle and estimates approximately \$7,670 of parts have been removed. The net "gain" from this process is therefore \$8,510, versus the nominal \$2,000 trade-in-value typically found for used buses.

- As school year 2019-2020 begins, Bus 9, a 2004 Thomas Type D bus with 126,874 miles, VIN 1T7YT4A2261165166, BCSC Asset No. 202034, to be scrap and authorize its disposal. Bus 9 will be utilized as a “parts bus” through SY 2019-2020 and then will be disposed of as a scrap hulk as described above with Bus 1.
 - *BCSC has “scrapped” a bus each year for the past two years. Up to this point, the “parts bus” has been pulled off the fleet inventory at the conclusion of its “salvage period”. As this appears to be a beneficial process to continue, this year we are moving the declaration to the “start” of the scrapping period, when all of the other buses being removed from the fleet are itemized and recommended to the Board (see item below).*
- One commercial food service slicer, Hobart model 1712E, serial number 561-057-383, BCSC Asset Number 002237, to be disposed as inoperative and unrepairable junk.
- As permitted under IC 20-26-12 and IC 5-22-22 the Administration recommends the following general categories of items, which are generally not required to be listed in the district’s fixed asset inventory and may not be tagged, be declared surplus and donated to the Brownsburg Education Foundation for sale to the public or for use in the newly created Library Bus.
 - Various surplus library books, magazines, CDs and DVDs
 - Obsolete computer applications/programs
 - Obsolete A/V equipment
 - Obsolete teaching/writing materials

The items being offered are generally well beyond their service life. The inventory of times will be available at the Board meeting for review if desired.

14. Recommendation to Trade Buses:

It is recommended that the Board of School Trustees declare the following school buses as unsuitable for continued use and to trade these vehicles against the current bus purchase:

- Bus 34, 2003 Type D, 142,050 miles, VIN 1T7YT4B2141135040, BCSC Asset No. 15005
- Bus 58, 2003 Type D, 160,250 miles, VIN 1T7YT4B2741135043, BCSC Asset No. 15007
- Bus 41, 2003 Type D, 130,368 miles, VIN 1T7YT4B2851147509, BCSC Asset No. 15088
- Bus 42, 2003 Type D, 127,856 miles, VIN 1T7YT4B2451147510, BCSC Asset No. 15089
- Bus 44, 2003 Type D, 101,194 miles, VIN 1T7YT4B2851147512, BCSC Asset No. 203005
- Bus 47, 2007 Type C, 139,339 miles, VIN 4UZABRDJ88CZ11222, BCSC Asset No. 8813
- Bus 37, 2007 Type C, 127,950 miles, VIN 4UZABRDJ68CZ11221, BCSC Asset No. 206013
- Bus 27, 2004 Type C, 107,753 miles, VIN 4UZAAXCS46CU76407, BCSC Asset No. 17021

FOR YOUR INFORMATION:

15. Transfers - Certified:

Name	Previous Position	New Position	Effective Date	Reason for Change
a. Ronald Crider	BHS Special Education Teacher	WMS/EMS Interpersonal Relations / PE Teacher	July 30, 2019	New position
b. Samantha Frank	ECC Preschool Teacher	Cardinal Special Education Teacher	July 30, 2019	New position
c. Angie Hettmansperger	WMS Special Education Teacher	EMS Special Education Teacher	July 30, 2019	Replacing Kayla Goodloe

16. Approval of Construction Change Orders:

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

	<u>Prior Contract</u> Amount	Change Order Amount	<u>Resulting Contract</u> Amount	<u>Approved</u> Date	<u>Noted in</u> <u>Consent</u> Agenda	Change
Brownsburg HS						
BP 10 - Geiger & Peters - CO 19	\$4,474,391.90	\$82,956.45	\$4,557,348.35	4/11/19	5/13/19	Misc. Steel Modifications
BP 11 - JBM - CO 40	\$16,741,303.25	\$7,723.00	\$16,749,026.25	4/2/19	5/13/19	wind damage insurance claim, demo of the original Unit E duct chase room and RFI 271
BP 11 - JBM - CO 41	\$16,749,026.25	-\$11,844.00	\$16,737,182.25	4/2/19	5/13/19	sound glass in the practice rooms, credit for changing the telescoping lift to a skirt netting system
BP 11 - JBM - CO 42	\$16,737,182.25	-\$5,442.00	\$16,731,740.25	4/2/19	5/13/19	ASI 076 (Media Wall Credit)
BP 11 - JBM - CO 43	\$16,731,740.25	-\$1,697.91	\$16,730,042.34	4/9/19	5/13/19	Misc. Steel work
BP 13 - Performance - CO 27	\$6,378,325.00	-\$12,031.00	\$6,366,294.00	4/2/19	5/13/19	ASI 076 (Media Wall Credit)
BP 16 - GPI - CO 31	\$14,263,796.41	\$59,423.00	\$14,323,219.41	4/2/19	5/13/19	misc. work tickets phase 3A, 18" storm relocation, vertical carriers in the 2nd floor Unit D bathrooms
BP 18 - Complete Masonry - CO 12	\$2,793,474.30	\$1,247.19	\$2,794,721.49	4/8/19	5/13/19	Misc. Steel work

17. **Modification of a Professional Services Agreement – 2019 Building Management System Replacement Project:**

On April 29, 2019, the Administration approved Fee Proposal No. 1 with R.E. Dimond and Associates, Inc. modifying the original contract to add the engineering of building management system replacement at Brown Elementary School. This additional scope was added as a result of set-aside funds for another project being "released" within the 2019 Summer Projects Bond issue, and BCSC electing to add Brown to the overall 2019 project scope; Brown's building management system is among the oldest in the district. The Fee Proposal increases Dimond's contract value by \$17,870.00 to a total fee of \$66,500.

18. **Professional Services Agreements:**

The Administration has entered into the following professional services agreement:

R.E. Dimond and Associates, Inc./2019 Summer Projects: The Administration has entered into a professional services agreement with R.E. Dimond and Associates, Inc. for engineering services related to the 2019 Building Management Systems Replacement Project (a portion of the 2019 Bond Issue Projects). The agreement is dated March 13, 2019, for a lump sum fee amount of \$46,630.00 to develop specification and bid package documents for the work to be completed this coming summer. The scope of the project includes the replacement of existing building management systems at the 310 Stadium Drive site (including ECC, CO, and Warehouse) and Reagan Elementary School. The project is part of a multi-year effort to transition all BCSC facilities from the existing proprietary, single-source Andover control system to the Honeywell system.

19. **Approval of Field Trip Requests:**

The Brownsburg 8th Grade Band and Orchestra students traveled to St. Louis, MO for their annual concert performance tour, May 10-May 12, 2019. Approximately 121 students and 49 chaperones attended the trip. The trip was organized by Myron Snuffin, East Middle School Band Director and was approved by the Superintendent based on travel guidelines set for by the Board.

The Brownsburg 7th Grade Band, Orchestra, and Choir students will be traveling to King's Island, Ohio for their annual reward trip to the King's Island Amusement Park, Saturday, May 18, 2019. Approximately 333 students and 53 chaperones will attend the event. The trip is being organized by Myron Snuffin, East Middle School Band Director and has been approved by the Superintendent based on travel guidelines set forth by the Board.

Dr. Snapp recommended the Board approve the Minutes of the April 8, 2019 Board Meeting. Mr. Hylton moved to approve the recommendation; Dr. Freije seconded the motion. The Board approved the motion by a vote of four (4) ayes; zero (0) nays; one (1) abstention. Dr. Snapp then recommended the Board approve the remainder of the Consent Agenda as presented; 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.

V. **INTRODUCTION OF NEW ADMINISTRATORS**

1. **Elementary Assistant Principals**

Dr. Snapp introduced the new Elementary School Assistant Principals.

Katie Bollinger – Brown Elementary School. Miss Bollinger is currently a 3rd grade teacher at Eagle Elementary School.

Candace Hons – Cardinal Elementary. Mrs. Hons is a currently a 5th grade teacher in Zionsville schools.

Matt Mybeck – Delaware Trail Elementary. Mr. Mybeck is currently a 4th grade teacher in Zionsville schools. His wife Yvette is a kindergarten teacher in Brownsburg at Eagle Elementary.

Tanika Kinartail – Eagle Elementary. Mrs. Kinartail is currently an elementary assistant principal in Perry Township schools.

Brandon Hubbell – Lincoln Elementary. Mr. Hubbell is currently a 3rd grade teacher at Delaware Trail Elementary. His wife Kasey is a 4th grade teacher in Brownsburg at Eagle Elementary.

Jessica Heckman – Reagan Elementary. Mrs. Heckman is currently a 1st grade teacher at Eagle Elementary School.

Tim Cooper – White Lick Elementary. Mr. Cooper is currently a Master Teacher at Homecroft and Jeremiah Gray Kindergarten Academies in Perry Township schools.

2. Chief Financial Officer

Dr. Snapp introduced Mr. Shane Hacker, current principal at East Middle School as the new Chief Financial Officer for Brownsburg Community School Corporation.

3. Brownsburg East Middle School Principal

Dr. Snapp introduced Mr. Adam Poliskie, current assistant principal of Team 2019 at Brownsburg High School as the new Principal of East Middle School.

VI. COMMUNICATIONS:

A. Commendations – BHS Choirs, BHS Broadcast Students, Area 31 Students

Dr. Snapp invited students from the BHS Bel Canto/Starlight Voices Choirs to come forward to be recognized. He shared that the choir recently won the ISSMA State Championship in treble choirs at the State Competition. Additionally, Starlight Voices was awarded National Champions at the Heart of America NYC competition in February. Students from each choir as well as directors Mrs. Melissa Stainbrook and Mr. Chad Strasser accepted a commendation presented by Mr. Utterback for their accomplishments.

Dr. Snapp then invited students from the BHS-TV Broadcast Class and Extended Play to come forward to be recognized. He shared that the students had recently won a State Championship for Live Event Broadcast from the Indiana Association of School Broadcasters. The students introduced themselves and shared what their future plans are. The students and Mr. Adam Good, BHS TV Broadcast teacher, accepted a commendation presented by Mr. Utterback for their accomplishments.

Dr. Snapp then invited the following students to receive a commendation from Mr. Utterback for being named as an Outstanding Student from their program at Area 31:

Kasandra Austin – Outstanding Student for the 2nd Quarter in the field of Graphic Imaging
Precious Mogaji – Outstanding Senior for the year in the field of Health Science
Wyland Sayre – Outstanding Student for the 3rd Quarter in the field of Automotive Service
Alyssa Howard – Outstanding Senior for the year in the field of Dental Assisting
Kieran Simmer – Outstanding Student for the 1st Quarter in the field of TV Broadcasting
Jodee Woodruff – Area 31 Student in the field of EMT was recognized for finishing 1st Place in EMT at the HOSA 2019 State Leadership Conference as a participant through Area 31.

B. Operations Update

Mr. Voigt updated the Board on an incident that occurred on May 3rd at the Cardinal Elementary School PSG Carnival involving an unlicensed food truck. He shared that the Hendricks County

Health Department made a spot check during the event and found one of the trucks did not have a valid Hendricks County operating permit. The truck was closed down and the Health Department has asked they be notified of any event on BCSC property involving the sale of food for profit (or by for-profit vendors). BCSC is providing follow-up guidance to all BCSC groups typically involved in such events and is updating the Use of Facilities application to better alert staff when such sales are anticipated. The operating permit requirement will also be added to the PSG Presidents Information for the 2019-2020 school year.

Mr. Voigt also shared with the Board that the Operations Leadership Academy (OLA), was recently completed having been conducted for the first time this school year. Realizing the need to better support Café Managers and Custodial Team Leaders, the OLA was developed to provide operations leaders better tools as they work with their individual teams. He noted that the sixteen leaders were brought together over the course of five sessions through the school year. Sessions covered a variety of leadership topics including the importance of relationships, feedback, and evaluation; the importance of challenging conversations and tools to more effectively conduct them; and tools to better understand how each person's individual strengths and weaknesses affect how they lead others. Mr. Voigt shared that among other accomplishments, the participants realized that many of the issues they thought they were struggling with individually were, in fact, issues common throughout the Operations group, both Nutrition Services and Custodial, and really at all levels of leadership. The participants all appeared to appreciate the benefit from the OLA. The intention is to continue this program into coming years, including specifically identified "future leaders" to build and align their individual leadership skills.

C. Brownsburg Education Foundation Report

Ms. Heffernan shared the following activities of the Brownsburg Education Foundation:

- Chip in for the Kids Golf Outing presented by Summers Plumbing, Heating and Cooling is scheduled for Friday, June 14th at West Chase Golf Course. Registration can be completed through the BEF website.
- Brick Promotions: Bricks can still be ordered but will not be placed in the walk before graduation but will be placed prior to Homecoming 2019.
- Scholarships: Seniors received their scholarship at the Senior Awards Night on May 8th. BEF awarded 40 \$1,000 scholarship to BHS Graduates in the Class of 2019. Sixteen of the scholarships are on behalf of the BCSC employees through payroll deduction contributions. Two of the scholarships awarded are 4-year \$1,000 renewable scholarships.
- Grants: District Excellence Award grant notifications went out at the end of April. BEF awarded nearly \$53,000 during this grant cycle, an increase of \$4,000 from last year. All grade levels and departments benefitted from this grant cycle. InCredible Award grant applications will be available soon and are due on August 15th.

D. Discussion of New Kindergarten Entrance Requirements

Dr. Jessup shared with the Board that recent news reports announced that new legislation changed the date for entrance to kindergarten. She explained that is not really what the change in law has done. Last year there was a change in the law with regard to ADM funding for early entrance kindergarten students. The law stated that if a district enrolled any child who turned 5 after August 1st, the district would not receive the per pupil funding for that student. Previously in BCSC, if a student turned 5 after August 1st, families could apply for and be tested to qualify for early entrance. Last year, after the change in funding went into effect, the Board made the decision that BCSC should honor the applications of those students who had already applied for early entrance prior the April 10, 2018 Board meeting and any students who wished to apply for early entrance after that date would not be eligible. The new legislation enacted this year does not change the entrance date for kindergarten, that remains as a student turning 5 by August 1st, however, it does now provide funding for a student who may qualify for early entrance if they turn 5 by September 1st. Dr. Jessup explained that after a discussion with Brownsburg kindergarten teachers, they are not in favor of reinstating early entrance and the administration agrees. We understand we will receive inquiries from families wishing to enroll their

student early. We are not recommending a change to the current early entrance policy. Mr. Hylton asked what we would do if a student comes to enroll saying they attended kindergarten in another district. Dr. Jessup shared that if a family attempts to enroll their student from another district that granted early entrance, we would accept the recommendation of an accredited school for placement. She noted some families will enroll early assuming if the student does not do well, the school will retain the student. Dr. Jessup explained that it is not a common practice for BCSC to retain students. Mr. Utterback asked if August 1st is the cutoff date, what is the other date? Mrs. Jessup replied that the state would allow districts, if they choose, to allow students to enter kindergarten if they turn 5 by September 1st so it is only August 2nd – September 1st that would even be considered. She explained it would be the recommendation of the administration to continue with the current guideline to not allow students to enter kindergarten if they do not turn 5 by August 1st.

E. First Reading of Board Policies (8000 - Operations)

Mr. Voigt presented the 8000 – Operations Board Policies for first reading. He explained that the policies address matters across many different areas in the district with respect to the operations of the corporation. There were no questions or comments from the Board. He noted that the policies will be brought to the June Board meeting for second reading.

F. First Reading of Board Policies (9000 – Relations)

Mrs. Murphy presented the 9000 – Relations Board Policies for first reading. She explained that the policies address matters with respect to communication and public relations for the district. There were no questions or comments from the Board. She noted that the policies will be brought to the June Board meeting for second reading.

F. Second Reading of Board Policies (5000 – Students)

Dr. Jessup presented the 5000 – Students Board Policies for second reading. There were no changes, questions or comments from the Board at this reading. Dr. Jessup shared that the policies will be presented at the June Board meeting for final reading and approval.

G. Second Reading of Board Policies (6000 – Finances; 7000 – Property)

Mr. Gardner presented the 6000 – Finances and 7000 – Property Board Policies for second reading. There were no changes, questions or comments from the Board at this reading. Mr. Gardner shared that the policies will be presented at the June Board meeting for final reading and approval.

VI. COMMENTS FROM PATRONS

There were no comments from patrons.

VII. OLD BUSINESS

A. Recommendation to Approve Board Policies 3000 – Certified Staff; 4000 – Support Staff

Mrs. Gordon recommended the Board of School Trustees approve the following Board Policies:

- 3000 – Certified Staff
- 4000 – Support Staff

Mrs. Gordon explained that as part of the committed review of all Board Policies, the above mentioned Board policies have been reviewed and revised and are presented for final approval. Updates will be provided to NEOLA and updated accordingly.

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

VIII. NEW BUSINESS

A. Recommendation to Approve Neighborhood School Placement

Dr. Jessup recommended that the Board of School Trustees approve the school assignment of Heritage Hills to Cardinal Elementary/West Middle School/Brownsburg High School. Dr. Jessup shared that Heritage Hills, located west of Green Street on Northfield Drive, just west of Legacy Park Apartments, is actually two neighborhoods that are being constructed together. She noted that together, there are 147 homes being built in the two neighborhoods. The homes will be priced starting at approximately \$250,000-\$260,000 with lots beginning to be sold in July 2019. Construction of the model is currently underway with new homeowner construction expected to begin in November. Dr. Jessup shared that in the future, should redistricting need to be considered, this group of homes should be seen as two distinct neighborhoods, Annsdale and Hamptons.

Ms. Heffernan moved to approve the recommendation; Mr. Hylton seconded the motion. Mr. Hylton asked if there were additional neighborhoods that should be placed. Dr. Jessup explained we are aware of additional new neighborhoods but they are not far along in the process to place the neighborhoods. Mr. Hylton asked how we handle situations when a house is slated for completion but is delayed. Dr. Jessup replied, we allow a family to start at the school assigned if we have a purchase agreement. If the home is delayed, the student may attend the assigned school if transportation is provided by the family. There being no additional questions or comments, the Board approved the motion by a vote of five (5) ayes; zero (0) nays.

B. Recommendation to Approve Use of Facilities

Mr. Voigt recommended that the Board of School Trustees approve the revised Use of Facilities requirements, including fees, for all new events scheduled to occur on and after July 1, 2019. Mr. Voigt explained the proposed adjustments to the Use of Facilities Rules and Fee schedule are technical in nature, either updating language to better align with policy and statute, or reinforcing existing requirements that have been observed to be recurring issues. He noted the proposed fee schedule remains unchanged for the 2019-2020 school year.

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.

C. Recommendation to Award Construction Contracts

Mr. Voigt recommended that the Board of School Trustees approve the following construction contracts and authorize the Administration to execute all necessary contracts, issue and approve change orders, and other necessary actions to execute the projects according to each project's published schedule, providing the total project cost does not exceed the authorized limits:

2019 Cardinal Elementary School Bleacher Replacement:

Award Base Bid to:

Toadvine Enterprises	\$ 90,901.00
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2019 Building Management System Replacement:

Award Base Bid + 310 Stadium Alternate + Alt 1 Reagan ES Control Replacement + Alt 1 Reagan CO₂ Sensors + Alt 2 Brown ES Control System Replacement to:

ERMCO, Inc.	\$523,700.00
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2019 Network Infrastructure Upgrades/E-Rate Bids:

Award Section 1,2,3 and 5 to:

Presidio	\$155,750.86
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Award Section 4 to:

CDW-G, LLC	\$ 10,912.00
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Mr. Voigt explained the bids were publicly received and opened on Thursday, May 2, 2019. Each package was bid by two vendors and the bids within each package were competitive to one another and in relationship to each project's budget. All of the recommended bidders have been reviewed for compliance with the specifications and all four contracts are recommended without reservation. He shared that two of the contracts are part of the 2019 Summer Projects – Cardinal Bleacher Replacement Project and 2019 Building Management System Replacement Project. The other two projects are associated with the district's E-Rate projects, of which 50% of the total cost will be reimbursed through the Federal "Universal Services" program.

Ms. Heffernan moved to approve the recommendation; Mrs. Dearman seconded the motion. Mr. Utterback called for questions or comments from the Board. Mr. Hylton asked when the bleachers at Cardinal were built. Mr. Voigt explained that as a cost reduction measure at the time of construction of Cardinal and Delaware Trail, only a partial set of bleachers were installed at Cardinal with a full set installed at Delaware Trail. If Cardinal is to hold an all school convocation, they currently must utilize Delaware Trail's gymnasium. The installation of the full set of bleachers at Cardinal will bring it up to the standard of all of the other elementary schools in the district and will alleviate the necessity to share the gymnasium at Delaware Trail. Mr. Utterback then called for any questions or comments from the audience. There being no further questions or comments, the Board approved the motion by a vote of five (5) ayes; zero (0) nays.

D. Recommendation to Approve Nutrition Services Budget

Mr. Voigt recommended that the Board of School Trustees approve the 2019-2020 Nutrition Service Fund budget as well as the following meal price adjustments:

Meal Price Adjustments, Effective July 1, 2019:

	<u>Current</u> <u>2018-19</u>	<u>Proposed</u> <u>2019-20</u>
Grades K-12 Breakfast	\$1.65	\$1.70
Adult Breakfast	\$2.15	\$2.20
Pre-School Snack	\$1.00	\$1.00
Grades K-5 Lunch	\$2.55	\$2.60
Grades 6-12 Lunch	\$2.70	\$2.75
Adult Lunch	\$3.55	\$3.60
Milk	\$0.50	\$0.50

Ms. Jordan Ryan, Nutrition Services Coordinator explained the following key points:

- The proposed meal prices increase of five (5) cents is to ensure continued compliance with USDA requirements for pricing structure as it relates to the school nutrition programs and to accommodate continued increases in the operational costs, specifically food and labor costs.
- The proposed budget reflects a conservative increase in student sales as well as in food, supplies and labor expenditures using current enrollment increase estimates, current meal participation, reimbursement increase estimates based on USDA and IDOE historical data,

the proposed meal price increase, food increase estimates based on CPI historical data and labor increase estimates based on district historical data.

- With regard to BHS only, the proposed budget reflects a conservative decrease in student sales as well as in food and supply expenditures during the Fall 2019 semester, in anticipation of the temporary, satellite serving model being utilized at BHS from August – December of 2019.
- As funds allow, the proposed budget will utilize the positive cash balance for the procurement of equipment and supplies related to the opening of the new kitchen and serving area in January of 2020.
- The 2019-2020 compensation and benefit adjustments for Nutrition Service’s staff are expected to align in magnitude with the adjustments in other areas of the school district.
- Equipment repair expenses will continue to be paid out of the Nutrition Services Fund.

Mr. Hylton moved to approve the recommendation; Dr. Freije seconded the motion. Ms. Heffernan shared that she has heard wonderful things about the job Ms. Ryan is doing with Nutrition Services. Dr. Snapp asked Ms. Ryan to provide an update on the temporary dining facilities at the high school during the first semester. Ms. Ryan explained that the current high school staff will be dispersed to other cafés in the district including Brown, East, Reagan/Lincoln and West every day. A school bus will transport the staff members to the various kitchens and back to the high school. A lift truck will be rented to transport equipment to and from the satellite locations and will transport the food back to the high school. The menu will be broken down and each satellite location will be charged with preparing only one type of item based on the equipment and space available at each site. For example, Brown will be preparing all hot entrees, Reagan/Lincoln will prepare all vegetable sides, West will prepare cold items, etc. Mr. Hylton asked how it will affect the lunch schedules. Ms. Ryan replied the lunch schedules will remain the same. Mr. Utterback asked if there will be less of a selection for the students. Ms. Ryan explained the menu will be scaled back some but there will still be 7 entrees offered per day. Dr. Daghe explained the temporary dining will be held in the current band/guard room. Mr. Voigt explained that a test of the setup will be held on June 11th. The temporary dining will be in place for 89 days. There being no further comments or questions, the Board approved the motion by a vote of five (5) ayes; zero (0) nays.

IX. SUPERINTENDENT COMMENTS

Dr. Snapp shared that it is certainly May and that there is an anxiousness in the air for both students and staff. He noted that this evening was a great night. Recognition of the choir program, Mrs. Stainbrook and Mr. Strasser are building a dynasty; Mr. Good’s students winning a 3rd consecutive state championship; and so very proud of the Area 31 students with solid plans and prepared for success beyond Area 31.

Dr. Snapp also commented that one of the goals of the Board was to have assistant principals in place in the elementary schools by the 2020-2021 school year. Through the hard work of Mr. Gardner in finding the funding, 7 assistant principals will be in place one year early. We have great candidates in all of those positions.

X. BOARD MEMBER COMMENTS

Mrs. Dearman shared that she echoed everything Dr. Snapp said. She is excited for the new assistant principals, for Mr. Hacker as the new Chief Financial Officer and for Mr. Poliskie as the new principal at East Middle School. She thanked Dr. Snapp and Dr. Jessup for their hard work through the process as well.

Dr. Freije commended the students and staff members who were recognized at the meeting.

Ms. Heffernan thanked Mrs. Rene Behrend, Executive Director of the Brownsburg Education Foundation for all the work she does for the Foundation. She is always out in the community representing the Foundation.

Mr. Utterback shared that he is very happy about the assistant principals and how that was accomplished so well. He noted the Top 25 dinner was very enjoyable. He offered congratulations to Mr. Hacker and Mr. Poliskie as they take their new positions in the district.

XI. ADJOURNMENT

Mr. Utterback moved to certify that the Board discussed no subject matter in the April 8, 2019 Executive Sessions other than the subject matter specified in the public notice. Board members present at the Executive Sessions were Mr. Utterback, Mr. Hylton, Dr. Freije and Mrs. Dearman. The purpose of the Executive Sessions was I.C. 5-14-1.5-6.1(b)(5) To receive information about and interview prospective employees; and I.C. 5-14-1.5-6.1(b)(2)(D) For discussion and strategy with respect to the purchase or lease of real property by the governing body up to the time a contract or option to purchase or lease is executed by the parties. Mr. Hylton seconded the motion; the Board approved the motion by a vote of four (4) ayes; zero (0) nays; one (1) abstention.

Mr. Utterback moved to adjourn the meeting. Dr. Freije seconded the motion. The Board approved the motion by a vote of five (5) ayes; zero (0) nays. The meeting adjourned at 7:16 p.m.

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