

**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, June 10, 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, Dr. Matthew Freije, and Mrs. Tiffany Dearman. Ms. Jessica Heffernan did not attend. 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, and Mrs. Laurie Johnson 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: May 13, 2019**

B. Claims: #4953-5054 - \$3,453,684.42; P/R #05/10/19 - \$1,316,823.45; P/R #05/24/19 - \$1,350,196.74; #5055-5242 - \$405,249.23

C. Superintendent’s Report

The Superintendent’s Report was presented as follows:

1. Retirement – Support Staff:

Name	Building	Position	Effective Date
a. Nancy Nowling	ECC	Nutrition Services	May 31, 2019
b. Debbie Noyes	Brown	Nutrition Services	End of the 2018-19 school year

2. Terminations – Support Staff:

Name	Building	Position	Effective Date
a. Solange Nyamutarutwa	Facility Services	Custodian	May 24, 2019
b. Dawn Johnson	Delaware Trail / Cardinal	Nutrition Services	May 31, 2019
c. Derrick Shepherd	EMS	Special Education Instructional Assistant	May 31, 2019

3. Resignations – Certified:

Name	Building	Position	Effective Date
a. Ashley Sluss	ECC	Preschool Teacher	End of the 2018-19 school year
b. Jennifer Mitchel	ECC	Preschool Teacher	End of the 2018-19 school year
c. Sarah Montminy	Brown	Special Education Teacher	End of the 2018-19 school year
d. Keelie King	Brown	1 st Grade Teacher	End of the 2018-19 school year
e. Lindsay Horvath	Cardinal	2 nd Grade Teacher	End of the 2018-19 school year
f. Marie Kirkeiner	White Lick	Music Teacher	End of the 2018-19 school year
g. Kennedy Brackin	Cardinal	Kindergarten Teacher	End of the 2018-19 school year
h. Megan Cummings	EMS	Science Teacher	End of the 2018-19 school year
i. Matthew Morin	BHS	Social Studies Teacher	End of the 2018-19 school year
j. Lisanne Pierson	BHS	English Teacher	End of the 2018-19 school year

k. Lindsay Kellow	WMS	Language Arts Teacher	End of the 2018-19 school year
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4. Resignation – Administrative:

Name	Building	Position	Effective Date
a. Kelli Waggoner	BCSC	Corporation Athletic Director	June 30, 2019

5. Resignations – Support Staff:

Name	Building	Position	Effective Date
a. Alexandra Barnes	ECC	Instructional Assistant	May 2, 2019
b. Karen Abell	Brown	Special Education Instructional Assistant	May 9, 2019
c. Danoshly Bernadotte	ECC	Instructional Assistant	May 10, 2019
d. Kelly Adkins	ECC	Instructional Assistant	May 24, 2019
e. Noemi Pinkston	WMS	Nutrition Services	June 3, 2019
f. Amy Mathews	Brown	Special Education Instructional Assistant	May 31, 2019
g. Anna Webb	BHS	Special Education Job Coach	May 31, 2019
h. Tricia Johnson	Reagan/Lincoln	ENL Instructional Assistant	May 31, 2019
i. Melissa Bower	ALPHA	Instructional Assistant	May 31, 2019
j. Mark Cummins	Facility Services	Custodian	May 30, 2019

6. New Employment – Administrative:

Name	Building	Position	Effective Date	Degree	Reason for Employment
a. Dale Sharpe	BHS	Assistant Principal; Team 2023; 220-day, 2-year contract; salary to be determined once 2019-20 salaries are established	July 1, 2019	Masters	Replacing Adam Poliskie due to a job transfer

7. New Employment – Certified:

Name	Building	Position	Effective Date	Degree	Reason for Employment
a. Mallori Waugh	Reagan	3 rd Grade Teacher; Temporary contract	May 20, 2019 thru the end of the 2018-19 school year	Bachelors	While Susan Carter is on medical/maternity leave
b. Monica Bass	EMS	6 th Grade Teacher	July 30, 2019	Bachelors	Replacing Tosha Herr due to a job transfer
c. Elizabeth Jackson	White Lick	Kindergarten Teacher	July 30, 2019	Bachelors	New position due to enrollment
d. Brittny Moran	White Lick	5 th Grade Teacher	July 30, 2019	Bachelors	New position due to enrollment
e. Audrey Cannon	BHS	English Teacher	July 30, 2019	Master	Replacing Lisanne Pierson
f. Hannah Miller	White Lick	3 rd Grade Teacher	July 30, 2019	Masters	Replacing Emily Garrard
g. Tenasha Stephens	Brown	1 st Grade Teacher	July 30, 2019	Bachelors	Replacing Keelie King
h. Kristine Bullock	Delaware Trail	3 rd Grade Teacher	July 30, 2019	Bachelors	Replacing Brandon Hubbell
i. Josh Neiderberger	Cardinal	3 rd Grade Teacher	July 30, 2019	Bachelors	New position due to enrollment
j. Daria Terrell	EMS/WMS	Physical Education Teacher; 5/6 Contract	July 30, 2019	Masters	New position due to enrollment
k. Amanda Lessick	Reagan	Kindergarten Teacher	July 30, 2019	Bachelors	Replacing Molly Williams

I. Madeline Herring	Reagan	Special Education Teacher	July 30, 2019	Bachelors	New position
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8. New Employment – Support Staff:

Name	Building	Position	Effective Date	Hours per Day	Reason for Employment
a. Shannon Faulkner	Central Office	Accounts Payable Specialist; 12-month position	June 2, 2019	8	Replacing Evey Brown
b. Hannah Mingus	BHS	Special Education Instructional Assistant	July 31, 2019	7	Replacing Sara Gerstbauer due to a job transfer
c. Esperanza Crowe	Reagan	Technology Instructional Assistant	July 31, 2019	7.5	Replacing Lisa Padgett due to a job transfer
d. Jane Snyder	Eagle	Learning Lab Instructional Assistant	July 31, 2019	7.5	Replacing Aimee Wachman due to a job transfer
e. Jerah Edgar	EMS	Nutrition Services	July 30, 2019	7	Replacing Cathy Kleymeyer due to a job transfer
f. Erin Jewell	Reagan	Learning Lab Instructional Assistant	July 31, 2019	7.5	Replacing Lisa Padgett due to a job transfer

9. Leave of Absence – Certified:

Name	Building	Position	Type of Leave	Dates of Leave
a. Matt Davis	BHS	Spanish Teacher	Paternity	May 20, 2019 thru the end of the 2018-19 school year

10. Change of Status – Administrative:

Name	Previous Position	New Position	Effective Date	Reason for Change
a. Emily Cochran	WMS Language Arts Teacher	WMS Assistant Principal; 220-day, 2-year contract; salary to be determined once 2019-20 salaries are established	July 1, 2019	Replacing Tiffany Blickenstaff due to a job transfer
b. Buddy Faulkner	Facility Services Supervisor	Facility Services Coordinator	June 3, 2019	Due to a reorganization of the department

11. Change of Status – Support Staff:

Name	Previous Position	New Position	Effective Date	Reason for Change
a. Timothy Sutton	BHS Facility Services	BHS Second Shift Facility Services Lead	June 3, 2019	Replacing Troy Kutemeier due to a job transfer
b. Jennifer Edwards	Reagan Technology Instructional Assistant	Reagan Administrative Assistant / Receptionist	July 22, 2019	Replacing Dusty Proctor
c. Cindy Krapf	BCSC Behavior Instructional Assistant; 181 days	BCSC Behavior Instructional Assistant; 127 days	July 31, 2019	Change in number of days
d. Sara Gerstbauer	BHS Special Education Instructional Assistant	Brown Special Education Teacher; Bachelors	July 30, 2019	Replacing Sarah Montminy
e. Stacey Schreijer	ECC Instructional Assistant	ECC Administrative Assistant / Receptionist / Treasurer; 5 hours / day	July 8, 2019	Replacing Amanda Jarvis due to a job transfer

f. Jill Bowles	ECC Café Manager	BCSC Nutrition Services	July 30, 2019	Eliminated ECC Café Manager position
g. Neida Scott	EMS Café Manager	BCSC Nutrition Services Floater	July 30, 2019	Open position
h. Vesna Petrovic	BHS Assistant Café Manager	EMS Café Manager	July 30, 2019	Replacing Neida Scott due to a job transfer
i. Kim Cree	EMS Nutrition Services	Reagan/Lincoln Café Manager	July 30, 2019	Replacing Claudia Simion due to a job transfer
j. Cathy Klymeyer	EMS Nutrition Services	BHS Assistant Café Manager	July 30, 2019	Replacing Vesna Petrovic due to a job transfer
k. Deborah Veyette	BHS Nutrition Services	BHS Assistant Café Manager	July 30, 2019	New position

FOR YOUR INFORMATION:**12. Transfers - Certified:**

Name	Previous Position	New Position	Effective Date	Reason for Change
a. Ana Allen	Cardinal	Eagle	July 30, 2019	Replacing Jessica Heckman
b. Gabby Pavese	Reagan	Reagan 4/5 High Ability Teacher	July 30, 2019	Replacing Shannon Walmoth due to a job transfer

13. Transfers – Support Staff:

Name	Previous Position	New Position	Effective Date	Reason for Change
a. Nick Spence	ALPHA Instructional Assistant	BCSC Behavior Instructional Assistant	July 31, 2019	Replacing Shana Mayfield due to a job transfer
b. Lisa Padgett	Reagan Learning Lab Instructional Assistant	Reagan/Lincoln ENL Instructional Assistant	July 31, 2019	Replacing Tricia Johnson
c. Claudia Simion	Reagan/Lincoln Café Manager	Café Operations Specialist	July 30, 2019	New position
d. Shana Mayfield	BCSC Behavior Instructional Assistant	Brown Special Education Instructional Assistant	July 31, 2019	Open position

14. Approval of Construction Change Orders:

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

	Prior Contract Amount	Change Order Amount	Resulting Contract Amount	Approved Date	Noted in Consent Agenda	Change
Brownsburg HS						
BP 10 - Geiger & Peters - CO 20	\$4,557,348.35	\$1,452.85	\$4,558,801.20	5/16/19	6/10/19	cost associated with the Auditorium Lighting Control Room
BP 11 - JBM - CO 44	\$16,730,042.34	\$27,024.00	\$16,757,066.34	5/13/19	6/10/19	ASI 065 Kitchen Revisions and the ASI 074 special needs bathroom renovations.
BP 11 - JBM - CO 45	\$16,757,066.34	\$24,833.00	\$16,781,899.34	5/13/19	6/10/19	lighting control room demo and put back
BP 11 - JBM - CO 46	\$16,781,899.34	\$65,859.00	\$16,847,758.34	5/21/19	6/10/19	ASI 071 (Loading Dock, Receiving, Custodial Revisions), ASI 078 (Recycling Dumpster Lay Down Area Revisions) and ASI 079 (Truncated
BP 11 - JBM - CO 47	\$16,847,758.34	-\$1,981.00	\$16,845,777.34	5/21/19	6/10/19	prepping/caulking the saw cut joints in band guard room for board of health, credit of the solid surface window sills in the cafeteria seating
BP 13 - Performance - CO 28	\$6,366,294.00	\$5,499.00	\$6,371,793.00	5/7/19	6/10/19	ASI 074 Special Needs Bathroom Renovations
BP 13 - Performance - CO 29	\$6,371,793.00	\$4,620.00	\$6,376,413.00	5/21/19	6/10/19	ASI 071 revisions to loading dock and receiving area
BP 13 - Performance - CO 30	\$6,376,413.00	\$15,502.00	\$6,391,915.00	5/21/19	6/10/19	GWB sills in lieu of solid surface sills at commons windows and adding CRG column covers at locations where steel is not physics
BP 16 - GPI - CO 33	\$14,292,295.66	\$45,010.00	\$14,337,305.66	5/7/19	6/10/19	ASI 065 Kitchen Revisions and ASI 074 Special Needs Bathroom Renovations
BP 16 - GPI - CO 34	\$14,337,305.66	\$10,106.00	\$14,347,411.66	5/21/19	6/10/19	ASI 071 revisions to loading dock and receiving area
BP 17 - Electric Plus - CO 32	\$9,686,517.17	\$28,494.00	\$9,715,011.17	5/7/19	6/10/19	ASI 065 Kitchen Revisions, ASI 069 Printer Locations, ASI 074 Special Needs Bathroom Renovations
BP 17 - Electric Plus - CO 33	\$9,715,011.17	\$5,302.22	\$9,720,313.39	5/7/19	6/10/19	Demo, protection and re-connecting components of the lighting control room
BP 17 - Electric Plus - CO 34	\$9,720,313.39	\$8,242.00	\$9,728,555.39	5/20/19	6/10/19	ASI 071 revisions to loading dock and receiving area
BP 14 - Santarosia - CO 16	\$3,722,442.30	\$29,012.79	\$3,751,455.09	5/9/19	6/10/19	ASI 065 Kitchen Revisions and ASI 074 Special Needs Bathroom Renovations
BP 18 - Complete Masonry - CO 13	\$2,794,721.49	\$2,635.19	\$2,797,356.68	5/7/19	6/10/19	reassembly of the lighting control room in the Auditorium.
BP 18 - Complete Masonry - CO 14	\$2,797,356.68	\$3,150.00	\$2,800,506.68	5/20/19	6/10/19	ASI 071 revisions to loading dock and receiving area
C&T - CO 02	\$524,357.74	\$22,686.00	\$547,043.74	5/13/19	6/10/19	065 Kitchen Revisions scope of work

	Prior Contract Amount	Change Order Amount	Resulting Contract Amount	Approved Date	Noted in Consent Agenda	Change
2019 Summer Projects - MNC						
BP 01 - SCS - CO 01	\$942,800.00	-\$18,225.00	\$924,575.00	4/11/19	6/10/19	ASI 001 - Modified West MS Office Scope
BP 01 - SCS - CO 01	\$924,575.00	\$12,884.20	\$937,459.20	5/31/19	6/10/19	Relocate existing fiber and tie-in downspouts to storm system
BP 04 - General Piping - CO 01	\$307,450.00	\$7,590.00	\$315,040.00	4/11/19	6/10/19	ASI 001 - Modified West MS Office Scope
BP 04 - General Piping - CO 02	\$315,040.00	\$7,849.00	\$322,889.00	5/24/19	6/10/19	CR 005 - Replace plumbing at Brown Elementary
BP 05 - Payne - CO 01	\$1,041,600.00	\$12,518.82	\$1,054,118.82	4/12/19	6/10/19	ASI 001 - Modified West MS Office Scope
	\$3,410,301.02	\$22,617.02	\$3,432,918.04			
Total Change Orders Approved To Date:		\$22,617.02				
Original Contingency Budget:		\$162,531.21				
Remaining Contingency Budget:		\$139,914.19				
% of Contingency Utilized To Date:		13.92%				
Total Contract Amount Paid Out To Date:		\$0.00				Payments made through: #####
Original Total Contract Amount:		\$3,410,635.48				
% of Total Contract Amount Paid Out:		0.00%				

15. Field Trip Requests:

Brownsburg High School Marching Band – Out of State

The Brownsburg High School Marching Band will be traveling to Orlando, Florida to participate in the Bands of America Regional Competition October 10-15, 2019. Approximately 200 students and 20 chaperones will be traveling together. The trip is being organized by Tracy Runyon, BHS Band Director and has been approved by the Superintendent based on travel guidelines set forth by the Board.

Brownsburg High School Show Choirs – Overnight

The Brownsburg High School Show Choirs will be traveling to Huntington, Indiana to participate in the Huntington High School Show Choir Competition February 21-22, 2020. Approximately 125 students and 10 chaperones will be traveling together. The trip is being organized by Melissa Stainbrook, BHS Choir Director and has been approved by the Superintendent based on travel guidelines set forth by the Board.

Dr. Snapp recommended the Board approve the Consent Agenda as presented; Dr. Freije moved to approve the recommendation; Mr. Hylton seconded the motion. The Board approved the motion by a vote of four (4) ayes; zero (0) nays.

V. INTRODUCTION OF NEW ADMINISTRATORS

1. Brownsburg West Middle School Assistant Principal

Dr. Snapp introduced Mrs. Emily Cochran as the new assistant principal at West Middle School. Mrs. Cochran was most recently an English teacher at West.

2. Brownsburg High School Assistant Principal

Dr. Snapp introduced Mr. Dale Sharpe as the new assistant principal for Team 2023 at Brownsburg High School. Mr. Sharpe comes to Brownsburg from the McKenzie Center for Innovation and Technology where he served as the Assistant Director of Career and Technology Education.

VI. COMMUNICATIONS:

A. Commendations – Pierce Thomas, State Champion-Long Jump

Dr. Snapp introduced Pierce Thomas, Brownsburg High School sophomore student who recently won the IHSA State Championship in Long Jump. Pierce shared his experience at the State Track meet. He competed in not only the long jump but also the 800 meters where he finished 8th and as a member of the 4x100 relay where they finished 3rd. Mr. Utterback presented Pierce with a commendation from the Board for his accomplishments.

B. Operations Update

Mr. Voigt shared information with the Board regarding the results of a significant push by BCSC Technology Services this past school year to increase staff awareness of their role in keeping the district's network secure against cyber threats, as well as the department's efforts to prevent cyber-

attacks in the first place. Mr. Voigt shared a slide in which data presented three cyberattack incidents over the past year and the decline both in how many staff members “fell” for the phishing attempt as well as how changes in district scanning equipment and log-in practices minimized the damage done.

Mr. Voigt also updated the Board regarding the Town of Brownsburg’s continued work on roundabouts and road improvements throughout the community. The recent closures of two intersections near the BCSC campus have been carefully watched as they have gone through planning and as the start of the new school year approaches. Mr. Voigt shared a map of the various projects and the latest schedule of information available from the Town. Mr. Voigt explained that as the start of the school year approaches, any information needed to inform parents of changes in transportation or their access to schools will be communicated. The Board will be updated at the July meeting.

C. Brownsburg Education Foundation Report

Dr. Freije shared the following activities of the Brownsburg Education Foundation:

- Chip in for the Kids Golf Outing presented by Summers Plumbing, Heating and Cooling will take place Friday, June 14th.
- Scholarships: A list of scholarship recipients can be found on the BEF website. BEF awarded \$40,000 in scholarship to the class of 2019.
- Grants: \$52,000 in District Excellence Awards have been awarded. The list of recipients can be found on the BEF website. Individual teachers or staff groups can apply for InCredible Awards that focus on INovation and CREativity by August 15th.
- Bulldog Book Bus: Sponsored by Duke Energy, the BEF Bulldog Book Bus will be driving through a neighborhood near you, encouraging kids to keep up their reading skills and lending out books.
- Annual Yankee Candle Sale: August 9th-August 26th. Products will be available for pick-up October 8th and 9th.
- Annual Surplus Sale: Saturday, September 7th from 8:00-10:00am at the Central Office Warehouse.
- Drive 4 UR School Event: Tentatively scheduled for Thursday, September 12th at East Middle School.

D. Update on Available Classrooms

Dr. Jessup provided an update to the Board on available classroom space in the district elementary buildings. She explained that since the last update in January where there were 36 classrooms available, as of June 6th there are now 29 classrooms available. With the addition of new neighborhoods to Brown, Cardinal and three to Lincoln, these numbers are ever changing. This information is closely monitored to determine how soon an additional elementary school may be needed. Additionally, as the classes move forward into middle school, there may be a need for an expansion of the 6th grade wing at West Middle School. Dr. Snapp explained that from the time it is determined that an additional building is needed, it will take at least two years from the recommendation for expansion to the completion of the new space. He indicated space will be adequate for 2019-2020 and 2020-2021 but beyond that, additional space will likely be necessary. The Board members asked a number of questions regarding current enrollment and current class sizes.

E. First Reading of Teacher Handbook

Dr. Jessup presented the Teacher Handbook for first reading. She explained that this is the first time a PK-12 handbook had been developed. Previously there were individual handbooks for PK, elementary, middle school and high school. This handbook consolidates all of that information into one document. There were no questions or comments from the Board. This document will be brought to the July Board meeting for second reading and approval.

F. First Reading of Support Staff Handbook

Mrs. Gordon presented the Support Staff Handbook for first reading. She explained that the changes to the handbook from last year include the following:

- Anti-Harassment Policy – revised language to match recently approved Board Policy
- Hours of Work, Work Week, Overtime – added language to clarify the use of “flex days” for those positions that have flex days built into the work calendar
- Attendance Incentive – added language clarifying employees must be employed the entire semester to be eligible for the incentive

There were no questions or comments from the Board. This document will be brought to the July Board meeting for second reading and approval.

G. First Reading of BCSC PD Handbook

Mr. Voigt presented the BCSC PD handbook for first reading. He explained that the following changes have been made to the handbook:

- Paragraph 1.24 removed – reflects more specific and up to date information contained in Section 3.09.
- Off-Duty Work – Changed the ability of the officers to utilize their BCSC PD police powers when they are off duty. Chief Wing has outlined in the handbook the acceptable classifications of off-duty work.
- Elimination of Qualifications Scoring language, aligning the BCSC PD handbook with standards employed in other local law enforcement agencies.
- Adjustment of requirements to align with other local law enforcement agency requirements.
- Adjustment of K9 language to permit broad usage.

Mr. Hylton asked about the reason for the change to the off-duty work. Mr. Voigt explained that because the officers only work part of the year, their training provides them the opportunity as individual officers to obtain additional income by working off-duty in such activities as conducting traffic duty, security at sporting events, etc., being paid additional funds outside of their daily employer. Chief Wing approves all off-duty assignments for the officers. Additional insurance coverage is required on the officers to perform off-duty work. Mr. Voigt shared that in the past, our insurance provider would not supply the additional coverage. We are now able to secure this coverage through a third-party insurer. There being no further questions or comments, Mr. Voigt noted the handbook will be brought to the July Board meeting for second reading and approval.

H. First Reading of Transportation Handbook

Mr. Voigt presented the Transportation handbook for first reading. He explained the following changes have been made to the handbook:

- Clarification on the use of the neutral gear and parking brake at all bus stops
- Clarification and documentation of BCSC’s process for reimbursing costs of CDL training for new staff
- Clarification of cold weather starting procedures
- Clarification and documentation of fluid maintenance requirements
- Adjustment of language related to the change in the walking areas, and statutory compliance information for bus routing and bus stop planning requirements
- Clarification and documentation of processes used in the assigning of staff to routes and additional segments
- Revisions to the bus conduct rules to align with Student Handbooks
- Clarification of emergency procedures for off-site bus accidents, including the role of school nurses versus EMTs
- Clarification of school bus drill and emergency information procedures
- Clarification of bus inspection requirements

Mrs. Dearman asked about the alignment of bus discipline rules and what changes were made. Mr. Voigt explained the change was only to align the numbering in the Transportation Handbook with the numbering in the Student Handbook. No formative changes were made. There being no further questions or comments, Mr. Voigt noted the handbook will be brought to the July Board meeting for final reading and approval.

I. Second Reading of Board Policies (8000 – Operations)

Mr. Voigt presented the 8000 – Operations Board Policies for second 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 the policies will be brought to the July Board meeting for final reading and approval.

J. Second Reading of Board Policies (9000 – Relations)

Mrs. Murphy presented the 9000 – Relations Board Policies for second 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 the policies will be brought to the July 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 (5000 – Students)

Dr. Jessup recommended the Board of School Trustees approve the following Board Policies:

5000 – Students

Dr. Jessup 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.

Mr. Hylton made a motion to approve the recommendation; Dr. Freije seconded the motion. The Board approved the motion by a vote of four (4) ayes; zero (0) nays.

B. Recommendation to Approve Board Policies (6000 – Finances; 7000 – Property)

Mr. Gardner recommended the Board of School Trustees approve the following Board Policies:

6000 – Finances

7000 – Property

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

VIII. NEW BUSINESS**A. Recommendation to Approve Elementary Textbook Rental for the 2019-2020 School Year**

Dr. Jessup recommended that the Board of School Trustees approve Elementary Textbook Rental for the 2019-2020 school year. She explained that the new reading adoption books are more expensive resulting in an increase in the book rental fees. Also, fees for music, art and PE were increased by \$0.25 which will allow additional funds for consumables. The 2019-2020 recommended elementary textbook rental fees are as follows:

	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	Increase
Lifeskills	\$83.50	\$80.00	\$86.00	\$86.00	\$96.00	\$10
Kdg	\$122.00	\$122.00	\$110.00	\$110.00	\$120.00	\$10
1	\$125.00	\$136.00	\$134.00	\$133.00	\$148.00	\$15
2	\$113.00	\$123.00	\$124.00	\$123.00	\$132.00	\$9
3	\$119.00	\$129.00	\$128.00	\$126.00	\$132.00	\$6
4	\$124.00	\$128.00	\$126.00	\$124.00	\$136.00	\$12
5	\$118.00	\$123.00	\$124.00	\$122.00	\$133.00	\$11
HA K/1	\$119.00	\$120.00	\$125.00	\$123.00	\$133.00	\$10
HA 2	\$123.00	\$122.00	\$118.00	\$115.00	\$121.00	\$6
HA 3	\$126.00	\$126.00	\$118.00	\$114.00	\$120.00	\$6
HA 4	\$125.00	\$126.00	\$119.00	\$117.00	\$129.00	\$12
HA 5	\$118.00	\$120.00	\$114.00	\$112.00	\$124.00	\$12

Mr. Hylton moved to approve the recommendation; Mrs. Dearman seconded the motion. The Board approved the motion by a vote of four (4) ayes; zero (0) nays.

B. Recommendation to Approve Middle School Textbook Rental for the 2019-2020 School Year

Dr. Jessup recommended the Board of School Trustees approve Middle School Textbook Rental for the 2019-2020 school year. She explained that increases in book rental is due to new novels being selected for English classes. The books selected for 8th grade were more expensive than the books they were replacing. She noted that RFPs were sent out for the purchase of the books. The 2019-2020 recommended middle school textbook rental fees are as follows:

	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
Grade 6	\$189.00	\$198.00	\$196.00	\$186.00	\$187.00
Grade 7	\$179.00	\$190.00	\$192.00	\$197.00	\$198.00
Grade 8	\$174.00	\$178.00	\$180.00	\$184.00	\$195.00
Life Skills	\$142.00	\$142.00	\$142.00	\$142.00	\$142.00

Dr. Freije moved to approve the recommendation; Mr. Hylton seconded the motion. The Board approved the motion by a vote of four (4) ayes; zero (0) nays.

C. Recommendation to Approve High School Textbook Rental for the 2019-2020 School Year

Dr. Jessup recommended that the Board of School Trustees approve High School Textbook Rental for the 2019-2020 school year. She explained that the changes to book rental are due to dropped and/or added courses as well as new English novels. A list of changes follows:

	Total Course Fee			
Department	2018-19	2019-20	Difference	Change
Business	\$0.00	\$21.00	\$21.00	DECA Dues for new course Career Exploration Internship - Business & Marketing
Math	\$7.00	\$0.00	-\$7.00	Dropped Algebra Lab
PE-Health	\$22.00	\$26.25	\$4.25	PE Athletic Development - added Elite Form \$4.00 , increase t-shirt price .25
	\$22.00	\$26.25	\$4.25	Adv Physical Condition - added Elite Form \$4 , increase t-shirt price .25
	\$22.00	\$26.25	\$4.25	Adv Physical Condition - added Elite Form \$4 , increase t-shirt price .25
Special Ed	\$0.00	\$10.00	\$10.00	Add course Applied Adult Roles & Responsibilities
	\$0.00	\$10.00	\$10.00	Add course Applied Business Math
	\$0.00	\$28.50	\$28.50	Add course Applied English 9
	\$0.00	\$28.50	\$28.50	Add course Applied English 10
	\$0.00	\$28.50	\$28.50	Add course Applied English 11/12
	\$0.00	\$26.16	\$26.16	Add course Applied IN Studies
	\$0.00	\$10.00	\$10.00	Add course Applied Health & Wellness
	\$0.00	\$10.00	\$10.00	Add course Applied Physical Science
	\$0.00	\$50.00	\$50.00	Add course Career Exploration Internship
	\$0.00	\$50.00	\$50.00	Add course Applied Nutrition & Wellness
	\$0.00	\$10.00	\$10.00	Add course Applied Biology
	\$0.00	\$10.00	\$10.00	Add course Applied LA Lab
World Lang	\$47.40	\$0.00	-\$47.40	Drop course Chinese I
	\$49.09	\$0.00	-\$49.09	Drop course Chinese II
	\$52.99	\$0.00	-\$52.99	Drop course Chinese IV
	\$157.30	\$0.00	-\$157.30	Drop course Spanish IV
	\$157.30	\$0.00	-\$157.30	Drop course Spanish V
Visual Arts	\$31.00	\$33.00	\$2.00	Ceramics I - \$2.00 increase supply fee due to delivery fee
	\$31.00	\$33.00	\$2.00	Ceramics II - \$2.00 increase supply fee due to delivery fee
PLTW	\$31.16	\$31.22	\$0.06	Intro to Engineering Design - increase workbook .06
	\$28.16	\$31.22	\$0.06	Principals of Engineering - increase workbook .06
	\$25.16	\$25.22	\$0.06	Civil Engineering & Architecture - increase workbook .06
	\$25.16	\$25.22	\$0.06	Engineering Design & Development - increase workbook .06
	\$28.16	\$28.22	\$0.06	Digital Electronics - increase workbook .06
Perf Arts	\$117.99	\$40.24	-\$77.75	Music Theory & Composition - Price Drop \$77.75 Using a previously adopted book
English	\$30.43	\$37.12	\$6.69	English 9 - new supplier, add book

	\$35.13	\$30.27	-\$4.86	Pre-AP English 9 - new supplier, drop book, add book
	\$41.13	\$33.87	-\$7.26	Pre-AP English 10 - new supplier, drop book, add book
	\$30.38	\$25.01	-\$5.37	English 10 - new supplier, drop book, add book
	\$33.46	\$39.99	\$6.53	English 11 - new supplier, drop book, add book
	\$91.23	\$141.15	\$49.92	English Lang & Comp AP - new book
	\$36.93	\$49.94	\$13.01	English 12 - new supplier, drop book, add book
	\$60.92	\$38.86	-\$22.06	English Lit & Comp AP - new supplier, drop book, add book
	\$86.38	\$5.00	-\$81.38	English 111 Ivy Tech - dropped book
	\$86.38	\$5.00	-\$81.38	English 112 Ivy Tech - dropped book
	\$19.95	\$5.00	-\$14.95	Etymology - dropped course
	\$9.75	\$9.75	\$0.00	Speech
	\$5.00	\$0.00	-\$5.00	Language Arts Lab - dropped course
Technology			\$3.00	Registration Fee

Dr. Freije moved to approve the recommendation; Mr. Hylton seconded the motion. Mr. Hylton asked if the changes in the Special Education courses was unusual for this year. Dr. Jessup responded that many of the changes were due new legislation that directed how courses need to be listed. Dr. Freije asked about materials when a course is dropped. Dr. Jessup replied that if it is a World Language course, many of the materials are consumables but if a course is dropped because of enrollment and it is early in the adoption cycle, we will contact a book reseller and return or resell the books. There being no further questions or comments, the Board approved the motion by a vote of four (4) ayes; zero (0) nays.

D. Recommendation to Approve Nutrition Services Produce Contract for the 2019-2020 School Year

Ms. Jordan Ryan, Nutrition Services Coordinator, recommended the Board of School Trustees extend the produce contract initially awarded to Piazza Produce during the 2018-2019 school year and authorize the Administration to make purchases through the 2019-2020 school year. Ms. Ryan explained that this extension is the second of a possible five-year duration agreement with Piazza.

Dr. Freije moved to approve the recommendation; Mrs. Dearman seconded the motion. Dr. Freije asked if the offsite production of meals will affect the produce purchase. Ms. Ryan explained that a similar amount of produce will be purchased, that the change of meal preparation location should not affect the amount of produce being purchased. There being no further comments or questions, the Board approved the motion by a vote of four (4) ayes; zero (0) nays.

E. Recommendation to Approve Nutrition Services Food and Supply Contracts for the 2019-2020 School Year

Ms. Ryan recommended the Board of School Trustees approve and adopt the Nutrition Services food and supply contracts awarded by the Food2School Purchasing Cooperation for the 2019-2020 school year. Ms. Ryan explained that the Indiana Department of Education requires school board approval to accept the proposals awarded by the Food2School Purchasing Cooperative. The proposed contracts are listed as follows:

Distributor/Group Purchasing Organization (GPO) – HPS/GFS

- Eight companies received an RFP and US Foods, Inc. and HPS/GFS (GPO) returned proposals

- Evaluation was a two-step process with price and technical proposals scored by the Advisory Committee (including BCSC) and then reviewed by members
- Evaluators and Food2School members unanimously agreed that proposals from all vendors were responsive and responsible
- BCSC will continue to see an additional 3.5% in cost savings on all invoices as a Food2School member, as compared to when distributor procurement was completed as an individual district
- The estimated value of the awarded contract is \$31 million

Milk and Dairy – Dean’s Foods

- Four companies received an RFP and all returned proposals for the districts to which they are able to provide products
- Evaluation was a two-step process with price and technical proposals scored by the Advisory Committee (including BCSC) and then reviewed by members
- Evaluators and Food2School members unanimously agreed that proposals from all vendors were responsive and responsible
- Each district chose the distributor best suited to their program; BCSC chose the lowest responsible proposal

Bread Products – Alpha Bakery

- Three companies received and RFP and all returned proposals for the districts to which they are able to provide products
- Evaluation was a two-step process with price and technical proposals scored by the Advisory Committee (including BCSC) and then reviewed by members
- Evaluators and Food2School members unanimously agreed that proposals from all vendors were responsive and responsible
- Each district chose the distributor best suited to their program; BCSC chose the lowest responsible proposal

Ms. Ryan further explained that this is the first of a possible five-year duration agreement with each of the vendors.

Dr. Freije moved to approve the recommendation; Mr. Hylton seconded the motion. The Board approved the motion by a vote of four (4) ayes; zero (0) nays.

F. Recommendation to Appoint Corporation Treasurer and Purchasing Agent

Dr. Snapp recommended that the Board of School Trustees appoint Mr. Shane Hacker as Corporation Treasurer and Purchasing Agent. Dr. Snapp explained that as we transition Mr. Hacker into the Chief Financial Officer position, there are several actions necessary by the Board to allow the transition to occur. This appointment is one of those steps.

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.

G. Recommendation to Appoint Representative to the Brownsburg Redevelopment Commission

Dr. Snapp recommended that the Board of School Trustees appoint Mr. Shane Hacker to replace Mr. Barry Gardner as the School Board representative to the Brownsburg Redevelopment Commission. Mr. Hacker will serve as a non-voting member of the RDC.

Mr. Hylton moved to approve the recommendation; Mrs. Dearman seconded the motion. The Board approved the motion by a vote of four (4) ayes; zero (0) nays.

H. Recommendation to Approve Name of Elementary #8

Dr. Snapp recommended that the Board of School Trustees approve the name of Elementary #8 as Crossroads Elementary. Dr. Snapp explained that the Board was provided with essays prepared by all 4th grade classes in the district. Once the essays were reviewed, the Board voted on their top choices for the name of the next elementary school. Crossroads Elementary received the majority of the votes of the Board.

Mr. Hylton moved to approve the recommendation; Mrs. Dearman seconded the motion. Mr. Utterback thanked the 4th grade students for the work they did on the submissions they provided. There being no further comments, the Board approved the motion by a vote of four (4) ayes; zero (0) nays.

IX. SUPERINTENDENT COMMENTS

Dr. Snapp shared that it has been a good spring of hiring. All new administrators have been hired and are in place. We still need four to five additional teachers. Based on incoming enrollment, we could have some last minute hires.

He shared there are several fun events coming up including the BEF Chip in for the Kids golf outing as well as the 4th of July Parade.

Dr. Snapp thanked Mr. Gardner for his years of service to Brownsburg Schools. He explained that Mr. Gardner's hard work has put us in a great place as he hands over the reigns to Mr. Hacker. While he is off to new pastures, we will miss him and wish him the best in future endeavors.

X. BOARD MEMBER COMMENTS

Mrs. Dearman thanked Mr. Gardner for his work and welcomed Mr. Hacker to his new position.

Dr. Freije congratulated the Class of 2019. He thanked Mr. Voigt for all of the updated traffic information. He commended Ms. Ryan on the great job she is doing. He wished Mr. Gardner well in his new position.

Mr. Hylton thanked Mr. Gardner. He congratulated Dr. Daghe for a great high school graduation and while it moved along quickly, no one felt as if anything was missed. It was a great day and an awesome event to be a part of. He thanked the 4th graders for providing many compelling options in the naming of the new elementary. He said all of the Board members spent time in coming to an agreement on the name. He felt it was an awesome process.

Mr. Utterback shared that graduation was well done. He thanked Mr. Gardner for his services and wished him well in his new endeavor.

XI. ADJOURNMENT

Mr. Utterback called for a motion to adjourn the meeting. Dr. Freije moved to approve the recommendation; Mrs. Dearman seconded the motion. The Board approved the motion by a vote of four (4) ayes; zero (0) nays. The meeting adjourned at 7:20 p.m.

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