

**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, November 12, 2018 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 Mr. Glenn McCain. Administrators present were Dr. Jim Snapp, Dr. Kat Jessup, 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. CONSENT ITEMS**

**A. Approval – Minutes: October 8, 2018**

**A. B. Claims: #2899-2989 - \$6,475,061.36; P/R#10/12/18 - \$1,321,266.79;  
P/R#10/26/18 - \$1,247,297.40; #2990-3204 - \$758,001.85**

**B. Superintendent’s Report**

**C. Superintendent’s Report**

The Superintendent’s Report was presented as follows:

**1. Retirements – Support Staff:**

Name	Building	Position	Effective Date
a. Caroline Woods	EMS	Nutrition Services	October 12, 2018
b. Ron Reynolds	Transportation	Bus Driver	December 21, 2018

**2. Resignations – Certified:**

Name	Building	Position	Effective Date
a. Kristen Hendrich	BHS	School Counselor	October 8, 2018
b. Gilda Obrador	BHS	Spanish Teacher	December 19, 2018

**3. Resignations – Support Staff:**

Name	Building	Position	Effective Date
a. Anita Hubley	WMS	Nutrition Services	October 31, 2018
b. Marianne Hall	BCSC	Special Education Instructional Assistant	October 12, 2018
c. Holly Redmond	Facility Services	Custodian	October 19, 2018
d. Cindy Acosta	WMS	Nutrition Services	October 31, 2018
e. Tina Westerfield	Eagle	Administrative Assistant / Receptionist	November 2, 2018
f. Misty Centers	Facility Services	Custodian	November 1, 2018
g. Lynn Fordyce	Central Office	Business Office Specialist	November 12, 2018

**4. Resignations – Extra-Curricular:**

Name	Building	Position	Effective Date
a. Sarah Montminy	Brown	Best Buddies Club Sponsor	November 1, 2018
b. Bob Yeager	BHS	Varsity Volleyball Coach	End of the 2018-19 season

**5. New Employment – Certified:**

Name	Building	Position	Effective Date	Degree	Reason for Employment
a. Carlos Calero	BHS	Academic Coach Team 2019	October 31, 2018	Bachelors	Replacing Sarah Mahan due to a job transfer
b. Lucinda Kesterson	White Lick	3 <sup>rd</sup> Grade Teacher; Temporary contract	Upon the date Mrs. Garrard is unable to work (approx. December 16, 2018) thru the end of the 2018-19 school year	Bachelors	While Emily Garrard is on medical / maternity leave

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

Name	Building	Position	Effective Date	Hours per Day	Reason for Employment
a. Rita Staten	ECC	Instructional Assistant	November 5, 2018	7	Replacing Cindy Mucci due to a job transfer
b. Samantha Melson	Lincoln	Learning Lab Instructional Assistant	October 29, 2018	7.5	Replacing Stephanie King due to a job transfer
c. Nikki Webb	Brown	Administrative Assistant / Receptionist	October 9, 2018	7.5	Replacing Maggie Gregory
d. Emily Wells	Eagle	Administrative Assistant / Receptionist	November 5, 2018	7.5	Replacing Tina Westerfield
e. Keli Foster	ALPHA	1:1 Instructional Assistant	October 29, 2018	7	New position
f. Jill Venant	BHS	Special Education Instructional Assistant	November 5, 2018	7	Replacing Kriss Streblov due to a job transfer
g. Jacinta Snyder	Delaware Trail	Learning Lab Instructional Assistant	November 19, 2018	7.5	Replacing Leanne Wheeler due to a job transfer
h. Susan Odom	Nutrition Services	BCSC Floater	October 29, 2018	5	Open position
i. Marcella Jacobs	Nutrition Services	BCSC Floater	November 1, 2018	5	Open position
j. David Vinson	Facility Services	Facilities Supervisor – Maintenance	November 12, 2018	8	Replacing Shannon Kanyuh
k. David (Buddy) Faulkner	Facility Services	Facilities Supervisor – Custodial	To be determined; approximately December 3, 2018	8	New position
l. Lela Morris	Facility Services	Custodian	October 15, 2018	8	Replacing Breanna Echard
m. David Mugabe	Facility Services	Custodian	October 29, 2018	8	New position
n. Judith Ginter	Facility Services	Custodian	November 5, 2018	8	Replacing Holly Redmond

**7. New Employment – Extra-Curricular:**

Name	Building	Position	Effective Date
a. Jennifer Edwards	Reagan	Robotics Club (Lay) Sponsor	For the 2018-19 school year
b. Jeff Schaeckel	BHS	Assistant Varsity Swim (\$1.00 Lay) Coach	For the 2018-19 season

c. Scott Donald	WMS	7 <sup>th</sup> Grade Girls Basketball Coach	For the 2018-19 season
d. John Mlagen	EMS	7 <sup>th</sup> Grade Baseball (Lay) Coach	For the 2018-19 season
e. Marcus Evans	BHS	Assistant Varsity Boys Basketball Coach	For the 2018-19 season
f. John Grimes	BHS	Assistant Varsity Boys Basketball (Lay) Coach	For the 2018-19 season
g. Adam Good	BHS	Assistant Varsity Boys Basketball Coach	For the 2018-19 season
h. Paul Glass	BHS	Assistant Varsity Girls Basketball (Lay) Coach	For the 2018-19 season
i. Danielle Addison	BHS	Assistant Winter Cheerleading (Lay) Coach	For the 2018-19 season
j. Courtni Jenins	BHS	Assistant Winter Cheerleading (Lay) Coach	For the 2018-19 season
k. Jena Keough	BHS	Assistant Winter Cheerleading Coach	For the 2018-19 season
l. Matt Elliott	BHS	Assistant Varsity Swim (Lay) Coach	For the 2018-19 season
m. Chris Seymour	BHS	Assistant Varsity Wrestling Coach	For the 2018-19 season
n. Chris Doty	BHS	Assistant Varsity Wrestling (Lay) Coach	For the 2018-19 season
o. Rick Thompson	BHS	Assistant Varsity Wrestling (Lay) Coach	For the 2018-19 season
p. Jon Chastain	WMS	8 <sup>th</sup> Grade Boys Basketball Coach	For the 2018-19 season
q. Alyssa Huffman	WMS	8 <sup>th</sup> Grade Girls Basketball Coach	For the 2018-19 season
r. Lauren Rodgers	WMS	7 <sup>th</sup> Grade Winter Cheerleading Coach	For the 2018-19 season
s. Christy Stegemoller	WMS	8 <sup>th</sup> Grade Winter Cheerleading Coach	For the 2018-19 season
t. Blake Steinacker	WMS	Assistant Wrestling Coach	For the 2018-19 season
u. Chris Worley	BHS	TV Broadcasting (\$1.00 Lay) Sponsor	For the 2018-19 school year
v. Will Mahan	BHS	Assistant Varsity Swimming (\$1.00) Coach	For the 2018-19 season
w. Wade Haycox	BHS	Assistant Robotics (\$1.00 Lay) Sponsor	For the 2018-19 school year
x. Cameron Brock	EMS	Assistant 7 <sup>th</sup> Grade Girls Basketball (\$1.00) Coach	For the 2018-19 season

**8. Leaves of Absence – Certified:**

Name	Building	Position	Type of Leave	Dates of Leave
a. Jena Keough	Lincoln	2 <sup>nd</sup> Grade Teacher	Medical	December 21, 2018 thru approximately January 18, 2019
b. Dakota White	WMS	Language Arts Teacher	Medical / Maternity	Upon the birth of the baby (approximately March 24, 2019) thru the end of the 2018-19 school year
c. Erin Rager	Eagle	Speech Language Pathologist	Medical / Maternity	Upon the birth of the baby (approximately December 18, 2018) thru approximately March 1, 2019
d. Megan Miller	Cardinal	4/5 High Ability Teacher	Medical / Maternity	Upon the birth of the baby (approximately January 7, 2019) thru approximately March 15, 2019
e. Molly Williams	Reagan	Kindergarten Teacher	Medical / Maternity	December 17, 2018 thru the end of the 2018-19 school year

**9. Change of Status – Certified:**

Name	Previous Position	New Position	Effective Date	Reason for Change
a. Sarah Mahan	BHS Academic Coach – Team 2019	BHS School Counselor – Team 2019; 195 day contract	October 8, 2018	New position

**10. Change of Status – Support Staff:**

Name	Previous Position	New Position	Effective Date	Reason for Change
a. Sara Whittemore	BHS Nutrition Services; 6 hours / day	Brown Café Manager; 8 hours / day	November 5, 2018	Replacing Theresa Clark due to a job transfer

b. Deborah Veyette	BHS Nutrition Services; 5 hours / day	BHS Nutrition Services; 6 hours / day	November 5, 2018	Absorbing Sara Whittemore hours due to job transfer
c. Barbara Rice	BHS Nutrition Services; 4 hours / day	BHS Nutrition Services; 5 hours / day	November 5, 2018	Absorbing Sara Whittemore hours due to job transfer
d. Amanda Garner	Cardinal Building Treasurer	CO Business Office Specialist; 12 month position	November 12, 2018	Replacing Lynn Fordyce
e. Leanne Wheeler	Delaware Trail Learning Lab Instructional Assistant	Lincoln Kindergarten Teacher; Long term substitute	November 19, 2018	Replacing Amy Verhelst

**11. Clarification – Certified:**

Name	Position	Clarifying Statement
a. Stephanie King	Brown 5 <sup>th</sup> Grade Teacher	Mrs. King was previously approved at a daily rate for 0 experience; Mrs. King has verified 1 year of experience

**12. 2019 Board Insurance Premium Contribution:**

It is recommended that the Board of School Trustees approve 2019 health insurance Bond contributions for certified and support staff in the amount of \$441/month for a single plan and \$1,049/month for a family plan. This is an increase from the previously approved contribution levels of \$430/month for a single plan and \$1,020/month for a family plan. The recommendation comes now that the 2019 premiums have been established by our Insurance Trust.

**FOR BOARD INFORMATION****13. Use of Facilities/Special Use Agreements:**

The Administration approved and received the following fully executed Special Use Agreements:

- **Brownsburg Swim Club, Inc.:** Special Use Agreement dated September 20, 2018 and fully executed October 4, 2018 for the period October 1, 2018 through June 30, 2019 for the use of the BHS Aquatic Center and associated spaces, to be billed according to the various rates scheduled in the agreement.

**14. Professional Services Agreements:**

The Administration has entered into the following professional services agreements:

- **CSO Architects, Inc., 2019 Summer Projects:** The Administration has entered into a professional services agreement with CSO Architects, Inc. for design services related to the 2019 Summer Projects (specifically the work scheduled for West MS, Summer Interior Refurbishment at Brown ES, Harris Academy and other sites, and various site projects located on the East campus). The agreement is dated October 18, 2018/Revised November 16, 2018, for a lump sum fee amount of \$224,500.00 to develop specifications and bid package documents. These projects are a portion of the overall 2019 Summer Projects package and are funded through a bond issue. The tentative schedule for this project is:  
Design & Documentation completed December 21, 2018  
Bidding January 16, 2019 through January 31, 2019  
Construction Contract Award February 11, 2019  
Construction March 1, 2019 through October 27, 2019 (the exact dates of construction vary by site and project scope)
- **Meyer Najem Construction, Inc., 2019 Summer Projects:** The Administration has entered into a professional services agreement with Meyer Najem Construction, Inc. for construction management services related to the 2019 Summer Projects (specifically work scheduled for West MS, Summer Interior Refurbishment at Brown ES, Harris Academy and other sites, and various site projects located on the East campus). The agreement is dated October 18, 2018,

for a maximum lump sum fee amount of \$259,703.00 to provide pre-construction and construction management services on the projects. These projects are a portion of the overall 2019 Summer Projects package and are funded through a bond issues. The tentative schedule for this project is identical to the schedule listed above for CSO Architects.

*\*The majority of the fee is fixed; a portion is budgeted as reimbursable general conditions expenses, to be billed only as those services or materials are required for the project.*

- etica, Inc., 2019 Brown Elementary School Reroof:** The Administration has entered into a professional services agreement with etica, Inc. for design services related to the 2019 Brown Elementary School Reroof project (a portion of the 2019 Summer Projects). This agreement is dated October 18, 2018, for a lump sum fee amount of \$65,000.00 to develop specifications and bid package documents. This project is a portion of the overall 2019 Summer Projects package and is funded through a bond issue. The tentative schedule for this project is:
  - Design & Documentation completed December 21, 2018
  - Bidding January 16, 2019 through January 31, 2019
  - Construction Contract Award February 11, 2019
  - Construction March 1, 2019 through October 27, 2019 (the exact dates of construction vary by site and project scope)

**15. Approval of Construction Change Orders:** The Administration has approved the following construction change orders; the projects remain within the established budget.

	Prior Contract Amount	Change Order Amount	Resulting Contract Amount	Approved Date	Noted in Consent Agenda	Change
<b>Brownsburg HS</b>						
BP 10 - Geiger & Peters - CO 10	\$4,347,195.56	\$22,540.64	\$4,369,736.20	10/13/18	11/12/18	ASI's 029, 032 and 045
BP 10 - Geiger & Peters - CO 11	\$4,369,736.20	\$1,708.59	\$4,371,444.79	10/13/18	11/12/18	roof frame revisions in Unit R. This is a \$0 cost to the owner... Backcharge to GPI
BP 11 - JBM - CO 25	\$16,242,825.25	\$23,470.00	\$16,266,295.25	10/12/18	11/12/18	ASI 027 (Guardrail Revisions), ASI 029 (Unit Q Stair Revisions), ASI 032 (Unit Q Fire Proofing
BP 11 - JBM - CO 26	\$16,266,295.25	\$93,695.00	\$16,359,990.25	10/13/18	11/12/18	ASI 046 (Phase 2C Dead End Corridor), ASI 048 (Auditorium Sump Pit), ASI 050 (Site Revisi
BP 11 - JBM - CO 27	\$16,359,990.25	\$22,402.00	\$16,382,392.25	10/13/18	11/12/18	Stone Softball Parking; Ticket work Unit C Elev Refurb as reqrd by elev inspector
BP 11 - JBM - CO 28	\$16,382,392.25	\$40,363.00	\$16,422,755.25	10/13/18	11/12/18	installing FRP in spec ed Unit D bathroom; Door/Frame/Hardware revisions during the sub
BP 13 - Performance - CO 21	\$6,338,642.00	-\$360.00	\$6,338,282.00	10/18/18	11/12/18	Credit for removal of ceilings in Unit Q stair/ASI 029, cost for Serving Line revisions/AS
BP 16 - GPI - CO 20	\$14,067,954.00	\$57,788.00	\$14,125,742.00	10/12/18	11/12/18	ASI 045 (Serving Line Revisions) as well as ASI 048 (Auditorium Sump Pit
BP 16 - GPI - CO 21	\$14,125,742.00	-\$3,678.59	\$14,122,063.41	10/12/18	11/12/18	Unit R Roof Frame Backcharge/BCSC \$0 cost, credit for duplicated cost Unit D bathroom ex
BP 17 - Electric Plus - CO 20	\$9,413,814.04	\$174,720.00	\$9,588,534.04	10/12/18	11/12/18	ASI's 029, 045, 046, 048 and 059
BP 17 - Electric Plus - CO 21	\$9,588,534.04	\$10,689.09	\$9,599,223.13	10/12/18	11/12/18	Demo exstg Unit R Exit Signage, Work Tickets for Unit C Elev per inspector, misc. Unit D wo
BP 17 - Electric Plus - CO 22	\$9,599,223.13	\$11,276.00	\$9,610,499.13	10/12/18	11/12/18	maintenance ticketsC, RFI#251/lighting revision at auditorium chair lift per the mgr requirer
BP 14 - Santarrosa - CO 10	\$3,649,289.72	\$17,002.85	\$3,666,292.57	10/12/18	11/12/18	ASI 029 (Unit Q Stair Revisions) as well as ASI 045 (Serving Line Revisions)
BP 14 - Santarrosa - CO 11	\$3,666,292.57	\$12,126.79	\$3,678,419.36	10/12/18	11/12/18	heavy floor prep in Unit D 1st and 2nd floor
BP 18 - Complete Masonry - CO 05	\$2,735,450.83	\$38,000.00	\$2,773,450.83	10/13/18	11/12/18	ASI 045 (Serving Line Revisions); T&M NTE basis
BP 18 - Complete Masonry - CO 06	\$2,773,450.83	\$1,515.39	\$2,774,966.22	10/12/18	11/12/18	Unit R Lintel for exstg cond., T&M extras Unit C Refurb'd elev to satisfy elev inspector
C&T - CO 01	\$523,507.74	\$850.00	\$524,357.74	10/13/18	11/12/18	SS Column Wrap ASI 045

## 16. Approval of Field Trips

### Field Trip Request – Out of State

The Brownsburg High School Advanced Choir Students will be traveling to Chicago, Illinois to attend a performance of the musical "Hamilton", February 1, 2019. Approximately 105 students and 2 chaperones will be attending the event. The trip is being organized by Melissa Stainbrook, BHS Vocal Music Teacher, and has been approved by the Superintendent based on travel guidelines as set for the by the Board.

### Field Trip Request – Out of State

The Brownsburg High School German and French Clubs will be traveling to Chicago, Illinois to attend the German Christmas Market in downtown Chicago on Saturday, December 1, 2018. Approximately 40 students and 3 chaperones will be attending the event. The trip is being organized by Jennifer Steed, BHS German Teacher, and has been approved by the Superintendent based on travel guidelines as set forth by the Board.

*Dr. Snapp recommended the Board approve the Consent Agenda as presented. 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.*

## **V. COMMUNICATIONS:**

### **A. Commendations – Student Athletes**

Dr. Snapp invited Brooke Dixon to come forward. Brooke was a state finalist in Girls Cross Country, running at the state meet in Terre Haute where she placed 43<sup>rd</sup> out of 208 runners. Mr. Utterback presented Brooke with a certificate of commendation for her achievement.

Dr. Snapp then invited Gunnar Reffeitt and Adam Prichard to come forward. Adam and Gunnar advanced to state as the #1 Doubles Team in Boys Tennis. It was the first time a doubles team made it to the state tournament. Mr. Utterback presented both Gunnar and Adam with a certificate of commendation for their achievement.

### **B. Operations Update**

Mr. Voigt reported that the Nutrition Services staff at Brownsburg High School have implemented a new serving line program, one more closely aligned with how the new serving lines will work when the new facility opens in January of 2020. In effect, each line serves a single entrée. Students know which line is serving which meal and select their line accordingly. On the food preparation side, this means kitchen staff are only running one entrée to one line, rather than all entrees to all lines as the old system worked. While there were a few bugs needing to be worked out in the first few days, Jordan Ryan, Nutrition Services Coordinator, reports she has observed reductions in serving times by as much as five minutes this week.

Mr. Voigt shared that custodial services has seen some response to the push to fill open positions, with three staff recently hired and two more in process. The goal is to have all open positions filled by the end of the calendar year, alleviating the stress on the existing staff caused by what has become a chronic staffing shortage.

Mr. Voigt shared that in the Transportation department, Mr. Nick Meyerrose, Transportation Coordinator, is in the process of evaluating responses to a request for proposals for a replacement GPS system for the department. The current GPS lease package, which allows for the tracking of all BCSC school buses, including logging various bus operations such as speed, braking, warning lights, door open/door closed, etc., expires in the summer of 2019 and BCSC is seeking to replace the current package. A decision on the vendor is expected in the next 30 to 60 days.

Finally, Mr. Voigt commended Mr. Jason Starkweather, Director of Technology Services, for his team's work in converting the district's access control system. While there remain several details to wrap up, including a pesky wheelchair access button/door schedule interface issues, this project is now largely complete. This project, which was jointly installed by an outside vendor and members of Mr. Starkweather's staff, turned out to be far more complicated than had originally been expected given the miles of cabling above ceilings and the many different configurations of doors and door control systems.

Mr. Utterback asked how many more custodians need to be hired. Mr. Voigt replied that the department is in need of 8 total new custodians and 3 had been hired.

Mr. Utterback asked if the new serving line will be used in the new space. Mr. Voigt replied it would be duplicated in the new renovated dining space when completed.

### **C. Brownsburg Education Foundation Report**

Ms. Heffernan shared the following updates regarding the Education Foundation:

- The Yankee Candle fund raiser generated over \$38,000 in profit this year. It was another successful sale!

- The BCSC Payroll Deduction Campaign resulted in 96 new donors and 8 previous donors increasing their deduction. 16 scholarships will be given on behalf of BCSC staff in 2019.
- The Apples for Excellence Promotion will take place in Elementary Schools and BECC the week of Thanksgiving, November 20<sup>th</sup> & 21<sup>st</sup>. For a \$5.00 donation, students will write notes to their teachers to accompany an apple pin. The students who participate will receive a purple mood-changing pencil.
- The 2019 BEF Gala will be held on March 8, 2019 at the Top Eliminator Club at Lucas Oil Raceway. Entire tables will go on sale from December 1<sup>st</sup>-15<sup>th</sup> and individual reservations will be available beginning January 1<sup>st</sup>. BCSC employees will once again receive a 20% discount on up to two reservations with a special promo code.

#### **D. Distinguished Graduate Committee Update**

Dr. Jessup shared that Dr. Bret Daghe, BHS Principal, presented information to parents about the decision to eliminate class rank on four separate occasions earlier in the school year. However, very little feedback was received from parents and it was determined that we needed to be more deliberate in gathering parental feedback.

Parents were invited to join a committee. Invitations were provided in all school newsletters which went to over 27,000 recipients and it was advertised on the homepage of the BCSC website which had 50,885 views during the 25 days it was posted. There were 18 parents who volunteered to be part of the committee, of those, 13 were in attendance at the initial meeting along with 2 high school teachers who also have students in the district.

Dr. Jessup explained that at the meeting, the committee was asked to answer questions after being provided with information and having time for discussion. The committee made the decision to recognize students for academics using a multi-level approach. While the committee has not yet identified whether a Latin system (Magna Cum Laude, Summa Cum Laude, etc.) will be used or another system, they did determine they would like to set specific GPAs for the awards rather than using a percentage of the graduating class. This decision will allow students to understand what they need to achieve rather than hoping they are in the top 5 or 10 percent. Dr. Jessup also noted that the only courses that will be weighted for students, beginning with the class of 2023 will be dual-credit and Advanced Placement (AP) courses. This is a change. Honors courses will no longer be weighted.

Dr. Jessup shared that the committee began to explore the possibility of recognizing students for overall involvement when time ran out. The committee will meet two additional times, November 29<sup>th</sup> and December 13<sup>th</sup>. The plan is to have a recommendation for the Board at the January Board meeting.

Several questions from Board members were addressed by Dr. Jessup. Mr. Utterback noted that no matter what recommendation comes forward, there may always be some unintended consequences. He wanted to be sure that once a plan is put in place, changes can still be made, it is not necessarily set in stone.

#### **E. Facility Rental Fee Review**

Dr. Snapp shared a presentation detailing BCSC Use of Facilities by examining the various groups renting BCSC facilities, evaluating initial reception of fee increases and modifications to date, discussing all the factors used in determining facility rental fees and gathering feedback from the Board on the current direction and how to best align the facility fee charges with that direction.

Dr. Snapp explained that Facility Rental patrons are determined to be in three distinct groups: For Profit (generates additional revenue for the corporation), Community and Not for Profit (breaks even or generates modest revenue for the corporation), and Student Affiliated (breaks even or modest loss of revenue). Dr. Snapp shared that costs were determined following a comprehensive comparison of facilities and pricing to other area school corporations completed by John Voigt and Regan Huff. It had been 4 years, now 5, since the last review of the fee structure for facility rentals. The new fee structure

resulted in significant increases to some groups. The significant increase caught many groups off guard and unprepared for such a large increase. He explained that while the fee structure was put in place, calculations for specific groups were not completed and therefore the real dollar impact of the increase on heavy users was not fully understood by the administration or the Board. In hindsight, the real dollar impact should have been calculated and communicated to the Board along with the original recommendation. Once the full impact of the fee increase was realized by the administration, a reversal of fees from the full increase in 2018-2019 was changed to half of the increase this year with a plan to increase the other half in 2019-2020. Dr. Snapp explained the significant increase in fees has had an adverse impact on the youth groups supporting our students. This realization has resulted in many meetings with youth organizations in the community to discuss ways in which the increase in fees can be managed not only by the corporation but also by the organization such as more efficient scheduling, adjusting the organization's registration fees, fund raising efforts, and sponsorships.

Dr. Snapp shared that he had invited impacted groups to attend the meeting this evening, understanding that any recommendation that is made will not take effect until July 1, 2019. He asked the Board to engage in conversation regarding the fee structure to see if the Board can reach a consensus this evening. If a consensus is reached, it will be crafted into a Board recommendation that will be presented at the December 10, 2018 Board meeting. However, if additional information or discussion is necessary, the conversation will continue at the Board Work Session scheduled for November 26<sup>th</sup>.

To start the conversation, Dr. Snapp shared the following:

- Nominal fee or no fee: Current charges are based on \$10 per hour for spaces with the exception of the pool at \$15 per hour. The hourly charges do not include custodial or lifeguard fees
- The more money spent on the facility upkeep, means less to support overall classroom and school maintenance
- Commit to no increases, other than increased labor costs in 2019-2020
- Commit to modest increases as necessary in future years
- Offer recommendations to create efficiencies when possible in scheduling the facility, student fee review, fundraising and sponsorships
- Any other suggestions/thoughts

A lengthy discussion ensued with all Board members offering suggestions and opinions regarding fees and use of facilities. The discussion included verification that the new rates being charged are fair, safety concerns in the buildings, large group/tournament use by youth leagues, and use by youth sports not sanctioned by IHSAA. Dr. Snapp concluded by stating that further discussion will be held at the Board Work Session on November 26<sup>th</sup> and the Board will further review all of the information provided to make a recommendation to be heard at the December 10, 2018 Board meeting.

## **F. Transportation and Bus Replacement Levy Appeal**

Dr. Snapp shared that BCSC recently received notification that the district was awarded a Transportation and Bus Replacement Levy Appeal from the Department of Local Government Finance (DLGF). He explained that Mr. Barry Gardner spent a great deal of time and effort developing the application and proposal to put before the DLGF. The application requested up to \$3,000,000 in the appeal. The state authorized the corporation to raise the tax rate to \$1.56 (currently \$1.4708) or \$2.6 million in additional funds. However, the district has promised not to raise taxes. Because of debt that continues to fall off, Mr. Gardner is recommending to use \$500,000 of the funding, which will not increase the tax rate, and will in fact lower the tax rate a fraction (to \$1.4706).

## **VI. COMMENTS FROM PATRONS**

*Jason Koles – President/Founder Brownsburg Lacrosse*

Mr. Koles shared that he is pleased with the way communication is progressing between Lacrosse and BCSC. He announced that Chole Brumley will be the first female player in BCSC to play lacrosse in college and additional students may be signing soon to play in college. He shared there has



been significant growth in the sport in Hendricks County and he wanted to make the Board aware that the sport is growing. He is pleased with the discussion the Board has had this evening and the possibility of playing on the turf field for senior night is greatly appreciated.

## **VII. OLD BUSINESS**

### **A. Preliminary Determination Hearing**

Mr. Utterback opened the Public Hearing at 7:49 pm.

Mr. Voigt explained that there is no Board action to be taken at this hearing, only the opportunity to hear public comments. He explained new statutes require two public hearings, previously called 1028 hearings, take place before final approval of any bond issue. Another public hearing will be held at the December Board meeting. The purpose of the requested bond issue is to fund a number of projects including Bus Replacement, reconfiguration of the office at West Middle School, a new roof on Brown Elementary, and a number of summer interior refurbishment projects across the district. The majority of the work will be completed in the Summer of 2019. Mr. Voigt explained that the bond resolution has been written for funds up to \$13 million however, it is expected to only utilize just over \$12 million. The tax impact of the bond issue will be approximately .05 cents and with other debt falling off, the tax rate will actually decrease.

Mr. Utterback called for public comments. There were none

Mr. Utterback closed the Public Hearing at 7:51 pm.

## **VIII. NEW BUSINESS**

### **A. Recommendation to Eliminate BECC Daycare Option in 2019-2020**

Dr. Snapp recommended that the Board of School Trustees approve the recommendation to eliminate the Daycare option at the Early Childhood Center. Dr. Snapp shared that while the BECC before/after school care generates a bit of additional revenue for the district, the program has become very challenging for staff and puts the district in competition with other community groups. He noted that after a thorough review, the recommendation is to eliminate the daycare program for next year. Dr. Snapp explained that BECC will be hosting a daycare fair in early 2019 inviting all effected parents and community daycare providers.

Dr. Freije asked how much more space will be opened after the daycare is gone? Dr. Jessup explained that daycare currently uses one classroom.

*Ms. Heffernan moved to approve the recommendation; Dr. Freije seconded the motion. Mr. Hylton asked how many students are being affected and what are the daycare hours? Dr. Jessup explained there are currently 18 students in the daycare program and the hours are daily 6:30 am – 6:00 pm. There being no further discussion, the Board approved the motion by a vote of five (5) ayes; zero (0) nays.*

### **B. Recommendation to Approve Construction Contracts – Brownsburg HS Chiller 4 Replacement/Equipment Pre-Purchase**

Mr. Voigt recommended that the Board of School Trustees approve the bid of Carrier Corporation, award a construction contract for Base Bid for a total contract amount of \$147,200.00, 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 shared that this recommendation is for the pre-purchase of the chiller equipment associated with the Brownsburg High School Chiller 4 Replacement project. An additional contract for the installation of the unit will be issued later this school year, and this equipment pre-purchase will be assigned to that successful mechanical contactor. Mr. Voigt explained that this project has become necessary due to the catastrophic failure of the existing chiller and that replacement of the chiller is needed to maintain temperatures within the high school during warm weather. He shared that insurance coverage, minus a \$25,000 deductible, has been confirmed for the project and will cover much of the costs of the chiller replacement.

*Mr. Hylton moved to approve the recommendation; Ms. Heffernan seconded the motion. Mr. McCain asked if it would be in place by mid-April. Mr. Voigt explained the work should be completed by Spring Break, early April. There being no further discussion, the Board approved the motion by a vote of five (5) ayes; zero (0) nays.*

### **C. Recommendation to Approve Resolution to Participate in the Indiana Bond Bank Tax Warrant Program**

Mr. Voigt recommended that the Board of School Trustees approve the Resolution to participate in the Indiana Bond Bank Tax Anticipation Warrant Program for the 2019 budget calendar year, authorizing the borrowing of funds from the Indiana Bond Bank for the cash flow of the Debt Service Fund. It is further recommended that the Board authorize the Board President, Secretary and Treasurer to execute the required documents and to publish required notices to complete the participation process.

Mr. Voigt explained this procedure is the same that has been followed for the last several years. He indicated that approval will allow for cash flow loans to help maintain a positive fund balance between the major tax distributions.

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

### **D. Recommendation to Approve Court Representation Authorization**

Mr. Voigt recommended that the Board of School Trustees approve the Court Representation Authorization. He explained that the authorization will allow Barry Gardner, Greg Foster and Mandy Garner to represent the Board of School Trustees in court for claims up to \$1,500 that the Corporation might file for uncollected textbook rental or other delinquent school related fees. He noted that this is not the first line of defense, that the building treasurers and the business office work with families to establish payment plans, however, this is used for those who do not make an attempt at any payment. Additionally, this is an alternative to hiring an attorney for this process.

*Ms. Heffernan moved to approve the recommendation; Mr. McCain seconded the motion. Dr. Freije asked how many cases are filed annually. Dr. Jessup replied approximately 100. Mr. Hylton asked if once a claim is filed, do we see payment? Dr. Jessup replied that while filing does spur some to to pay, the fees collected are much less because of court costs, etc. There being no further discussion, the Board approved the motion by a vote of five (5) ayes; zero (0) nays.*

### **E. Recommendation to Approve Resolution for Sale of Real Estate**

Mr. Voigt recommended that the Board of School Trustees approve the resolution authorizing the sale of real estate. Mr. Voigt explained this is the final step in the sale of a portion of the "north" property to the County to be used as part of the extension of the Ronald Reagan Parkway. The

sale includes approximately six acres of land which is being sold to the county for \$15,300 per acre.

**CORPORATE RESOLUTION AUTHORIZING  
THE SALE OF REAL ESTATE  
TO THE  
BOARD OF COMMISSIONERS  
OF HENDRICKS COUNTY, INDIANA**

At a special meeting held on the \_\_\_\_\_(date) attended by the members of the Board of Directors of Brownsburg Community School Corporation the following resolution, upon motion duly made and seconded, was passed by the Board of Directors:

WHEREAS, IT IS THE DESIRE OF THE MEMBERS OF THE BOARD OF DIRECTORS OF Brownsburg Community School Corporation TO ACCEPT THE OFFER MADE BY THE BOARD OF COMMISSIONERS OF HENDRICKS COUNTY, INDIANA FOR THE PROPERTY LOCATED AT 7090 N. C.R. 1000 E., Brownsburg, IN 46112

AND

WHEREAS, THE SCHOOL CORPORATION HAS DESIGNATED JIM SNAPP AS SUPERINTENDENT OF THE SCHOOL CORPORATION AND PHIL UTTERBACK AS PRESIDENT OF THE BOARD OF SCHOOL TRUSTEES, AND HAS AUTHORIZED THOSE INDIVIDUALS TO CONSUMATE THE REAL ESTATE TRANSACTION WITH THE STATE OF INDIANA AS DESCRIBED ABOVE;

NOW IT IS THEREFORE RESOLVED AS FOLLOWS:

(1) The Board of Directors hereby authorizes Jim Snapp (Superintendent) in his capacity as Superintendent of Brownsburg Community School Corporation to accept the offer amount of \$92,000.00 from the BOARD OF COMMISSIONERS OF HENDRICKS COUNTY, INDIANA for the property at 7090 N. C.R. 1000 E., Brownsburg, IN 46112 and to execute any additional documents necessary to finalize that transaction.

BY THEIR SIGNATURES BELOW, Jim Snapp (Superintendent) of the Corporation and Phil Utterback, President of the Board of School Trustees; affirm that this is a true and accurate copy of the Corporate Resolution duly passed by the Board of Directors of the Special Meeting of Brownsburg Community School Corporation held on the date stated above.

*Dr. Freije 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.*

**IX. SUPERINTENDENT COMMENTS**

Dr. Snapp had no comments to share.

**X. BOARD MEMBER COMMENTS**

Dr. Freije shared that he appreciated the discussion regarding the facility use fees. He asked if parents could still get involved on the distinguished graduate committee. Dr. Jessup replied that parents could still join but the work that had been done to date would stand. Dr. Freije also thanked all the candidates who ran for the school board positions and congratulated those who won seats on the board.

Ms. Heffernan thanked those who supported her candidacy in the recent election. She is glad to be back and continuing working together as a community for the schools.

**XI. ADJOURNMENT**

*Mr. Utterback called for a motion to adjourn the meeting. Mr. Hylton moved to recommend adjournment; Dr. Freije seconded the motion. The Board approved the motion by a vote of five (5) ayes; zero (0) nays. The meeting adjourned at 8:04 pm.*

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

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