

**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, December 10, 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, Mr. Barry Gardner, and Mr. John Voigt. Mrs. Vicki Murphy, Mrs. Jodi Gordon, and Dr. Bret Daghe were also present.

**II. PLEDGE OF ALLEGIANCE**

Everyone stood for the Pledge of Allegiance.

**III. MOMENT OF REFLECTION**

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

**IV. CONSENT ITEMS**

*Dr. Snapp asked for a change to the evening’s agenda. He requested New Business, Item G – Recommendation to Approve Student Recognition Program be moved to Communications, Item E for further discussion and to allow for committee members to speak at that time. The Board agreed to the change of Agenda.*

**A. Approval – Minutes: November 12, 2018**

**B. Claims: #3205-3308 - \$6,339,637.17; P/R #11/09/18 - \$1,259,700.60; P/R #11/23/18 - \$1,322,979.20; #3309-3529 - \$701,755.69**

**C. Superintendent’s Report**

The Superintendent’s Report was presented as follows:

**1. Retirement – Support Staff:**

Name	Building	Position	Effective Date
a. Cheryl Sarbaugh	Transportation	Bus Driver	January 11, 2019

**2. Terminations – Support Staff:**

Name	Building	Position	Effective Date
a. William Gay	Facility Services	Custodian	November 6, 2018
b. Savannah Zehnder	ECC	Instructional Assistant	November 9, 2018

**3. Resignations – Certified:**

Name	Building	Position	Effective Date
a. Jessica Webb	BHS	School Counselor	November 13, 2018
b. Jennie Sells	White Lick	School Counselor	December 3, 2018

**4. Resignations – Support Staff:**

Name	Building	Position	Effective Date
a. Michelle Simon	Transportation	Bus Driver	October 12, 2018
b. Daniel Carlisle	Facility Services	Maintenance Technician	November 15, 2018

c. Arlene Russell	Facility Services	Custodian	November 16, 2018
d. Daniel Webster	Facility Services	Custodian	November 16, 2018
e. Dylan Douglas	Facility Services	Custodian	December 12, 2018
f. Annalynn Bailey	BHS	Nutrition Services	December 7, 2018
g. Hailee Keeler		Nutrition Services	December 21, 2018
h. Kim Crist	Lincoln/Reagan	Nutrition Services	December 21, 2018
i. Nikki Webb	Brown	Administrative Assistant / Receptionist	December 21, 2018
j. Courtney Leeman	White Lick	Special Education Instructional Assistant	December 21, 2018

**5. New Employment – Certified:**

Name	Building	Position	Effective Date	Degree	Reason for Employment
a. Alyssa Ellis	Reagan	Kindergarten Teacher; Temporary contract	December 10, 2018 thru the end of the 2018-19 school year	Bachelors	While Molly Williams is on medical / maternity leave
b. Rachel Griffin	BHS	School Counselor; 195 day contract	December 17, 2018	Bachelors	Replacing Kristen Hendrich
c. Tiarra Clarkston	BHS	Spanish Teacher	January 7, 2019	Bachelors	Replacing Gilda Obrador
d. Joshua Niederberger	Cardinal	4/5 High Ability Teacher; Temporary contract	January 7, 2019 thru March 15, 2019	Bachelors	While Megan Miller is on medical / maternity leave
e. Michael Baron	BHS	BHS Business Teacher; 4/7 contract	January 7, 2019	Bachelors	Splitting position with Shae Otts

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

Name	Building	Position	Effective Date	Hours per Day	Reason for Employment
a. Keira Hillman	White Lick	Special Education Instructional Assistant	November 20, 2018	7	New position due to student needs
b. Judy Johnson	Transportation	Bus Driver	November 19, 2018	--	Replacing Wanda Spears
c. Dennis Kinstel	Transportation	Bus Driver	November 19, 2018	--	Replacing Larry Morgan
d. Robin Klaker	BHS	Nutrition Services	November 15, 2018	4	Replacing Leah Ward
e. Jessica Blessing	White Lick	Special Education Instructional Assistant	December 3, 2018	7	Replacing Courtney Leeman
f. Shanna Mayfield	Brown	Special Education Instructional Assistant	December 6, 2018	7.5	Replacing Marianne Hall
g. Brenda Leister	Cardinal	Treasurer	December 17, 2018	7.5	Replacing Mandy Garner due to a job transfer
h. Jesus Bonilla	Facility Services	Custodian	November 6, 2018	8	Replacing Melissa Centers
i. Vince McMann	Facility Services	Custodian	November 20, 2018	8	Open position
j. Cynthia Nyampundu	Facility Services	Custodian	November 5, 2018	8	Open position
k. Joseph Ngayisaba	Facility Services	Custodian	November 13, 2018	8	Open position
l. Moses Rugigana	Facility Services	Custodian	November 13, 2018	8	Open position
m. Richard Tucker	Facility Services	Custodian	November 19, 2018	8	Open position

n. Claude Vameri	Facility Services	Custodian	November 26, 2018	8	Open position
o. Briana Brown	Facility Services	Custodian	December 10, 2018	8	Open position
p. Jane Leeds	ECC	Special Education Instructional Assistant	January 8, 2019	7.5	Replacing Savannah Zehnder

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

Name	Building	Position	Effective Date
a. Katie Maples	BHS	Varsity Volleyball (Lay) Coach	For the 2019-20 season
b. Teresa Fishback	Delaware Trail	Choir Club (Lay) Sponsor	For the 2018-19 school year
c. Kyle Ayersman	BHS	Assistant Varsity Wrestling Coach	For the 2019-20 season
d. Alex Skipper	BHS	Assistant Varsity Wrestling (Lay) Coach	For the 2019-20 season
e. Nick Weaver	BHS	Assistant Varsity Wrestling (Lay) Coach	For the 2019-20 season

**8. Leaves of Absence – Certified:**

Name	Building	Position	Type of Leave	Dates of Leave
a. Toni Prairie	BHS	Visual Art Teacher	Medical / Maternity	Upon the birth of the baby (approximately January 28, 2019) thru the end of the 2018-19 school year
b. Karena Maloney	White Lick	3 <sup>rd</sup> Grade Teacher	Medical / Maternity	Upon the birth of the baby (approximately February 25, 2019) thru the end of the 2018-19 school year
c. Christy Stegemoller	WMS	Language Arts Teacher	Medical / Maternity	Upon the birth of the baby (approximately March 14, 2019) thru approximately May 10, 2019

**9. Change of Status – Certified:**

Name	Previous Position	New Position	Effective Date	Reason for Change
a. Shae Otts	BHS Business Teacher; full time	BHS Business Teacher; 3/7 contract	January 7, 2019	Splitting position with Michael Baron
b. Gilda Obrador	BHS Spanish Teacher; full time	BHS Spanish Teacher; 6/7 contract	November 28, 2018 thru December 21, 2018	Resigning position at semester due to relocation out of state

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

Name	Previous Position	New Position	Effective Date	Reason for Change
a. Cindy Shaffer	WMS Special Education Instructional Assistant	BHS Athletic Treasurer; 11 months; 7.5 hours / day	November 28, 2018	Replacing Teri Lents
b. Sarah Reeves	BHS Nutrition Services; 5 hours / day	WMS Nutrition Services; 6 hours / day	November 19, 2018	Replacing Anita Hubley

**11. Appreciation Grant for Support Staff:**

It is recommended the Board extend payment of appreciation grants to support staff using general fund dollars that are similar to payments made to teachers through the Teacher Appreciation Grant dollars received from the State. Support staff payment amounts will be based on the effective teacher grant amount and then prorated by hours worked for employees that are not full time.

**12. Correction/Approval of 2019 BHS Chiller 4 Replacement/Equipment Pre-Purchase:**

It is recommended that the Board of School Trustees approve the bid of Carrier Corporation, award a construction contract for Base Bid only 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. *This recommendation corrects the recommendation from the November 12, 2018 Board Meeting, where Alternate No. 2 was included in the contract amount; the specifications included the factory start-up, making the alternate redundant.*

**13. Athletic Grounds Maintenance Contract:**

It is recommended that the Board of School Trustees approve the Athletic Grounds Maintenance Contract of J&D Turf for a total contract amount of \$203,061.62. Upon recommendation from the High School, a Request for Proposals was sent out for maintenance of the athletic grounds. Up until this point, BCSC has employed two turf managers to oversee the athletic grounds and all maintenance associated. With this proposal, BCSC sought to outsource the athletic grounds maintenance to provide greater efficiencies and alignment with the current outside work that was being completed. Often times BCSC contracted out work associated with larger projects that required equipment that was not feasible for BCSC to own. As part of the RFP, the winning bidder would have to provide employment opportunity for the two current BCSC employees. Upon Board approval, this will create approximately \$45,000 in savings from what BCSC was paying the current employees and J&D Turf for services in previous years.

**FOR YOUR INFORMATION:**

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

Name	Previous Position	New Position	Effective Date	Reason for Change
a. Amy Neville	White Lick Nutrition Services; 6 hours / day	BCSC Floater- Nutrition Services; 6 hours / day	November 26, 2018	Replacing Briselda Leon due to a job transfer
b. Briselda Leon	BCSC Floater- Nutrition Services; 6 hours / day	BHS Nutrition Services; 6 hours / day	November 19, 2018	Replacing Anita Hubley
c. Susan Odom	BHS Nutrition Services; 5 hours / day	EMS Nutrition Services; 5 hours / day	November 19, 2018	Replacing Jennifer Lambert

**15. Use of Facilities/Special Use Agreements:** The Administration has approved and received the following fully executed Special Use Agreement(s):

**Brownsburg Junior Basketball League, Inc.:** Special Use Agreement dated September 20, 2018 and fully executed October 25, 2018, for the period August 2, 2018 through May 31, 2019, for the use of elementary and middle school gymnasiums, to be billed at the minor use fee of \$10.00/hour of use plus any additional staffing costs required.

**16. Professional Services Agreements:** The Administration has entered into the following professional services agreement(s):

**Atlas 10/2019 Summer Projects:** The Administration has entered into a professional services agreement with Atlas 10, Inc. for design services related to the 2019 Summer Paving Repairs project (a portion of the 2019 Summer Projects). The agreement is dated October 18, 2018, for a lump sum fee amount of \$17,750.00 to survey all paved areas on BCSC property and to develop specifications and bid package documents for the work to be completed this coming summer. 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)

**17. 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>	Change Order Amount	<u>Resulting Contract</u>	<u>Approved</u>	<u>Noted in</u>	Change
	Amount		Amount	Date	Consent Agenda	
<b>Brownsburg HS</b>						
BP 10 - Geiger & Peters - CO 12	\$4,371,444.79	\$1,547.62	\$4,372,992.41	11/15/18	12/10/18	the costs associated with the knee wall steel bracing in ASI 055
BP 11 - JBM - CO 29	\$16,422,755.25	\$2,453.00	\$16,425,208.25	11/13/18	12/10/18	costs associated with revisions at Door #1 Vestibule ASI 055
BP 11 - JBM - CO 30	\$16,425,208.25	\$130,817.00	\$16,556,025.25	11/13/18	12/10/18	costs associated with re-working Entry 15 asphalt drive and extension Entry 1 temporary tunnel
BP 12 - Horning - CO 05	\$3,323,763.85	\$1,274.00	\$3,325,037.85	11/13/18	12/10/18	ASI 055 metal panel modifications and back charge for Unit C wall damage/roof leak
BP 13 - Performance - CO 22	\$6,338,282.00	\$11,904.00	\$6,350,186.00	11/15/18	12/10/18	ASI 055 and the Unit C water damage repairs
BP 16 - GPI - CO 22	\$14,122,063.41	\$47,115.00	\$14,169,178.41	11/13/18	12/10/18	ASI 053 (MDF Room Revisions), ASI 057 (Gas Line Re-locations) and ASI 063 (Future Booster Pump Rf's)
BP 16 - GPI - CO 23	\$14,169,178.41	\$10,381.00	\$14,179,559.41	11/13/18	12/10/18	costs associated w/ Unit C water damage back charge, Unit G Hose Bib and Misc. Work Tickets in Units D and G
BP 17 - Electric Plus - CO 23	\$9,610,499.13	\$9,815.00	\$9,620,314.13	11/10/18	12/10/18	ASI 053 (MDF Room Revisions), ASI 055 (Door 1 Revisions) and ASI 063 (Future Booster Pump Rf's).
BP 17 - Electric Plus - CO 24	\$9,620,314.13	\$4,708.00	\$9,625,022.13	11/10/18	12/10/18	Electrical repairs in Unit C caused by water damage & addtl electrical scope in East Temp Tunnel.
BP 18 - Complete Masonry - CO 07	\$2,774,966.22	\$747.92	\$2,775,714.14	11/13/18	12/10/18	costs associated with T&M work in the Door 1 and 16 Vestibules
BP 20 - Purdy - CO 02	\$567,238.94	\$6,687.27	\$573,926.21	11/19/18	12/10/18	ASI 055 and T&M work in Unit G

**2018 White Lick Elementary Reroof, Blackmore & Buckner Roofing, LLC:** Construction Change Order 001, approved November 29, 2018, adjusting the contract by a number of both additions and deletions from the scope of the project and resulting in a net deduct to the original contract amount. The prior contract amount of \$1,234,520.00 is decreased by \$7,976.13, resulting in a new contract amount of \$1,226,543.87. The project is now effectively closed out.

**2018 BHS Pool HVAC Replacement, North Mechanical:** Construction Change Order 002, approved November 29, 2018, adjusting the scope of the contract to provide hail guards on the roof-top mounted fluid coolers. The prior contract amount of \$467,015.00 is increased by \$3,270.00, resulting in a new contract amount of \$470,285.00. The project is effectively closed out.

#### 18. Approval of Field Trips: Field Trip Request – Out of State

The Brownsburg High School History Club will be traveling to San Francisco, CA to learn about the history and culture of the San Francisco area. Approximately 16 students and 2 chaperones will be attending the trip. The trip is being organized by Dawn Crone, BHS History Teacher and History club sponsor, and has been approved by the Superintendent based on travel guidelines as set for the by the Board.

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

### V. COMMUNICATIONS:

#### A. Commendations – BHS Spirit Coordinators, All-State Musicians

Dr. Snapp invited the 2018-2019 Spirit Coordinators to come forward. He congratulated Kyle Bennington, Kaya Hill, Sam Miller, Madison Ross and Olivia Stephens for encouraging the student body to support the sports teams and rally to win "The Banner" this fall. Dr. Snapp asked each student, all seniors, to introduce their guests and to share what their plans are following graduation. Mr. Utterback presented each student with a commendation for their efforts.

Dr. Snapp then invited Casey Imel and Quinn Romie forward. Casey was selected, through an audition process, to the All-State Orchestra, one of only 6 Bass players from the State. Quinn was selected, also through an audition process, to play alto saxophone in the All-State Jazz Ensemble. Dr. Snapp asked the students to introduce their guests and share future plans. Mr. Utterback presented each student with a commendation for their accomplishments. Also recognized but not in attendance was Madelyn Boarman, 8<sup>th</sup> Grader from West Middle School who was selected to the Junior All-State Band on clarinet.

#### B. Operations Update

Mr. Voigt updated the Board on the gymnasium floors at Brownsburg High School. He shared that in an effort to minimize damage during on-going construction, the floors had been planned to be

refinished as part of the 2020 Summer Interior Refurbishment project. However, over the past several months, degradation of the floor finish has been observed and became more critical in the past week when large pieces of the floor finish began coming off the floors in the upper gymnasiums. As a result, activities in the upper gyms are being displaced and the refinishing of the floors is being scheduled to be completed within the next few weeks. The reason for the sudden and premature finish failure is still being investigated although it is unlikely a specific cause for the failure can be definitively determined.

Mr. Voigt also shared an update on staffing in the Custodial Services Department. He noted that Mr. Buddy Faulkner started his work with the department last week and has been meeting with staff as well as building principals and other Operations leaders. He shared that some progress has been made in filling the open positions in the department and that currently, a total of eight full time equivalent positions remain open. The goal is to have the positions filled by the end of the calendar year.

Mr. Utterback asked about the gymnasium floor and if there is any responsibility from the company that refinished the floor. Mr. Voigt responded that it is too hard to determine why the finish failed. Dr. Freije asked how long the refinishing process will take. Mr. Voigt responded it is a multi-step process that will likely take up to two weeks to complete.

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

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

- The Apples for Excellence program resulted in 1,106 apples given to teachers and staff for a total of \$5,588.38 donated to BEF!
- The 2019 BEF Gala will be held on March 8, 2019 at the Top Eliminator Club at Lucas Oil Raceway. Whole table reservations will be available 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.
- A reminder that if you shop through Amazon to please consider selecting BEF as the charity of choice through Amazon Smile. BEF will receive 0.5% of all sales with the Amazon Smile designation.
- Holiday Graduate Walk Brick Special – Alumni bricks will be offered at the Current Student rate of \$100 through December 15<sup>th</sup>. Plus, receive an additional discount for every brick ordered and buy 5 bricks, get the 6<sup>th</sup> brick free!

### **D. First Reading of the Program of Studies for Brownsburg High School**

Dr. Snapp presented the 2019-2020 Program of Studies for first reading. He shared that this is a user-friendly guide that assists students and parents plan effectively as they prepare for college and/or career choices. Dr. Snapp noted there are 10 new courses being added, 14 new Special Education required course additions and 6 courses that are being dropped. He shared that this is being brought to the Board now because class scheduling will begin in mid-January with current juniors selecting courses for their senior year. He noted that once scheduling is complete, by spring break, he will meet with Dr. Daghe and Mr. Comer to determine how many and in what area new teachers will need to be placed. The Program of Studies will be brought to the Board for final approval in January. Mr. Utterback asked who determined the weighting of the classes. Dr. Daghe indicated there has been a long history of the current weighting system, however, moving forward with the Class of 2023 (current 8<sup>th</sup> graders), only AP and Dual Credit courses will be weighted. In the past, several classes were weighted to attract additional students. He noted that once the distinguished graduate program is in place, incoming freshmen students may be in classes with upperclassmen with a different weight. Mr. Utterback noted that instruction would not change, that the standard will be the same for all students in the class.

### **E. Distinguished Graduate Committee Final Update**

Dr. Snapp shared that the Distinguished Graduate Committee completed their work in two meetings instead of the three meetings originally scheduled. Dr. Snapp noted that several members of the

committee were in attendance and were invited to share comments regarding the committee and the process used to develop the proposed recommendation to the Board.

*Stephanie Morris* – Mrs. Morris shared she is a parent of a 2018 graduate and a current sophomore student. She noted that while this change will not have any effect on her daughters she believed there needed to be a change with regard to student recognition. Mrs. Morris explained that while three meetings were initially scheduled, everything was able to be accomplished in only two sessions. She indicated because the committee was smaller, it allowed everyone to share opinions openly and comfortably. The committee was tasked with answering three questions – Should there be a recognition for students based only on academics; Should there be recognition for students based on overall school involvement as well as academics; Should there be recognition for students looking at their representation of BHS in the community and beyond. Other considerations of the committee included whether there would be categories of recognition and if so, how many. Also discussed were pros/cons of cut scores or percentages. She shared that the committee asked for data to understand how students would be effected by any proposed changes. Data was provided at the second meeting which helped to make the final determination. The committee felt it best to base academics on GPA and to follow a Latin Honor System for recognition. The proposed recognition would be 3.8-3.99 – Cum Laude, 4.0-4.199 – Magna Cum Laude, and 4.2 and higher – Summa Cum Laude. She shared that proposing the Latin system recognizes more seniors than just the traditional Top 25 and provides an environment that while still competitive, can also provide greater joy and satisfaction to the students.

Mrs. Morris explained that the committee also discussed whether overall student involvement should be considered in the recognition. While the committee fully agreed about the importance of being involved in high school, there are so many activities that students can be involved in both inside and outside of school, that are all time worthy and honorable. The difficult question was how to capture all of that information, especially from outside organizations. It was determined that clubs, athletic teams, performing arts, etc. already honor students for their participation and accomplishments and that it was not necessary to include overall involvement in the recognition process.

*Jenn Cox* – Mrs. Cox shared that she felt the committee provided a very thorough process. She explained that even though the committee was small, it provided an opportunity to have great discussion and that members were listening to one another not just as a committee but as parents, sharing stories and concerns. Mrs. Cox noted the proposed recognition will alleviate some stress from students who feel they must take every AP course offered in order to be recognized in the Top 25. She shared that there was discussion about still having a valedictorian/salutatorian as speakers at graduation. It was recommended that there be an application process, with criteria still be determined, to choose speakers for graduation. Mrs. Cox believes the committee represented and spoke for the community.

*Angie Hering* – Mrs. Hering is the parent of 2 graduates and a current 8<sup>th</sup> grader. She shared that this recognition will also be available to students who are CORE 40 and get excellent grades but don't take AP or Dual-Credit classes. She explained the committee did not want to minimize the students who are average.

*Tiffany Dearman* – Mrs. Dearman is the parent of a graduate and four children currently in the district. She shared she appreciated the way the administration facilitated the process. It was a small but mighty group that she believes came to a well-rounded decision. She personally was leaning toward class rank – having bragging rights, however, if there is not going to be class rank, what would be the process for recognition. She believes the proposed plan is the best alternative. She also noted that the process for graduation speakers is yet to be determined. She shared it was a phenomenal process and appreciated the opportunity to be a part of the committee.

Mr. Utterback thanked the committee for their work.

## **VI. COMMENTS FROM PATRONS**

*Jennifer Cox – 10473 N Cty Rd 1000 E, Brownsburg*

Mrs. Cox shared her concerns regarding the proposed increase to facility use fees and how any increase will adversely affect charitable organizations.

## **VII. OLD BUSINESS**

### **A. Preliminary Determination Hearing and Recommendation to Approve Resolutions**

Mr. Utterback opened the Public Hearing at 7:41 pm.

Mr. Gardner explained that this is the second public hearing required by the new state statutes. The purpose of the bond issue will be for 2019 projects up to \$13,000,000 to include the reroof of Brown, office reconfiguration at West Middle School, district wide paving projects and a number of summer refurbishment projects across the district. Mr. Gardner indicated 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 7:42 pm.

Mr. Gardner recommended that the Board approve the following state required resolutions related to the bond issue.

Mr. Gardner recommended the Board of School Trustees approve the Project Resolution for the 2019 First Mortgage Bonds. He shared that the Resolution establishes the estimated costs of the project, the tax impact, and the timing of the project.

### **PROJECT RESOLUTION**

WHEREAS, the Board of Trustees (the "Board") of Brownsburg Community School Corporation (the "School Corporation") at a meeting on December 10, 2018 held a public hearing in accordance with Indiana Code § 20-26-7-37 for the purpose of answering questions and listening to taxpayers' comments and any evidence they may present about the proposed renovation of and improvements to school facilities throughout the school corporation, including site improvements, purchase of equipment and technology (the "Project"); and

WHEREAS, the Board has carefully studied all of the known options and feels that the proposed Project is in the best interests of the present and future students to be served by these facilities; now, therefore,

BE IT RESOLVED, that the purpose of the Project is to provide an improved educational environment for students.

BE IT FURTHER RESOLVED, that the estimated hard and soft construction costs of the Project are \$12,500,000, with estimated costs of issuance of \$500,000, resulting in total estimated Project cost of \$13,000,000.

BE IT FURTHER RESOLVED, that the estimated \$13,000,000 will be funded by one or more of the following: Capital Projects Fund, general obligation bond issue and/or a building corporation bond issue with an anticipated impact on the Debt Service Fund tax rate of \$0.0557 per \$100 assessed valuation based on an estimated \$2,342,801,346 assessed valuation beginning in 2020. However, as existing obligations mature, the anticipated increase to the Debt Service Fund tax rate is expected to be \$0.00.

*Passed and adopted this 10<sup>th</sup> day of December, 2018.*

*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.*

Mr. Gardner then recommended the Board of School Trustees approve the Preliminary Determination Resolution for the 2019 First Mortgage Bonds. He explained that this Resolution establishes the maximums for the terms of lease, lease rental, annual debt service levy, and annual debt service rate.

### **PRELIMINARY DETERMINATION RESOLUTION**

WHEREAS, the Brownsburg Community School Corporation (the "School Corporation") published a Notice of Preliminary Determination Hearings in *The Hendricks County Flyer* on October 31, 2018 and in *The Republican* on November 1, 2018 and mailed such notice to the Hendricks County Clerk and any organizations requesting such notice as provided in Indiana Code 6-1.1-20-3.1, with respect to the renovation of and improvements to school facilities throughout the school corporation, including site improvements, purchase of equipment and technology (the "Project"); and

WHEREAS, the first preliminary determination hearing was held on November 12, 2018 and the second preliminary determination hearing was held on December 10, 2018 in accordance with the notice and the law of the State of Indiana (the "State"); now, therefore,

WHEREAS, the School Corporation has made the following information available to the public at the public hearings: (a) the result of the Schools Corporation's current and projected annual debt service payments divided by the net assessed value of taxable property within the School Corporation; (b) the result of (i) the sum of the School Corporation's outstanding long term debt plus the outstanding long term debt of other taxing units that include any of the territory of the School Corporation; divided by (ii) the net assessed value of taxable property within the School Corporation; and

BE IT RESOLVED that the Board of School Trustees (the "Board") of the School Corporation preliminarily determines to issue bonds and enter into a lease for the Project.

BE IT FURTHER RESOLVED that the lease agreement will be for a maximum term of 21 years with a maximum annual lease rental payment of \$1,374,000. The maximum annual lease rental payment has been estimated based upon an estimated principal amount of bonds of \$13,000,000, estimated interest rates ranging from 3.50% to 5.75%, and total interest costs of \$9,465,388. The School Corporation's current debt service levy is \$21,649,294 and the current debt service rate is \$0.9977. After the School Corporation enters into the proposed lease agreement and the bonds are issued, the debt service levy will increase by a maximum of \$1,374,000 and the Debt Service Fund tax rate will increase by a maximum of \$0.0557. However, as existing obligations mature, the anticipated increase to the Debt Service Fund tax rate is expected to be \$0.00. The purpose of the lease agreement is to provide for the Project. The Project involves the opening of new school facility space; however, the new school facility space is expected to be more efficient than current school space. Therefore, the School Corporation expects to annually incur an increase of \$\_\_\_\_\_ to operate any such new facility space.

BE IT FURTHER RESOLVED that the Secretary of the Board is hereby authorized and directed to publish the notice of adoption of this preliminary determination in accordance with State law.

BE IT FURTHER RESOLVED that if a petition pursuant to Indiana Code § 6-1.1-20-3.1 is filed, the Secretary of the Board is hereby authorized to publish a notice of the applicability of the petition and remonstrance process pursuant to State law.

*Passed and adopted this 10<sup>th</sup> day of December, 2018.*

*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.*

Mr. Gardner then recommended the Board of School Trustees approve the Resolution Determining Need for the project associated with the 2019 First Mortgage Bonds. He explained that as a requirement of the school leasing statute (IC 20-47-3), the School Board must determine there is a need for the project.

### **RESOLUTION DETERMINING NEED FOR PROJECT**

WHEREAS, an investigation has been conducted by the Board of School Trustees (the "Board") of Brownsburg Community School Corporation (the "School Corporation") with respect to the renovation of and improvements to school facilities throughout the school corporation, including site improvements, purchase of equipment and technology (the "Project") and leasing all or a portion of the Project from the Brownsburg 1999 School Building Corporation (the "Building Corporation"); and

WHEREAS, this Board now finds that a need exists for the Project, and that the School Corporation cannot provide the necessary funds to pay the cost of the Project required to meet such need; and

WHEREAS, it is deemed desirable to proceed with the necessary negotiations and all other steps looking toward the financing of the Project by the Building Corporation and the lease of such facilities to the School Corporation; now, therefore,

BE IT RESOLVED, that a need exists for the Project, and that the Project cannot be funded from sufficient funds available to the School Corporation, and that this Board proceed to take such steps as may be necessary to secure the Project and leasing of such school facilities as provided by the Indiana Code Title 20, Article 47, Chapter 3.

*Passed and Adopted this 10<sup>th</sup> day of December, 2018.*

*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.*

Finally, Mr. Gardner recommended the Board of School Trustees approve the Declaration of Official Intent to Reimburse Expenditures. He explained that if the School Corporation pays any preliminary costs related to the projects prior to the bonds actually being issued, which is expected in April, that bond funds may be used to reimburse the corporation for those expenditures.

### **DECLARATION OF OFFICIAL INTENT TO REIMBURSE EXPENDITURES**

WHEREAS, Brownsburg Community School Corporation (the "School Corporation") intends to finance the renovation of and improvements to school facilities throughout the school corporation, including site improvements, purchase of equipment and technology (the "Project"); and

WHEREAS, the School Corporation reasonably expects to reimburse certain costs of the Project with proceeds of obligations to be incurred on behalf of the School Corporation in an amount not to exceed \$13,000,000; and

WHEREAS, the School Corporation, acting through a leasing entity, expects to have obligations issued on its behalf for the Project and to use the proceeds hereof to reimburse or pay costs of the Project;

NOW, THEREFORE, BE IT RESOLVED that the School Corporation declares its official intent to acquire, construct or rehabilitate the Project with proceeds of obligations incurred on behalf of the School Corporation in an amount not to exceed \$13,000,000 for the purpose of paying or reimbursing costs of the Project; and to approve obligations issued by a leasing entity that will lease the Project to the School Corporation.

BE IT FURTHER RESOLVED, that the School Corporation reasonably expects to reimburse itself from proceeds of obligations issued on behalf of the School Corporation for costs of the Project paid prior to the issuance of the obligations.

*Passed and Adopted this 10<sup>th</sup> day of December, 2018.*

*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.*

## **VIII. NEW BUSINESS**

### **A. Recommendation to Approve School Assignment of Emerald Park**

Mr. Voigt recommended that the Board of School Trustees approve the assignment of Emerald Park to Lincoln Elementary/East Middle School/Brownsburg High School. Mr. Voigt shared that Emerald Park is located west of 267 and the roundabout at County Road 300 North and the neighborhood will consist of 72 homes. He noted that this neighborhood will be comprised of a series of cul-de-sacs and due to this configuration, transportation is unable to run a bus into the neighborhood. The bus stop will be located at the roundabout.

*Dr. Freije moved to approve the recommendation; Ms. Heffernan seconded the motion. Dr. Freije asked how we will be able to get traffic to stop in the roundabout. Mr. Voigt replied that it is a one lane roundabout and when the bus stops, no other traffic will be able to get through. There being no further discussion, the Board approved the motion by a vote of five (5) ayes; zero (0) nays.*

### **B. Recommendation to Approve School Assignment of Beacon Pointe East (Final Phase)**

Mr. Voigt recommended that the Board of School Trustees approve the assignment of the final section of Beacon Pointe to Lincoln Elementary/East Middle School/Brownsburg High School. Mr. Voigt shared that the final section of Beacon Pointe is located on the south side of Airport Road, just east of Northfield Drive. He noted this neighborhood will be comprised of 62 homes and will be accessible via bus.

*Ms. Heffernan moved to approve the recommendation; Dr. Freije seconded the motion. Mr. Hylton noted the last three placements had been to Lincoln, is that just because there is more space at Lincoln? Dr. Snapp explained that Lincoln is the school with the most space available, however, all other factors are also involved in the decision of where to place students. Dr. Freije asked if this will be a walking district. Mr. Voigt explained because of the location, students would need to cross Northfield Drive and based on current traffic counts as well as the southern part of Northfield Drive opening soon, elementary students will not be within the walking boundary. There being no further discussion, the Board approved the motion by a vote of five (5) ayes; zero (0) nays.*

### **C. Recommendation to Authorize Administrative Approval of Minor Attendance Boundary Assignments**

Mr. Voigt recommended that the Board of School Trustees authorize the Administration to implement, without prior Board approval, minor attendance boundary map assignment or adjustments for parcels of ten acres or less, or developments of 10 or fewer dwelling units. Dr. Snapp explained that this would be a different procedure than those that were just approved. He shared that much of the school district's undeveloped areas are not yet assigned to a school. He explained that prior to the last redistricting, every piece of land in the district was assigned to a school. In an effort to balance growth across the district, as part of the redistricting, the boundary maps were adjusted to clear any undeveloped sites from assignment and allow areas, as they are developed, to be assigned when developed. Mr. Voigt explained what triggered this recommendation was a small parcel split occurring on an unassigned parcel in Brown Township

which will, eventually, have two home sites. He shared that given the size of the “subdivision” it is very possible a home could be built and occupied without the district being notified – the first notice we would have of a student in this home would likely occur when the family comes to the Central Office to register their student for school. It would be beneficial for the Administration to have the ability to assign a small lot that was previously unassigned to a school which would allow those students registering to be assigned to the correct school as quickly as possible. Mr. Voigt explained that in lieu of prior Board approval of any minor assignment such as this, and to ensure a documentation trail, any such assignment would be placed in the next Board Agenda under the Superintendent’s Report Consent Agenda. Boundary maps would be updated immediately after assignment is made, as we do now with large developments brought before the Board for approval of assignment.

*Dr. Freije moved to approve the recommendation; Ms. Heffernan seconded the motion. Mr. Hylton asked if it is actually a requirement of the Board to approve school assignments or a practice of the Board. Dr. Snapp indicated it has been a practice to bring school assignments to the Board for approval. Dr. Freije asked how often this happens. Mr. Voigt replied this is the first time since the boundary maps were changed that this small parcel possibility has come up. There being no further discussion, the Board approved the motion by a vote of five (5) ayes; zero (0) nays.*

#### **D. Recommendation to Approve Special Use Agreement Rates for 2019-2020**

Mr. Voigt recommended that the Board of School Trustees approve the Special Use Agreement rates, effective July 1, 2019 and extending through the 2019-2020 school year, to qualifying Not-for-Profit, Community-Focused (based in Brown and Lincoln Townships), Governmental Agencies, and/or BCSC Student-Affiliated Groups using BCSC facilities through an approved Special Use Agreement. The following parameters would be in place:

- All proposed Facility Use Fees shall be \$10.00 per hour of use (\$15.00 for use of the BHS Aquatic Center)
- All previously proposed Facility Use fee cost increases in future years for these groups are superseded by this recommendation
- All staffing costs associated with events operated by these groups shall be charged as published at the time of use
- All facilities normally made available to BCSC students will be made available to these groups for their special events, to the extent the facilities are not already scheduled.

Mr. Voigt explained that all of the language mirrors what has been communicated with the Board through previous work sessions and business meetings.

*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.*

#### **E. Recommendation to Authorize Publication of a Notice to Taxpayers of Additional Appropriation**

Mr. Gardner recommended that the Board of School Trustees authorize the publication of a Notice to Taxpayers of Additional Appropriation. After a brief discussion by the Board, a recommendation was made to table this item until the January 14, 2019 Board Meeting.

*Mr. Hylton moved to table the recommendation; Dr. Freije seconded the motion. The Board approved the motion by a vote of five (5) ayes; zero (0) nays.*

#### **F. Recommendation to Approve End of Year Payments and Transfers**

Mr. Gardner recommended that the Board of School Trustees approve the following resolution to authorize the Treasurer to make end-of-year payments and transfers within funds, between funds, and to the Rainy Day Fund with final data to be reported in January or February. Mr. Gardner explained this recommendation is similar to what has been done for many years. He shared that this annual procedure eliminates the need for a Board meeting on December 31<sup>st</sup> and allows for the necessary payments and transfers to close the budget for 2018.

### **RESOLUTION TO AUTHORIZE PAYMENTS AND TRANSFERS**

WHEREAS, the Board of School Trustees is the governing body of Brownsburg Community School Corporation, Hendricks County, Indiana; and

WHEREAS, a General Fund, Debt Service Fund, Retirement Severance Fund, Capital Projects Fund, Transportation Fund, Bus Replacement Fund, and Rainy Day Fund have been established; and

WHEREAS, funds are also established for the receipt and expenditure for Federal Grant programs which are currently reimbursable; and

WHEREAS, the Board of School Trustees desires to have positive cash balance in each fund supported by local property tax levies and reimbursable federal grant dollars; and

THEREFORE BE IT RESOLVED, that the Treasurer is authorized on or before December 31, 2018 to:

- make end-of-year transfers between funds to generate a positive or zero balance in each fund
- make end-of-year transfers between accounts within funds to generate a positive or zero balance in each account
- make all necessary payments
- transfer up to \$200,000 cash from the Transportation Fund to the Rainy Day Fund
- transfer up to \$800,000 cash from the Capital Projects Fund to the Rainy Day Fund

*Approved this 10<sup>th</sup> Day of December, 2018*

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

### **IX. SUPERINTENDENT COMMENTS**

Dr. Snapp shared that the district was notified by the National Board for Professional Teaching Standards that BCSC is in the top five in Indiana for National Board Certified teachers. Brownsburg currently has six teachers who are Nationally Board Certified. All other districts in the top five are larger than Brownsburg.

### **X. BOARD MEMBER COMMENTS**

Mr. McCain expressed his thankfulness for the time he has spent on the Board.

Dr. Freije thanked the Distinguished Graduate Committee for their work. He thanked Mr. McCain for serving as a Board member and welcomed Mrs. Dearman to the Board.

Ms. Heffernan thanked Mr. McCain for his time served on the Board. She also thanked the members of the Distinguished Graduate Committee. She shared a story about several high school student athletes and how respectful and encouraging they were to younger students.

Mr. Hylton thanked the Distinguished Graduate Committee for their work. He thanked Mr. McCain for his service to the Board and welcomed Mrs. Dearman.

Mr. Utterback thanked Mr. McCain for his time served on the Board and what he offered to the Board during that time. He thanked the Distinguished Graduate Committee for their work. He wished everyone a Merry Christmas and Happy New Year.

**XI. ADJOURNMENT**

*Mr. Utterback moved to certify that the Board discussed no subject matter in the November 26, 2018 Executive Session other than the subject matter specified in the public notice. Board members present at the Executive Session were Mr. Utterback, Ms. Heffernan, Mr. Hylton, Dr. Freije and Mr. McCain. The purpose of the Executive Session is I.C. 5-14-1.5-6.1(b)(6)(B) to discuss, before a determination, an individual’s status as a student. Dr. Freije seconded the motion. The Board approved the motion by a vote of five (5) ayes; zero (0) nays.*

*Mr. Utterback called for a motion to adjourn the meeting. Dr. Freije moved to recommend adjournment; Ms. Heffernan seconded the motion. The Board approved the motion by a vote of five (5) ayes; zero (0) nays. The meeting adjourned at 8:21 pm.*

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

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