

**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 8, 2020 at 6:30 p.m. in the F.L. O’Neal Administration Building, 310 Stadium Drive; Brownsburg, Indiana.

**I. CALL TO ORDER**

Mr. Eric Hylton, President of the Board, called the meeting to order at 6:30 p.m. Mr. Phil Utterback, Mrs. Tiffany Dearman, Dr. Matthew Freije, and Ms. Jessica Heffernan also attended the meeting. Dr. Jim Snapp, Dr. Kat Jessup, Mr. John Voigt, Mrs. Jodi Gordon and Dr. Bret Daghe also attended.

**II. PLEDGE OF ALLEGIANCE**

Everyone stood for the Pledge of Allegiance.

**III. MOMENT OF REFLECTION**

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

**IV. CONSENT ITEMS****A. Approval – Minutes: May 11, 2020**

**B. Claims: #1480-1583 - \$3,749,757.22; P/R #05/08/20 - \$1,377,520.19;  
P/R#05/22/20 - \$1,404,848.43; #1584-1695 - \$1,515,333.48**

**C. Superintendent’s Report**

The Superintendent’s Report was presented as follows:

**1. Retirement– Certified:**

Name	Building	Position	Effective Date
a. Lois Swanson	BHS	Science Teacher	End of the 2019-20 school year

**2. Retirement– Support Staff:**

Name	Building	Position	Effective Date
a. Sandra Mackey	White Lick	Learning Lab Instructional Assistant	End of the 2019-20 school year

**3. Termination – Support Staff:**

Name	Building	Position	Effective Date
a. Theresa Shopbell	Cardinal	Special Education Instructional Assistant	End of the 2019-20 school year

**4. Resignations - Certified:**

Name	Building	Position	Effective Date
a. Lauren Neifert	Eagle	5 <sup>th</sup> Grade Teacher	End of the 2019-20 school year
b. Emma McCloughan	White Lick	4 <sup>th</sup> Grade Teacher	End of the 2019-20 school year
c. Lauren Schweitzer	ECC	Preschool Teacher	End of the 2019-20 school year
d. Andrew Repay	EMS	Social Studies Teacher	End of the 2019-20 school year
e. Melissa Wong	BCSC	English Secondary Department Head	End of the 2019-20 school year

**5. Resignations – Support Staff:**

Name	Building	Position	Effective Date
a. John Sanders	Facility Services	Custodian	May 8, 2020
b. Lateef Griffin	Facility Services	Custodian	May 11, 2020
c. Kathy Sebree	Lincoln	Special Education Instructional Assistant	End of the 2019-20 school year

d. Rob Robbins	Harris	Plato Supervisor	May 8, 2020
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**6. New Employment – Certified:**

Name	Building	Position	Effective Date	Degree	Reason for Employment
a. Michelle Meador	BHS	Science Teacher	July 28, 2020	Bachelors	Replacing Lois Swanson
b. Hope Gresley	EMS	Social Studies Teacher; Temporary contract	July 28, 2020 thru October 2, 2020	Bachelors	While Lindsay Maus is on medical / maternity leave

**7. Leaves of Absence – Certified:**

Name	Building	Position	Type of Leave	Dates of Leave
a. Claire Ball	WMS	Math Teacher	Medical/Maternity	Upon the birth of the baby (approximately September 17, 2020) thru the end of the 2020-21 school year
b. Kalie Courtney	Eagle	Kindergarten Teacher	Medical/Maternity	July 28, 2020 thru approximately November 25, 2020
c. Elizabeth Cala	BHS	Spanish Teacher	Medical/Maternity	Upon the birth of the baby (approximately September 14, 2020) thru approximately November 20, 2020
d. Kaitlyn Hawk	Cardinal	2 <sup>nd</sup> Grade Teacher	Medical/Maternity	For the 2020-21 school year
e. Michele Pinkerton	White Lick	Speech Language Pathologist	Medical/Maternity	Upon the birth of the baby (approximately September 7, 2020) thru December 18, 2020
f. Erica Ikner	Cardinal	5 <sup>th</sup> Grade Teacher	Medical/Maternity	July 28, 2020 thru approximately September 11, 2020
g. Jenna Spears	White Lick	2 <sup>nd</sup> Grade Teacher	Medical/Maternity	July 28, 2020 thru approximately September 4, 2020

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

Name	Previous Position	New Position	Effective Date	Reason for Change
a. Hannah Mingus	BHS Special Education Instructional Assistant	BHS Special Education Teacher; Bachelors	July 28, 2020	Replacing Chris Seymour due to a job transfer
b. Gage Reinhard	EMS Special Education Instructional Assistant	BHS Business Teacher; Bachelors	July 28, 2020	New position due to student enrollment
c. Jessica Blessing	White Lick Special Education Instructional Assistant	Facility Services Custodian; 12-month position; 8 hours / day	May 11, 2020	Replacing Osee Ruhumuriza

**9. 2019 Summer School Employment:**

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

High School Summer SchoolTEACHERS

Sarah Lee	Math	51 hours
Kristen Sargent	Math	51 hours
Christina Duncan	Science	51 hours
Monique Mohler	Science	51 hours
Zach Beckman	Social Studies	51 hours
Joe Stucker	Social Studies	51 hours

Abbi Martin	English	51 hours
Chuck Summers	English	51 hours
Brian Burr	Spanish	51 hours

**10. Recommendation to Renew/Extend Nutrition Services Food and Supply Contracts:**

It is recommended the Board approve and adopt the Nutrition Services food and supply contracts as renewed by the Food2School Purchasing Cooperative for the 2020-21 school year, including contracts with HPS, Dean Foods, and Alpha Bakery. The key points of this recommendation include:

- BCSC is required to comply with federal and state procurement rules, and meets those rules through membership in the Food2School Purchasing Cooperative
- The Food2School purchasing cooperative has grown from 55 to 92 Indiana school districts now serving the nutritional needs of 194,117 students, generating cost savings by leveraging buying power on food, supplies and services
- Approval of the recommendation will allow BCSC Nutrition Services to obtain food products and supplies at equal or less cost from previous years
- Food2School member districts unanimously agreed to renew all existing contracts for school year 2020-21 including GPO/distributor, milk and bread RFPs
- Combined projected sales volume for the 2020-21 RFP for the GPO/distributor of food and supplies is \$31,000,000.00, milk RFP is \$2,060,000.00 and bread RFP is \$300,000.00
- IDOE requires school board approval from BCSC to accept the proposals awarded by Food2School for school year 2020-21
- School year 2020-21 is the second of a possible five-year (5) duration agreement with each vendor; this year’s contracts comply with applicable competitive bidding requirements.

**FOR BOARD INFORMATION:**

**11. Approval of Construction Change Orders:**

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

**Brownsburg HS**

BP 10 - Geiger & Peters - CO 27	\$4,576,625.81	\$6,884.43	\$4,583,510.24	5/4/20	6/8/20	Misc. Phase 3A extras
BP 12 - Horning - CO 11	\$3,520,072.39	-\$3,854.00	\$3,516,218.39	5/4/20	6/8/20	the back charge costs to JBM/GPI/CMS. This is a \$0 cost impact to BCSC
BP 13 - Performance - CO 41	\$6,546,139.00	\$9,016.00	\$6,555,155.00	5/6/20	6/8/20	misc. tickets for Phase 3B
BP 16 - GPI - CO 47	\$14,384,129.19	\$1,567.00	\$14,385,696.19	5/6/20	6/8/20	back charge costs from Horning to GPI
BP 17 - Electric Plus - CO 50	\$9,758,761.67	\$1,934.00	\$9,760,695.67	5/6/20	6/8/20	additional wall mold power strips in Phase 3B
BP 14 - Santarossa - CO 30	\$3,804,128.43	\$4,897.09	\$3,809,025.52	5/5/20	6/8/20	scratches along the serving line in the cafeteria
BP 14 - Santarossa - CO 31	\$3,809,025.52	\$13,288.55	\$3,822,314.07	5/7/20	6/8/20	back charge costs from JBM to Santarossa
BP 18 - Complete Masonry - CO 21	\$2,851,793.95	\$1,252.70	\$2,853,046.65	5/4/20	6/8/20	back charge costs from Horning to CMS. This is a \$0 change for BCSC
BP 21 - C&T - CO 03	\$818,515.17	-\$4,244.12	\$814,271.05	5/7/20	6/8/20	back charge costs from C&T to Santarossa for scratches along the serving line and within the cafeteria

*Dr. Snapp recommended the Board approve the minutes of the May 11, 2020 Board Meeting. Mr. Utterback 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 and one (1) abstention. Dr. Snapp recommended the Board approve the remainder of the Consent Agenda as presented. Mr. Utterback 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. COMMUNICATIONS:**

**A. Operations Update**

Mr. Voigt shared that after nearly 42 months, the BHS Renovations & Additions project is nearly complete. The last of the carpeting is being delivered for installation and the final paving and landscaping is ongoing. The classroom furnishings have started to arrive and will all be in place in the next few weeks.

With the COVID-19 situation, the summer refurbishment projects have moved along with the only items remaining being the carpet which is scheduled for delivery in the next few days.

The Transportation and Facility Services building project is well underway. The exterior panels are in the process of being set. You can actually see the wash bay under construction. This project is on schedule if not actually a bit ahead of schedule.

Mr. Voigt also shared that the new buses have arrived. There are two additional activity buses that are still in fabrication but scheduled to arrive later in the summer.

Mr. Voigt explained that the Operations Leadership team met for several hours today to continue to plan for the opening of the buildings. The meetings have been productive and helpful.

## **B. Brownsburg Education Foundation Report**

Mrs. Dearman shared the following information regarding the Education Foundation:

- The Chip in for the Kids Golf Outing, presented by Summers Plumbing, Heating & Cooling will take place on Friday, June 12<sup>th</sup> at West Chase Golf Course. Registration is now closed. Thank you to all sponsors, participants and volunteers.
- Scholarships – a list of recipients can be found on the BEF website. \$45,000 was awarded to the BHS Class of 2020.
- Grants - \$80,000 in District Excellence Award grants have been awarded and the list can be found on the BEF website. Individual teachers or staff groups can now apply for the InCredible Awards that focus on Innovation and Creativity. Deadline is August 15<sup>th</sup>.
- The Rally for Our Kids Gala, presented by Falcone Automotive, will now take place virtually through a Facebook Live event on July 17, 2020. Registered guests will be eligible for drawings during the Facebook Live event and will receive a special delivery via mail prior to the event to enhance their participation. The silent auction will be held online as well.
- The Bulldog Book bus is being postponed until the summer of 2021 to ensure the safety of students and the community.
- The Annual Yankee Candle Sale will be an online only sale in 2020. More information and a kick-off date will be announced soon.
- The Annual Surplus Sale will be held Saturday, September 19<sup>th</sup> from 8:00-10:00 am at the Central Office Warehouse. Exact inventory is not known at this time but will be posted on the BEF website prior to the sale.

## **C. Coronavirus Update**

Dr. Snapp explained that the Indiana Department of Education shared a document with school districts on Friday, June 5<sup>th</sup>. The document provided guidelines as to how districts could move forward for the 2020-21 school year. Dr. Snapp shared that he and the other county superintendents digested the 38-page document over the weekend resulting in the following considerations:

- Educational Options
  - On Time “Normal” Start
  - Online Option
- What if there is a Second Wave of COVID-19
- Opening School
  - Safety/Preventative Measures
  - Responsive Measures
- Tentative Communication Plan
- Important Considerations

Dr. Jessup shared that the first student day will be Thursday, July 30<sup>th</sup> with normal school operations and safety measures in place. She explained that should a family choose to keep their students at home, an online option may be made available. It will look different from the at-home learning that was used to complete the school year. Online learning options in the fall for elementary students will include instruction, whether that be via Zoom, Microsoft Teams, or recorded video. Elementary will focus specifically on math, reading, and writing. Social studies and science will be offered as optional learning opportunities for elementary students selecting online learning. Dr. Jessup explained that the Instructional Coaches from each building will be presenting the lessons. Each Instructional Coach is not only assigned to a building but also to a grade level. The IC for the grade level will provide the online instruction. Students will also be assigned to a classroom teacher in whose class they will be a

part of and to whom they will turn in assignments and who will provide the assessments. Once the student returns to school, they will integrate to the classroom teacher to whom they have been assigned.

Dr. Jessup explained that middle school online learning will consist of instruction in English, math, social studies and science. Instruction will be delivered by the secondary department head and classroom teachers for that subject matter through Schoology, an online learning management system that has been utilized by the high school for some time and will be used at the middle school level as well. There is also potential for it to be added at the elementary level if it is deemed necessary.

High school students who choose online learning will be provided instruction through Edmentum which are self-paced online courses that have been utilized by Harris Academy. Students at Harris Academy who choose online learning will also utilize Edmentum options. Students at ALPHA choosing online learning will be assigned instruction based on their grade level and will include special education services as indicated through the student's individualized education plan (IEP).

Families with students enrolled at BECC who choose to remain at home will not be provided online options. Those students identified with special education needs will receive special education services as directed by the student IEP.

Dr. Jessup explained that information will be provided to parents explaining the district's plan to open school providing the online option. There will be a deadline to declare the online option set, possibly July 10<sup>th</sup>. Dr. Snapp recommended that the Board set a minimum number of students selecting the online option before moving forward with a particular grade level offering the option, such as 10 students. Dr. Jessup suggested there will be a review at the end of the first 9 weeks to determine the need to extend or make changes to the online learning option.

The Board asked several clarifying questions that were addressed by both Dr. Snapp and Dr. Jessup.

Dr. Jessup then shared information should a second "wave" of COVID-19 become a reality. A review of the work completed in the spring revealed the things we did well and areas for improvement. In the event of a second wave where school buildings are again required to close, we will move forward with instruction. This will be done through recorded lessons or live instruction for students. Direct instruction will be conducted in CORE classes with teachers teaching through Zoom, Microsoft Teams, etc. Schoology will be utilized in grades 6-12 and can be added to elementary grades if needed. Scheduling will occur at the middle school and high school so there are no overlapping classes, a better representation of a regular instructional day. Dr. Jessup addressed several questions from the Board.

Dr. Snapp shared the opening of school safety and prevention measures. Those include:

- PPE (face masks) required for staff; recommended for students
- No shared school supplies
- Increase space when possible at lunch and "reset" classrooms
- Playgrounds – possibly split to allow equipment to be wiped down
- Adjust schedules to allow time to wipe down high touch areas
- Buses wiped down after each route
- Add COVID-19 clinic
- No water fountains

The Board asked several clarifying questions. Dr. Snapp added that building principals will be meeting this week to address guidelines within their buildings.

Dr. Snapp addressed the responsive measures being put in place:

- Identify COVID-19 Expert (HRH)
- Testing provided
- Define "meaningful exposure"
- Parents keep sick students at home

- Suspend perfect attendance awards
- Specific communication is limited due to FERPA

Dr. Snapp shared the tentative communication plan for staff which will notify them of the intention to start school on time, that staff will be returning as scheduled and there will be a need for reductions and why and where reductions might take place.

Dr. Snapp explained that communication to parents will explain the return to school, the option and deadline to choose online learning.

He shared that the Hendricks County Superintendents will be meeting to prepare and present a coordinated plan to the County Health Commissioner for his direction and approval to reopen school.

Dr. Snapp noted that administrators will be meeting to discuss events such as registration, freshman boot camp, new student orientation, family events, field trips, volunteers, facility rental, etc. These and other items will be addressed and communicated to families.

The Board posed several clarifying questions which were addressed by Dr. Snapp.

Dr. Snapp shared additional important considerations including the safety of staff. He noted seeking the Board's approval to provide a retirement incentive to teachers and staff who are eligible for retirement. The incentive would be in the amount of \$20,000 toward the employee's health benefits account and we would ask that should an employee choose to retire and receive this incentive that it be extended to the two teachers who had already announced their retirement. In doing so, that will provide cost savings from a salary perspective from someone at the top of the pay scale being replaced if necessary by the salary of a first- or second-year teacher. It could be seen as a win/win for the retiring employee and the school corporation. The Board asked several clarifying questions. Dr. Snapp addressed all questions and the Board agreed to move forward to offer the retirement incentive.

Dr. Snapp finally shared concerns regarding the impact COVID-19 will likely have on the school budget. It is anticipated the budget could be impacted by as much as \$2,000,000 which is worse than it was in 2009. Budget cuts will be necessary on top of the additional costs that will be involved with COVID-19. This is not good news; budget cuts lead to tough decisions. This is not ideal for teachers, staff and parents. We understand that this will require patience and perseverance to get through. The good news will hopefully come in September when we say we have opened and all is going well.

## **VI. COMMENTS FROM PATRONS**

There were no comments from patrons.

## **VII. OLD BUSINESS**

### **A. Recommendation to Approve Staff Handbooks**

Dr. Jessup recommended the Board approve the following employee handbooks which were presented for first reading at the May 11, 2020 Board meeting. They include the following:

- BCSC PD Handbook
- Health Services Handbook
- Nutrition Services Handbook
- Transportation Services Handbook
- Support Staff Handbook
- Teacher Handbook

Dr. Jessup explained that there were very few changes incorporated into the handbooks this year.

*Mrs. Dearman 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.*

## **VIII. NEW BUSINESS**

### **A. Recommendation to Approve Elementary and Middle School Textbook Rental for 2020-2021**

Dr. Jessup recommended the Board approve the Elementary and Middle School textbook rental fees for the 2020-21 school year. She explained that there were no new textbook adoptions at the elementary or middle school level this year. The increases to fees are due to the following:

- Elementary – lanyards and IDs for all students, increase of \$5.00
- Elementary student magazines (Scholastic News, StoryWorks, etc.)
- Elementary Kindergarten & 1<sup>st</sup> Grade – increase in RAZ Kids (reading program)
- Elementary & Middle School – Remind subscription – now part of the technology fee
- Middle School – addition of Schoology for all students

	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>	<b>Increase</b>
Elementary Lifeskills	\$80.00	\$86.00	\$86.00	\$96.00	\$104.00	\$8
Kindergarten	\$122.00	\$110.00	\$110.00	\$120.00	\$127.00	\$7
1st Grade	\$136.00	\$134.00	\$133.00	\$148.00	\$157.00	\$9
2 <sup>nd</sup> Grade	\$123.00	\$124.00	\$123.00	\$132.00	\$143.00	\$11
3rd Grade	\$129.00	\$128.00	\$126.00	\$132.00	\$141.00	\$9
4th Grade	\$128.00	\$126.00	\$124.00	\$136.00	\$145.00	\$9
5th Grade	\$123.00	\$124.00	\$122.00	\$133.00	\$142.00	\$9
HA K/1	\$120.00	\$125.00	\$123.00	\$133.00	\$145.00	\$12
HA 2	\$122.00	\$118.00	\$115.00	\$121.00	\$130.00	\$9
HA 3	\$126.00	\$118.00	\$114.00	\$120.00	\$129.00	\$9
HA 4	\$126.00	\$119.00	\$117.00	\$129.00	\$137.00	\$8
HA 5	\$120.00	\$114.00	\$112.00	\$124.00	\$132.00	\$8
6th Grade	\$198.00	\$196.00	\$186.00	\$187.00	\$195.00	\$8
7th Grade	\$190.00	\$192.00	\$197.00	\$198.00	\$206.00	\$8
8th Grade	\$178.00	\$180.00	\$184.00	\$195.00	\$203.00	\$8
Middle School Lifeskills	\$142.00	\$142.00	\$142.00	142.00	\$142.00	No change

*Ms. Heffernan moved to approve the recommendation; Dr. Freije seconded the motion. Mr. Utterback asked if the elementary lanyards are required all the time. Dr. Jessup responded that the lanyards were piloted last year at White Lick Elementary with success. The lanyards are not worn during recess or in PE. Dr. Freije asked about separate school supplies for each student and could they be purchased through the school. Dr. Jessup responded that the prepacked school supply kits are done through the various elementary PSGs and the deadline to purchase is quickly approaching. There being no additional questions or comments, the Board approved the recommendation by a vote of five (5) ayes; zero (0) nays.*

### **B. Recommendation to Approve High School Textbook Rental for 2020-21**

Dr. Jessup recommended that the Board approve the high school textbook rental fees for the 2020-21 school year. She explained that the changes to the fees are a result of dropped/added courses, new World Language books and the Remind subscription

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

### C. Recommendation to Approve High School Laptop Rental and Repair Fees for 2020-21

Dr. Jessup recommended that the Board approve laptop rental and repair fees for the 2020-21 school year. She explained that new laptops are being purchased as the old laptops have outlived their usage. They are being replaced with the new Dell Latitude 3310. She noted the new computers are the education version and are more durable than that which can be purchased through retail. The initial cost is higher overall, but does allow for a longer life. The repair costs are specified below:

		<b>Part</b>	<b>Description</b>	<b>Part Fee <sup>1</sup></b>	<b>Labor Hours <sup>2</sup></b>	<b>Hourly Labor Rate<sup>1</sup></b>	<b>Total Cost</b>
1		Normal Wear & Tear	Minor worn paint, (3 or less) minor dents	\$0.00	1	\$0.00	\$0.00
2		Visual Damage	Cosmetic defacing, stickers, adhesive residue, excessive dents or scratches beyond normal wear and tear	\$0.00	1	\$30.00	\$30.00
3		Replacement Screen		\$100.00	1	\$30.00	\$130.00
4		Replacement Keyboard		\$50.00	1	\$30.00	\$80.00
5		Replacement DVD Drive		N/A	1	N/A	\$70.00
6		Replacement Power Supply		\$45.00	0	\$0.00	\$45.00
7		Damaged System Board <sup>3</sup>	indicative of major damage, replacement of laptop	\$490.00	0	\$0.00	\$490.00

(1) Prices and rates based upon bid pricing, subject to change

(2) Labor Hours based on average BCSC technician repair time; 1 hour minimum

(3) System board replacement will be the cost of a replacement laptop

*Ms. Heffernan moved to approve the recommendation; Mr. Utterback seconded the motion. Dr. Freije asked if students can purchase insurance. Dr. Jessup replied that insurance may be purchased for \$49 per year. There being no additional questions or comments, the Board approved the recommendation by a vote of five (5) ayes; zero (0) nays.*

### IX. SUPERINTENDENT COMMENTS

Dr. Snapp had no comments.

### X. BOARD MEMBER COMMENTS

Mr. Utterback noted that Laurie Johnson will be acting as both the administrator at West Middle School and as the Secondary Department Head for English. He commended her for her commitment to handling both positions. He asked that the Board be made aware of the number of families requesting online learning. Dr. Snapp noted that the number will be provided to the Board.



Mrs. Dearman thanked Dr. Snapp and Dr. Jessup for disseminating the information from the Department of Education and for all the work that had been done to interpret the direction for the start of school. She also thanked Mrs. Rene Behrend, BEF Executive Director for all of the work put into the scholarship program.

Dr. Freije requested patience as we move forward to the start of school and we are looking forward to students and staff returning.

Ms. Heffernan thanked the administration for all they are doing to keep things moving forward to the start of the school year.

Mr. Hylton shared his appreciation to the administration for their work in the preparation of the upcoming changes to the school year and is excited about students and staff being able to return.

**XI. ADJOURNMENT**

*Mr. Hylton called for a motion to adjourn the meeting. Dr. Freije moved to adjourn the meeting; Mrs. Dearman seconded the motion. The Board approved the motion by a vote of five (5) ayes; zero (0) nays. The meeting adjourned at 7:41 p.m.*

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

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