

**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, July 8, 2019 at 6:30 p.m. in the F.L. O’Neal Administration Building, 310 Stadium Drive; Brownsburg, Indiana.

I. CALL TO ORDER

Mr. Phil Utterback, President of the Board, called the meeting to order at 6:30 p.m. Other Board members in attendance included Ms. Jessica Heffernan, Dr. Matthew Freije, and Mrs. Tiffany Dearman. Mr. Eric Hylton did not attend. Administrators present were Dr. Jim Snapp, Dr. Kat Jessup, Mr. Shane Hacker 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: June 10, 2019**

B. Claims: #5243-5319 - \$6,412,786.76; P/R#06/07/19 - \$1,333,059.47; P/R #06/21/19 - \$1,347,496.28; #5320-5541 - \$4,916,855.33

C. Superintendent’s Report

The Superintendent’s Report was presented as follows:

1. Termination – Support Staff:

Name	Building	Position	Effective Date
a. Leah Smith	EMS	Nutrition Services	May 31, 2019

2. Resignations – Certified:

Name	Building	Position	Effective Date
a. Lauren Hook	Brown	Kindergarten Teacher	End of the 2018-19 school year
b. Kelsie Livingston	Delaware Trail	2 nd Grade Teacher	End of the 2018-19 school year
c. Liz Poythress	Reagan	2 nd Grade Teacher	End of the 2018-19 school year
d. Kelly Harlett	Cardinal	3 rd Grade Teacher	End of the 2018-19 school year

3. Resignations – Support Staff:

Name	Building	Position	Effective Date
a. Jimmy Aeschliman	Transportation	Bus Driver	End of the 2018-19 school year
b. Janna Sample	BHS	Special Education Instructional Assistant	End of the 2018-19 school year
c. Bienfait Muragwa	Facilities Services	Custodian	June 7, 2019
d. Denise Dodson	Transportation	Administrative Assistant	June 6, 2019

4. New Employment – Certified:

Name	Building	Position	Effective Date	Degree	Reason for Employment
a. Tess Golding	Brown	Kindergarten Teacher	July 30, 2019	Bachelors	New position due to enrollment

b. Andrea Haines	Cardinal	3 rd Grade Teacher	July 30, 2019	Bachelors	Replacing Kelly Harlett
c. Kristina Wyant	Delaware Trail	2 nd Grade Teacher	July 30, 2019	Bachelors	Replacing Kelsie Livingston
d. Natalie Holman	Cardinal	Kindergarten Teacher	July 30, 2019	Bachelors	New position due to enrollment
e. Chavonne Sauer	Delaware Trail	Special Education Teacher	July 30, 2019	Bachelors	Replacing Katie Root
f. Cherise Hiss	BHS	Health Teacher	July 30, 2019	Bachelors	Replacing Pat O'Neil
g. Maria Pavy	WMS	Language Arts Teacher	July 30, 2019	Bachelors	Replacing Emily Cochran due to a job transfer
h. AJ Akinribade	BHS	Academic Coach	July 30, 2019	Bachelors	Replacing JB McCullom due to a job transfer
i. Rachel Scott	ECC	Preschool Teacher; Half Time	July 30, 2019	Bachelors	Returning as part time teacher; part time instructional assistant
j. Cheryl Rettig	BHS	Business Teacher	July 30, 2019	Masters	Replacing Taylor Burkhart
k. Julia Hunter	WMS	Language Arts Teacher	July 30, 2019	Bachelors	Replacing Lindsey Kellow
l. Cameron Callan	White Lick	Music Teacher	July 30, 2019	Bachelors	Replacing Marie Kirkeiner
m. Jason Metz	BHS	Social Studies Teacher	July 30, 2019	Masters	Replacing Andrew Repay due to a job transfer
n. Joseph Holt	EMS	Social Studies Teacher	July 30, 2019	Bachelors	New position

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

Name	Building	Position	Effective Date	Hours per Day	Reason for Employment
a. Rachel Scott	ECC	Instructional Assistant; Part time	July 31, 2019	3.5	Returning as a part time IA; part time teacher
b. Meghan Brackett	BHS	Color Guard Director; 185 days	July 30, 2019	Salaried	New position
c. Alexis Neice	Facilities Services	Custodian	July 1, 2019	8	Replacing Bienfait Muragwa
d. Brianna Zore	ALPHA	1:1 Instructional Assistant	July 31, 2019	7	New position due to student
e. Xavier Wilder	ALPHA	Instructional Assistant	July 31, 2019	7	Replacing Nick Spence due to a job transfer
f. Mariah Cottongim	ALPHA	1:1 Instructional Assistant	July 31, 2019	7	New position due to student
g. Tori Edwards	White Lick	Special Education Instructional Assistant	July 31, 2019	7	Replacing Tammy Smith
h. Lenise Sims	ECC	Instructional Assistant	July 31, 2019	7	Replacing Chelsea Sanders due to a job transfer
i. Samuel Terrell	EMS	Special Education Instructional Assistant	July 31, 2019	7	Replacing Derrick Shepherd
j. Krista Lewis	Lincoln	Special Education Instructional Assistant	July 31, 2019	7	New position
k. Maria Guy	BHS	Special Education Instructional Assistant	July 31, 2019	7	Replacing Cheryl Morin
l. Miranda Kinter	Facilities Services	Administrative Assistant; 12-month position	To be determined	8	New position

6. Change of Status – Certified:

Name	Previous Position	New Position	Effective Date	Reason for Change
a. John Marque	BHS Part Time Performing Arts Teacher	BHS Full Time Performing Arts Teacher	July 30, 2019	Position changed from part to full time
b. Michael Baron	BHS Half Time Business Teacher	BHS Full Time Business Teacher	July 30, 2019	Position change due to student enrollment
c. Emily Duhn	BCSC Speech Language Pathologist; 76 days	BCSC Speech Language Pathologist; 80 days / year	July 30, 2019	Increase in days due to student needs
d. Andrew Repay	EMS Interim Assistant Principal	EMS Social Studies Teacher	July 30, 2019	New position

7. Change of Status – Support Staff:

Name	Previous Position	New Position	Effective Date	Reason for Change
a. Chelsea Sanders	ECC Instructional Assistant	White Lick Special Education Instructional Assistant	July 31, 2019	Replacing Melissa Kutemeier due to a job transfer
b. Jennifer Helmholz	BHS instructional Assistant	Brown Instructional Assistant	July 31, 2019	Replacing Karen Abell
c. Melissa Kutemeier	White Lick Special Education Instructional Assistant	Brown Instructional Assistant	July 31, 2019	Replacing Amy Mathews
d. Shelley Hicks	EMS Nutrition Services; 7 hours / day	EMS Nutrition Services; 7.5 hours / day	July 30, 2019	Increase in hours; replacing Dawn Skipper hours
e. Monica Connelly	Reagan/Lincoln Nutrition Services; 5 hours / day	Reagan/Lincoln Nutrition Services; 6.5 hours / day	July 30, 2019	Increase in hours; replacing Kim Cree hours due to a job transfer
f. Susan Odom	EMS Nutrition Services; 5 hours / day	EMS Nutrition Services; 6 hours / day	July 30, 2019	Increase in hours; replacing Dawn Skipper hours

8. New Employment – Extra-Curricular:

Name	Building	Position	Effective Date
a. Christine Heldman	EMS	Girls Cross Country Coach	For the 2019-20 season
b. Jack Arthur	EMS	Assistant 8 th Grade Football (Lay) Staff Member	For the 2019-20 season
c. Chris Hamilton	EMS	8 th Grade Football Coach	For the 2019-20 season
d. Katherine Wisely	EMS	Girls Golf Coach	For the 2019-20 season
e. Kasey Hubbell	EMS	8 th Grade Volleyball Coach; splitting position with Mikayla Carpenter	For the 2019-20 season
f. Mikayla Carpenter	EMS	8 th Grade Volleyball Coach; splitting position with Kasey Hubbell	For the 2019-20 season
g. Shelley Young	EMS	8 th Grade Softball Coach	For the 2019-20 season
h. Pamela Haygood	EMS	Girls Tennis (Lay) Staff Member	For the 2019-20 season
i. Whitney Serrienne	EMS	Assistant Track Coach	For the 2019-20 season
j. Chad Neal	EMS	Assistant Track Coach	For the 2019-20 season
k. Kevin Dahlstrom	EMS	Assistant Track Coach	For the 2019-20 season
l. Jena Keough	BHS	Assistant Fall Cheerleading Coach	For the 2019-20 season
m. Ashlee Puccinelli	BHS	Assistant Fall Cheerleading (Lay) Staff Member	For the 2019-20 season
n. Joe Smoker	BHS	Assistant Boys Cross Country (Lay) Staff Member	For the 2019-20 season
o. John Latta	BHS	Assistant Boys Cross Country Coach	For the 2019-20 season
p. Kaitlin Fields	BHS	Assistant Girls Cross Country Coach	For the 2019-20 season
q. Will Mahan	BHS	Assistant Varsity Football Coach	For the 2019-20 season
r. AJ Akinribade	BHS	Assistant Varsity Football Coach	For the 2019-20 season
s. Casey Popenfoose	BHS	Assistant Varsity Football Coach	For the 2019-20 season

t. Cody Honeycutt	BHS	Assistant Varsity Football Coach	For the 2019-20 season
u. Rodney Deckard	BHS	Assistant Varsity Football (Lay) Staff Member	For the 2019-20 season
v. Ricky Crider	BHS	Assistant Varsity Football Coach	For the 2019-20 season
w. Zach Dennis	BHS	Assistant Varsity Football Coach	For the 2019-20 season
x. Blaine Gardner	BHS	Assistant Varsity Football Coach	For the 2019-20 season
y. Zach Hiss	BHS	Assistant Varsity Football Coach	For the 2019-20 season
z. Dan Schwanekamp	BHS	Assistant Varsity Football Coach	For the 2019-20 season
aa. Josh Yoder	BHS	Assistant Varsity Football Coach	For the 2019-20 season
bb. JT Whitaker	BHS	Assistant Varsity Football Coach	For the 2019-20 season
cc. Mike Petraits	BHS	Assistant Varsity Girls Golf (Lay) Staff Member	For the 2019-20 season
dd. Ben Wachnicki	BHS	Assistant Varsity Boys Soccer (Lay) Staff Member	For the 2019-20 season
ee. Andrew Verhonik	BHS	Assistant Varsity Boys Soccer (Lay) Staff Member	For the 2019-20 season
ff. Andrew Verhonick	BHS	Assistant Varsity Girls Soccer (Lay) Staff Member	For the 2019-20 season
gg. Cassie Paul	BHS	Assistant Varsity Girls Soccer Coach	For the 2019-20 season
hh. Matthew Hetzel	BHS	Assistant Varsity Girls Soccer (Lay) Staff Member	For the 2019-20 season
ii. Kelsey Vaughn	BHS	Assistant Varsity Girls Soccer Coach	For the 2019-20 season
jj. Kiersten White	BHS	Assistant Varsity Volleyball Coach	For the 2019-20 season
kk. Rachael Brown	BHS	Assistant Varsity Volleyball (Lay) Staff Member	For the 2019-20 season
ll. Megan Campbell	BHS	Assistant Varsity Volleyball Coach	For the 2019-20 season
mm. Karen Richardson	BHS	Assistant Varsity Volleyball (Lay) Staff Member	For the 2019-20 season
nn. Michael Klayer	BHS	Assistant Varsity Baseball (Lay) Staff Member	For the 2019-20 season
oo. JB McCallum	BHS	Assistant Varsity Baseball (Lay) Staff Member	For the 2019-20 season
pp. Jessica Blystone	BHS	Assistant Varsity Softball (Lay) Staff Member	For the 2019-20 season
qq. Jeff Webster	BHS	Assistant Varsity Softball (Lay) Staff Member	For the 2019-20 season
rr. Carlie Weaver	BHS	Assistant Varsity Softball (Lay) Staff Member	For the 2019-20 season
ss. Michael Clark	BHS	Assistant Varsity Softball (Lay) Staff Member	For the 2019-20 season
tt. Tom Maples	BHS	Assistant Varsity Boys Basketball Coach	For the 2019-20 season
uu. Jeff Hanni	BHS	Assistant Varsity Boys Basketball (Lay) Staff Member	For the 2019-20 season
vv. Cory Kreiger	BHS	Assistant Varsity Boys Basketball Coach	For the 2019-20 season
ww. John Grimes	BHS	Assistant Varsity Boys Basketball (Lay) Staff Member	For the 2019-20 season
xx. Nikole Pinkington	BHS	Assistant Varsity Girls Basketball (Lay) Staff Member	For the 2019-20 season
yy. Hannah Mingus	BHS	Assistant Varsity Girls Basketball (Lay) Staff Member	For the 2019-20 season
zz. Christopher Doty	BHS	Assistant Varsity Wrestling (Lay) Staff Member	For the 2019-20 season
aaa. Lauren Rodgers	WMS	8 th Grade Fall Cheerleading Coach	For the 2019-20 season
bbb. Daria Terrell	WMS	Girls Cross Country Coach	For the 2019-20 season
ccc. Ryan Wiley	WMS	8 th Grade Football Coach; splitting position with Randy Ross	For the 2019-20 season
ddd. Randy Ross	WMS	8 th Grade Football Coach; splitting position with Ryan Wiley	For the 2019-20 season
eee. Anthony Brown	WMS	8 th Grade Assistant Football (Lay) Staff Member	For the 2019-20 season
fff. Blake Steinacker	WMS	7 th Grade Football Coach	For the 2019-20 season

ggg. Jacob Jackson	WMS	7 th Grade Assistant Football (Lay) Staff Member	For the 2019-20 season
hhh. Jack Steinacker	WMS	7 th Grade Assistant Football (Lay) Staff Member	For the 2019-20 season
iii. Patrick Frepan	WMS	Boys Tennis Coach	For the 2019-20 season
jjj. Alyssa Huffman	WMS	8 th Grade Volleyball Coach	For the 2019-20 season
kkk. Elizabeth Perrone	WMS	7 th Grade Volleyball Coach	For the 2019-20 season
lll. Mike Petraits	WMS	Boys Golf (Lay) Staff Member	For the 2019-20 season
mmm. Ramona Price	WMS	8 th Grade Softball Coach	For the 2019-20 season
nnn. Jon Chastain	WMS	8 th Grade Boys Basketball Coach	For the 2019-20 season

9. Clarification - Certified:

Name	Building	Clarifying Statement
a. Greylor Walston	WMS Social Studies Teacher	Mr. Walston was previously approved as a Bachelors Degree teacher; he has his Masters Degree
b. Kayle Comer	BHS Special Education Teacher	Miss Comer was previously approved as a Bachelors Degree teacher; she has her Masters Degree

FOR YOUR INFORMATION:**10. Transfers - Certified:**

Name	Previous Position	New Position	Effective Date	Reason for Change
a. Kristen Ferrin	WMS Language Arts Teacher	WMS Special Education Teacher	July 30, 2019	New position
b. Tosha Herr	EMS 6 th Grade Teacher	Eagle 3 rd Grade Teacher	July 30, 2019	Replacing Katie Bollinger due to a job transfer
c. Leanne Wheeler	Elementary Teacher; to be determined	Brown Kindergarten Teacher	July 30, 2019	Replacing Lauren Hook

11. Transfer – Support Staff:

Name	Previous Position	New Position	Effective Date	Reason for Change
a. Robyn Maynard	Facilities Services Coordinator	Project Manager	June 17, 2019	Change in position

12. Field Trip Requests:**Brownsburg High School Chain Link – Out of State**

The Brownsburg High School Chain Link Students will be travelling to Kings Island in Mason, Ohio for a leadership training and team building opportunity, Tuesday, July 23, 2019. Approximately 25 students and 5 chaperones will be traveling together. The trip is being organized by Katie Baughman, BHS Art Teacher and Chain Link sponsor. And has been approved by the Superintendent based on travel guidelines set forth by the Board.

13. Approval of Construction Change Orders: The administration has approved the following construction change orders; the projects remain within their established budgets.

	Prior Contract		Resulting Contract		Approved	Noted in	Change
	Amount	Change Order Amount	Amount	Date	Consent	Agenda	
BP 11 - JBM - CO 48	\$16,845,777.34	-\$13,178.00	\$16,832,599.34	6/12/19	7/8/19	ASI 071 revised loading dock/receiving/storage area; ASI 081 modified detail at loading dock r	
BP 12 - Horning - CO 08	\$3,484,027.49	\$16,109.50	\$3,500,136.99	6/6/19	7/8/19	Add building wrap to cornice detail along the clerestory	
BP 13 - Performance - CO 31	\$6,391,915.00	\$20,968.00	\$6,412,883.00	6/7/19	7/8/19	ASI 073, revisions to Acoustic Wall Panel detail at the Unit K science lab	
BP 16 - GPI - CO 35	\$14,347,411.66	\$1,927.00	\$14,349,338.66	6/6/19	7/8/19	Revisions to sump and ejector pumps	
BP 17 - Electric Plus - CO 35	\$9,728,555.39	\$4,612.00	\$9,733,167.39	6/6/19	7/8/19	Revisions to sump and ejector pumps	
BP 14 - Santarossa - CO 17	\$3,751,455.09	-\$1,659.16	\$3,749,795.93	6/7/19	7/8/19	ASI 077, revised area under the main stair	

	<u>Prior Contract</u>	Change Order Amount	<u>Resulting Contract</u>	<u>Approved</u>	<u>Noted in</u>	Change
	Amount		Amount	Date	Consent Agenda	
2019 Summer Projects - MNC						
BP 01 - SCS - CO 03	\$937,459.20	\$6,397.53	\$943,856.73	6/12/19	7/8/19 ASI 002.pdf	
BP 04 - General Piping - CO 03	\$322,889.00	\$8,950.00	\$331,839.00	6/10/19	7/8/19 ASI 002 & DF-1.pdf	
BP 05 - Payne - CO 02	\$1,054,118.82	\$15,191.38	\$1,069,310.20	6/10/19	7/8/19 ASI 002 & East Concessions Additional Scope.pdf	

Dr. Snapp recommended the Board approve the Minutes of the June 10, 2019 Board Meeting; Dr. Freije moved to approve the recommendation; Mrs. Dearman seconded the motion; The Board approved the motion by a vote of three (3) ayes; zero (0) nays; one (1) abstention. Dr. Snapp then recommended the Board approve the remainder of the Consent Agenda as presented; Mrs. Dearman 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.

V. COMMUNICATIONS:

A. Operations Update

Mr. Voigt provided an update on the Town's construction of roundabouts at Airport Road/Northfield Drive and CR 300 N/Hornaday Road. He shared that representatives of the Town have confirmed, as recently as over the Independence Day holiday, that both intersections remain scheduled to be reopened to vehicular traffic on or before August 1, prior to the opening of the new school year. Mr. Voigt noted that pavement was observed being placed at Airport Road/Northfield Drive on Monday afternoon, and curbs had been poured at CR 300 N/Hornaday Road. While it is expected the roundabouts will be open for school, because these roundabouts closed prior to the end of the last school year, BCSC Transportation is already prepared for the impact of closed roundabouts should a delay occur. This topic will continue to be closely monitored until the roundabouts open and normal schedules and traffic patterns resume.

Mr. Voigt shared that BCSC Transportation has recently completed a transition in its GPS bus location service provider. As part of this transition, a new app service is being prepared for release to parents with the new school year. He explained that the app was beta tested at the very end of the last school year and is expected to be ready for use by the start of school. The app, which is available at no additional cost to BCSC or parents, will allow parents and guardians to track the location of their child's bus on a smartphone. This is expected to be particularly helpful at times of inclement weather.

Mr. Voigt provided an update regarding the 2019-20 Immunization Compliance Plan which occurs at the start of each school year. BCSC is required by statute to ensure all students meet the State's immunization requirements. He explained that at the start of each school year, school nurses and ultimately building leaders, work with parents to ensure their students are in compliance. A series of communications, including personal telephone calls, are utilized to achieve this goal. Students not in compliance by September 3rd will be excluded from school until compliance documents are provided. Mr. Voigt noted that this year, with a change in how student immunization data is being stored, some current BCSC students may not have valid immunizations due to inaccurate timing by the administering physician(s). Students in this category will not be excluded but parents will be notified of this potential inaccuracy in how their child's immunizations were administered. All other new students, inbound Kindergartners or transfers, will follow the normal immunization verification process.

Mr. Voigt reminded the Board of the upcoming active shooter training sessions scheduled to be held Tuesday and Wednesday, July 9 and 10. The trainings, which are being administered by and for BCSC PD, Brownsburg Police, and other local law enforcement agencies, will include opportunities for BCSC staff to participate.

Finally, Mr. Voigt shared that for the past year and a half during construction at BHS, hundreds of freshman students have been bussed twice a day to East Middle School for a portion of their school day. According to the original construction schedule, this arrangement was to continue until the

end of the upcoming fall semester. This past week, the construction team determined they would be able to turn over nine Phase 3A classrooms a full five months early, allowing all freshman students to spend their entire day at BHS starting on August 1, 2019. Staff and students are being notified this week of this positive shift in the plan for the 2019-20 school year. This is especially good news as it eases the transition for freshman students to the high school since they will not have to worry about going to BEMS and saves transportation funds as we do not have to extend time for our drivers. This is a really big deal and recognition goes to our friends at Meyer Najem Construction who are overseeing this project and made this happen.

B. Brownsburg Education Foundation Report

Ms. Heffernan shared the following information with regard to the Brownsburg Education Foundation:

- BEF welcomes six new advisory board members: Lindsey Catellier, Tarah Fetting, Julie Fletcher, Melissa Gose, Kevin Hall and Rona Howenstine. Retiring Board members are Brad Angeles, Bill Daun, Todd Jackson and Lorena Stephens.
- Chip in for the Kids Golf Outing was a huge successes raising over \$27,000.
- Upcoming events include the Yankee Candle Sale, Annual Surplus Sale and Ford Drive 1 for UR School Event. Please check the BEF website for more information.
- BEF will be honoring alumni annually beginning in March 2020. Nominations for the Alumni Hall of Fame are due December 1st. Additional information can be found on the BEF website.

C. First Reading of Nutrition Services Staff Handbook

Mr. Voigt presented the Nutrition Services Staff Handbook for first reading. He explained that the handbook has been edited as follows:

1. STUDENT ALLERGIES (Page 3-4) – minor edits to align with departmental standard operating procedure (SOP)
2. PROFESSIONAL CONDUCT AND CUSTOMER SERVICE (Page 4-5) – addition to handbook for 2019-20 and in alignment with departmental SOP
3. CUSTOMER CONCERNS (Page 5-6) – edits to enhance and align with departmental SOP
4. DAILY DEPOSITS (page 6) – deleted from handbook and departmental SOP created
5. DRESS CODE (Page 6-7) – minor edits for the purpose of employee clarification
6. MEAL ACCOUNT ID CARDS (Page 9-10) – deleted from handbook and departmental SOP created
7. MYSCHOOLBUCKS (Page 10) – deleted from handbook and departmental SOP created
8. PESTS, PORTION CONTROL, PRODUCTION BOOKS, RADIOS, SUSPECT CASH AND VOIDING TRANSACTIONS (Page 12-14) – deleted from handbook and departmental SOP created
9. Acknowledgement of Nutrition Services Staff Handbook (Page 15) – addition of space for printed name

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

D. First Reading of Health Services Staff Handbook

Mr. Voigt presented the Health Services Staff Handbook for first reading. He explained that the Health Services Staff Handbook (which is actually two similar and related documents) is “new” in its entirety, bringing together a number of documents used within Health Services. The substitute nurse document is based on the full Staff Handbook, to ensure substitute staff are following the same practices as the regular staff.

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

E. 2020 Budget Presentation

Mr. Shane Hacker, Chief Financial Officer, shared that the transition to his new position is going well. He explained that Mr. Barry Gardner, former CFO, is helping to develop the 2020 budget for the district and will be making the presentation to the Board this evening.

Mr. Gardner began with a review of the transition to the new funds as dictated by the State. The new funds, Education Fund, Debt Service Fund and Operations Fund, allow for greater flexibility between the funds. He reminded the Board the change in funds combines the former Capital Projects Fund, Transportation Fund and Bus Replacement Fund into one fund titled the Operations Fund. The former General Fund became the Education Fund. He explained that the Board approved a transfer resolution that allowed for a transfer of up to \$7,000,000 from the Education Fund to the Operations fund to cover utilities and other expenses that were previously paid from the General Fund. Mr. Gardner assured the Board this amount was sufficient for 2019 and will likely be increased appropriately for 2020. He explained that as part of the new financial legislation, HB 1003 requires schools that transfer over 15% of their revenue to the Operations Fund be notified of such transfers and requires a school corporation's governing body to publicly acknowledge receipt of a notice that the school corporation is on the list and publish the notice on the school corporation's website that it is on the list. Mr. Gardner shared that BCSC is transferring 10.7% from the Education Fund to the Operations Fund which is well within the parameters and should not have any issue with this directive.

Mr. Gardner then shared that the final fund, the Pension Fund, was established pre-996 to payoff teacher retirement. Schools were required to take out bonds but were then required to neutralize those funds out of the Bus Replacement Fund as a district could not raise taxes to fund the Pension Bonds. In 2020 those bonds will be paid in full and will go away. This will result in an increase in revenue of approximately \$450,000. Mr. Gardner addressed several clarifying questions from members of the Board.

Mr. Gardner then provided an explanation of the budgeting process in terms of what the Board will ask to spend (the authority to spend) versus what will actually be spent (the ability to spend) based on true revenue and expenditures. Mr. Gardner shared that asking the authority to spend greater dollars allows for any growth which may occur prior to and throughout the school year. He noted that dollars follow students and additional students means additional dollars. However, additional students also equates to additional expenditures.

Mr. Gardner then presented information regarding the 2020 Education Fund and the Form 3 Advertisement. He shared that the requested appropriation for 2020, based on enrollment of 9,172 students will be either \$61 million or \$63 million. He explained the amount will be clarified once it is determined if there will be an additional pay date at the end of 2020. The timing for the final pay of the year falls over a holiday. Once a determination is made as to whether the final pay will be provided early or delayed, the final appropriation amount will be established. Mr. Hacker and Mrs. Gordon will be reviewing any tax implications to the district as well as employees to make the final decision.

Next Mr. Gardner explained the funding the district receives for student enrollment. He shared that the funding per student is made up of two components, the foundation amount (the amount every district across the state receives) and the complexity grant (based on district Free/Reduced population or a poverty indicator). He noted that once again, Brownsburg ranks toward the bottom of the state in terms of funding per student and that the district is the lowest funded district in the state that has been able to maintain funding without a referendum.

Mr. Gardner then shared a comparison of Hendricks County School Corporation 2019 Tax Rates. He explained that BCSC's rate of 1.4703 represents the seventh year in a row that taxes have decreased in the district. He shared that the tax rates for Mill Creek remain low because they are experiencing little to no growth which equates to no need to build new buildings or hire additional staff. Plainfield rates are low because of a different tax structure in their community with a very strong commercial base that provides additional funding to their district.

Mr. Gardner next shared the 2020 Debt Service Plan. He indicated an increase in the 2020 appropriation is the result of the issue of the lease and set of bonds on Lincoln Elementary and the High School project. He noted that in building the budget, requesting the appropriation high allows for flexibility and will likely come in lower once the budget is finalized.

Mr. Gardner shared information regarding future projects with the estimated project cost and estimated annual tax rate impact of each. He explained that as debt service falls off, future projects can be brought on board with no increase in the current tax rate. He shared a schedule indicating debt service capacity per year. This provides the corporation with flexibility in funding without raising taxes. Additionally, assessed value growth is examined and considered as the project funding is reviewed. Mr. Gardner explained that the district works with a company, Policy Analytics, that specializes in estimating community assessed values. He shared that while Policy Analytics estimates a 4.8% AV increase, the chart was calculated using a conservative 3.0% increase.

Mr. Gardner then shared a summary of the Bus Replacement Plan. He explained that the district continues the process of replacing an aging fleet, however, because of continuing growth, it is taking longer than originally planned. The district currently has 99 buses with 33 buses in the current fleet between 13-16 years in age. The plan is to replace these buses over the next four years.

Mr. Gardner noted that as part of the 2020 budget process, there will be an upcoming resolution to request the transfer from the Education Fund to the Operations Fund as previously explained. He shared the resolution request will be \$7.3-\$7.4 million to cover utilities and other expenses that were previously paid through the former General Fund. He reiterated that the request is for the authority to spend and the request is generally set higher than needed to allow for the ability to spend if necessary.

Finally, Mr. Gardner shared the upcoming schedule of events as they relate to the budget process including the following:

- Taxpayer Notice of Bus Replacement and Capital Assets Plan – August
- Approval of Budget Appropriations to Publish (FORM 3) – August
- Approval of Transfer from Education to Operations Fund – September
- Public Hearing and Approval of Bus Replacement and Capital Assets Plan – September
- Public Hearing and Approval of 2020 Budget – October

Mr. Gardner thanked the Board for their attention and thanked them for their support during his time at Brownsburg Schools. The Board members wished Mr. Gardner well in his new position with Wayne Township Schools.

VI. COMMENTS FROM PATRONS

Mrs. Anne Sering – 2683 Haywood Avenue, Brownsburg

Mrs. Sering asked the Board to reconsider the decision made by the district of the request of a parent being deployed in the military to make an exception to the family to allow their student to attend a different school during the deployment period.

VII. OLD BUSINESS

A. Second Reading/Recommendation to Approve Teacher Handbook

Dr. Jessup recommended the Board of School Trustees approve the Teacher Handbook for the 2019-2020 School Year. She explained this is the final reading of the handbook and there were no questions or changes following the first reading.

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

B. Second Reading/Recommendation to Approve Support Staff Handbook

Mrs. Gordon recommended the Board of School Trustees approve the Support Staff Handbook for the 2019-2020 School Year. She explained this is the final reading of the handbook and there were no questions or changes following the first reading.

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

C. Second Reading/Recommendation to Approve BCSC PD Handbook

Mr. Voigt recommended the Board of School Trustees approve the BCSC PD Handbook for the 2019-2020 School Year. He explained this is the final reading of the handbook and there were no questions or changes following the first reading.

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

D. Second Reading/Recommendation to Approve Transportation Handbook

Mr. Voigt recommended the Board of School Trustees approve the Transportation Handbook for the 2019-2020 School Year. He explained this is the final reading of the handbook and there were no questions or changes following the first reading.

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

E. Recommendation to Approve Board Policies (8000 - Operations)

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

8000 - Operations

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

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

F. Recommendation to Approve Board Policies (9000 - Relations)

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

9000 - Relations

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

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

VIII. NEW BUSINESS

There were no New Business items

IX. SUPERINTENDENT COMMENTS

Dr. Snapp shared that all policies have now been reviewed and the process is complete. He noted we will now be on a 4-year cycle for the comprehensive review with periodic reviews of individual policies as legislation and updates are necessary.

Dr. Snapp shared that Meyer Najem and high school project manager Jonathan Haggerity have done a great job. The work they have completed will allow 9 classrooms to come back to the high school eliminating the need to transport freshman students to East Middle School.

Dr. Snapp noted that the majority staff positions have been filled with just a few places yet to fill. We are ready to start the 2019-2020 school year.

X. BOARD MEMBER COMMENTS

Mrs. Dearman welcomed Mr. Hacker to the Board table. She is looking forward to the last few weeks of summer

Dr. Freije welcomed Mr. Hacker to his new position. He shared the July 4th parade and community events were a representation of the great collaboration between the town and the school.

Ms. Heffernan welcomed Mr. Hacker. She shared she is looking forward to the new school year.

Mr. Utterback welcomed Mr. Hacker.

XI. ADJOURNMENT

Mr. Utterback recommended a motion to adjourn the meeting; Dr. Freije seconded the motion. The Board approved the motion by a vote of four (4) ayes; zero (0) nays. The meeting adjourned at 7:27 p.m.

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