

**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, April 13, 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. Dr. Matthew Freije also attended the meeting in person. Ms. Jessica Heffernan, Mrs. Tiffany Dearman and Mr. Phil Utterback attended the meeting remotely via telephone. Such practice was permitted by the Governor of Indiana in light of the COVID-19 pandemic. Dr. Jim Snapp attended the meeting in person while Dr. Kat Jessup, Mr. Shane Hacker and Mr. John Voigt joined the meeting remotely.

**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: March 9, 2020 and March 19, 2020****B. Claims: #846-965 - \$5,370,005.67; P/R# 3/13/20 – \$1,450,588.82; P/R# 3/27/20- \$1,417,227.22; #966-1151 - \$4,274,146.83****C. Superintendent’s Report**

The Superintendent’s Report was presented as follows:

**1. Retirement– Support Staff:**

Name	Building	Position	Effective Date
a. Debra Griggs	White Lick	Instructional Assistant	End of the 2019-20 school year

**2. Resignations - Certified:**

Name	Building	Position	Effective Date
a. Ashley Starkey	ALPHA	Special Education Teacher	End of the 2019-20 school year
b. Kelly Behringer	EMS	Science Teacher	End of the 2019-20 school year
c. Meredith Sands	Brown	4 <sup>th</sup> Grade Teacher	End of the 2019-20 school year

**3. Resignations – Support Staff:**

Name	Building	Position	Effective Date
a. Ronda Ratcliff	BHS	Nutrition Services	February 26, 2020
b. Ellen Jinks	Transportation	Bus Driver	March 13, 2020
c. Katherine Woodall	EMS	Nutrition Services	March 12, 2020
d. Jade Tyler	Transportation	Bus Aide	March 2, 2020
e. Osee Ruhumuriza	Facility Services	Custodian	March 13, 2020

**4. New Employment – Certified:**

Name	Building	Position	Effective Date	Degree	Reason for Employment
a. Brandi Elliott	EMS	6 <sup>th</sup> Grade Teacher; Temporary contract	April 6, 2020 thru the end of the school year	Bachelors	While Amanda Fehrenbacher is on medical / maternity leave

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

Name	Building	Position	Effective Date	Hours per Day	Reason for Employment
a. Nick Whitlow	Transportation	Bus Driver; Band A1	March 9, 2020	--	Replacing Greg Sprinkle
b. Angela Catt	WMS	Administration Assistant to the Principal	April 2, 2020	7.5	Replacing Susan Robida
c. Joseph Nkundabantu	Facility Services	Custodian	March 9, 2020	8	Replacing Moises Ntwari

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

Name	Building	Position	Effective Date
a. Brett Bayne	EMS	7 <sup>th</sup> Grade Baseball Coach	For the 2019-20 season
b. Christina Carrington	EMS	Assistant Track Coach	For the 2019-20 season

**7. Leaves of Absence – Certified:**

Name	Building	Position	Type of Leave	Dates of Leave
a. Abigail Hall	Lincoln	1 <sup>st</sup> Grade Teacher	Medical/Maternity	Upon the birth of the baby (approximately July 31, 2020) thru October 9, 2020

**8. Change of Status – Certified:**

Name	Previous Position	New Position	Effective Date	Reason for Change
a. Darlene Badgley	Eagle Instructional Coach; 195 day contract	Eagle 5 <sup>th</sup> Grade Teacher; 185 day contract	July 28, 2020	Open position
b. Kelsey Popenfoose	Delaware Trail 4 <sup>th</sup> Grade Teacher; 185 day contract	Eagle Instructional Coach; 195 day contract	July 28, 2020	Replacing Darlene Badgley due to a job transfer
c. Shelly Waugh	Secondary Special Education Coordinator	Special Education Assistant Director - Secondary	July 1, 2020	Change in position

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

Name	Previous Position	New Position	Effective Date	Reason for Change
a. Karen Viefhaus	Activity Bus Driver	Bus Driver; Band A	March 2, 2020	Open position
b. Koni Bridgham	Eagle Café Manager	Nutrition Services Floater	March 23, 2020	Open floater position
c. Sara Whitmore	Brown Café Manager	WMS Café Manager	To be determined	Replacing Becky Brooks

**10. 2020-21 Support Staff Job Share Applications:**

It is recommended the Board approve the renewal of the following job share applications for the 2020-21 school year.

- a. Jenni Miller and Donna Pritchard as a Special Education Instructional Assistant at Reagan Elementary
- b. Shae Simpson and Taya Hyde as a School Nurse at Eagle Elementary

**11. Amendment of Construction Contract Approval:**

The Administration recommends the Board of School Trustees amend the approval of the construction contracts for the 2020 Transportation & Facility Services Center, as listed below. This recommendation corrects a numerical error in the March 9 Board Packet where the text was correct but the numerical values

omitted the value of the alternate. The budget evaluation conducted during the bid and budget analysis utilized the correct values and remains unchanged.

2020 Transportation & Facility Services:

Bid Package No. 4 – General Trades –  
JBM Contractors Corp. ~~\$6,355,000.00~~ \$6,356,600.00

Bid Package No. 5 – Structural Steel & Miscellaneous –  
Structural Steel Services, Inc. ~~\$664,000.00~~ \$713,000.00

Bid Package No. 6 – Roofing & Metal Wall Panels –  
Horning Roofing & Sheet Metal, LLC. ~~\$422,870.00~~ \$438,770.00

Bid Package No. 7 – Drywall, Framing, Insulation & Ceilings –  
Berline Construction, Inc. \$223,900.00

Bid Package No. 8 – Tile & Flooring –  
Carpet Decorators, Inc. \$56,475.00

Bid Package No. 9 – Mechanical –  
Greiner Brothers, Inc. \$2,855,000.00

Bid Package No. 10 – Electrical –  
Gaylor Electric, Inc. \$1,953,000.00

**FOR BOARD INFORMATION:**

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

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

<b>Brownsburg HS</b>									
BP 11 - JBM - CO 65	\$16,949,462.34	\$5,396.00	\$16,954,858.34	3/13/20	4/13/20	captures the costs associated with additional wall furring/fire caulking in unit P.			
BP 11 - JBM - CO 66	\$16,954,858.34	\$1,683.00	\$16,956,541.34	3/13/20	4/13/20	costs associated with ASI 099 - gas to teacher work islands in Phase 3A			
BP 13 - Performance - CO 39	\$6,530,741.00	\$13,422.00	\$6,544,163.00	3/9/20	4/13/20	Additional Unit P wall furring and costs associated with Unit Q re-work caused by water damage.			
BP 16 - GPI - CO 43	\$14,364,933.25	\$8,128.00	\$14,373,061.25	3/13/20	4/13/20	ASI 099 that adds gas to the teacher work islands in Phase 3A			
BP 16 - GPI - CO 45	\$14,373,061.25	\$5,845.00	\$14,378,906.25	4/4/20	4/13/20	misc. extras in Phase 3B			
BP 17 - Electric Plus - CO 47	\$9,749,431.55	\$6,070.12	\$9,755,501.67	3/13/20	4/13/20	costs for equipment change of 3B & 4 speakers in Phase 3B and credit for 3B science lab demonstration islands			
BP 18 - Complete Masonry - CO 19	\$2,840,224.82	\$2,926.26	\$2,843,151.08	3/11/20	4/13/20	Addtl CMU work in unit P, back charge costs for Unit Q re-work			
BP 18 - Complete Masonry - CO 20	\$2,843,151.08	\$8,642.87	\$2,851,793.95	4/4/20	4/13/20	misc. extras in Phase 3B.			

**13. Use of Facilities/Special Use Agreements:**

The Administration has approved and received the following fully executed Special Use Agreement(s):

**Brownsburg Lacrosse League:** A Special Use Agreement dated March 4, 2020 and fully executed March 6, 2020, for the 2020 Lacrosse Season, for the use of the West Middles School Open Field and the BHS Football Field, to be billed at \$0.00 per hour for use of the WMS Open Field and \$75.00 per hour for the BHS Football Field. Custodial hours will be billed at the published rate of \$35.00 per hour only if those services are necessary.

*Dr. Jessup recommended the Board approve the minutes of the March 9, 2020 Board Meeting. 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. Dr. Jessup recommended the Board approve the minutes of the March 19, 2020 Board Meeting. Mr. Utterback moved to approve the recommendation; Mrs. Dearman seconded the motion. The Board approved the motion by a vote of five (5) ayes; zero (0) nays. Dr. Jessup recommended approval of the claims. Mr. Utterback moved to approve the recommendation; Mrs. Dearman seconded the motion. The Board approved the motion by a vote of five (5) ayes; zero (0) nays. Dr. Snapp recommended the Board approve the remainder of consent agenda. Dr. Freije moved to approve the recommendation; Mrs. Dearman 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 provided the following updates from the operations department:

- BCSC PD – the department continues to assist with traffic control and security at the Free & Reduced food distribution and the food pantry. Officer Wing has also continued to track activities from the county health and emergency management groups; at this time it appears there will be a minimal expectation of schools from the county.
- Construction – Construction work has progressed wherever possible:
  - Transportation & Facility Services building is making excellent progress, including the placement of footings and nearly all of the underground utilities; the screen wall along the west property line should begin next week and pre-cast panels are scheduled for placement in about eight weeks, in late June. We anticipate the project to remain on schedule and to have the buses park at the site beginning with winter break.
  - BHS Summer Interiors continues to make progress with many portions of the work that had been scheduled for the summer being executed now; occupied areas that require BCSC Curricular, Technology, Custodial and/or Maintenance staff to empty are being held until the stay-at-home order is lifted.
  - The BHS Partial Reroof is moving along very quickly; the roof membrane itself should be completed next week, leaving only the installation of metal trim and flashing.
  - Finally, the BHS Renovation project continues to press towards closure. Terrazzo has been vitrified and polished, casework is nearly complete, and we should see the site work on the south side of the building beginning in the next week or so.
- Health Services – School nurses have remained off campus and will continue to do so until the stay-at-home order is lifted. Once the order expires, school nurses will return to campus to complete their end-of-year activities, including handling any remaining student medications and completing end-of-year state reporting requirements.
- Custodial Services – Custodial staff have remained off campus and will continue to do so until the stay-at-home order is lifted. Custodial Team leaders did collect all available PPE in the buildings over the April 11/12 weekend to allow that material to be provided to Hendricks Regional Health; we expect to bring a summary of this activity to the Board at the May 11 Board meeting. Once the stay-at-home order expires, we expect custodial staff to begin the normal end-of-year cleaning activities.
- Maintenance Services – A limited group of Maintenance staff have continued to monitor the facilities through the shutdown period, checking the buildings twice a day. Several specific projects involving outside contractors have continued where necessary to ensure building systems remain operational or to complete work that is required as we move into the cooling season. This past week, at the request and in support of the Brownsburg Police Department, BCSC Maintenance Staff closed all 36 exterior basketball courts across campus by temporarily modifying the basketball goals.
- Nutrition Services – The second free and reduced meal distribution occurred today, with a total of 729 students being provided with meals. Nutrition Services will begin the process of refunding unused balances in student lunch accounts. This is an annual process for graduating seniors and students leaving BCSC. Families of any students with account balances greater than \$5 may request a refund of the balance using the form available on the corporation website.
- Transportation Services – With the buses and other BCSC vehicles not having moved in three or more weeks, office and mechanic staff this week began checking the buses, starting engines, charging batteries where necessary. When BCSC closed down on March 13, a number of buses were sent out for repairs that had been scheduled over Spring Recess – warranty repairs on roofs, undercoating of stairwells on the older buses, body repairs, etc. As these repairs are being completed, the 27 vehicles are being brought back to campus. To facilitate the roof construction project and the weekly meal distribution

process, the white activity buses were relocated from the front of the high school to the Water Tower parking area. They will remain there until the 2020-21 school year starts, when they will be parked in the south bus staging area. Finally, during the down period, Transportation office staff have taken advantage of the time to complete “housekeeping” within the Versatrans routing software, installing map and software updates, removing old and unnecessary data, and preparing the 2020-21 routing package.

- Technology Services – Jason Starkweather and his team have continued to provide extraordinary support to teachers and students, rolling out additional information and processes to allow staff to continue to work with their students through the end of the school year. This week, Technology is working with teachers to ensure students have access to computers in those situations where perhaps a household has insufficient or no access to technology.

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

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

- The BEF Rally for Our Kids Gala has been postponed until July 17<sup>th</sup>.
- The Chip in for the Kids Golf Outing is optimistically scheduled for June 12<sup>th</sup> at West Chase Golf Course. Online registration is on the BEF website for anyone interested in participating or volunteering. Thanks to Summers Plumbing, Heating & cooling for presenting this event.
- Graduate Walk Bricks can still be ordered, but will not be placed in the walk before graduation.
- Grants & Scholarships – Scholarship applications were due before spring break and the scholarship committee will meet virtually to determine the recipients of the 45 \$1,000 scholarships that BEF will award to the Class of 2020. Twenty of these scholarships are in thanks to the generosity of the BCSC staff through the payroll deduction program. District Excellence Award grants were submitted by grade level and department heads before spring break and announcements about them will be made at the beginning of May. InCredible Award grant applications will be available in the middle of May and due to the BEF office by August 15<sup>th</sup>.

## **C. Coronavirus Update**

Dr. Jessup expressed her gratitude to Jason Starkweather and the technology services team for the incredible job they are doing. She explained that several years ago every teacher was provided with a tablet for use in their classrooms and at home. Because of this, teachers have had access to remote technology for some time. Zoom meetings have become the norm for planning lessons among departments and teams. During the most recent iteration of lesson planning, lessons were created for grades PK-8 as essential and optional. Elementary essential lessons will include math/reading/writing. Middle School essential lessons will include math/social studies/science and English. Related arts are considered optional activities. At the High School level, since students receive credits toward graduation, there are no optional lessons, everything is essential. High School students will be completing assignments in all subject areas. For families having difficulty with technology at home, the district will make available laptops to lend to students.

Dr. Snapp added that PK-12 have access to technology in the classroom. Currently, with many parents working from home and perhaps multiple children in the household, there may be a need for additional technology to complete assignments. We want to be sure all families have access to some level of technology. Dr. Snapp explained that he has received emails from parents and the tone is stressed out and anxious. Given the current situation, many families are stretched and have added pressure at home. He said he has received requests ranging from having 5-6 hours of instruction a day to just using the waiver days and finish the year. He shared we understand the challenges faced at home and we are trying to allow for balance, hence the essential and optional materials PK-8. We understand this is not as good as if we were in session, it’s just not. We are really good when we have students in a classroom, we are not really good at this. Students are missing out on opportunities and teachers will be catching up next year. We believe we are doing the best we can and if we would have been an e-learning school, this would not have been any different. No district, e-learning or not, was prepared for this. We will continue to improve as this situation moves forward and will have a plan in place in

case there is a rebound of the virus in the fall. Dr. Snapp shared that we are so very proud of our educators and staff, especially the technology staff.

Mrs. Dearman thanked Dr. Snapp and Dr. Jessup for all the hours of work poured into this situation. Speaking as a mom, she finds the lessons to be organized with many different types of work available. She also thanked the teachers for their hard work and making it as smooth as possible.

Mr. Hylton expressed how much work has been spent by administrators and teachers, putting in the extra time to make lessons go smoothly. He thanked everyone for doing all of the work in such a short period of time.

## **VI. COMMENTS FROM PATRONS**

There were no comments from patrons.

## **VII. OLD BUSINESS**

### **A. Recommendation to Approve 2021-2022 School Calendar**

Dr. Snapp recommended the Board approve the 2021-2022 School calendar. He explained that this calendar was presented at the March 9, 2020 Board meeting and follows the same balanced calendar format as has been in place for the past eight years. No questions or adjustments were requested following the first reading.

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

## **VIII. NEW BUSINESS**

There were no New Business Items

## **IX. SUPERINTENDENT COMMENTS**

Dr. Snapp had no additional comments.

## **X. BOARD MEMBER COMMENTS**

Mr. Utterback thanked Mr. Starkweather, Dr. Jessup, Dr. Snapp and Mr. Voigt for helping the students continue to learn.

Mrs. Dearman shared she had recently held a Zoom call with college friends and explained what Brownsburg was doing. Everyone was shocked about the level of instruction being provided by the district. She thanked everyone involved in the process.

Ms. Heffernan shared what a great job and how appreciative she is of everything being done. It has taken a ton of effort and time.

Dr. Freije thanked the staff and students and asked everyone to be safe and smart during this challenging time.

Mr. Hylton shared his appreciation to Mr. Starkweather for putting the Board meeting together and allowing everyone to participate as well as assisting all of the students and staff with their technology needs.

**XI. ADJOURNMENT**

*Mr. Hylton called for a motion to adjourn the meeting. Dr. Freije moved to adjourn the meeting; Mr. Utterback seconded the motion. The Board approved the motion by a vote of five (5) ayes; zero (0) nays. The meeting adjourned at 6:51 p.m.*

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

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