

**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, October 7, 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 Mr. Eric Hylton, Ms. Jessica Heffernan, Dr. Matthew Freije, and Mrs. Tiffany Dearman. Administrators present were Dr. Jim Snapp, Dr. Kat Jessup, and Mr. Shane Hacker. Mrs. Vicki Murphy 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: September 9, 2019 and September 23, 2019**  
**B. Claims: #6212-6341 - \$4,270,447.59; PR #09/13/19 - \$1,357,791.94; PR #09/27/19 - \$1,616,835.35; #6342-6539 - \$753,010.17**  
**C. Superintendent’s Report**

The Superintendent’s Report was presented as follows:

**1. Retirement – Support Staff:**

| Name             | Building | Position        | Effective Date  |
|------------------|----------|-----------------|-----------------|
| a. Ruthie Miller | CO       | Data Specialist | January 3, 2020 |

**2. Termination – Support Staff:**

| Name         | Building          | Position  | Effective Date     |
|--------------|-------------------|-----------|--------------------|
| a. Todd Delp | Facility Services | Custodian | September 18, 2019 |

**3. Resignations – Support Staff:**

| Name               | Building                  | Position           | Effective Date    |
|--------------------|---------------------------|--------------------|-------------------|
| a. Amy Neville     | BCSC                      | Nutrition Services | May 29, 2019      |
| b. Angie Contreras | Facility Services         | Custodian          | September 6, 2019 |
| c. Jenny Dalton    | EMS                       | Nutrition Services | October 4, 2019   |
| d. Nate Flynn      | BCSC                      | Police Officer     | October 4, 2019   |
| e. Amanda Trevey   | Cardinal / Delaware Trail | Nutrition Services | October 4, 2019   |

**4. New Employment – Certified:**

| Name                 | Building | Position                     | Effective Date                       | Degree    | Reason for Employment                               |
|----------------------|----------|------------------------------|--------------------------------------|-----------|---|
| a. Dominic Piedmonte | Brown    | Music Teacher                | October 28, 2019                     | Bachelors | Replacing Brittany Starkweather                     |
| b. Katherine Blaske  | BHS      | Science Teacher              | October 28, 2019                     | Masters   | Replacing Zach Dennis                               |
| c. Stephanie Daly    | Brown    | 4th Grade Teacher; Temporary | Approximately November 25, 2019 thru | Bachelors | While Jaicie Conner is on medical / maternity leave |

|                    |                |  |  |           |   |
|--------------------|----------------|--|--|-----------|---|
|                    |                | contract   | February 28, 2020                                    |           |   |
| d. Kristen Davis   | Brown          | 2/3 High Ability Teacher;<br>Temporary contract      | Approximately January 12, 2020 thru April 3, 2020    | Masters   | While Maureen Jones is on medical / maternity leave       |
| e. Elizabeth Evans | Reagan         | 1 <sup>st</sup> Grade Teacher;<br>Temporary contract | October 28, 2019 thru approximately February 7, 2020 | Bachelors | While Emily Blankenberger is on medical / maternity leave |
| f. Stephanie Daly  | Delaware Trail | 4 <sup>th</sup> Grade Teacher;<br>Temporary contract | September 13, 2019 thru November 22, 2019            | Bachelors | While Courtney Bontrager is medical / maternity leave     |
| g. Makayla Cooper  | Delaware Trail | 4 <sup>th</sup> Grade Teacher;<br>Temporary contract | November 25, 2019 thru December 20, 2019             | Bachelors | While Courtney Bontrager is medical / maternity leave     |

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

| Name                 | Building             | Position                                | Effective Date     | Hours per Day | Reason for Employment                         |
|----------------------|----------------------|---|--------------------|---------------|---|
| a. Cole Shields      | Facility Services    | Custodian                               | September 9, 2019  | 8             | Replacing Todd Delp                           |
| b. Joshua Bashor     | Facility Services    | Custodian                               | September 3, 2019  | 8             | Replacing Eric Nkomezi                        |
| c. Cameron Lambert   | Facility Services    | Custodian                               | September 16, 2019 | 8             | Replacing Aimee Nyabaruta                     |
| d. Mika Willoughby   | Facility Services    | Custodian                               | September 13 2019  | 8             | Replacing Angie Contreras                     |
| e. Heather Wilson    | Brown/Reagan/Lincoln | ENL Instructional Assistant             | September 11, 2019 | 7             | Replacing Stephanie Daly                      |
| f. Tatiana Anguelova | WMS                  | Instructional Assistant                 | September 30, 2019 | 7             | Replacing Shelby Davis                        |
| g. Loretta Ifert     | ECC                  | Instructional Assistant;<br>Part time   | September 16, 2019 | Up to 4       | Replacing Rachel Scott due to a job change    |
| h. Adam Hunter       | Transportation       | Administrative Assistant / Router       | September 16, 2019 | 8             | Replacing Denise Dodson                       |
| i. Edward Sutton     | Transportation       | Bus Driver                              | September 23, 2019 | Band A        | Replacing Daneen King due to a job transfer   |
| j. Cindy Rogers      | Transportation       | Bus Aide                                | September 23, 2019 | 4-5           | Replacing Jean Humphrey                       |
| k. Rebekah Daday     | WMS                  | Administrative Assistant / Receptionist | October 2, 2019    | 7.5           | Replacing Sherre Comer due to a job transfer  |
| l. Alek Sullivan     | Facility Services    | Facility Services Apprentice            | September 30, 2019 | 8             | New position due to restructure of department |
| m. Joseph Staley     | Facility Services    | Facility Services Technician Level 2    | October 14, 2019   | 8             | New position due to restructure of department |
| n. Terry Coleman     | Facility Services    | Facility Services Technician Level 2    | October 14, 2019   | 8             | New position due to restructure of department |
| o. Michael Haduch    | Facility Services    | Facility Services Technician Level 2    | October 21, 2019   | 8             | New position due to restructure of department |

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

| Name             | Building | Position   | Effective Date              |
|------------------|----------|--|-----------------------------|
| a. Allyson Smith | Cardinal | 1/3 Robotics Club Sponsor; splitting the position with Shelby Sojka and Rachel Favors  | For the 2019-20 school year |
| b. Shelby Sojka  | Cardinal | 1/3 Robotics Club Sponsor; splitting the position with Allyson Smith and Rachel Favors | For the 2019-20 school year |

|                         |                |   |                             |
|-------------------------|----------------|---|-----------------------------|
| c. Rachel Favors        | Cardinal       | 1/3 Robotics Club (Lay) Sponsor; splitting the position with Shelby Sojka and Allyson Smith | For the 2019-20 school year |
| d. Norm Gwaltney        | WMS            | Coding Club Sponsor   | For the 2019-20 school year |
| e. Codie Thompson       | Delaware Trail | Student Council Sponsor   | For the 2019-20 school year |
| f. Coty Wiley           | EMS            | ½ Dungeons & Dragons Club Sponsor; splitting position with Cameron Brock                    | For the 2019-20 school year |
| g. Lauren Moreland-Ford | BHS            | ½ Equality Alliance Club Sponsor; splitting position with Craig Lee                         | For the 2019-20 school year |
| h. Cody Honeycutt       | EMS            | 7 <sup>th</sup> Grade Baseball Coach  | For the 2019-20 season      |
| i. Theresa Chatterton   | EMS            | Girls Head Track Coach  | For the 2019-20 season      |
| j. Alexa Knight         | EMS            | Assistant Track Coach   | For the 2019-20 season      |
| k. Drew McKay           | EMS            | 8 <sup>th</sup> Grade Assistant Boys Basketball (Lay) Coach                                 | For the 2019-20 season      |
| l. Jason Lucas          | EMS            | 7 <sup>th</sup> Grade Assistant Boys Basketball Coach                                       | For the 2019-20 season      |
| m. Taylor Mendenhall    | BHS            | Assistant Varsity Softball (Lay) Coach  | For the 2019-20 season      |
| n. Matthew Elliot       | BHS            | Assistant Varsity Swimming (Lay) Coach  | For the 2019-20 season      |
| o. Brian Smiley         | BHS            | Assistant Varsity Wrestling (Lay) Coach   | For the 2019-20 season      |
| p. Elizabeth Perrone    | WMS            | ½ 8 <sup>th</sup> Grade Softball Coach; splitting position with Ramona Price                | For the 2019-20 season      |
| q. Jeff Poisel          | WMS            | Assistant Track Coach   | For the 2019-20 season      |
| r. Roger Hanna          | WMS            | 7 <sup>th</sup> Grade Boys Basketball (Lay) Coach   | For the 2019-20 season      |
| s. Julie Hunter         | WMS            | Assistant Winter Cheerleading Coach   | For the 2019-20 season      |

**7. Leaves of Absence – Certified:**

| Name               | Building | Position                 | Type of Leave     | Dates of Leave   |
|--------------------|----------|--------------------------|-------------------|--|
| a. Jaicie Conner   | Brown    | 4 <sup>th</sup> Grade    | Medical/Maternity | Upon the birth of the baby (approximately November 25, 2019) thru February 28, 2020          |
| b. Maureen Rhoades | Brown    | 2/3 High Ability Teacher | Medical/Maternity | Upon the birth of the baby (approximately January 12, 2020) thru approximately April 3, 2020 |
| c. Craig Lee       | BHS      | Social Studies Teacher   | Medical           | September 25, 2019 thru approximately October 1, 2019  |

**8. Leaves of Absence – Support Staff:**

| Name              | Building | Position                | Type of Leave     | Dates of Leave                          |
|-------------------|----------|-------------------------|-------------------|---|
| a. Kimberly Green | ECC      | Instructional Assistant | Medical/Maternity | September 9, 2019 thru November 8, 2019 |

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

| Name             | Previous Position                                    | New Position  | Effective Date     | Reason for Change       |
|------------------|--|---|--------------------|-------------------------|
| a. Sherre Comer  | WMS Administrative Assistant / Receptionist          | WMS Treasurer   | September 12, 2019 | Replacing Megan Stabler |
| b. Camaya Polin  | Reagan / Lincoln Nutrition Services; 5 hours / day   | Reagan / Lincoln Nutrition Services; 6 hours / day          | September 16, 2019 | Increase in hours       |
| c. Chelsea Teter | White Lick Special Education Instructional Assistant | Cardinal / Delaware Trail Nutrition Services; 6 hours / day | October 28, 2019   | Replacing Amanda Trevey |
| d. Terri Clark   | EMS Nutrition Services Assistant Manager             | EMS Nutrition Services; 5 hours / day                       | To be determined   | Open position           |

|                |   |                                       |                    |                             |
|----------------|---|---------------------------------------|--------------------|-----------------------------|
| e. Neida Scott | Nutrition Services Floater; 6 hours / day | BHS Nutrition Services; 7 hours / day | September 16, 2019 | Open position with new café |
|----------------|---|---------------------------------------|--------------------|-----------------------------|

**10. Clarification – Certified:**

| Name                     | Position                   | Clarifying Statement  |
|--------------------------|----------------------------|---|
| a. Allison Crawford      | EMS Language Arts Teacher  | Mrs. Crawford was initially approved at a Bachelors Degree level; she actually has a Masters Degree                         |
| b. Brittany Starkweather | Brown Music Teacher        | Mrs. Starkweather’s last day of employment was previously approved as October 11, 2019; it will actually be October 4, 2019 |
| c. Jason Metz            | BHS Social Studies Teacher | Mr. Metz daily rate was changed to reflect his years of experience  |

**FOR YOUR INFORMATION:****11. Transfers – Support Staff:**

| Name               | Previous Position          | New Position                        | Effective Date     | Reason for Change |
|--------------------|----------------------------|-------------------------------------|--------------------|-------------------|
| a. Annie Wiggan    | Nutrition Services Floater | Reagan / Lincoln Nutrition Services | September 16, 2019 | Open position     |
| b. Cynthia Pacheco | Nutrition Services Floater | Brown Nutrition Services            | September 16, 2019 | Open position     |
| c. Jill Miller     | Nutrition Services Floater | WMS Nutrition Services              | September 16, 2019 | Open position     |

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

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

|                                   | Prior Contract Amount | Change Order Amount | Resulting Contract Amount | Approved Date | Noted in Consent Agenda | Change   |
|-----------------------------------|-----------------------|---------------------|---------------------------|---------------|-------------------------|--|
| <b>2019 Summer Projects - MNC</b> |                       |                     |                           |               |                         |  |
| BP 01 - SCS - CO 04               | \$943,856.73          | -\$4,185.00         | \$939,671.73              | 10/2/19       | 10/7/19                 | Delete Cork Strip and Display Board Install                            |
| BP 01 - SCS - CO 05               | \$939,671.73          | -\$6,092.39         | \$933,579.34              | 10/2/19       | 10/7/19                 | Backcharge for Repair of Damaged Site Conduit at East Concession Stand |
| BP 01 - SCS - CO 06               | \$933,579.34          | -\$7,626.00         | \$925,953.34              | 10/2/19       | 10/7/19                 | Net Final Allowance Owner Credit                                       |
| BP 02 - Jack Laurie - CO 01       | \$629,900.00          | -\$10,000.00        | \$619,900.00              | 10/2/19       | 10/7/19                 | Final Allowance Owner Credit   |
| BP 05 - Payne - CO 04             | \$1,073,432.58        | \$18,974.03         | \$1,092,406.61            | 9/13/19       | 10/7/19                 | CR 010, East Concession Backcharges (SCS)                              |

|                                  | Prior Contract Amount | Change Order Amount | Resulting Contract Amount | Approved Date | Noted in Consent Agenda | Change  |
|----------------------------------|-----------------------|---------------------|---------------------------|---------------|-------------------------|---|
| <b>Brownsburg HS</b>             |                       |                     |                           |               |                         |   |
| BP 10 - Geiger & Peters - CO 21  | \$4,558,801.20        | -\$9,083.00         | \$4,549,718.20            | 9/10/19       | 10/7/19                 | Misc. work tickets - backcharge for the additional blocking at the cornice around the clerestory                                    |
| BP 10 - Geiger & Peters - CO 22  | \$4,549,718.20        | \$6,067.95          | \$4,555,786.15            | 9/10/19       | 10/7/19                 | Misc. work tickets - misc. enclosure details around Phase 3A  |
| BP 10 - Geiger & Peters - CO 23  | \$4,555,786.15        | \$1,482.99          | \$4,557,269.14            | 9/11/19       | 10/7/19                 | Misc. unforeseen conditions around Phase 3A   |
| BP 11 - JBM - CO 50              | \$16,831,655.34       | \$0.00              | \$16,831,655.34           | 9/16/19       | 10/7/19                 | Misc. Ext. Enclosure items, addtl caulking/floor prep @ temp kitchen, and curb cut @ band guard room - all costs from allowance     |
| BP 11 - JBM - CO 51              | \$16,831,655.34       | \$183.00            | \$16,831,838.34           | 9/16/19       | 10/7/19                 | Misc. interior work around Phase 3A - primarily costed from allowance   |
| BP 13 - Performance - CO 34      | \$6,439,443.00        | \$32,190.00         | \$6,471,633.00            | 9/11/19       | 10/7/19                 | stage access ceiling, misc. unforeseen conditions and misc. interior T&M tickets in Phase 3A  |
| BP 16 - GPI - CO 38              | \$14,353,188.66       | \$384.00            | \$14,353,572.66           | 9/11/19       | 10/7/19                 | misc. interior work in Phase 3A   |
| BP 17 - Electric Plus - CO 37    | \$9,733,167.39        | \$0.00              | \$9,733,167.39            | 9/11/19       | 10/7/19                 | stage access lighting, misc. unforeseen conditions and misc. interior work in Phase 3A - paid from allowance                        |
| BP 14 - Santarosa - CO 21        | \$3,749,795.93        | \$0.00              | \$3,749,795.93            | 9/13/19       | 10/7/19                 | removing existing terrazzo and placing new in the Old "A" and "C" hall intersections - cost taken from allowance                    |
| BP 14 - Santarosa - CO 22        | \$3,749,795.93        | \$0.00              | \$3,749,795.93            | 9/13/19       | 10/7/19                 | remove existing stage flooring; replace with new and swap out wood flooring on stage west of proscenium - cost taken from allowance |
| BP 18 - Complete Masonry - CO 16 | \$2,805,419.99        | \$12,699.25         | \$2,818,119.24            | 9/11/19       | 10/7/19                 | misc. unforeseen conditions in Phase 3A   |

**13. Bus Purchases:**

Within the parameters of the approved Bus Replacement Plan on September 23, 2019, the Administration issued Purchase Order 50469 to Kerlin Bus Sales & Leasing, Inc. in the amount of \$1,587,784.00 for the purchase of 12 new buses to be delivered in the spring of 2020. The purchase includes:

- Six Type D "Transit" buses
- Four Type C2 "Conventional" buses, equipped for special education transportation
- One Type A "Activity" bus, yellow, equipped for special education transportation
- One Type A "Activity" bus, white, equipped for general, non-school bus transportation purposes

While count of trades has been identified (five Type D, four Type C, and two Type A), the specific vehicles to be traded and the total value of the trades will be confirmed and deducted from the final invoice upon delivery of the new vehicles in the spring. This purchase is substantially aligned with the overall Bus Replacement Plan,

including continued replacement of the existing fleet and an allowance for expanding the total fleet to accommodate continued enrollment growth.

**14. Professional Services Agreements:**

The Administration has entered into the following professional services agreement:

**Context, LLC/2020 Mary Wilson Legal Drain Realignment Preliminary Engineering & Agency Approvals:** The Administration has entered into a professional services agreement with Context, LLC for the development of preliminary engineering design and attainment of agency approvals for the realignment of the Mary E. Wilson Legal Drain located on the Brownsburg High School Campus. The intention of this project is to develop a new alignment for the legal drain, which falls under the jurisdiction of the Hendricks County Drainage Board and to have all necessary agency approvals from the Drainage Board, the Town of Brownsburg, or any other entity. While no actual construction work will result from this specific agreement, having all of the approvals in place will facilitate the more rapid design and implementation of planned projects at Brownsburg High School in future years. The agreement is dated September 27, 2019, for a lump sum fee amount of \$58,500.00 plus additional reimbursables up to \$900.00.

**15. Field Trip Requests:**

The following field trip requests have been approved by the Superintendent:

**7<sup>th</sup> Grade Band, Orchestra and Choir – Out of State**

The Brownsburg Middle School 7<sup>th</sup> Grade Band, Orchestra and Choir students will be traveling to King’s Island, Ohio for their annual end of year King’s Island trip on Saturday, May 16, 2020. Approximately 333 students and 53 chaperones will be traveling together. The trip is being organized by Myron Snuffin, East Middle School Band Director, and has been approved by the Superintendent based on travel guidelines set forth by the Board.

**8<sup>th</sup> Grade Choir – Out of State**

The Brownsburg Middle School 8<sup>th</sup> Grade Choir students will be traveling to Chicago, Illinois, for their annual end of year trip on Saturday, May 9, 2020. Approximately 120 students and 30 chaperones will be traveling together. The trip is being organized by Jaime Varvel and Teresa Fowler, Middle School Choir Directors, and has been approved by the Superintendent based on travel guidelines set forth by the Board.

**8<sup>th</sup> Grade Band and Orchestra – Overnight, Out of State**

The Brownsburg Middle School 8<sup>th</sup> Grade Band and Orchestra students will be traveling to St. Louis, MO for their annual concert performance tour May 8 – 10, 2020. Approximately 121 students and 48 chaperones will be traveling together. The trip is being organized by Myron Snuffin, East Middle School Band Director, and has been approved by the Superintendent based on travel guidelines set forth by the Board.

**BHS Wrestling Team – Overnight, Out of State**

The BHS Wrestling Team will be traveling to Brighton, Michigan for a Wrestling Tournament December 13 & 14, 2019. Approximately 15 students and 4 chaperones will be traveling together. The trip is being organized by Darrick Snyder, BHS Teacher and Varsity Wrestling Coach, and has been approved by the Superintendent based on travel guidelines set forth by the Board.

**BHS Wrestling Team – Overnight, Out of State**

The BHS Wrestling Team will be traveling to Dekalb High School, Dekalb, Illinois for a Wrestling Tournament December 26-28, 2019. Approximately 24 students and 4 chaperones will be traveling together. The trip is being organized by Darrick Snyder, BHS Teacher and Varsity Wrestling Coach, and has been approved by the Superintendent based on travel guidelines set forth by the Board.

**BHS Wrestling Team – Overnight**

The BHS Wrestling Team will be traveling to Ft. Wayne, Indiana for a Wrestling Tournament January 3 & 4, 2020. Approximately 27 students and 4 chaperones will be traveling together. The trip is being organized by Darrick Snyder, BHS Teacher and Varsity Wrestling Coach, and has been approved by the Superintendent based on travel guidelines set forth 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 – National Merit Scholarship Semi-Finalists**

Dr. Snapp invited the following students who were recently named as National Merit Scholarship Semi-Finalists and Commended Scholars to the front to be recognized:

- Jack Copeland
- Stuart Goedde
- Drew Sukova
- Hannah Tippetts
- Morgan Wright

The National Merit program is based on the PSAT scores the students achieved. These students scored in the top 16,000 students in the country to be honored as a semi-finalist.

Dr. Snapp asked each student to introduce the guests they brought with them and what their future education plans were. Mr. Utterback presented each student with a commendation from the Board for their achievements.

### **B. Operations Update**

Mr. Voigt shared information on the proposed Transportation and Facility Services Center, including images of the site layout, floor plans, and the exterior of the completed building. He noted that the current expectation is to have bids for the site work and pre-cast concrete wall panels approved at the December 9, 2019 Board Meeting, with all remaining construction contracts approved at the February 10, 2020 Board Meeting. He explained that to facilitate the overall project schedule and the procurement of fill material being donated by the Hendricks County Parks & Recreation Department, thanks to a tip from Dr. Freije, work is scheduled to begin, as weather permits, in January 2020. Meyer Najem will be the construction manager for this project.

Mr. Voigt shared because the new facility will be constructed on the site of the current buildings and parking areas, the following plans for the temporary relocation of the Transportation and Facility Services departments will include:

- During spring and fall semesters in 2020, all school buses will be stored in the bus staging areas at Brownsburg High School and Eagle Elementary with driver and aide parking in a newly constructed parking lot at Brownsburg High School.
- A temporary fueling depot will be placed on Brownsburg High School grounds, likely near the Varsity Baseball field.
- Transportation office staff will be housed at Brownsburg High School on the west side of the building near the bus staging area.
- Mechanics will be housed in a facility being rented off Northfield Drive.
- Facility Services staff and materials will be relocated to a number of spaces at the Central Office, including the two unrenovated/unoccupied classrooms on the second floor, the Warehouse and Technology.

Mr. Voigt shared that every effort is being made to complete the new bus staging area in December 2020 to allow the buses and drivers to return to their normal location. All of the displaced staff, including Transportation office staff and mechanics as well as the Facility Services staff, will occupy their new facility in June 2021.

Mr. Voigt explained that a series of communications will be made to neighbors, parents, and staff over the coming three months, detailing how BCSC is seeking to minimize impacts to adjoining neighbors, ensure student safety in traveling to and from school around the construction area, and to maintain operations in the impacted schools and departments.

Mr. Voigt addressed several clarifying questions from the Board.

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

Ms. Heffernan provided the following update regarding the activities of the Brownsburg Education Foundation:

- Ford Drive One 4 UR School event held on September 12 raised \$16,700 in only 4 hours! Thank you to all BCSC employees and community members who took time to drive and to the Kiwanis members and BHS Key Club members for volunteering that day.
- The Yankee Candle Fundraiser: Candles will be delivered October 8 & 9 from 3:00-8:00 at the BCSC Maintenance Facility. Over \$40,000 was raised to benefit the students and teachers of BCSC this year.
- BCSC Payroll Deduction: 97 new donors and 22 previous donors increased their deductions resulting in nearly 4 additional scholarships to be sponsored by BCSC for a total of 20 Scholarships in 2020.
- Surplus Sale: The September 2019 sale generated \$4,300. The next sale will be Saturday, September 19, 2020 unless that is homecoming weekend.

### **VI. COMMENTS FROM PATRONS**

There were no comments from patrons.

### **VII. OLD BUSINESS**

#### **A. Recommendation to Adopt the 2020 Budget**

Mr. Hacker recommended that the Board of School Trustees adopt the 2020 Budget after all required notices and hearings have been posted and held. Mr. Hacker explained that to complete the Board's role in establishing the 2020 Budget, the Resolutions of Appropriations or Budget Form No. 4 must be approved. The FORM #4 is a required state form and is formal approval of the advertised appropriations. Mr. Hacker reminded the Board that the FORM #4 provides the authority to spend and is always conservatively higher to account for potential growth needs.

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

Budget Form No. 4 follows:

**ORDINANCE OR RESOLUTION FOR APPROPRIATIONS AND TAX RATES**

State Form 55865 (7-15)  
 Approved by the State Board of Accounts, 2015  
 Prescribed by the Department of Local Government Finance

Budget Form No. 4  
 Generated 9/24/2019 12:56:11 PM

Ordinance / Resolution Number:

Be it ordained/resolved by the **Brownsburg Community School Board of Trustees** that for the expenses of **BROWNSBURG COMMUNITY SCHOOL CORPORATION** for the year ending December 31, 2020 the sums herein specified are hereby appropriated and ordered set apart out of the several funds herein named and for the purposes herein specified, subject to the laws governing the same. Such sums herein appropriated shall be held to include all expenditures authorized to be made during the year, unless otherwise expressly stipulated and provided for by law. In addition, for the purposes of raising revenue to meet the necessary expenses of **BROWNSBURG COMMUNITY SCHOOL CORPORATION**, the property tax levies and property tax rates as herein specified are included herein. Budget Form 4-B for all funds must be completed and submitted in the manner prescribed by the Department of Local Government Finance.

This ordinance/resolution shall be in full force and effect from and after its passage and approval by the **Brownsburg Community School Board of Trustees**.

| Name of Adopting Entity / Fiscal Body         | Type of Adopting Entity / Fiscal Body | Date of Adoption |
|---|---------------------------------------|------------------|
| Brownsburg Community School Board of Trustees | School Board                          | 10/07/2019       |

| Funds     |              |                      |                     |                  |
|-----------|--------------|----------------------|---------------------|------------------|
| Fund Code | Fund Name    | Adopted Budget       | Adopted Tax Levy    | Adopted Tax Rate |
| 0180      | DEBT SERVICE | \$24,845,206         | \$27,174,578        | 1.1599           |
| 3101      | EDUCATION    | \$62,000,000         | \$0                 | 0.0000           |
| 3300      | OPERATIONS   | \$25,824,542         | \$13,478,055        | 0.5753           |
|           |              | <b>\$112,669,748</b> | <b>\$40,652,633</b> | <b>1.7352</b>    |

| Name             |  | Signature |
|------------------|--|-----------|
| Phil Utterback   | Aye <input type="checkbox"/><br>Nay <input type="checkbox"/><br>Abstain <input type="checkbox"/> |           |
| Jessica Heffeman | Aye <input type="checkbox"/><br>Nay <input type="checkbox"/><br>Abstain <input type="checkbox"/> |           |
| Eric Hylton      | Aye <input type="checkbox"/><br>Nay <input type="checkbox"/><br>Abstain <input type="checkbox"/> |           |
| Matthew Frelje   | Aye <input type="checkbox"/><br>Nay <input type="checkbox"/><br>Abstain <input type="checkbox"/> |           |
| Tiffany Dearman  | Aye <input type="checkbox"/><br>Nay <input type="checkbox"/><br>Abstain <input type="checkbox"/> |           |

| ATTEST      |           |           |
|-------------|-----------|-----------|
| Name        | Title     | Signature |
| Eric Hylton | Secretary |           |

**B. Recommendation to Adopt the Bus Replacement Plan**

Mr. Hacker recommended that the Board of School Trustees adopt the Bus Replacement Plan as presented after all required notices and public hearings have been posted and held. He explained that this is the formal approval of the advertised plan for replacement of buses in calendar years 2020-2025. He shared that we anticipate purchasing 11 buses this year.



**RESOLUTION TO ADOPT THE YEAR 2020 BUS REPLACEMENT FUND**

This resolution is adopted by the Board of School Trustees of the Brownsburg Community School Corporation of Hendricks County, Indiana.

**WHEREAS,** A School Bus Replacement Plan been established; and

**WHEREAS,** The Board of School Trustees is required under IC 20-46-5 to adopt a plan with respect to the School Bus Replacement Plan; and

**WHEREAS,** The Board of School Trustees held a public hearing on September 9, 2019 at the F.L. O'Neal Administrative Center, 310 Stadium Drive, Brownsburg, Indiana, 46112.

**THEREFORE, BE IT RESOLVED,** by the Board of School Trustees that the plan entitled "School Bus Replacement Plan" for the years 2020 through 2025, is hereby incorporated by reference into this resolution, and is adopted as the Board School of Trustees' Plan with respect to the School Operations Fund.

**BE IT FURTHER RESOLVED,** that the Board of School Trustees shall submit a certified copy of this resolution (including the adopted plan and the Calculation Worksheet) to the Department of Local Government Finance as required by IC20-40-8-7 for approval.

ADOPTED THIS 7<sup>th</sup> day of October, 2019

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

**C. Recommendation to Adopt the Capital Assets Plan**

Mr. Hacker recommended that the Board of School Trustees adopt the Capital Assets plan as presented after all required notices and hearings have been posted and held. He explained the Capital Assets plan addresses expenditures greater than \$10,000.

**RESOLUTION TO ADOPT A PLAN FOR A CAPITAL ASSETS PLAN**

This resolution is adopted by the Board of School Trustees of the Brownsburg Community School Corporation of Hendricks County, Indiana.

**WHEREAS,** An Operations Fund has been established; and

**WHEREAS,** The Board of School Trustees is required under IC 20-46-6 to adopt a plan with respect to the Capital Assets Plan; and

**WHEREAS,** The Board of School Trustees held a public hearing on September 9, 2019 at the F.L. O'Neal Administrative Center, 310 Stadium Drive, Brownsburg, Indiana, 46112.

**THEREFORE, BE IT RESOLVED,** by the Board of School Trustees that the plan for Brownsburg Community School Corporation, is hereby incorporated by reference into this resolution, and is adopted as the Board School of Trustees' Plan with respect to the School Operations Fund.

**BE IT FURTHER RESOLVED,** that the Board of School Trustees shall submit a certified copy of this resolution (including the adopted plan) to the Department of Local Government Finance as required by IC20-40-8-8 for approval.

ADOPTED THIS 7<sup>th</sup> day of October, 2019

*Ms. Heffernan 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.*

**D. Recommendation to Approve Resolution to Authorize the Deposit of Interest Earnings from the Operations Fund into the Education Fund**

Mr. Hacker recommended the Board of School Trustees approve a resolution to authorize the deposit of interest earnings from the Operations Fund into the Education Fund. Mr. Hacker explained that this annual resolution, as the title implies, authorizes any interest earnings from funds on deposit represented by the operations of the district be deposited into the Education Fund, as permitted by Indiana Code. He shared that interest earnings are a part of the corporation's finance strategy and as such, the funds generated through interest income are being used to offset costs such as the salaries of the new assistant principals.

**RESOLUTION TO AUTHORIZE THE DEPOSIT OF INTEREST EARNINGS FROM THE OPERATIONS FUND INTO THE EDUCATION FUND**

This resolution is adopted by the Board of School Trustees of the Brownsburg Community School Corporation, Hendricks County, Indiana.

**WHEREAS**, the funds on deposit for the Operations Fund may earn interest.

**WHEREAS**, the Board of School Trustees has a choice of fund where-in said interest earnings may be deposited; and

**WHEREAS**, the functions of the Operations Fund are at the expense of the Education Fund; and

**WHEREAS**, the Education Fund should be compensated for that expense; and

**THEREFORE, BE IT RESOLVED**, that the interest earnings from the funds on deposit in the Operations Fund shall be deposited into the Education Fund of the Brownsburg Community School Corporation.

ADOPTED THIS 7th day of October, 2019

*Mr. Hylton 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.*

**VIII. NEW BUSINESS**

**A. Recommendation to Authorize Transfer of Funds Resulting from the Waiver Implementation of Protected Taxes**

Mr. Hacker recommended the Board of School Trustees approve the transfer of funds resulting from the waiver implementation of protected taxes. He explained that protected taxes are designed to ensure sufficient tax collections in a taxing unit's debt service fund in order to meet debt service obligations. In order to protect the debt service fund, the circuit breaker credits attributable to the tax rate for the debt service fund will be applied against a taxing unit's unprotected or non-debt service funds. Mr. Hacker noted because of the property tax caps (circuit breaker), the protected taxes waiver allows the corporation to use some of the tax dollars collected that would normally be paid out of the Debt Service and transfer those funds to the Operations Fund.

**RESOLUTION TO AUTHORIZE TRANSFERS RESULTING FROM THE WAIVER  
IMPLEMENTATION OF PROTECTED TAXES**

**WHEREAS**, The Board of School Trustees of the Brownsburg Community School Corporation, Brownsburg, Hendricks County, Indiana, qualifies for a waiver from protected taxes under IC 6-1.1-20.6-9.9 for the 2020 budget year, and

**WHEREAS**, said waiver was filed and implemented with the Department of Local Government and Finance, and

**WHEREAS**, said Board is of the position that 2019 Circuit Breaker Credits shall be Reallocated and Transferred, and

**THEREFORE, BE IT RESOLVED**, that said Board authorizes the Treasurer to reallocate and transfer the 2019 Circuit Breaker Credits in accordance with the prescribed Department of Local Government Finance Circuit Breaker Allocation Worksheet for Payable Year 2020.

ADOPTED THIS 7th day of October, 2019

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

**B. Recommendation to Approve Neighborhood Placement – Sonora (Sections 1 & 2)**

Dr Jessup recommended that the Board of School Trustees approve the school assignment of Sonora Sections 1 and 2 to Brown Elementary/West Middle School/Brownsburg High School. Dr. Jessup shared a slide indicating the number of classrooms currently available in the Elementary buildings across the district. She explained that while Lincoln currently has 7 available classrooms, three new placements have been made to Lincoln during the past twelve months. She explained that the placement of the two neighborhoods this evening will be in Sections – meaning that as additional sections are developed within the neighborhood, those new homes may be assigned to a different school based on current enrollment at that time. It is expected that by the completion of Sonora, with a total of 274 homesites and Greystone, in the following recommendation, with 200 homesites, Crossroads Elementary (Elementary #8) should be preparing to open and a redistricting may again take place. Dr. Jessup explained this recommendation for Sections 1 & 2, which will begin to be sold in November, will consist of the following:

- Section 1: Lots 1-2, 16-18, 28-38, 145-154 (26 lots)
- Section 2: Lots 3-15, 19-27 (22 lots)

The recommendation places these homes at Brown Elementary/West Middle School/Brownsburg High School.

*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.*

**C. Recommendation to Approve Neighborhood Placement – Greystone (Section 1)**

Dr. Jessup recommended that the Board of School Trustees approve the school assignment of Greystone Section 1 to Delaware Trail Elementary/East Middle School/Brownsburg High School. She explained this recommendation follows the same premise as the previous recommendation in placing sections of the development at a particular school. This recommendation for Section 1, which will begin to be sold in November, will consist of the following:

- Section 1: Lots 90-125, 136-148, 176-191 (85 lots) \*Note: Lots 176-191 are designated as ranch homes to be built to attract empty nesters

The recommendation places these homes at Delaware Trail Elementary/West Middle School/Brownsburg High School.

*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.*

**D. Recommendation to Approve School Improvement Plans for 2019-2020**

Dr. Jessup recommended that the Board of School Trustees approve the School Improvement Plans for 2019-2020 as submitted by each school. Dr. Jessup explained that the improvement plans for each school are identical except for the data goals sheet on the last page which is specific to each individual school. Also, references to ISTEP have been updated to ILearn.

*Ms. Heffernan 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. SUPERINTENDENT COMMENTS**

Dr. Snapp shared that parent/teacher conferences are scheduled for all buildings this week. The various PSGs will be supporting the teachers and staff members with food and snacks throughout the two evenings of conferences. He noted that it is the second year for conferences at the high school with the goal to hold over 2000 conferences, making connections with high school parents. He shared that Friday will be a long, tough day for our teachers, however, moving into fall break will be very appreciated.

**X. BOARD MEMBER COMMENTS**

Mrs. Dearman thanked Dr. Jessup for all of the work put into the placement of the new neighborhoods. She also thanked Mr. Hacker and Mr. Voigt for all of their work in planning and finance.

Dr. Freije indicated he'll be attending those teacher conferences for his students and wished everyone a safe fall break and happy Halloween.

Ms. Heffernan thanked the teachers for being so proactive, knowing each of their students and what they need and making transitions smooth. She has witnessed this first hand with her students and is so grateful for the teachers and administrators for taking such good care of all students.

Mr. Utterback wished all the teachers well for the upcoming parent/teacher conferences.

**XI. ADJOURNMENT**

*Mr. Utterback made a motion to certify that the Board discussed no subject matter in the September 23, 2019 Executive Session other than the subject matter specified in the public notice. Board members present at the September 23, 2019 Executive Session were Mr. Utterback, Ms. Heffernan, Mr. Hylton, Dr. Freije, and Mrs. Dearman. The purpose of the Executive Session was I.C. 5-14-1.5-6.1(b)(2)(D) For discussion and strategy with respect to the purchase or lease of real property by the governing body up to the time a contract or option to purchase or lease is executed by the parties. Mr. Hylton 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 made a motion to adjourn, Ms. Heffernan seconded the motion. The Board approved the motion by a vote of five (5) ayes; zero (0) nays. The meeting adjourned at 7:21 p.m.*

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

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