

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

The Board of School Trustees of the Brownsburg Community School Corporation met in a regular meeting on Monday, December 9, 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, Dr. Matthew Freije, and Mrs. Tiffany Dearman. Ms. Jessica Heffernan joined the meeting at 6:41 p.m. Administrators present were Dr. Jim Snapp, Dr. Kat Jessup, Mr. Shane Hacker, and Mr. John Voigt. Mrs. Jodi Gordon and Mrs. Vicki Murphy 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: November 11, 2019**

B. Claims: #6901-7024 - \$7,457,973.06; P/R #11/08/19 - \$1,381,425.17; P/R #11/22/19 - \$1,436,856.43; #7025-7225 - \$829,895.69

C. Superintendent’s Report

The Superintendent’s Report was presented as follows:

1. Terminations – Support Staff:

Name	Building	Position	Effective Date
a. Moises Ntwari	Facility Services	Custodian	November 6, 2019
b. Antoine Tinsley	Facility Services	Maintenance Technician	November 19, 2019
c. Ashley Hutchings	Reagan / Lincoln	Nutrition Services	November 22, 2019

2. Resignation – Certified:

Name	Building	Position	Effective Date
a. Katherine Kauslick	WMS	Special Education Teacher	November 27, 2019

3. Resignations – Support Staff:

Name	Building	Position	Effective Date
a. Gary Hall	Transportation	Bus Driver	August 22, 2019
b. Claude Vameri	Facility Services	Custodian	November 6, 2019
c. China Williams	Transportation	Bus Aide	November 11, 2019
d. Angela Stoker	Facility Services	Custodian	November 15, 2019
e. Annie Wiggin	Reagan / Lincoln	Nutrition Services	November 22, 2019
f. Adriana Dominguez	Facility Services	Custodial Team Lead	November 22, 2019
g. Pamela Shelburne	BHS	Nutrition Services	November 22, 2019
h. Rebecca Conley	Transportation	Bus Driver	November 25, 2019
i. Pamela Johnson	Transportation	Bus Driver	November 27, 2019
j. Shannon Faulkner	Central Office	Accounts Payable Specialist	December 11, 2019

4. New Employment – Certified:

Name	Building	Position	Effective Date	Degree	Reason for Employment
a. Aaron Mason	WMS	Special Education Teacher; Long Term Substitute	December 2, 2019 thru the end of the school year	Bachelors	Replacing Katherine Kauzlick
b. Marti Bourne	Brown	Kindergarten Teacher; Temporary contract	December 2, 2019 thru December 20, 2019	Masters	Replacing Tess Golding until Riley Isch is able to begin employment
c. Lauren Carr	Lincoln	5 th Grade Teacher; Temporary contract	December 5, 2019 thru approximately December 20, 2019	Bachelors	While Kim Bain is on medical leave
d. Makayla Cooper	Delaware Trail	2 nd Grade Teacher; Temporary contract	December 4, 2019 thru December 20, 2019	Bachelors	While Courtney Bontrager is on medical / maternity leave
e. Makayla Cooper	Delaware Trail	2 nd Grade Teacher; Temporary contract	January 6, 2020 thru approximately March 11, 2020	Bachelors	While Megan Carroll is on medical / maternity leave
f. Makayla Cooper	Delaware Trail	2 nd Grade Teacher; Temporary contract	March 12, 2020 thru the end of the 2019-20 school year	Bachelors	While Sara Creasey is on medical / maternity leave
g. Bailey Barrentine	Cardinal	2 nd Grade Teacher; Temporary contract	January 6, 2020 thru approximately February 28, 2020	Bachelors	While Amanda Jones is on medical / maternity leave
h. Stephanie Daly	Delaware Trail	Kindergarten Teacher; Temporary contract	Approximately April 6, 2020 thru the end of the 2019-20 school year	Bachelors	While Tracy Schenkel is on medical / maternity leave
i. Elizabeth Evans	Cardinal	2 nd Grade Teacher; Temporary contract	Approximately February 18, 2020 thru May 1, 2020	Bachelors	While Alexandra Wentz is on medical / maternity leave

5. New Employment – Support Staff:

Name	Building	Position	Effective Date	Hours per Day	Reason for Employment
a. Victoria Pennington	BCSC Campus	Nutrition Services Floater	December 9, 2019	5	Open floater position
b. Janet Riley	BHS	Nutrition Services	November 18, 2019	5	New position with new BHS café
c. Abigail Hernandez	BHS	Nutrition Services	November 20, 2019	5	New position with new BHS café
d. Catrinel Wood	BHS	Nutrition Services	November 22, 2019	5	New position with new BHS café
e. Gurinder Kaur	Reagan / Lincoln	Nutrition Services	December 3, 2019	5	Replacing Annie Wiggin
f. Semajambi Natuza	Facility Services	Custodian	November 25, 2019	8	Replacing Claude Vameri
g. Patricia Wallace	Facility Services	Custodian	December 2, 2019	8	Replacing Moise Ntwari
h. Keith Ford	Facility Services	Custodian	December 2, 2019	8	New position

i. Katherine Parr	Facility Services	Custodian	November 18, 2019	8	Replacing Adriana Dominguez
j. Kelly Adkins	ECC	Instructional Assistant; Part time	December 2, 2019	3.75	Open position
k. Kristen Erwin	Delaware Trail	Special Education Instructional Assistant	December 2, 2019	7	Replacing Sarah Peden

6. New Employment – Extra-Curricular:

Name	Building	Position	Effective Date
a. Brian Clem	BHS	Robotics (\$1.00 Lay) Sponsor	For the 2019-20 school year
b. Mark Nierzwick	BHS	Robotics (\$1.00 Lay) Sponsor	For the 2019-20 school year
c. Jordon Atienza	BHS	Assistant Varsity Wrestling (\$1.00 Lay) Coach	For the 2019-20 season
d. Kathleen Gilstrap	EMS	8 th Grade Girls Basketball (\$1.00) Coach	For the 2019-20 season
e. Devon Griffith	BHS	Assistant Varsity Wrestling (\$1.00 Lay) Coach	For the 2019-20 season
f. Emma McCloughan	BHS	Assistant Varsity Softball (\$1.00) Coach	For the 2019-20 season
g. Ricky Thompson	BHS	Assistant Varsity Wrestling (\$1.00 Lay) Coach	For the 2019-20 season
h. Chris Seymour	BHS	Assistant Varsity Wrestling (Lay) Coach	For the 2019-20 season

7. Leaves of Absence – Certified:

Name	Building	Position	Type of Leave	Dates of Leave
a. Nikki Goodpaster	Brown	PE Teacher	Medical / Maternity	Upon the birth of the baby (approximately February 6, 2020) thru approximately March 20, 2020
b. Kim Bain	Lincoln	5 th Grade Teacher	Medical	December 5, 2019 thru approximately December 20, 2019
c. Megan Carroll	Delaware Trail	2 nd Grade Teacher	Medical / Maternity	Upon the birth of the baby (approximately January 6, 2020) thru approximately March 20, 2020
d. Sara Creasey	Delaware Trail	2 nd Grade Teacher	Medical / Maternity	Upon the birth of the baby (approximately March 2, 2020) thru the end of the 2019-20 school year
e. Joseph Holt	EMS	Social Studies Teacher	Paternity	Approximately January 6, 2020 thru January 17, 2020

8. Leaves of Absence – Support Staff:

Name	Building	Position	Type of Leave	Dates of Leave
a. Trina Tupuola	EMS	Special Education Instructional Assistant	Adoptive	Approximately January 7, 2020 thru March 20, 2020
b. Angela Slayten	Delaware Trail	Learning Lab Instructional Assistant	Medical / Maternity	Upon the birth of the baby (approximately January 20, 2020) for 12 weeks

9. Change of Status – Support Staff:

Name	Previous Position	New Position	Effective Date	Reason for Change
a. Katherine Parr	Facility Services Custodian	WMS Custodial Team Lead	November 25, 2019	Replacing Adriana Dominguez

10. Power Outage at ALPHA:

It is recommended the Board approve the payment of the hourly staff at ALPHA for hours of work missed due to the power outage that occurred on Wednesday, November 27, 2019. Due to the power outage students were sent home early and staff were unable to finish his/her shift. The total hours recommended to be paid to the hourly staff was 25.75 hours.

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

Name	Previous Position	New Position	Effective Date	Reason for Change
a. Kim Bergman	Brown Special Education Instructional Assistant	Brown Learning Lab Instructional Assistant	January 7, 2020	Replacing Jody Low
b. Janne Baze	Nutrition Services Floater	BHS Nutrition Services	November 11, 2019	Additional hours at BHS due to new café
c. Kimberly Marsh	Nutrition Services Floater	BHS Nutrition Services	November 11, 2019	Additional hours at BHS due to new café

12. Field Trip Requests:

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

German Club/French Club – Out of State

The Brownsburg High School German Club and French Club students will be traveling to downtown Chicago, Illinois to attend the German Christmas Market on Saturday, December 6, 2019. Approximately 40 students and 3 chaperones will be traveling together. The trip is being organized by JJ Steed, BHS German Teacher and Club Sponsor and has been approved by the Superintendent based on travel guidelines set forth by the Board.

BHS Orchestra – Out of State

The Brownsburg High School Orchestra students will be traveling to Chicago, Illinois to attend a Chicago Symphony Orchestra Concert on Friday, April 10, 2020. Approximately 50 students and two chaperones will be traveling together. The trip is being organized by Glen Hauger, BHS Orchestra teacher 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.

Brownsburg HS

BP 10 - Geiger & Peters - CO 24	\$4,557,269.14	\$27,707.67	\$4,584,976.81	11/14/19	12/9/19	science lab/flocker bay ramp enclosures, AESS steel upgrades and steel work at box beam head
BP 11 - JBM - CO 55	\$16,852,172.34	-\$9,254.00	\$16,842,918.34	11/14/19	12/9/19	Credit finishes in field office, cost of SS Seat at science lab and ASI 083
BP 11 - JBM - CO 56	\$16,842,918.34	\$6,932.00	\$16,849,850.34	11/14/19	12/9/19	New door at Unit J Electrical Room, Science Lab Ramp Solid Surface Seat and ASI 083
BP 11 - JBM - CO 57	\$16,849,850.34	\$56,044.00	\$16,905,894.34	11/14/19	12/9/19	Undercutting/filling in unsuitable soil areas in the Bus and South end parking lots
BP 13 - Performance - CO 35	\$6,471,633.00	\$925.00	\$6,472,558.00	11/18/19	12/9/19	ASI 086 (Culinary Lab Revisions).
BP 13 - Performance - CO 36	\$6,472,558.00	\$35,734.00	\$6,508,292.00	11/18/19	12/9/19	south clerestory box beam headers, Unit L wall revision and misc. interior revision tickets
BP 16 - GPI - CO 41	\$14,356,757.25	\$0.00	\$14,356,757.25	11/14/19	12/9/19	ASI's 082 and 086, misc. Phase 3B work tickets - paid through allowance allocation
BP 17 - Electric Plus - CO 40	\$9,739,071.80	\$0.00	\$9,739,071.80	11/14/19	12/9/19	ASI's 083 and 086 - Paid through allowance allocation
BP 17 - Electric Plus - CO 41	\$9,739,071.80	\$8,707.00	\$9,747,778.80	11/14/19	12/9/19	Misc. Phase 3B work tickets and power to Unit Q window shades
BP 14 - Santarrosa - CO 24	\$3,776,766.63	-\$6,183.04	\$3,770,583.59	11/13/19	12/9/19	ASI 083 credits and finish revisions for A2-417 & B2-301
BP 18 - Complete Masonry - CO 17	\$2,818,119.24	\$17,465.94	\$2,835,585.18	11/13/19	12/9/19	Credit Unit L Wall Change, added lintels in Unit Q/P, & misc. work tickets

14. Use of Facilities/Special Use Agreements

The Administration has approved and received the following fully executed Special Use Agreements:

Boy Scouts of America, Crossroads of America Council: A Special Use Agreement dated October 9, 2019 and fully executed November 7, 2019, for the 2019-20 school year, for the use of all elementary and middle school gyms, cafeterias, media centers, and classrooms, to be billed at \$10.00 per hour of facility use. Custodial hours will be billed at the published rate of \$35.00 per hour only if those services are necessary.

Dr. Snapp recommended the Board approve the Minutes of the November 11, 2019 Board Meeting. Mr. Hylton moved to approve the recommendation; Dr. Freije 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. Mr. Hylton 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. Commendations – Brooke Dixon; Boys Cross Country; Sound of Brownsburg

Dr. Snapp introduced the 2019 Boys Cross Country Team. Members of the team shared a review of the season including winning the Sectional title for the second year in a row, the Regional title, 4th place at Semi-State and making it to the State Final for the first time ever. The team earned the podium finish by one point which they attributed to their strength and depth. Mr. Utterback presented the team with a commendation for their great season.

Dr. Snapp introduced Brooke Dixon, BHS Senior and Cross Country runner. Brooke qualified individually for the State Final meet where she finished 9th overall, the highest finish ever for Brownsburg Girls Cross Country. Mr. Utterback presented Brooke with a commendation for her excellent running season.

Dr. Snapp introduced the Drum Majors from the 2019 Sound of Brownsburg Marching Band; Kaitlyn Harris, Senior; Spencer Flora; Senior; Kami Harless, Junior; Austin Lehn, Junior. The students shared highlights of the marching band season including earning 5th place at the ISSMA Marching Band finals, the highest ever finish for Brownsburg and making the semi-finals of the national Bands of America competition. The students shared that the season is long, beginning in March and finishing in November. The band will travel to the Macy's Thanksgiving Day Parade in 2020. Mr. Utterback presented the students with a commendation for their great marching season.

B. Facility Services Presentation

Mr. Buddy Faulkner, Facility Services Coordinator, shared an update regarding the facility services department. He explained that the staff now consists of 7 custodial team leaders and 66 custodial team members. The maintenance staff is split into two shifts with 4 first shift technicians and 3 2nd shift technicians. The energy management team consists of 2 controls technicians, 1 certified electrician and 1 apprentice. Additionally, there is a warehouse manager who controls the purchasing and dissemination of corporation supplies. Mr. Faulkner shared that there are 1.9 million square feet of building space that is cleaned on a daily basis including 310 bathrooms. He noted statistics of various supplies used since the beginning of the school year as well as the number of work tickets completed.

Mr. Faulkner explained that during the previous year the facility services department and developed and implemented a 24/7 emergency on-call coverage process and plan, increased staff retention by 51%, continued the strong partnership with the Brownsburg Fire Department and Deputy Fire Marshall by regularly walking through all buildings ensuring safety and fire protection, and developed a partnership with Ivy Tech and ABC Trade School to provide education and growth opportunities for Facility Services Technicians. Additionally, the department has selected and implemented new custodial supply vendors resulting in a savings of over \$76,000 (22%) while improving the supply ordering process through decentralization of the warehouse process. Mr. Faulkner also shared that the department has developed and implemented a corporation-wide cleaning checklist and process, further streamlining the daily cleaning process.

Mr. Faulkner shared that upcoming opportunities include implementing best practices for cleaning, planned maintenance and event staffing for the new square footage at Brownsburg High School, creating an assessment plan for current inventory of building systems and equipment to determine condition and lifecycle for future budgeting and realizing measurable cost savings through improved in-house preventative maintenance processes.

C. Operations Update

Mr. Voigt began his update by giving recognition to the staff members in Nutrition Services, Technology Services, and Student Data that worked through this past Fall Recess to successfully complete a significant upgrade to the district's cash register systems. While typically such changes

are scheduled over summer recess, the reality of starting a school year with new students, free-and-reduced applications being submitted in high numbers, printing new elementary meal cards, etc., made a summer changeover impractical. Staff in all three departments worked to develop and deploy training materials for the new register system prior to recess, set up and test the package over break, and then implement the switchover with almost zero adverse impact to customers. Only a handful of very minor issues were encountered, none of them preventing students from buying their meals and all of them fully corrected within the first week. The new system replaced a system that had been in place for 15 or more years, and has many benefits, including a much larger, user-friendly screen with all the “buttons’ on one screen, speeding checkout and allowing more detailed information to be presented on a single screen, stronger parent-controlled spending limits, direct import of allergy information from Health Services, and significantly improved internal controls to eliminate cash count errors and improve the ability to trace such errors to their source.

Mr. Voigt then shared information on preparations for opening the BHS Phase 3A areas for staff and students in January. Contractors, vendors, and BCSC support staff are working through the next four weeks (including the holidays) to ensure everything is ready to go for students to return on Tuesday January 7. This includes:

- Obtaining all required building, fire, and department of health permits and sign-offs
- Completion of all contract work, including punch inspection items
- Installation of technology equipment, including Wi-Fi access points, computers (including five new labs), access control, video surveillance cameras, video monitors, and supporting network equipment
- Starting up the new kitchen and dining room
- Delivery and installation of classroom and other furnishings
- Delivery and installation of new curricular equipment, especially in the science area
- Completion of recommissioning of the auditorium stage rigging, lighting, and sound systems
- Installation of interior and exterior signage
- Relocation of staff contents to new spaces after December 20 and prior to December 30

The key milestone dates include:

- December 13 – securing all required occupancy permits
- December 20 – commence relocation of staff materials and contents to new locations
- December 29 – complete installation of all new furnishings and remove/relocation of existing furnishings
- December 30 – open building to staff for classroom setup
- January 3 – contractor and consultant lunch (1st “soft-open” serve)
- January 6 – all-staff lunch (2nd “soft-open” serve)
- January 7 – Students return and second semester begins

Mr. Voigt then updated the board on the changes to student transportation and walking paths in conjunction with the Transportation & Facility Services Center project. With the award of construction contracts at the December 9 Board Meeting a key walking path to White Lick ES, West MS, and BHS will be out of service. The schedule for this activity, including the communications plan, is:

- 12/9/19 – construction contracts awarded
- 12/10/19 – signs posted at sidewalks expected to close and messages issued to all walking families, including bus stop locations and times
- 12/20/19 – update to “school corp. all” on general progress
- 12/23/19, on or after – construction fence goes up
- 1/6/20, no later than – construction fence enclosed and access to walking paths blocked off
- 1/6/20 – reminder message goes out to walking families

- 1/7/20 – school resumes and temporary provisions are in place until the end of the 2020-21 school year

Finally, Mr. Voigt reported that, in the midst of relocating the Transportation Department for the Transportation & Facility Services Center project, the department started the twice-annual 12-year plus bus inspections this week. The Indiana State Police will be inspecting 38 buses this week at the temporary maintenance center. The inspection is expected to be completed prior to the end of the week and should not impact student transportation.

D. Brownsburg Education Foundation Report

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

- The Apples for Excellence Promotion – 1,124 apples were given to teachers and staff for a total of \$5,619 donated to BEF.
- The BEF 2020 Gala will be held on March 13, 2020 at the Top Eliminator Club at Lucas Oil Raceway. Tables will go on sale December 1st and individual reservations will be available January 1st. BCSC will once again receive a 20% discount on up to two reservations.
- Amazon Smile – please consider signing up to support the BEF through the Amazon Smile program. BEF will receive 0.5% of all sales with BEF designated as the charity.
- Holiday Graduate Walk Brick Special – December 1-15, Alumni bricks will be offered at the current student rate of \$100. Check out the BEF website to place your order.

VI. COMMENTS FROM PATRONS

There were no comments from patrons.

VII. OLD BUSINESS

There were no Old Business items.

VIII. NEW BUSINESS

A. Public Hearing for Additional Appropriation

Mr. Utterback opened the public hearing at 6:59 p.m.

Mr. Hacker explained that the budgeting process is an 18-month projection in which the Board approves the authority to spend money for the last 6 months of the current year and the 12 months of the following year. During this process, oftentimes significant changes occur within that cycle that effect the budget. While we plan each year to add staff due to student enrollment growth, the student enrollment was not evenly distributed among the elementary schools, resulting in the need to hire additional staff to maintain acceptable class sizes. The salaries associated with the additional staffing will cause us to exceed the previously approved appropriations for the 2019 budget year in the Education Fund. This is not a case of the district not having the funds, just not previously having the authority to spend the funds. This recommendation will increase appropriations by \$825,000 to support the additional payroll expenses.

Mr. Utterback asked for public comments. There were none.

Mr. Utterback closed the public hearing at 7:01 p.m.

Mr. Hacker recommended the Board approve the following resolution involving additional appropriation for the 2019 Education Fund.

ADDITIONAL APPROPRIATION RESOLUTION

WHEREAS, it has been determined that it is now necessary to appropriate funds from the Education Fund to be utilized by the Brownsburg Community School Corporation; and

NOW, THEREFORE:

BE IT RESOLVED by the Board of School Trustees of the Brownsburg Community School Corporation, that for the expenses of the School Corporation the following sums of money are hereby appropriated out of the funds named and for the purposes specified, subject to the laws governing the same:

<u>Account</u>	<u>Amount Appropriated</u>
11100 – Elementary Salaries	\$275,000
11200 – Middle/Jr High Salaries	\$275,000
11300 – High School Salaries	\$275,000
Total:	\$825,000

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

B. Recommendation to Approve Court Representation Authorization

Mr. Hacker recommended that the Board of School Trustees approve the Court Representation Authorizations for Shane Hacker, Greg Foster and Mandy Garner. He explained that the authorizations will allow these individuals to represent the Board of School Trustees in court for claims filed up to \$1,500. The claims are generally filed for unpaid textbook rental and other school fees deemed uncollectable after a significant period of time and multiple attempts to collect.

Ms. Heffernan moved to approve the recommendation; Dr. Freije seconded the motion. Mr. Hylton asked how often claims are filed. Mr. Hacker explained generally one to two times per year resulting in 10 to 20 accounts filed. Mr. Hylton asked if it results in payments being received. Mr. Hacker indicated that it does. Mrs. Dearman asked what determines if an account is sent to court. Mr. Hacker explained after multiple attempts at both the school and corporation level which result in no payment or attempt at payment. There being no further discussion, the Board approved the motion by a vote of five (5) ayes; zero (0) nays.

C. Recommendation to Approve Year End Payments and Transfers

Mr. Hacker recommended that the Board of School Trustees approve a resolution to authorize the Treasurer to make end-of-year payments and transfers within the Education and Operations Funds, between the Education and Operations funds, and to the Rainy Day Fund with final data to be reported in January or February. Mr. Hacker explained that this recommendation is similar to what has been done for the last several years. He noted that the authority to make the Rainy Day Fund transfer requires flexibility since the final fund values will not be known until late December. All payments and transfers will be included for final end of year Board approval with the prepaid claims during the January Board Meeting.

RESOLUTION TO AUTHORIZE PAYMENTS AND TRANSFERS

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

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

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

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

THEREFORE BE IT RESOLVED, that the Treasurer is authorized on or before December 31, 2019 to:

- make end-of-year transfers between funds to generate a positive or zero balance in each fund
- make end-of-year transfers between accounts within funds to generate a positive or zero balance in each account
- make all necessary payments
- transfer up to \$300,000 cash from the Operations Fund to the Rainy Day Fund

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 Construction Contracts – Transportation & Facility Services Early Package; 2020 Interior Refurbishment Early Package

Mr. Voigt recommended that the Board of School Trustees approve the following bids for construction and authorize the Administration to execute all necessary contracts, issue and approve change orders, and other actions necessary to execute the projects according to the published schedules, providing the total project cost does not exceed the authorized limits.

2020 Transportation & Facility Services Center – Site and Pre-cast Concrete:

Bid Package No. 1 – Building Demolition – Casey Bertram Construction, Inc. - \$124,500.00
Bid Package No. 2 – Earthwork & Utilities – Millennium Contractors, LLC - \$3,124,000.00
Bid Package No. 3 – Pre-Cast Wall Panels – High Concrete Technology, LLC - \$1,684,400.00

2020 Summer Interior Refurbishment – BHS Stairway Handrails/Early Release Package:

Bid Package No. 1 – Stainless Railings – Jerico Metal Specialties, LLC - \$229,500.00

Mr. Voigt explained that for the 2020 Transportation & Facility Services Center, all three bid packages are related to the early construction efforts on the project, and to ensure the pre-cast wall panels are slotted into a production schedule to meet the overall project sequencing. The balance of the bid packages for the Transportation & Facility Services Center are expected to be brought to the Board for approval in March 2020. Overall bid response was positive for these packages and came in under the expected amount. CSO Architects and Meyer Najem Construction have reviewed all three apparent low bidders and have provided their recommendation to BCSC to award the contracts as submitted.

Mr. Voigt shared that for the 2020 Summer Interior Refurbishment project, an early bid package for the fabrication and installation of stainless steel handrail systems is being recommended. While the balance of this project is expected to be brought to the Board for award at the March 2020 Board meeting, this particular portion of the work needs to move under contract to ensure the timely engineering, fabrication, and installation of the handrail systems throughout Brownsburg High School. Two bids were received and overall the project remains within the established budget. CSO Architects and Meyer Najem Construction have reviewed the apparent low bidder and have

provided their recommendation to BCSC to award the contract as submitted. The handrails are expected to be ready for installation between April 2020 and the start of the 2020-21 school year.

Ms. Heffernan moved to approve the recommendation; Mr. Hylton seconded the motion. Mr. Hylton asked Mr. Voigt to explain the handrails. Mr. Voigt explained that the new handrails will be replacing the majority of the handrails throughout BHS from the Senior Academy/Field House south. Mr. Hylton asked if the new construction has this type of handrail installed. Mr. Voigt indicated that yes, stainless steel handrails are included in the new construction. There being no further discussion, the Board approved the motion by a vote of five (5) ayes; zero (0) nays.

E. Recommendation to Approve the BHS Program of Studies for the 2020-2021 School Year

Dr. Jessup recommended that the Board of School Trustees approve the Program of Studies, a guide to course selection and program planning, for the 2020-2021 school year. Dr. Jessup explained that the Program of Studies is a comprehensive guide containing relevant information pertaining specifically to academic and career planning. She noted we ask for approval this early as scheduling for the next school year will begin directly after winter break. Changes to the Program of Studies for the 2020-2021 school year include the following:

New Courses for 2020-2021

- Computer Science III: Cybersecurity (Business/PLTW)
- Live Events Production (Visual Arts)
- Honors Geometry (Math)
- Honors Biology (Science)
- Introduction to Business (Business)

Dual Credit Additions for 2020-2021

- Biomedical Innovations (Ivy Tech)
- Business Law and Ethics (Ivy Tech)
- Entrepreneurship and New Ventures (Ivy Tech)
- Digital Design 2 (Ivy Tech)

Special Education Required Course Additions

- Applied Algebra I
- Applied Earth & Space Science
- Applied Human Development and Wellness
- Applied Mathematics Lab
- Applied Physical Education
- Applied United State History

Course Deletions or Courses “Turned Off” for 2020-2021

- Computer Science II Programming: JAVA
- Chinese III
- AP Chinese

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

IX. SUPERINTENDENT COMMENTS

None

X. BOARD MEMBER COMMENTS

Mrs. Dearman shared how proud we should be of all the students who were recognized this evening.

Dr. Freije congratulated all the students who were recognized this evening and encouraged them to keep going strong.

Ms. Heffernan thanked Mr. Faulkner for his presentation and the job he is doing with his staff, especially on the reduction of the staff turnover rate.

Mr. Hylton thanked Mr. Faulkner and asked him to convey to his staff how much they are appreciated by the Board. He shared that it is always great to see how clean and well maintained our buildings are and understand what goes in to keeping them that way.

Mr. Utterback thanked Mr. Faulkner for the work he and his staff are doing. He wished everyone a Merry Christmas and Happy New Year.

XI. ADJOURNMENT

Mr. Utterback called for a motion to adjourn the meeting. Dr. Freije moved to adjourn the meeting, Ms. Heffernan seconded the motion. The Board approved the motion by a vote of five (5) ayes; zero (0) nays. The meeting adjourned at 7:10 p.m.

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