

**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, November 9, 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, Ms. Jessica Heffernan, Mrs. Tiffany Dearman and Mr. Phil Utterback also attended the meeting. Administrators present were Dr. Jim Snapp, Dr. Kat Jessup, Mr. John Voigt and Mr. Shane Hacker. Mrs. Vicki Murphy, Mrs. Jodi Gordon and Dr. Bret Daghe also attended.

II. PLEDGE OF ALLEGIANCE

Everyone stood for the Pledge of Allegiance.

III. MOMENT OF REFLECTION

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

IV. CONSENT ITEMS**A. Approval – Minutes of October 5, 2020 Regular Board Meeting**

Dr. Snapp recommended the Board approve the minutes of the October 5, 2020 Board Meeting. Dr. Freije moved to approve the recommendation; Mrs. Dearman seconded the motion. The Board approved the motion by a vote of four (4) ayes; zero (0) nays; one (1) abstention.

B. Claims: 10/1-11/4/20 Claims - \$5,237,027.63; P/R #10/09/20 - \$1,587,204.45; P/R #10/23/20 - \$1,396,239.30; P/R #10/26/20 - \$409.13**C. Superintendent’s Report**

The Superintendent’s Report was presented as follows:

1. Termination – Support Staff:

Name	Building	Position	Effective Date
a. Robert VanDyke	Facility Services	Maintenance Technician	October 2, 2020

2. Resignation - Certified:

Name	Building	Position	Effective Date
a. Heather Barrett	Lincoln	1 st Grade Teacher	December 18, 2020

3. Resignations – Support Staff:

Name	Building	Position	Effective Date
a. Krista McGilvry	EMS	Special Education Instructional Assistant	October 28,2020
b. Semajambi Natuzza	Facility Services	Custodian	October 2, 2020
c. Caitlin Aynes	Transportation	Bus Driver	May 29, 2020
d. Ashley James	EMS	Nutrition Services	October 9, 2020
e. Cynthia Pacheco	Brown	Nutrition Services	October 9, 2020
f. Theresa Clark	EMS	Nutrition Services	October 30. 2020
g. Janet Carlisle	Eagle	Nutrition Services	October 28, 2020

4. Resignations – Extra-Curricular:

Name	Building	Position	Effective Date
a. Roger Hanna	WMS	7 th Grade Boys Basketball (Lay) Coach	October 6, 2020
b. Ashlee Puccinelli	BHS	Assistant Varsity Cheer (Lay) Coach	September 3, 2020

5. New Employment – Certified:

Name	Building	Position	Effective Date	Degree	Reason for Employment
a. Ellen Poisel	WMS	6 th Grade Teacher; Temporary contract	November 2, 2020 thru February 5, 2021	Masters	While Megan Chester is on medical / maternity leave
b. Rachel Fugate	Delaware Trail	Music Teacher; Temporary contract	October 26, 2020 thru approximately November 25, 2020	Bachelors	While Shannon Dziaodosz is on medical leave
c. Maggie Herrin	WMS	6 th Grade Teacher; Temporary contract	November 2, 2020 thru approximately the end of the 2020-21 school year	Bachelors	While Shelly Ernst is on medical leave
d. Sue Barbarich	Lincoln	5 th Grade Teacher; Temporary contract	November 16, 2020 thru approximately December 11, 2020	Masters	While Kim Bain is on medical leave
e. Jacob Luellen	Lincoln	1 st Grade Teacher; Long term substitute	January 4, 2021 thru the end of the 2020-21 school year	Bachelors	Replacing Heather Barrett
f. Francis (Beth) Barnes	BHS	English Teacher; Temporary contract with the first 14 days paid at the substitute teacher rate	Approximately November 19, 2020 thru March 5, 2021	Bachelors	While Callie Lauer is on medical / maternity leave

6. New Employment – Support Staff:

Name	Building	Position	Effective Date	Hours per Day	Reason for Employment
a. Amanda Stout	EMS	Special Education Instructional Assistant	October 5, 2020	7	Replacing Sam Terrell
b. Brandon Jarvis	Transportation	Bus Mechanic	October 12, 2020	8	Replacing Wally Worrell
c. Kelly Koons	BHS	Special Education Instructional Assistant	October 26, 2020	7	Replacing Lois Farley
d. Tianna Willis	EMS	Special Education Instructional Assistant	November 2, 2020	7	Replacing Krista McGilvry
e. Michael Schumpert	Facility Services	Maintenance Technician	November 16, 2020	8	Replacing Rob VanDyke
f. Carl Eastham	Facility Services	Custodian	November 9, 2020	8	Replacing Nyamutima Nyabageni
g. Syndi Davis-Boothe	Facility Services	Custodian	October 19, 2020	8	Replacing
h. Susana Bowman – Rodriquez	Facility Services	Custodian	November 2, 2020	8	Replacing Semajambi Natuzza

i. Jarrett Robinson	Facility Services	Custodian	October 12, 2020	8	Replacing Laurence Nyirahoza
j. Merhawit Kidane	Facility Services	Custodian	October 19, 2020	8	Replacing Mike Warrick
k. Jotham Ngarukiye	Facility Services	Custodian	October 6, 2020	8	Replacing Maria Contreras
l. Erin Walsh	Eagle	Nutrition Services	November 2, 2020	5	Change position from substitute to regular employee
m. Brittany Sollars	EMS	Nutrition Services	October 26, 2020	6	Change position from substitute to regular employee
n. Grade MacDonald	Transportation	Bus Aide	November 2, 2020	No more than 25 hours per week	Replacing Brenda Welch
o. James Ketterer	Technology	Network Specialist	November 16, 2020	8	Replacing Kathy Javella
p. Cathy Shelton	BHS	Nutrition Services	October 26, 2020	6	Change position from substitute to regular employee

7. New Employment – Extra-Curricular:

Name	Building	Position	Effective Date
a. Cherise Hiss	BHS	Varsity Softball Coach	For the 2020-21 season
b. Matthew Brewer	EMS	Assistant Wrestling (Lay) Coach	For the 2020-21 season
c. Michael Young	BHS	Assistant Varsity Swimming (Lay) Coach	For the 2020-21 season
d. Landis Archey	WMS	7 th Grade Boys Basketball (Lay) Coach	For the 2020-21 season

8. Leaves of Absence – Certified:

Name	Building	Position	Type of Leave	Dates of Leave
a. Sarah Ishmael	BHS	Math Teacher	Medical / Maternity	Approximately April 5, 2021 thru the end of the 2020-21 school year
b. Kristen Armstrong	Cardinal	Kindergarten Teacher	Medical / Maternity	Mrs. Armstrong will be extending her maternity leave thru April 2, 2021
c. Heather Sarles	ECC	Preschool Teacher	Medical	Approximately October 26, 2020 thru November 25, 2020
d. Shelly Ernst	EMS	6 th Grade Teacher	Medical	Approximately October 26, 2020 thru the end of the 2020-21 school year
e. Kelsey Popenfoose	Eagle	Instructional Coach	Medical / Maternity	November 2, 2020 thru January 18, 2021
f. Shannon Dziadosz	Delaware Trail	Music Teacher	Medical	October 5, 2020 thru approximately November 25, 2020
g. Laura Lawson	WMS	6 th Grade Teacher	Medical / Maternity	Approximately February 10, 2021 thru April 16, 2021

9. Leave of Absence – Support Staff:

Name	Building	Position	Type of Leave	Dates of Leave
a. Jessica Herceg	BCSC Campus	Occupational Therapist	Medical / Maternity	Approximately November 11, 2020 thru February 24, 2021

10. Change of Status – Support Staff:

Name	Previous Position	New Position	Effective Date	Reason for Change
a. Ashley Tudor	BHS Nutrition Services; 7 hours / day	BHS Nutrition Services; 8 hours / day	October 26, 2020	Increase in hours

b. Cameron Vortices	Custodian	BHS 2 nd Shift Custodial Supervisor	October 5, 2020	Filling open position from organizational change
c. Marcus Domrese	Maintenance Technician	Maintenance Technician	July 1, 2020	Starting pay corrected

11. Approval of Construction Change Orders:

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

Contractor CO # Contract Amount CO Dollar Amount New Contract Value BCSC Approval Board Meeting Description

BCSC Transportation and Facility Services center

BP 02 - Millennium	4	\$ 3,152,798.19	\$ 17,537.50	\$ 3,170,335.69	10/22/2020	11/9/2020	NE Ramp, Unsuitable Soils
BP 04 - JBM	4	\$ 6,372,370.00	\$ 305,714.00	\$ 6,678,084.00	9/28/2020	11/9/2020	Double Sided Canopy Revisions
BP 04 - JBM	5	\$ 6,678,084.00	\$ 67,321.00	\$ 6,745,405.00	9/30/2020	11/9/2020	Screen Wall Canopy Revisions
BP 04 - JBM	6	\$ 6,745,405.00	\$ 9,039.00	\$ 6,754,444.00	10/22/2020	11/9/2020	ASI 004, NE ADA Ramp, RFI 041
BP 04 - JBM	7	\$ 6,754,444.00	\$ 13,636.00	\$ 6,768,080.00	10/23/2020	11/9/2020	Additional Side Bollards
BP 05 - Structural Steel	3	\$ 724,676.00	\$ 12,808.00	\$ 737,484.00	10/27/2020	11/9/2020	Additional Site Bollards
BP 06 - Horning Roofing	1	\$ 438,770.00	\$ 989.00	\$ 439,759.00	10/22/2020	11/9/2020	Additional Roof Screen Panels
BP 09 - Greiner Bros.	2	\$ 2,856,422.00	\$ 1,842.00	\$ 2,858,264.00	9/8/2020	11/9/2020	Tank Watch
BP 09 - Greiner Bros.	3	\$ 2,858,264.00	\$ 3,264.00	\$ 2,861,528.00	10/23/2020	11/9/2020	Fuel Island Winter Conditions

12. Use of Facilities/Special Use Agreements:

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

Brownsburg Junior Basketball League: A Special Use Agreement dated September 8, 2020 and fully executed October 16, 2020, for the 2020-21 Basketball Season, for the use of elementary and middle school gymnasiums for both practices and games, to be billed at \$10.50 per hour. Custodial hours will be billed at the published rate of \$39.00 hour only if those services are necessary.

Dr. Snapp recommended the Board approve the remainder of the Consent Agenda as presented. Mr. Utterback moved to approve the recommendation; Dr. Freije seconded the motion. The Board approved the recommendation by a vote of five (5) ayes; zero (0) nays.

V. COMMUNICATIONS:**A. Brownsburg Education Foundation Report**

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

- BCSC Payroll Deduction Recap: There are 29 new donors and 13 previous donors who have increased their donation. 21 Scholarships will be given on behalf of the generosity of BCSC Staff in 2021.
- Drive 4 UR School Virtual Event: The event was held on October 29th and was a huge success. \$13,200 was raised in just one day by the over 470 people who drove!
- Designer Purse Bingo: This new fundraiser will be held Tuesday evening, November 10th at the Top Eliminator Club at Lucas Oil Raceway. Participants must be 21 or older to attend. Tickets will not be sold at the door. Contact the BEF office by noon on Tuesday to purchase one of the very few tickets that remain.
- Apples for Excellence Promotion: This is for the Early Childhood Center, Elementary and Middle Schools – Apples for Excellence will be sold online only the week after Thanksgiving in conjunction with #GivingTuesday, December 1st and 2nd for a \$5 donation. Teachers and staff will receive a golden apple pin and students will receive a purple mood-changing pencil.
- 2021 Gala: The date has been set for the Gala, March 12, 2021 at the Top Eliminator Club at Lucas Oil Raceway. Reservations will go on sale in January.

B. Operations Report

Mr. Voigt updated the Board on three significant utility incentive/rebate programs BCSC has recently pursued, totaling \$40,368. He shared that \$21,490 is from the Wabash Valley Power Alliance and Hendricks Power Cooperative for a voluntary load shedding program at the five schools served by Hendricks Power (East Middle School, Cardinal and Delaware Trail Elementary Schools and Reagan and Lincoln Elementary Schools); \$8,878 is from Duke Energy, associated with the replacement of the BHS Varsity Gymnasium lighting with LED equipment; \$10,000 from Vectren associated with the replacement of White Lick Elementary School boilers.

Mr. Voigt also shared that in Transportation Services, the department's goal of operating routes is at 80% capacity overall. On average, operating one full route costs approximately \$65,000 to \$70,000 per year in operational and driver expense, not including the initial bus purchase of approximately \$135,000. Even prior to COVID, ridership, especially on high school routes, was significantly below this goal. He noted that data from this past September shows an average high school ridership of 65% capacity. In most cases this ridership is a result of families indicating, through the intent to ride registration process, their intention for a student to ride the bus and yet, in reality, the students are finding other means of getting to and from school. Mr. Voigt stated that theoretically, four high school routes could be eliminated if more accurate ridership reservation data was available, equating to an annual savings to the Operations Fund of \$130,000 to \$140,000. Transportation Services is exploring ways of deriving better student ridership reservation information for the 2021-22 school year, including the potential of shifting to a "routed only if requested" model for 11th and 12th grade students.

Mr. Voigt also shared that further information on Nutrition Services and the free and reduced meal waiver program will be shared in the December 14th Operations Update. Mr. Voigt entertained several questions from Board Members regarding transportation.

C. COVID-19 Update

Dr. Snapp shared the most recent details with respect to the number of students testing positive for COVID and students placed on quarantine. He noted that as the cases increase across the state and country, we are seeing increased numbers as well. He shared that in upcoming communications, families will be asked to make a decision regarding 2nd semester in-person or at-home-learning by December 4th. As with the second quarter, the decision made will be in place for the entire semester.

Dr. Snapp explained that the governor has stated he has no intention to close school but should the governor have to change that decision and move to shut down the schools, there is a "Plan B" in place to deliver at home instruction to all students. Plan B would involve the first two days of a mandated shut down to be used for teachers and staff for training. Teachers will report to classrooms to deliver instruction and essential daycare will be made available through the Parks Department in our buildings. Further details will be made available should this occur.

Dr. Snapp commended Jennifer Wright, Health Services Supervisor, Vicki Murphy, Coordinator of Communications and Jodi Gordon, Director of Human Resources on the job they are doing. They work closely together, seven days a week in conjunction with the Health Department, monitoring cases and informing students and families. Dr. Snapp addressed several questions from the Board.

VI. COMMENTS FROM PATRONS

Deb Bagan – Brownsburg, Indiana

Ms. Bagan is the parent of a freshman student. She explained that her entire family experienced COVID at the same time. She shared concerns that contact tracing is not working and contributing to the spread. She is happy that we are in school and really proud of everything the district has done. Ms. Bagan also shared concerns that students and the public in general are just getting

tired of COVID and letting their guard down. She is worried that we will be out of school unless we reinvigorate the plan, reinforce the good work we have done in order to keep students in school.

VII. OLD BUSINESS

NONE

VIII. NEW BUSINESS

A. Recommendation to Authorize the Publication of Notice for Preliminary Determination Hearing for the 2021 West Middle School Project.

Mr. Hacker recommended that the Board of School Trustees approve the publication of a notice for preliminary determination hearings for the 2021 West Middle School Project. Mr. Hacker shared the scope and sequence of the project which includes an expansion and renovation of West Middle School. He explained that the 6th grade wing will be renovated and expanded, the cafeteria and serving area will be renovated and expanded, the performing arts classrooms will be renovated and expanded and the related arts classrooms will be reconfigured and expanded. Additionally, the west parking lot and drives will be reconfigured, an additional entry will be made to the cafetorium, the entire roof will be replaced and repairs and repaving will occur to the east parking lot and drives. Mr. Hacker shared that the entire project will take approximately 18 months to 2 years from beginning to end. He noted that while the project is not as extensive as the high school project, it will be a similar type of project with phases of construction.

Mr. Hacker explained the lease/financing and selling of bonds to fund the project. He noted that the finance team has estimated the project capacity at \$35,000,000 which will cover the estimated cost of the West Middle School project of approximately \$32,685,000 with additional funds for Capital Improvements/Equipment/Technology/Buses of \$2,315,000, all without an increase to the tax rate. Mr. Hacker explained because of the timing of the sale of the bonds for this project, the finance team has recommended to set the 2021 Bond amount higher to allow for additional capacity that may be created by an increase in assessed value in the fall of 2021 which may allow for funding for additional projects to be completed without raising the current tax rate.

Mr. Hacker shared the timeline for the 2021 Bonds: Fall 2020 – Gather estimates, establish 2021 bond capacity; Winter 2020 – Approval process; Early Spring 2021 – Receive construction bids; Late Spring 2021 – Construction begins; Early Fall 2021 – Receive 2021 Assessed Value to determine final bond amount; Fall 2021 – Sell 2021 bond; use proceeds for remaining construction/project costs; Fall 2022 – Construction ends. Mr. Hacker noted that the construction timeline drives the financial timeline.

Mr. Hacker explained that this evening’s action is request verbal authorization from the Board to publicize notice of the 1028 hearings. November 23, 2020 during the Work Session/Special School Board Meeting – First preliminary determination (1028) hearing held. December 14, 2020 Regular School Board Meeting – Second preliminary determination (1028) hearing held; request approval of project resolution, preliminary determination resolution.

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

B. Recommendation to Approve Resolution to Participate in the Indiana Bond Bank Tax Warrant Program

Mr. Hacker recommended that the Board of School Trustees approve the resolution to participate in the Indiana Bond Bank Tax Anticipation Warrant Program for the 2021 budget calendar year, authorizing the borrowing of funds from the Indiana Bond Bank for the cash flow of the Debt Service Fund. It is further recommended that the Board authorize the Board President, Secretary

and Treasurer to execute the required documents and to publish required notices to complete the participation process. Mr. Hacker explained that this is an annual transaction of the Board to participate in the Indiana Bond Bank program. He shared this is a temporary loan that is requested each year from the Indiana Bond Bank to help maintain a positive fund balance in debt service in between the two major property tax fund distributions. Ultimately, this means the billing cycle for bond payments does not match up with the June and December property tax distributions, therefore this loan helps maintain a positive cash balance and make the payments according to the amortization schedule that must be followed. The interest rate for last year on the loan was approximately 1.8%

Mrs. Dearman moved to approve the recommendation; Mr. Utterback seconded the motion. Mrs. Dearman asked how the amount of the loan is determined. Mr. Hacker explained there is a standard worksheet prepared to determine the amount of funds needed. There being no further discussion, the Board approved the recommendation by a vote of five (5) ayes; zero (0) nays.

C. Recommendation to School Assignment of Villas at Wynne Farms

Dr. Jessup recommended that the Board of School Trustees approve the school assignment of Villas at Wynne Farms to Brown Elementary/West Middle School/Brownsburg High School. Dr. Jessup explained that these paired villas have a price point of \$230,000-\$300,000 and will be located at Hornaday Road and Northfield Drive. There will be 70 homesites available. MI Homes plans to begin selling homes at the end of October 2020 with the first occupants moving in 3 to 4 months later.

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

D. Recommendation to Approve the School Assignment of Belle Arbor, Section 2

Dr. Jessup recommended that the Board of School Trustees approve the school assignment of Belle Arbor, Section 2 to Lincoln Elementary/East Middle School/Brownsburg High School. Dr. Jessup explained that this development is located on County Road 700 N, east of Green Street and Lake Ridge neighborhood. This neighborhood will include homes on both the north and south of CR 700 N. The homes will be priced between \$272,900 and \$339,900. Section 2 lots will begin to be sold in November 2020 with construction beginning very soon after. Due to the planned size of Belle Arbor, it is recommended that only one section be placed at a time. Section 1 was previously assigned to Lincoln Elementary/East Middle School. Section 2 consists of Lots 89-130 (42 lots).

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

E. Recommendation to Approve the School Assignment of Sonora – Sections 3 and 4

Dr. Jessup recommended that the Board of School Trustees approve the school assignment of Sonora Sections 3 and 4 to Brown Elementary/West Middle School/Brownsburg High School. She explained that Sonora is located on the north side of County Road 650N on Raceway Road and the neighborhood will consist of 274 homes. The homes will be priced between \$220,000 and \$400,000. Lots began selling in November 2019 with Sections 1 and 2 placed at Brown Elementary/West Middle School. Dr. Jessup shared that due to the size of the neighborhood, consideration of the placement of additional sections may be at another elementary school. When additional sections open we will evaluate placement using the same decision-making process we use in all neighborhood placements. She noted that Section 3 includes lots 112-138 (27 lots) and Section 4 includes lots 60-86, 163-164, 216-217, 246-248, 275,276 (36 lots).

Ms. Heffernan moved to approve the recommendation; Mr. Utterback seconded the motion. Dr. Jessup entertained several questions from the Board regarding placement of large neighborhoods. Following a brief discussion, the Board approved the recommendation by a vote of five (5) ayes; zero (0) nays.

IX. SUPERINTENDENT COMMENTS

Dr. Snapp thanked everyone in attendance at the meeting. He shared that a work session will be held on Monday, November 23 at 6:30 p.m. in the Board Room and the work session would begin with a special meeting to approve parts of the financial portion of the West Middle School Project.

X. BOARD MEMBER COMMENTS

Mr. Utterback thanked the teachers, staff and students for the work being accomplished. He reminded everyone that Wednesday is Veterans Day and to thank a Veteran for serving.

Mrs. Dearman thanked staff members for the great job they are doing. She congratulated Mr. Hylton and Dr. Freije on their re-election to the Board.

Dr. Freije thanked staff and students for doing an amazing job. He congratulated Eric on his re-election and all who helped with the campaign.

Ms. Heffernan thanked all students and staff for the work they are doing. She commended all those who ran for the school board seats and that the position is about students, teachers and administrators. She congratulated Mr. Hylton and Dr. Freije on their re-election and the integrity they showed in their campaigns. She also congratulated Mr. Mike Wells on his election to replace Mr. Utterback. She shared she is proud to serve on this team. Ms. Heffernan thanked Mr. Utterback, while he has another board meeting to serve, for his years of service to the community as a teacher, administrator and School Board Member.

Mr. Hylton congratulated Dr. Freije and Mr. Wells for their election to the Board. He thanked the community, teaching staff and employees for the hard work they are putting in. He noted it is a tough time and we need to do everything we can to stay in person in school. While Plan B will be a good plan, he hopes people will stay vigilant to allow students to stay in school.

XI. ADJOURNMENT

Mr. Hylton called for a motion to adjourn the meeting. Mr. Utterback moved to adjourn the meeting; Dr. Freije seconded the motion. The Board approved the motion by a vote of five (5) ayes; zero (0) nays. The meeting adjourned at 7:16 p.m.

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

