

**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, January 13, 2020 at 6:30 p.m. in the F.L. O’Neal Administration Building, 310 Stadium Drive; Brownsburg, Indiana.

I. CALL TO ORDER

Mr. Eric Hylton, President of the Board, called the meeting to order at 6:36 p.m. Other Board members in attendance included Ms. Jessica Heffernan, Dr. Matthew Freije, Mrs. Tiffany Dearman, and newly elected Board Member Mike Wells. Administrators present were Dr. Jim Snapp, Dr. Kat Jessup, Mr. Shane Hacker and Mr. John Voigt. Mrs. Jodi Gordon, Ms. 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. Hylton asked for a moment of silence for reflection.

Mr. Hylton then indicated that the Swearing in of Board Members and Reorganization of the Board will be delayed until a presiding officer arrives.

IV. SWEARING IN OF BOARD MEMBERS

Mr. Eric Hylton and Mr. Mike Wells were individually sworn in by Mrs. Regan Huff, Notary Public and an executive assistant for the Brownsburg Community School Corporation.

V. REORGANIZATION OF THE BOARD

A. Election of President

Mr. Hylton called for nominations for School Board officers for 2021: Mrs. Dearman nominated the following: President of the Board of School Trustees, Mr. Eric Hylton; Vice President, Dr. Matt Freije; Secretary, Ms. Jessica Heffernan. Mr. Wells seconded the motion. There being no other nominations or discussion, the Board approved the motion by a vote of five (5) ayes; zero (0) nays. Mr. Hylton explained that the officers of the School Board will also serve in the same positions for the Board of Finance.

B. Election of Vice President

See above.

C. Election of Secretary

See above.

D. Appointment of the following: Corporation Treasurer and Purchasing Agent, Corporation Deputy Treasurers and Assistant Purchasing Agents

Mr. Hylton called for a motion to appoint Mr. Shane Hacker as Corporation Treasurer and Purchasing Agent and Mrs. Tracy Boss as Corporation Deputy Treasurer and Assistant

Purchasing Agent. Dr. Freije moved to approve the appointment; Ms. Heffernan seconded the motion. The Board approved the motion by a vote of five (5) ayes; zero (0) nays.

E. Appointment of Board Members as:

1. Representative to Brownsburg Education Foundation

Mr. Hylton moved to nominate Mrs. Dearman to serve as Representative to the Brownsburg Education Foundation; Ms. Heffernan seconded the motion. The Board approved the motion by a vote of five (5) ayes; zero (0) nays.

2. Representative to the Brownsburg Parks and Recreation Department

Mr. Hylton moved to nominate Dr. Freije to serve as Representative to the Brownsburg Parks and Recreation Department; Ms. Heffernan seconded the motion. The Board approved the motion by a vote of five (5) ayes; zero (0) nays.

3. Representative to the Redevelopment Commission

Mr. Hylton moved to nominate Mr. Hacker to serve as Representative to the Redevelopment Commission; Dr. Freije seconded the motion. The Board approved the motion by a vote of five (5) ayes; zero (0) nays.

4. Legislative Liaison to the Indiana School Boards Association

Mr. Hylton moved to nominate Mr. Wells to serve as Legislative Liaison to the Indiana School Board Association; Mrs. Dearman seconded the motion. The Board approved the motion by a vote of five (5) ayes; zero (0) nays.

VI. SUSPENSION OF REGULAR BOARD MEETING

Mr. Hylton suspended the Regular Board Meeting at 6:51 p.m.

VII. ANNUAL BOARD OF FINANCE MEETING

A. Convene as the Board of Finance

Mr. Hylton convened the meeting of the Board of Finance at 6:51 p.m.

1. Report on Financial Condition of the Corporation

Mr. Hacker shared that recent legislation has required the financial condition of the school corporation be shared at the Board of Finance Meeting of the Corporation. The Distressed Unit Appeal Board (DUAB) recommends information be shared on the following Fiscal Indicators:

- Average Daily Membership (ADM)
- Fund Balances
- Annual Deficit/Surplus
- Fund Balances as a Percentage of Expenditures
- Revenue by Type

Mr. Hacker shared a presentation with the Board addressing each of the topics.

Mr. Hacker shared that the ADM – Average Daily Membership – shows the number of eligible students enrolled on a particular day, “count day”. Count day now occurs in the fall and the spring. ADM is what the state uses to determine the amount of revenue that the district receives, which currently per pupil is approximately \$6,500. Because of COVID, enrollment did not increase as much as was anticipated. Fall enrollment increased approximately 30 students and has grown another 30 students since the beginning of semester 2.

Mr. Hacker reviewed the Fund Balances for the corporation. He explained that the total Fund Balance at the end of 2020 is down slightly as funds are being used from the Rainy Day Fund to cover COVID related expenses such as PPE, plexiglass dividers, hand sanitizer, masks, etc. He noted the district is in good shape financially and the fund balances are adequate to cover any emergent expenses.

Mr. Hacker shared a slide indicating the annual deficit/surplus in the Education and Operations Funds. He noted this is a picture of expenditures versus revenue in each fund. He explained that expenses and revenues should be as closely balanced as possible as the corporation is not in the business of accumulating savings but is in the business of educating students. He noted the deficit in the Education Fund resulted mostly from shifting funds around to provide for paying the Nutrition Services staff throughout the spring shutdown as well as the additional COVID related expenses. He noted there is an expectation the district will receive some level of federal reimbursement to the Nutrition Services department which will offset a good portion of the deficit. Mrs. Dearman asked if there are others areas that we can expect funds to be reimbursed? Mr. Hacker explained that there is no expectation of additional reimbursements however, savings were recognized in several areas during the shutdown such as utilities and fuel costs. He shared the business office continues to review the budget and look at places where savings can be recognized.

Mr. Hacker reviewed the fund balances as a percentage of expenditures. He explained the recommendation is to maintain a fund balance of 8-15% of expenditures or cash on hand. The district currently holds approximately 16% in fund balances. The state wants to know that the corporation is solvent and not running a big deficit. The corporation will continue to add to the overall fund balances keeping in mind as the district continues to grow, expenses will increase and to maintain the recommended percentages, additional dollars will be added to the funds.

The final slide Mr. Hacker shared showed from where the corporation revenue is generated. The majority is directly from the State based on ADM followed by local tax revenue and other local sources.

2. Report on Investments

Mr. Hacker reported that investment interest rates have decreased significantly over the past year. Last year at this time, investments were earning 2.5% and are currently at .25% which has affected interested earnings dropping from last year of nearly \$369,000 to this year of only \$181,000. Mr. Hacker explained that we continue to review interest rates regularly and will shift investment funds as interest rates hopefully increase.

3. Recommendation to Approve Resolution Authorizing the Investment of Public Funds for Certificates of Deposit

Mr. Hacker recommended that the Board of Finance approve the Resolution Authorizing the Investment of Public Funds for Certificates of Deposit. Mr. Hacker explained that this resolution permits the corporation to invest in certificates of deposit in financial institutions approved by the state board of finance.

RESOLUTION AUTHORIZING THE INVESTMENT OF PUBLIC FUNDS FOR CERTIFICATE OF DEPOSIT PURSUANT TO IC 5-13-9-5

Whereas, the Brownsburg Community School Corporation (the "School") desires pursuant to IC 5-13-9-5 to allow banks outside the political subdivision to submit quotes on public funds certificates of deposit;

Now, therefore, pursuant to IC 5-13-9-5, the Board of School Trustees of the Brownsburg Community School Corporation (the "Board") hereby authorizes the investing officer of the School to invest in certificates of deposit of depositories that have not been designated by the local board of finance but have been designated by the state board of finance as a depository for state deposits under IC 5-13-9.5. This authorization expires on a date that is not later than one year after the date the ordinance or resolution is adopted.

Passed and Adopted this 11th day of January, 2021.

Dr. Freije moved for the Board of Finance to approve the Resolution; Ms. Heffernan seconded the motion. The Board approved the motion by a vote of five (5) ayes; zero (0) nays.

B. Adjournment of Board of Finance Meeting

Mr. Hylton adjourned the Board of Finance meeting at 7:08 pm and reconvened the regular meeting of the Board of School Trustees.

VIII. CONSENT ITEMS

A. Approval – Minutes: December 14, 2020

B. Claims: P/R#12/18/20 - \$1,839,713.21; P/R#01/04/21 - \$1,506,456.30; Claims 12/10/20-1/6/21 - \$21,351,689.36

C. Superintendent's Report

The Superintendent's Report was presented as follows:

1. Resignation - Certified:

Name	Building	Position	Effective Date
a. Tonya Bess	BHS	English Teacher	December 18, 2020

2. New Employment – Certified:

Name	Building	Position	Effective Date	Degree	Reason for Employment
a. Katie Burris	BHS	English Teacher; Long Term Substitute	January 4, 2021 thru the end of the 2020-21 school year	Bachelors	Replacing Tonya Bess

3. New Employment – Support Staff:

Name	Building	Position	Effective Date	Hours per Day	Reason for Employment
a. Brent Hornaday	BHS	Special Education Job Coach	January 5, 2021	7	Replacing Brayden Montgomery
b. Madi Schilling	WMS	Special Education Instructional Assistant	January 4, 2021	7	Replacing Beverly Considine
c. Kara Myers	ALPHA	Instructional Assistant	January 5, 2021	7	Replacing Rob Trautwein due to a job transfer
d. Audrey White	Eagle	Nutrition Services	December 14, 2020	6	Replacing Janet Carlisle
e. Shawna Abernathy	EMS	Nutrition Services	December 14, 2020	5	Replacing Theresa Clark
f. Namboneka Kamanzi	Facility Services	Custodian	December 28, 2020	8	Replacing Sydney Davis
g. James Crouse	Facility Services	Custodian	January 25, 2021	8	Replacing Cynthia Nyampundu

4. New Employment – Extra-Curricular:

Name	Building	Position	Effective Date
a. Pam Haygood	EMS	Girls Tennis (Lay) Coach	For the 2020-21 season
b. Brent Walter	WMS	Girls Tennis (Lay) Coach	For the 2020-21 season
c. Jacob Jackson	WMS	7 th Grade Boys Basketball (Lay) Coach	For the 2020-21 season
d. Brittany Glore	WMS	8 th Grade Girls Basketball (Lay) Coach	For the 2020-21 season
e. Jessica Wernsman	Lincoln	Student Council Sponsor	For the 2020-21 school year

5. Change of Status – Support Staff:

Name	Previous Position	New Position	Effective Date	Reason for Change
a. Shelley Hicks	EMS Assistant Manager	EMS Nutrition Services; 7.5 hours / day	January 5, 2021	Transfer from Assistant Manager position

FOR BOARD INFORMATION:

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

BCSC Transportation and Facility Services center

Contractor	CO #	Contract Amount	CO Dollar Amount	New Contract Value	BCSC Approval	Board Meeting	Description
BP 02 - Millennium	6	\$ 3,177,141.24	\$ 14,076.66	\$ 3,191,217.90	12/14/2020	1/11/2021	Row Unsuitable Soils, ROW Under Drain, Re-grade Pond
BP 10 - Gaylor	1	\$ 1,953,000.00	\$ 1,957.73	\$ 1,954,957.73	12/3/2020	1/11/2021	Low Voltage Rough-In for Hotsy Controllers

7. Professional Services Agreements: The Administration has entered into the following professional services agreements:

R.E. Dimond and Associates, Inc./2021 Harris Boiler Replacement: The Administration has entered into a professional services agreement with R.E. Dimond and Associates, Inc. for professional engineering services on the Harris Boiler Replacement project. The scope of services, and the staff assigned to the project is very similar to those provided by R.E. Dimond on other similar projects. The agreement is dated November 30, 2020, and was fully executed on December 15, 2020, for a total lump sum fee amount of \$17,100.00. This fee is comparable to other similar project fees and is included within the current project budget.

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

IX. COMMUNICATIONS:**A. Operations Update**

Mr. Voigt shared summary information on Use of Facilities events and revenue for the first semester, particularly in regard to the impact of COVID on usage rates. School event hours are down 11% from 2019-20 data. This category includes all internal BCSC events and the BASE before- and after-school program. Overall, many of the normal internal events continued this past semester, although under reduced attendance rules.

Further, Mr. Voigt reported community event hours are down 14% from 2019-20. He explained this reflects primarily the youth leagues that have continued, again with reduced participation. The other non-youth league groups have, in large part, ceased holding their events and activities at BCSC due to COVID. This includes churches, homeowner's associations, BPRD non-BASE activities, etc. As a result, gross revenue for the first semester has dropped 40%. Mr. Voigt suggested it is likely this trend will continue through the second semester.

Mr. Voigt also noted the partial return of buses to the Transportation and Facility Services Center over the recent winter recess went well. Just over half of the bus fleet is now based at the TAFS Center until the facility is completed in May. At that time, all Transportation and Facility Services operations, including the buses now being stored at the High School, will return to their new home.

Mr. Voigt shared with the opening of the north portion of the project area, the walking path from the Sugar Bush subdivision and White Lick Elementary has opened and is working well. The temporary bus service within Sugar Bush is continuing through the end of the school year until the sidewalk along Airport Road is opened in May.

B. Brownsburg Education Foundation Report

Mrs. Dearman shared the following information from the Brownsburg Education Foundation:

- Metamorphosis Award – essays are now being accepted for this annual BEF award. All current and former students are eligible to apply. One student will be chosen as the recipient and the award comes with a \$100 cash prize. Deadline for essay submission is Wednesday, February 10th. Additional information may be found on the BEF website.
- 2021 Rally for Our Kids Gala-thon *presented by Falcone Automotive* – Plans are underway for this updated event. There will be many ways to participate including the following activities:
 - FREE Virtual Scavenger Hunt – all students, parents and community members are invited to participate with a chance to win cash prizes!
 - Online Silent Auction
 - Be part of the 1,000 Family Challenge by donating \$25 and helping raise the goal of \$25,000 to continue the good work of BEF.
 - Buy a chance to enter the \$10,000 Big Raffle.

Then tune in on Friday, March 12, 2021 at 6:00 pm for a good old-fashioned tele-thon and find out the winners of the scavenger hunt and raffle. More details can be found on the BEF website.

C. COVID-19 Update

Dr. Snapp shared that the second semester is underway and students are locked in for the rest of the year. At the semester break, 144 students chose to move to at-home learning while 100 students returned to in person learning. Dr. Snapp noted that all along, the concern was in the number of students being quarantined for being a close contact. He shared that he had recently been on a call with Dr. Box and the new State Superintendent and that Dr. Box had shared they are strongly considering only quarantining students in close contact during lunch or unmasked extra-curricular activities. They feel that schools have done a tremendous job setting up socially distanced classrooms and students have done a great job of wearing masks. This change could result in 90-95% fewer students being quarantined.

Dr. Snapp also shared that during the call with Dr. Box, an update was provided regarding the roll out of vaccinations and how that will affect teachers. Data shows that over 90% of the deaths from COVID that have occurred have been in patients older than 65. Because of that, vaccinations will be offered to people 80+, then 70+, then 60+, then individuals with comorbidities, then teachers. It looks like teachers could have their first vaccinations at the end of April, early May with the booster shot in June/July. Dr. Snapp shared his appreciation for Dr. Box, the Governor and the Superintendent for their guidance and leadership.

X. COMMENTS FROM PATRONS

Joshua Lents – Brownsburg – Mr. Lents explained he was speaking on behalf of his neighborhood homeowner's association from Sugar Bush Farms. He shared that several homeowners who reside along the border of the new transportation center have several issues and complaints. They are concerned that the wall that was constructed stopped too short. The gas pumps are visible as well as the lights. There is no buffer for the sound. The neighbors have asked if the wall can be

extended another 20 feet. Mr. Lents stated that he is at the meeting to share those concerns and see what can be done to accommodate the homeowners. Dr. Snapp thanked Mr. Lents for coming and replied that he would like to set up a time to meet with Mr. Lents and other homeowners at the site and see what can be done to satisfy the concerns.

Sarah Collins – Brownsburg – Mrs. Collins spoke regarding the “Teaching Tolerance” curriculum that she is concerned is being taught in the district. She shared she has read the curriculum from the Department of Education website and does not agree with what is being taught. Dr. Snapp thanked Mrs. Collins for attending and asked her to reach out to Dr. Jessup to discuss the curriculum further.

XI. OLD BUSINESS

None

XII. NEW BUSINESS

A. Recommendation to Approve Memorandum of Understanding – 2021 Retirement Incentive

Mrs. Gordon recommended that the Board of School Trustees approve the Memorandum of Understanding regarding a retirement incentive. She explained that this is similar to that which was approved last summer. The incentive offers qualifying retirees a lump sum payment of \$20,000 to their VEBA account presently established by the Board. Mrs. Gordon also noted this is truly a win/win as often those retiring are paid at a much higher salary than those that would be replacing them.

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.

B. Recommendation to Approve Memorandum of Understanding – Extension of COVID-19 Pandemic Leave Time Benefit

Mrs. Gordon recommended that the Board of School Trustees approve the Memorandum of Understanding regarding COVID-19 Pandemic Leave benefit extension for all certified staff. It is also recommended this same benefit be extended to support staff in the same manner. Mrs. Gordon explained that the FFERA expired at the end of December ending the previous 10-day COVID sick leave benefit. This MOU will extend that benefit to all staff members if they meet one or more of the qualifying reasons.

Mrs. Dearman moved to approve the recommendation; Mr. Wells seconded the motion. The Board asked several clarifying questions that were answered by Mrs. Gordon. There being no further discussion, the Board approved the recommendation by a vote of five (5) ayes; zero (0) nays.

C. Recommendation to Approve School Assignment of Brentwood

Dr. Jessup recommended that the Board of School Trustees approve the school assignment of Brentwood. Dr. Jessup explained that the neighborhood will be located on the east side of North County Road 600 East and South of 136. The single family homes have a price point of \$400,000-\$500,000 and the neighborhood will consist of 38 homesites. The recommendation is for the neighborhood to be assigned to Delaware Trail Elementary/East Middle School/Brownsburg High School.

Ms. Heffernan 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.

D. Recommendation to Approve a Resolution Granting Authorization to Sign Agreements for Alternative Services and Private Residential School Placements

Dr. Snapp recommended that the Board of School Trustees approve a Resolution Granting Authorization to Sign Agreements for Alternative Services and Private Residential School Placements. Dr. Snapp explained that occasionally we have students that must be placed in alternative services that Brownsburg Schools cannot provide. There are generally 3 to 4 placement per year with an average cost in the tens of thousands for placement. Reimbursement is provided by the state for the educational placements.

Ms. Heffernan 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 Realign Administrative Positions

Dr. Snapp recommended that this item be tabled until further information can be shared at the next Board meeting.

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

XIII. SUPERINTENDENT COMMENTS

Dr. Snapp shared that the second semester is off to the best start possible. He noted we are so very grateful for all staff members and the job they are doing. He shared he has received a number of positive comments from staff for ending school the day before winter break to allow them time to regroup, train and be prepared for second semester. He thanked the Board for their support of all the teachers and staff members.

XIV. BOARD MEMBER COMMENTS

Mr. Wells thanked the Board for the warm welcome.

Mrs. Dearman shared she has received many calls from people in other districts wondering what Brownsburg is doing to stay in school. She is so thankful for the phenomenal job the staff has done to keep students safe. She welcomed Mr. Wells to the Board.

Dr. Freije welcomed Mr. Wells and welcomed all the staff and students back to school.

Ms. Heffernan welcomed Mr. Wells to the Board. She shared that she has also received calls from other districts and schools as to what we are doing to stay in school. She is proud of the work our teachers and staff are doing.

Mr. Hylton welcomed Mr. Wells to the Board. He echoed the words of the other Board members, realizing there is no magical elixir to what we are doing, just diligence. Looking back to July 25, 26, 27, we wondered if we were really going to succeed at opening. He thanked all the employees that have been incredible in their support to make this work. We listened to the experts and our students are greatly benefitting from this decision. Mr. Hylton also thanked the community for their support.

XV. ADJOURNMENT

Mr. Hylton called for a motion to adjourn the meeting. Dr. Freije moved to adjourn the meeting; Mrs. Dearman seconded the motion. The Board approved the motion by a vote of five (5) ayes; zero (0) nays. The meeting adjourned at 7:31 p.m.

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