

**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 8, 2024 at 6:30 p.m. in the F.L. O’Neal Administration Building, 310 Stadium Drive; Brownsburg, Indiana.

**I. CALL TO ORDER**

Ms. Jessica Heffernan, 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, Mr. Mike Wells and Mrs. Katie Dixon. Administrators present were Dr. Jim Snapp, Dr. Kat Jessup, and Mr. Shane Hacker. Mrs. Jodi Gordon, Ms. Vicki Murphy, Mr. Marc Gianfagna, Mrs. Megan Thomas, Mr. Tim Cooper and Mrs. Lisa Riley were also present.

**II. PLEDGE OF ALLEGIANCE**

Everyone stood for the Pledge of Allegiance.

**III. MOMENT OF REFLECTION**

Ms. Heffernan asked for a moment of silence for reflection.

**IV. COMMUNICATIONS**

**A. Commendation**

Ms. Murphy invited Laura Escobar Lopez, East Middle School 8<sup>th</sup> Grade Student, to the front to be recognized for recently participating in the North American Chess Championship held in Mexico City. She shared about her experience and received a commendation from the Board for her accomplishments.

**B. Brownsburg Education Foundation Report**

Mrs. Dixon shared the following regarding the Brownsburg Education Foundation:

- Rally for Our Kids Gala, presented by LeBlanc Nettles Law will be held Friday, March 8, 2024 at the Top Eliminator Club at Lucas Oil Raceway; cocktail attire. Please consider attending this fun evening. Complimentary hors d’oeuvres, beer, wine and soda from 6-7 pm. Music, games, raffles, dancing, silent and live auctions and more. Reservations are available online on the BEF website or at the BEF office. Reservations available through March 1, 2024 or until the event is sold out.

**C. Operations Update**

Mr. Hacker provided an update on the construction projects around the district. The walking path has been completed from the north end of the new parking lot to the sidewalk with temporary lighting added along the path. The fieldhouse is taking shape with roof sections being installed as well as precast walls being placed. Steel has been erected for the new entrance to the senior academy. The project remains on time and on budget. The Crossroads access drive for deliveries has been laid. It is a gravel drive at this time with paving scheduled this summer.

**V. COMMENTS FROM PATRONS**

*Ms. Heffernan read statement regarding the parameters for public comments; she noted the Board will not respond to public comment in order to allow time for all patrons to speak. She stated the Board understands that some community members may have an interest in personnel matters. She stated there is nothing to report or act on this evening; personnel matters take time and the Board appreciates your understanding of needing to be respectful to the people in the process for the best interest of the Brownsburg Community Schools.*

*Dr. Matt Freije offered the following statement: He was absent from the Public Meeting held December 28, 2023, the first meeting he has missed in his time on the Board, for a preplanned family vacation. He stated if he would have been present, he would have voted with the consensus of the Board.*

*Robin Lawrence, Brownsburg, Indiana – Ms. Lawrence thanked the Board for approving the addition of a Special Education teacher for the Bridge Program at Cardinal Elementary. She noted there is still work to be done addressing concerns for all students but this is a step in the right direction.*

*David Weyant, Brownsburg Indiana – Mr. Weyant addressed the Board with questions regarding the Special Meeting of December 28 and the vote to not extend the Superintendent’s contract. He asked for a response to requests for information from the Board regarding the situation.*

*Rob Kendall, Brownsburg, Indiana – Mr. Kendall asked several questions of the Board regarding the nonrenewal of Dr. Snapp’s contract as well as the process of hiring the new high school principal. He asked several clarifying questions of the Board for transparency.*

*Donald Werner, Indianapolis, Indiana (Brownsburg Schools) – Mr. Werner stated he has a fear that the leadership is working in a vacuum. He has concerns because the public does not have any idea of what is going on. He encouraged the Board to provide some communication to the public the reason why such a large decision has been made.*

## **VI. REORGANIZATION OF THE BOARD**

### **A. Election of Board Officers**

*Ms. Heffernan introduced Ms. Libby Roberts from Church Church Hittle and Antrim as counsel for the BCSC School Corporation. Ms. Roberts lead the Board in the election of the Board officers.*

#### **1. President**

*Dr. Freije moved to recommend Ms. Heffernan as president of the Board. Mr. Hylton seconded the motion. The Board approved the motion by a vote of five (5) ayes; zero (0) nays.*

#### **2. Vice President**

*Mr. Hylton moved to recommend Dr. Freije as vice president of the Board. Mr. Wells seconded the motion. The Board approved the motion by a vote of five (5) ayes; zero (0) nays.*

#### **3. Secretary**

*Mr. Wells moved to recommend Mr. Hylton as secretary of the Board; Mrs. Dixon seconded the motion. The Board approved the motion by a vote of five (5) ayes; zero (0) nays.*

### **B. Appointment of the following: Corporation Treasurer and Purchasing Agent – Mr. Hacker; Corporation Deputy Treasurer and Assistant Purchasing Agent – Mrs. Tracy Boss**

*Ms. Heffernan called for a motion to appoint Mr. Shane Hacker as Corporation Treasurer and Purchasing Agent. Mr. Hylton moved to approve the appointment; Mr. Wells seconded the motion. The Board approved the motion by a vote of five (5) ayes; zero (0) nays. Ms. Heffernan called for a motion to appoint Mrs. Tracy Boss as Corporation Deputy Treasurer and Assistant Purchasing Agent. Dr. Freije moved to approve the appointment; Mr. Wells seconded the motion. The Board approved the motion by a vote of five (5) ayes; zero (0) nays.*

**C. Appointment of Board Members as:**

**1. Legislative Liaison to the Indiana School Boards Association**

*Ms. Heffernan called for a nomination from the Board for the Legislative Liaison to the Indiana School Board Association; Dr. Freije nominated Mr. Hylton as the Legislative Liaison to the ISBA; Mr. Wells seconded the motion. The Board approved the motion by a vote of five (5) ayes; zero (0) nays.*

**2. Representative to Brownsburg Education Foundation**

*Ms. Heffernan recommended nomination of Mrs. Dixon to serve as Representative to the Brownsburg Education Foundation; 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.*

**VII. SUSPENSION OF REGULAR BOARD MEETING**

*Ms. Heffernan suspended the Regular Board Meeting at 6:54 p.m.*

**VIII. ANNUAL BOARD OF FINANCE MEETING**

**A. Convene as the Board of Finance**

*Ms. Heffernan convened the meeting of the Board of Finance at 6:54 p.m.*

**1. Election of Officers**

**a. President**

**b. Secretary**

*Mr. Hacker recommended the Officers for the School Board be the same as the Officers for the Board of Finance. Dr. Freije moved to approve the recommendation; Mr. Wells seconded the motion. The Board approved the motion by a vote of five (5) ayes; zero (0) nays.*

**2. Report on Financial Condition of the Corporation**

Mr. Hacker shared that legislation requires 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. He noted we continue to see strong enrollment growth in the district and we will be able to capture the increased student enrollment with the February 1<sup>st</sup> count day.

Mr. Hacker reviewed the Fund Balances for the corporation. He noted these fund balances are the certified numbers for 2022. Due to timing, 2023 has not officially been closed and certified. He noted the decrease in the Rainy Day fund is due in part to upfront costs associated with the latest projects underway throughout the district. Funds that have been disbursed at the onset of the projects for planning and engineering costs will be reimbursed with the issuance of the bonds associated with the projects.

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.

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 11.8% in fund balances. The state wants to know that the corporation is solvent and not running at a 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 such as textbook and supply fees. Additionally, Federal grant funds are received for specific programs.

## **2. Report on Investments**

Mr. Hacker reported with interest rate increases, while it is challenging in some areas, investment income has increased as a result. The increase in investment income is of benefit to the school corporation as those funds can be used to offset costs incurred in the Operations Fund.

## **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 8<sup>th</sup> day of January, 2024.*

*Dr. Freije moved for the Board of Finance to approve the resolution; Mr. Wells 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**

*Ms. Heffernan adjourned the Board of Finance meeting at 7:06 p.m. and reconvened the regular meeting of the Board of School Trustees.*

## **IX. CONSENT ITEMS**

### **A. Approval – Minutes**

- **December 11, 2023 Business Meeting**
- **December 28, 2023 Executive Session**
- **December 28, 2023 Public Meeting**
- **January 5, 2024 Executive Session**

**B. Approval of Claims: P/R#12/08/2023 - \$1,876,556.61; P/R#12/22/2023 - \$2,372,079.67; Claims 12/7/23-1/3/24 - \$25,795,591.98**

### **C. Superintendent’s Report**

The Superintendent’s Report was presented as follows:

#### **1. Termination – Support Staff:**

<b>Name</b>	<b>Building</b>	<b>Position</b>	<b>Effective Date</b>
a. Islande Cham	BHS	Nutrition Services	December 20, 2023
b. Frankie Rios	Facility Services	Custodian	December 8, 2023

#### **2. Resignation – Certified Staff:**

<b>Name</b>	<b>Building</b>	<b>Position</b>	<b>Effective Date</b>
a. Patrick Rice	WMS	Science Teacher	December 22, 2023

#### **3. Resignations – Support Staff:**

<b>Name</b>	<b>Building</b>	<b>Position</b>	<b>Effective Date</b>
a. Lynn Schey	Transportation	Bus Aide	September 13, 2023
b. Cassity Ryan	EMS	Special Education Instructional Assistant	December 4, 2023
c. Chara Rehacek	Crossroads	Special Education Instructional Assistant	December 5, 2023
d. Monika Ntabayingoma	Facility Services	Custodian	December 1, 2023
e. Courtni Stephens	BHS	Special Education Instructional Assistant	December 22, 2023
f. Corey Hill	BCSC	Police Officer	December 22, 2023
g. Srbinka Proseviski	Nutrition Services	Floater	December 12, 2023
h. Justin Hall	Facility Services	Custodian	December 19, 2023

#### **4. New Employment – Certified Staff:**

<b>Name</b>	<b>Building</b>	<b>Position</b>	<b>Effective Date</b>	<b>Degree</b>	<b>Reason for Employment</b>
a. Tori Bolton	Cardinal	Special Education Teacher	January 8, 2024	Bachelors	New position

b. Tara Cody	WMS/EMS	Choir Teacher; Temporary contract	January 8 2024 thru approximately March 20, 2024	Bachelors	While Teresa Fowler is on medical leave
c. Deborah Sides	WMS	Math Teacher; Temporary contract	Approximately March 21, 2024 thru May 17, 2024	Masters	While Lauren Raphael is on medical / maternity leave
d. Eric Nance	WMS	GTT Teacher; Long term substitute	January 8, 2024 thru the end of the school year	Bachelors	Replacing Adam Popenfoose due to a job transfer
e. Kiersten White	BHS	Academic Coach – Team 2025; Temporary assignment	January 8, 2024 thru the end of the school year	Bachelors	Temporary assignment

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

Name	Building	Position	Effective Date	Hours per Day	Reason for Employment
a. Colin Drew Kreitzer	EMS	Special Education Instructional Assistant – Inclusion	December 20, 2023	7	Replacing Cassity Ryan
b. Lisa Baker Keebler	Transportation	Bus Aide	December 4, 2023	4.5	New route
c. Katrina Tingle	Transportation	Bus Driver	December 21, 2023	Band A1	Replacing Carine Lewis
d. Lisa Moore	Facility Services	Custodian	January 2, 2024	8	Replacing Justin Hall
e. Autumn Duffy	Brown	Special Education Instructional Assistant – Life Skills	January 8, 2024	7	Replacing Douglas Gilbert
f. Caleb Cooper	Technology	Building Technician	January 2, 2024	8	Replacing Cody Bradford
g. Kerri Jackson	Delaware Trail	Special Education 1:1 – Life Skills	January 8, 2024	7	Replacing Aisha Bah
h. Cassandra Jacoboski	Crossroads	Special Education Instructional Assistant – Inclusion	January 8, 2024	7	Replacing Chara Rehacek
i. Whitney Baugh	ECC	Preschool Instructional Assistant; Part-time	January 8, 2024	4	Replacing Nathan Jones
j. Crystal George	Facility Services	Custodian	December 20, 2023	8	Replacing Yodanos Debessay

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

Name	Building	Position	Effective Date
a. Sydney Wilson	BHS	Assistant Varsity Softball (Lay) Coach	For the 2023-24 season
b. Brian Vernick	BHS	Show Choir (\$1.00 Lay) Tech Support	For the 2023-24 season

**7. Leaves of Absence – Certified Staff:**

Name	Building	Position	Type of Leave	Dates of Leave
a. Lauren Raphael	WMS	Math Teacher	Medical / Maternity	Approximately March 21, 2024 thru May 17, 2024

b. Sarah Squire	WMS	Science / Social Studies Teacher	Medical	January 8, 2024 thru approximately January 19, 2024
c. Christing Hopkins	Reagan	1 <sup>st</sup> Grade Teacher	Medical / Maternity	Approximately March 1, 2024 thru September 27, 2024
d. Kat Jessup	CO	Assistant Superintendent	Medical	February 7, 2024 thru approximately March 20, 2024
e. Allison Burns	Lincoln	High Ability Teacher	Medical / Maternity	Approximately February 28, 2024 thru May 3, 2024

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

Name	Building	Position	Type of Leave	Dates of Leave
a. Jill Choate	Cardinal	Special Education Instructional Assistant	Medical	December 21, 2023 thru approximately February 2, 2024

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

Name	Previous Position	New Position	Effective Date	Reason for Change
a. Shadiamon Dirig	Nutrition Services	Custodian; 8 hours / day	January 2, 2024	Replacing Aaron Flodder
b. Mistian Whitfield	WMS Assistant Café Manager	Eagle Café Manager	January 8, 2024	Replacing Nicole Quasebarth due to a job transfer
c. Adrienne Johnson	WMS Special Education Instructional Assistant	Science Teacher; Long term substitute	January 8, 2024 thru the end of the school year	Replacing Patrick Rice
d. China Williams	Transportation Bus Aide	WMS Special Education Instructional Assistant – Inclusion; 7 hours / day and Transportation Bus Aide; 1 hour / day	January 8, 2024	Replacing Cara Pierce
e. Nathan Jones	ECC Instructional Assistant	Brown Special Education Teacher	January 8, 2024	New position
f. Janel Preller	ALPHA Special Education Instructional Assistant; full time	ALPHA Special Education Instructional Assistant; 3 days / week	Upon return from leave; approximately January 29, 2024	Replacing Joslyn Ramirez due to a job transfer
g. Joslyn Ramirez	ALPHA Special Education Instructional Assistant; 3 days / week	ALPHA Special Education Instructional Assistant; full time	January 8, 2024	Replacing Janel Preller due to a job transfer
h. Jeana Langdon	Transportation Bus Aide; 6 hours / day	Transportation Bus Aide; 4 hours / day	December 11, 2023	Requested reduction in hours
i. Angie Slayten	Delaware Trail Special Education Instructional Assistant	Delaware Trail Learning Lab Instructional Assistant	January 8, 2024	Replacing Annette DeLoera

**10. Clarification – Support Staff:**

Name	Building	Position	Clarifying Statement
a. Cody Bradford	Technology	Building Technician	Mr. Bradford's last day was initially approved as December 28, 2024; his last day will actually be January 2, 2024
b. Kulwinder Birk	Nutrition Services	Nutrition Services	Ms. Birk's paid leave was initially scheduled to end on December 22, 2023; her paid leave will be extended, ending on January 31, 2024

**11. BHS Staff Bomb Threat Compensation:**

It is recommended the Board approve BHS staff working on Wednesday, December 6, 2023 (the day of the bomb threat) be paid for a full day due to being dismissed mid-day so the bomb threat could be investigated.

It is also recommended administrative assistants, academic coaches and certified staff that worked the whole day to supervise students returning to the building to collect belongings be granted a half floating holiday to be used by June 30, 2024.

**12. Special Education Supplemental Payment:**

It is recommended the Board approve a \$1,500.00 supplemental payment to Shana Cunningham, School Psychologist, for the additional work during the first semester due to an open School Psychologist position.

**13. 2023-24 Job Share Application:**

It is recommended the Board approve the following support staff job share application:

- a.) Cassy Scott and Rachel Swenson will be sharing a Special Education Instructional Assistant position at Brown Elementary beginning January 8, 2024.

**14. BOOST Program:**

It is recommended the Board approve the Bulldog Out of School Time (BOOST) Program Manager position included in the Board packet. This position will be hired in January 2024 with the program beginning full operation for the 2024-25 school year.

**FOR YOUR INFORMATION:**

**15. Transfer – Certified Staff:**

Name	Previous Position	New Position	Effective Date	Reason for Change
a. Adam Popenfoose	WMS GTT Teacher	BHS PLTW Teacher	January 8, 2024	Replacing Josh Yoder

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

**X. OLD BUSINESS**

**NONE**

**XI. NEW BUSINESS**

**A. Recommendation to Award Radio Replacement Contract**

Mr. Hacker recommended the Board of School Trustees approve the following:

- Accept the following bids as the lowest responsible and responsive bids in the district radio replacement project; and
- Award the following contracts; and
- Authorize the Administration to execute all necessary contracts, issue and approve change orders, and other necessary actions to achieve each project’s schedule, providing the total project cost does not exceed the authorized limits.





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**Radio System Pricing: \$1,342,177.32**

- System pricing includes 5 years of ERS Onsite Maintenance and Support on Infrastructure and all Radios.
- System pricing includes 5 years of ERS Remote System Monitoring with Quarterly Reporting on Usage
- System pricing includes 5 years of manufacturer equipment warranty.
- System pricing includes \$40,000.00 Trade in of Existing Customer Equipment.

**\*\*Optional items not included in System Pricing listed above\*\***

- **OPTIONAL – 12 Base radios; one for each building with installation \$24,712.32**
- **OPTIONAL – Additional repeater site at Brownsburg Fire Station 132 \$55,139.88**
- **OPTIONAL – 3 Position AVTEC Dispatch Console \$399,520.99 (5 yrs. software)**
- **OPTIONAL – 2 Position AVTEC Dispatch Console \$291,060.92 (3 yrs. software)**
- **OPTIONAL – 3 Position WAVE Dispatch Solution \$30,377.16 (Hardware & 5 Years of licensing)**

Total project cost: \$1, 427,694.36

Mr. Hacker explained that this bid was for a full district radio replacement. This award will replace 440 handheld radios as well as 145 bus radios. We will be switching from Kenwood to Motorola with additional services from a dispatching standpoint. He shared this bid has been reviewed by consultants as well as by the Director of Technology, Jason Starkweather and Director of Transportation, Nick Meyerrose. This bid came in under budget.

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

**B. Recommendation to Approve Resolution Granting Authorization to Sign Agreements for Alternative Services and Private Residential Placements**

Dr. Jessup recommended the Board of School Trustees approve the resolution granting authorization to sign agreements for alternative services and private residential placements. Dr. Jessup explained this is an annual requirement from the Department of Education and is only needed on rare occasions.

*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.*

**XIII. SUPERINTENDENT COMMENTS**

Dr. Snapp had no comments to share.

**XIV. BOARD MEMBER COMMENTS**

Mrs. Dixon welcomed back students and staff. She congratulated Miss Escobar Lopez on her accomplishments in Mexico City. She shared that before break she had an opportunity to see what the fine arts students are doing between the Madrigal dinner, choir concerts and band and orchestra concerts. These performances reminded her how much talent our young people have. She thanked Mr. Hacker for answering her questions regarding the financial presentation this evening. She stated, though there have been some difficult topics discussed tonight, she welcomes the comments and appreciates that we have passionate parents and community members that are interested in our district's leadership and in our schools.

Mr. Wells welcomed students and staff back. He offered congratulations to Miss Lopez for playing in the chess championship. He thanked everyone who spoke and being passionate about what they had to say. The reality is 2023 was a rough school year for Brownsburg School District. The goal of the district is to improve on it and get better in 2024.

Dr. Freije commended all who got up and spoke this evening because it is never easy to do so. He always encourages those who feel the need to make comment to do so. He welcomed back all the staff and students. He appreciates all for coming to the meeting.

Mr. Hylton had no comments to share.

Ms. Heffernan thanked everyone who took their time to attend the meeting this evening or watch online. Your passion and commitment to Brownsburg Schools should be recognized. She also thanked her fellow board members for their continuing commitment to our teachers, students, staff and parents. Our decisions are not always easy ones and we take great care in listening to public questions and concerns while weighing our duty to do what we have been elected to do which is to continue the high standards and excellence of Brownsburg Schools.

**XV. ADJOURNMENT**

*Ms. Heffernan called for a motion to adjourn the meeting; Dr. Freije moved for adjournment; Mr. Wells seconded the motion. The Board approved the motion by a vote of five (5) ayes; zero (0) nays. The meeting adjourned at 7:12 p.m.*

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

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