

# **Brownsburg Community School Corporation**



**April 15, 2024**

**BROWNSBURG COMMUNITY SCHOOL CORPORATION  
BOARD OF SCHOOL TRUSTEES  
REGULAR MEETING  
F.L. O'Neal Administration Center  
310 Stadium Drive  
Brownsburg, Indiana 46112**

**April 15, 2024  
6:30 p.m.**

**AGENDA**

- I. CALL TO ORDER**
- II. PLEDGE OF ALLEGIANCE**
- III. MOMENT OF REFLECTION**
- IV. COMMUNICATIONS**
  - A. Commendation – BHS-TV IASB State Champions – Ms. Murphy**
  - B. Brownsburg Education Foundation Report – Mrs. Dixon**
  - C. Operations Update – Mr. Hacker**
  - D. First Reading of New Board Policies – Dr. Jessup**
  - E. First Reading of BOOST Handbook – Dr. Jessup**
- V. COMMENTS FROM PATRONS**
- VI. CONSENT ITEMS**
  - A. Approval of Minutes**
    - **March 11, 2024 Business Meeting**
  - B. Approval of Claims – P/R #3/15/2024 - \$1,947,155.55; P/R #3/29/2024 - \$2,162,591.65; Claims March 7-April 10, 2024 - \$6,321,076.87**
  - C. Superintendent's Report**
- VII. OLD BUSINESS**
  - A. Second Reading and Recommendation to Approve 2025-2026 School Calendar – Dr. Jessup**
- VIII. NEW BUSINESS**
  - A. Recommendation to Approve Various Textbooks for the 2024-2025 School Year – Dr. Jessup**
  - B. Recommendation to Approve Out of District Student Transfers – Dr. Jessup**
  - C. Recommendation to Approve School Assignment of Oakdale – Dr. Jessup**
  - D. Recommendation to Approve Disposition of School Buses – Mr. Hacker**
  - E. Recommendation to Approve Elementary Serving Line Bid – Mr. Hacker**
  - F. Recommendation to Approve Lease Agreement with Brownsburg Fire Territory – Mr. Hacker**
- IX. SUPERINTENDENT COMMENTS**
- X. BOARD MEMBER COMMENTS**
- XI. ADJOURNMENT**

#### **IV. COMMUNICATIONS**

##### **A. Commendation –BHS-TV IASB State Champions - Ms. Murphy**

Ms. Murphy will introduce members of the BHS-TV Broadcasting students for winning Video Sports Program for their production of the Girls Basketball Sectional Preview Show. The following students will be recognized:

- Brady Morse, Senior
- Eli Balbach, Sophomore
- Christian Roche, Senior
- Alex Fulk, Senior

##### **B. Brownsburg Education Foundation Report – Mrs. Dixon**

Mrs. Dixon will provide a report on recent and upcoming activities in the Brownsburg Education Foundation.

##### **C. Operations Update – Mr. Hacker**

Mr. Hacker will share an update regarding operations activities across the district.

##### **D. First Reading of School Board Policies – Dr. Jessup**

Dr. Jessup will present the draft Board Policies for first reading. These policies have been provided from the ISBA and are recommended for adoption based on recent legislative requirements.

***Policy Summary follows***

##### **E. First Reading of BOOST Handbook – Dr. Jessup**

Dr. Jessup will present the handbook for the new BOOST Program for first reading.

***Handbook follows***

#### **V. COMMENTS FROM PATRONS**

#### **VI. CONSENT ITEMS**

##### **A. Approval of Minutes:**

- **March 11, 2024 Business Meeting**

***Minutes Follow:***

##### **B. Claims follow**

##### **C. Superintendent's Report follows**

#### **VII. OLD BUSINESS**

##### **A. Second Reading and Recommendation to Approve 2025-2026 School Calendar – Dr. Jessup**

**Superintendent’s Recommendation:**

It is recommended that the Board of School Trustees approve the 2025-2026 School Calendar as presented for second reading and approval.

**Calendar follows**

**VIII. NEW BUSINESS**

**A. Recommendation to Approve Various Textbooks for the 2024-2025 School Year – Dr. Jessup**

**Superintendent’s Recommendation:**

It is recommended the Board of School Trustees approve K-12 science materials and 9-12 Business curricular materials beginning with the 2024-2025 school year.

**Background Information:**

Indiana Academic Standards are used to direct the curriculum used in BCSC. The materials shown below address the Indiana Academic Standards and have been evaluated by BCSC teachers. Parents were invited to review curricular materials as well.

**Elementary Science**

Studies Weekly	Science Curriculum K-5
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**Secondary Science**

Course	Textbook	Publisher
<i>AP Biology</i>	Campbell Biology (12 <sup>th</sup> )	Pearson
<i>APES</i>	Exploring Environmental Science for AP	Cengage
<i>AP Physics</i>	Physics for Scientists and Engineers, 10 <sup>th</sup> Edition	Cengage
<i>DC Anatomy</i>	Anatomy and Physiology: An Integrative Approach	McGraw-Hill
<i>DC Chem</i>	Basic Chemistry	Pearson
<i>Biology</i>	Miller and Levine Biology	Savvas
<i>Biology Honors</i>	Miller and Levine Biology	Savvas
<i>Physics</i>	Experience Physics	Savvas
<i>Forensics</i>	Criminalistics (5 <sup>th</sup> ) by Girard	Jones-Bartlett
<i>Oceanography</i>	Essentials of Oceanography	Pearson
<i>Zoology</i>	Zoology, 11 <sup>th</sup> Edition	McGraw-Hill
<i>6<sup>th</sup> EMS/WMS</i>	Elevate Science	Savvas
<i>7<sup>th</sup> EMS/WMS</i>	Elevate Science	Savvas

8 <sup>th</sup> EMS/WMS	Elevate Science	Savvas
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**9 – 12 Business**

Course	Book Title	Publisher Name
ADVANCED BUSINESS MANAGEMENT*	Principles of Management	Thesis Education LLC
BUSINESS LAW & ETHICS*	Business Law	Thesis Education LLC
ADV BUS, CC/IT MKTG101*	Principles of Marketing	Thesis Education LLC
MKT Fundamentals NLPS	Principles of Marketing	Thesis Education LLC
PRINCIPLES OF BUSINESS MANAGEMENT-NLPS	Introduction to Business	Thesis Education LLC
ENTREPRENEURSHIP & NEW VENTURES*	Principles of Entrepreneurship	Thesis Education LLC

**B. Recommendation to Approve Out of District Student Transfers – Dr. Jessup**

**Superintendent’s Recommendation:**

It is recommended that the Board approve Out of District Student Transfers for Kindergarten, 1<sup>st</sup> grade, and 2<sup>nd</sup> Grade. We would limit to 10 students for each of these grade levels.

**C. Recommendation to Approve School Assignment of Oakdale – Dr. Jessup**

**Superintendent’s Recommendation:**

It is recommended that the Board of School Trustees approve the school assignment of Oakdale to Eagle Elementary/West Middle School/Brownsburg High School.

**D. Recommendation to Approve Disposition of School Buses – Mr. Hacker**

**Superintendent’s Recommendation:**

It is recommended the Board of School Trustees approve the following buses declared as surplus to be either sold as-is or traded in:

Asset number	Corporation ID number	Generic description	Year	Make	Model	VIN	Mileage*
213035	4	Type A	2012	Thomas	Mybus	1GB3G2BA3D1122513	39,564
213005	9	Type A	2012	Thomas	Minotour	1GB3G3BG1D1141975	22,881
213001	105	Type A	2012	Thomas	Minotour	1GB3G3BL3D1143143	97,229
213002	108	Type A	2012	Thomas	Minotour	1GB3G3BL1D1143206	123,911

\*Mileage is as of 3/21/2024

**Resolutions follow**

**E. Recommendation to Approve Elementary Service Line Bid – Mr. Hacker**

**Superintendent’s Recommendation:**

It is recommended the Board award the *Supply and Installation of Serving Lines for Multiple (5) Elementary Schools* RFP to Lancaster Schert Equipment, LLC according to the following bid tabulation results:

Vendor/Contractor	Minimum Requirements	Proposal Forms	Evaluation	Serving Line	Sneeze Guard	Cold Merchandiser	Pass-Thru	Delivery & Installation	Electrical Work	Total
C&T Design	Pass	Pass	85%	\$ 544,900.00	\$ 77,840.00	\$ 96,920.00	\$ 63,124.00	\$ 5,170.00	\$ 41,762.00	\$829,716.00
Chef's Depot	Fail	Fail	85%	\$ 410,214.30	\$ 79,500.00	\$ 77,005.35	\$ 74,116.82	\$ 25,000.00	\$ 36,315.00	\$727,151.47
Lancaster	Pass	Pass	95%	\$ 470,885.20	\$ 68,459.30	\$ 66,943.40	\$ 70,296.42	\$ 16,375.00	\$ 36,311.25	\$729,270.57

**F. Recommendation to Approve Lease Agreement with Brownsburg Fire Territory – Mr. Hacker**

**Superintendent's Recommendation:**

It is recommended that the Board approve the resolution approving the agreement between BCSC and Brownsburg Fire Territory.

***Agreement follows***

**IX. SUPERINTENDENT COMMENTS**

**X. BOARD MEMBER COMMENTS**

**XI. ADJOURNMENT**

April 15, 2024

First Reading of School Board Policies:

The following policies are either being newly adopted or require a change:

2800 – Unmanned Aircraft (Drones) – request to be adopted with minor changes

3001 – Equal Employment Opportunity – minor update to EOC portion of policy

4100 – Student Records – minor update regarding release of directory information for military recruiting purposes

Additional information:

Updates to Policy 6013 – Cash Reserve & Liquidity were provided – recommend no change to current policy (BCSC 6023)

**2024-2025  
BOOST PARENT/GUARDIAN HANDBOOK**



**Give your  
family a  
BOOST with  
Bulldogs  
Out of School  
Time!**



**310 Stadium Drive  
Brownsburg, IN 46112  
317-852-5726**





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## **BROWNSBURG COMMUNITY SCHOOL CORPORATION**

*Office of Bulldogs Out of School Time "BOOST" Mission, Values, and Philosophy Statement*

### **WELCOME**

Welcome to Brownsburg Community School Corporation's Bulldogs Out of School "BOOST" program. It is an honor to be a part of the growth and development of your student. We are looking forward to this new program and the new friends and memories that will be made by having fun and learning together.

Our staff is committed to providing a fun and safe environment for your student. We offer participants homework support, physical activities, and social enrichment opportunities.

It is our belief that well-informed students and parents/guardians promote a positive environment. In this handbook, we have included specific information regarding some of the BOOST Program procedures and general information to help students and families enjoy a pleasant and productive experience. Parents/Guardians and students are encouraged to review this handbook together and use it as a reference during the school year.

After reviewing this handbook, if you have further questions, please contact the BOOST Program Manager at 317-852-5726.

### **OUR MISSION:**

Enrich and prepare student achievement by providing an inclusive, safe, and high-quality learning environment, and by building connections between school, family, and community.

### **OUR VALUES:**

Our programs and staff will:

- Provide a safe environment of high-quality exploration.
- Foster excitement for lifelong learning and achievement.
- Ensure that student academic and behavioral success is expected, encouraged, and celebrated.
- Provide diverse and inclusive programs that serve all students.

### **OUR PHILOSOPHY:**

We believe in encouraging students to grow academically and socially. BOOST embraces learning outside the classroom in a safe and inclusive environment designed to engage students in active exploration.

### **At BOOST our goals are to:**

- Provide high quality programs with an emphasis on social enrichment and academic support.
- Empower every student to achieve their full potential and thrive beyond the school day.
- Provide positive staff/student interaction, communication, and guidance in a safe environment.

**The BOOST program does not receive any Federal financial assistance.  
BOOST is a financially self-sustaining program, relying solely on enrollment funds.**



## HOURS OF OPERATION

School Attending (K-6)	Site of BOOST	M-F Morning M/Tu/Thu/F Afternoon	Wed Afternoon (Early Release)
Brown	Brown	6:30 AM - 8:30 AM 3:40 PM - 6:00 PM	3:10 PM - 6:00 PM
Cardinal/Delaware Trail	Cardinal	6:30 AM - 8:30 AM 3:40 PM - 6:00 PM	3:10 PM - 6:00 PM
Crossroads	Crossroads	6:30 AM - 8:30 AM 3:40 PM - 6:00 PM	3:10 PM - 6:00 PM
Eagle*/White Lick	White Lick	6:30 AM - 8:30 AM 3:40 PM - 6:00 PM	3:10 PM - 6:00 PM
Reagan/Lincoln	Reagan	6:30 AM - 8:30 AM 3:40 PM - 6:00 PM	3:10 PM - 6:00 PM
EMS*/WMS*	Crossroads	6:30 AM - 7:35 AM 2:35 PM - 6:00 PM	2:05 PM - 6:00 PM

\*Students will be transported to/from the BOOST site to/from the attending school by BCSC buses.

**Two-Hour Delays:** BOOST will remain open for regular program hours and remain in session until the school day begins.

**School Cancellations:** BOOST will close. Refunds will be issued to those registered for the day.

## FULL DAY COVERAGE

BOOST is open all BCSC school days THAT ARE IN OPERATION for before and after school care. BOOST will offer full day coverage from 6:30 AM - 6:00 PM on the dates below for the 2024-25 SY when school is not in session. Please see posted rates for these dates in the FEES/OPTIONS section.

Events	Dates of BOOST Full Day Coverage - 6:30 AM - 6:00 PM
School Holiday Coverage	11/27/24, 1/20/25, 2/17/25
Fall Break	10/21/24 - 10/25/24
Winter Break	12/23/24, 12/26/24, 12/27/24, 12/30/24, 1/2/25, 1/3/25, 1/6/25
Spring Break	3/31/25 - 4/4/25

## CONTACT INFORMATION

Brown Elementary	317-852-1008	BOOST_Brown@brownsburg.k12.in.us
Cardinal/Delaware Trail	317-852-1008	BOOST_Cardinal@brownsburg.k12.in.us
Crossroads/EMS/WMS	317-852-1008	BOOST_Crossroads@brownsburg.k12.in.us
Eagle/White Lick Elementary	317-852-1008	BOOST_Whitelick@brownsburg.k12.in.us
Reagan/Lincoln Elementary	317-852-1008	BOOST_Reagan@brownsburg.k12.in.us



## PAYMENT OF FEES

Fees are billed on Friday of each week. Accounts are considered delinquent if not paid in full by 8:00 AM on the following Wednesday. Account owners with outstanding balances as of 8:00am on Wednesday will be notified that their account is in default and their child will be ineligible to continue to attend the program effective the first day of the following week.

Payments may be made by using the following options:

- Preferred Payment Online by credit card - My ProCare - [www.myprocare.com](http://www.myprocare.com)
- Card or Check Only (no cash) in person at the BOOST office, located at 310 Stadium Drive, Monday-Friday 7:30 AM - 4:30 PM. Site Managers will not accept payment at the BOOST school sites.

## FEES/OPTIONS

BOOST offers a 3 session part-time care option (AM or PM) per week or a 3 session full-time care option (AM and PM) per week, any 3 days of the week. BOOST also offers a 5 session part-time care option (AM or PM) per week or a 5 session full-time care option (AM and PM) per week. Care must be scheduled by 5:00 pm each Friday prior to the week of care. BOOST does not offer a drop-in option.

<b>2024-2025 BOOST PROGRAMS</b>	<b>AM DAILY RATE</b>	<b>PM DAILY RATE</b>
AM or PM Daily Rate	\$13.91	\$17.37
AM and PM Daily Rate	\$31.28	
Full Day / Out of School Daily Rate	\$47.78	
Consistent Daily Care for 2024-25 SY 180 School Days (20% discount)	\$2,003.40	\$2,500.85
	does not include full day/out of school days	
Late Pick-Up Fee*		\$3.00/minute past 6 PM
Finder's Fee*	\$5.00/absence that is not communicated in advance	
Non-Refundable Annual Registration Fee*	\$65.00	
*Registration fees, Late pick-up fees, and Finder's fees are NOT reduced by the free and reduced assistance program.		

## FREE AND REDUCED ASSISTANCE PROGRAM

Students who are approved for the free and reduced assistance program offered through the IDOE, qualify for BOOST morning and/or afternoon programming at a free or reduced rate. Applications will be verified through the state application process. Once the application is approved by the IDOE, the discount will be determined if the student will receive free or reduced rates for the BOOST program. If you feel that you may qualify, please apply at: [www.myschoolapps.com/Application](http://www.myschoolapps.com/Application).



## FAMILIES AGREE TO

- Keep all enrollment information current, especially contact numbers, email addresses and authorized pick-up list.
- Maintain account balances according to the BOOST billing cycle.
- Escort their student(s) to the Extended Day Program area and sign them in with a staff member.  
**Do not drop off students outside.**
- Pick up and sign out their student(s) no later than 6:00 PM.
- Show picture identification every time at pick-up.
- Only allow authorized persons to pick up their student(s) from BOOST.

## STUDENTS AGREE TO

### Follow BOOST Rules:

- Be Kind, Be Responsible, Be Respectful, and Be Safe
- Use listening ears with team members and peers
- Keep hands and feet to yourself
- Always ask before leaving the room & follow bathroom procedures
- Practice good sportsmanship and try your best in every activity
- Electronics, toys, food, and games from home will be left in your backpack
- Clean up after yourself
- Follow school rules when at BOOST
- Make friends and have fun!

## REGISTRATION & REQUIRED WAIVERS

All participants MUST complete our online program registration form, sign the Parent/Guardian Contract, sign the BOOST Parent/Guardian Handbook Acknowledgement, and pay the annual registration fee of \$65.00 prior to attending the BOOST program. In addition, all balances MUST be kept up to date in order to continue using the BOOST program. Registration and payments can be completed online at [www.myprocare.com](http://www.myprocare.com).

## DROP-OFF & PICK-UP PROCEDURES

For the safety of participants and staff, all program doors are locked for the duration of the program operating hours. Parents/guardians are required to escort the participant to and from the program entrance to sign in and out each day and will be prompted to enter the participant's assigned On-Site Security Code issued by Procure on the program iPad. BOOST will not accept legal responsibility for a student unless a parent/guardian or authorized person signs the student in and out of the program.

- Only authorized individuals listed on our registration software will be allowed to pick-up your child from BOOST. Photo identification of the authorized adult will be required every day at pick up.
- Failure to follow pick up or drop off procedures may result in a student's termination from the program.
- In the event of custody restrictions, certified court documents outlining proof of legal restrictions must be filed with the office of BOOST.

## **ADULT CONDUCT**

BOOST reserves the right to remove a participant from the program with no refund eligibility based upon the inappropriate behavior of a parent or guardian. Inappropriate behavior may include, but is not limited to:

- Abusive, threatening, profane or harassing communication, either in person, by e-mail or text/voicemail/phone or other written or verbal communication
- Physically aggressive or confrontational behavior that poses a risk to the safety of staff, participants or others
- Defamatory, offensive or derogatory comments regarding the program or program staff made publicly to others
- Attempting to discipline another child that is not your own or confront another parent/guardian about their child's behavior in the program

## **MEDICATION POLICY**

If your child needs to take any medication during program hours, you must complete a Medication Dispensing Authorization Form. The prescribed medication must be in its original container clearly labeled with participant's name and dosage. All medications dropped off at our program will be stored in locked storage onsite and returned to parents/guardians at the end of each week. Site managers are trained for medicine dispensing and may only dispense prescription medications. Staff are not permitted to dispense the first dose of a new medication or any fever-reducing medication. If a participant refuses to take medication, staff will not force the child to take it. This incident will be documented, and staff will notify the parent/guardian via phone call. Please note, BOOST does not have direct access to any medication stored in the school nurse's office.

## **POSSESSIONS, ELECTRONICS, AND CELL PHONES**

Students should dress for indoor and outdoor play. Please label all belongings and frequently check the lost and found area. Items brought to the program by your student must be labeled and we expect students to be responsible for their belongings. Please do not send personal items to the program such as toys, money, stuffed animals, video games, trading cards, electronics, etc. We are not responsible for any misplaced, damaged, or stolen items. Students are not permitted to use such items during BOOST. The possession and use of personal electronic items, such as iPads, cell phones, handheld video games, etc., during any program is prohibited. If an electronic item is confiscated, staff will store this item securely at the front desk and return it to a parent/guardian at the end of day. Cell phone use by participants is prohibited. Please do not attempt to contact your child via their personal phone. Instead, call or text the program phone.

## **BOOST STAFF/HEALTH/SAFETY**

The health and safety of participants is our top priority. All team members are trained in American Red Cross CPR/AED, First Aid. For minor injuries which occur during program hours, staff will respond with appropriate first aid care, document the accident using an Accident Report and notify a parent/guardian. For injuries which require emergency medical treatment, 911 will be called immediately, staff will notify the parent/guardian or emergency contact shortly after and complete an Accident Report with details regarding how the injury occurred and the care given. If the participant must be transported by emergency medical personnel, a full-time staff member will accompany the child to the hospital until a parent/guardian arrives.

To avoid the spread of communicable diseases and illness, please keep your child at home if your child currently has or has had a temperature above 100 F degrees or above in the past 24-hours. In the event that your child begins to display or develop symptoms such as a fever, rash, diarrhea or vomiting during program hours, your child will be separated from the rest of the participants. Staff will notify the parent/guardian or emergency contact and arrangements must be made to pick up the child immediately.

## **ACCIDENTS AND INJURIES**

If a student has a MINOR INJURY, a staff person will inform the parents/guardians upon arrival at the program.

If a SERIOUS ACCIDENT occurs, a staff person will contact the parent/guardian immediately so that the student may receive necessary medical treatment.

If an EMERGENCY occurs, and immediate attention is needed, the staff will call 911 and then immediately contact the parent/guardian. Paramedics will decide on the appropriate action. If the student needs emergency treatment, the paramedics will move the student to the nearest facility. It is the responsibility of parents/guardians to keep all emergency information current.

## **EMERGENCY PREPAREDNESS**

All BOOST sites practice emergency drills, and the BOOST program follows all BCSC emergency procedures that include moving children to safe locations, checking attendance, notifying authorities, checking for injuries, and notifying parents/guardians. Evacuation procedures for persons with mobility challenges are included in the site's emergency plan. If a parent/guardian is unable to contact the BOOST Program during the emergency, we will coordinate any necessary care with the authorities until the parent/guardian is contacted.

## SEVERE WEATHER & CANCELLATIONS

Parents/guardians will be notified via text and email with any program cancellations or changes to the schedule. BOOST follows all established Brownsburg Community School Corporation (BCSC) policies and procedures in the event of a fire, tornado, weather emergency, natural disaster, extreme temperatures, air quality alerts, or other emergency-related situations.

- **Two-Hour Delays:** BOOST will remain open for regular program hours and remain in session until the school day begins.
- **School Cancellations:** BOOST will close. Refunds will be issued to those registered for the day.
- **Extreme Heat/Air Quality Alerts:** Outdoor programming may be modified if temperature/air quality index levels fall outside of the healthy recommended guidelines for children.
- **Severe Weather Warnings:** Upon an issued warning, staff and participants will immediately seek shelter. In accordance to BCSC policies, participants may not be released from the program until the severe weather warning has been lifted.

## BREAKFAST AND SNACKS

BCSC Nutrition Services offers breakfast on each school day beginning at 8:30 AM for elementary and 7:20 AM at the Middle Schools. Please make payment arrangements through the Nutrition Services Department or the My School Bucks app. BOOST will not be providing breakfast or a morning snack before school. If your student needs to eat before the breakfast serving time at 8:30 AM, please provide breakfast prior to drop-off. If food from home is brought to BOOST, there is no sharing of food permitted.

Snacks are available to all students in the BOOST afternoon program. Snacks are intended to be nutritious and to give your student energy, not to be a full meal. The cost of snack is included in program fees. If food from home is brought to BOOST, there is no sharing of food permitted.

BOOST does not provide drinks in the morning or afternoon program. It is strongly encouraged that your student is sent with a refillable water bottle each day that is labeled with their name.

Full day coverage, when offered, morning and afternoon snack will be provided. Please provide a packed lunch from home for your child.

## MANDATED REPORTING POLICY

By participating in the BOOST programming you acknowledge that all staff members are considered Mandated Reporters by the State of Indiana and are required by law to immediately report any suspicion of child abuse or neglect to the Department of Child Services (DCS). BOOST does not determine whether or not an investigation is conducted by DCS. If a report to DCS triggers an investigation, BOOST will cooperate fully with authorities. Because of the confidential nature of such an investigation, BOOST will not comment publicly about the nature of the allegations or the status of the investigation.





## **ENROLLMENT**

The BOOST program serves students who are Brownsburg Community School Corporation students. The program welcomes all students in kindergarten through sixth grade to enroll. Enrollment is satisfied when the online enrollment application, required waivers are acknowledged, and a \$65.00 non-refundable annual enrollment fee is received online at [www.myprocare.com](http://www.myprocare.com) or at the BOOST Program Office.

Due to liability and staffing, students attending the BOOST Program may not bring friends or guests who are not enrolled in the program.

For assistance with the BOOST Program enrollment process, please email: [rhuff@brownsburg.k12.in.us](mailto:rhuff@brownsburg.k12.in.us), call (317)852-5726, or in person at 310 Stadium Drive, Brownsburg, IN 46112.

All students must be re-enrolled each school year. All families are encouraged to enroll early.

## **LATE PICK-UP FEE**

Late fees of \$3.00 per minute will be automatically charged beginning one minute past the closing time of 6:00 PM according to the program tablet. Late fees will be invoiced weekly and must be paid in full before your child may attend any future programs.

## **FINDER'S FEE**

To ensure that every child makes it safely to the appropriate destination at school dismissal, it is imperative that you communicate any last minute changes to your child's afternoon schedule to staff via text, email or call PRIOR to school dismissal. Failure to communicate a change in your child's afternoon schedule may result in a \$5.00 Finder's Fee.

## **REFUND POLICY**

### **REFUND REQUEST FOR BOOST WEEKLY CARE**

Any refund requests made for BOOST will be denied. Exceptions will be considered if the participant misses four (4) or more consecutive days within the same calendar week due to illness, injury, or death of an immediate family member. You may be eligible for a refund at the sole discretion of BOOST. A refund request must be submitted in writing via email to the Site Manager. Eligibility and refund amount will be determined by BOOST administrative office. Additional documentation may be required as evidence of such circumstances and a refund will not be granted without submission of the documentation requested by BOOST.

### **REFUND REQUEST FOR FULL DAY/BREAK CARE**

Applicable to all refund requests: A 15% administrative fee will be charged per registrant of total fees paid towards the registrant's removal from the program. If a registrant requests a refund at a minimum of 14 days prior to the start date of a program, a 100% refund will be provided less the administrative fee. Refund request made 4-13 days prior to the program start date will be provided a 50% refund less the administrative fee. All refund requests made 3 days prior to or after the program start date will be denied a refund. BOOST is under no obligation to take extra steps to find a replacement or additional enrollee for the registrant's removal from the program.

## **BEHAVIOR EXPECTATIONS**

All staff receive training in behavior management, risk management, childhood and adolescent development, and social emotional learning to promote a safe and positive environment. With the use of positive reinforcement, redirection, natural consequences and/or removal from an activity, staff reinforce expectations and promote desired behaviors.

## **BEHAVIOR INTERVENTIONS**

Parent involvement and collaboration is crucial to the success of all behavior interventions and the success of the child. When a participant chooses to behave in ways that are unsafe, disruptive, disrespectful, or physically harmful to themselves or others, staff will determine the appropriate course of action by first identifying whether the behavior is considered low-risk, moderate-risk, high-risk, or serious safety risk behavior. All moderate, high-risk, and serious safety risk behaviors will be documented and shared with parents/guardians for review. If necessary, staff may request a parent conference to address behavior concerns and establish a behavior plan. In the event that a participant's behavior poses a serious safety risk to themselves or others, or an undesired behavior continues despite the intervention of staff, BOOST reserves the right to immediately suspend or remove the participant from the program with no refund eligibility. BOOST reserves the right to review past incidents throughout the year to determine further disciplinary action. At no time will staff use any form of physical or corporal punishment including spanking, hitting, deprivation of food, subjecting a child to ridicule or threats, etc. Staff are required to maintain confidentiality of all participants in our program and are strictly prohibited from sharing or discussing any sensitive information regarding other participant behavior or behavior plans with you.

## **BEHAVIOR MANAGEMENT PLAN**

We believe when students receive positive, non-threatening and understanding interactions with adults they develop positive self-esteem, self-discipline and problem-solving abilities. Staff will guide conflict resolution through communication that allows development in understanding and respect for others.

The goal is to establish and maintain a friendly, fun, and safe environment in the BOOST Program. The Extended Day Program uses Positive Behavior Intervention and Supports (PBIS) as a set of ideas and tools to improve student behavior. Examples of PBIS include:

- Rewarding positive behaviors
- Staff acting as positive role models
- Appropriate expectations for student development
- Expectations which are consistently implemented
- Redirecting students to other activities
- Consulting with parents/guardians

It is our goal that all students be able to safely and successfully participate in the BOOST Program.

If a student is involved in any behavior that disrupts program structure or affects the safety of students or staff, the following plan will be followed:



# Behavior Intervention Process

	BEHAVIORS	1ST OCCURENCE	2ND OCCURENCE	3RD OCCURENCE	4TH OCCURENCE
<b>LOW RISK</b>	<ul style="list-style-type: none"> <li>• Minor impact to self or others</li> <li>• Non-compliance</li> <li>• Attention-seeking, lying, teasing, cheating</li> <li>• Small verbal conflicts with others</li> <li>• Short-lived, temporary behaviors</li> </ul>	<ul style="list-style-type: none"> <li>• Verbal redirection</li> <li>• Re-state expectations</li> <li>• Contact Parents</li> </ul>	<ul style="list-style-type: none"> <li>• Verbal Redirection</li> <li>• Re-teach expectation</li> <li>• Practice expectation with child</li> <li>• Documentation Log</li> <li>• Contact parents</li> </ul>	<ul style="list-style-type: none"> <li>• Verbal redirection</li> <li>• Natural consequence</li> <li>• Documentation Log</li> <li>• Contact parents</li> </ul>	<ul style="list-style-type: none"> <li>• 1st Incident Report</li> <li>• Inform parents</li> <li>• Schedule parent conference &amp; establish behavior</li> <li>• Move to "Moderate Risk" if behavior is continued after interventions. Starting at 2nd Incident Report.</li> </ul>
<b>MODERATE RISK</b>	<ul style="list-style-type: none"> <li>• Negative impact on self/others</li> <li>• Rude, inappropriate or disruptive behavior</li> <li>• Blatant disrespect for staff</li> <li>• Roughhousing, unsafe play</li> <li>• Exclusion, manipulation, bullying type behaviors</li> </ul>	<ul style="list-style-type: none"> <li>• Verbal redirection</li> <li>• Re-state expectation</li> <li>• Natural consequence</li> <li>• Documentation Log</li> <li>• Contact parents</li> </ul>	<ul style="list-style-type: none"> <li>• Verbal redirection</li> <li>• Re-teach expectation</li> <li>• Natural consequence</li> <li>• 1st Incident Report</li> <li>• Parent Conference</li> </ul>	<ul style="list-style-type: none"> <li>• 2nd Incident Report</li> <li>• 1-2 day suspension</li> <li>• Contact parents</li> <li>• Adjust Behavior Plan</li> </ul>	<ul style="list-style-type: none"> <li>• 3rd Incident Report</li> <li>• 3-5 day suspension</li> <li>• Parent Conference</li> <li>• Revisit Behavior Plan</li> <li>• Move to "High Risk" if behavior is continued after interventions. Starting at 3rd Incident Report.</li> </ul>
<b>HIGH RISK</b>	<ul style="list-style-type: none"> <li>• Poses a serious risk to self/others</li> <li>• Self-injury</li> <li>• Elopement</li> <li>• Physical fighting/aggression</li> <li>• Threats of violence &amp; hate speech</li> <li>• Vandalism/ Theft</li> <li>• Safety risk to self or others</li> </ul>	<ul style="list-style-type: none"> <li>• 1st Incident Report</li> <li>• Parent/child conference</li> <li>• Establish behavior plan</li> <li>• Suspension 1-2 days</li> <li>• Meet 2 weeks later to assess progress of behavior plan and make adjustments</li> </ul>	<ul style="list-style-type: none"> <li>• 2nd Incident Report</li> <li>• Suspension 3-5 days</li> <li>• Review all incident reports and revisit behavior plan with parents to make adjustments</li> </ul>	<ul style="list-style-type: none"> <li>• 3rd Incident Report</li> <li>• 5+ day suspension</li> <li>• Parent Conference</li> <li>• Referral to Senior Management regarding potential removal from program for remainder of year</li> </ul>	<ul style="list-style-type: none"> <li>• If a student returns to the program after a 3rd "High Risk" behavior occurrence, any future occurrences will result in immediate removal from the program.</li> </ul>
<b>SERIOUS SAFETY RISK</b>	<ul style="list-style-type: none"> <li>• Student Behavior/Needs are a serious risk to the safety of self/others. Behaviors/Needs demand a higher level of response and support than provided by the program.</li> </ul>	<ul style="list-style-type: none"> <li>• Parent Conference</li> <li>• Referral to Senior Management regarding potential removal from program.</li> </ul>	<p>**All behavior plans should include proactive steps (changing seats, drawing notebook, fidgets, etc.) and reactive strategies that best support the student and the program.</p> <p>**Students who engage in high risk behavior may be at the referral to senior management to determine action steps depending on the severity of the behavior. This means behaviors that are severe may not work through all the steps. Safety for all students and staff is the most important.</p>		



# B • A • R • K

## BE RESPECTFUL

## ACT RESPONSIBLY

## REMEMBER SAFETY

## KINDNESS MATTERS

	BE RESPECTFUL	ACT RESPONSIBLY	REMEMBER SAFETY	KINDNESS MATTERS
CAFETERIA	Voice Level 2 Follow Directions Use Personal Space	Get Food Supplies Leave a Clean Table, Chair, and Floor	Walk to Your Destination Sit with Feet Under the Table Eat Your Own Food	Use Table Manners Use Kind Conversation
PLAYGROUND	Respect School Property Take Turns Play by the Rules	Line Up When Whistle Blows Use Kelso's Wheel Clean Up Equipment	Body to Yourself Use Equipment Correctly Stay on the Playground	Show Sportsmanship Include Everyone Use Kind Words
HALLWAY	Voice Level 0 Follow Directions	Walk Directly to Destination Stay in Your Line	Body to Yourself Face Forward When Walking Use Personal Space	Keep Hallway Clean
BATHROOM	Voice Level 0 Respect Privacy	Use the Restroom Wash Your Hands Keep Restroom Clean	Wait Your Turn	Use Your Manners
CLASSROOM	Follow Directions Use Materials Correctly Active Listening (whole body or SLANT)	Stay on Task Complete Work	Body to Yourself Safe Actions	Accept Others' Opinions Include Everyone Use Kind Words
BUS	Voice Level 1 Follow the Bus Rules Listen to the Bus Driver	Keep Belongings in Backpack	Body to Yourself Stay in Your Seat	Use Kind Words Use Your Manners

# 2024-2025 BOOST PARENT/GUARDIAN CONTRACT



I acknowledge, understand and agree to the following regarding my child's participation in BOOST as set forth in this Parent/Guardian Contract:

1. I understand that BOOST programs are voluntary activities organized and conducted by BOOST for the benefit of the parents and students attending Brownsburg Community School Corporation.
2. I will take whatever action necessary to ensure my child understands and adheres to all rules, policies, and procedures as outlined by BOOST including, but not limited to those contained in this Parent/Guardian Handbook, other official BOOST publications, and any and all subsequent updates. Failure to follow any of the rules, policies, and procedures set forth by BOOST may result in the loss of any paid fees, the expulsion or prohibition of my child from current and future programs, as well as any other consequences deemed appropriate by BOOST.
3. I will accurately complete all required registration information requested by BOOST, prior to my child attending BOOST, and I have disclosed all sufficient information about my student in order to be successful in the BOOST program. I understand that BOOST will run reporting with BCSC Special Education Department to verify all student information is correct and entered accurately.
4. I acknowledge that under Indiana law, all staff members of BOOST are mandated reporters and are required to report suspected child abuse or neglect to the Department of Child Services (DCS) immediately. If a report to DCS triggers an investigation, BOOST will cooperate fully with DCS and authorities.
5. I or a designated adult will escort my child into the program each day and check in with the procure pin pan provided. I will make and handle any and all arrangements for transportation to/from the BOOST program. I will pick up my child within the established operating hours of the program. Late fees of \$3 per minute will be charged to my household account beginning one minute past closing time.
6. I understand that if my child is showing or developing symptoms such as fever, rash, diarrhea, or vomiting, I will not send my child to the program. I will not send my child if he/she currently has or has had a temperature above 100 F degrees or above in the past 24-hour period prior to attendance. If any of the above symptoms develop during the program, I will be contacted and I will make necessary arrangements to pick up my child immediately.
7. If my child needs to take any medication during the day, I will complete a Medication Dispensing Authorization Form and supply the prescribed medication in its original container during drop off. I understand that staff members are not allowed to give the first dosage of any medication. If my child refuses medication, it will be documented and I will receive a phone call to discuss the incident.
8. I will be responsible for any medical care, transportation expenses, or additional expenses incurred on my child's behalf during his/her participation in the program.
9. I will meet immediately with BOOST staff members upon request.
10. I will pay all court costs and attorney's fees associated with the collection of delinquent fees.
11. I understand that any cancellations or refund requests made after the program has started will not be eligible for a refund of any amount owed or already paid. Any program openings filled after the program has started will be subject to payment in full requirement and will not be eligible for any refunds.
12. I agree to INDEMNIFY, HOLD HARMLESS, AND DEFEND BOOST and BCSC, their employees, agents, elected and appointed officials, and directors in any action or proceeding against all claims, lawsuits, losses, damages, actions, suits, proceedings, claims and expenses, including attorney's fees and costs arising from or relating in any respect to either me or my minor child's participation in the program or my assistance at the program or my breach of this contract, regardless of whether the act or omission complained of was caused in whole or in part by the negligence in any form of the BOOST or BCSC.
13. This is a full release and waiver of any and all liability that may now or forever be attributed to BOOST or BCSC resulting from the program and/or my child's participation in the program. This Contract cannot be changed except by written amendment approved by BOOST which specifically refers to this Contract. I have read and fully understand this Contract and agree to be bound by its terms. I understand that by signing this document I may be waiving certain legal rights, including the right to sue the BOOST program or the Brownsburg Community School Corporation or any of its employees, agents, officials, and directors. I have read this document and sign this document freely and willingly.

Parent/Guardian Name (printed) \_\_\_\_\_

Parent/Guardian (signature) \_\_\_\_\_

Child Name(s) (printed) \_\_\_\_\_

# 2024-2025 BOOST PARENT/GUARDIAN HANDBOOK ACKNOWLEDGEMENT



After reading the Parent/Guardian Handbook, please sign the appropriate lines below and return this form to your Site Manager by email or in person. By signing below, I hereby acknowledge that I have completely read and fully understand the contents of the BOOST Parent/Guardian Handbook. I agree to follow the rules, guidelines and policies outlined in the BOOST Parent/Guardian Handbook. I understand that BOOST reserves the right to amend any policies and procedures whenever necessary, and that I will abide by any changes made. Any amendments made to the Parent/Guardian Handbook will be distributed by BOOST.

Parent/Guardian Name (printed) \_\_\_\_\_

Parent/Guardian (signature) \_\_\_\_\_

Child's Name(s) (printed) \_\_\_\_\_



# 2024-2025 SY BOOST CARE CALENDAR

**BEFORE/AFTER SCHOOL CARE**

**NO BOOST CARE**

**FULL DAY BOOST CARE**

July '24						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August '24						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September '24						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October '24						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November '24						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December '24						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January '25						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February '25						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March '25						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April '25						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May '25						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June '25						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

**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, March 11, 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 were Mr. Eric Hylton, Dr. Matt Freije, Mr. Mike Wells and Mrs. Katie Dixon. Administrators present were Dr. Kat Jessup, Mrs. Jodi Gordon and Ms. Vicki Murphy. Other administrators in attendance were Ms. Kim Lippe and Mr. Nick Meyerrose.

**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 – BHS Wrestling Team and State Champion Wrestlers**

Ms. Vicki Murphy, Communications Coordinator, introduced coach Darick Snyder and members and coaching staff of the state champion wrestling team. Junior Jake Hockaday was commended for his third state wrestling title and Sophomore Revin Dickman was commended for his second state wrestling title.

**B. Brownsburg Education Foundation Report**

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

- 2024 Rally for Our Kids Gala – The Gala, presented by LeBlanc Nettles Law and Queen Anne’s Lace Flower & Gifts, was held Friday, March 8, 2024 at the Top Eliminator Club at Lucas Oil Raceway. The event was a huge success with over 370 guests in attendance raising \$75,000.
- Graduate Walk Brick Special – Through March 22, order a Graduate Walk Brick for \$10 off the regular price of a current student brick. Bricks must be ordered by March 22 to be available for photographs at commencement.
- Chip in for the Kids Golf Outing – This years outing, presented by Summers Plumbing, Heating and Cooling will be held Friday, June 14, 2024 at West Chase Golf Club. Individual reservations and sponsorship opportunities are available now.
- Pioneer Camp – BEF will once again be hosting Pioneer Camp this summer for two different weeks: June 17-20 and June 24-27 from 9:00 am-2:00 pm at the Log Cabin Homestead property. All exiting 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> grade students are invited to attend. Registration is currently open. Visit the BEF website to learn more and to register.

**C. Operations Update**

Dr. Jessup shared a brief update on the construction projects at the high school noting that the aquatic center and field house projects are on schedule with the pool area scheduled to be open for next year’s swim season. Dr. Jessup also shared that a meeting was recently held with homeowners in Hunters Cove to discuss the new tennis complex construction that will



begin adjacent to that neighborhood. The meeting went well and we look forward to that project getting underway.

Dr. Jessup then shared information addressing a question from the previous meeting regarding a debt comparison of Brownsburg Schools to area districts. Dr. Jessup shared information from the FORM 9, verified as of July 1, 2023. She noted that this data is the most current certified data available. The information also noted districts that currently have a funding referendum in place, tax rate indicators and changes in enrollment.

#### **D. First Reading of 2025-2026 School Calendar**

Dr. Jessup shared the draft 2025-2026 draft school calendar. She noted that this calendar follows the same balanced calendar as in the previous ten years and takes into account area districts, especially Wayne Township, to be sure calendars are similar and align as closely as possible for the Area 31 program participants. She noted the calendar will be presented for final reading and approval at the April board meeting.

#### **E. Notification of Change of Board Meeting Date from April 8, 2024 to April 15, 2024**

Dr. Jessup explained that April 8, 2024, is “Eclipse” day in Indiana and as has been previously communicated, April 8 is an extension of Spring Break for students and is scheduled as a professional development day for staff. Hendricks County Emergency Management has recommended that everyone be off campus by noon on that day which has led to the recommendation to move the school board meeting scheduled for Monday, April 8 to Monday April 15 at the same time, 6:30 pm. Dr. Jessup noted no official action is needed, this communication is sufficient.

#### **V. COMMENTS FROM PATRONS**

There were no comments from patrons.

#### **VI. CONSENT ITEMS**

##### **A. Approval of Minutes –**

- February 12, 2024 Business Meeting
- February 26, 2024 School Visit Meeting
- March 4, 2024 Executive Session

##### **B. Approval of Claims – P/R#2/16/2024 - \$1,940,014.51; P/R#3/1/24 - \$2,010,341.20; Claims 2/7/24-3/6/24 - \$16,893,796.91**

##### **C. Superintendent’s Report**

The Superintendent’s Report was presented as follows:

##### **1. Retirement – Certified Staff:**

<b>Name</b>	<b>Building</b>	<b>Position</b>	<b>Effective Date</b>
a. Joe Stucker	BHS	Social Studies Teacher	End of the 2023-24 school year
b. Monique Mohler	BHS	Science Teacher	End of the 2023-24 school year

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

<b>Name</b>	<b>Building</b>	<b>Position</b>	<b>Effective Date</b>
a. Miguelina Ventura Espinosa	BHS	Nutrition Services	February 9, 2024

##### **3. Resignation – Administrative:**

<b>Name</b>	<b>Building</b>	<b>Position</b>	<b>Effective Date</b>
a. Ginnie Wing	BCSC	Chief of Police	End of the 2023-24 school year

**4. Resignation – Certified Staff:**

Name	Building	Position	Effective Date
a. Pam Ancel	Lincoln	2/3 High Ability Teacher	End of the 2023-24 school year
b. Abby Johnson	Crossroads	4 <sup>th</sup> Grade Teacher	February 29, 2024
c. Allison Spencer	Cardinal	Special Education Teacher	End of the 2023-24 school year
d. Claire Fletchall	BHS	Spanish Teacher	End of the 2023-24 school year

**5. Resignations – Support Staff:**

Name	Building	Position	Effective Date
a. Olivia Newton	WMS	Special Education Instructional Assistant	March 1, 2024
b. Charles Heiss	Facility Services	Custodian	March 1, 2024
c. Lisa Moore	Facility Services	Custodian	February 29, 2024
d. Devin Jones	Delaware Trail	Special Education Instructional Assistant	February 28, 2024
e. Denise Ridenour	BHS	Nutrition Services	March 22, 2024
f. CeCe Polin	EMS	Nutrition Services	March 1, 2024
g. Troy Kutemeier	Facility Services	Custodial Team Lead	March 1, 2024
h. Kayla Carter	WMS	Nutrition Services	January 26, 2024
i. Amanda Pryor	Delaware Trail	Learning Lab Instructional Assistant	February 2, 2024
j. Jessica Rogers	BHS	Science Lab Assistant	December 17, 2023
k. Robin Shinall	BHS	Nutrition Services	February 7, 2024
l. Aline Nyiranome	Facility Services	Custodian	February 16, 2024

**6. New Employment – Administrative:**

Name	Building	Position	Effective Date	Reason for Employment
a. Scott Dunning	BCSC	Director of Safety / Chief of Police; 12-months	To be determined pending successful completion of standard law enforcement screenings	Replacing Ginnie Wing

**7. New Employment – Certified Staff:**

Name	Building	Position	Effective Date	Degree	Reason for Employment
a. Melissa Hemmings	Crossroads	4 <sup>th</sup> Grade Teacher; Long term substitute	March 1, 2024 thru the end of the school year	Bachelors	Replacing Abby Johnson
b. Lucinda Kesterson	Eagle	1 <sup>st</sup> Grade Teacher; Temporary contract	March 1, 2024 thru the end of the school year	Bachelors	While Bethany Brown is on medical / maternity leave
c. Deborah Sides	BHS	Math Teacher; Temporary contract	February 26, 2024 thru approximately March 19, 2024	Masters	While Kendall Maddox is on family medical leave
d. Madison Schall	To be determined	Elementary Teacher	July 29, 2024	Bachelors	To be determined
e. Keelie King	To be determined	Elementary Teacher	July 29 2024	Bachelors	To be determined
f. Melissa Hemmings	To be determined	Elementary Teacher	July 29, 2024	Bachelors	To be determined
g. Jennifer Finn	To be determined	Elementary Teacher	July 29, 2024	Bachelors	To be determined
h. Isabella Watts	To be determined	Elementary Teacher	July 29, 2024	Bachelors	To be determined
i. Olivia Fanning	To be determined	Elementary Teacher	July 29, 2024	Bachelors	To be determined
j. Olivia Alkire	To be determined	Elementary Teacher	July 29, 2024	Bachelors	To be determined

k. Elyse Beard	To be determined	Elementary Teacher	July 29, 2024	Bachelors	To be determined
l. Gabrielle Rose	To be determined	Elementary Special Education Teacher	July 29, 2024	Bachelors	To be determined

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

Name	Building	Position	Effective Date	Hours per Day	Reason for Employment
a. Cortlind Mallory	BCSC	Police Officer	To be determined pending successful completion of standard law enforcement screenings	8	New position
b. Danielle Feller	ECC	Preschool Instructional Assistant 1:1; Part-time; 2 days / week	February 22, 2024	3.75	New position to support a student
c. Jaime Nugent	BHS	Science Lab Assistant; Part-time	February 22, 2024	As needed	Replacing Jessica Rogers
d. Jasmine Simmons	Crossroads	Special Education Instructional Assistant – Inclusion	March 1, 2024	7	Replacing Lauren Scott due to a job transfer

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

Name	Building	Position	Effective Date
a. Asiah Avery	Crossroads	Running Club Sponsor	For the 2023-24 school year
b. Emily Steffen	Lincoln	Running Club Sponsor	For the 2023-24 school year
c. Drew Koning	Reagan	½ Math Pentathlon Sponsor	For the 2023-24 school year
d. Katie Mitchell	Reagan	½ Math Pentathlon Sponsor	For the 2023-24 school year
e. Payton Haygood	EMS	Assistant Girls Tennis (Lay) Coach	For the 2023-24 season
f. Kay Yoder	WMS	Assistant Track (Lay) Coach	For the 2023-24 season

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

Name	Building	Position	Type of Leave	Dates of Leave
a. Buddy Faulkner	Facility Services	Director of Facility Services	Medical	February 28, 2024 thru approximately March 22, 2024

**11. Change of Status – Administrative:**

Name	Previous Position	New Position	Effective Date	Reason for Change
a. Corey Ebert	BHS Assistant Principal; 220-day contract	Director of Finance; 260-day contract	July 1, 2024	Replacing Shane Hacker due to a job transfer

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

Name	Previous Position	New Position	Effective Date	Reason for Change
a. Lauren Scott	Crossroads Special Education Instructional Assistant	CO Accounts Payable Specialist;	February 26, 2024	Replacing Sharlot Arndt

b. Vanessa Robertson	Nutrition Services	WMS Assistant Café Manager	February 5, 2024	Replacing Kayla Carter
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**13. Job Titles Adjustments:**

It is recommended the Board approve the following job title adjustments effective July 1, 2024:

- a. Vicki Nieman Murphy from Coordinator of Communications to Director of Communications
- b. Scott Smith from Coordinator of Assessment and Data to Director of Assessment and Data

**14. Homebound Instructor Job Description:**

It is recommended the Board approve the attached job description for the new position of Homebound Instructor.

**15. BOOST Start-up Stipend:**

It is recommended the Board approve a “start-up” stipend in the amount of \$5,000 to be paid to Regan Huff, the BOOST Program Manager / Operations Coordinator. The stipend will be paid due to the large amount of organization, development and coordinator work in order to get the BOOST Program ready to launch for the 2024-25 school year.

**16. 2024-25 Job Share Application:**

It is recommended the Board approve the following job share applications for the 2024-25 school year:

- a.) Gunnar Reed and Olivia Jacobs will be sharing the PE teaching position at White Lick Elementary.
- b.) Jennifer Miller and Lori Spears will be sharing a special education instructional assistant position at Reagan Elementary.
- c.) Kristy Teeple and Lauren Fair will be sharing the school nurse position at EMS.
- d.) Jessica Chevalier and Shae Simpson will be sharing the school nurse position at Eagle Elementary.
- e.) Abby Dennis and Janese Temm will be sharing the technology instructional assistant position at White Lick Elementary.
- f.) Allison O’Quin and Stacy Konger will be sharing the technology instructional assistant position at Eagle Elementary.

**FOR BOARD INFORMATION**

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

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

BHS Pool Renovation							
Contractor	CO #	Contract Amount	CO Dollar Amount	New Contract Value	BCSC Approval	Board Meeting	Description
BP 01 - JBM Contractors	3	\$ 10,106,768.00	\$ 3,071.00	\$ 10,109,839.00	2/29/2024	3/11/2024	CR 007 - ASI 007 - Hardware Changes, CR 009 - ASI 009 - Door Hardware Revisions, CR 5013 - RFI #39 - Soffit Put
BP 04 - Greiner Brothers	3	\$ 3,426,396.00	\$ 51,492.00	\$ 3,477,888.00	2/28/2024	3/11/2024	CR 5012 - North & South Mechanical Room Mains and CR 5015 - Modify Trench Drains
BP 05 - Electric Plus	3	\$ 1,983,327.52	\$ 2,915.00	\$ 1,986,242.52		3/11/2024	CR 011 - ASI 011 - Paging Speakers

**18. Field Trip Requests:**

The following field trip requests have been approved by the Interim Superintendent based on travel guidelines set forth by the Board.

- **Brownsburg High School HOSA – Overnight**  
The Brownsburg High School HOSA club will be traveling to Indianapolis, Indiana to attend the HOSA State Leadership Conference April 10 through April 12, 2024. Approximately 30 students and 3 chaperones will be traveling together. The trip is being organized by Christina Duncan-Flory, BHS Teacher and HOSA Club Sponsor.
- **Brownsburg High School International Club – Overnight, Out of Country**  
The Brownsburg High School International Club will be traveling to Bogota, Colombia for an international excursion March 22 through March 31, 2025. Approximately 8 students and 2 chaperones will be traveling together. The trip is being organized by Nick Freidman, BHS teacher and sponsor. International travel guidelines will be followed and the trip cancelled if safety is deemed a factor.
- **Brownsburg High School Choir – Overnight, Out of Country**  
The Brownsburg High School competition choirs (Bel Canto and the Blend) will be traveling to Los Angeles, California to attend the Heritage Festival Competition April 10 through April 13, 2025.

Approximately 80 students and 12 chaperones will be traveling together. The trip is being organized by Melissa Stainbrook, BHS Choir Teacher.

*Dr. Jessup recommended the Consent Agenda be approved as presented. Mr. Wells 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. Following the approval, Dr. Jessup introduced Mr. Scott Dunning, the newly appointed Director of Safety for the Brownsburg Schools.*

## **VII. OLD BUSINESS**

### **A. Recommendation to Approve 2024-2025 Student Handbooks**

Dr. Jessup recommended the Board of School Trustees approve the 2024-2025 Student Handbooks. She explained that the handbooks are being presented for second reading with changes being shared for review. The handbooks include Elementary, Middle School, High School, ALPHA, Harris Academy, Early Childhood Center as well as the Middle School and High School Athletic Handbooks.

*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.*

## **VIII. NEW BUSINESS**

### **A. Recommendation to Approve Holiday Compensation for BCSC Staff Members for April 8, 2024.**

Dr. Jessup recommended the Board of School Trustees approve holiday compensation for all certified and support staff scheduled to work on Monday, April 8, 2024. She explained as previously shared; April 8 has been scheduled for a professional development day for staff. Meetings will be held from 7:45-10:45 with staff released by 11:00 am. This recommendation is to compensate staff for a full day.

*Mr. Wells 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.*

## **IX. SUPERINTENDENT COMMENTS**

Dr. Jessup congratulated the Brownsburg Education Foundation on another successful Gala and thanked Board Member Katie Dixon for her work on the event.

## **X. BOARD MEMBER COMMENTS**

Mrs. Dixon congratulated the wrestling team and coaches on a successful season. She is always so glad to celebrate the good things our students and staff are doing.

Mr. Wells congratulated the wrestling team on their second state championship.

Dr. Freije welcomed new staff members. He congratulated the wrestling team and also those who worked so hard on the BEF Gala. He hopes everyone has a safe Spring Break.

Ms. Heffernan offered congratulations to the wrestling team and thanked Mrs. Dixon and BEF Executive Director Rene Behrend on another successful Gala. She welcomed Mr. Dunning to the BCSC Team.

**XI. ADJOURNMENT**

*Ms. Heffernan called for a motion to adjourn. Dr. Freije moved to adjourn; Mr. Wells seconded the motion. The Board approved the motion by a vote of five (5) ayes; zero (0) nays. The meeting adjourned at 6:47 pm.*

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

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DRAFT



## BOARD MEETING - April 15, 2024

### RECOMMENDATION FOR BOARD APPROVAL OF CLAIMS

Payroll Claim #03/15/2024	NET PAY \$	1,947,155.55
Payroll Claim #03/29/2024	NET PAY \$	2,162,591.65
March 7, 2024 to April 10, 2024 Claims	\$	<u>6,321,076.87</u>
Grand Total For Approval:	\$	10,430,824.07

## VI. CONSENT ITEMS

### C. Superintendent's Report

The Superintendent's Report is presented as follows:

#### 1. Retirement – Support Staff:

Name	Building	Position	Effective Date
a. Cindy Dowell	BHS	Treasurer	End of the 2023-24 school year

#### 2. Termination – Support Staff:

Name	Building	Position	Effective Date
a. Erin Kroening	Reagan	Learning Lab Instructional Assistant	March 20, 2024
b. Mekenzie Faith	BHS	Nutrition Services	March 21, 2024

#### 3. Resignation – Administrative:

Name	Building	Position	Effective Date
a. Grace Ponist	BCSC	Special Education Secondary Department Head	End of the 2023-24 school year

#### 4. Resignation – Certified Staff:

Name	Building	Position	Effective Date
a. Hannah Bailey	Delaware Trail	1 <sup>st</sup> Grade Teacher	End of the 2023-24 school year
b. McKaylee Moser	Cardinal	Speech Language Pathologist	End of the 2023-24 school year
c. Jessica Paul	BHS	French Teacher	End of the 2023-24 school year
d. Grace Elleman	Brown	Kindergarten Teacher	End of the 2023-24 school year
e. Coty Wiley	EMS	Language Arts Teacher	End of the 2023-24 school year
f. Sara Creasey	Delaware Trail	2 <sup>nd</sup> Grade Teacher	End of the 2023-24 school year

#### 5. Resignations – Support Staff:

Name	Building	Position	Effective Date
a. Gracelynn Miller	ECC	Preschool Instructor	End of the 2023-24 school year
b. Blake Ponist	BCSC	Occupational Therapist	End of the 2023-24 school year
c. Linda Hills	WMS	Special Education Instructional Assistant	March 22, 2024
d. Danis Collins	BCSC	Nutrition Services	March 22, 2024
e. Shannon Downs	Harris	Edmentum Supervisor	March 22, 2024
f. Katrin Tabellion	BEF	Development Director	March 19, 2024
g. Tracy Shidler	EMS	Special Education Instructional Assistant	March 22, 2024
h. Krista Lewis	Lincoln	High Ability Instructional Assistant	March 22, 2024
i. Nyabeza Nyampundu	Facility Services	Custodian	March 12, 2024
j. Joslyn Ramirez	BHS	Special Education Instructional Assistant	End of the 2023-24 school year
k. Ted Miller	Transportation	Bus Aide	January 29, 2024
l. Esmeralda Carballo Ramirez	Facility Services	Custodian	March 5, 2024
m. Brad Snyder	Cardinal	Technology Instructional Assistant	March 8, 2024
n. Crystal George	Facility Services	Custodian	March 5, 2024

#### 6. Resignations – Extra-Curricular:

Name	Building	Position	Effective Date
a. Kirsten Shields	BHS	Varsity Cheer Coach	End of the 2023-24 season
b. Jason Osborn	WMS	Head Trach Coach	March 15, 2024



**7. 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. Margaret McKinney	To be determined	Elementary Teacher	July 29, 2024	Bachelors	To be determined
b. LaVera Swift	To be determined	Special Education Teacher	July 29, 2024	Bachelors	Replacing Allison Spencer
c. Sarah Horwich	Cardinal	School Psychologist	July 29, 2024	Masters	Replacing contracted services
d. Camille Bell	BHS	Math Teacher; Temporary contract	April 9, 2024 thru May 15, 2024	Masters	While Reagan Drake is on maternity leave
e. Emily Blaikie	Crossroads	1 <sup>st</sup> Grade Teacher; Temporary contract	April 10, 2024 thru approximately April 30, 2024	Bachelors	While Kristin Davis is on medical leave
f. Kristie Athans	BHS	Math Teacher; Temporary contract	March 20, 2024 thru May 17, 2024	Masters	While Lauren Raphael is on maternity leave
g. Emily Blaikie	White Lick	Art Teacher; Temporary contract	May 6, 2024 thru the end of the school year	Bachelors	While Jennifer Wojtkiewicz is on medical leave
h. Emily Blaikie	To be determined	Elementary Teacher	July 29, 2024	Masters	To be determined
i. Lukas Adams	BHS	Spanish Teacher	July 29, 2024	Bachelors	Replacing Claire Fletchall
j. Victoria Kazeck	BHS	Science Teacher	July 29, 2024	Bachelors	Replacing Monique Mohler

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

<b>Name</b>	<b>Building</b>	<b>Position</b>	<b>Effective Date</b>	<b>Hours per Day</b>	<b>Reason for Employment</b>
a. Snehalatha Dasari	EMS	Special Education Instructional Assistant – Inclusion	April 9, 2024	7	Replacing Tracy Shidler
b. Andrea Enz	BHS	ELL Instructional Assistant	March 18, 2024	7	New position due to student needs
c. Cassandra Kisielewski	WMS	Special Education Instructional Assistant – Inclusion	April 9, 2024	7	Open position
d. Jason Barger	Facility Services	Custodian	March 18, 2024	8	Replacing Joyce Niyikinga
e. Elysee Sebagabo	Facility Services	Custodian	March 11, 2024	8	Replacing Franck Murwanashaka
f. Kaitlyn Lutane	WMS	Special Education Instructional Assistant – Inclusion	April 9, 2024	7	Open position
g. Carroll Yoder	BHS	Nutrition Services	April 29, 2024	5	Replacing Denise Ridenour
h. Shewitt Tsegay	BHS	Nutrition Services	March 18, 2024	6	Replacing Richa Wilson

i.	Chara Rehacek	WMS	Special Education Instructional Assistant – Life Skills	March 6, 2024	7	Replacing Olivia Newton
j.	Francoise Nyamahirwe	Facility Services	Custodian	March 11, 2024	8	Replacing Aline Nyiranome
k.	Evelynn Salasblanca	BHS	Nutrition Services	March 11, 2024	6	Replacing Alison Leffler

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

Name	Building	Position	Effective Date
a. Amanda Rogers	Reagan	Running Club Sponsor	For the 2023-24 school year
b. Heather Blue	EMS	Assistant Track (Lay) Coach	For the 2023-24 season
c. Daria Terrell	BHS	Assistant Varsity Boys Golf Coach	For the 2023-24 season
d. Robert Dickison	BHS	Assistant Varsity Boys Golf (Lay) Coach	For the 2023-24 season
e. Marcos Brito Barbosa	BHS	Assistant Varsity Boys Trach (Lay) Coach	For the 2023-24 season
f. Jamie Neese	WMS	Boys Head Track (Lay) Coach	For the 2023-24 season
g. Nicholas Atkins-Harris	WMS	Assistant Track Coach	For the 2023-24 season
h. Christy Heldman	WMS	Assistant Track Coach	For the 2023-24 season
i. Lauren Sparks	WMS	Assistant Track (Lay) Coach	For the 2023-24 season
j. Roray Walker-Graham	WMS	Assistant Track (Lay) Coach	For the 2023-24 season

**10. Leave of Absence – Certified Staff:**

Name	Building	Position	Type of Leave	Dates of Leave
a. Kim Kinney	White Lick	5 <sup>th</sup> Grade Teacher	Medical / Maternity	July 29, 2024 thru October 11, 2024
b. Kristin Davis	Crossroads	1 <sup>st</sup> Grade Teacher	Medical	April 10, 2024 thru approximately April 30, 2024
c. Grace Ponist	BCSC	Special Education Secondary Department Head	Administrative	April 8, 2024 thru April 26, 2024
d. Grace Ponist	BCSC	Special Education Secondary Department Head	Medical	April 29, 2024 thru the end of the school year
e. Jennifer Wojkiewicz	White Lick	Art Teacher	Medical	May 6, 2024 thru the end of the school year
f. Kara Quade	BHS	Math Teacher	Medical / Maternity	For the 2024-25 school year

**11. Change of Status – Administrative:**

Name	Previous Position	New Position	Effective Date	Reason for Change
a. To be announced at Board meeting	To be announced at Board meeting	BHS Associate Principal; 220-day contract; salary to be determined once 2024-25 salaries are established	July 1, 2024	New position

**12. Change of Status – Certified Staff:**

Name	Previous Position	New Position	Effective Date	Reason for Change
a. Travis Smith	WMS Athletic Director	WMS GTT Teacher; 185 day contract	July 29, 2024	Replacing Adam Popenfoose due to a job transfer

**FOR BOARD INFORMATION**

**13. Transfers – Certified Staff:**

Name	Previous Position	New Position	Effective Date	Reason for Change
a. Carolyn Noble	Harris English Teacher	EMS Language Arts Teacher	July 29, 2024	Replacing Coty Wiley
b. Stephanie Edwards	Delaware Trail Special Education Teacher	Lincoln Special Education Teacher	July 29, 2024	New position
c. Camille McCrae	WMS Special Education Teacher	BHS Special Education Teacher	July 29, 2024	New position

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

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

BHS Pool Renovation							
Contractor	CO #	Contract Amount	CO Dollar Amount	New Contract Value	BCSC Approval	Board Meeting	Description
BP 01 - JBM Contractors	4	\$ 10,109,839.00	\$ 14,991.00	\$ 10,124,830.00	3/15/2024	4/15/2024	CR 5016 - RFI #52: Pool Surge Tank Waterproofing Repair & CR 5017 - RFI #55: BlueDuct Penetration
BP 05 - Electric Plus	4	\$ 1,986,242.52	\$ 7,112.00	\$ 1,993,354.52	3/15/2024	4/15/2024	CR 5018 - Conduit for HVLS Fans
BHS Field House Additions & Renovations							
Contractor	CO #	Contract Amount	CO Dollar Amount	New Contract Value	BCSC Approval	Board Meeting	Description
BP 10 - JBM Contractors	1	\$ 9,773,000.00	\$ 43,915.00	\$ 9,816,915.00		4/15/2024	CR 007 - ASI 007 - Elevator Adjustments, CR 011 - ASI 11R2 - Hydrotherapy Tub Changes, and CR 5008 - RFI #66 - Unit H Grade Beam Conflicts
BP 11 - Iwanski Masonry	2	\$ 3,788,541.00	\$ 23,152.00	\$ 3,811,693.00	3/19/2024	4/15/2024	CR 012 - ASI 12R - Expansion Joint Changes, CR 017 - ASI 017 - Training Room Changes, CR 5006 - RFI #82 - H4 Column and Block Wall Conflict
BP 13 - Circle B	1	\$ 1,099,000.00	\$ 26,534.00	\$ 1,125,534.00	3/19/2024	4/15/2024	CR 012 - ASI 012R - Expansion Joint Changes
BP 15 - AA Huber	1	\$ 7,389,000.00	\$ 45,908.00	\$ 7,434,908.00	3/20/2024	4/15/2024	CR 011 - ASI 11R2 - Hydrotherapy Tub Changes, CR 016 - ASI 016 - Plumbing Underground Changes, CR 017 - ASI 017 - Training Room Revisions
BP 16 - Electric Plus	4	\$ 7,135,516.53	\$ 141,135.00	\$ 7,276,651.53	3/19/2024	4/15/2024	CR 011 - ASI 11R2 - Hydrotherapy Tub Changes, CR 020 - ASI 020 - Lighting Control Changes, CR 5003 - RFI #43 - Shot Clock Power Requirements, CR 5004 - RFI #64 - FH1-134 Horn Strob Candela Rating, CR 5005 - RFI #65 - Electrical Room R101 Ex'g Notifier NAC Power Supply, CR 5007 - RFI #79 - Gym Equipment Questions
BHS Sr. Academy Additions & Renovations							
Contractor	CO #	Contract Amount	CO Dollar Amount	New Contract Value	BCSC Approval	Board Meeting	Description
BP 09 - Atlas Excavating	6	\$ 17,844,893.00	\$ 52,840.00	\$ 17,897,733.00	3/18/2024	4/15/2024	CR 027 - ASI 027 - Guard Rail at Legal Drain, CR 5022 - Grant St. Houses Demo Credit, CR 5023 - RFI #126 - STR 60-61 Storm Conflict, CR 5025 - West Drive Ln Temp Stone, CR 5026 - Misc. BP #9 - Atlas - CM Allowance Items
BP 10 - Patterson Horth	2	\$ 12,532,384.00	\$ (28,121.00)	\$ 12,504,263.00		4/15/2024	CR 018 - ASI 018 - Screen Wall Changes, CR 026 - ASI 026 - Remove Handrail & Open Bay, CR 028 - ASI 028 - Roof Detail Changes, CR 5019 - RFI #113 - Exterior Framing Bypass Details
BP 11 - Iwanski	1	\$ 4,145,000.00	\$ 13,486.00	\$ 4,158,486.00	3/19/2024	4/15/2024	CR 019 - ASI 019 - Concession Changes (includes ASI 017 costs) and CR 5024 - RFI #130 - East Stairwall Demo
BP 12 - B&L Sheetmetal & Roofing	2	\$ 6,445,175.00	\$ (2,157.00)	\$ 6,443,018.00	3/19/2024	4/15/2024	CR 018 - ASI 018 - Screen Wall Changes, and CR 028 - ASI 028 - Roof Detail Changes
BP 13 - PCI	4	\$ 6,176,639.00	\$ 7,840.00	\$ 6,184,479.00	3/21/2024	4/15/2024	CR 5019 - RFI #113 - Exterior Framing Bypass Details
BP 16 - Electric Plus	6	\$ 11,653,843.00	\$ 28,871.00	\$ 11,682,714.00	3/19/2024	4/15/2024	CR 019 - ASI 019 - Concession Changes and CR 020 - ASI 020 - Power & Alarms at WON Doors
BP 17 - C&T Design and Equipment	1	\$ 1,483,887.00	\$ 12,061.00	\$ 1,495,948.00	3/19/2024	4/15/2024	CR 009 - ASI 009 - Food Service Finishes and CR 024 - ASI 024 - Kitchen Equipment Update

**15. Field Trip Requests:**

The following field trip requests have been approved by the Acting Superintendents based on travel guidelines set forth by the Board.

- Brownsburg High School DECA – Overnight, Out of State**  
 Members of the Brownsburg High School DECA club will be traveling to Anaheim, California to attend the DECA International Competition April 26 through May 1, 2024. Approximately 18 students and 3 chaperones will be traveling together. The trip is being organized by Tara Sabelhaus, BHS Teacher and DECA Sponsor.
- Brownsburg High School Winter Guard – Overnight, Out of State**  
 Members of the Brownsburg High School Winter Guard traveled to Wright State University in Fairborn, Ohio to attend the WGI World Championships April 11 through April 14, 2024. 24 Students and 3 chaperones traveled together. The trip was organized by John Marque, BHS Percussion teacher.

# BROWNSBURG COMMUNITY SCHOOL CORPORATION

## DRAFT - 2025-2026 School Calendar - DRAFT

2025 JULY/AUGUST					2025 SEPTEMBER					2025 OCTOBER				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
(28)	(29)	30	31	1	1	2	3	4	5			1	2	3*
4	5	6	7	8	8	9	10	11	12	6	7	8	9	10R
11	12	13	14	15	15	16	17	18	19	13	14	15	16	17
18	19	20	21	22	22	23	24	25	26	20	21	22	23	24
25	26	27	28	29	29	30				27	28	29	30	31

2025 NOVEMBER					2025 DECEMBER					2026 JANUARY				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
3	4	5	6	7	1	2	3	4	5				1	2
10	11	12	13	14	8	9	10	11	12	(5)	6	7	8	9R
17	18	19	20	21	15	16	17	18	19*	12	13	14	15	16
24	25	26	27	28	22	23	24	25	26	19	20	21	22	23
					29	30	31			26	27	28	29	30

2026 FEBRUARY					2026 MARCH					2026 APRIL				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
2	3	4	5	6	2	3	4	5	6			1	2	3
9	10	11	12	13	9	10	11	12	13*	6	7	8	9	10
16	17	18	19	20	16	17	18	19	20R	13	14	15	16	17
23	24	25	26	27	23	24	25	26	27	20	21	22	23	24
					30	31				27	28	29	30	

2026 MAY					2026 JUNE					2026 JULY				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
				1	(1)	2	3	4	5			1	2	3
4	5	6	7	8	8	9	10	11	12	6	7	8	9	10
11	12	13	14	15	15	16	17	18	19	13	14	15	16	17
18	19	20	21	22	22	23	24	25	26	20	21	22	23	24
25	26	27	28	29*	29	30				27	28	29	30	31

No Student Attendance	( ) Teacher Attendance Only	* End of Grading Period	R Report Cards Available
Holiday	Summer School		
Student Early Release			

- Jul 28 - Opening Day Program; Work Day/Meetings
- Jul 29 - Work Day/Meetings
- Jul 30 - First Student Day
- Sept 1 - Labor Day Holiday
- Oct 8-9 - P/T Conferences - evenings
- Oct 13-24 - Fall Break
- Nov 26-28 - Thanksgiving Break
- Dec 22-Jan 5 - Winter Break
- Jan 5 - Prof Development / Records
- Jan 6 - Students Return
- Jan 19 - Martin Luther King Holiday/Snow Make-up, if needed
- Feb 16 - President's Day/Snow Make-up, if needed
- Mar 23-Apr 3 - Spring Break
- May 25 - Memorial Day
- May 29 - Last Student Day
- Jun 1 - Teacher Workday
- Jun 1-5 - Snow Make-up, if needed
- Jun 6 - BHS Commencement

Grade Period	Student	Faculty
First Semester	89	92
Second Semester	91	93
<b>TOTAL School Year</b>	<b>180</b>	<b>185</b>

STUDENT HOURS - REGULAR DAY
ALPHA: 8:20-2:50
BECC: 8:45-11:30; 12:55-3:40
Elementary Schools: 8:45-3:40
Middle Schools: 7:35-2:35
BHS: 7:50-2:50
Harris Academy: 7:45-2:30
STUDENT HOURS-WEDNESDAY (PLC)
ALPHA: 8:20-2:20
BECC: 8:45-11:20; 12:35-3:10
Elementary Schools: 8:45-3:10
Middle Schools: 7:35-2:05
BHS: 7:50-2:20
Harris Academy: 7:45-2:00

**RESOLUTION AUTHORIZING DISPOSITION OF SCHOOL BUSES**

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

WHEREAS, the Brownsburg Community School Corporation owns a fleet of buses, including number 4;

WHEREAS, the Board of School Trustees of Brownsburg Community School Corporation have deemed bus 4 as surplus property;

WHEREAS, the Brownsburg Community School Corporation was approached by Lebanon Community School Corporation to purchase bus 4 directly from the Brownsburg Community School Corporation;

THEREFORE, BE IT RESOLVED, that the Board of School Trustees agrees to sell bus 4 to Lebanon Community School Corporation for a total of \$28,000.

*Approved this 15<sup>th</sup> Day of April, 2024.*

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

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**RESOLUTION AUTHORIZING DISPOSITION OF SCHOOL BUSES**

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

WHEREAS, the Brownsburg Community School Corporation owns a fleet of buses, including number 9;

WHEREAS, the Board of School Trustees of Brownsburg Community School Corporation have deemed bus 9 as surplus property;

WHEREAS, the Brownsburg Community School Corporation was approached by Bishop Chatard High School to purchase bus 9 directly from the Brownsburg Community School Corporation;

THEREFORE, BE IT RESOLVED, that the Board of School Trustees agrees to sell bus 9 to Bishop Chatard High School for a total of \$30,000.

*Approved this 15<sup>th</sup> Day of April, 2024.*

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

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# **BROWNSBURG COMMUNITY SCHOOL CORPORATION**

## **F.L. O'NEAL ADMINISTRATION CENTER**

310 Stadium Drive  
Brownsburg, IN 46112  
(317) 852-5726  
www.brownsburg.k12.in.us

### **Tower License Agreement**

#### **Brownsburg Community Schools and Brownsburg Fire Territory**

Shane Hacker  
Acting Superintendent  
Brownsburg Community Schools  
310 S Stadium Drive  
Brownsburg, IN 46112

Larry Alcorn  
Fire Chief  
Brownsburg Fire Territory  
470 E Northfield Drive  
Brownsburg, IN 46112

This Tower License Agreement is entered into on April 15, 2024 between Brownsburg Community School Corporation and the Brownsburg Fire Territory, regarding the placement and operation of a two-way radio antenna and associated receiving equipment (collectively, together with any other equipment being installed or operated by BCSC under this agreement, sometimes referred to herein as the "Repeater Equipment") on an existing tower owned by and located on Fire Territory property.

#### **Purpose:**

Brownsburg Community School Corporation (BCSC) seeks to install a receive-only repeater site in the northern portion of Brownsburg as part of a complete Motorola two-way radio system replacement project. The purpose of this repeater site is to enhance radio communications for buses and other school vehicles throughout areas of Brownsburg located furthest away from BCSC campus.

#### **Equipment Details:**

The proposed receive-only repeater site will consist of a 3-foot tall omni-directional fiberglass antenna mounted toward the top of the Fire Territory's tower and cabled back to an equipment rack containing the receiving repeater equipment in a mutually agreed to location by the Brownsburg Fire Territory and the Brownsburg Community School Corporation. The equipment rack will contain qty 6 Motorola MOTOTRBO SLR 5000 repeaters, a back-up UPS and battery array, power distribution equipment and surge protection from both the antenna line and AC power, and an internet gateway which will communicate received radio traffic back to BCSC's campus via a BCSC-provided dedicated internet circuit. All equipment will be installed and maintained by BCSC's radio vendor, ERS wireless. Installation and operation will be in compliance with all applicable laws and regulations.

#### **Location and Accessibility:**

The repeater antenna and associated equipment will be installed and maintained at the Fire Territory Station 132, located at 7455 E County Rd 1000 N, Brownsburg, Indiana. BCSC and/or

ERS Wireless may require periodic access to the equipment rack or the antenna for maintenance or repairs, to be scheduled ahead of time at a mutually agreed-upon time and date.

**Term:**

The Tower License Agreement shall begin on April 15, 2024 and remain in effect until such time is desired mutually by both Brownsburg Community School Corporation and the Brownsburg Fire Territory. Either party may terminate this agreement with 90 days' written notice. The monthly fee associated with this tower license agreement is \$300 and shall be paid by the 30<sup>th</sup> day of each month. This fee covers tower space, equipment rack space, and monthly power usage.

**Responsibilities:**

Brownsburg Community School Corporation (BCSC) shall be responsible for all costs associated with the installation, operation, and maintenance of the repeater site. Additionally, BCSC shall be responsible for all costs associated with installation and operation of a dedicated internet circuit, which will facilitate communication between the remote repeater site and BCSC campus. BCSC shall provide adequate insurance coverage for the Repeater Equipment and shall provide proof of insurance upon request.

The Brownsburg Fire Territory shall provide one 120V volt, 20 Amp power outlet at the equipment rack location. If an existing outlet is not available at the proposed equipment rack location, BCSC shall cover the cost for installation of a dedicated circuit from the closest accessible power panel. This work will be completed by a licensed electrical contractor. Power consumption shall not exceed 20 amps, and shall be included in the monthly fees assessed for the tower license.

**Indemnification:**

BCSC shall hold harmless and indemnify the Brownsburg Fire Territory, the Town of Brownsburg, Hendricks County, Indiana, Brown Township, Hendricks County, Indiana, Lincoln Township Hendricks County, Indiana, the Brownsburg Fire Station Building Corporation, and their elected and appointed officials, officers, employees, dealers, agents or subcontractors, from any claims, damages, or liabilities, arising out of the installation or operation of the Repeater Equipment.

**Governing Law:**

This Tower License Agreement shall be governed by and constructed in accordance with the laws of the State of Indiana. Both parties acknowledge and agree to the terms and conditions set forth in this agreement.



Brownsburg Community School Corporation

Brownsburg Fire Territory

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Shane Hacker  
*Acting Superintendent*

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Larry Alcorn  
*Fire Chief*

This Tower License Agreement is subject to the approval on both parties and shall not be binding until executed by authorized representatives of Brownsburg Community School Corporation and the Brownsburg Fire Territory.