

Indiana School for the Blind and Visually Impaired
7725 North College Avenue
Indianapolis, IN 46240

ISBVI Board Meeting Minutes
August 20, 2018
9:30 a.m.

Members Present:

Ms. Amanda Black, Chair
Mr. Don Koors, Vice-Chair
Mr. Tom Adams
Ms. Kathy Botkin
Senator Liz Brown
Mr. John Kissling
Mr. James Michaels
Ms. Traci Tetrick

Members Not Present:

Mr. Michael Dalrymple

Administration Present: Mr. Jim Durst, Superintendent; Mr. Raouf Estefanos, Assistant Superintendent of Business; Mr. Jay Wilson, MS/HS Principal; Ms. Tiffany Sanders, Elementary Principal/Director of Outreach; Mr. Jason Askren, Director of Residential Services; Mr. Adam Ervin, Physical Plant Director; Mr. Jeff Frownfelter, Director of Information Technology.

I. Call to Order

Board Chair, Ms. Amanda Black, called the meeting to order at 9:33 a.m. and took roll.

II. Approval of Minutes (Attachment 1)

The minutes from the May 14, 2018 meeting were reviewed. Mr. Koors requested that contracts over \$25,000 that were approved from the meeting be reflected in the minutes.

Motion: A motion was made by Ms. Black and seconded by Mr. Koors to approve the minutes with the proposed change; motion carried.

III. Superintendent's Report

A. School Update

Elementary and Outreach Reports – Ms. Sanders

The elementary has had one departmental change for the new school year. Shannon Wert moved from an Outreach Residential Mentor to an Elementary Residential Mentor. In addition, the elementary is welcoming three new students.

Teachers are looking forward to Back to School night being held Wednesday, August 22 from 5:00pm to 7:00pm.

Curriculum based assessments have begun and NWEA will begin the week of August 27. Scheduling from last year will continue and will include the addition of a sensory space for the health and wellness of some students requiring a heightened sensory diet throughout the school day.

Outreach has added three new staff members. Nanette Galloway, Kim Batten, and Kim Walston. Nanette will be consulting with school-age and 0-3 students through First Steps. Nanette has many years of experience with special services in the Goshen area. Kim Batten has many worldly experiences. She has been a teacher at several other schools for the blind around the country, as well as, Australia. Ms. Batten will be serving as the middle school short course teacher and braille instructor. Kim Walston is new to the Outreach team as well. Kim has an abundance of experience with First Steps, babies, and care giving, as well as school-age experience in the transportation arena. Kim's experiences will be helpful with the high school short course students from around the state.

The Department currently has eight full-time consultants who are looking forward to serving close to 300 students and babies this year and has contracted with 31 LEA's and all 13 First Steps clusters.

Over the summer, Outreach held its annual Expanding Your Horizons (EYH) Camp. By the generosity and support of the sponsors: ISBVI, The Blind Children's Foundation, The Indiana Design Center, and both the Braveheart and Finish Line Foundations, the school was able to host a week long, overnight camp with 27 campers ages 10-15 with the theme: The Art of Camping. In addition to the week of tent camping, participants went canoeing, ziplined, performed at the Civic Theatre and even participated in workshops at the Microsoft Store.

Two students from the Indiana Braille Challenge advanced to the national competition in Los Angeles over the summer. Congratulations to ISBVI's Mitchell Bridwell. Mitchell won 1st place in the Varisty competition for the 2nd year in a row.

Lastly, Outreach hosted its annual Student Training and Employment Program – Summer STEP. This year there were 25 teen participants, 15 job coaches and 10 job sites from around the community. The theme was Racing to Success! There were college tours, live interviews, service learning opportunities, and resume building. As a bonus, participants visited the Indy 500 track and had the opportunity to meet Ed Carpenter.

MS/HS Report – Mr. Wilson

The MS/HS started the school year with nine new students.

Two new staff joined ISBVI. Cindy Cook accepted the librarian position. Ms. Cook comes to ISBVI from IPS where she worked in the Library and also in Language Arts.

Adrian Dunn is a residential mentor/teaching assistant working primarily with the 6th grade. Mr. Dunn has experience through IPS also, as well as Damar Services.

Staff will be administering Fall NWEA testing soon.

Professional Development was held for teaching staff on augmented communication and NWEA.

The all staff field day, held on August 3, was a great team building activity to welcome staff back for the 2018 – 2019 school year.

ISBVI's choir and band have been asked to perform the national anthem at an Indy Fuel game.

Residential Services – Mr. Askren

Elijah Bullock was hired as a residential mentor for the 2nd shift. Elijah was previously in a security role for the school and knows many of the students and the layout of the school very well.

Raissa Ross has joined ISBVI as a residential mentor for the 2nd shift as well. Ms. Ross has nanny and health care experience.

David Wegener will be working with students on the 3rd shift. Mr. Wegener has experience working with children as a classroom instructional assistant in the Indianapolis and Bloomington areas and also taught abroad in Africa.

ISBVI hosted students this summer in H and I dorms for the STEP Program.

Bedroom furniture is being delivered for the Boys High School dorm. Bed frames, mattresses and dressers are being replaced.

Hoosiers out on Tandems (HOOT's) will be on campus Monday, August 27, for their annual tandem bike ride with students.

ISBVI will host the first track meet of the season on Thursday, September 6 at 12 Noon.

Facilities Update – Mr. Ervin

Capital projects for the next biennium have been submitted and include:

- F building roof replacement
- Campus wide lighting upgrade
- Dorm renovations, phase I (Dorms A, C, H and I)
- Dorm renovations, phase II (Dorms B, D, J and K)
- Wilson roof and Keever windows

For the 2019 capital project, ISBVI recently requested funding from the State Budget Agency for fuel tank and pump replacement.

The Churchman roof project, which was to be included in the 2019 capital projects, has been placed on hold. The funds allotted to the project were not enough to cover the cost.

Summer projects included the clean-up of the Bus Barn and surrounding area, as well as, striping and stop line painting on the bus pad.

Facilities Use – Mr. Brown

A local high school cross country team is practicing in the lower 40 once a week. They are in the process of trying to schedule a date to host a meet.

Brian's Trike Race will be held on campus Sunday, September 16.

The Circle City Chapter of the American Council of the Blind held their annual summer picnic on campus Saturday, August 11.

The IHSAA swim season will begin at the end of October. The school anticipates having pool renters again.

B. Monthly Financial Statements (Attachments 2A, 2B & 2C)

Attachment 2A is the Monthly Financial Statement for May 31, 2018. The year was 91.78% over and 95.64% had been spent from Point One. Points Two through Nine reflect 91.8% spent. Overall expenditures totaled 95.05%.

Attachment 2B is the statement for the end of the fiscal year, June 30, 2018. Total spent from Point One was 99.72%, total spent from Points Two through Nine was 96.62% and total expenditures ended at 99.26%. A total of \$318,000 was released to Point One to pay for Residential Services salary increases. ISBVI met its reversion and gave back \$80,967.41.

The statement for July 31, 2018, Attachment 2C, reflects 8.49% of the year was over, 6.6% was spent from Point One, 49.81% was spent from Points Two through Nine and 11.98% was spent overall. The school will be presenting its biennium budget 2020 – 2021 the week of August 20 and will be including a \$2,000,000 increase to cover the cost of vacant positions and the addition of three resource officers to be on campus 24 hours a day while students are present. On weekends, the school would continue to use the rental security services currently being used at night. Discussions are being held to see if ISBVI could possibly use ISD officers. The school is working to find the most cost effective way to provide this needed security.

C. Staff Metrics (Attachments 3A, 3B & 3C)

Attachment 3A, the report as of June 15, 2018, ISBVI had 219 total positions, 164 filled regular positions, 18 vacant positions, 12 filled intermittent and 25 vacant intermittent.

The report as of July 16, 2018, Attachment 3B, reflects 219 total positions, 163 filled regular positions, 19 vacant positions, 12 filled intermittent and 25 vacant intermittent.

Attachment 3C, the report as of August 15, 2018, reflects 219 total positions, 166 filled regular positions, 16 vacant positions, 13 filled intermittent and 24 vacant intermittent.

The vacant positions are positions the school has attempted to fill but have not had success due to availability issues. The \$2,000,000 requested budget increase would cover the cost of filling the vacant positions.

IV. New Business

A. Donations and Contributions (Attachments 4A, 4B, 4C & 5A, 5B, 5C)

Attachments 4A, 4B and 4C reflect Donations and Contributions under \$499 from May 1, 2018 to July 31, 2018 totaling \$471.20. Three donations were restricted and seven donations were unrestricted.

Attachments 5A, 5B and 5C reflects \$35,765.38 in Donations and Contributions over \$499 from May 1, 2018 to July 31, 2018. Two donations were restricted and three were unrestricted.

Motion: A motion was made by Mr. Koors and seconded by Ms. Botkin to approve donations over \$500.00 from Attachments 5A, 5B and 5C; motion carried.

B. ISBVI Board Nomination Committee 2018/Elections

Motion: A motion was made by Ms. Botkin and seconded by Mr. Koors to approve the nomination of Mr. Tom Adams as Chair of the Board and Mr. James Michaels as the Vice Chair; motion carried.

C. Second Reading – Policy O-65 Firearms Safety on ISBVI Campus (Attachment 6)

Policy O-65 outlines recent legislation stating that a person may carry a handgun in a vehicle that is owned, leased or rented by them or a person may carry a handgun in another individual's vehicle if the handgun is unloaded, not readily accessible and secured in a case.

At no time is an individual allowed to carry a handgun on their person on campus. The exception would be ISD trained officers or law enforcement. The policy, has been reviewed and cited by the school's legal counsel. No changes have been since the 1st reading of the policy.

Motion: A motion was made by Mr. Koors and seconded by Mr. Adams to approve the 2nd reading of Policy O-65 as presented; motion carried.

D. Review of Policies (Attachments 7 – 44)

Per ISBVI Policy A-01, Administration is to review policies and make changes as necessary. Policies that required changes have been noted in red and were reviewed by the school's legal counsel.

Motion: A motion was made by Ms. Black and seconded by Mr. Adams to approve the review of and changes in Attachments 7 – 44; motion carried.

E. Superintendent's Advisory Committee – DOE

Per Statute, the school is required to provide an ISBVI Board member to serve on the Superintendent's Advisory Committee for the DOE. The suggested member is required to be either:

- An individual who is blind or has low vision or
- An individual who is the parent of a child attending ISBVI

This individual would be called to serve four times a year at DOE meetings held downtown. The Board nominated Mr. Don Koors to serve as a representative of the ISBVI Board at the Superintendent's Advisory Committee meetings.

Motion: A motion was made by Ms. Black and seconded by Mr. Koors to approve Mr. Koors as the representative of the ISBVI Board to attend the Superintendent's Advisory Committee meetings for the DOE; motion carried.

F. D Dorm Reclamation

D dorm is closed for the semester. Random lead testing was performed on campus by staff. All areas came back at zero and/or acceptable levels except D Dorm. At that time, an outside professional testing agency was brought in to perform additional testing. D Dorm was again, the only part of campus that came back with higher than acceptable levels. This was a result of lead being present in the glazing compound for ceramics. The school has not used this glazing compound for some time. At the time of its use, it was within acceptable levels. The agency was not concerned about lead exposure due to the fact that there should not have been any long term, extended exposure since the dorm does not house students. They also informed the school that clean up could be completed internally using HEPA vacuums, soap and water. A letter was sent to parents/guardians the first week of school to disclose the school's findings and its plans to resolve the situation.

Over fall break, offenders from the DOC will come to campus to completely clean the dorm and purge any unnecessary items. Once everything is cleaned, the areas will be retested and items will be put back in place.

V. Public Comments:

There were no public comments.

VI. Board Comments:

Ms. Botkin thanked Ms. Black and Mr. Koors for their service to the Board and the students and staff at ISBVI.

VII. Next Meeting

The next meeting of the Indiana School for the Blind and Visually Impaired School Board will be Monday, October 22, 2018 at 9:30am in the AlDur/Lambert Multipurpose Room.

VIII. Adjournment

Motion: A motion was made by Mr. Koors and seconded by Mr. Michaels to adjourn the meeting at 10:10am; motion carried.