

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

ISBVI Board Meeting Minutes
October 22, 2018
9:30 a.m.

Members Present:

Mr. Don Koors
Ms. Kathy Botkin
Senator Liz Brown
Mr. John Kissling
Mr. James Michaels, Vice Chair
Ms. Traci Tetrick

Members Not Present:

Mr. Tom Adams, Chair
Ms. Amanda Black
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.

I. Call to Order

Board Vice Chair, Mr. James Michaels, called the meeting to order at 9:29 a.m. and took roll.

II. Approval of Minutes (Attachment 1)

The minutes from the August 20, 2018 meeting were reviewed.

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

III. Superintendent's Report

A. School Update

Elementary and Outreach Reports – Ms. Sanders

Amelia (Emmy) Geeslin was hired as a high school short course classroom assistant.

Outreach continues to support local school districts with professional development workshops, direct BLV and O&M service needs. The department served 335 students and babies from around the state last month and provided thousands of consultative services.

Outreach is looking forward to the upcoming Vision Conference next month. The school will be collaboratively hosting this 2-day event that will provide a wealth of information about providing blind and low vision services as well as 'hot topics' decided by a survey of practitioner needs. There will be exhibitors and presenters from around all aspects of transitional planning, Q&A from the DOE on the new ILEARN assessment and accessibility tools, as well as the department's field specific Functional Vision and Learning Media Assessment tool. This is the 4th conference in conjunction with the Indiana Pass Project.

The elementary has welcomed five new students and two short term placements since August. Elementary students are returning from Fall Break and are looking forward to the many planned fall activities. The annual fall festival will take place with literacy based outside elements and environments. The day will wrap up with the annual fall 'treat' parade arranged by the high school Student Council. Both events will take place on October 31.

MS/HS Report – Mr. Wilson

Two new high school students started at ISBVI on October 15.

Band and choir members performed at the Indiana Blind Children's Foundation Gala on Saturday, October 6. Mr. Graf and Mrs. Pivec prepared students well for the performance.

White Cane Safety day was celebrated on October 15 with an assembly.

Mrs. Garvey and students traveled to the campus of Butler University for a collaborative and successful plant sale.

An ISBVI high school senior received an acceptance letter from Ball State University.

Residential Services – Mr. Askren

Elizabeth Goines began employment with ISBVI on August 28. She is a residential mentor for 3rd shift and has experience as a nanny for various families with children, ages newborn through grade school.

Joy Carter started in the evenings in the Student Center on September 24. Joy has experience in retail, food service, and retail management.

The track teams attended conference championships in Columbus, Ohio on September 28 and 29. Both teams did exceptionally well. The Girls came home with the 2nd place trophy, just shy of first place by 3 points. The boys brought home the 3rd place trophy.

The Boys high school dormitory has been repainted. Many thanks to Determine of Carmel for their additional service day to complete this project.

Most dressers, mattresses and bed frames have arrived and been replaced in the Boys high school dormitory.

Upcoming Events include a Delta Gamma Visit, the Goalball Conference Meet in St. Louis on November 2 and 3 and the annual trip to Yuletide on December 11.

Facilities Update – Mr. Ervin

Reed Rice has joined the Maintenance staff and brings many years of experience to the position. The school is waiting to hear back from the State Budget Agency (SBA) for approval of the request for funds to replace the roof on Churchman.

The DOC sent a crew to help with the cleanup of D Dorm. All items were removed to be cleaned. Anthem held their Volunteer Day kick off event at ISBVI on September 28. There were over 100 volunteers on campus for the event.

LED lighting for the bus pad is currently out on bid.

The school is also looking into the cost of running power to the tree farm.

The Steam Plant started 24-hour coverage on October 14.

Facilities Use – Mr. Brown

The IHSA swim season begins today and runs until the end of February. Three teams will be using the school's pool for practices.

The annual Delta Gamma Anchor Splash event will take place at the pool November 8.

An electric wheelchair soccer league will be using the gym every Friday beginning in November.

A local boy scout troop held a camporee on the lower. The group is interested in completing a service project on campus later in the year.

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

Attachment 2A is the Monthly Financial Statement for August 31, 2018. The year was 16.71% over and 13.56% had been spent from Point One. Points Two through Nine reflect 61.67% spent. Overall expenditures totaled 19.56%.

Attachment 2B is the statement for September 30, 2018. Total spent from Point One was 22.05%, total spent from Points Two through Nine was 63.41% and total expenditures ended at 27.57%. The year was 25.21% over.

Mr. Estefanos and Mr. Durst met with the SBA the week of October 15 to review change packages. ISBVI proposed a change of \$300,000 for the addition of a security force during the school day. The second was viewed as a change to the SBA but actually, was all vacant positions at the school that appeared on SBA reports as new positions to be filled.

In total, the school requested a 3.3%, or \$308,000, increase to cover pay for performance and health insurance costs.

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

Attachment 3A, the report as of September 17, 2018, ISBVI had 219 total positions, 167 filled regular positions, 15 vacant positions, 13 filled intermittent and 24 vacant intermittent.

The report as of October 16, 2018, Attachment 3B, reflects 219 total positions, 167 filled regular positions, 15 vacant positions, 12 filled intermittent and 25 vacant intermittent.

IV. New Business

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

Attachments 4A and 4B reflect Donations and Contributions under \$499 from August 1, 2018 to September 30, 2018 totaling \$100.00. Both donations were restricted.

Attachments 5A and 5B reflect \$31,500.00 in Donations and Contributions over \$499 from August 1, 2018 to September 30, 2018. Two donations were unrestricted and one was unrestricted.

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

B. Review of Policies (Attachments 6 – 41)

- Policy O-38 (Attachment 8): Ms. Tetrick recommended changing the citation referencing No Child Left Behind to reflect the current citation.
- Policy O-52 (Attachment 21): In order to limit the amount of necessary changes, Mr. Koors suggested changing the wording on page 3 under Library Users so that the exact number or average number of students is not listed.
- Policy O-53 (Attachment 22): The wording in this policy was changed to be more gender neutral.
- Policy OS 1 (Attachment 29): Changes include pronouns in 3rd line and the referencing of Code IC 5-14-3.
- Policy S-21 (Attachment 33): Proposed changes include the deletion of the last line of the first paragraph. AlDur and Lambert are not being utilized for dorm space at this time.
- Policy SS 13 (Attachment 35): This policy is no longer needed. It was created at a time when the school thought it was beneficial to students to offer transition services. The school is now required to offer transition services.
- Policy SS-14 (Attachment 36): This policy was originally approved when cell phones were first becoming common. Changes were made to update wording regarding staff off campus on school business.
- Policy PP-1 (Attachment 40): Changes in titles were made to update this policy.

The remaining policy attachments were submitted for review and approve purposes only and did not contain changes.

Motion: A motion was made by Mr. Kissling and seconded by Mr. Koors to approve Attachments 6 – 41 with the outlined changes noted above in eight policies; motion carried.

C. Debit Cards for Traveling Staff (Attachment 42)

In the past, the school has given emergency funds in cash to staff in charge of accompanying students off campus for various events. Rather than having staff carrying large amounts of cash, the school is proposing that debit cards be issued to the below key personnel responsible for making purchases on behalf of the school or for sports and other regularly scheduled outings.

1. Jason Askren, Athletic Director
2. Josh Baxter, Forensics Coach
3. Cara Burchett, Track/Goalball Coach
4. Mark Eastridge, Business Office Staff
5. Jessica Hunt, Swimming Coach
6. Rob Strauss, Goalball Coach
7. Debra Wilken, Business Office Staff

The cards would draw from the Recreation Fund through Chase Bank and would have an \$800 limit. When not in use, the cards would be frozen and locked in the safe. When needed, the staff person would sign their issued card out of the Business Office and return the card once the event is complete. If the school ever needed to change, cancel or reissue a card, the Business Office would be able to make the necessary changes over the phone.

Motion: A motion was made by Mr. Koors and seconded by Ms. Botkin to approve issuing debit cards to the above noted key staff; motion carried.

D. D Dorm Reclamation

All items from D Dorm have been removed and are being cleaned. The shop area, an area where students do not have or need access, was tested and came back with high levels due to paint with lead being used to paint the floor. Over the years, the floor has since been painted but the area still tested high. This area will also have all items removed for cleaning. An outside contractor will be lined up to retest this area. Once it's determined the area has safe levels, items will be moved back in. The clean up will most likely not be completed by the end of the school year.

E. Anthem Update

Over 100 Anthem Volunteers worked on cleaning up the Monon entrance, the main entrance, the fitness trail and other areas. Several companies working with ISBVI to create the fitness center are offering time and materials at discounted rates. The center will be funded through a \$30,000 grant from Anthem that was presented to ISBVI on the Volunteer Work Day. Anthem was able to donate an additional \$10,000 to the fitness center project through a social media campaign. The goal is to have the center completed by mid-January and to invite Anthem to campus for a ribbon cutting ceremony.

V. Public Comments:

There were no public comments.

VI. Board Comments:

There were no Board comments.

VII. Next Meeting

The next meeting of the Indiana School for the Blind and Visually Impaired School Board will be Monday, January 14, 2019 at 9:30am in the AlDur/Lambert Multipurpose Room.

VIII. Adjournment

Motion: A motion was made by Mr. Koors and seconded by Mr. Kissling to adjourn the meeting at 10:23am; motion carried.