

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

ISBVI Board Meeting Minutes  
August 19, 2019  
9:30 a.m.

**Members Present:**

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

**Members Not Present:**

Mr. Michael Dalrymple  
Mr. John Kissling

**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. Todd Malone, Maintenance Supervisor.

**I. Call to Order**

Board Chair, Mr. Tom Adams, called the meeting to order at 9:35am and took roll.

**II. Approval of Minutes** (Attachment 1)

The minutes from the May 13, 2019 meeting were reviewed.

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

### **III. Superintendent's Report**

#### **A. School Update**

New staff from various departments:

Over the summer, John Moore joined the ISBVI staff as a Systems Admin Associate in the IT Department, Whitney Lazzara accepted the position of Dietician and Tara Fox was hired as the Director of the Health Center.

#### **Elementary and Outreach Reports – Ms. Sanders**

New Staff:

Cindy Eversole is a new consultant in the Outreach Department.

Cara Burchett, formerly the ISBVI Elementary PE teacher, joined Outreach as a consultant.

Kyle Sochia is ISBVI's new Elementary short course teacher. Mr. Sochia has been filling in for a teacher currently on maternity leave, as well.

Jill Fitzpatrick is the Elementary PE teacher. In addition to teaching PE, Ms. Fitzpatrick will be creating an ECC curriculum for grades 2 – 4.

Neale Kolouch is the Elementary social worker.

Over the summer, Outreach held its annual Expanding Your Horizons (EYH) Camp. Thanks to the support and donations through the Indiana Blind Children's Foundation, ISBVI was able to host two weeks of camp. Week one was the first ever Camp Abilities, which is a week-long sports camp with a host of blind specific sports. Week two was the week-long, overnight, traditional EYH Camp Challenge for students ages 9 – 15. There were 30 participants between the two camps. Outreach received positive feedback and has already received inquiries about next year's camps.

The STEP program, in partnership with Bosma Enterprises, took place for four weeks. There were 14 job coaches, 24 students from around the state and 8 different job sites. The theme was "Dare to Dream the Impossible". Students visited some rare job sites such as a glass blowing shop in Kokomo, a balloonist and character impersonator, a dog trainer and an exotic vet. Students also visited a few colleges and participated in 10 hours of community service.

ISBVI had two students qualify for the National Braille Challenge in California over the summer. For the third year in a row, Mitchell Bridwell won first place at the Varsity level.

The department is supporting local school systems by providing direct, school-age and First Steps services. Currently, consultants are serving 290 students across 32 districts and 42 babies ages birth to three.

#### **MS/HS Report – Mr. Wilson**

New Staff:

Samantha Fisher has joined the ISBVI staff as the MS Language Arts teacher.

Rafeela Nalim has filled the HS Science teacher position.

Danny Knauff is the new MS/HS band and piano instructor.

Greg Albert is teaching MS Social Studies.

The MS/HS is starting off the school year with 13 new students, six of which are in 5<sup>th</sup> grade.

The school has implemented separate lunch periods this year for MS and HS. When the MS is at lunch, HS students are participating in Expanded Core Curriculum (ECC) and vice versa. Having these lunch periods separate, has also been helpful due to the different nutritional requirements of MS and HS students.

Fall NWEA testing will be administered by the end of August.  
Incoming Freshmen, the class of 2023, will have new graduation requirements.

### **Residential Services – Mr. Askren**

New Hires for the 2019 – 2020 school year include: Cameron Adams, Cameron Sanders, Kiarra Baxter, Celeste Jones and Tanya Covington.

ISBVI housed students this summer in the dorms for the STEP program.

With the success of the student center last year, ISBVI was able to update the space with some new dining chairs and a few lounge chairs.

ISBVI will host the NCASB track and field championship on September 28 and 29. Eleven other schools from the conference will compete.

Hoosiers out on Tandems will be on campus August 19 for the semi-annual tandem bike ride.

### **Facilities Use – Mr. Brown**

The Jordan YMCA has requested to use the track for their track and field team this fall. They will begin in September and run through the middle of October.

Christ the King Cross Country team will be using the track for cross country practices, several evenings from now until the end of October.

The annual Brian's Trike Race will be held on September 15.

The Capital City Chapter of Sweet Adeline International will be holding an event in the Auditorium on September 7. This is an event hosted by the IBCF.

Swim season is coming up in late October, and there are three teams planning to rent the pool, once again. There is also another group that is interested in using the pool year-round.

### **Physical Plant Update – Mr. Malone**

Phase III of the brick and tuck-pointing project started over the summer on buildings E, F, G, Apple Tunnel and the tower. It will be a two-year project.

New crosswalks with truncated pavers were installed in the back half of the campus.

The two current Capital Projects are the Desert Air in the Aquatic Center, which is still in the design phase at the Department of Public Works and the removal of the underground storage tanks and installation of new above-ground tanks. This project is scheduled to start soon. A field study as well as a study of the soil is being completed.

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

Attachment 2A is the Monthly Financial Statement for May 31, 2019. The year was 91.78% over and 95.84% had been spent from Point One. Points Two through Nine reflect 95.89% spent. Overall expenditures totaled 95.85%.

Attachment 2B is the fiscal year-end statement for June 30, 2019. Unspent encumbered money for contracts was released back to Point Three before the end of the fiscal year. This allowed the school to revert \$114,852.81 on top of the requested reversion. Total spent from Point One was 99.66%, total spent from Points Two through Nine was 94.98% and total expenditures ended at 98.95%.

Attachment 2C, the statement for July 31, 2019 reflects 8.49% of the year being over, 5.69% spent from Point One and 38% spent from Points Two through Nine. Total expenditures were at 10.12%.

The allotment for fiscal year 2020 is higher than in the past. This is due to an increase of 3.2% for benefits and \$229,000 to hire three resource officers.

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

Attachment 3A, the report as of June 10, 2019, ISBVI had 219 total positions, 155 filled regular positions, 27 vacant positions, 8 filled intermittent and 29 vacant intermittent.

The report as of July 15, 2019, Attachment 3B, reflects 219 total positions, 157 filled regular positions, 25 vacant positions, 8 filled intermittent and 29 vacant intermittent.

Attachment 3C, the report as of August 13, 2019, ISBVI had 219 total positions, 164 filled regular positions, 18 vacant positions, 8 filled intermittent and 29 vacant intermittent.

Over the last six years, the school has lost a significant number of teachers. Most pay for performance schedules reward incoming teachers and then salary schedules tend to go flat. Many times, for teachers to get an increase, they accept positions at another school, serve there for a few years and then move on. The school is working with the state personnel department and the state budget agency (SBA) to look at salary increases for teachers. ISBVI is one of the lowest paying schools for teachers in the metropolitan area. ISBVI was, however, able to adopt the IPS starting salary schedule which allowed teacher salaries to increase to \$42,587. There were some teachers at the school that after six years were making \$39,000. ISBVI will continue to work with the SBA to increase the salaries of all teachers so that the school can become more competitive in attracting and retaining teachers.

### 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, 2019 to July 31, 2019 totaling \$705.00. Four donations were restricted and eleven were unrestricted.

Attachments 5A, 5B and 5C reflect \$34,566.76 in Donations and Contributions over \$499 from May 1, 2019 to July 31, 2019. Four donations were restricted and two were unrestricted.

**Motion:** A motion was made by Mr. Koors and seconded by Mr. Michaels to approve donations over \$500 from Attachments 5A, 5B and 5C; motion carried.

#### B. First Reading – Policy O-69 Purchases in Excess of \$25,000 (Attachment 6)

This policy summarizes what has been a state guideline that the school has followed per HB1904. This policy will formalize the procedure described in Indiana code to obtain Board approval for purchases over \$25,000. Due to the fact this practice has been in place, it was requested that the Board approve this as a 2<sup>nd</sup> and final reading.

**Motion:** A motion was made by Mr. Koors and seconded by Ms. Black to approve Policy O-69 as a 2<sup>nd</sup> reading; motion carried.

### C. 2019 – 2020 School Calendar - Revised (Attachment 7)

A miscalculation in holidays resulted in the addition of a professional development day for teachers in May to meet the 190 contract days required.

**Motion:** A motion was made by Mr. Koors and seconded by Ms. Botkin to approve the May 2020 change in the 2019 – 2020 school calendar; motion carried.

### D. D Building Reclamation

In the fall of 2018, the school tested the buildings and dorms for lead. It was discovered that the D Building art room had unacceptable levels of lead. This was due to a glazing compound that, at the time of its use, was acceptable. Parents were notified, the building was shut down, professionally cleaned and retested. The school was notified that the testing came back clean. Items and furniture have been moved back and the building is ready for use.

### E. IBCF Update

Renovations in the Auditorium, made possible by a Lilly grant, were completed over the summer. The first concert took place on July 26 and featured the Matthew Whitaker band. The sold-out event was a success and was accessible for all with handicap seating, audio description and ASL interpretation. The school is partnering with several organizations around the city for future concert events.

### **V. Public Comments:**

There were no public comments.

### **VI. Board Comments:**

Senator Brown inquired about the school's website and its accessibility. Mr. Durst informed her that the website is fully accessible and is set up through the state's domain. This project to make the site accessible was complete in fall of 2018.

### **VII. Next Meeting**

The next meeting of the Indiana School for the Blind and Visually Impaired School Board will be Monday, October 21, 2019 at 9:30am in the AlDur/Lambert Multipurpose Room.

### **VIII. Adjournment**

**Motion:** A motion was made by Mr. Koors and seconded by Ms. Black to adjourn the meeting at 10:22am; motion carried.