

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

ISBVI Board Meeting Minutes  
June 18, 2020  
10:00 a.m.

**Members Present:**

Mr. Tom Adams, Chair  
Mr. James Michaels, Vice Chair  
Ms. Kathy Botkin  
Mr. John Kissling  
Mr. Don Koors

**Members Not Present:**

Ms. Amanda Black  
Mr. Michael Dalrymple  
Senator Liz Brown  
Ms. Traci Tetrick

**Administration Present:** Mr. Jim Durst, Superintendent; Mr. Raouf Estefanos, Assistant Superintendent of Business; Mr. Jay Wilson, MS/HS Principal; Ms. Toni Hughes, Interim 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 10:09am and took roll.

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

The minutes from the January 13, 2020 meeting were reviewed.

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

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

#### A. School Update – Mr. Durst

New staff hired since the last Board meeting include:

- Stacia Hopkins, Substitute Teacher
- Brandi Anilus, Residential Mentor
- Gina Mitchell, Cook
- Janet Steele, Nurse
- Leigh Johnston, Nurse
- Dawnisha Ingram, Residential Mentor
- Pam Burns, Stores Clerk

Mr. Durst commended staff for rising to the challenge of providing distance learning for students during the school closure.

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

Attachment 2A is the Monthly Financial Statement for January 31, 2020. The year was 58.74% over and 54.85% had been spent from Point One. Points Two through Nine reflect 73.87% spent. Overall expenditures totaled 57.46%.

Attachment 2B is the statement for February 28, 2020. Total spent from Point One was 62.74%, total spent from Points Two through Nine was 79.35% and total expenditures ended at 65.01%.

The year was 66.39% over.

The Monthly Financial Statement for March 31, 2020, Attachment 2C, reflects the year being 75.14% over with 74.21% being spent from Point One and 78.66% being spent from Points Two through Nine. Total expenditures were at 74.87%.

Attachment 2D, the statement for April 30, 2020, reflects the year being 83.33% over with 81.83% being spent from Point One and 79.78% being spent from Points Two through Nine. Total expenditures were at 81.53%.

Attachment 2E is the statement for May 31, 2020. The year was 91.80% over and 87.09% had been spent from Point One. Points Two through Nine reflect 81.44% spent. Overall expenditures totaled 86.25%.

By the end of the fiscal year, the school will be able to reserve approximately \$400,000. The original anticipated amount for reversion was \$40 - \$50,000.

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

Attachment 3A, the report as of February 12, 2020, notes ISBVI had 219 total positions, 163 filled regular positions, 19 vacant positions, 12 filled intermittent and 25 vacant intermittent.

The report as of March 9, 2020, Attachment 3B, reflects 219 total positions, 160 filled regular positions, 22 vacant positions, 13 filled intermittent and 24 vacant intermittent.

Attachment 3C, the report from April 1, 2020 through May 9, 2020, reflects 219 total positions, 161 filled regular positions, 21 vacant positions, 13 filled intermittent and 24 vacant intermittent.

The report as of June 11, 2020, Attachment 3D, reflects 219 total positions, 160 filled regular positions, 22 vacant positions, 13 filled intermittent and 24 vacant intermittent.

## IV. New Business

### A. 2020 – 2021 School Calendar – Revised (Attachment 4)

During the process of providing distance learning, ISBVI found that there are many students who do not have access to technology from their home. ISBVI has been able to fulfill some of the needs, but not all. The IBCF and the Lions are working to assist the school to ensure that all students have the technology needed in preparation for the 2020 – 2021 school year.

ISBVI also determined there was not an effective universal platform in place to deliver instruction. The school will be starting a pilot of Canvas soon.

ISBVI will be sending a survey to parents to determine how comfortable they are returning their students to school. In addition, Administrators are meeting to determine the safest way to provide instruction based on information from local and state government and the CDC.

Due to all of the above-mentioned concerns, Mr. Durst recommended that the school start date be pushed back by one month, allowing more time to acquire needed technology, allowing time to have Canvas set up, and to determine the safest way to go about opening the school and providing instruction. The proposed new start date would be Monday, August 31, 2020.

Administrators are meeting on a regular basis to come up with a plan to reopen that will be presented to Board. Some (but not all) of the items under consideration are:

- Are alternating schedules needed?
- How should mealtimes be conducted?
- Should teachers move from class to class rather than students?
- How should playground time change to work within the most up to date guidelines?
- How can therapies be provided safely?

Some cancellations the school is moving forward with for at least the first semester are:

- Field trips
- Community based instruction
- Athletic events

With the calendar change, students would still have the opportunity to attend North Central. ISBVI would work with the local school corporation to transport students from home directly to North Central until ISBVI starts.

In addition, ISD has agreed to adopt the proposed calendar.

**Motion:** A motion was made by Mr. Koors and seconded by Ms. Botkin to approve the proposed change in calendar for the 2020 – 2021 school year; motion carried.

### B. Donations and Contributions (Attachments 5A, 5B, 5C, 5D, 5E & 6A, 6B, 6C, 6D, 6E)

Attachments 5A, 5B, 5C, 5D and 5E reflect Donations and Contributions under \$499 from January 1, 2020 to May 31, 2020 totaling \$1,078.40. Seven donations were restricted and six were unrestricted. Attachments 6A, 6B, 6C, 6D and 6E reflect \$1,700.00 in Donations and Contributions over \$499 from January 1, 2020 to May 31, 2020. One donation was restricted, and one was unrestricted.

**Motion:** A motion was made by Mr. Koors and seconded by Ms. Botkin to approve donations over \$500 from Attachments 6B and 6D; motion carried.

### C. Contracts (Attachment 7)

School contracts for Housekeeping, IT Services, Security and Nurse Practitioner services were presented for approval for the next fiscal year:

**Motion:** A motion was made by Ms. Botkin and seconded by Mr. Koors to approve contracts for FY21 totaling \$517,521.06; motion carried.

### D. Budget Update (Attachment 8)

The school was required, like all other state agencies, to revert 15% of the budget for the coming year. This would total approximately \$1.7 million. Eighty-five percent of the school's budget is staff and 15% is operations in Points Two through Nine. Vacant positions, totaling 26, were reviewed. It was determined that the school could hold filling several positions, but it would still be necessary to fill a portion of the positions as they are direct service providers and health center staff. By not filling the positions, there would be an expenditure savings of \$822,000 but not necessarily a cost savings of this amount.

Reverting the difference would require eliminating multiple positions in various departments; many of which are direct service provider positions with the potential to have an adverse effect on the health and safety of students. Administrators have spoken with the state budget agency (SBA) and the SBA has reviewed the school's plan. The SBA is aware of ISBVI's history of being a good steward. (In the past 10 years, the school has reverted \$5,059,190.00.) Administrators are confident that the SBA will not require the school to reduce the budget at the 15% level requested.

### E. Board Meeting Schedule (Attachment 9)

The Board Meeting Schedule was presented for approval. There are five meeting times beginning in September of 2020 and ending in May of 2021.

**Motion:** A motion was made by Mr. Koors and seconded by Ms. Botkin to approve the 2020 – 2021 Board Meeting Schedule as presented; motion carried.

### F. Library

Very little progress has been made in the Library since the water damage occurred. Due to COVID-19, contractors were not being allowed on campus. In addition, the process of restoration for the school's library books, which are still in Michigan, has been delayed. It was determined that some of the books will not be replaced. ISBVI will be sending some members of staff to Michigan to finalize which books will be kept and restored.

The insurance company agreed to a settlement which was also approved by the Department of Public Works (DPW). The DPW suggested the check be signed by the ISBVI's Superintendent to allow the funds to come directly to the school and be dispersed to contractors as needed. This requires a signature from the Attorney General's (AG) office as well. Renovations will begin once a signature from the AG's office is obtained.

## G. Tuck Pointing

This project is moving forward with some glitches due to leakage in some areas. The Student Center was damaged during the shut-down as well. Crews anticipate the project will be complete in mid-October. Phase 4, the final phase, will include the maintenance garage, laundry and powerhouse areas, as well as the elementary building and aquatic center.

Mr. Koors inquired about graduation. The plan is to have a formal graduation in the fall. A survey sent to students and parents overwhelmingly stated they would like to have their own ceremony rather than a virtual ceremony or one in combination with the class of 2021.

The Board also asked about the status of pool and renting ISBVI facilities this fall. The pool is in the design phase and will be ready to go out for bid soon. All renting of ISBVI facilities will be put on hold for at least the first semester.

## **V. Public Comments:**

Teacher Emily Spencer asked if there will be an option for parents to keep students home and do virtual learning. Mr. Durst replied that would most likely be an option for parents, contingent upon information the school receives back from the parent survey.

Ms. Spencer also inquired about the calendar change and if altering the calendar affects teacher pay. Mr. Durst responded that salaries will not be affected because they will be front loaded so the pro-rate will start a month earlier. Staff will be required to sign an agreement in the event they leave and have not worked yet, that they will owe the school for that month.

## **VI. Board Comments:**

No comments.

## **VII. Next Meeting**

The next meeting of the Indiana School for the Blind and Visually Impaired School Board will be Monday, September 21, 2020 at 9:30am in the AlDur/Lambert Multipurpose Room.

## **VIII. Adjournment**

**Motion:** A motion was made by Mr. Koors and seconded by Ms. Botkin to adjourn the meeting at 11:02am; motion carried.