

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

ISBVI Board Meeting Minutes
September 21, 2020
9:30 a.m.

Members Present:

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

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 (Virtual); Mr. Jason Askren, Director of Residential Services; Mr. Todd Malone, Maintenance Supervisor; Mr. Jeff Frownfelter, Director of Information Technology.

I. Call to Order

Board Chair, Mr. Tom Adams, called the meeting to order at 9:34am and took roll.

II. Approval of Minutes (Attachment 1)

The minutes from the July 28, 2020 meeting were reviewed.

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

III. Superintendent's Report

A. School Update

Elementary and Outreach Reports – Ms. Sanders

All previous staff have returned for the new school year, and two new staff started mid-year of last year. Kim Howard transferred from the Business Office to serve as the Elementary Secretary and former student, Daneisha Clowney, is serving as a residential mentor.

The Elementary has been moving forward with virtual and in-person learning models, and is currently about 25% virtual. Both programs are running well. So far, the primary focus has been on social and emotional learning.

The first virtual Back to School Night was held the week of September 7. There was good parent participation and positive feedback from the event.

Outreach services have started off strong. Consultants are being very creative with providing safe in-person as well as virtual services, assessments, and O&M services. ISBVI guidelines are being followed, as well as those of each of the individual districts. ISBVI has been collaborating with other schools for the blind for supports, ideas, and suggestions.

Current numbers of students being served include 282 school-age students, 38 districts (12 new) and 17 babies through First Steps.

The decision was made to separate from FSSA/First Steps effective September 30th. It's unfortunate to have to make this decision, but with current times, ISBVI needs to direct its staffing, resources, and focus on the school-age population.

Due to COVID, the school elected to cancel Short Course for the first semester and will reevaluate for the second semester.

MS/HS Report – Mr. Wilson

The MS/HS welcomed three new students at the start of the school year.

Julie Beaty has joined the MS staff and is teaching 5th grade. Ms. Beaty comes to ISBVI with 16 years of experience in IPS schools.

Twenty-three students are currently participating in virtual format.

Students have been doing very well practicing social distancing and wearing masks/face coverings. Teachers have been able to receive more in-depth training in Microsoft Teams and are utilizing the platform to provide both in-person and virtual instruction.

Many thanks are extended to Erin Roush and Cindy Cook as they have organized technology and trained students and staff on the various platforms being utilized.

Mr. Durst thanked Jeff Frownfelter and John Moore, the school's IT team, for their efforts in helping train teachers and provide various technology needs for ISBVI.

Residential Services – Mr. Askren

The Residential department has had three new hires which include: David Bolling, 2nd Shift Residential Mentor; Dawnisha Ingram, 3rd Shift Residential Mentor; and Chris Winns, 3rd Shift Residential Mentor. Michael Whitsell Sherman has been promoted to the 2nd Shift Residential Leader position.

Students have been complying well with the ISBVI reopening plan in the dormitories. A few of the dorm rooms were touched up with a fresh coat of paint prior to the closure in March. The recycling program has been started in the dormitories. Recycling receptacles have been placed in the dorms and once the work program is in place in the evenings, student workers who work with housekeeping will be emptying the receptacles weekly.

Physical Plant Update – Mr. Malone

The E, F and G roofs have been replaced.

The Aquatic Center HVAC system is still in the design phase.

Roof replacement in Churchman will be starting the first week of October. This will include both the kitchen and dining room.

The final pre-bid conference meeting for the fuel tank replacement will be held by the end of September.

Capital projects for the next biennium include:

Phase 4 tuck-pointing for the powerhouse, tunnel area, laundry, garage, maintenance building, Aldur/Lambert and the Aquatic Center;

Replacement of the E, F and G chiller;

Dorm renovation for A, C, H and I dorms including flooring, lighting, trim work and restrooms;

Lambert roof replacement;

Campus wide upgrade to LED lighting;

Activities Building renovation including lighting and flooring.

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

Attachment 2A is the monthly financial statement for July 31, 2020. Point One expenditures were at 6.34%. Points Two through Nine reflect 42.07% spent. Overall expenditures totaled 11.40%.

The monthly financial statement for August 31, 2020, Attachment 2B, reflects 13.32% spent from Point One and 46.46% spent from Points Two through Nine. Total expenditures totaled 18.01%.

The reversion is \$897,885.00, which is approximately \$660,000.00 more than last year.

Money will be moved from Point One to cover costs in Points Two through Nine for the front loading of contracts and utilities.

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

Attachment 3A, the report as of August 17, 2020, notes ISBVI had 219 total positions, 158 filled regular positions, 24 vacant positions, 12 filled intermittent and 25 vacant intermittent.

The report for September 16, 2020 reflects 219 total positions, 153 filled regular positions, 28 vacant positions, 13 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 July 1, 2020 to August 31, 2020 totaling \$260.00. Three donations were restricted and three were unrestricted.

Attachments 5A and 5B reflect \$5,000.00 in Donations and Contributions over \$499 from July 1, 2020 to August 31, 2020. The donation received was restricted for cameras for virtual teaching and meetings.

Motion: A motion was made by Mr. Michaels and seconded by Ms. Botkin to approve donations over \$500; motion carried.

B. Second Reading – Policy O-70 Virus and Highly Contagious Disease (Attachment 6)

This policy was approved at the July 28, 2020 meeting and was to be implemented immediately. There were no changes made from the first reading.

Motion: A motion was made by Mr. Koors and seconded by Ms. Botkin to approve Policy O-70 as a second reading; motion carried.

C. Accreditation (Attachment 7)

The school was due to go through the Accreditation process in the spring of 2021. Per the discussion at the last Board meeting, ISBVI requested an extension and Cognia granted the request. The school will move forward with the Accreditation process in the spring of 2022. Until then, ISBVI remains certified under the last Accreditation.

D. ISBVI Board Nomination/Election 2020 – 2021 (Attachment 8)

Nominations for the Board Chair and Vice Chair for the next two-year term are James Michaels, Chair and Kathy Botkin, Vice Chair. There were no nominations from the floor.

Motion: A motion was made by Mr. Koors and seconded by Ms. Black to approve the nominated slate of officers for Chair and Vice Chair; motion carried.

E. Library

Books are still being housed in Michigan. The school has not sent staff to go through inventory and will not be able to until storage on site at ISBVI can be assured. Also, the storage available at the school will dictate what is brought back from Michigan. Although ISBVI has moved to UEB code, there may be some books in EBAE format that the school chooses to keep if there is ample space.

The school is waiting for the release of the insurance check from the contractor's insurance company. Once released, the process of renovating the Library from water damage will begin. This check will also include funds to cover costs for water damage in the Auditorium as well.

The Student Center also suffered from water damage. The contractor will be replacing the flooring. Bids are being requested at this time. The school would like to go with flooring that will seal better and last longer than flooring that was previously installed. ISBVI is working with the contractor and will cover the costs beyond the cost of the flooring previously in place.

F. Tuck Pointing

Contractors will have all brick work finished by the end of October. The final project they will need to complete will be the replacement of the roof/top floor of the tower which will last through December.

V. Public Comments:

No public comments were made.

VI. Board Comments:

Mr. Michaels and Mr. Durst thanked Mr. Adams for his leadership of the Board.

Mr. Adams thanked the Administrative Team and staff, as a whole, for all of the preparations and adjustments made to ensure the school could open and serve students in-person, virtually and around the state.

VII. Next Meeting

The next meeting of the Indiana School for the Blind and Visually Impaired School Board will be Wednesday, November 18, 2020 at 9:30am in the AlDur/Lambert Multipurpose Room.

VIII. Adjournment

The meeting was adjourned at 11:04am.