

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

ISBVI Board Meeting Minutes
January 11, 2021
Virtual Board Meeting
9:30 a.m.

Members Present Virtually:

Mr. James Michaels, Chair
Mr. Tom Adams
Ms. Amanda Black
Ms. Kathy Botkin
Mr. John Kissling
Mr. Don Koors
Ms. Traci Hackleman

Members Not Present:

Mr. Michael Dalrymple
Senator Liz Brown

Administration Present Virtually: 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. James Michaels, called the meeting to order at 9:30am and took roll.

II. Approval of Minutes (Attachment 1)

The minutes from the November 18, 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

The Elementary welcomed one new student after winter break. Two more families will be taking virtual tours soon.

Second quarter honor roll recipients will be celebrated near the end of January with a certificate, a special presentation and 'treat' in their classrooms and/or living rooms, for those who are continuing with a virtual learning environment.

The Outreach Department is working to prepare for its first virtual Braille Challenge Regional Competition. This year's competition will take place on Friday, February 12 and will consist of a virtual competition, 1:1 with a Blind/Low Vision teacher during the school day, followed by a virtual family dinner that evening. Cane Quest will take place Saturday, March 6. The registration deadline has been extended to allow students a chance to register as schools reopen.

The short course program continues to be on hold. Teachers and administrators are in the beginning planning stages of developing a hybrid model for in-person and virtual short course programs to begin next fall.

Outreach consultants have continued to provide direct blind/low vision services to over 308 students in 42 districts from around the state both virtually and in-person. As with most educators, consultants have faced many challenges with the hybrid model; however, they have done an excellent job of keeping the integrity of ISBVI services in tact while keeping themselves, students, and other staff safe.

MS/HS Report – Mr. Wilson

The MS/HS has had one new student since winter break.

Two more students have taken tours with their families and have case conferences scheduled.

Due to the late start, the end of the quarter is January 22.

ISTEP retesting for high school students took place prior to going virtual on November 30.

Virtual learners and teachers are working well via Microsoft Teams.

Residential Services – Mr. Askren

In the absence of students being on campus, Residential Staff have been working on refreshing the dorms. One dorm has been completely painted including all bedrooms, common areas and hallways. Two other dorms have had upper levels painted and touch ups in bedrooms.

The flooring in the Student Center has been completed and staff have been working to update this space. A wall panel was replaced to utilize a space in the kitchen area that previously would not have been usable due to health department regulations. In addition, some old lighting and fixtures were removed and replaced with new lighting, artwork, and study spaces. Staff have reorganized several storage areas, as well.

Physical Plant Update – Mr. Malone

The fuel tank/pump replacement project is out of the design phase and moving forward.

The vendor awarded the replacement of the Churchman and Wilson roofs has requested a 120-day extension.

The HVAC for the Aquatic Center is on hold.

Signage has been placed throughout the campus to redirect traffic due to construction and COVID restrictions.

Broken glass on the catwalks has been replaced.

A fire inspection was completed over winter break and the school passed with zero violations.

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

Kelly Abel started her employment with ISBVI on December 17 in the Stores Clerk position where she will be responsible for asset management.

Attachment 2A is the monthly financial statement for November 30, 2020. Point One expenditures were at 41.99%. Points Two through Nine reflect 57.20% spent. Overall expenditures totaled 44.51%.

The monthly financial statement for December 31, 2020, Attachment 2B, reflects 50.14% spent from Point One and 60.67% spent from Points Two through Nine. Total expenditures totaled 51.88%.

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

Attachment 3A, the report as of December 14, 2020, reflects 219 total positions, 152 filled regular positions, 29 vacant regular positions, 13 filled intermittent positions and 25 vacant intermittent positions. The report as of January 5, 2021, attachment 3B, reflects ISBVI had 219 total positions, 153 filled regular positions, 28 vacant regular 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 November 1, 2020 to December 31, 2020 totaling \$605.00. Two donations were restricted, and four were unrestricted. Attachments 5A and 5B reflect \$116,753.53 in Donations and Contributions over \$499 from November 1, 2020 to December 31, 2020. Two donations were restricted, and one was unrestricted.

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

B. 2021 – 2022 School Calendar Draft (Attachment 6)

The draft for the 2021 – 2022 school calendar was submitted for review. The calendar is similar to last year's calendar. It differs with the Indiana School for the Deaf, specifically in the start date, and both Thanksgiving and Winter Breaks. ISBVI tried to coordinate as much as possible with the Washington Township calendar to help ISBVI students attending North Central and JEL.

Motion: A motion was made by Mr. Koors and seconded by Ms. Botkin to approve the proposed 2021 – 2022 calendar as presented; motion carried.

C. COVID Update

The school has had some positive cases, but staff continue to do a good job of following protocol. With the support of the Indiana State Department of Health (ISDH), ISBVI is still following 10 school-day quarantines for individuals that have been identified as close contacts to those testing positive.

ISBVI's nursing staff are currently being vaccinated due to their eligibility as first responders. A request has been placed with the ISDH for school staff to be considered for vaccinations due to the special needs of students.

D. Library/Student Center/Auditorium

Restoration of the Library is nearly complete. Books are still in Michigan but should be back by the end of the month.

The Student Center is complete and ready to welcome back students and staff. (See Residential Report above for more details.)

Contractors are currently working on plaster repairs in the Auditorium.

E. Tuck Pointing

This project is near completion. The front entrance will be reopened effective February 1. Contractors will still be accessing the roof to finish that portion of the project.

V. Public Comments:

Discussion was held to see how virtual Board meetings may be safely opened to the public. The Board will further explore this with the goal to have this in place for the next meeting in March.

VI. Board Comments:

Don Koors inquired about the school's budget for the next biennium and if it had been passed. Mr. Durst informed the Board that the current budget had been submitted. It is nearly the same as the last with the same allotment and reversion rate of 15%. Once passed, the school will submit a request for a deduction in the reversion, similar to what was requested for the last budget.

Mr. Koors also inquired about staff salaries and if the state had approved increases. Mr. Durst let the Board know that he was still waiting to hear back from the SPD regarding increases.

VII. Next Meeting

The next virtual meeting of the Indiana School for the Blind and Visually Impaired School Board will be Monday, March 15, 2021 at 9:30am.

VIII. Adjournment

Motion: A motion was made by Mr. Koors and seconded by Ms. Botkin to adjourn the meeting at 10:25am; motion carried.