

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

ISBVI Board Meeting Minutes  
October 25, 2021  
Virtual Board Meeting  
9:30 a.m.

**Members Present Virtually:**

Mr. James Michaels, Chair  
Ms. Kathy Botkin, Vice Chair  
Mr. Tom Adams  
Mr. John Kissling  
Mr. Don Koors  
Mr. Patrick Rhodes  
Senator Liz Brown

**Members Not Present:**

None

**Administration Present Virtually:** Mr. Jim Durst, Superintendent; Mr. Raouf Estefanos, Assistant Superintendent of Business; Ms. Tiffany Sanders, Interim Superintendent of Programs; Mr. Jay Wilson, MS/HS Principal; Ms. Cara Kennett, Interim Elementary Principal; Ms. Toni Hughes, 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 9:32am and took roll.

**II. Approval of Minutes** (Attachments 1 & 2)

The minutes from the May 17, 2021 (Attachment 1) meeting were reviewed.

**Motion:** A spelling error needs to be corrected on p. 2. A motion was made by Mr. Koors and seconded by Ms. Botkin to approve the minutes with the correction; motion carried.

The minutes from the September 13, 2021 (Attachment 2) 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**

##### **Elementary Report – Ms. Kennett**

There are currently 43 students enrolled. Since the start of the school year, the Elementary has welcomed one new student with the possibility of two more students.

The annual fall festival was held again this year and included literacy and STEM based activities.

##### **MS/HS Report – Mr. Wilson**

The first quarter went well and ended October 8.

Middle school students attended a field trip to Flat Fork Creek on September 27. Horticulture classes took a field trip to Weaver Farms on September 28. Both trips were enjoyed by students and staff. One new student has started since the last Board meeting and three additional tours have been given for potential new students.

Library books have been returned from Michigan. Staff members are in the process of sorting what will be kept and what will be discarded.

White Cane Safety Day was celebrated the week of October 4 with trivia games and a contest. In addition, students and staff were given T-shirts to commemorate the day.

Students and education staff enjoyed Fall Break the week of October 11 and returned on October 18.

##### **Outreach Report – Ms. Hughes**

The department is serving approximately 300 students in 42 districts.

Short Course is going well. Several new students have enrolled and are enjoying being onsite.

The Vision Conference is being held October 25 – 26 in collaboration with the Indiana State University PASS Program. ISBVI has 2 consultants that will be presenting at the conference.

Braille Challenge is scheduled for February 26 and Cane Quest for February 27. Both will be virtual again this year and planning for both events is progressing well.

Outreach is looking forward to offering summer camps again over the summer.

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

Residential has two new mentors, Ruby Davis and Robert Eiler. Ruby is working in I Dorm and Robert is in the Student Center in the evenings.

The department housed students over the summer in the dorms for the STEP program.

Leslie Hicks transferred from her residential mentor position to the recreational assistant position.

The track team kept busy and performed well in September. ISBVI hosted Illinois on September 16, traveled to Illinois on September 23, and participated in a virtual conference September 30 – October 1, where each team submitted times for their events.

Sport seasons have been adjusted this year to accommodate potential and current travel restrictions from other states. The Forensics team is currently meeting.

The residential dormitory report has been updated to better communicate strengths and areas in need of growth within in the residential setting.

To continue ISBVI's relationship with Delta Gamma, a meeting will be held soon with their members to look for opportunities for involvement.

## **Special Projects – Ms. Sanders**

Current special projects include:

1. Accreditation
2. Strategic Plan
3. Technology Initiative

ISBVI is in the process of laying groundwork on all three projects. An accreditation team has been formed and has met with the school's Cognia liaison (formerly AdvancedEd) to formulate checklists and plans for the data collection process and submission. Thus far, ISBVI has submitted its Assurances (School Improvement Plan, Financials, Acknowledgement of the present School Board, and School Safety Plans) and are awaiting approval to officially open a Workspace. Administration has already received some positive feedback from the liaison on those Assurances, so staff is feeling optimistic at the starting block.

The last year and a half have really forced ISBVI to move in the direction of technology integration and 1:1 computing. Being a previous goal of the school, ISBVI has been fortunate enough to work with the Indiana Blind Children's Foundation on a Technology Task Force comprised of IBCF staff, ISBVI Admin and teachers, and several community partners. This group helped ISBVI dig deep into its current tech process and how that plays into the overall mission and vision of the school. As a result, the school acquired a White Paper Plan (shared with Board last year) that created a phenomenal framework on how to strategically begin roll out and maintain the technology integration process.

## **Facilities Use – Mr. Durst**

The Foundation Fighting Blindness held their annual VisionWalk on campus on September 18.

A Girl Scout troop had a weekend camp on the lower about three weeks ago.

The Jordan YMCA used the track for track practices every Tuesday evening over the course of a month.

The IMPD hopes to use the campus at some point to hold officer workouts. No dates have been finalized at this point.

### **B. Monthly Financial Statements (Attachment 3A, 3B, 3C, 3D & 3E)**

Attachment 3A is the monthly financial statement for May 28, 2021. At that point, the year was 91% over, Point One expenditures were at 91.58%, Points Two through Nine reflected 84.39% spent, and overall expenditures totaled 90.39%.

The end-of-year financial statement for June 30, 2021, Attachment 3B, reflected 99.34% spent from Point One and 86.39% spent from Points Two through Nine and overall expenditures for the year totaled 97.19%. The school reverted \$898,110.00. ISBVI spent 96.79% in Preventive Maintenance and reverted \$43,897.00.

Attachment 3C is the monthly financial statement for July 31, 2021. The appropriation stayed the same for FY22 at \$11,397,326.00. With less requested in the reversion, the school has more funds available in the allotment. The requested reversion for FY22 is 1%, which totals \$113,973.00. In Preventive Maintenance, the remaining balance (15% reversion from FY21) was rolled over to the FY22 allotment bringing the Preventive Maintenance allotment to \$334,995.52 with no reversion requested. At this point, the year was 8.5% over, Point One expenditures were at 6.8%, Points Two through Nine reflected 34.98% spent, and overall expenditures were at 11.48%.

The financial statement as of August 31, 2021, Attachment 3D, reflected the year being 17% over, 17.57% spent from Point One, 39.13% spent from Points Two through Nine, and 21.15% for overall expenditures.

Attachment 3E, the statement as of September 30, 2021, reflected the year being 25% over, 25.01% spent from Point One, 44.96% spent from Points Two through Nine, and 28.33% for overall expenditures.

#### C. Staff Metrics (Attachments 4A & 4B)

Attachment 4A, the report as of June 15, 2021, reflects 219 total positions, 149 filled regular positions, 32 vacant regular positions, 14 filled intermittent positions and 24 vacant intermittent positions. The report as of July 14, 2021, Attachment 4B, reflects that of the 219 total positions, 146 were filled regular positions, 35 were vacant regular positions, 14 were filled intermittent and 24 were vacant intermittent.

### **IV. New Business**

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

Attachments 5A through 5E reflect Donations and Contributions under \$499 from May 1, 2021 to September 30, 2021 totaling \$1,927.60. Eleven donations were restricted and twenty were unrestricted.

Attachments 6A through 6E reflect \$103,476.85 in Donations and Contributions over \$499 from May 1, 2021 to September 30, 2021. Four donations were restricted, and three were unrestricted.

**Motion:** A motion was made by Mr. Koors and seconded by Mr. Michaels to approve donations in Attachments 6A through 6E over \$500; motion carried.

#### B. Review of Policies (Attachment 7)

Policies O-53 through PP-4 were reviewed for Board approval. Changes included editing of the HR representative's name in Policy O-63, the removal of extra wording (the word "or") in Policy O-66, and End of Course Assessments was changed to ISTEP+ in Policy S-04.

Mr. Rhodes made note of two invalid links in Policy O-67 (Bed Bug Policy), the citing of outdated Article 7 Special Education regulations in Policy S-08 (Behavior Intervention Policy), and an outdated statute reference in Policy S-05 (Student Medications). These policies will be presented to legal counsel for review and to obtain up-to-date information.

**Motion:** A motion was made by Mr. Koors and seconded by Ms. Botkin to approve all policies as presented, except for Policy O-67, Policy S-08 and Policy S-05; motion carried.

#### C. 1<sup>st</sup> Reading Policy O-71 Licensures/Certifications (Attachment 8)

Policy O-71 was designed to ensure that faculty and staff obtain, maintain, and keep current with any necessary and/or required licensures and certifications as required by the State of Indiana or ISBVI.

**Motion:** A motion was made by Mr. Koors and seconded by Ms. Botkin to approve the 1<sup>st</sup> reading of Policy O-71; motion carried.

#### D. COVID Protocol (Attachment 9)

The wording of face coverings has been updated to face masks. In instances where a student, staff member or service provider should not wear a face mask, documentation from a licensed medical provider must be provided. In the event a face mask cannot or should not be worn, a protective shield is required unless documented otherwise by a licensed healthcare provider.

**Motion:** A motion was made by Mr. Koors and seconded by Mr. Adams to approve the proposed changes in ISBVI's COVID protocol; motion carried.

#### E. Tuck Pointing/Library

As Mr. Wilson stated, all books are back in the Library. The school is working with the insurance provider for the contractor. Staff are determining what needs to be replaced and what needs to be discarded.

Tuck pointing is finished for the current phase. A meeting will be held later this month to discuss Phase 4 which includes the maintenance garage, steam plant, AIDur and Lambert, Aquatic Center, and the utility tunnel.

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

No public comments.

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

Mr. Koors inquired about the vacant positions on the Board. Mr. Durst informed the Board that there are two vacant positions. One name has been submitted but the governor's office has not made any appointments at this time.

#### **VII. Next Meeting**

The next meeting of the Indiana School for the Blind and Visually Impaired School Board will be Monday, January 24, 2022 at 9:30am.

#### **VIII. Adjournment**

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