

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

ISBVI Board Meeting Minutes
August 29, 2022
9:30 a.m.

Members Present:

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

Members Not Present:

Mr. John Kissling
Mr. Patrick Rhodes
Senator Liz Brown

Administration Present: Mr. Jim Durst, Superintendent; Mr. Raouf Estefanos, Assistant Superintendent of Business; Ms. Tiffany Sanders, Assistant Superintendent of Related Services; Mr. Jay Wilson, Principal; Ms. Cara Kennett, Director of Outreach; Mr. Jason Askren, Director of Residential Services; Mr. Harold Clark, Physical Plant Director.

I. Call to Order

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

II. Approval of Minutes (Attachment 1)

The minutes from the May 9, 2022 (Attachment 1) 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

School Report – Mr. Wilson

Julie Beaty is now the Assistant Principal in the Elementary and Mindy Ross is serving as the Case Conference Coordinator and Special Education Facilitator.

Rianne Stone is the school's new Occupational Therapist (OT). Rianne is a familiar face to staff and students as she was on campus last year conducting yoga classes to finish her OT certification. Emma Guy has started as the Elementary social worker and will be serving some of the MS/HS population as well.

Taylor Locander is a 2018 graduate returning to ISBVI as a Residential Mentor assisting in the Horticulture Program.

The school has welcomed ten new students for the 2022 – 2023 school year with the current total of students at 110. Tours and case conferences are lined up for additional new students.

Back to School Night was held August 25 and was well attended.

NWEA testing will be held the week of September 5.

Three student teachers from Illinois State will be in classrooms helping Ms. Owens, Mr. Mathews, and Ms. Holland. They will be housed on campus in House 140.

The school has physically reorganized many classrooms with middle school subject teachers being in proximity to their high school counterparts. The intent is to promote collaboration and improve the articulation of the curriculum and student outcomes.

In addition, block scheduling has been implemented and is running smoothly.

Green Days	Mondays and Wednesdays	Periods 1, 2, 3 & 4
White Days	Tuesdays and Thursdays	Periods 5, 6, 7 & 8
Rocket Day	Friday	Periods 1 – 8

Professional Development sessions were held and will be offered again to discuss how to get the most out of instructional time with block scheduling.

Residential Report – Mr. Askren

New hires for the department include Marcus Wadley, Casey Miller, and Tamatha Hatton. Marcus and Tamatha will be serving students in the dorm and Casey will be working in the Student Center. Evelyn Ryan was also moved from a mentor position to fill the Recreation Coordinator position.

Residential housed students for the two STEP Program sessions held over the summer.

Track and field season is underway. ISBVI will be hosting ten teams for conference this year over the weekend of September 30 – October 1.

HOOTS came to campus on August 22 for a Tandem bike ride with students.

The Lions Club will be sponsoring a fishing activity in September for students.

Outreach Report – Ms. Kennett

Outreach has added three new staff members this year. Laura Schroeder, Cassandra Kessler and Nancy Allen. Laura will be the new Outreach Secretary. She has previous experience at both public and private schools working in the classroom and in the guidance office, and will be a valuable asset in the Outreach Department. Cassandra will serve as a consultant as well as an orientation and mobility

instructor. Her years of experience with special education will assist in a smooth transition to ISBVI. Nancy has an abundance of experience in working with special needs students. Her experiences will be helpful when teaching students find their own sense of independence.

ISBVI has seven full-time consultants serving close to 300 students this year within 40 districts.

Over the summer, Outreach held its annual Expanding Your Horizons (EYH) Camp. By the generosity and support of sponsors, ISBVI and the Indiana Blind Children's Foundation, the school was able to host an overnight camp with 15 campers. Campers went canoeing, horseback riding, axe throwing, and had many other fun adventures. Additionally, Outreach held Camp Abilities with seven campers. This camp is based off a curriculum out of Brockport, New York. Students played beep baseball, goalball, five-a-side soccer, and participated in team building activities.

ISBVI also hosted two sessions of the Student Training and Employment Program (STEP) over the summer. There were 20 participants, 6 job coaches and 5 job sites from around the community. This year's theme was "Work Like a Champion!"

Facilities Use – Mr. Brown

The Foundation Fighting Blindness will be holding their annual VisionWalk on the ISBVI campus on September 17 at 9:00am on the lower 40.

Teachers Treasures is interested in holding a Board meeting on campus in November.

Indiana Blind Children's Foundation (IBCF) – Ms. Alvarado

The "Nothing About Us Without Us" campaign kicked off today. It is a student led, 9-week, digital education campaign focusing on four students in the Leadership Club. This after school club meets once a week and helps students strengthen their voices, learn about disability rights and history, and helps students use their voices with partner organizations to advocate for increased access within those organizations.

In collaboration with the Phoenix Theater, the students created and recorded skits that will be launched on social media, which will be sharable. The teaser video about all four students was launched today and each week another video will be posted. The goal of the campaign is to advocate, bring awareness, and to break down stereotypes surrounding those with vision impairments. Approximately 40 ambassadors have been trained (parents, students, and staff) in sharing the content on the different social media platforms.

Physical Plant – Mr. Clark

Jim Hambrock is a new hire in the Steam Plant. Robert Eiler transferred from Residential Services to the Clerical 2 position in Maintenance.

In addition, members of the Maintenance staff were promoted, Josh Tyson to Steam Plant Supervisor and Keith Brown to Maintenance Supervisor.

Jobs done over the summer include replacement of the aerator tank and boiler.

Concrete for the foundation for the new E, F and G chiller has been poured, piping for this project will take place in September and the chiller will be online by October.

The scope of work walk through for the Churchman lighting project has been completed.

The asphalt for the track and field will be patched and restriped and will be done in time for the conference ISBVI is hosting.

The school will be meeting with the State Budget Agency next week to discuss the final phase of the tuck-pointing project that will address the upgrades and emergency repair of the steam tunnel. Repairs will also be discussed for the Aquatic Center.

The general contractor for the co-location will be onsite next week to tour and look at exteriors of buildings.

A training program is being implemented to train Maintenance staff about basic air refrigeration, heating cycles, and how to review drawings/blueprints in order for the staff to be able to assist contractors in locating valves, ductwork, and piping once construction begins.

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

Mr. Estefanos introduced Harold Clark as the new Physical Plant Director. Mr. Clark retired from the military with honors and has spent the last 27 years in private construction. Andrew Troche was hired over the summer as the new Payroll Coordinator. Andrew has experience in payroll accounting in the private sector.

Attachment 2A is the monthly financial statement for May 31, 2022. At that point, the year was 92% over, Point One expenditures were at 88.82%, Points Two through Nine reflected 82.14% spent, and overall expenditures totaled 87.71%.

Attachment 2B, the year-end statement as of June 30, 2022, 97.02% spent from Point One, 86.10% spent from Points Two through Nine and overall expenditures totaled 95.20%. The remaining balance of \$40,085.35 as well as the reversion amount of \$113,973 was given back to the state.

Attachment 2C is the statement for July 31, 2022, and reflects FY23 being 8% over, 5.99% spent from Point One, 38.13% from Points Two through Nine, and 11.28% spent overall. Preventative Maintenance was high at 42.70% due to hot water emergencies, trees, and air conditioning. Due to ISBVI historically being good stewards of the state's resources, the state will not require ISBVI to revert funds for FY23.

The biennium budget for FY24-25 is being prepared and includes a request for a \$500,000 increase in general funds and \$280,000 in Preventative Maintenance. No capital projects are being requested for this biennium as it is yet to be determined which buildings will stay and which will not for the co-location. The school is, however, in conversation with the budget agency to increase Preventative Maintenance funds in order to do repairs to existing buildings rather than replacements with capital projects. Teacher salary increases have also been built into the FY24-25 budget. Superintendent Durst will also be involved in a meeting apprising him of the comprehensive study that was done to increase other salaries across the board to make state salaries more in line with the private sector.

C. Staff Metrics (Attachment 3A, 3B & 3C)

Attachment 3A reflects the status of positions as of May 31, 2022, with 142 filled regular positions, 40 vacant regular positions, 11 filled intermittent positions and 26 vacant intermittent positions.

Attachment 3B reports that as of July 5, 2022, the school had 140 filled regular positions, 41 vacant regular positions, 12 filled intermittent positions and 25 vacant intermittent positions.

Attachment 3C, reflects the status of positions as of August 18, 2022, with 134 filled regular positions, 48 vacant regular positions, 12 filled intermittent positions and 25 vacant intermittent positions.

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, 2022 to July 31, 2022 totaling \$2,100.50. Twenty-two donations were restricted, and eight were unrestricted.

Attachments 5A, 5B and 5C reflect Donations and Contributions over \$499 from May 1, 2022, to July 31, 2022 totaling \$13,200.00. Three 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. Audit

In April of 2022, the State Board of Accounts conducted a financial audit that included all financial areas of the school: payroll, business office, student center and asset management. The audit was completed in early August and the school is waiting on the exit meeting.

C. Promethean Boards

Jeff Frownfelter, the school's Director of IT, shared that for many years, the school has had smart boards which are now at end-of-life. ISBVI requested funding from the IBCF to replace 15 boards. The IBCF was able to secure a grant from Nina Mason Pullium Charitable Trust and \$25,000 from the gala. Those combined funds will allow the school to purchase 20 Promethean boards, carts to make them portable, and a 5-year warranty. The boards will provide emphasis on accessibility as they will have the capability of a screen reader, giving use of the boards to not only low vision individuals, but to the blind as well. The Prometheans will provide a cost savings as well because, unlike the previous smart boards, the Prometheans will not require annual software renewals.

The Board voted in July of 2022, by email, to approve the purchase of the new boards exceeding \$25,000.

D. Co-location of Schools

The town hall meeting held at ISBVI on August 25 was well attended by various individuals from staff, parents, alumni, and Board members. Although the school is in the infancy of the project, contractors and architects were able to communicate that they understand concerns and want the process to be open and transparent. Multiple workshops have been held with contractors, architects, and administrators from both schools to gather information about how the schools run. Several subgroups will meet such as the IERC, the IBCF, the school board, etc. It is yet to be determined what buildings will stay and which will be raised. Currently, it looks as though the tower (F building) and the aquatic center will stay. There is discussion about whether E and G buildings will stay. The layout is yet to be determined as well as the phasing and the order in which construction will be done. Neighbors articulated their concerns about the construction and the length of construction.

Mr. Koors raised concerns regarding the accuracy of the budget and whether the funds allocated are sufficient. Mr. Durst commented that the Department of Administration realizes that there will probably be more funding needed, therefore time is being spent up front to determine how much more will need to be requested.

Ms. Botkin had questions about the sharing of buildings, and if ISBVI would know in advance what buildings are going to be shared. Student safety was another of her concerns. Having two schools on one campus will bring much more traffic to the campus, especially for large sporting events.

Mr. Michaels commented that it was a positive, well-run meeting. Contractors and architects relayed they want to be inclusive in the process but also realistic because each school will have likes and dislikes about the final plans.

Mr. Michaels also commented that he would like for contractors and architects to be consulting with the Helen Keller Institute.

E. Covid Update/Masking (Attachment 6)

The school is following the CDC guidelines for masking (optional) and what to do after being exposed or testing positive. Individuals testing positive should stay home and isolate for 5 days. If after 5 days, symptoms are better and there has been no fever for 24 hours without the aid of medication, individuals may return and mask for the next 5 days.

F. Strategic Plan

ISBVI is working with MAPT Solutions to develop an updated strategic plan. It is a 3-phase process. The school is currently in the first phase which is information gathering and landscape review process in which interviews are taking place with staff, students, stakeholders, and Board members.

G. Accreditation

An electronic portfolio was submitted to Cognia depicting the school's historical achievements, what the school is currently working on and the impact ISBVI would like to have for the future. From that data, ISBVI received its accreditation and is awaiting the final report due within the next few weeks.

V. Public Comments:

No public comments.

VI. Board Comments:

Mr. Michaels is pleased to have Ms. Alvarado at the Board meeting and is appreciative of all that she and the foundation have done for the students. He also enjoyed hearing from the IT department and all of the technology being provided for students.

VII. Next Meeting

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

VIII. Adjournment

Motion: A motion was made by Ms. Botkin and seconded by Mr. Koors to adjourn the meeting at 10:35am; motion carried.