

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

ISBVI Board Meeting Minutes  
May 8, 2023  
9:30 a.m.

**Members Present:**

Ms. Kathy Botkin, Vice Chair  
Mr. Tom Adams  
Mr. Michael Bridwell  
Mr. Andy Cummings  
Mr. John Kissling  
Mr. Don Koors  
Mr. Patrick Rhodes

**Members Not Present:**

Mr. James Michaels, Chair  
Senator Liz Brown

**Administration Present:** Mr. Jim Durst, Superintendent; Mr. Raouf Estefanos, Assistant Superintendent of Business; Mr. Jay Wilson, Principal; Ms. Cara Kennett, Director of Outreach; Mr. Jason Askren, Director of Related Services; Mr. Dave Brown, Facilities Coordinator; Mr. Todd Malone, Physical Plant Director.

**I. Call to Order**

Board Vice Chair, Ms. Kathy Botkin, called the meeting to order at 9:30am and took roll.

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

The minutes from the March 20, 2023 (Attachment 1) meeting were reviewed.

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

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

#### A. School Update

##### **School Report – Mr. Wilson**

Students in elementary created a living museum about many people of influence. Students learned and researched their person and completed the project by dressing up and “becoming” their person.

The spring band and choir concert was held April 27 and was a success. Great work by Mrs. Pivec and Mr. Bradley and all the students who participated.

ILEARN and IAM testing will be concluding soon.

Students will be taking NWEA the weeks of May 8 and May 15.

Fifth graders will be promoted in a ceremony on May 25.

The senior banquet will be held the evening of May 25.

Eleven seniors will graduate on May 26.

Staffing needs for next year include high school math and science teachers.

##### **Related Services – Mr. Askren**

New hires since the last meeting in March include Andrane Jones as a 2<sup>nd</sup> shift Residential Mentor and Curtis Burroughs in the Dietary Department.

The swim and forensics teams had a successful season. In swimming, the boys placed third and the girls tied for sixth. Overall, the boys' and girls' teams placed third. Forensics placed first.

Two ISBVI coaches will be stepping up to be sports directors for NCASB sports. Jessica Hunt will be serving as the sports director for swimming and Jeff Snyder for forensics.

Residential is currently preparing and seeking applications for dormitory coverage for summer programs.

The Health Department completed its inspection of the kitchens and student center.

The school is actively searching for a Health Services Supervisor.

The Sports Banquet is scheduled for May 18 at 6:00pm.

A tandem bike ride will take place on May 15.

The end-of-year cookout for the Residential Department will be held May 23.

##### **Outreach Report – Ms. Kennett**

Ms. Kennett recently returned from attending the Outreach Forum in Utah where she was able to collaborate with Outreach directors from across the country.

Consultants will be concluding their direct services for school-age students soon. The department is winding down by assessing services delivered this year and obtaining contract services for next year.

The school will again be hosting the annual STEP Program (Summer Training Employment Program) in partnership with BOSMA Enterprises. This is a three-week summer employment program for high school students from around the state. There are currently 22 students registered.

ISBVI will be hosting two summer camps - EYH (Expanding Your Horizons) and Camp Abilities.

Thanks to the Indiana Blind Children's Foundation for their support.

The third L.E.A.D.S. Course was a success and had nine participants. Students worked diligently learning about their eye conditions, the IEP, and various parts of the eye, all while building confidence exploring and identifying what makes them unique. Consultants are preparing for the last L.E.A.D.S. Course of the year which is “Imagining Independence.”

VIEWPOINT Art showcase is a new Outreach initiative. VIEWPOINT is a showcase to celebrate artwork by Indiana students who are blind or visually impaired. It is not a contest, but rather a

celebration. The school had 15 participants, and staff are working to encourage and support their interest in the arts.

### **Facilities Use – Mr. Brown**

There are currently three track teams renting the track through the end of May. The Windcombe community held its annual easter egg hunt on campus in April. A member of the Windcombe neighborhood board of directors met with Mr. Durst to express an interest in engaging more with ISBVI. Mr. Durst will be offering more opportunities to continue the relationship with the community.

### **Physical Plant – Mr. Malone**

Maintenance is utilizing job order contracting with the Department of Public Works (DPW) to address several HVAC repairs campus wide. Staff will be shutting down the powerhouse boiler for the rest of the season soon. The department has been extremely busy with grounds work and the Lions will be assisting by holding a workday on campus May 20 to help further prepare the grounds for graduation. Completed capital projects include Lambert and Wilson roofs and the E, F & G chiller. Phase four tuck pointing will be starting soon and will include brick and tuckpointing work for the tunnel between Churchman and the Powerhouse and extensive work to waterproof the apple tunnel. The fuel pump replacement and HVAC at the aquatic center are on hold.

### **B. Monthly Financial Statements (Attachments 2A & 2B)**

Attachment 2A is the monthly financial statement for March 31, 2023. At that point, the year was 75% over, Point One expenditures were at 81.74%, Points Two through Nine reflected 77.09% spent, and overall expenditures totaled 80.91%. In Preventative Maintenance (PM), 97.98% of the allotment had been spent. An Admin Action is being processed to move \$94,176 to the PM allotment.

Attachment 2B, the monthly financial statement for April 30, 2023, reflects 89.76% spent from Point One, 80.27% spent from Points Two through Nine, and overall expenditures totaling 88.06%. At that point the year was 83% over. After the requested amount of \$94,176 was moved to PM, the new allotment is \$436,485.03 leaving the remaining PM balance at \$49,570.02.

Current expenditures are more than 5% higher than what they should be at this time of the year due to the \$990,000 salary increases that were not added to the school's budget. ISBVI is still on track to finish the fiscal year in the black.

### **C. Staff Metrics (Attachment 3A & 3B)**

Attachment 3A reflects the status of positions as of March 31, 2023, with 144 filled regular positions, 41 vacant regular positions, 9 filled intermittent positions and 25 vacant intermittent positions.

Attachment 3B reports the same numbers as of April 30, 2023.

Mr. Koors asked if any Maintenance positions were being filled and what compensation is being offered. Mr. Durst replied that the school has not been able to fill the positions and the current salary for Maintenance 2 positions is approximately \$35,000/year.

#### IV. New Business

##### A. Donations and Contributions (Attachments 4A, 4B, & 5A, 5B)

Attachments 4A and 4B reflect Donations and Contributions under \$499 from March 1, 2023, to April 30, 2023, totaling \$240.70. Four donations were restricted, and two were unrestricted.

Attachments 5A and 5B reflect \$0.00 Donations and Contributions over \$499 from March 1, 2023, to April 30, 2023.

##### B. Board Meeting Schedule 2023 – 2024 (Attachment 6)

The schedule for the 2023 – 2024 school year was presented. The board will meet five times with the first meeting being held on August 28, 2023, and the last on May 13, 2024.

**Motion:** A motion was made by Mr. Bridwell and seconded by Mr. Koors to approve the 2023 – 2024 Board Meeting Schedule as presented; motion carried.

##### C. Graduation (Attachment 7)

The Senior Banquet will be held in Churchman on Thursday, May 25, at 6:00pm. Graduation will follow the next day on Friday, May 26 at 10:00am in the Auditorium.

##### D. Contracts (Attachment 8)

Contracts were presented for the next year for the following:

- Nishida Services (Housekeeping services for July 2023 – June 2024)
- Insight Public Sector (IT Services Contract for IT Support and Licenses)
- Securitas Security Services (On-Campus Security Services)
- TRF Tara Fox (Nurse Practitioner)
- Jill Overton (Dietician)

The total amount of contracts for the upcoming school year is \$628,344.69. Totals are similar to last year's numbers.

**Motion:** A motion was made by Mr. Adams and seconded by Mr. Koors to approve the proposed contracts for 2023 – 2024 as presented; motion carried.

##### E. New Phone System

Mr. Frownfelter, Director of Information Technology, addressed the board regarding the necessity of replacing the school's phone/intercom/bell system currently approaching end-of-life. A cloud technology solution has been identified that will allow the school the flexibility to move the system as needed. The system will include both physical phones and soft phones (via a headset and an individual's desktop). The cost to replace all 155 phones along with 49 headsets is \$63,770. The Lions are committed to contributing \$28,000 towards the new system, leaving the school's cost at \$35,770.

Mr. Kissling asked if having a more portable phone system would open the school to theft. Mr. Frownfelter stated that it would neither add nor take away exposure to the system. The core technology is secure. The school will also have cloud input tracking on devices and the ability to reach out and lock down devices and purge remotely, similar to the tracking currently in place for iPads.

Mr. Bridwell inquired about the source of the funds for ISBVI's portion. Mr. Durst replied that funds would come from a project in the next biennial budget, starting the new fiscal year.

**Motion:** A motion was made by Mr. Bridwell and seconded by Mr. Adams to approve the spending of \$63,770 towards an upgraded phone/intercom/bell system; motion carried.

#### F. Promethean Boards/Laptops

Thirteen additional Promethean Boards are due to arrive before the end of May. A few will be assigned to conference rooms, but the majority will be installed in classrooms throughout the campus. Laptops have been rolled out to Outreach and a handful of others. A total of 160 laptops were received from the \$950,000 MOU for virtual technology from the DOE. The remaining will be deployed by the start of the school year. This same MOU also included 164, 27-inch and 32-inch curved display monitors. In addition, one-third of the MOU went toward the purchase of embossers to produce tactile content and another \$250,000 was dedicated for the replacement of the core server and storage technology.

#### G. Co-location of Schools

There are still a significant number of unknowns within the process. The school will most likely be moving off campus. Several local schools are being considered. A decision has not been made on where the school might move to, however, Mr. Durst expects the decision to be made soon.

Another question that will need to be answered soon is where departments will go if the school moves off campus. Will there be some that stay on campus?

The E, F, G and Aquatic Center buildings will not be taken down but will have significant renovations. The IT infrastructure hub is currently located in F building and will most likely need to stay on campus and be accessed remotely. Once Mr. Durst is informed regarding these decisions, he will be communicating this information to the board, staff, and parents/guardians.

#### H. Strategic Plan

The school is nearing the end of developing an updated strategic plan. The last three weeks have been spent refining and digging deeper. Mr. Durst is very pleased about where the school is moving. The plan will be finished by the end of the fiscal year and Mr. Durst will be able to share the plan in the not-too-distant future.

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

No public comments.

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

Mr. Durst thanked the Board for their service and acknowledged how the diverse expertise of each member benefits the students and staff at ISBVI. He also congratulated Mr. Kissling on his recent marriage.

## **VII. Next Meeting**

The next meeting of the Indiana School for the Blind and Visually Impaired School Board will be Monday, August 28, 2023, at 9:30am.

## **VIII. Adjournment**

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