



Indiana School for the Blind & Visually Impaired

ESTABLISHED 1847

ISBVI Board Meeting
Monday, May 12, 2025, at 3:30pm
School 94
2701 N. Devon Avenue
Indianapolis, IN 46219

MINUTES

Members Present:

Michael Bridwell, Chair
Don Koors, Vice Chair
Matt Butler
Andy Cummings
John Kissling
Adam Rodenbeck

Members Not Present:

Jennifer Spencer
Julie Thacker
Senator Liz Brown

Administration Present: James Michaels, Superintendent; Raouf Estefanos, Assistant Superintendent of Business and Operations; Jay Wilson, Principal; Cara Burchett, Director of Outreach; Jason Askren, Director of Related Services; Jeff Frownfelter, Director of IT; Mark Costlow, Maintenance Supervisor; Karen Keller, Secretary.

I. Call to Order

Board Chair, Michael Bridwell, called the meeting to order at 3:30pm and took roll.

II. Approval of Minutes (Attachment 1)

The minutes from the March 17, 2025, meeting were reviewed.

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

III. Superintendent's Report

A. School Update

Mission Moment – Mr. Michaels

Mr. Michaels presented information from the school's Beeping Egg Hunt held on April 10 and a WRTV video covering Chef Tanorria Askew working with students in the new adaptive kitchen.

Education Report – Mr. Wilson

- ILEARN and IAM testing finished last week. Many thanks to Mr. Ferguson and Mrs. Velpel for their organization.
- NWEA testing is currently in progress.
- The Spring Concert was a big success and was well attended.
- Elementary students performed "Stone Soup" at their May 9 concert.
- ISBVI has created a partnership with the Bethel Food Pantry. Classrooms volunteer on a rotating schedule.
- Students worked at Bosma one day per week during the school year.
- Student Council students delivered donations to the Ronald McDonald House and an animal shelter.
- Six new students lined up for next school year.
- Meetings have been taking place to reenvision the preschool.
- Successes from the school year:
 - Successful transition to the new school with admin and staff making the new location their own.
 - Increased collaboration and relationships among Education staff due to one building.
 - Successful transition to the new language arts reading curriculum.

Outreach Report – Ms. Burchett

- Outreach Consultants are engaged in data collection, progress monitoring, communicating with district staff, and completing end-of-year service sheets.
- Served over 320 students and partnered with over 50 districts this year.
- LEADS program had a successful school year and continues to grow. Glowing feedback received from parents, BLV and district staff.
 - LEADS Course - 13 participants throughout the year with an average of 9 students per session
 - LEAP into LEADS - 5 students per session
 - LEADS Liftoff - 5 students each per session
- Offering a variety of fun summer enrichment camps promoting confidence and independence including:
 - Camp Abilities: a day camp for students ages 7-15, focusing on sports and outdoor activities such as goalball, beep baseball, and tandem biking.
 - Cr-EAT-ivity Camp: invites students ages 7-12 to explore culinary arts and creative projects, fostering self-expression and teamwork.

- STEP Program: helps high school students prepare to transition into employment.
- SEE Camp: offered to grades 5-12 and focuses on reading, writing, math, assistive technology, and independent living skills.
- Submissions for the the 2025 ViewPoint art showcase are being processed.
- Successes from the school year:
 - Expanded scope of Outreach services by partnering with nine new districts across the state.
 - Trained two staff members in the CVI protocol through the Perkins School for the Blind to enhance the teams expertise and ability to support students with cortical visual impairment.
 - Completed 1st year of expanded LEADS program with three distinct courses and increased enrollment in each course.
 - Organized and hosted the Indiana Regional Braille Challenge providing a platform for statewide blind low vision students to showcase their skills.
 - Added a new camp to address the Expanded Core Curriculum and the needs of blind low vision students.

Related Services – Mr. Askren

- Low Vision Clinic conducted April 22. Staff are reviewing and distributing recommended devices to students.
- Contract for food services is in process and waiting for IDOA approval.
- Staff planning All-School Picnic the last week of school on May 21.
- Melissa Mitchell joined Residential Staff on 3rd shift.
- Swim Team traveled to Illinois for conference. Boys placed 3rd overall and 1st in 200 and 400 relays. Girls placed 4th overall and placed 3rd in both the 200 relay and 400 relay. Forensics competed and placed 6th overall. Team had strong performances with two individual 1st places in their categories and one 2nd place.
- Sports Banquet scheduled for May 15 at 6:00pm at School 94.
- Successes from the school year:
 - Transitioning into the new dormitory space and managing last-minute adjustments to prepare for return of students.
 - Collaborative dining with ISD to provide dinners for students and transition to one large cafeteria space to provide a sense of unity.
 - Reopening of Student Center at School 94 to provide a gathering space for students and staff.
 - Individual health plans for students with unique needs.

Maintenance Projects – Mr. Costlow

- Garage Project to house vans and buses: cancelled due to cost of removal at end of lease. Parking vehicles at 94 in back lot is going well. Funds will be allocated to other projects.
- Interior Swing Playground in Courtyard at 94: two full sets of swings and an ADA swing to be installed.
- Exterior Playground at 94: groundwork around existing playsets needs extensive work. Old surface to be removed, landscape barrier to be installed, and new playground mulch will be

spread to provide safe, playable surface. Scheduled to start at end of May and be finished in July before start of school.

- Women's Restroom at 94: partitions were delayed. New delivery date is May 13.
- ISD Projects for shared facilities: the main track will be resurfaced and striped and a string track will be installed. Will also assist in replacement of roof at the dorm that had spring storm damage.
- Outreach Parking at ISD: an old basketball court will be seal coated and striped to provide more parking for consultants and Outreach vehicles.

IBCF Update – Ms. Alvarado

- First quarter distribution to ISBVI completed totaling \$110,000 for the adaptive kitchen, skiing program, and food for prom.
- Foundation is fully funding SEE Camp at ISBVI in June.
- TOCAF funds focused on partnership with "Arts for Learning" to bring local artists to the school.
 - Students experienced Naptown Jazz, a 3D fashion show, geometric dance to teach math, poetry and mindfulness, and an interactive dance workshop.
- Trip to Alabama Institute for the Deaf and Blind funded for IBCF and ISBVI Admin to gather information on services offered:
 - Workforce development program, Helen Keller Institute, and daycare and preschool programs.
- Presentation received from Taylor Advising on gaps analysis.
 - Committee gathered feedback from 200 participants on what's going well in the state for blind and low vision youth and to pinpoint gaps.
 - Creative Visioning has taken place to find ways to fill gaps. Planning sessions will be held the next six months to develop short-term and long-term pathways to pursue and fund.
- Through the Looking Glass Gala:
 - September 6, 2025, at Embassy Suites
 - Focusing on reenvisioned preschool program
 - Tickets available starting May 20
 - Keynote Speakers: Bradford and Bryan Manning from Two Blind Brothers, an entrepreneurial clothing line formed to fund blindness research.

Information Technology – Mr. Frownfelter

- Successes from the school year:
 - Reduced cost of six circuits totaling \$180,000/year to \$18,000/year.
 - Virtual phone system was reduced by \$25,000 due to a Lions donation.
 - Cost was reduced on laptops for all full-time employees from \$651,000 to \$418,000.

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

- Successes from the school year:
 - Business Office managed complex relocation securing urgent contracts, expediting critical purchases and addressing unplanned expenses while staying compliant with IDOA policies and maintaining financial stability.

- Team adjusted to supervisor's two-month medical leave and absorbed additional responsibilities to create seamless operations.
- Successful audit completed.
- Maintenance team played vital role in relocation process: assisted in moving, addressed urgent needs, ensured vehicle maintenance was up to date, managed fleet transportation across three sites, and supported daily operations.
- ISBVI supported ISD by sharing staff.
- Financial contributions made towards major joint projects with ISD through the PM fund to help support student needs and collaboration between the two schools.

Attachment 2A: Monthly financial statement for March 31, 2025

- 75% of year completed, Point One expenditures were at 75.91%, Points Two through Nine reflected 92.21% spent, and overall expenditures totaled 80.41%.
- Preventative Maintenance (PM): 18.24% of the allotment had been spent.
- Remaining balance of the allotment: \$2,907,885.08.
- 2% reversion of \$296,000 released to Points Two through Nine to help cover lease and transportation costs not originally accounted for in this year's budget.

Attachment 2B: Monthly financial statement as of April 30, 2025

- 83% of year completed, 81.98% spent from Point One, 94.52% spent from Points Two through Nine, and overall expenditures totaling 85.44%.
- PM: 18.24% had been spent. Waiting to hear from state budget if the school will continue to have PM funds or if these can be rolled over to be used for leasing and transportation costs.
- Remaining balance of the allotment: \$2,160,543.90.
- Point One will reflect significant remaining balance at end of fiscal year due to several unfilled positions such as dietary and maintenance roles that are vacant due to the transition to temporary locations. These positions will remain open and contribute to the 5% budget cut taking place July 1, 2025.

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

Attachments 3A & 3B: status of positions as of March 31, 2025, and April 30, 2025

- 131 filled regular positions, 53 vacant regular positions, 11 filled intermittent positions and 24 vacant intermittent positions.

IV. New Business

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

Attachments 4A and 4B: Donations and Contributions under \$499 from March 1, 2025, to April 30, 2025

- Restricted donations totaling \$60.00

Attachments 5A and 5B: Donations and Contributions over \$499 from March 1, 2025, to April 30, 2025

- Restricted donation totaling \$25,000.00

Motion: A motion was made by Mr. Koors and seconded by Mr. Cummings to approve donations over \$499.00 in Attachment 5B; motion carried.

B. Board Meeting Schedule 2025 – 2026 (Attachment 6)

- Board meetings will alternate between Schools 83 and 94.
- First meeting of the 2025 – 2026 school year at School 83 on August 25, 2025.
- Meetings at School 83 will begin at 9:30am; meetings at 94 will begin at 3:30pm.

C. Election of Board Officers 2025 - 2026

- Current statute states that officers of board be voted on at last meeting of the year.
- ISBVI recently voted in October for current officers: Michael Bridwell, Chair and Don Koors, Vice Chair.
- Due to new change in legislation that all board appointments will be effective on July 1, it's recommended that the board takes another vote to comply.

Motion: A motion was made by Mr. Rodenbeck and seconded by Mr. Cummings to approve Michael Bridwell and Chair and Don Koors as Vice Chair; motion carried.

D. Contracts (Attachment 7)

Contracts for FY26 were presented totaling \$613,855.00 for the following:

Vendor	Description	Contract Number	Amount
Jill Overton	Dietician for the School Year	67908	\$33,440.00
IT Mothership	IT Services	84274	\$81,000.00
IPS	Custodian Services for Schools 83 and 94	89293	\$230,975.00
IPS	School 83 Lease	EDS# C39-23- SCHOOL83LEASE ISBVI	\$106,620.00
IPS	School 94 Lease	EDS# C-39-23- SCGOOL94LEASE ISBVI	\$161,820.00
Total Contract > \$25,000			\$613,855.00

Motion: A motion was made by Mr. Koors and seconded by Mr. Butler to approve FY26 contracts; motion carried.

E. Graduation (Attachment 8)

Graduation will be held at School 94 on May 23 at 10:00am in the gymnasium. The Senior Banquet will be held the evening prior on May 22 at 6:00pm at Gridiron Hall.

F. Technology Policy O-07 (Attachment 9)

Updated Technology Policy presented to board highlighting:

- Parental consent for student tech use

- Cyber security training
- Expanded legal compliance
- Quick incident reporting
- Streamlined and modern rules
- Software procurement process
- Ownership of services

Motion: A motion was made by Mr. Rodenbeck and seconded by Mr. Koors to approve Policy O-07 as modified; motion carried.

G. New Phone System

To be addressed at next meeting.

V. Public Comments:

No public comments.

VI. Board Comments:

Mr. Butler congratulated staff and students on a successful Spring Concert.

VII. Next Meeting

The next meeting scheduled is Monday, August 25, 2025, at 9:30am at School 83.

VIII. Adjournment

Motion: A motion was made by Mr. Koors and seconded by Mr. Rodenbeck to adjourn the meeting at 4:42pm; motion carried.