



Indiana School for the
Blind & Visually Impaired
ESTABLISHED 1847

ISBVI Board Meeting
Monday, August 25, 2025, at 9:30am
School 83
5050 E 42nd Street
Indianapolis, IN 46226

MINUTES

Members Present:

Michael Bridwell, Chair
Don Koors, Vice Chair
Matt Butler
Andy Cummings
Nancy Holsapple
Adam Rodenbeck

Members Not Present:

John Kissling
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; Martha LaBounty, Director of IERC, Mark Costlow, Maintenance Supervisor; Karen Keller, Secretary.

I. Call to Order

Board Chair, Michael Bridwell, called the meeting to order at 9:30am and took roll.

II. Approval of Minutes (Attachment 1)

The minutes from the May 12, 2025, meeting were reviewed. A modification to page six was requested to list each of the contracts and the amounts that were approved for FY26.

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

III. Superintendent's Report

A. School Update

Mission Moment – Mr. Michaels

Mr. Michaels presented information and photos from the four camps provided over the summer: Camp Abilities, CrEATivity camp, STEP, and SEE camp.

Education Report – Mr. Wilson

- ISBVI is off to a great start. New staff include teacher's assistants Ming Ying, Alichia Luke, and Willie Rogers, as well as the new Family and Consumer Science Teacher, Supriya Babbar.
- The school started the year with 16 new students. Two case conferences are pending. Three students returned to their public school.
- Education emphasis will be focusing on:
 - Assistive technology – new laptops with FUSION
 - Keyboarding
 - Expanded Core Curriculum
 - Continued academic rigor
 - Savvas curriculum in language arts, math, and middle school science
- NWEA testing for elementary and middle school will begin the week of August 25.
- Clubs will start in September and will be offered two days per month.
- New playground equipment was added to the courtyard and outside playground over the summer.
- ISBVI is continuing its relationship with vocational rehab and Bosma this year.
- Dual enrollment is being explored with JEL, North Central, and Ivy Tech.

Outreach Report – Ms. Burchett

- Outreach is currently serving 225 students across 38 different school districts. This is a baseline number and will continue to increase throughout the school year. For the 2025-2026 school year, Outreach has eight consultants and one O&M specialist who will be serving students around the state. Consultants are currently in the process of traveling to meet with students and teachers.
- Outreach offered two camps in June: Camp Abilities, with seven campers and CrEATivity Camp with six campers. Students who participated in Camp Abilities enjoyed many athletic activities including beep baseball, goalball, and 5-a-side soccer, along with water park and bowling trips. Chefs from the Cunningham Group taught CrEATivity campers skills to make lunches and baked treats, and campers also made individual and collaborative artwork.
- Dates have been set for this year's LEADS courses. There will be four Leap into L.E.A.D.S. courses offered for grades K-5, and four L.E.A.D.S. courses for grades 6-12.

Related Services – Mr. Askren

- Food Services – ISBVI has secured a food services contract with Side Street Catering for the remainder of the time at the temporary location. A site visit to their facility has been completed, and administration is confident in their ability to meet the school's needs.

- Health Services – Kara Hallgarth has filled the 1st shift nursing vacancy left by Susan Saxe’s retirement.
Health Services is actively updating Individualized Health Plans (IHPs) and tracking student immunizations in preparation for the upcoming deadline of August 29, 2025. This work is critical to ensuring student safety and compliance with health regulations.
- Residential Life – Residential had several new hires over the summer:
 - Christian Marhenke, Jeffery Mundy, and Meagan Poplin are serving on the 2nd shift.
 - Lavonda McNair and Matthew Carney are serving on the 3rd shift.
 - In addition, April Melton has been promoted to the 3rd shift residential leader.
- Summer Programming – Over the summer, Residential Services successfully housed students across two locations, the ISD Dormitory and Butler University Campus, for ISBVI camps. These arrangements supported a dynamic and enriching experience for all participants.
Residential Life is currently working through some of the unique challenges presented this year due to ISD budget issues. Staff are collaborating to ensure a stable and supportive environment for all students.
- Athletics – Track season is officially underway, with practices beginning on August 11, 2025. ISBVI will be hosting a track meet on September 17, 2025, at ISD, the school’s first hosted athletic event since relocating from the College Avenue campus.

Maintenance Projects – Mr. Costlow

- In addition to the inside and outside playground projects that were completed over the summer, the department has been working on the installation of outdoor basketball goals, maintaining the facilities, meeting the fire marshal’s needs, shuttling students, and assisting ISD with repairs and grounds maintenance.

Indiana Educational Resource Center (IERC) – Ms. LaBounty

- Kimberly Burcham joined the school’s Braille Project as a transcriber in June. She has 11 years of service with the State of Indiana, including 8.5 years with ISBVI and the IERC.
- Also in June, Howard Parker II joined the prison braille project as the director. He was previously a braille project manager for the American Printing House for the Blind.
- Last school year the IERC served 639 students in 156 school corporations.
- Since July 1st of this year, the IERC has received nearly 700 orders.

B. IBCF Update

Ms. Alvarado was unable to attend the meeting. An update will be given at the next meeting.

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

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

- 92% of year was completed, Point One expenditures were at 89.63%, Points Two through Nine reflected 97.05% spent, and overall expenditures totaled 91.68%
- Preventative Maintenance (PM): 99.39% of the allotment had been spent

- Remaining balance of the allotment: \$1,235,097.31

Attachment 2B: Fiscal year-end financial statement as of June 30, 2025

- 100% of year was complete, 97.10% was spent from Point One, 99.70% was spent from Points Two through Nine, and overall expenditures totaled 97.82%
- Remaining balance of the allotment: \$323,659.14
- Since ISBVI will not have a campus to maintain over the next three years, the school was allowed to use some of the PM funds to pay for the leases for IPS Schools 83 and 94 for FY26. After this expenditure, 99.40% of the PM budget had been spent leaving a remaining balance of \$7,143.53.

Attachment 2C: Monthly financial statement as of July 31, 2025

- Due to budget cuts, FY26 started with 95% of the FY25 allotment. The 5% cut will mostly be absorbed in Point One by freezing eight positions vacated in FY25.
- 8.5% of year was completed, 9.40% had been spent from Point One, 68.24% was spent from Points Two through Nine, and overall expenditures totaled 25.25%. The high percentage in Point One is due to the encumbered contracts in Point Three.
- Remaining balance of the allotment: \$10,538,919.03
- There is no required reversion for FY26

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

Attachment 3A: Status of positions as of May 31, 2025

- 129 filled regular positions, 55 vacant regular positions, 11 filled intermittent positions, and 24 vacant intermittent positions

Attachments 3B & 3C: Status of positions as of June 30, 2025, and July 31, 2025

- 130 filled regular positions, 54 vacant regular positions, 11 filled intermittent positions, and 24 vacant intermittent positions

Mr. Bridwell inquired about the vacancies currently included in the budget vs those that are not in the budget.

Mr. Michaels stated that this information will be provided to the Board.

IV. New Business

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

Attachments 4A, 4B, 4C: Donations and Contributions under \$499 from May 1, 2025, to July 31, 2025

- Restricted donations totaled \$440.00
- There were no unrestricted donations for this time period

Attachments 5A, 5B, 5C: Donations and Contributions over \$499 from May 1, 2025, to July 31, 2025

- Restricted donation totaled \$43,375.00

- There were no unrestricted donations for this time period

ISBVI will be working with State Personnel to reduce the number of positions on the manning table.

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

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

B. Review of HEA 1509 Board Requirements

Indiana Code now requires board meetings to be livestreamed. In order to meet these requirements, ISBVI will need to amend the previously approved board meeting schedule. (See below)

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

Two meetings (October and March) had been scheduled at School 94. The appropriate space and equipment needed to provide livestreaming is only possible at School 83. The October and March meetings will be moved to 83 and, in an effort to allow staff to attend after school, will be held at 3:30pm. (See amended schedule for the remainder of the year below)

Date	Time	Location
October 27, 2025	3:30 PM	School 83
January 26, 2026	9:30 AM	School 83
March 16, 2026	3:30 PM	School 83
May 11, 2026	9:30 AM	School 83

Motion: A motion was made by Mr. Rodenbeck and seconded by Mr. Cummings to approve board meeting schedule as amended; motion carried.

D. 1st Reading: Operational Policy O-73 Artificial Intelligence (Attachment 7)

With artificial intelligence (AI) becoming a tool that is more widely used, the school has drafted a policy for both staff and students to outline acceptable and unacceptable uses in the K-12 educational environment. The goal is to harness AI's potential to enhance educational outcomes while safeguarding the privacy, security, and well-being of staff and students.

Discussion:

- Ms. Holsapple asked if teachers would be given parameters such as a list of acceptable AI's or would IT oversee the programs teachers implement.
- Jeff Frownfelter, Director of IT, stated that the baseline AI for the school is Copilot through the Microsoft tenant. The school also received a grant for MagicSchool that will be administered.
- Mr. Butler asked if the policy was being developed to satisfy a statutory requirement or if the school is being proactive.

- Mr. Frownfelter replied that the policy is a proactive attempt to model how other schools are using AI responsibly.

E. 1st Reading: Student Policy S-22 Artificial Intelligence (Attachment 8)

(See above discussion)

F. Policy Review (Qty 35)

ISBVI is in the process of reviewing all school policies and updating as needed. Some policies required updates due to the temporary relocation and a handful were specific to the College Ave campus. A summary sheet has been provided to the board on the eight policies requiring changes.

Discussion:

- Mr. Bridwell stated that “campus” needs to be more clearly defined whether this means drafting a new policy or incorporating the definition into existing policies. In addition, policies referring to “students enrolled” need to be reviewed if there are students not enrolled at ISBVI but participating in ISBVI events/activities.
- Michael Nossett, General Counsel to the Secretary of Education, spoke and advised that the development of a new policy would be the easiest way to address the temporary location change and could be drafted and ready to present for the October board meeting.
- Don Koors inquired about students attending classes at North Central, JEL or Ivy Tech. Do ISBVI policies address off campus activities such as these?
- Mr. Wilson responded that ISBVI has not had a policy in place but has MOU’s with these schools where ISBVI students would follow the policies of the school where the event/activity is taking place. The schools work together if there is ever a disciplinary issue.
- Mr. Butler questioned if the board would review these policies again once the school has drafted the new policy defining “campus” and “enrollment”.
- Mr. Bridwell confirmed that the board would review these policies again after the new policy was drafted.

Motion: A motion was made by Mr. Rodenbeck and seconded by Mr. Cummings to approve the 35 policies as presented for review as well as develop a new policy to address the definition of “campus” and the definition of “enrolled” and “non-enrolled” students; motion carried.

V. Public Comments:

None

VI. Board Comments:

None

VII. Next Meeting

The next meeting scheduled is Monday, October 27, 2025, at 3:30pm at School 83.

VIII. Adjournment

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