

April 14, 2014

**REGULAR MEETING
BOARD OF SCHOOL TRUSTEES
BROWNSBURG COMMUNITY SCHOOL CORPORATION**

The Board of School Trustees of the Brownsburg Community School Corporation met in a regular meeting on Monday, April 14, 2014 at 7:00 p.m. the F.L. O’Neal Administration Building, 310 Stadium Drive; Brownsburg, Indiana.

I. CALL TO ORDER

Mr. Mike Runyon, President of the Board, called the meeting to order at 6:57 p.m. Other Board members in attendance included Mr. Adam Brower, Mr. Phil Utterback, Mrs. Kim Armstrong and Mr. Richard Sutton. Administrators present were Dr. Jim Snapp, Mrs. Kat Jessup, Dr. Kendall Hendricks and Mr. John Voigt. Mrs. Jodi Gordon, Mrs. Vicki Murphy and Mr. Bret Daghe also attended the meeting.

II. PLEDGE OF ALLEGIANCE

Everyone stood for the Pledge of Allegiance.

III. MOMENT OF REFLECTION

Mr. Runyon asked for a moment of silence for reflection.

IV. CONSENT ITEMS**A. Approval – Minutes: March 10, 2014 Meeting****B. Claims: #703 – #826 3/10/14-3/31/14 \$12,516,145.49; #827-#1079 4/1/14-4/14/14 \$2,000,174.29****C. Superintendent’s Report**

The Superintendent’s Report was presented as follows:

1. Retirement – Administrative:

Name	Building	Position	Effective Date
a. Bill Titus	Harris	Director	End of the 2013-14 school year

2. Retirement – Certified:

Name	Building	Position	Effective Date
a. Georgia Roll	BHS	English Teacher	End of the 2013-14 school year
b. Diane Gardner	EMS/WMS	Media Specialist	End of the 2013-14 school year
c. Kris Johnson	WLE/Eagle	Media Specialist	May 30, 2014
d. Sherri Pea	BHS	French Teacher	End of the 2013-14 school year
c. Sandi Hartlieb	Cardinal	2 nd Grade Teacher	End of the 2013-14 school year

3. Resignation – Certified:

a. Joann Koenig	BHS	Business Teacher	End of the 2013-14 school year
b. Brian Burelison	EMS	Special Education Teacher	March 21, 2014
d. Megan Hassler	Cardinal	3 rd Grade Teacher	End of the 2013-14 school year
e. Craig Denney	BHS	PLTW Teacher	End of the 2013-14 school year
f. April Barnes	Cardinal	Special Education Teacher	End of the 2013-14 school year
g. Erin Herr	Harris	English Teacher	End of the 2013-14 school year

h. Jui-Ching Peng	BHS	Chinese Teacher	End of the 2013-14 school year
i. Carol Crawn	WLE	Special Education Teacher	End of the 2013-14 school year
j. Heather Mayes	EMS	Language Arts Teacher	End of the 2013-14 school year
k. Abigail Dreher	EMS	Science Teacher	End of the 2013-14 school year

4. Resignations – Support Staff:

Name	Building	Position	Effective Date
a. Missy Taylor	Facility Services	Custodian	April 7, 2014
b. Jordon Call	Facility Services	Custodian	March 21, 2014
c. Rebecca Gilbertson	WLE	Learning Lab Instructional Assistant	March 21, 2014

5. Resignations – Extra-Curricular:

Name	Building	Position	Effective Date
a. Heather Mayes	EMS	Girls Cross Country Coach	End of the 2013-14 school year
b. Heather Mayes	EMS	1/3 FCA Sponsor	End of the 2013-14 school year
b. Josh Yoder	BHS	Assistant Track Coach	Did not start the 2013-14 season

6. New Employment – Certified:

Name	Building	Position	Effective Date	Degree	Reason for Employment
a. Megan Lawson	To be determined	Elementary Teacher; Pending receipt of criminal history report	July 29, 2014	Masters	Replacing Sandi Hartlieb
b. Chad Strasser	BHS	Choir Teacher; Pending receipt of criminal history report	July 29, 2014	Bachelors	Replacing Debi Prather
c. Paige Prough	ALPHA	Special Education Teacher; Pending receipt of criminal history report`	July 29, 2014	Masters	New position
d. Shane Clampitt	EMS	Social Studies Teacher; Temporary contract with the first 14 days paid at the substitute teacher rate	Upon the date Mrs. Smith is medically unable to work thru the end of the 2013-14 school year	Bachelors	While Kayla Smith is on maternity leave
e. Portia Naze	WMS	Math Teacher; Temporary contract with the first 14 days paid at the substitute teacher rate	April 7, 2014 thru the end of the 2013-14 school year	Masters	While Kristen Skates is on medical/maternity leave
f. Randy Green	WMS	Special Education Teacher; Long Term Substitute	April 7, 2014 thru the end of the 2013-14 school year	Bachelors	Replacing Brian Burelison
g. Rachel Lane	Cardinal	1 st Grade Teacher; Temporary contract	April 7, 2014 thru the end of the 2013-14 school year	Bachelors	While Heather Jones is on medical/maternity leave

h. Kristen Mitchell	Cardinal	Elementary Teacher; Pending receipt of criminal history report	July 29, 2014	Bachelors	Replacing Megan Hassler
i. Kelsey Casselman	To be determined	Elementary Teacher; Pending receipt of criminal history report	July 29, 2014	Bachelors	Replacing Amanda Ludwiski
j. Elizabeth Douglas	To be determined	Elementary Teacher; Pending receipt of criminal history report	July 29, 2014	Bachelors	Replacing Emily Stephens

7. New Employment – Support Staff:

Name	Building	Position	Effective Date	Hours per Day	Reason for Employment
a. William Robbins	Facility Services	Custodian	March 7, 2014	8	Open position from contracted services
b. Tracy Damone	CO	Administrative Assistant to the Superintendent and Assistant Superintendent	April 14, 2014	8	Replacing Kathy Hergott
c. Amanda Johnson	Delaware	Instructional Assistant; Temporary position	March 10, 2014 thru the end of the 2013-14 school year	7	Replacing Jeff McClure
d. Jerilynn Warner	Reagan	Instructional Assistant; Part time temporary position	April 7, 2014 thru the end of the 2013-14 school year	No more than 4 / day	Replacing Lee Ann Alsup due to Ms. Alsup's change in status
e. Clare Rosenbaum	Delaware	Media Instructional Assistant	April 7, 2014	7	Replacing Ashley Gading
f. Karen Fuller	WLE	Learning Lab Instructional Assistant	April 7, 2014	7	Replacing Rebecca Gilbertson

8. New Employment – Extra-Curricular:

Name	Building	Position	Effective Date	Reason for Employment
a. Chad Strasser	BHS	Choir	July 29, 2014	Replacing Debi Prather
b. Kimberly Decker	WMS	Assistant Girls Tennis (\$1.00 Lay) Coach	For the 2013-14 season	\$1.00 Coach
c. Mike McGoun	WMS	7 th Grade Assistant Football (Lay) Coach	For the 2014-15 season	Replacing Matt Morin
d. Scott Stone	WMS	Assistant Track (Lay) Coach	For the 2013-14 season	New position due to large student participation
e. Amy Clemmer	WMS	Assistant Softball (\$1.00 Lay) Coach	For the 2013-14 season	\$1.00 Coach
f. Rick Green	WMS	7 th Grade Baseball (Lay) Coach	For the 2013-14 season	Replacing Marcus Fredwell
g. Julia Rock	Eagle	Running Club Sponsor	March 1, 2014	New club
h. Mike Stepes	BHS/EMS/WMS	Private Instructor (\$1.00 Lay)	For the 2014-15 school year	Returning

i. Tim Grino	BHS/EMS/WMS	Private Instructor (\$1.00 Lay)	For the 2014-15 school year	Returning
j. Anne Schoemer	BHS/EMS/WMS	Private Instructor (\$1.00 Lay)	For the 2014-15 school year	Returning

9. Leaves of Absence – Certified:

Name	Building	Position	Type of Leave	Effective Date
a. Andrea Thurber	Reagan	1 st Grade Teacher	Medical/Maternity	July 29, 2014 thru August 29, 2014
b. Kayla Smith	EMS	Social Studies Teacher	Medical/Maternity	Upon the date Mrs. Smith is medically unable to work (approximately April 30, 2014) thru the end of the 2013-14 school year

10. Change of Status – Certified:

Name	Previous Position	New Position	Effective Date	Reason for Change
a. Lee Ann Alsup	½ ECC Teacher	Full time ECC Teacher	April 7, 2014	Enrollment
b. Jill Holstein	Delaware/Cardinal Media Specialist; 80% contract	Delaware/Cardinal/EMS Media Specialist; full time contract	July 29, 2014	Taking part of the position of Diane Gardner

11. Change of Status – Support Staff:

Name	Previous Position	New Position	Effective Date	Reason for Change
a. Heather Barrett	½ ECC Instructional Assistant	Full time ECC Instructional Assistant	April 7, 2014	Enrollment
b. Patrick Horn	Brown Special Education Instructional Assistant	ALPHA Administrative Assistant/School Nurse; 202 paid days	Start of the 2014-15 school year	New position
c. Brenda Farnsworth	BHS Food Service; 4 hours /day	EMS Food Service; 6.5 hours / day	March 7, 2014	Transfer of staff due to medical leaves

12. Clarification – Support Staff:

Name	Position	Clarifying Statement
a. Sam Leahy	Police Officer	Officer Leahy was previously approved with a start date of March 14, 2014; Mr. Leahy actually began employment on March 17, 2014

13. Summer Employment:

It is recommended the Board approve the employment of 2 summer employees to work in the technology department. Brett Cupp and Bill Burke will be returning in these 2 positions for the summer. In years past, we have utilized summer employees in facility services, transportation and technology. Due to some changes in contracted services, technology will be the only department utilizing summer employees this year.

14. Recommendation to Approve Summer Recess Technology Equipment Purchases:

In accordance with Board purchasing policy and applicable statute, it is recommended the Board approve and authorize the procurement of replacement computer equipment from System Liquidation, Inc. in the amount of \$284,696.00. The purchase includes approximately 700 desktop teacher computer stations to be distributed throughout the district and 64 laptop computers for West MS. Additional units may be purchased utilizing the unit pricing provided in the Proposal. Proposals

were received and opened on April 4, 2014 and a Proposal Tabulation form is available for review. System Liquidation successfully provided similar refurbished/off-lease equipment last fall.

15. Recommendation to Amend Professional Services Agreement:

It is recommended the Board authorize the Administration to execute on behalf of the Board of School Trustees Exhibit F – Cardinal ES & Delaware Trail ES Re-roof & Eagle ES Shingle Repairs, amending the CSO Master Agreement originally approved March 11, 2013. The Scope of Services is included in the original 2013 Bond Issue Project budget, and includes all field confirmation, bid document preparation, bidding and construction administration services. The design and engineering fee for this work is a fixed lump sum of \$30,000.00.

16. Recommendation to Approve Publication and Receipt of Reroof Bids:

It is recommended the Board approve the publication of all required legal notices and the public receipt and opening of bids for the Cardinal & Delaware Trail Roofing Project. This project is the final portion of the 2013 Bond Issue to be placed under contract and has a construction contract budget of approximately \$650,000.00. Bids will be brought to the Board of School Trustees for formal approval at the May 12, 2014 Board Meeting.

17. Construction Change Orders:

It is recommended the Board approve the following Construction Change Order; upon Board approval, the Administration will execute the Construction Change Order on behalf of the Board of School Trustees.

310 Stadium Drive – Phase C Renovation Project: The following change order adjusts the mechanical construction contract as required by the addition of a ceiling in the Main Distribution Frame and Computer rooms.

Bid Package No. 5 - CCO No. 003, a net increase of \$1,315.00

ALPHA & Brown Renovation Projects: The following change order adjusts the mechanical construction contract as required by unforeseen mechanical work required in the Brown project. \$2,756.00 of the change order is associated with work completed in the Pre-School will be credited off a corresponding invoice from CSO Architects, Inc.

Bid Package No. 5 - CCO No. 001, a net increase of \$5,852.0

18. 2014-15 Job Share Application:

It is recommended the Board approve the following job share application for the 2014-15 school year:

- a. The renewal of the certified job share application of Julie Sinclair and Elizabeth Spenner; Mrs. Sinclair and Mrs. Spenner share a teaching position at Delaware Trail. .

Resignations due to Job Shares:

Name	Position	Effective Date
a. Julie Sinclair	½ teaching contract	For the 2014-15 school year
b. Elizabeth Spenner	½ teaching contract	For the 2014-15 school year

FOR YOUR INFORMATION:

19. Student Trip – Approved by the Superintendent

Field Trip Request to Purdue University, West Lafayette, IN – The BHS Robotics team traveled to Purdue University to participate in the Robotics competition. The group left on March 20, 2014 and returned March 22, 2014; 35 students and 3 chaperones attended. The Superintendent approved this trip based on travel guidelines set forth by the Board

Mr. Brower moved to approve all Consent Items as noted; Mrs. Armstrong seconded the motion; Mr. Sutton abstained from approving the minutes of the March 10, 2014 meeting as he was not in attendance. The Board approved the Minutes of the March 10, 2014 meeting by a vote of four (4) ayes; zero (0) nays.

Mrs. Armstrong moved to approve the remaining Consent Items as noted; Mr. Sutton seconded the motion. The Board approved the motion by a vote of five (5) ayes; zero (0) nays.

V. COMMUNICATIONS

A. Commendation: Hannah Midkiff, Riley Dance Marathon and Prudential’s Spirit of Community Distinguished Finalist medallion and Volunteer Service Award– Mr. Runyon & Dr. Snapp

Dr. Snapp introduced Nicole Tate, a representative from the Prudential Financial National Awards Program and a Brownsburg resident who presented Hannah Midkiff, a senior at Brownsburg High School with the Prudential Spirit of Community Distinguished Finalist Medallion and Volunteer Service Award for her work during her high school career on the Riley Dance Marathon. Mr. Runyon and Dr. Snapp also presented a Commendation from the Board of School Trustees to recognize her for her dedication and service to the project.

V. B. Operations Update

Mr. Voigt provided a brief update on the core principles to be considered in revising the district’s Use of Facilities policy. Mr. Voigt identified the key principles as:

- Focus on student curricular and non-curricular use
- Community use
- Financial implications of community use

The Board agreed the principles were acceptable. Mr. Voigt indicated the administration will revise the Use of Facilities policy based on these principles and the updated policy will be brought back to the Board for approval prior at the next meeting.

V. C. Gleaners Discussion – Dr. Snapp

Dr. Snapp led a discussion regarding a new partnership opportunity with Gleaners. He indicated the district currently has a weekend back pack program in place at the elementary level for students in need of food. The new program would assist students in grades 6-12. The former technology space at Harris would be utilized for a food pantry containing several freezers, refrigerators and shelving to store food items. Gleaners would provide the district food pantry with \$1,000.00 in food supplies each month to be distributed to students in need. Food would be distributed on a routine schedule, perhaps every other week. Each school within the district would be encouraged to hold a food drive in a given month to assist in stocking the pantry. Student and adult volunteers would be invited to stock the pantry and assist with food distribution. The Board supported moving forward with this partnership.

V. D. Calendar Conversation – Dr. Snapp

Dr. Snapp led a discussion regarding changes to the calendar in relation to snow make up days in the future. A survey could be sent to families to determine their opinion as to the possibility of using the Martin Luther King holiday and/or President's Day as makeup days, if needed. If it is determined the majority of responses indicate a desire to utilize those holidays as make up days, the change could be implemented in the 2014-2015 calendar if finalized before June.

V. E. Brownsburg Education Foundation Report – Mr. Sutton

Mr. Runyon introduced Angela Falcone, President of the Brownsburg Education Foundation (Foundation) and asked her to provide an update regarding the results of the recent Gala held March 14, 2014. Mrs. Falcone indicated over 320 people attended the event which raised over \$50,000.00 for the Foundation. Mrs. Falcone thanked the patrons for their generous support. Mrs. Falcone indicated the next event for the Foundation will be the gold outing to be held June 20, 2014.

VI. COMMENTS FROM PATRONS

There were no Comments from Patrons.

VII. OLD BUSINESS

There were no Old Business Items.

VIII. NEW BUSINESS

A. Recommendation to Approve a Memorandum of Understanding with St. Malachy Parish School

Mr. Voigt recommended that the Board approve a Memorandum of Understanding (MOU) with St. Malachy Parish School, Inc. for the provision of student transportation services for the 2014-2015 school year. Mr. Voigt indicated the terms of the MOU are generally the same as those from previous years, adjusted to reflect the relocation of the parish school. The fixed cost for the additional transportation service is \$9,780.00. This amount was arrived at by determining the additional miles driven by BCSC buses beyond the expected normal routes multiplied by the same rates charged to BCAC extracurricular groups for transportation services.

Mr. Brower moved for approval; Mr. Sutton seconded the motion. The Board approved the motion by a vote of five (5) ayes; zero (0) nays.

VIII. B. Recommendation to Approve Method of Enrollment Determination for Split Parcels

Mr. Voigt recommended that the Board approve the following method for determining the enrollment assignment of students whose legal residence physically straddles the school district boundaries.

- For all existing homes students shall be enrolled in the district to which that parcel has been assigned by documented previous mutual agreement with a neighboring school district

- For all properties on which new homes are occupied after April 14, 2014, the enrollment assignment shall be determined as the district in which the majority of the parcel area is located

Mrs. Armstrong moved for approval; Mr. Sutton seconded the motion. The Board approved the motion by a vote of five (5) ayes; zero (0) nays.

VIII. C. Recommendation to Approve 2014-2015 Elementary Textbook Rental

Mrs. Jessup recommended that the Board approve adoption of elementary school textbooks and rental fees for the 2014-2015 school year as follows:

	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015
Developmental PS	\$58.00/ \$48.04/ \$38.08	\$66.25	\$70.00	\$70.00	\$70.00
Severe Disabilities	\$58.00	\$58.00	\$68.00	\$75.00	\$75.00
Phonology Pre-School	\$20.00	\$15.00	\$15.00	\$15.00	\$15.00
FDK	\$88.75	\$82.50	\$90.00	\$115.00	\$115.00
1	\$103.50	\$106.00	\$114.00	\$117.00	\$117.50
2	\$88.25	\$93.50	\$102.00	\$107.00	\$107.50
3	\$90.50	\$98.50	\$107.00	\$113.00	\$113.50
4	\$93.00	\$101.25	\$110.00	\$114.00	\$116.00
5	\$92.25	\$99.00	\$108.00	\$112.00	\$112.50
HA K/1	\$78.75	\$79.75	\$88.00	\$111.00	\$111.50
HA 2	\$87.75	\$94.25	\$103.00	\$118.00	\$118.50
HA 3	\$87.75	\$97.50	\$106.00	\$121.00	\$121.50
HA 4	\$92.25	\$97.50	\$106.00	\$122.00	\$123.50
HA 5	\$97.75	\$91.00	\$100.00	\$116.00	\$116.00

Mrs. Jessup noted the only changes were an increased cost for the weekly student magazines and increased cost of the recorder for 4th grade students.

Mr. Sutton moved for approval; Mrs. Armstrong seconded the Motion. The Board approved the Motion by a vote of five (5) ayes; zero (0) nays.

VIII. D. Recommendation to Approve Miscellaneous Textbooks

Mrs. Jessup recommended that the Board approve the adoption of miscellaneous textbooks for the 2014-2015 school year. New vocabulary textbooks have been chosen for middle school English, some high school English courses, and a new AP social studies course. Textbook evaluation teams considered the content, the durability, technology components and the connection of culture and world language when choosing the books. A group of parents of current students were asked to evaluate the textbooks as part of the adoption process.

Mrs. Armstrong moved for approval; Mr. Sutton seconded the motion. The Board approved the motion by a vote of five (5) ayes; zero (0) nays.

IX. SUPERINTENDENT COMMENTS

Dr. Snapp introduced Tracy Damone as the new Executive Assistant to the Superintendent and Assistant Superintendent replacing Kathy Hergott who retired in March.

Dr. Snapp reported the I Read 3 scores had been received and the district scored 95.8%. Dr. Snapp indicated only 25 students did not pass and of those only five were general education students.

X. BOARD MEMBER COMMENTS

Mr. Brower commented on the success of the dedication program and open house held prior to the meeting. He congratulated Mr. Voigt on how nice the new central office looks.

Mr. Runyon congratulated the third grade students and teachers on the successful I Read 3 scores.

XI. ADJOURNMENT

Mr. Brower moved for approval to adjourn; Mrs. Armstrong seconded the motion. The Board approved the motion by a vote of five (5) ayes; zero (0) nays. The meeting adjourned at 7:48 p.m.

**BROWNSBURG COMMUNITY SCHOOL CORPORATION
BOARD OF SCHOOL TRUSTEES**
