

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

ISBVI Board Meeting Minutes
May 13, 2024
9:30 a.m.

Members Present:

Kathy Botkin, Chair
Michael Bridwell
Andy Cummings
John Kissling
Don Koors
Jennifer Spencer

Members Not Present:

Senator Liz Brown

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

I. Call to Order

Board Chair, Kathy Botkin, called the meeting to order at 9:29am and took roll.

II. Approval of Minutes (Attachment 1)

The minutes from the March 18, 2024, meeting were reviewed.

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

III. Superintendent's Report

A. School Update

Education Report – Mr. Wilson

Alice Reinhart has been hired as a residential mentor.

The move to School 94 is in full swing.

The piano recital, held on April 23, was a success.

ILEARN assessments have been completed, and IAM and Biology ILEARN will be completed soon.

Three students that attend JEL for the Sound and Production class were interviewed by WFYI.

The Leadership Club is working with the Cunningham Group on a culinary program after school.

Education has many end-of-year activities planned that include:

Band/Choir Concert on May 9 at 7:00pm;

Elementary Concert on May 10 at 10:00am;

5th Grade Promotion on May 21 at 1:00pm;

Senior Banquet on May 23 at 6:00pm; and

Graduation on May 24 at 10:00am.

Related Services – Mr. Askren

Residential continues to plan and work with ISD for the upcoming transition of dormitories set to begin May 28.

The Health Center is working through preparations for moves to multiple locations.

Three successful sessions of the Low Vision Clinic were held in the Health Center. Several students received low tech items and referrals were made for more students to be evaluated for additional technology.

The swimming and forensics teams competed at Conference in Louisville in April. The boy's swimming team placed 2nd overall despite losing one swimmer during competition and the girl's swim team placed 5th. Forensics performed well and placed 4th.

The Residential cookout will take place on May 22.

Outreach Report – Ms. Burchett

Outreach consultants continue to provide blind/low vision services to over 300 students and 46 districts. Consultants will be concluding their direct services for school-age students and will be winding down by assessing services delivered this year, as well as obtaining contract services for next year.

The fourth and final L.E.A.D.S. Course for the school year was a success. Of the ten students that participated, three were new. Students worked on Independent Living Skills as they learned about and practiced general household budgeting and project budgeting along with hands-on activities including making fleece tie blankets and preparing their own lunches. Students also enjoyed a trip to Conner Prairie, where they learned about daily living in the 1800's and made comparisons to today's world. *VIEWPOINT* Art showcase will conclude in May. *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.

Ms. Burchett had the opportunity to attend the National Outreach Forum that was hosted at the Perkins School for the Blind in Boston. Outreach Directors and consultants from all over the country attended

to discuss needs being seen across the board in the field and collaborate on ways to continue to lean on and support one another.

Mr. Durst informed the board that the school will be increasing its hourly rate for Outreach services for the 2024 – 2025 school year from \$160 to \$180 to keep up with rising costs.

Mr. Kissling inquired about the curriculum for the L.E.A.D.S. courses for next year and whether courses will be added.

Ms. Burchett stated that feedback received from blind and low-vision teachers is helping to shape and expand the courses being offered for next year. In addition to the middle school and high school classes that cover four areas of the ECC, they will also be looking at including two career courses and two independent living courses. The Elementary courses will also be increased from two to four times per year. They are also looking at offering a course for transition-age students, ages 17-22, to bridge the gap and help prepare students for post-school programs such as college or other career-readiness programs.

Physical Plant – Mr. Malone

The last capital project, the brick and tuck-pointing project for the aquatic center, has been completed. Maintenance is working with IPS to learn their key structure and assign keys to staff. The department has been completing normal grounds maintenance and upkeep to prepare for graduation. In addition, the crew has been assisting in moves.

Facilities Use – Mr. Brown

St Luke's, the Indiana Math and Science Academy, and Washington Township Special Olympics will continue to use the track for practices until the end of May. The school is no longer accepting requests for facilities use.

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

Attachment 2A is the monthly financial statement for March 31, 2024. At that point, the year was 75% over, Point One expenditures were at 73.2%, Points Two through Nine reflected 94.4% spent, and overall expenditures totaled 78.74%. In Preventative Maintenance (PM), 24.65% of the allotment had been spent. The remaining balance of the allotment was \$3,092,603.76.

Attachment 2B, the statement for April 30, 2024, reflects the year being 84% over, 79.91% spent from Point One, 97.48% spent from Points Two through Nine, and overall expenditures totaling 84.5%. In PM, 28% had been spent. The remaining balance of the allotment was \$2,254,986.13.

The school is currently working with IDOA fleet services to purchase two small handicap accessible school buses to transport students, five Outreach cars, two trucks, and two trailers to help transport lawn care equipment and snow removal equipment between schools, for a cost of up to \$550,000. ISBVI can

request for State budget to move funds leftover from capital projects as well as funds in preventative maintenance to cover the cost.

Motion: A motion was made by Mr. Bridwell and seconded by Mr. Koors to move forward in spending up to \$550,000 in reallocated funds to purchase additional vehicles for the fleet; motion carried.

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

Attachment 3A reflects the status of positions as of March 31, 2024, with 136 filled regular positions, 48 vacant regular positions, 12 filled intermittent positions and 23 vacant intermittent positions.

Attachment 3B, the report for April 30, 2024, reflects 138 filled regular positions, 46 vacant regular positions, 12 filled intermittent positions and 23 vacant intermittent positions.

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, 2024, to April 30, 2024, totaling \$370.10. All five donations were restricted.

Attachments 5A and 5B reflect \$0.00 in Donations and Contributions over \$499 from March 1, 2024, to April 30, 2024.

B. Board Meeting Schedule 2024 – 2025 (Attachment 6)

The tentative meeting schedule for the next school year was presented. The meetings will be held at School 83.

Motion: A motion was made by Mr. Koors and seconded by Mr. Bridwell to approve the proposed Board meeting schedule for the 2024 – 2025 school year; motion carried.

C. Contracts (Attachment 7)

Contracts with Nishida Housekeeping Services and Securitas were eliminated due to the move to IPS schools. Contracts that will be renewed will be Insight for license renewals, Tara Fox for Nurse Practitioner services, MAPT Solutions for the school's transition, Jill Overton for Dietician services, and Elizabeth Garvey for Horticulture program development. The contracts for FY24 total \$212,548.20.

Motion: A motion was made by Mr. Bridwell and seconded by Mr. Koors to approve the outlined contracts for FY24; motion carried.

D. Graduation (Attachment 8)

ISBVI will host a senior banquet for the eleven graduating seniors on Thursday, May 23, along with graduation on Friday, May 24.

E. 1st Reading Policy O-72 Outside Entity Collaboration (Attachment 9)

ISBVI Board Policy O-72 mandates active participation from the Superintendent or their delegate in all facets concerning need identification, financial planning, service delivery, program implementation, and information sharing (letters, media, posts, etc.) related to collaborations with external entities seeking or providing support for the school. As a State Agency/school, it is imperative to not only fulfill legal obligations regarding resource solicitation and allocation but also to engage in and authorize resource requests and their utilization, especially regarding student well-being, financial needs, confidentiality, and service and program delivery. This policy ensures thorough planning, approval of requests, and protection of the school's interests.

Motion: A motion was made by Mr. Bridwell and seconded by Mr. Koors to approve the 1st reading of Policy O-72 Outside Entity Collaboration; motion carried.

F. MAPT Rebranding Contract – School Logo (Attachment 10)

MAPT Solutions has assisted the school with its strategic plan and assistive technology plans and are now assisting as the school transitions to multiple locations. Areas they are providing help with include communications, rebranding, signage for 83 and 94, and communication to constituents. One of the areas discussed in rebranding has been the school logo. The proposed logo incorporates the archway of the tower and is designed to be the overall logo for both schools. Although the tower has been traditionally an identifier to ISBVI, the tower on the newly constructed campus will be the central hub that guests will see when entering campus. There will also be a sub logo designed in the future to identify only ISBVI using the rocket.

G. New Phone System

Work is continuing to ensure the setup of the new phone system. As stated before, the number will remain the same and callers will be able to be transferred to all locations from the switchboard.

H. Co-location of Schools

Considerable amounts of time are being spent in meetings looking at different renderings. Most recently the focus has been in the dorms, Health Centers, and the fieldhouse. Health Centers will be in both the education building and the residential building. The fieldhouse design has been reviewed and discussions held on how it will be utilized.

I. School 83 & School 94

The bulk of the moves will be completed once school is not in session. The IERC move to School 83 is complete. Unfortunately, the infrastructure is not at the level it needs to be and there are still drops that need to be installed in rooms. The business office and the IBCF will be moved to School 83 once these issues are resolved.

The fleet of cars for Outreach needs to be housed at ISD. For this reason, Outreach will now be moving to ISD rather than School 83.

Mr. Koors inquired about the status of the fence for the facilities.

Mr. Durst stated that there will not be a fence at School 83 since the Outreach fleet of cars will be at ISD. However, the State is actively pursuing a waiver from the city of Indianapolis to have a fence installed at School 94. At this time, the waiver is pending but it is not anticipated that the installation of the fence will be a problem if the fence is anchored to the building. If approved, the State would be responsible for the installation costs.

J. James Michaels – Board Nominations

Mr. Michaels has resigned from the Board for personal and professional reasons. Mr. Durst stated that his services were greatly appreciated.

Mr. Bridwell asked if a vote was necessary to make Ms. Botkin the new chair. Mr. Durst replied that a vote was not necessary as the Vice Chair moves to Chair in instances such as this. Nominations will be needed at the next meeting for officers for the 2024 – 2025 school year. Mr. Durst will also be following up with the governor’s office for replacements for vacant positions.

K. Superintendent’s Retirement

Superintendent Durst announced his retirement effective September 30, 2024. He will actively be meeting with State government to work on the process of how his successor is hired.

V. Public Comments:

No public comments.

VI. Board Comments:

Mrs. Botkin stated that ISBVI and its current campus have been home to her family. She thanked the school and its staff for their kindness and for the love and support given to her son that helped him spread his wings and become capable and independent.

VII. Next Meeting

The next scheduled meeting of the Indiana School for the Blind and Visually Impaired School Board will be Monday, August 26, 2024, at 9:30am.

VIII. Adjournment

Motion: A motion was made by Mr. Bridwell and seconded by Mr. Koors to adjourn the meeting at 10:13am; motion carried.