

**BLUE RIVER CAREER PROGRAMS
REGULAR GOVERNING BOARD MEETING MINUTES
January 9, 2018**

The Blue River Career Programs' Governing Board met in regular session, Tuesday, January 9, 2018, at 12:00 pm in the board meeting room of the career center, 801 St. Joseph Street, Shelbyville.

Board members present were David Finkel, Susan Smith and Mark Nigh. Superintendents present were David Adams, Chris Hoke, Bob Evans and Paula Maurer. Also present were Dennis Harrold, Corporation Attorney, Steve Shaw, Director and Sandy Hensley, Treasurer.

President David Finkel called the meeting to order at 12:05.

RECOGNIZE GUESTS AND ASK FOR COMMENTS FROM THE AUDIENCE

None

ACTION ITEMS

REORGANIZE AND ELECT OFFICERS TO THE GOVERNING BOARD

David Finkel asked for nominations for officers. The following were presented for consideration: David Finkel as board president, Susan Smith as vice president, Mark Nigh as secretary. Also given for consideration was Sandy Hensley to continue as treasurer and Dennis Harrold to continue as board attorney. There was a consensus that the current dates, times and location of regular meetings remain the same (the second Tuesday of each month at 12:00 noon in the board room of the Career Center). Mark Nigh made a motion to elect the officers as recommended, to appoint the treasurer and board attorney as recommended and to keep the same dates, times and location of regular meetings. Chris Hoke seconded the motion. The motion carried unanimously. It was noted that the previous assistant treasurer, Jennifer Leffler, resigned from her position and her last day was December 29th. When a replacement is hired, the board will appoint an assistant treasurer.

APPROVE MINUTES OF THE DECEMBER 12, 2017 REGULAR BOARD MEETING

Minutes of the December 12, 2017 board meeting were presented for approval. Mark Nigh made a motion to approve the minutes as presented. Susan Smith seconded the motion. The motion carried unanimously.

REVIEW AND APPROVE CLAIMS AND PAYROLLS

Prewritten claims 699-709, regular claims 1-33, and payroll claims for pay dates 12/20/17 and 1/3/18 were presented for approval. Mark Nigh made a motion to approve the claims and payrolls as presented. Susan Smith seconded the motion. The motion carried unanimously.

APPROVE HIRING OF ADULT EDUCATION CAREER COACH

Mr. Shaw presented the resume of Tracy Miller for the position of Career Coach for Adult Education. This position is covered by the AE grant. She will be paid \$15 per hour with no benefits. This part-time position will be assisting the AE client base. Susan Smith made a motion to approve the hiring of Tracy Miller as the AE Career Coach. Mark Nigh seconded the motion. The motion carried unanimously.

REQUEST PERMISSION FOR SKILLSUSA, BPA AND HOSA STATE & NATIONAL REGISTRATIONS

Steve Shaw requested permission for the student clubs to be able to register for State and National contests. He explained there could be a short turnaround time and arrangements may need to be made prior to the next board meeting. We will bring individual out-of-state and overnight field trip requests before the board for approval. Susan Smith made a motion to approve the request for student club registrations. Chris Hoke seconded the motion. The motion carried unanimously.

PERSONNEL – APPROVE HIRING OF ADULT EDUCATION INSTRUCTOR

Steve Shaw presented the resume of Kathy Zerr for the position of Adult Education instructor for the Child Development Associate certification course. Mrs. Zerr is a retired elementary teacher from Shelbyville Central Schools. She will be teaching the IET academic component of the CDA program and will be paid the consortium rate of \$35 per hour. Mark Nigh made a motion to approve the hiring of Kathy Zerr. Susan Smith seconded the motion. The motion carried unanimously.

APPROVE BRCP 2018-2019 DAILY SCHEDULE

Mr. Shaw presented the 2018-2019 BRCP daily schedule. He explained that this year's schedule seems to be working out after making a few adjustments. The 2018-2019 schedule was previously sent to the sending school administrators and school counselors for input. The 2018-2019 schedule was presented for board approval. Susan Smith made a motion to approve the BRCP daily schedule as presented. Mark Nigh seconded the motion. The motion carried unanimously.

APPROVE CONTRACT OF DENNY HARROLD, ATTORNEY

Mr. Shaw presented the contract of Denny Harrold for 2018 legal services with the same terms as last year. Mark Nigh made a motion to approve Denny Harrold's contract as presented. Susan Smith seconded the motion. The motion carried unanimously.

APPROVE NEW HOURLY PAY RATE FOR HSE TEST PROCTOR

Steve Shaw is requesting an increase in the hourly rate of the HSE test proctor. He explained that we have reviewed the test proctor pay rates of the HSE test sites in the area and found that \$25 is the average hourly rate. BRCP's rate is currently at \$11 per hour. Mr. Shaw is recommending we increase the hourly rate to \$18 per hour. The HSE test proctor pay is covered

by the HSE TASC exam fees. Chris Hoke made a motion to approve the hourly rate of the HSE test proctor of \$18 per hour. Mark Nigh seconded the motion. The motion carried unanimously.

APPROVE MOU WITH LET IT SHINE, LLC.

Steve Shaw presented an MOU with Let it Shine, LLC to install LED lights in our facility and in the parking lot. He stated that we obtained three quotes and that this was the lowest for the purchase of the lights and installation. The MOU contained proposals that listed the actual cost less the rebate from Duke Energy. BRCP's cost for interior lighting is \$20,000 and the parking lot lighting is \$2,800. The interior light work is scheduled to be completed by February 18th and the parking lot light work is scheduled to be completed by March 31st. Susan Smith made a motion to approve the MOU with Let it Shine, LLC, as presented. Mark Nigh seconded the motion. The motion carried unanimously.

OTHER

None reported.

REPORTS

Fund Report

The fund report was included in the board packets.

BRCP Open House

The BRCP Open House/Chili Supper is scheduled for February 5 from 5:00 – 7:00 pm. All board members are invited. This is part of National CTE Month.

Other

None reported.

OTHER

None reported.

COMMENTS FROM BOARD MEMBERS

None presented.

NEXT BRCP GOVERNING BOARD MEETING

The next regular board meeting will be held on February 13, 2018 at 12:00 pm

ADJOURNMENT

David Finkel adjourned the meeting at 12:22 pm.