

**BLUE RIVER CAREER PROGRAMS**  
**REGULAR GOVERNING BOARD MEETING MINUTES**  
**February 13, 2018**

The Blue River Career Programs' Governing Board met in regular session, Tuesday, February 13, 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, Linda Isgrigg, and Mark Nigh. Superintendents present were David Adams, Bob Evans, Chris Hoke, and Paula Maurer. Also present were Dennis Harrold, Corporation Attorney; Steve Shaw, Director; and Sandy Hensley, Treasurer.

Superintendent Chris Hoke voted in place of Board Member Vince Sanders.

President David Finkel called the meeting to order at 12:00 p.m.

**RECOGNIZE GUESTS AND ASK FOR COMMENTS FROM THE AUDIENCE**

Dan Bramell, Construction Trades instructor.

President Finkel welcomed Linda Isgrigg, Southwestern's new board member.

**ACTION ITEMS**

**Approve Minutes of the January 9, 2018 Planning Session and Regular Board Meeting**

Minutes of the January 9, 2018 planning session and board meeting were presented for approval. Mark Nigh made a motion to approve the minutes as presented. Linda Isgrigg seconded the motion. The motion carried unanimously.

**Review and Approve Claims and Payrolls**

Prewritten claims 38-58, regular claims 59-111, and payroll claims for pay dates 1/17/18 and 1/31/18 were presented for approval. Linda Isgrigg made a motion to approve the claims and payrolls as presented. Mark Nigh seconded the motion. The motion carried unanimously.

**Permission to Enter Into Agreement with Habitat for Humanity**

Steve Shaw presented a new opportunity we may have for our Construction Trades program. He requested permission to negotiate an agreement with Habitat for Humanity naming Dan Bramell to act as a project manager for a house project. Mr. Bramell, BRCP's Construction Trades instructor, stated that he attended a meeting in December with Habitat for Humanity. They need labor and management and our students need a project. All parties agreed that this would be a good fit and a win-win for everyone. Habitat for Humanity will select the owner and the lot. Our students will work on construction Monday-Fridays. A project could begin in April or May with our students framing a home. Then there could be our own project available for the start of the 2018-2019 school year. Dan will stay in week to week contact with Habitat for Humanity. Bob

Evans stated that he is on the board of Habitat for Humanity and they are very excited about this potential partnership. Mr. Shaw stated that once an agreement has been reached, that he will bring it before the board for review and approval. Mark Nigh made a motion to allow Steve Shaw to negotiate the terms of an agreement with Habitat for Humanity. Linda Isgrigg seconded the motion. The motion carried unanimously.

### **Approve Hiring of Kristen Sitton as Administrative Assistant**

Steve Shaw presented the resume of Kristen Sitton for the office administrative assistant position that became vacant in December after the resignation of Jennifer Leffler. Kristen comes to us from Major Hospital where she was an administrative assistant for the past 6 years. She will be working 210 days, 7 hours per day at \$14.00 per hour. This position does come with insurance and retirement benefits. Linda Isgrigg made a motion to hire Kristen Sitton as presented. Mark Nigh seconded the motion. The motion carried unanimously.

### **Approve MOU with Indiana Association for the Education of Young Children (INAEYC)**

Steve Shaw presented an MOU with INAEYC to provide adult instructional services for the early childhood development training and certification program that our Adult Education department is starting. Funding for this comes from the IET (Integrated Education & Training) portion of the Adult Education grant. They will hire the instructor and we will provide the academics portion. This is a pilot program. If successful, the plan is for BRCP to hire its own early childhood development instructor. Linda Isgrigg made a motion to approve the MOU with INAEYC as requested. Chris Hoke seconded the motion. The motion carried unanimously.

### **Permission to Advertise Adult Ed Programs**

Steve Shaw requested permission to advertise programs for Adult Education in our community, Edinburgh and Indianapolis. He stated that this is an annual request. Mark Nigh made a motion to approve the request as presented. Linda Isgrigg seconded the motion. The motion carried unanimously.

### **Accept Donations**

Mr. Shaw presented a request to approve acceptance of a check from Blue River Foundation, Inc. for \$11,525.00. The total amount is comprised of 3 funds: the Walter and Edna Cuskaden Fund in the amount of \$172.00 to be used for general purposes; Personnel Management Inc. fund for \$700 designated for job seeking and career materials; and Otto W. Harris Memorial Fund for \$10,653 to be used to support the Education to Industry initiative. Mark Nigh made a motion to accept the donations as presented. Linda Isgrigg seconded the motion. The motion carried unanimously.

### **Approve the Purchase of FANUC Robots**

Steve Shaw explained that BRCP was awarded the High Percentage Grant through the Carl Perkins funding. The grant is to purchase two FANUC robots totaling \$80,260 to be used in the ITM Academy and IRM Adult Apprenticeship programs. This dollar amount exceeds Mr. Shaw's approval limit. Dr. Maurer asked if three quotes had been obtained. Mr. Shaw stated

that since this is grant funding for specialized equipment named in the grant, additional quotes were not required. Mark Nigh asked about curriculum being used with the robots. Mr. Shaw stated that our curriculum and the dual credit curriculum tie into the use of these robots. Linda Isgrigg made a motion to approve the purchase of the FANUC robots. Mark Nigh seconded the motion. The motion carried unanimously.

### **Approve Request for Overnight Field Trip**

Mr. Shaw presented a request for four students to attend the BPA State Competition in Indianapolis, March 10-12. They will be staying at the Marriott Hotel in Indianapolis. Steve Gardner will be the advisor attending with the students. Mark Nigh made a motion to approve the overnight field trip as presented. Linda Isgrigg seconded the motion. The motion carried unanimously.

### **Elect Vice President**

Steve Shaw noted the vacancy created due to the resignation of Susan Smith from the BRCP board. Susan had been elected as Vice President at last month's meeting. Mark Nigh nominated Linda Isgrigg as vice president. David Finkel seconded the nomination. There were no other nominations. The board approved unanimously.

### **Appoint Assistant Treasurer**

Mark Nigh made a motion to appoint Kristen Sitton as the assistant treasurer. Linda Isgrigg seconded the motion. The motion carried unanimously.

## **OTHER**

### **Accept Donation from Stacy and John Cranford**

Mr. Shaw presented a donation of \$500 from Stacy and John Cranford in memory of their son Jakob McDaniel for the Fire and Rescue program. Mark Nigh made a motion to accept the donation. Linda Isgrigg seconded the motion. The motion carried unanimously.

## **REPORTS**

### **Fund Report**

The fund report was included in the board packets. Mrs. Hensley noted that there were no concerns.

### **BRCP Open House**

The annual open house was held February 5<sup>th</sup> from 5:00 to 7:00. It was well attended. Culinary Arts did a great job preparing and serving the chili. There were many post-secondary trade schools, colleges and military vendors present for students and families to speak with.

## **Recruitment Update**

We participated in the SHS Freshman Orientation last week and will be visiting the other schools over the next month. All schools have brought their 8<sup>th</sup>, 9<sup>th</sup> or 10<sup>th</sup> graders to visit BRCP.

## **CTE Program Application Deadline – March 23, 2018**

### **Other**

The SkillsUSA Regional competitions were held this past weekend. This resulted in 33 students becoming eligible to move on to state level competition. All schools are represented. A list was included in the board packet.

## **OTHER**

### **PowerSchool**

Mr. Shaw stated that we currently use InTERS (a free software from the Department of Workforce Development) as our student information system (SIS). InTERS is not an efficient use for tracking of student information, daily attendance, discipline, and it does not provide a gradebook for posting and tracking assignments. We are in need of obtaining a SIS that can track data and report to the State. We are looking into PowerSchool. Four of our five sending high schools use PowerSchool (Southwestern uses STI). We have looked at Skyward but it is not within budget. More information will be presented at the next board meeting. There were no questions or concerns shared by the board.

## **COMMENTS FROM BOARD MEMBERS**

None.

## **NEXT BRCP GOVERNING BOARD MEETING**

The next regularly scheduled meeting will be March 13, 2018, at 12:00 pm.

## **ADJOURNMENT**

President David Finkel adjourned the meeting at 12:31 pm.