

**BLUE RIVER CAREER PROGRAMS
REGULAR GOVERNING BOARD MEETING MINUTES
February 14, 2017**

The Blue River Career Programs' Governing Board met in regular session, Tuesday, February 14, 2017, 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, Bob Evans, Chris Hoke, and Paula Maurer. Also present were Steve Shaw, Director and Sandy Hensley, Treasurer.

Superintendent Chris Hoke voted in place of Board Member Wendy Gearlds.

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

RECOGNIZE GUESTS AND ASK FOR COMMENTS FROM THE AUDIENCE

None were present. President Finkel welcomed Susan Smith, Southwestern's new board member.

ACTION ITEMS

Approve Minutes of the January 10, 2017 Planning Session and Regular Board Meeting

Minutes of the January 10, 2017 planning session and 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 38-50, regular claims 51-110, and payroll claims for pay dates 1/11/17, 1/18/17 and 2/1/17 were presented for approval. Mark Nigh made a motion to approve the claims and payrolls as presented. 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. He stated that this is an annual request. Chris Hoke made a motion to approve the request as presented. Mark Nigh seconded the motion. The motion carried unanimously.

Approve Adult Education Grant Assurances

Mr. Shaw presented this annual request to approve the adult education grant assurances for the upcoming 2017-2018 grant period. Mark Nigh made a motion to approve the grant assurances as presented. Chris Hoke 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 \$11,262.20. The total amount is comprised of 3 funds: the Walter and Edna Cuskaden Fund in the amount of \$149.20 to be used for general purposes; Personnel Management Inc. fund for \$683 designated for job seeking and career materials; and Otto W. Harris Memorial Fund for \$10,430 to be used to support the Education to Industry initiative. Mark Nigh made a motion to accept the donations as presented. Chris Hoke seconded the motion. The motion carried unanimously.

Approve to Purchase Diesel Technology Lab Equipment

Steve Shaw stated that we are ready to purchase equipment to be used in the Diesel Technology lab from funds received through the Rural Schools Grant. The amount of the equipment is \$99,999.34 which is above the purchasing authority of the director and requires board approval. The equipment is being purchased from Hunter Engineering Company. A copy of the proposal was included in the board packet. Mark Nigh made a motion to give approval to purchase the equipment as requested. Chris Hoke seconded the motion. The motion carried unanimously.

Approve Contract Extension with Rose-Hulman Institute of Technology

Steve Shaw explained that our current contract with Rose-Hulman to manage the EMERGE program expired 12/31/16. They have agreed to extend the contract until June 30, 2017. Chris Hoke made a motion to approve the contract extension as presented. Susan Smith seconded the motion. The motion carried unanimously.

Approve Clinic Site Agreement with Waldron Health Rehabilitation Center

Steve Shaw presented an agreement with Waldron Health Rehabilitation Center where our adult and high school CNA students go for clinical training hours. He explained that we currently have an agreement with Morristown Manor. We have used the same agreement as with Morristown, but made a few minor language changes. This agreement has not been reviewed by Denny Harrold, but the language removed will not impose any liability on BRCP. Mark Nigh made a motion to approve the agreement as presented. Chris Hoke 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 12-14. Steve Gardner will be the advisor attending with the students. Mark Nigh made a motion to approve the overnight field trip as presented. Chris Hoke seconded the motion. The motion carried unanimously.

Permission to Advertise Auto Technology and Diesel Technology Instructor Positions

Steve Shaw explained that with the upcoming retirement of Bruce Allen, Diesel Technology Instructor, we may move Mr. Kelley, Auto Technology Instructor, into that program and then need to hire for Auto Technology. We will review any applications received and make the best decision for both programs. Salary will be negotiated for the new hire. Mark Nigh made a

motion to give permission to advertise open positions for both programs. Chris Hoke seconded the motion. The motion carried unanimously.

Approve Director's Contract

Chris Hoke made a motion to approve Steve Shaw's director contract. Mark Nigh seconded the motion. The motion carried unanimously. Steve's next evaluation will need to be done before January 1st. His last evaluation was August 2016.

Approve BRCP 2017-2018 Daily Schedule

Steve Shaw asked for approval of option #2 daily schedule: AM session from 8:15 to 11:15 and PM session from 12:30 to 3:30. No schools had any major objections. He noted that some arrival and departure times will need adjustments, but overall, this will give students more class time at the career center. Chris Hoke made a motion to approve option #2 daily schedule for the 2017-2018 school year. Susan Smith seconded the motion. The motion carried unanimously.

OTHER

Approve Submitting Special Perkins Grant Application

Mr. Shaw requested permission to submit a request for proposal through the Perkins Reserve Fund Grant . Notification of the grant application was just received and has a ten day turnaround. At this point, it is not known the amount of the grant application nor the exact purpose. Mr. Shaw is considering a grant to establish a STEM center at BRCP which would be made available to all students in the county. The Grant Assurances need to be approved along with the request to submit an application. Mark Nigh made a motion to give permission to apply for the grant as presented and to approve the grant assurances. Chris Hoke 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 6 from 5:00 to 7:00. There were 116 registered visitors. Culinary Arts did a great job preparing and serving the chili. Our recently donated ambulance was out on display in the parking lot complete with flashing lights.

Recruitment Update

We have visited all schools and all schools have brought their 8th or 9th graders to visit BRCP. We are hosting a shadowing opportunity during the week of February 20-24. We currently have seven students from Northwestern who have scheduled to come during that week.

CTE Program Application Deadline – April 11th Governing Board Meeting

Mr. Shaw stated that the deadline to have new program applications to the state is July 1st. He asked that sending schools submit any applications to add CTE programs to the program inventory for board approval by the April 11th Governing Board meeting. This will allow time to get the applications to the state.

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

None presented.

COMMENTS FROM BOARD MEMBERS

None.

NEXT BRCP GOVERNING BOARD MEETING

The next regularly scheduled meeting will be March 14th, 2017, at 12:00 pm with an executive session scheduled for 11:45.

ADJOURNMENT

President David Finkel adjourned the meeting at 12:30 pm.