

**BLUE RIVER CAREER PROGRAMS
REGULAR GOVERNING BOARD MEETING MINUTES
May 10, 2016**

The Blue River Career Programs' Governing Board met in regular session, Wednesday, May 10, 2016, at 12:00 pm in the board meeting room of the career center, 801 St. Joseph Street, Shelbyville.

Board members present were David Finkel, Wendy Gearlds, Jerry Erwin and Mark Nigh. Superintendents present were David Adams and Bob Evans. Also present were Dennis Harrold, Corporation Attorney, Steve Shaw, Director and Sandy Hensley, Treasurer.

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.

ACTION ITEMS

Approve Minutes of the April 12, 2016 Regular Board Meeting

Minutes of the April 12, 2016 board meeting were presented for approval. Wendy Gearlds made a motion to approve the minutes as presented. Mark Nigh seconded the motion. The motion carried unanimously.

Review and Approve Claims and Payrolls

Prewritten claims 238-246, regular claims 247-303, and payroll claims for pay dates 4/13/16 and 4/27/16 were presented for approval. Mark Nigh made a motion to approve the claims and payrolls as presented. Jerry Erwin seconded the motion. A question was asked about Komputrol software. It was explained that this is BRCPs accounting, payroll & personnel software and that the fees are for the annual maintenance. Mr. Finkel noted that the travel expenses of the instructors attending state and national student contests are covered by the Perkins Grant. After no further discussion, the motion carried unanimously.

Approve Overnight Field Trips

Mr. Shaw requested approval for two overnight field trips. HOSA International Convention will be held in Nashville, Tennessee, June 22-25 and SkillsUSA National Convention will be held in Louisville, Kentucky, June 20-24. Instructors Susie Hagerty and Ray Schebler along with seven students will attend the HOSA convention while Captain Doug Lutes and one male student will attend the SkillsUSA convention. All the students qualified to attend their national conventions by placing first or in the top three at the state level competitions. The student's costs are covered by fundraising and self-payment. Instructor expenses will be covered through Perkins funds.

Mark Nigh made a motion to approve the overnight field trips as requested. Wendy Gearlds seconded the motion. The motion carried unanimously.

Approve Criminal Gangs Policy

Mr. Shaw stated that there is a new requirement by state legislature that all schools need to develop and approve a Criminal Gangs policy by June 2. All the sending schools have approved their own policies. BRCP is in the process of establishing policies through NEOLA. They have a draft of the policy which we have been given permission to use. Denny Harrold, who has reviewed the NEOLA policy, noted that legislation has changed the word “gangs” to “organizations” and so all policies must contain this changed language. Wendy Gearlds made a motion to approve the Criminal Gangs policy subject to the language change. Jerry Erwin seconded the motion. The motion carried unanimously.

Approve Renewal of Contracted Services

Steve Shaw recommended the renewal of the contract with Moore’s Computer Services under the same terms as last year. This is the fourth year with Bob Moore and we are very happy with his services. Mark Nigh made a motion to approve the renewal of the contract with Moore’s Computer Services as presented. Wendy Gearlds seconded the motion. The motion carried unanimously.

Steve Shaw recommended the renewal of the contract with Regal Building Services. Regal has provided custodial services for the past year and we are pleased with the quality of cleaning they have provided. Currently, the contracted rate is \$16 per hour. They are requesting a change to \$17 per hour for standard cleaning throughout the school year and \$20 per hour for summer cleaning (8 weeks). The new monthly rate would go from \$2080 to \$2,270. Mr. Shaw stated that even with the increase, this is still the best option for us. Wendy Gearlds made a motion to approve the renewal of the contract with Regal Building Services with the new rates. Mark Nigh seconded the motion. The motion carried unanimously.

PERSONNEL

Approve Contract Renewal for Monica Lutes

Mr. Shaw requested the board renew the contract of Monica Lutes for 2016-2017. Monica continues to serve as the EMERGE Coordinator working Monday – Thursday for 20 hours per week with no benefits or retirement. Steve is recommending a 2% increase in her hourly rate taking it from \$25 to \$25.50. He reminded the board that last month they renewed the agreement with Rose Hulman through December 2016 which included an increase of \$200 per month. He anticipates that RHIT will extend /continue the contract through the end of the 2016-2017 year. Wendy Gearlds made a motion to renew the contract of Monica Lutes as presented. Mark Nigh seconded the motion. The motion carried unanimously.

Approve Contract Renewal of Angie Stieneker

Mr. Shaw requested the board renew the contract of Angie Stieneker for 2016-2017. Angie continues to serve as the Education to Industry Liaison/Student Services Coordinator. She has

served in this capacity for the past three years. He is recommending terms remain the same for the coming year. Her current contract amount is \$51,000. Angie has continued to develop and grow the apprenticeship program with industry partners. Funding for her position comes from multiple sources. He reminded the board that it may become necessary to include a portion of her salary in the general fund budget if any of the sources are no longer available. Wendy Gearlds made a motion to renew the contract with Angie Stieneker as presented. Jerry Erwin seconded the motion. The motion carried unanimously.

Approve Non-Continuance of Teacher Contract

Steve Shaw recommended that the Construction Trades program be reduced to a half-day program for 2016-2017 due to lower enrollments and that the instructor, Dan Bramell, be given notice of non-continuance of his contract. This is not based on any performance evaluation. Mr. Bramell will be given the opportunity to continue to teach the program for half-day next year. There are currently 10 applications for the fall. Mark Nigh asked why the numbers were dropping. Mr. Shaw replied that other career centers (J. Everett Light and Area 30) have closed their Construction Trades programs due to lack of interest. Shelby County has very little new residential construction which may have also impacted enrollment. There are curriculum changes coming in the near future from Ivy Tech for dual crediting. We will review and make changes as needed for the following school year. Wendy Gearlds made a motion to approve the non-continuance notice for Dan Bramell as presented. Jerry Erwin seconded the motion. The motion carried unanimously.

Approve Non-Continuance of Teacher Contract

Steve Shaw recommended that Ward Buckner be given notice of non-continuance of his contract for the Advanced Manufacturing program due to lower enrollments. This is not based on any performance evaluation. Mr. Buckner will be given the opportunity to continue to teach the ITM Academy for half-day next year. There are currently 13 applications for the fall. With the new pathway and changes in AART, we will be focusing on the ITM Academy and not Advanced Manufacturing. Our goal is to have the ITM Academy be a full day program in the near future. Mark Nigh made a motion to approve the non-continuance notice for Ward Buckner as presented. Jerry Erwin seconded the motion. The motion carried unanimously.

Approve New Program Request by Shelby Eastern Schools

Mr. Evans requested that Plant and Soil Science be added to their CTE Inventory for 2016-2017. Jerry Erwin made a motion to approve Shelby Eastern's request as presented. Wendy Gearlds seconded the motion. The motion carried unanimously. Mr. Shaw reminded the board that there is still time to add CTE programs to their school's inventories. The State's deadline is July 1st.

Approve 2016-2017 BRCP Programs, Sections & Daily Schedule

Mr. Shaw reviewed the 2016-2017 Daily Schedule which lists programs, half/full day status and times of the course offerings. He noted that the contracted instructor start and end times remain the same, but that the class end times had to be changed to accommodate the daily schedule change of Shelbyville High School. The morning section currently dismisses at 11:14 – next year it will be 11:01. The afternoon release will be at 2:15. The SHS schedule change has impacted those portions of the day and the teacher's lunch schedule. Mark Nigh expressed

concerns about the loss of instructional time for the students. Over the years that he has been providing transportation from Morristown High School to BRCP, they have lost 15 minutes each day. With this new change, it will be another 15 minutes each day. However, he has noticed that the tuition costs remain the same. Mr. Shaw noted that the students will still be earning the same amount of credits and that the best way to reduce tuition costs is to send more students. He also suggested that it would be beneficial for Shelby Eastern to consider bringing their students for the afternoon session instead of the morning session beginning 2017-2018. Mr. Shaw offered to meet with SES administration to discuss this option. Mr. Finkel added that Shelbyville realizes that their schedule change has impacted other business and organizations. They know it will take at least one semester, if not the whole year to see how all this plays out. Wendy Gearlds made a motion to approve the 2016-2017 BRCP Daily Schedule as presented. Jerry Erwin seconded the motion. The motion carried with Mark Nigh voting against the schedule change.

Approve Steve Shaw to Serve on the IACTED Board

Steve Shaw reported that he has been asked to serve on the executive committee of the state professional organization Indiana Association of Career and Technical Education Districts (IACTED). This is a three-year commitment beginning June 2016. He would serve as President elect, President, and past President throughout the three years. Mr. Finkel noted that it is always a good thing to have our administrators or staff be asked to be on a state board. He congratulated Steve on this achievement. Denny Harrold stated that it wasn't necessary that the board approve this appointment but that it is a good idea to do so as it shows that the board was made aware of it and approved him doing so. Mark Nigh made a motion to allow Steve Shaw to serve on the executive committee of IACTED. Jerry Erwin seconded the motion. The motion carried unanimously.

OTHER

None

REPORTS

Fund Report

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

BRCP 2016-2017 Student Application Report

Mr. Shaw distributed a summary of the applications received from counselors for the 2016-2017 school year. To date, there are 376 applications or names of students who want to come to BRCP. This is a high number for us which is a good indication of increased interest. New Palestine has one student that has applied for Criminal Justice. We know that not all the students

will show up but we anticipate having a greater number of students for the 2016-2017 school year.

Other

Business and Professionals of America National Convention

Mr. Shaw stated that Steve Gardner and Morristown High School student Lane Pruitt arrived back from their Boston trip very early this morning. Lane was not able to come today and address the board. The board expressed its congratulations to Lane for a job well done.

OTHER

None

COMMENTS FROM BOARD MEMBERS

Denny Harrold reported that Ken Maher will be retiring next month and that Mike Reader will be his replacement. Denny went to meet him just recently. We are waiting on IDEM to approve the work to be done on the lot.

NEXT BRCP GOVERNING BOARD MEETING

The next regularly scheduled meeting will be June 14, 2016, at 12:00 pm.

ADJOURNMENT

President David Finkel adjourned the meeting at 12:36 pm.