

**BLUE RIVER CAREER PROGRAMS
REGULAR GOVERNING BOARD MEETING MINUTES
July 15, 2015**

The Blue River Career Programs' Governing Board met in regular session, Thursday, July 15, 2015, at 12:00 pm in the board meeting room of the career center, 801 St. Joseph Street, Shelbyville.

Board members present were Mark Nigh, Wendy Gearlds, Jerry Erwin, and David Finkel. Superintendents present were Chris Hoke, Paula Maurer, 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

Kristiaan Rawlings, Reporter, Saturday Shelby

Mr. Finkel welcomed Chris Hoke, the new superintendent from Northwestern Consolidated Schools, to our board meeting.

ACTION ITEMS

APPROVE MINUTES OF THE JUNE 24, 2015 REGULAR BOARD MEETINGS

Minutes of the June 24, 2015 board meeting were presented for approval. Mark Nigh made a motion to approve the minutes as presented. Wendy Gearlds seconded the motion. The motion carried unanimously.

REVIEW AND APPROVE CLAIMS AND PAYROLLS

Prewritten claims 372-386, regular claims 387-422, and payroll claim for pay date 7/8/15 were presented for approval. Wendy Gearlds made a motion to approve the claims and payrolls as presented. Mark Nigh seconded the motion. The motion carried unanimously. David Finkel requested that the Architect Statement, regarding payment requests to JBM, be included in the packet for review.

APPROVE DONATIONS

Steve Shaw requested approval of a \$400 donation from KAPPA KAPPA KAPPA GAMMA Delta Chapter. This is an annual donation to be used for adult literacy. Mark Nigh moved to accept the donation. Wendy Gearlds seconded the motion. The motion carried unanimously. Mr. Finkel expressed his appreciation for this donation.

APPROVE 2014-2015 ECA REPORT

The Statement of Funds report was presented to the board members showing the balances in each of the Extra-Curricular Activities accounts as of 6/30/15. Mr. Shaw explained that revenue in the club accounts are from fundraising activities or donations. Some of the newer program accounts, such as EMS and Fire & Rescue, have lower balances. Other accounts, such as scholarships and student activities, have revenue from the vending machine commissions. All accounts have positive balances. Wendy Gearlds moved to accept the report as presented. Mark Nigh seconded the motion. The motion carried unanimously. Mr. Finkel requested that next year this item be presented under reports since it is not an action item.

APPROVE PERKINS GRANT ASSURANCES STATEMENT

Mr. Shaw presented the assurances statement for the 2015-2016 Perkins Grant. We were approved for \$79,850.79. He noted that this was an annual request. Mark Nigh made a motion to approve the request as presented. Wendy Gearlds seconded the motion. The motion carried unanimously.

APPROVE TRANSFER OF CULINARY EQUIPMENT FROMS SCS TO BRCP

Mr. Shaw presented a resolution which was prepared by Denny Harrold to accept the transfer of culinary equipment from Shelbyville Central Schools. Shelbyville approved the transfer of equipment that was no longer needed at their 7/14/15 board meeting. The resolution contains a list of the equipment being transferred. Mark Nigh made a motion to approve the transfer of culinary equipment from Shelbyville Central Schools to BRCP as presented. Wendy Gearlds seconded the motion. The motion carried unanimously.

PERSONNEL

Approve Adult Education Teacher Contracts

Mr. Shaw presented the following Adult Education teacher contracts for approval:

Joan Mohr – ABE instructor/coordinator, 214 days, \$65,895

Sandy Bostic – ABE instructor, 185 days, \$43,400

Karen Dowbnia – ABE instructor, 1st semester only, 67 days, \$17,535

Hollace Crane – ABE instructor, 1st semester only, 80 partial days, \$8,575

Cory Sever – ABE instructor, 1st semester only, 58 partial days, \$6,370

Joan is currently included in the BRCPTA bargaining unit and is paid according to the negotiated terms of the bargaining agreement. All other certified teacher contracts are temporary contracts and are paid at \$35 per hour which is based on the Region 5 consortium rate. Sandy conducts classes at the jail and at BRCP. The other three are conducting classes at our Southeast Indianapolis and Edinburgh locations. 100% of all salaries are paid from the ABE grant. Wendy Gearlds made a motion to approve the teacher contracts as presented. Mark Nigh seconded the motion. The motion carried unanimously.

Approve Hiring of Eugenia Karnes, Samantha Alexander, Carrie Harper and Ward Buckner

Mr. Shaw requested approval to hire Eugenia Karnes as the Health Sciences I Instructor. Genia comes from Cardon and Associates (long term care facility group) where she is Director of Nursing/Corporate Clinical Educator. She previously taught Health Careers at Central Nine Career Center. This is for a half-day program. Mark Nigh made a motion to approve the hiring of Eugenia Karnes. Wendy Gearlds seconded the motion. The motion carried unanimously.

Mr. Shaw requested approval to hire to ABE Teaching Assistants – Samantha Alexander and Carrie Harper. Samantha will be assisting at BRCP and Carrie will be assisting at Southeast Community Center. The rate is \$10 per hour and will be funded by the ABE grant. Mark Nigh made a motion to approve the hiring of Samantha alexander and Carrier Harper. Wendy Gearlds seconded the motion. The motion carried unanimously.

Mr. Shaw requested permission to add an additional new hire request under Other. He requested approval to hire Ward Buckner as the Advanced Manufacturing instructor. Ward holds a Bachelor of Science in Electrical Engineering Technology and has several years of experience as an instructor, interactive engineer, engineering sales and customer service. Mark Nigh made a motion to approve the hiring of Ward Buckner. Wendy Gearlds seconded the motion. The motion carried unanimously.

Mr. Finkel recommended that we adopt the use of a Personnel Report format for presenting personnel requests for approval in the future.

APPROVE RENEWAL OF IT AGREEMENT WITH MOORE'S COMPUTER SERVICES

Mr. Shaw requested a one year renewal with Moore's Computer Services of the IT contract. We have utilized Mr. Moore's company for the past three years and have been pleased with the relationship. The new contract will be \$43,400 which is a 5% increase from last year. We considered other options but are recommended to continue with the relationship. Josh Lohrum will continue to be the technician onsite. We are very pleased with his performance. The contract is partially funded from the ABE program due to IT services provided for that program. Wendy Gearlds moved to approve the contract as presented. Mark Nigh seconded the motion. The motion carried unanimously. Mr. Finkel noted that this is still an economical route.

APPROVE REQUEST TO TRANSFER FUNDS

Mr. Shaw requested permission to transfer \$130,401 from the general fund to the construction fund to cover claims presented for construction of the Culinary kitchen. Construction is on target for completion. Mark Nigh moved to transfer the funds as requested. Wendy Gearlds seconded the motion. The motion carried unanimously.

APPROVE PAY SCHEDULE FOR NON-CERTIFIED EMPLOYEES

Mr. Shaw presented the pay schedule for non-certified employees for 2015-2016. The schedule included new employees and their hourly rates. He is requesting an increase of \$1,200 for the

corporation treasurer as it has been two years since her last increase. There was discussion on comparable pay, number of days and job duties with other like positions within our sending school corporations. Concern was expressed about some school corporations not being able to give raises while others remarked that the pay being requested was comparable to their own. David Finkel commented that in order to attract and keep good employees, we need to have good pay and benefits. He also noted that the BRCP corporation treasurer position is more comparable to that of a business manager than that of a secretary/treasurer at a school level.

Mr. Shaw also requested an increase for the maintenance coordinator from \$13.72 to \$14.14 per hour. This position's wage has not been reviewed since 2008. He noted that we need to review the pay scale for this position. The final request for a wage increase was for the administrative assistant. He requested to increase the wage from \$11.25 to \$11.75.

The requested increases are not included in the current budget which was presented as the next agenda item. The annual total of salary increases being requested is approximately \$3,000. There was an inquiry of the funding of the student services coordinator. Mr. Shaw reiterated that this position is currently being funded by grants (Perkins, City of Shelbyville Education to Industry and Duke Energy Foundation). He added that we may need to add funding from the sending schools if the grants run out. David Adams asked that we keep in mind the concern of being too top heavy in administrative salaries/pay which caused budget concerns in the past. After no further discussion, Wendy Gearlds made a motion to approve the pay schedule as presented along with the requested pay increases. Mark Nigh seconded the motion. The motion carried unanimously.

APPROVE 2015-2016 SENDING SCHOOL BUDGET

Mr. Shaw presented the budget for approval which had been sent out to board members two weeks earlier. He reviewed the past eight years as well as the current year budget requests. The budget presented is a .72% increase of \$9,463.06. With the additional salaries that were just approved, the budget increase is \$12,414.29 which is an increase of .93%. The adjusted budget total to be approved is \$1,322,625.45. He noted that the program costs for 2015-2016 is \$3,041.74. Mr. Shaw reviewed the proposed changes for the school year. Also included in the packet were projected payments for the sending schools. Wendy Gearlds made a motion to approve the budget as presented. Mark Nigh seconded the motion. A question was asked about how fixed costs are determined for each school corporation. Mr. Shaw referred to the Operating Agreement, which states they are determined by the assessed valuation of each school district. He noted that we are using the 07/08 assessed valuations. There was consensus that we should be using the current rates. There was no further discussion. The motion carried unanimously.

OTHER

None reported

REPORTS

Fund Report

The fund report was presented by Sandy Hensley. Mrs. Hensley noted that there were no concerns. This report does not reflect the transfer that was approved earlier in the meeting.

Review 2015-2016 Enrollment

Enrollment numbers were presented. Current enrollment stands at 299 students. Mr. Shaw reviewed the numbers for each program. Dr. Adams asked Mr. Shaw if he is concerned about the low numbers in the EMS and Fire/Rescue programs. He expressed his concerns for EMS and Fire & Rescue's low numbers. Both programs are currently half-day programs. While they will be working on additional recruiting for these programs, he stated that a decision will need to be made on whether to continue these programs for 2016-2017 as enrollment data for next year is collected. Chris Hoke asked what the benchmarks are for enrollment. Mr. Shaw stated the benchmarks are a minimum of 10 and a maximum of 20 for each section. We may start new programs with less than 10 but we understand that numbers cannot remain that low if the given program is to be continued.

Other Reports

None

OTHER

None

COMMENTS FROM BOARD MEMBERS

David Finkel stated that he will be calling board members to schedule a policy review work session.

NEXT BRCP GOVERNING BOARD MEETING

The next regular governing board meeting will be August 19, 2015, at 12:00 pm.

ADJOURNMENT

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