

**BLUE RIVER CAREER PROGRAMS**  
**REGULAR GOVERNING BOARD MEETING MINUTES**  
**September 16, 2015**

The Blue River Career Programs' Governing Board met in regular session, Wednesday, September 16, 2015, at 12:00 pm in the board meeting room of the career center, 801 St. Joseph Street, Shelbyville.

Board members present were Wendy Gearlds, Mark Nigh, and David Finkel. Superintendents present were Paula Maurer and David Adams. Also present were Dennis Harrold, Corporation Attorney; Steve Shaw, Director and Sandy Hensley, Treasurer.

Superintendent Paula Maurer voted in place of board member Jerry Erwin.

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

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

Gerard Skibinski, Odle McGuire & Schook  
Gabrielle Reed, Reporter, Saturday Shelby

**ACTION ITEMS**

**APPROVE MINUTES OF THE AUGUST 19, 2015 REGULAR BOARD MEETINGS**

Minutes of the August 19, 2015 board meeting were presented for approval. Paula Maurer noted that under the Culinary Kitchen Update there was a typo in the final sentence. The word "more" should be "move". Paula Maurer made a motion to approve the minutes as corrected. Wendy Gearlds seconded the motion. The motion carried unanimously.

**APPROVE PAYMENT OF CONTRACTOR'S APPLICATION**

JBM Contractors submitted a payment application for the amount of \$184,404. A copy of the AIA Application and Certificate for Payment was included in the board meeting packets. Retainer amount to be paid is \$9,705. Gerard Skibinski from OMS reported that the project is 96% complete and that he has been made aware that we are not happy with the doors leading into the conference rooms. He reported that two weeks ago 60 items were on the punch list and now four items remain. He stated that he was confident that the remaining work will be completed. Wendy Gearlds made a motion to approve the payment application as presented. Paula Maurer seconded the motion. The motion carried unanimously.

## **REVIEW AND APPROVE CLAIMS AND PAYROLLS**

Prewritten claims 496-511, regular claims 512-561, and payroll claims for pay dates 9/2/15 and 9/16/15 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.

## **APPROVE REQUEST TO TRANSFER FUNDS**

Mr. Shaw requested permission to transfer \$11,624.67 from the general fund to the construction fund to cover claims presented for construction of the culinary kitchen. The Board asked how the budget was going on the project. Gerard explained that we budgeted \$20,000 for overage and that approximately \$12,000 has not been used. A detailed explanation will be included in the Request to Approve Change Order, an agenda item still yet to be discussed. Mark Nigh moved to transfer the funds as requested. Wendy Gearlds seconded the motion. The motion carried unanimously.

## **APPROVE DONATIONS**

Steve Shaw requested acceptance of fire equipment valued at \$21,000 from J. Everett Light Career Center who recently closed their Fire and Rescue program. He stated that Captains Lutes and Moore have done an excellent job in obtaining donations for their program. Paula Maurer made a motion to accept the donation as presented. Mark Nigh seconded the motion. The motion carried unanimously.

## **OTHER**

### **APPROVE CHANGE ORDER FOR CULINARY ARTS KITCHEN PROJECT**

Gerard Skibinski presented a change order from JBM Contractors for contract changes to the Culinary Arts kitchen project. He reviewed each one of the six contract changes. The original contract was for \$500,207. With the changes and the contingency allowance which was included in the original contract, the new contract amount is \$487,262 which is an overall reduction of \$12,945. Gerard explained that the consultant didn't realize that the alarm system on the hood needed to be hooked up to the system, but that the contingency allowance is in place for unforeseen expenditures such as this. Wendy Gearlds made a motion to approve the contract change order as presented. Mark Nigh seconded the motion. The motion carried unanimously.

## **REPORTS**

### **Fund Report**

The fund report was presented. Mr. Shaw noted that we are waiting on reimbursements from our 2014-2015 grant close outs so those fund balances remain in a negative.

### **Review 2015-2016 Enrollment**

Mr. Shaw reported the current enrollment numbers as 276. At the board meeting in September, 2014 there were 300 enrollments. He reviewed the breakdown of each school's enrollment this

year as compared to last year. The most notable changes were Shelbyville High School (177 this year vs 194 last year) and Waldron High School (23 this year vs 36 last year). Mr. Shaw noted that in the past we have had our Advanced Manufacturing instructor teach a class at Waldron High School which resulted in many of those students coming to BRCP for Advanced Manufacturing. Dr. Adams commented on the challenge Academic Honors students face in coming to BRCP for half a day. Mr. Shaw reiterated that he is open and willing to work with each school as needed.

### **Other Reports**

None reported

### **OTHER**

None

### **COMMENTS FROM BOARD MEMBERS**

David Finkel stated that there is currently no evaluation tool available for evaluating Steve Shaw's performance as Director. David is researching evaluation tools and is leaning towards a municipal school tool being used by Warren Township which has a rubric that he feels would be appropriate. He will be emailing his research and recommendations out to board members. David also suggested that Steve begin setting goals.

### **NEXT BRCP GOVERNING BOARD MEETING**

The next regular governing board meeting will be October 14, 2015, at 12:00 pm.

### **ADJOURNMENT**

President David Finkel adjourned the meeting at 12:33 pm.