

**BLUE RIVER CAREER PROGRAMS
REGULAR GOVERNING BOARD MEETING MINUTES
October 8, 2019**

The Blue River Career Programs Governing Board met in regular session on **Tuesday, October 8, 2019 12:30 p.m.** in the boardroom at the career center, 801 St. Joseph Street, Shelbyville.

Board members present were David Finkel, Travis Beck, and Mark Nigh. Superintendents present were Mary Harper, Michele Moore, and Chris Hoke. Also present were Dennis Harrold, Corporation Attorney; Sandy Hensley, Corporation Treasurer; and Steve Shaw, Director.

Superintendent Chris Hoke voted in place of board member, Vince Sanders.

Recognize Guests and Ask for Comments from the Audience

None were present

ACTION ITEMS

Minutes of the September 10, 2019 Regular Meeting

Minutes of the September 10, 2019 board meeting were presented for approval. Mark Nigh made a motion to approve the minutes as presented. Travis Beck seconded the motion. The motion carried unanimously.

Claims and Payrolls

Prewritten claims 493-512, regular claims 513-554, and payroll claims for 9/11/19 and 9/25/19 were presented for approval. Clarification was given regarding the invoice to Drunk Buster's Inc. Travis Beck moved to approve the claims and payrolls as presented. Chris Hoke seconded the motion. The motion carried unanimously.

Donation

Mr. Shaw presented the donation of a 1995 Dodge Ram from Sam Bates valued at \$500 for use by the Diesel Technology program. Chris Hoke moved to accept the donation as presented. Travis Beck seconded the motion. The motion carried unanimously.

PERSONNEL

Hire Susan Ashby as ABE Instructor

Mr. Shaw presented the resume of Susan Ashby as an adult education instructor for the BRCP location. Susan will be paid the consortium rate of \$35 per hour.

Accept Sharon Fansler's Letter of Resignation

Mr. Shaw presented the resignation letter of Sharon Fansler, front office administrative assistant. Sharon will be returning to her retirement after helping us for the past 1 ½ years.

Hire Jody Tompkins as Office Administrative Assistant

Mr. Shaw presented the resume of Jody Tompkins for consideration of the front office administrative assistant as Sharon's replacement. Jody has experience as administrative assistant with the Bartholomew County School Corporation. This is a benefit qualifying position. She will work 205 days per school year.

The board elected to make one motion for all personnel items. Mark Nigh moved to hire, Susan Ashby, accept the resignation letter of Sharon Fansler and hire Jody Tompkins as requested. Chris Hoke seconded the motion. The motion carried unanimously.

Resolution to Enlarge PERF Unit with INPRS

Steve Shaw presented a resolution to enlarge our PERF unit to include the position of ABE Intake/Follow-up Specialist as a PERF covered position. This will take effect 1/1/2020. All funds used to pay this benefit will come from the ABE grant. The current employer contribution rate is 11.2%. Mark Nigh made a motion to approve the resolution as presented. Travis Beck seconded the motion. The motion carried unanimously.

Clinical Partner Affiliation Agreements

Steve Shaw presented agreements with Heritage House of Shelbyville and Especially Kidz nursing facilities, both of which would continue our partnerships with these facilities. The immediate use will be for the adult QMA training program to start in January. Denny Harrod has previously reviewed the original agreements. Mark Nigh made a motion to approve these agreements as presented. Travis Beck seconded the motion. The motion carried unanimously.

Other

Appoint Jody Tompkins as Assistant Treasurer/ECA Treasurer

Mr. Shaw requested that the board appoint Jody Tompkins as the Assistant Treasurer. He also requested that as an effort to have better segregation of duties, that Jody also be appointed as the ECA Treasurer. This position is currently held by Sandy Hensley. Travis Beck moved to appoint Jody Tompkins as assistant treasurer and ECA treasurer as requested. Mark Nigh seconded the motion. The motion carried unanimously.

REPORTS

Fund Report, Bank Reconciliation & Fund Trend Report

Sandy Hensley presented the fund report and bank reconciliation worksheet along with the updated Fund Trend Report. She stated that the adult education agreements have been fully executed so we are now able to submit reimbursement requests for expenditures since July.

BRCP 2019-2020 Enrollment Report

Mr. Shaw reviewed the enrollment report for Count Day, which was September 13th. The official count is at 366. Most of the programs saw an increase with exception of Criminal Justice (which remained the same) and Culinary Arts (which had a slight decrease). We also saw an increase in enrollments from Morristown, Waldron and Triton Central high schools.

Summer Externship Report

Mr. Shaw presented a list of teachers who participated in the Summer Externship program, which was available to all high school teachers in Shelby County through a Perkins grant. The report listed the externship site and the school name. He explained that participation was low, but that could be due to having a short turnaround time between the grant availability and the end of the school year. If this grant opportunity is made available again, Superintendents asked to be more involved to identify potential teachers who could participate.

Other

None

COMMENTS FROM BOARD MEMBERS

None.

OTHER

None

ADJOURNMENT

The meeting was adjourned at 12:50.

Next Regular Meeting: 11/12/19 at 12:00 p.m.