

**BLUE RIVER CAREER PROGRAMS
REGULAR GOVERNING BOARD MEETING MINUTES
December 13, 2016**

The Blue River Career Programs' Governing Board met in regular session, Tuesday, December 13, 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, Paula Maurer, Chris Hoke 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 NOVEMBER 8, 2016 REGULAR BOARD MEETING

Minutes of the November 8, 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 648-655, regular claims 656-709, and payroll claims for pay dates 11/9/16, 11/23/16 and 12/7/16 were presented for approval. Mark Nigh made a motion to approve the claims and payrolls as presented. Wendy Gearlds seconded the motion. The motion carried unanimously.

PERSONNEL

The administrator's contract for Steve Shaw is not ready to present for approval. This item was tabled for the next meeting.

APPROVE IVY TECH FACILITY USE AGREEMENT

Steve Shaw presented an agreement with Ivy Tech Community College for the use of our building for the AART program through Advantage Shelby County and the Adult Apprenticeship classes. This agreement is based on previous agreements with Ivy Tech. The fee schedule is listed by semester with classes starting in Summer 2017. Mark Nigh made a motion

to approve the agreement with Ivy Tech as presented. Wendy Gearlds seconded the motion. The motion carried unanimously.

APPROVE MEMORANDUM OF UNDERSTANDING WITH SOUTHEAST COMMUNITY SERVICES

Steve Shaw presented an MOU with Southeast Community Services (SECS) for adult education instructor services. He stated that we conduct ABE/HSE classes at this Indianapolis site. The current instructor who is employed by BRCP will end employment with us at the end of this semester. SECS would like to employ a new instructor and asked to contract with us for them to teach the class. Both Joan Mohr and Steve Shaw have met with the candidate and feel that she would have a positive impact on our HSE program. SECS will bill us for the consortium rate of \$35 per hour, not to exceed the budgeted class hours of 605. All funds paid are from the ABE grant. Benefits and employer taxes will be paid by SECS. Paula asked about the evaluation of this employee. Mr. Shaw stated that we have the right to refuse this employee if she is not working satisfactorily. We will evaluate the partnership at the end of the semester. Wendy Gearlds made a motion to approve the MOU with Southeast Community Services as presented. Mark Nigh seconded the motion. The motion carried unanimously.

APPROVE 2017-2018 DAILY SCHEDULE

Steve Shaw presented a recommendation for the daily schedule for 2017-2018. He stated that he has worked with the sending school building administrators and counselors to arrive at a schedule that would allow for more class time for students attending. The proposal is for 8:30 – 11:30 and 12:30 – 3:30. Paula Maurer expressed her concern that the added class time would impact the amount of time left at their school for the students to take their core classes. With travel time, it could potentially take up five of their class periods vs four. David Finkel recommended that this item be tabled until Mr. Shaw and Southwestern administrators could research the impact of this change. It would also allow for other school administrators to ensure its compatibility with their schedules.

APPROVE CALENDAR YEAR 2017 APPROPRIATIONS

Mr. Shaw presented the 2017 appropriations budgets (general fund and capital projects fund) for approval. It was noted that the budget was emailed out two weeks prior to today's meeting. He reviewed the Budget Comparison document which lists the proposed changes. The budget is an overall increase of 5.08% for the general fund. CPF total budget amount remains the same as previous years. David Finkel noted that the increase in the budget is minimal compared with the increase in student enrollment. Wendy Gearlds made a motion to approve the general fund and CPF appropriations budgets as presented. Mark Nigh seconded the motion. The motion carried unanimously.

PERMISSION TO CLOSE OUT ACCOUNTS AND TRANSFER BETWEEN FUNDS

Mr. Shaw requested that the board authorize Sandy Hensley to close accounts and transfer necessary funds at year end. He explained that this is an annual request. Mark Nigh made a motion that the board authorize Mrs. Hensley to close accounts and transfer funds as requested. Jerry Erwin seconded the motion. The motion carried unanimously.

APPROVE CONFLICTS OF INTEREST

Steve Shaw presented the board with conflict of interest statements for employee Sandy Hensley whose spouse is the owner of Hensley Painting; for employee Raymond Schebler who owns Sears and Shelby County Athletic Club; and for board member David Finkel who is the owner of National Automotive and a member of the Shelbyville Public Utilities board. Mr. Finkel asked board members if there were any other conflicts that are known. None were mentioned. Mark Nigh made a motion to approve the conflict of interest statements as presented. Wendy Gearlds seconded the motion. David Finkel abstained. The motion carried unanimously. These statements will be filed with the County and the State Board of Accounts.

OTHER

The Board of Finance will meet on January 10, 2017 at 11:45 am, just prior to the regular board meeting.

REPORTS

Fund Report

The fund report was included in the board packets. No concerns were reported.

Other

Mr. Shaw reported that our BPA students, under the direction of Steve Gardner, participated in the BPA Regional contests this past week. He noted that several of our students have advanced to compete in the BPA State contest to be held in March.

A special thank you to Culinary Arts students for making the treats that were in the gift tins that were presented to the board members today.

OTHER

None

COMMENTS FROM BOARD MEMBERS

None

NEXT BRCP GOVERNING BOARD MEETING

The board will meet for the Annual Planning Retreat on January 10, 2017 at 10:00 am followed by the regular board meeting at 12:00 pm.

Board of Finance will meet on January 10, 2017 at 11:45 am.

ADJOURNMENT

President David Finkel adjourned the meeting at 12:21 pm.