

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

The Blue River Career Programs' Governing Board met in regular session, Wednesday, December 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, Jerry Erwin and David Finkel. Superintendents present were David Adams, Paula Maurer, 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, Saturday Shelby

ACTION ITEMS

APPROVE MINUTES OF THE NOVEMBER 18, 2015 REGULAR BOARD MEETING

Minutes of the November 18, 2015 board meeting were presented for approval. It was noted that the date needed to be changed to the correct meeting date in the opening paragraph. Mark Nigh made a motion to approve the minutes as corrected. Wendy Gearlds seconded the motion. The motion carried unanimously.

REVIEW AND APPROVE CLAIMS AND PAYROLLS

Prewritten claims 674-687, regular claims 688-726, and payroll claims for pay dates 11/25/15 and 12/09/15 were presented for approval. The cost of food for the culinary arts program was questioned. Sandy Hensley stated that the expenditures have not exceeded the budgeted amount, but that the costs listed include food costs for catering/snack sales. She explained that there has been a revenue account set-up to track the food cost reimbursements that are received when catering/snack sales revenue is received. Mark Nigh made a motion to approve the claims and payrolls as presented. Wendy Gearlds seconded the motion. The motion carried unanimously.

APPROVE ABE TEACHING CONTRACTS FOR SECOND SEMESTER

Mr. Shaw presented the personnel report which listed the contract dates and amounts for three Adult Education instructors. These are off-site personnel with temporary contracts. We previously approved contracts for first semester only. We wait to ensure that enrollments are still there to warrant classes for second semester. The hourly rate of \$35 remains the same as established by the DWD Region 5 Consortium. All salaries are paid out of the State ABE grant.

There was discussion about the Goodwill School coming to Shelbyville and how that might affect our adult education program. Wendy Gearlds moved to approve the second semester teaching contracts as presented. Mark Nigh seconded the motion. The motion carried unanimously.

APPROVE ACCEPTANCE OF BUILDING TRADES HOUSE OFFER

Steve Shaw reported that we have received an offer on the building trades' house. He stated that since this is an open meeting, we will not be discussing the details of a pending contract. As a result of a previous home inspection report, a new roof is needed. Because of the steep roof line, the students will not be doing the work; we will contract it out. A closing date has been set for the end of January. Looking forward, Mr. Shaw stated that we would like to build a 2-3 bedroom ranch close to the school. Amy Limpus is assisting with locating property. Mr. Finkel noted that the City has lots too. Mark Nigh made a motion to accept the offer on the building trades' house as presented. Wendy Gearlds seconded the motion. The motion carried unanimously.

APPROVE CALENDAR YEAR 2016 APPROPRIATIONS

Mr. Shaw presented the 2016 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 1.71% for the general fund. CPF total budget amount remains the same as previous years. Dr. Adams inquired about the Director's salary. It was explained that the majority of his salary comes from the General Fund but that there are portions charged to other grants. There was some discussion as to the total salary compensation in comparison to similar administrative positions/job duties within our school corporations. The Director's evaluation is still to come and the board anticipates a salary increase. The board recommended that the appropriation for the general fund portion for the Director's salary be raised to \$77,000 and that the associated benefits be increased accordingly. Mark Nigh made a motion to approve the general fund and CPF appropriations budgets with the change previously stated. Wendy Gearlds 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 between funds as requested. Wendy Gearlds 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. The motion carried unanimously.

OTHER

None reported

REPORTS

Fund Report

The fund report was presented. Sandy noted that we did receive a reimbursement for the 2015-2016 State ABE grant.

Other Reports

February is CTE month. BRCP's Open House is February 1, 2016. Culinary students will be serving a penne pasta dinner. A dedication of the culinary kitchen has been scheduled for March 3, 2016 at noon. The mayor has confirmed his availability. More information to come.

OTHER

None

COMMENTS FROM BOARD MEMBERS

David Finkel reminded board members of the Planning Retreat which is scheduled for 9:00 am on January 20th, which is prior to our regular board meeting. In addition to the other discussion items mentioned, he would like to look at preparing a strategic plan for the school.

NEXT BRCP GOVERNING BOARD MEETING

The next meeting will be a Planning Retreat to begin at 9:00 am on January 20, 2016, to be followed by the regular governing board meeting at 12:00 pm.

ADJOURNMENT

President David Finkel adjourned the meeting at 12:40 pm.