

**BLUE RIVER CAREER PROGRAMS  
REGULAR GOVERNING BOARD MEETING MINUTES  
December 9th, 2019**

The Blue River Career Programs Governing Board met in regular session on **Monday, December 9<sup>th</sup>, 2019** in the boardroom at the career center, 801 St. Joseph Street, Shelbyville. David Finkel called the meeting to order at 12:00pm.

Board members present were David Finkel, Vince Sanders and Travis Beck. Superintendents present were Mary Harper, Michele Moore, Paula Maurer and Chris Hoke. Also present were Dennis Harrold, Corporation Attorney; Sandy Hensley, Corporation Treasurer; Jody Tompkins, Administrative Assistant and Steve Shaw, Director.

Superintendent Michelle Moore voted in place of board Member Mark Nigh.

**Recognize Guests and Ask for Comments from the Audience**

None were present

**ACTION ITEMS**

Minutes of the November 12<sup>th</sup>, 2019 regular board meeting and November 15<sup>th</sup> ratification meeting were presented for approval. Travis Beck made a motion to approve the minutes as presented. Vince Sanders seconded the motion. The motion carried unanimously.

**Claims and Payrolls**

Prewritten claims 608-620, regular claims 621-673, and payroll claims for 11/20, 11/26 and 12/04/19 were presented for approval. Travis Beck moved to approve the claims and payrolls as presented. Vince Sanders seconded the motion. The motion carried unanimously.

**Teachers Contracts**

2019-2020 Teacher contracts were available for signatures. Teacher contracts were approved per the ratified Bargaining Agreement. Vince Sanders made a motion to accept. Travis Beck seconded the motion. The motion carried unanimously. It was stated for future reference that the teacher contracts for signatures do not require board approval once the CBA is approved.

## **Salary Increases**

Recommended pay increases for Non-certified Office staff, (Angie Stieneker and Sandy Hensley) were presented to the Board Members prior to the board meeting for review. Mr. Shaw recommended that Sandy and Angie receive the same raise as the Teachers. A raise of .50 per hour was recommended for Pete Wethington, (Building Coordinator/Maintenance). Paula asked if current written evaluations had been conducted. Mr. Shaw reported that they had not. Approval is based on written evaluations being performed. Vince Sanders made a motion to approve. Travis Beck seconded the motion. Motion passed.

## **PERSONNEL**

### **Resignation of Jill Jongeling**

Steve Shaw presented and read aloud the resignation letter from Jill Jongeling, received on Friday, December 6<sup>th</sup>. Jill is an Adult Ed Instructor. Due to family needs Jill is resigning from her position. Vince Sanders made a motion to accept. Travis Beck seconded the motion. Motion passed.

### **Hire Taylor Belle as Adult Education Instructor**

Steve Shaw presented the resume of Taylor Belle. Steve recommended BRCP hire Taylor to fill the teaching position left open with Jill's leaving. Taylor will be hired at the consortium rate of \$35.00 per hour as she has a teaching license. Taylor will also instruct classes at the jail. Travis Beck made a motion to approve. Michelle Moore seconded the motion. Motion passed.

### **Calendar Year 2020 Appropriations Budget**

Sandy Hensley reported that the State has made changes to some of the account numbers to be use for expenditures. Sandy reported she has made all the adjustments based on the reported changes. Vince Sanders seconded the motion. Motion passed.

### **Permission requested to close old accounts and transfer between funds.**

This is an annual request. Michelle Moore made a motion to approve. Travis Beck seconded the motion. Motion passed.

### **Conflicts of Interest**

Conflict of interest statements for the following employees were available for review: Sandy Hensley, Ray Schebler and David Finkel. Reports are filed on the SBO website. Vince Sanders made a motion to accept. Michelle Moore seconded the motion. Motion passed.

## **REPORTS**

### **Fund Report**

Sandy Hensley presented the fund report and bank reconciliation along with the updated Fund Trend Report. There were no questions. Steve Shaw thanked Sandy Hensley for all the extra time she has devoted to the end of year work.

### **NEOLA Policy Update**

Steve Shaw and Jim Halik met the first week of December to make updates to NEOLA. There is a new process in place and no longer will there be paper copies. All changes will be made online and there will no longer be a VPN version to share with Board Members. A draft copy of the changes was provided for review. The goal is to have the policy updated and approved in January. A second update has been received and will be drafted soon. There was a short conversation to look at the option of switching to Church Church and Hittle.

### **OTHER**

Mr. Shaw reported that the Retail Food Inspectors cited us for the kitchen freezer being at 11 degrees instead of 0 degrees.

Steve Shaw thanked Sandy for her long hours of effort to get us through the State audit.

### **COMMENTS FROM BOARD MEMBERS**

None

### **ADJOURNMENT**

The meeting was adjourned at 12:50.

Next Regular Meeting: 1/14/2020 at 12:00 p.m.

Prior to the regular board meeting there will be a Planning Retreat Meeting at 10:00 followed by the Board of Finance meeting at 11:45.