

BLUE RIVER CAREER PROGRAMS REGULAR GOVERNING BOARD MEETING MINUTES February 16, 2023

The Blue River Career Programs' Governing Board met in regular session, Thursday, February 16, 2023, at 12:00 pm in the board meeting room of the career center, 801 St. Joseph Street, Shelbyville.

Board members present were David Finkel, Karen Humphreys and Blake Newkirk. Superintendents present were Matt Vance, Chris Hoke, Josh Edwards and Todd Hitchcock. Also present were Jody Butts, Corporation Attorney; Steve Shaw, Director; and Sandy Hensley, Treasurer.

Superintendent Todd Hitchcock voted in place of board member Andrew Hawk.

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

RECOGNIZE GUESTS AND ASK FOR COMMENTS FROM THE AUDIENCE

Anna Tungate, *Addison Times*

This is the last meeting for Anna and the *Addison Times* as they are closing the publication.

David Finkel welcomed our two new board members: Karen Humphreys, Northwestern Consolidated School Corporation; and Blake Newkirk, Southwestern Consolidated Schools. He took a moment and explained the process of making motions to our new board members.

ACTION ITEMS

Approve Minutes of the January 9, 2023 Planning Session and Regular Board Meeting

Minutes of the January 9, 2023 planning session and board meeting were presented for approval. Blake Newkirk made a motion to approve the minutes as presented. Todd Hitchcock seconded the motion. The motion carried unanimously.

Review and Approve Claims and Payrolls

Prewritten claims 29-41, regular claims 42-86, and payroll claims for pay dates 1/18/23, 2/1/23, and 2/15/23 were presented for approval. Karen Humphreys made a motion to approve the claims and payrolls as presented. Blake Newkirk seconded the motion. The motion carried unanimously.

Donations

Mr. Shaw requested to accept a donation from John and Stacy Cranford in the amount of \$565 for the support of the Jakob McDaniel Scholarship. Mr. Shaw read a note from the family. This can be used for Fire & Rescue and Criminal Justice which is part of Public Safety.

Blake Newkirk made a motion to accept the donation as presented. Karen Humphreys seconded the motion. The motion carried unanimously.

BRCP 2023-2024 Calendar

The BRCP 2023-2024 calendar was included in the packet, along with a side-by-side comparison of all four school corporation's calendars. Mr. Shaw stated that BRCP will follow Shelbyville Central's calendar. He noted that we will start one week later than Northwestern and that there are differences with spring break dates. Todd Hitchcock made a motion to approve the BRCP 2023-2024 calendar as presented. Blake Newkirk seconded the motion. The motion carried unanimously.

Retirement Notice of Chef Jodi Traub

Steve Shaw presented the retirement letter from Jodi Traub, Culinary Arts instructor, to be effective the end of the 22-23 school year. She has been with BRCP for 10 years and has done excellent work. She will be missed. Karen Humphreys made a motion to accept the retirement letter from Jodi Traub. Blake Newkirk seconded the motion. The motion carried unanimously.

Permission to Post Open Positions

We currently have two instructor positions to fill due to retirement – Digital Design and Culinary Arts. Steve Shaw requested permission to post these open positions. Todd Hitchcock made a motion to allow Steve to post open staff positions, as requested. Blake Newkirk seconded the motion. The motion carried unanimously.

Add Human and Social Services to Program Offerings for 2023-2024

Counselors have communicated that there may be enough student interest to start the Human and Social Services program this fall. Steve noted that this program ranked high on our most recent student survey. He is requesting permission to add this program to the program inventory to explore interest and need. Depending on student applications, this program may replace Digital Design. Todd Hitchcock made a motion to add Human and Social Services to the BRCP Program Offerings for 2023-2024. Karen Humphreys seconded the motion. The motion carried unanimously.

Appoint Governing Board Vice-President

David Finkel stated that the previous Southwestern board member had been appointed as vice president and so the board needed to appoint a replacement. Todd Hitchcock nominated Blake Newkirk to be the vice president. Karen Humphreys seconded the nomination. The vote carried unanimously.

Other – Authorization to Apply for Credit Card

Steve Shaw presented a resolution prepared by Jody Butts authorizing BRCP to apply for a credit card. The policy for credit card use is on the agenda under reports. Todd Hitchcock made a

motion to approve the resolution authorizing a credit card. Blake Newkirk seconded the motion. The motion carried unanimously.

REPORTS

Fund Report

The fund report, bank reconciliation and fund trend report were included in the board packet.

Credit Card Policy – 1st Reading

Steve Shaw stated that there has been an increase in instances where a credit card is needed to purchase where a vendor does not accept a purchase order. He stated that Jody Butts drafted the Credit Card Policy, which is included in the board packet. Ms. Butts stated that this policy meets all SBOA requirements.

BRCP Open House and CTE Month report

Steve Shaw reviewed the activities that have happened or will take place during the month of February, which is CTE month. He noted that the open house is February 27th from 5:00 – 6:30. Also that evening is the NTHS induction ceremony which starts at 7:00.

CTE Program Application Deadline – March 16, 2023

Student applications are due from each of the sending schools by March 16th. Many of our programs have reached or are passed enrollment capacity at this point, which is 40: (Auto Tech (49), Criminal Justice (55), Culinary Arts (65), Health Science (72), Welding (58). We will be working the quota enrollment formula and communicate to our sending schools the number of seats available for each program. Students will then be directed to their second choices. We may need to consider expanding existing programs if enrollment trends continue for some of the programs.

Other

None

OTHER

None

COMMENTS FROM BOARD MEMBERS

David Finkel noted that we have had a 100% turnover on our board in the last year. Because our board is so unique in its set-up regarding voting by its board members and superintendents, he asked Jody Butts to review the Operating Agreement and any state statutes regarding voting when a board member is not present. Jody explained that the Operating Agreement states that

the superintendent can vote in place of its school board member when not present. It also states that a superintendent can designate a proxy, if the superintendent is not able to attend in place of its board member. She stated that there is nothing in the state statutes that addresses our board setup.

NEXT BRCP GOVERNING BOARD MEETING

The next regular board meeting will be Thursday, March 16th at 12:00 pm.

ADJOURNMENT

President David Finkel adjourned the meeting at 12:27 pm.