

BLUE RIVER CAREER PROGRAMS
REGULAR GOVERNING BOARD MEETING MINUTES
May 16, 2022

The Blue River Career Programs' Governing Board met in regular session, Monday, May 16, 2022, at 12:00 pm in the board meeting room of the career center, 801 St. Joseph Street, Shelbyville.

Board members present were David Finkel and Steve Steele. Superintendents present were Mary Harper, Josh Edwards, Chris Hoke and Todd Hitchcock. Also present were Dennis Harrold, Corporation Attorney; Steve Shaw, Director; and Sandy Hensley, Treasurer.

Superintendent Josh Edwards voted in place of board member Travis Beck.
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*

ACTION ITEMS

Approve Minutes of the April 11, 2022 Regular Board Meeting

Minutes of the April 11, 2022 board meeting were presented for approval. Steve Steele made a motion to approve the minutes as presented. Josh Edwards seconded the motion. The motion carried unanimously.

Review and Approve Claims and Payrolls

Prewritten claims 220-238, regular claims 239-286, and payroll claims for pay dates 4/13/22, 4/27/22 and 5/11/22 were presented for approval. Steve Steele made a motion to approve the claims and payrolls as presented. Todd Hitchcock seconded the motion. The motion carried unanimously.

Renewal of Contracts

Regal Building Services – tabled until next board meeting

Ivy Tech Facility Use Agreement for adult evening classes. Todd Hitchcock made a motion to approve the Ivy Tech Facility Use Agreement as presented. Steve Steele seconded the motion. The motion carried unanimously.

Tubesock, Inc. for IT support services. This is a first-year renewal for Tubesock. We are very happy with their services. The service amount remains the same. There is an increase in the antivirus amount as last year it was for a partial year. All other terms of the agreement remain the same. Todd Hitchcock made a motion to renew Tubesock's agreement as presented. Josh Edwards seconded the motion. The motion passed with David Finkle abstaining from the vote.

Personnel

Hire Kristen Kile as Office Administrative Assistant

Mr. Shaw presented the resume of Kristen Kile for Office Administrative Assistant. She is currently employed with Shelby Eastern Schools at Morristown High School. She comes highly recommended. Kristen will work 205 days per school year at \$16 per hour. This position is benefit eligible. Steve Steele made a motion to hire Kristen Kile as requested. Josh Edwards seconded the motion. The motion carried unanimously.

Additional Days for Corporation Treasurer

Mr. Shaw requested to add up to 5 days for 2021-2022 to the contracted days for the corporation treasurer due to additional reporting requirements for Data Exchange. Sandy Hensley's current number of days is 220. The question was asked if the additional days is for next year as well. It was noted that this is more than likely going to continue each year. Mr. Shaw also requested to add 10 vacation days annually for Sandy Hensley, as she has completed her 20th year at BRCP and currently has no vacation days. Mr. Shaw contacted several career centers to determine common practice and found vacation days for this position are standard. Steve Steele made a motion to add up to 5 contract days and 10 vacation days annually for Sandy Hensley. Josh Edwards seconded the motion. The motion carried unanimously.

Additional Days for Student Services Coordinator

Mr. Shaw requested to add up to 5 days for 2021-2022 to the contracted days for the student services coordinator due to additional reporting requirements for Inters student data. Angie Stieneker's current number of days is 210. Todd Hitchcock made a motion to add up to 5 days for Angie Stieneker. Steve Steele seconded the motion. The motion carried unanimously.

Permission for Steve Shaw to Participate in Leadership Shelby County 2022-2023

Mr. Shaw requested permission to participate in the Leadership Shelby County program for the 22-23 year. Steve Steele made a motion to allow Steve to participate in Leadership Shelby County as requested. Todd Hitchcock seconded the motion. The motion carried unanimously.

Steve Shaw to Serve as Indiana Association of Career and Technical Education Districts (IAC TED) Treasurer

Steve Shaw has been selected to serve as IAC TED treasurer. Responsibilities for this position will not interfere with his duties at BRCP. Since he will be a part of the IAC TED executive committee, he will need to attend the executive committee meetings which meet prior to the

regular monthly meetings. Josh Edwards made a motion to allow Steve to hold the position of IACTED treasurer. Todd Hitchcock seconded the motion. The motion carried unanimously.

Add Fire and Rescue 2 to Program Sections

Based on the total program applications of 25 students, Steve Shaw recommended a full day of Fire and Rescue. Currently it is offered in the morning as Fire and Rescue 1. He recommends adding Fire and Rescue 2, which includes the EMT certification curriculum, to the PM section. Steve Steele made a motion to offer Fire & Rescue 1 and 2 as a full day program. Todd Hitchcock seconded the motion. The motion carried unanimously.

OTHER

None

REPORTS

Fund Report

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

2022-2023 BRCP Student Application Report

Mr. Shaw reviewed the report which was included in the board packet. Currently there are 393 applications. This time last year was 388. There are three programs that are full (40+).

Other

Mr. Shaw expressed his condolences to the family of Max Musgrave, SHS student in our Diesel PM class, who passed away the prior week. Max was a good student. Our thoughts go out to his fellow students and instructor as well.

OTHER

None

COMMENTS FROM BOARD MEMBERS

None

NEXT BRCP GOVERNING BOARD MEETING

The next regular board meeting will be Monday, June 13th at 12:00 pm.

ADJOURNMENT

President David Finkel adjourned the meeting at 12:18 pm.