

**BLUE RIVER CAREER PROGRAMS  
REGULAR GOVERNING BOARD MEETING MINUTES  
July 14, 2020**

The Blue River Career Programs Governing Board met in regular session on **Tuesday, July 14, 2020 at 12:00 p.m.** in the board room at the career center, 801 St. Joseph Street, Shelbyville.

Superintendents present were Mary Harper and Todd Hitchcock. Board members present were Vince Sanders and Mark Nigh. Also present were David Finkel, Board President; Dennis Harrold, Corporation Attorney; Sandy Hensley, Corporation Treasurer; Jody Tompkins and Steve Shaw, Director.

Linda Isgrigg voted in place of Board Member Travis Beck.

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 and Ross Flint, Shelbyville News*

**ACTION ITEMS**

**Minutes of the June 9, 2020 Regular Meeting**

Minutes of the June 9, 2020 board meeting were presented for approval. Mark Nigh made a motion to approve the minutes as presented. Vince Sanders seconded the motion. The motion carried unanimously.

**Claims and Payrolls**

Prewritten claims 275-285, regular claims 286-327, and payroll claims for 6/17/20 and 7/01/20 were presented for approval. Mark Nigh moved to approve the claims and payrolls as presented. Linda Isgrigg seconded the motion. The motion carried unanimously.

**2020-2021 BRCP Sending School Budget**

Mr. Shaw presented the sending school budget, which was previously emailed to board members two weeks prior. The education fund falls closely in line with the previous year's budget. There is an increase in Teacher salary and a decrease in operations and purchase expenses resulting in a .92% increase. Mr. Shaw reviewed the sending school payments explaining that, per the Operating Agreement, the Operations Fund is based on assessed valuations and the Education Fund is based on ADM from count day. There was some discussion by Mr. Shaw that our Work Based Learning enrollment is at 40 students. As a requirement of the program our returning students will need to secure an

internship. With the Covid 19 situation reducing business operations this may have an effect on students' ability to secure internship sites. We usually have a sizeable number of interns at area hospitals. Those may not be available depending on the pandemic situation. Our projected enrollment for the 2020-2021 school year is 380 for purposes of formulating the budget. Vince Sanders moved to approve the 2020-2021 Sending School Budget as presented. Linda Isgrigg seconded the motion. The motion carried unanimously.

### **Pay Schedule of Non-Certified Employees**

Mr. Shaw presented the pay schedule of non-certified employees and reviewed the changes. Adult Education had an increase in salary for the ABE Coordinator and the Office Administrative Assistant. Their salaries/hourly rates are funded by the ABE grant. Other non-certified salaries reflected raises previously approved by the board. Mark Nigh moved to approve the pay schedule as presented. Linda Isgrigg seconded the motion. The motion carried unanimously.

### **Personnel**

#### **1. Memorandum Of Understanding with Angie Stieneker**

Mr. Shaw requested renewal of the MOU with Angie Stieneker. Angie had a pay increase in December 2019. David asked if Angie is under our insurance policy to which Mr. Shaw responded no. Mark Nigh moved to approve the MOU with Angie Stieneker. Linda Isgrigg seconded the motion. The motion passed unanimously.

#### **2. Renewal of Directors contract**

Mr. Shaw and David Finkel have discussed the changes to be made to the Directors contract. Denny will draw up the contract and the Board will come back together regarding specific language. Linda Isgrigg made a motion to approve the Director's contract renewal. Mark Nigh seconded the motion. The motion carried unanimously.

#### **3. Resignation Letter from Susan Ashby**

Susan Ashby was an instructor with Adult Education who has chosen not to return for the 2020-21 school year. The notice of resignation letter was included in the packets. Susan has chosen to resign based on this school year requiring online teaching. Vince Sanders made a motion to approve. Linda Isgrigg seconded the motion. The motion carried.

#### **4. Retirement notice of Susan Hagerty**

Susan Hagerty emailed Mr. Shaw on July 9<sup>th</sup> with her intent to to submit a retirement notice and not return for the 2020-2021 school year. Mrs. Hagerty taught Health Sciences I classes. A copy of the retirement notice was in the board members packets. Linda Isgrigg made a motion to approve. Mark Nigh seconded the motion. The motion passed.

### **Permission to fill vacancies prior to the August 11 Board Meeting**

Mr. Shaw reported we have two open teaching positions and requested permission to fill the positions with board confirmation in August. Mr. Shaw feels very positive about the possibly of filling the positions this week. Mark Nigh made a motion to approve. Linda Isgrigg seconded the motion. The motion passed.

### **Ivy Tech contract to conduct Automation and Robotics Program**

Included in the board packets was a copy of the Partnership Agreement between Ivy Tech and Blue River Career Programs. The program is funded in whole by a \$50,000 grant. Grant monies are budgeted to be spent as follows: \$20,000 for equipment, \$21,000 for instruction. Blue River may be eligible for a second year of funding if available from GWC. Students may earn 6 credits in Automation & Robotics with direct credits from Ivy Tech. Students earning all Ivy Tech credits will receive a Technical Certificate from Ivy Tech in Advanced Automation & Robotics. This pilot program is being used as a model for the state of Indiana. Mark Nigh made a motion to approve the contract. Linda Isgrigg seconded the motion. The motion passed unanimously.

### **NEOLA READING**

This is the second reading of standard updates to policy Vol. 31 No. 2. Second reading also for Special Update April COVID-19. A copy was emailed to Board Members prior to the meeting. Mark Nigh made a motion to approve. Vince Sanders seconded the motion. Motion passed.

### **BRCP Re-Entry Plan**

Mr. Shaw asked for feedback on any concerns the Board may have with the re-entry plan. Mr. Shaw asked what the sending schools were doing regarding temperature checks. BRCP will not plan to check temperatures daily but rely on parent/guardians to do a check at home. Mr. Shaw reviewed sending school plans and developed our plan to match, as much as possible, the sending school plans to encourage familiarity for the students. The BRCP plan also considers the lab environments prevalent at the career center. Mr. Shaw explained the sanitizing process, use of masks and foggers at BRCP. Interlocals are not eligible for CARES funds and BRCP will pay COVID expenses from existing school funds. The Shelby County Health Department has reviewed the re-entry plan for BRCP. Mary Harper said she appreciates Mr. Shaw's efforts at pulling together this plan. Vince Sanders made a motion to approve. Mark Nigh seconded the motion. The motion carried unanimously.

### **Class Fees 2020-2021**

A copy was included in the packets

BRCP tuition has increased in four courses for the 2020-2021 school year. Fire & Rescue, Graphic Design, Health Sciences I and Health Sciences II. Increases in tuition were based on additional or new textbooks and new curriculum resources required. ECA fees remained unchanged. Discussion was held addressing unpaid fees and collection processes. Linda Isgrigg made a motion to approve. Vince Sanders seconded the motion. The motion passed unanimously.

### **Other**

## **REPORTS**

### **Fund Report and Bank Reconciliation**

Sandy Hensley presented the fund report and bank reconciliation worksheet.

### **Fund Trend Report**

Sandy presented the fund trend report.

### **BRCP 2018-2019 ECA Year-End Report**

Mr. Shaw presented the ECA year-end report showing the balances of each student club account, student activities and scholarship accounts.

### **Other**

None

## **COMMENTS FROM BOARD MEMBERS**

None

**Next Regular Meeting: 8/11/20 @ 12:00 p.m.**

### **Adjournment**

The meeting was adjourned by David Finkel at 12:42.