

**BLUE RIVER CAREER PROGRAMS  
REGULAR GOVERNING BOARD MEETING MINUTES  
September 9, 2020**

The Blue River Career Programs Governing Board met in regular session on Wednesday, September 9, 2020 12:00 p.m. in the boardroom at the career center, 801 St. Joseph Street, Shelbyville.

Board members present were David Finkel, Travis Beck, Vince Sanders and Mark Nigh. Superintendents present were Mary Harper and Curt Chase. Also present were Dennis Harrold, Corporation Attorney; Sandy Hensley, Corporation Treasurer; and Steve Shaw, Director.

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

Anna Tungate, *Addison Times*; Instructor Dalton Bousum, Welding; Instructor Tanya Popper Abell, Health Sciences I; and Instructor Dan Bramell, Construction Trades.

Mr. Shaw introduced our two new instructors, Dalton Bousum and Tanya Popper Abell. Dan Bramell was asked to update the board on the current house project at 823 Center Street. Mr. Chase expressed how the Southwestern students really enjoy this program. A copy of the floor plan was provided of the three bedroom home.

**ACTION ITEMS**

**Minutes of the August 11, 2020 Regular Meeting**

Minutes of the August 11, 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 390-404, regular claims 405-450, and payroll claims for 8/19/20 and 9/2/20 were presented for approval. Travis Beck moved to approve the claims and payrolls as presented. Vince Sanders seconded the motion. The motion carried unanimously.

**Donation**

Mr. Shaw presented the following donations for acceptance:

- Popcorn popper and cotton candy machine from Hopes Point Church valued at \$100 to be used for fundraisers.

- HP plotter from the Correll family for Graphic Design and Layout valued at \$1,400.
- Cash donation of \$200 from the Springer family for Culinary Arts food supplies. Mr. Shaw explained that a kitchen cooler went down which was stocked with food. This family heard about it from their student and wanted to help replace the food.

Mark Nigh moved to accept the donations as presented. Travis Beck seconded the motion. The motion carried unanimously. The board expressed gratitude towards the Springer family for their thoughtful and generous donation.

### **2019-2020 SBOA ECA Financial Report**

Mr. Shaw presented the ECA Financial Report. This annual report, which is required by the State Board of Accounts and submitted on Gateway, is to be accepted by the Governing Board. The report shows expenditures, receipts and answers auditing questions. It also shows the bond amount of the ECA treasurer. David Finkel asked that a detailed copy of the report be emailed to the board. Vince Sanders moved to accept the SBOA ECA Financial Report as presented. Mark Nigh seconded the motion. The motion carried unanimously.

### **Contract with Church, Church, Hittle & Antrim Law Firm**

Mr. Shaw requested permission to contract with Church, Church, Hittle & Antrim Law Firm for consulting services during the collective bargaining process for the same terms as last year - \$825. The proposal was included in the board packet. Mark Nigh made a motion to approve the contract with the law firm as presented. Vince Sanders seconded the motion. The motion carried unanimously.

## **PERSONNEL**

### **Hire Candi Meulen as Office Administrative Assistant**

Mr. Shaw presented the resume of Candi Meulen as the Office Administrative Assistant. Candi has 18 years office experience with Ryobi and PK USA. She also attended BRCP in the Business Technology program. She will be paid \$14.75 per hour and work 205 days per school year. Travis Beck moved to hire Candi Meulen as Office Administrative Assistant. Mark Nigh seconded the motion. The motion carried unanimously.

### **Appoint Candi Meulen as Assistant Treasurer**

Mr. Shaw requested that the board appoint Candi Meulen as the Assistant Treasurer. David Finkel asked if she will be bonded. Sandy responded that she will ensure that Candi is bonded with the same amount as the Treasurer's bond.

Travis Beck made a motion to appoint Candi Meulen as the Assistant Treasurer. Vince Sanders seconded the motion. The motion carried unanimously.

## **Other**

### **GWC Perkins Covid Grant Award and Assurances**

Mr. Shaw stated that we have been awarded \$23,055 from the Governor's Workforce Cabinet as a grant through Perkins for Covid-related expenses. This was not a grant for which we applied. The amount was based on the regular Perkins funding formula. This information along with the grant assurances was received today. Steve will be reviewing the allowable and unallowable expenses to put together a budget. He is asking the board to approve the grant assurances and acceptance of the grant. Travis Beck made a motion to accept the grant award and approve the grant assurances. Mark Nigh seconded the motion. The motion carried unanimously.

## **REPORTS**

### **Fund Report, Bank Reconciliation & Fund Trend Report**

Sandy Hensley presented the fund report and bank reconciliation worksheet along with the updated Fund Trend Report.

### **BRCP 2020-2021 Enrollment Report**

Mr. Shaw reviewed the enrollment report, which provided a breakdown of students by school and program. Count Day is September 18<sup>th</sup>. Last year, Count Day enrollments were at 366. We are currently at 343. Mr. Shaw explained that the drop in enrollments is due to virtual learners not being able to attend BRCP and the medical field not offering internships. He noted that before Covid, we were on target for one of our best enrollments in many years.

### **Student Accommodations Report**

A report was provided showing the number of students for each high school with the various types of accommodations on file. There was a question as to whether we have teacher aides. Mr. Shaw explained that our teachers do not have aides and that they are the ones who monitor the student accommodations, with the exception of Triton Central, who does send an aide daily to assist with their students. There was discussion about our program information being offered in Spanish. Currently it is not and it was expressed that it could be beneficial if offered.

## **Other**

To date there have be no positive Covid tests at BRCP.

## **COMMENTS FROM BOARD MEMBERS**

Mr. Finkel shared that at last night's SCS board meeting, a board member inquired about the use of the corner lot and that this person had ideas on potential uses. David reported that he made it clear that the lot is owned by BRCP and that is it not currently useable. He stated that when it does become useable, we will entertain ideas.

## **OTHER**

None

## **Adjournment**

The meeting was adjourned at 12:20.

**Next Regular Meeting: 10/13/20 @ 12:30 p.m. Note time change.**