

Central Nine Career Center Governing Board Meeting

James Hixson Board Room
Thursday, October 10, 2013
7:00pm

Present: Mrs. Cindy Payton, Co-Acting Director, Central Nine Career Center; Ms. Beth Prindle, Beech Grove City Schools; Mr. Chris Wood, Franklin Township Community School Corporation; Mrs. Carol Tumey, Center Grove Community School Corporation; Mr. Greg Waltz, Nineveh Hensley Jackson United School Corporation; Mr. Nick Schwab, Greenwood Community School Corporation; Mrs. Gwen Freeman, MSD Perry Township; Mrs. Beatrice Dunn, Clark-Pleasant Community School Corporation; Ray Basile, Legal Counsel; Bill Maschmeyer, Franklin Community School Corporation; Mrs. Nicole Otte, Co-Acting Director, Central Nine Career Center

Absent: Dr. Stephen Hagen, Executive Director Central Nine Career Center

1 Pledge and Welcome

Mr. Bill Maschmeyer

Mission Statement: We provide the necessary facilities, appropriate equipment, technological instruction and learning environment relevant to business and industrial needs in order to enhance student success.

Minutes

The meeting was called to order by President, Mr. Bill Mashmeyer at 8:33 p.m. Mr. Mashmeyer welcomed everyone and led the Pledge of Allegiance.

Others present: Lawrence Courtney, Principal; John Showalter, Facilities Director; Laura Showalter, Executive Assistant; Michelle Davis, Adult Education Director; Mike Paprocki, Information Technology Instructor, Brian Bair, Diesel Instructor; and Pam Ribelin, Pre-Pharmacy/Health Science Instructor.

2 Student Success Showcase - Pre-Pharmacy Program

Ms. Pam Ribelin

Minutes

Ms. Ribelin introduced herself and explained that this is the third year for the program. She presented the Board with a Powerpoint Presentation explaining her program. She also explained her recruiting process and shared the increase in class size since the beginning of the program. The Board thanked Mrs. Ribelin for her presentation.

3 Request for Additions or Amendments to Agenda

Minutes

Mr. Mashmeyer stated that Action Item 5.3, Principal Position, Title, License and Duties would be moved to an Item of Information.

4 Approve Consent Agenda Items

Minutes

Chris Wood moved to approve the Consent Agenda Items. Carol Tumey seconded the motion. Motion passed 8-0.

4.1 Financial Report and Claims



[Financial 1.pdf](#)



[Financial 2.pdf](#)



[Payroll 91313.pdf](#)




[Payroll 92713.pdf](#)

 [Financial 3.PDF](#)

4.2 Personnel Recommendations

 [Personnel 10.10.13.pdf](#)


 [Shively Resignation .pdf](#)


4.3 Minutes of the September 12, 2013 Meeting

 [minutes.9.12.13.pdf](#)

 [Ex. Minutes 9.12.13.pdf](#)


4.4 Donations

 [Donation Konnat-1.pdf](#)

 [Donation Konnat-2.pdf](#)

5 Items of Action - ACTION

5.1 Revised Billings

 [Revised Billings.pdf](#)

Minutes

Mrs. Payton presented the Board with the revised school billings. She explained that these billings are based on actual student enrollment on Count Day, September 13, 2013. She stated that upon approval the billings would be sent to the home school business managers for payment.

Chris Wood moved for approval of the Revised Billings. Gwen Freeman seconded the motion. Motion passed 8-0.

5.2 CERT Building

John Showalter

- Insurance Repair
- Engagement of Licensed Engineer
- Authorization of Additional Repair Work

Minutes

Mr. Showalter shared pictures of the September 23, 2013 water damage to the Cert Building. Mr. Mashmeyer asked where we are with obtaining a licensed engineer to review the damage as requested by the Board. Mr. Showalter stated that he contacted Garmong Construction Services requesting a licensed engineer to come to Central Nine to look at the CERT Building to assess and evaluate the damage. Garmong Construction Services recommended Tom Bain, a licensed engineer from SME (Soil and Materials Engineers, Inc.) to evaluate the project. Mr. Showalter requested approval to move forward with the \$3,500 assessment by SME. Mr. Showalter then stated he would be requesting bids on the repair work based on the licensed engineers recommendation. It was asked by Mr. Mashmeyer what repairs had already been done. Mr. Showalter explained that Wilds Restoration has only done repair and clean up work from the water damage which is covered by our insurance. Mr. Showalter stated that he did have a bid from Wilds Restoration for approximately \$2,700 for what they believe would repair the west wall of the building. Mr. Showalter also said that our insurance company also recommended two other companies for repair work besides Wilds Restoration but highly recommended Wilds Restoration. The Board expressed their concern that the correct repairs are done completely and correctly in order to avoid having the problem arise at a later date. Mr. Mashmeyer asked if Mrs. Payton was authorized to write a check for repair before the next Board meeting if the Board

decided to approve the proposed repairs by Wildes Restoration. The Board was reminded that during the construction phase Mrs. Payton had been approved to write any checks up to \$10,000 but no over that amount prior to a Board meeting. With that being the case, Mr. Mashmeyer asked if the Board was comfortable with Mr. Showalter's professional opinion on the recommendation of moving forward with Wilds Restoration to correct the damage up to the \$10,000 previously mentioned. Mr. Mashmeyer also asked Mr. Showalter if any other Buildings needed to be looked at for possible mold issues. Mr. Showalter said that he believes that Building D should also be evaluated by the engineer.

Chris Wood moved to (1) hire SME (Soil and Materials Engineers, Inc.) to evaluate the CERT damage repair (2) to authorize insurance repair by Wilds Restoration for approximately 18,000 and (3) authorize the repair of mold in the CERT Building and Building D per the engineers recommendation up to \$10,000.

Mr. Basile, Legal Counsel, stated that he has reviewed the contract with Wilds Restoration for the \$2,700 and proposed a few changes but has not reviewed the contract for the \$18,000 and assumes that it would also contain some of the suggested changes. Mr. Mashmeyer stated he believes the motion should have added to it that the SME Contract, Insurance Contract with Wilds and any repair contract under the engineers specs need to be approved by legal counsel. Mr. Wood amended his motion to add the legal counsel approval of all contracts.

Gwen Freeman seconded the motion. Motion passed 8-0.

5.3 Principal Position, Title, License and Duties



[Lawrence CourtneyJr License.PDF](#)

Minutes

Mr. Mashmeyer reminded the Board that this item had been moved from an Action Item to an Item of Information. He informed the Board that Mr. Courtney has in place an Emergency Permit License. He stated that Mr. Courtney will work on getting the necessary credentials in order to obtain a Principals License through the Indiana Department of Education.

5.4 Criminal Justice Position

Position covered by CERT or position posted as Central Nine employee

Minutes

Mrs. Payton reminded that Board that earlier in the meeting they had approved the Personnel Report which contained the resignation of the Criminal Justice Instructor who was an employee of Central Nine. Mrs. Payton asked the Board on how to proceed with the position as either a Central Nine employee or a CERT employee. She explained that by making the position a CERT employee the cost would be approximately \$29,500 paid by CERT and if the position was a Central Nine employee the cost would be \$52,000 to finish out the year. Mrs. Payton explained that the position had not yet been posted. She informed the Board that the CERT program is willing to take the position over. The CERT program has been providing coverage in the absence of the resigned instructor. If approved to take over the position, CERT would be paying the instructor \$27.50 per hour for 7 hour days. A discussion occurred regarding how often the instructors change in the Criminal Justice, EMT and Fire Science programs. Mrs. Otte assured the Board that each program had one primary instructor for stability within the program.

Beth Prindle moved to allow the CERT program to hire an instructor for the Law Enforcement program for the remainder of the school year. Gwen Freeman seconded the motion. Motion passed 8-0.

6 Director's Comments and Items of Information

Cindy Payton and Nicole Otte

6.1 Superintendent Meeting Notes

- Next Meeting Scheduled for November 11, 2013 at 12:00 p.m.



[Superintendent - 2013-10.pdf](#)

Minutes

The Board was approved presented with the Superintendent Meeting Notes.

6.2 Appointment of Policy Review Committee

Minutes

Mrs. Otte stated that she is requesting two members of the Board to join herself, Mrs. Payton, Mrs. Showalter and Dr. Damon Peigh from NEOLA to serve on the policy review committee. Gwen Freeman and Beatrice Dunn offered to serve on the committee.

6.3 Upcoming Events and Dates

- Fall Break - October 14-18, 2013
- Thanksgiving Vacation - November 27-29, 2013
- Open House for Prospective Students - December 5, 2013
- Next Governing Board Meeting: November 14, 2013 - Program Showcase: Electronics Technology

6.4 October 2013 Students of the Month



[October 13-14 1 .pdf](#)

Minutes

The Board was presented with the October 2013 Students of the Month.

7 High School Division Update

Nicole Otte and Lawrence Courtney



[HS monthly report for Board - 2013-10.pdf](#)

Minutes

Mrs. Otte and Mr. Courtney presented the Board with their monthly High School Division update. Mrs. Otte shared that she had her first meeting the the sending school Curriculum Directors. She also mention that she is working with Mr. Courtney to plan a joint meeting of the Curriculum Directors and Principals.

Mr. Courtney updated the Board on the status of the recent bomb threat issue and explained that the student has been expelled from Greenwood High School and Central Nine. Mr. Courtney also shared that he and Mrs. Showalter would be attending an upcoming scheduling meeting at Center Grove High School for recruitment purposes. Mr. Waltz asked if we were taking the promotional trailer to the event. Mrs. Payton explained that we currently do not have anyone to drive the truck and trailer. She said that last year there was a position that was paid out of the Perkins Grant for the purpose of recruitment and that individual drove the truck and trailer to all recruitment events. Unfortunately, the position was not written back in the grant for this year. Mr. Mashmeyer asked if there was a way to compensate an individual for driving the truck and trailer and suggested possibly creating an ECA position. Mrs. Payton stated that she would look into the request.

8 Adult Education Division Update

Michelle Davis



Minutes

Mrs. Davis presented the Board with the Adult Education Division Monthly Update.

9 Board Member Comments

- Board Issues Protocol - Mr. Maschmeyer

Minutes

Mr. Mashmeyer addressed the members of the Governing Board on Board Issue Protocol. He stated that because our Board changes from time to time he wanted to briefly discuss Board protocol. He shared past practice on how issues are brought before the Board during Executive and Regular Session Meetings. He said that there are certainly times as Board members that we hear things or see things that we have a duty to act on. The question is how do we do that? He stated that in the past, those type of issues have been sent in the direction of the Executive Director(s) and ask them to look into it and report back to the Board. He believes that the Friday Notes that are sent to all Board Members definitely help keep the Board aware and stimulate discussion. However, he reminded the Board that the only person that they evaluate is the Director and as a Board, we need to be careful that we are not managing other employees and are only managing the Executive Director(s). Any Board Member that wants to bring a topic to the Board during a public sessions, he believes that they have the right to contact the Executive Director(s)/Board President and ask that it be put on the agenda. He also stated that if it falls under a recognized exception for the Executive Board Meetings it could also be sent to the Executive Director(s)/Board President to be discussed during the Executive Session Meeting. He believes a good rule of thumb would be if three board members think that a special executive session should be called the Executive Director(s)/Board President should set a date. He stated that he wants to make sure that the Board is on the same page in regards to the chain of command. The consensus of the Board was that was correct protocol.

10 Public Comments

Minutes

Mr. Paprocki, President of the ISTA, gave a huge thank you to Mr. Courtney for the amazing job he has done as the Principal of Central Nine. He stated that student discipline has been better than it has ever been. He also thanked Mr. Payton and Mrs. Otte, Co-Acting Directors for their open door policy and the great job they are doing in leading the school in the absence of the Executive Director. He thanked Mrs. Otte for working closely with the teachers on the evaluation process.

11 Adjournment

Minutes

With no further business, Gwen Freeman moved for adjournment at 9:45 p.m.

Bill Mashmeyer, President

Date

Carol Tumey, Secretary

Date