

# Central Nine Career Center Governing Board Meeting

James Hixson Board Room  
Thursday, August 9, 2012  
7:00pm

**Present:** Dr. Stephen Hagen, Executive Director Central Nine Career Center; Mrs. Cindy Payton, Business Manager; 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. Bill Maschmeyer, Franklin Community School Corporation; Mr. Howard Young, Clark-Pleasant Community School Corporation; Mr. Nick Schwab, Greenwood Community School Corporation; Mrs. Gwen Freeman, MSD Perry Township

## 1 Pledge and Welcome

**Mr. Chris Wood**

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 at 7:06 p.m. by Board President, Chris Wood. Mr. Wood welcomed everyone, cited the mission statement and led the Pledge of Allegiance.

Greg Waltz arrived at 7:08 p.m.

Others in attendance: Laura Showalter, Data Communications and Executive Assistant; and Ray Basille, School Attorney

## 2 Request for Additions or Amendments to Agenda

## 3 Approve Consent Agenda Items

**Mr. Chris Wood**

### 3.1 Financial Report and Claims

 [Fund.1.PDF](#)

 [Fund.2.PDF](#)

 [Payroll.1.PDF](#)

 [Payroll.2.PDF](#)

 [Payroll.3.PDF](#)

 [Financial.1.PDF](#)

 [Financial.2.PDF](#)

 [Financial.3.PDF](#)

### 3.2 Personnel Recommendations

 [Personnel. 8.7.pdf](#)

### 3.3 Minutes of the July 12, 2012 Meeting

 [minutes7.12.12.pdf](#)

### 3.4 Donations



[Donation.Zoe.PDF](#)



[Donation.JC Farm Bureau.PDF](#)

### Minutes

Carol Tumey moved to approve the Consent Agenda Items. Gwen Freeman seconded the motion. Motion passed. 7-0.

## 4 Items of Action - ACTION

### 4.1 Request Approval of Conflict of Interest Forms

1. Chris Wood, President; Central Nine Governing Board
2. Alan Weems, Professional Careers Internship Instructor
3. Daniel Everett, Building Trades Instructor
4. Joe Ramey, Landscape Management/Horticulture Technology Instructor



[COI.Wood.pdf](#)



[COI.Weems.pdf](#)



[COI.Everett.pdf](#)



[COI.Ramey.pdf](#)

### Minutes

Dr. Hagen requested approval of the Conflict of Interest Forms for Chris Wood, Alan Weems, Daniel Everett and Joe Ramey. He informed the Board that this is an annual action item. It was asked by Greg Waltz why the need for the Conflict of Interest Forms. Dr. Hagen explained that it has been past practice for these individuals to sign Conflict of Interest Forms because of their affiliation with companies outside of school time that relate to their program field. He also explained that Chris Wood completes one because of his employment with Vecteran who is one of Central Nine's utilities.

Gwen Freeman moved to approve the Conflict of Interest Forms. Beth Prindle seconded the motion. Chris Wood abstained from the vote. Motion passed 7-0, 1 abstained.

### 4.2 Request to Transfer General Funds to Technology & Transportation

#### Minutes

Mrs. Payton explained that this is an annual request. She reminded the Board that in 2009 Dr. Hagen proposed a bus replacement plan with a 15 year life cycle and a computer/technology replacement plan with a 5 year life cycle. She asked the Board approval to transfer \$25,000 into the bus replacement fund and \$100,000 into the computer/technology replacement fund. She assured the board that the \$500,000 cash balance expected by the Board was maintained.

Gwen Freeman moved to approve the Transfer of General Funds to the Technology and Transporations Funds. Carol seconded the motion. Motion passed 8-0.

### 4.3 Request Approval for Executive Director to Sign for Building Trades Issues

#### Minutes

Dr. Hagen requested approval to sign documents on behalf of the Governing Board and Central Nine regarding any Building Trades issues. He stated that this had previously been done by the officers of Building Trades, Inc. which is now dissolved.

Beth Prindle moved for approval of the Executive Directors to sign all documents relating to Building Trades. Howard Young seconded the motion. Motion passed 8-0.

## 5 Director's Comments and Items of Information

Dr. Hagen

### 5.1 Board Policies Revision - 1st Reading

-  [Neola.part1.PDF](#)
-  [Neola.part2.PDF](#)
-  [Neola.part3.PDF](#)
-  [PL 1240 Eval of Ex. Director.PDF](#)
-  [PL 3220 Staff Evaluation.PDF](#)
-  [PL 5111 Elig of Student.pdf](#)
-  [GL 1520 Administrator Contract.pdf](#)
-  [GL 1530 Eval Procedure Admin.pdf](#)
-  [GL 3220A Evaluation.PDF](#)
-  [GL 4430 Non Cert Sick Leave.pdf](#)

#### Minutes

Dr. Hagen presented the Board with revisions to the Board Policy as recommended by Neola and reviewed by himself for appropriateness to Central Nine's operations. He stated that in the fall and spring Neola offers recommendations following a review by their legal department and any changes to state or federal law. He highlighted changes to policy regarding wireless devices, acceptable use policy, public records and some environmental health and safety issues. Beth Prindle asked if Central Nine staff was required to sign a Code of Conduct. Dr. Hagen stated that it is currently not practiced but could be incorporated into the guidelines. He assured the Board that national background checks were done on every employee hired.

Dr. Hagen referenced Guidelines 4430 and 1520. He stated that Guideline 4430 simply referenced family and sick leave that had been collapsed together but the language was not correct when it was transferred over to Neola. Also, he proposed language changes to Guideline 4430 referencing non-certified retirement as follows: Twelve (12) month non-certified employees hired prior to January 1, 2004, and who have completed fifteen (15) years or more of service to Central Nine Career Center and elected not participate in the matching retirement 403(b) plan shall upon retirement from Central Nine Career Center receive the following severance: a. \$50 for each unused accumulated sick leave day up to 100 days. b. \$50 for each full year of full-time service to Central Nine Career Center. Administrative Guideline 1520 proposed putting sick leave into categories based upon contracted days. He stated that this is just a clean up in language. Dr. Hagen also requested that the board consider approval of a change in the amount of annuities paid by Central Nine for administrative positions. He stated that the current amounts are not commensurate with the position. The proposed amounts per position are as follows: Executive Director, \$3,000; Principal, \$1,500; Business Manager, \$1,500; Curriculum Director, \$1,500 and Counselor, \$1,200. Dr. Hagen informed the Board that these are Guidelines and do not require a 1st reading and could be voted on this evening.

Dr. Hagen requested approval for the changes to Guidelines 4430 and 1520 as proposed.

Howard moved to approve the proposed changes to Guidelines 4430 and 1520. Gwen seconded the motion. Motion passed 8-0

## 5.2 Extra Curricular End of Year Report

 [ECA Year End for Board.pdf](#)

### Minutes

Dr. Hagen shared that this is the annual notification that we have filed the ECA report in accordance with State Board of Accounts. It was questioned by so many refunds are issued. Dr. Hagen explained that this is due change in students schedules resulting in refunds for class fees or textbooks.

## 5.3 Enrollment Update

 [Enrollment 8.3.12.pdf](#)

### Minutes

Dr. Hagen gave the Board an enrollment update as of August 3, 2012. Dr. Hagen shared that this is Central Nine's 40 year anniversary and celebration activities are being planned. He stated that we are gathering names of former students for testimonies for a 40th year video to be created.

## 5.4 Superintendent Meeting Notes

 [Superintendent Notes.pdf](#)

### Minutes

Dr. Hagen shared the meeting notes from the Monday, August 6, 2012 meeting.

## 5.5 Relay for Life 2012 Event Recap

 [Relay.PDF](#)

### Minutes

Laura Showalter shared a thank you note from the American Cancer Society thanking Central Nine for their involvement in Relay for Life. She shared that the Relay raised over \$36,000 to support the fight against cancer.

## 5.6 Upcoming Events and Dates

- Open House for Current Parents/Students, August 21 from 6:30 p.m. to 8 p.m.
- Career Day, October 4 During School Day

### Minutes

The upcoming events and dates were shared with the Board.

## 6 High School Division Update

### Minutes

None presented.

## 7 Adult Education Division Update

### Minutes

None presented.

## 8 Board Member Comments

### Minutes

Carol Tumey stated what a great time it is to be in education especially as you drive onto the campus of Central Nine and see all of the changes, improvements and well maintained buildings and grounds.

## **9 Public Comments**

### **Minutes**

None presented.

## **10 Adjournment**

### **Minutes**

With no further business, Howard Young moved to adjourn the meeting at 7:50 p.m.

Dr. Hagen introduced Mr. Ray Basile as the new school attorney for Central Nine.