

# Central Nine Career Center Governing Board Meeting

James Hixson Board Room  
Thursday, June 14, 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; Ms. Gwen Freeman, MSD Perry Township; 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

## 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

Also in attendance:

Mr. Stan Willkison, Central Nine Principal

Mr. John Showalter, Central Nine Facilities & Transportation

The meeting was called to order at 7:29 p.m. by Board President, Chris Wood. Mr. Wood cited the mission of Central Nine and led the Pledge of Allegiance.

## 2 Request for Additions or Amendments to Agenda

### Minutes

None Presented.


## 3 Approve Consent Agenda Items


**Mr. Chris Wood**

### 3.1 Financial Report and Claims

 [Financial.1.pdf](#)

 [Financial.2.pdf](#)

 [Payroll.1.pdf](#)


 [Payroll.2.PDF](#)

 [Financial.3.PDF](#)

### 3.2 Personnel Recommendations

 [Personnel.revised.pdf](#)

### 3.3 Minutes of the May 10, 2012 Meeting

 [Minutes 5.10.12.pdf](#)

### 3.4 Donations

#### Minutes

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

## 4 Items of Action - ACTION

### 4.1 Approval for Additional Parking

-  [Case.quote.PDF](#)
-  [Cripe.Scope.PDF](#)
-  [Electric Plus.PDF](#)
-  [Stray Light.PDF](#)
-  [Fairchild Quote.PDF](#)

#### Minutes

Dr. Hagen reminded the Board that this item had been tabled at the May meeting for additional information and pricing. He stated that John Showalter has total estimates not to exceed 290,000. Mrs. Payton asked that we use the money left in the facility project/construction phase. Originally Board approved for usage on purchase of land. Construction Fund 111,000 remaining out of capital projects. Mrs. Payton assured that Capital Projects fund could handle that amount. She would like to have it taken out of this year's budget. Timeline six weeks out before it would start. John Showalter stated that Cripe was on the original building project and they believe the pond is sufficient for drainage.



Bill Maschmeyer moved to approve the parking lot project not to exceed \$290,000. Nick Schwab seconded the motion. Motion passed 8-0.

### 4.2 Request Approval of the 2012-2013 Budgets

**Dr. Hagen & Mrs. Payton**

Note 1: General Fund (see handout)

Note 2: Transportation & Capital Projects Funds already approved for 2012-2013 and 2013-2014 Request approval for 2014-2015 of 3% increase.

-  [General Fund Budget Overview.pdf](#)
-  [2012-13.Budget.Notes.pdf](#)

#### Minutes

Dr. Hagen asked to talk simultaneously about items 4.2 & 4.3 to keep these matters in context. He shared with the Board the history of the FY general fund budgets and expressed to the Board that everyone has worked hard for 3 years to flatline this budget. He assured the Board the Superintendents understood and supported the 3% increase in budget. Dr. Hagen noted that his expectation is for a cash surplus at the end of the current fiscal cycle. He talked about options for this surplus and plans to recommend in item 4.3 that some of the surplus be given to all employees since they have not received an increase in wages and have helped to save expenses. Discussion continued about the impact of raises and stipends. Item 4.6 was brought up which brought confusion to the discussion. Dr. Hagen assured the Board that his proposal for 4.6 and 4.7 does not include a recommended raise. Beth Prindle offered that stipends allow a board to make a one time decision and not be locked in to a permanent decision. Due to the impression that a deeper look needs to be taken regarding capital projects and transportation because of the circuit breaker legislation, Dr. Hagen recommended the Board vote only on general fund and revisiting capital projects and transportation over the course of the next school year. That way we can send tuition billings to the schools. Gwen Moved to approved general fund budget of 3% increase. Bill Maschmeyer seconded the motion. Motion passed unanimously.

### 4.3 Request Approval of Stipend

Other than adjustments that have been made to better align compensation with responsibilities and results or increment increases for certain teachers, there have been no raises the past two years. Neither have there been stipends paid. Your employees have worked diligently and faithfully to pare back costs and increase productivity. Consideration of a stipend of \$500 for employees who received an increment the past two years and expect to return next school year and a stipend of \$1,500 for all other full time equivalent returning employees who do not receive an increment is being requested. Total value: \$58,000.

#### **Minutes**

Dr. Hagen requested approval of a stipend. He stated that other than adjustments that have been made to better align compensation with responsibilities and results or increment increases for certain teachers, there have been no raises the past two years. Neither have there been stipends paid. He reminded the Board that their employees have worked diligently and faithfully to pare back costs and increase productivity. He requested consideration of a stipend of \$500 for employees who received an increment the past two years and expect to return next school year and a stipend of \$1,500 for all other full time equivalent returning employees who do not receive an increment is being requested. Total value: \$58,000.

Beth Prindle moved to approve the stipend. Howard Young seconded the motion. Motion passed 8-0.

Dr. Hagen thanked the Board and expressed that the employees will be very grateful for their recognition of a job well done.

#### **4.4 Request Approval of the 2012-2013 School Tuition Billings**

General Fund, Capital Projects and Transportation

 [Tuition Billing.PDF](#)

#### **Minutes**

Dr. Hagen reviewed the Tuition Billing spreadsheets. He explained that the July and September billings are calculated using a formula derived from our general fund budget, pre-enrollment numbers and assessed valuations. Billings will be adjusted after the September count day. He provided individual school billing statements for each Board member to review their schools billings.

Gwen Freeman moved to approve the 2012-2013 Tuition Billings. Nick Schwab seconded the motion. Motion passed 8-0.

#### **4.5 Permission to Transfer Appropriations with each Fund as part of Fiscal Year-End Process**

**Mrs. Payton**

Mrs. Payton is requesting permission to transfer appropriations within each fund to balance out the fiscal year end. This process is done annually. No transfers are made from fund to fund, only within each fund.

#### **Minutes**

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Howard Young moved to approve the request to transfer appropriations. Gwen Freeman seconded the motion. Motion passed 8-0.

#### **4.6 Request Approval of the Administrative Contracts**



[2012-2013 Admin. Contracts.pdf](#)

##### **Minutes**

Dr. Hagen presented a spreadsheet that detailed the current administrative contract figures and the proposed figures that reflected no increase.

Gwen Freeman moved to approve the Administrative Contracts. Howard Young seconded the motion. Motion passed 8-0.

#### **4.7 Request Approval for Non-Certified Pay Scale**



[2012-2013 Non-Cert Salary Worksheet.pdf](#)

##### **Minutes**

Dr. Hagen referred to the Non-Certified Pay scale. He noted that the only changes are moving the high school office secretary from 260 to 220 days, and moving the Assistant Treasurer/ECA Treasurer from 205 to 260 days. No raise in wages is proposed.

Gwen Freeman moved to approve the Non-Certified Pay Scale. Nick Schwab seconded the motion. Motion passed 8-0.

#### **4.8 Request Approval of Banks**

**Cindy Payton**

Three banks responded to our request for proposals. Heartland was the lowest proposal continuing with no fees. National Bank of Indianapolis does offer certain special considerations for non-profits. We recommend staying with Heartland for our regular operating funds and transferring our current account from Regions to National Bank of Indianapolis.

##### **Minutes**

Mrs. Payton informed the Board that three banks responded to our request for proposals. She stated that Heartland (soon to be Horizon) was the lowest proposal continuing with no fees. National Bank of Indianapolis does offer certain special considerations for non-profits. We recommend staying with Heartland for our regular operating funds and transferring our current account from Regions to National Bank of Indianapolis. Asking the Board permission to continue with Horizon and move the money from Regions to National Bank of Indianapolis. This would give a great tie with National Bank of Indianapolis in case things did not work with Horizon. Carol inquired about how much money is in the account at Regions. Mrs. Payton shared that the current balance is over \$600,000.

Beth Prindle moved to approve Mrs. Payton's recommendation of staying with Heartland (Horizon) for the regular operating funds and transferring the current account from Regions Bank to National Bank of Indianapolis. Gwen seconded the motion.

Further discussion occurred about why we use multiple banks. Mrs. Payton said that Board requested a few years back that the money be spread out.

Motion passed 8-0.

#### **4.9 Request Approval of the 2012-2013 Student Fee Schedule**



[Student Fee 2012-2013.pdf](#)

##### **Minutes**

Dr. Hagen stated that he had worked diligently to lower fees so that it is more affordable for students to attend Central Nine.

Gwen Freeman moved to approve the 2012-2013 Student Fee Schedule. Carol Turney

seconded the motion. Motion passed 8-0.

#### **4.10 Request Approval of the 2012-2013 Student Handbook**



[Student Handbook 2012-2013 6.6.pdf](#)

##### **Minutes**

Mr. Wilkison presented the Board with the 2012-2013 Student Handbook for approval. Mr. Wilkison noted the changes in red. He stated that the grading scale did not change. A discussion about the number of days students can be absent was held. Mr. Wilkison assured the Board that our Policy is in alignment with all of our sending schools. Mr. Wilkison pointed out that the cover of the handbook was designed by Brittany Ray from Greenwood and Stan grading scale did not change. Greg Waltz why 8 unexcused absences. Attendance is looked at on individual basis. Mr. Wilkison said that he would make sure that Attendance and discipline would revisit the attendance policy. Mr. Wilkison informed the Board that Brittany Ray from Greenwood High School and Danielle Pursel from Perry Meridian High School.

Bill Machmeyer moved to approve the 2012-2013 Student Handbook. Gwen Freeman seconded the motion. Motion passed 8-0.

#### **4.11 Request Approval of Surety Bonds for Cindy Payton and Stan Wilkison**

##### **Minutes**

Dr. Hagen request approval of the Surety Bond for Cindy Payton and Stan Wilkison.

Beth Prindle moved to approve the Surety Bond. Gwen Freeman seconded the motion. Motion passed 8-0.

#### **4.12 Request Approval of 2012-2013 Governing Board Meeting Schedule**



[Board Dates.pdf](#)

##### **Minutes**

Dr. Hagen presented the Board with the meeting date schedule for the Central Nine Governing Board for 2012-2013.

Beth Prindle moved to approve the 2012-2013 Governing Board Meeting Schedule. Howard Young seconded the motion. Motion passed 8-0.

### **5 Director's Comments and Items of Information**

**Dr. Hagen**

#### **5.1 Superintendent Advisory Notes**



[Jun11.Super.Notes.pdf](#)

##### **Minutes**

Dr. Hagen presented the Board with the monthly Superintendent's advisory notes.

#### **5.2 Upcoming Events and Dates**

June 20, 2012, 7:00 p.m. - Adult Education Graduation Ceremony - Greenwood Community High School Auditorium

August 6-7, 2012 - Teacher In-Service

August 8, 2012 - First Day for Students

##### **Minutes**

Chris Wood thanked Dr. Hagen for putting on upcoming events and dates. Carol Tumey asked if Board members were expected to attend the GED graduation. All are invited but not expected. Carol Tumey then inquired about the typical age of graduates. Dr. Hagen said that his experience is that since they lowered the age that someone can take the test that many graduates are younger however there is a vast scope of ages, from 17 to 80 and that the stories about their accomplishments are fascinating and encouraging.

### **5.3 Adult Education Annual Summary**


**Cindy Payton**

 [AE Fund History Summary.PDF](#)

#### **Minutes**

Cindy Payton referred to the attached Adult Education Monthly Fund History Summary. She noted that for 5 months this year, Central Nine High School Division carried the Adult Education Department. She also stated that the Adult Education Division cannot be in the red by June 30th due to State Board of Accounts expectations. She stated that if they are in the red, then day school will move money to cover them. Greg Waltz asked how Ivy Tech pulling out from Central Nine will affect Adult Education funds.

## **6 High School Division Update**

 [HS monthly report for Board June 2012.pdf](#)

#### **Minutes**

No additions.

## **7 Adult Education Division Update**

 [AE Monthly Report for June.pdf](#)

#### **Minutes**

Chris Wood requested that Dr. Hagen research the reason for Ivy Tech leaving and report back at the July meeting.

## **8 Board Member Comments**

#### **Minutes**

Greg Waltz asked about getting the Governing Board Books. Carol Tumey stated that she really appreciates how nice the campus looks as she pulls in. Everyone agreed. Mr. Showalter was asked to relay their sentiments to the groundskeeping people.

## **9 Public Comments**

#### **Minutes**

None

## **10 Adjournment**

#### **Minutes**

Howard moved to adjourn. Meeting adjourned at 9:09 p.m.

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Chris Wood, President

Date

Carol Tumey, Secretary

Date