

# Central Nine Career Center Governing Board Meeting

James Hixson Board Room  
Thursday, July 13, 2017  
7:00pm

**Present:** Mrs. Cindy Payton, Business Manager, Central Nine Career Center; Ms. Beth Prindle, Beech Grove City Schools; Mrs. Beatrice Dunn, Clark-Pleasant Community School Corporation; Mr. Michael Metzger, Greenwood Community School Corporation; Mrs. Nicole Otte, Executive Director; Mr. Darren Thompson, Franklin Community School Corporation; Ms. Judy Shore, Franklin Township Community School Corporation

**Absent:** Mr. Greg Waltz, Nineveh Hensley Jackson United School Corporation; Ray Basile, Legal Counsel; Mr. Adam Norman, Center Grove Community School Corporation; Mr. Steve Johnson, Perry Township Schools

## 1 Pledge and Welcome

Mr. Michael Metzger

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 7:19 p.m. by President, Mr. Mike Metzger. Mr. Metzger welcomed everyone and led the Pledge of Allegiance.

Others in Attendance: Laura Showalter, Executive Assistant and Michelle Davis, Adult Education Director.

## 2 Approval of Consent Agenda Items

Mr. Michael Metzger

### Minutes

Darren Thompson moved for approval of the Consent Agenda Items as presented. Beatrice Dunn seconded the motion. Motion passed 5-0.

### 2.1 Financial Report and Claims

 [Payroll 060917.pdf](#)

 [Payroll 06-23-17.pdf](#)

 [Financial 1.pdf](#)

 [Financial 2.pdf](#)

 [Financial 3.pdf](#)

### 2.2 Personnel Recommendations

 [Personnel Report 7.13.17.pdf](#)

### 2.3 Minutes for Approval

 [Governing Board Meeting Thursday June 08 Minutes.pdf](#)

 [Executive Board Meeting Thursday June 08 Minutes.pdf](#)

### 2.4 Donations

 [Unilock Donation.pdf](#)

 [Olson Donation.pdf](#)

### 3 Items of Action - ACTION

#### 3.1 Request Approval of Organizational Chart

Mrs. Nicole Otte, Executive Director

 [Org Chart 2017-18.pdf](#)

##### Minutes

Mrs. Otte requested approval of the Organizational Chart. She noted two slight changes to the chart - 1. moving ECA Treasurer/Secretary under supervision of the Assistant Director and 2. changing the title of the Career Pathway Specialist to the Career Pathway Counselor because of her counseling degree.

Beth Prindle moved for approval of the Organizational Chart. Judy Shore seconded the motion. Motion passed 5-0.

#### 3.2 Request Approval of Staff Handbook

Mrs. Nicole Otte, Executive Director

 [STAFF HANDBOOK 2017-18.pdf](#)

##### Minutes

Mrs. Otte requested approval of the 2017-2018 Staff Handbook. She explained that in the past the handbook focused on Certified Employees (teachers) but now a section has been added for Non Certified Employees. This will continue to be a working document.

Darren Thompson moved for approval of the 2017-2018 Staff Handbook. Beatrice Dunn seconded the motion. Motion passed 5-0.

#### 3.3 Request Approval of Student Handbook

Mrs. Nicole Otte, Executive Director

 [Student Handbook 17-18 final.pdf](#)

 [Student Handbook 17-18 w/markup.pdf](#)

##### Minutes

Mrs. Otte presented the 2017-2018 Student Handbook and requested approval. She noted that updates within the document were made to meet approved policy and guidelines. She also shared that the cover included the new IMPACT logo that was designed by our Visual Communications students.

#### 3.4 Request Approval of Board Policy Revisions

Mrs. Nicole Otte, Executive Director

 [Neola - po5840 05-31-2017.pdf](#)

##### Minutes

Mrs. Otte requested approval of the Board Policy Revision on criminal gang activity that was presented last month for a 1st reading.

Beatrice Dunn moved for approval of the Board Policy Revisions. Darren Thompson seconded the motion. Motion passed 5-0.

#### 3.5 Request Approval of Construction Trades Building Lot

Mrs. Nicole Otte, Executive Director

 [Central Nine Resolution Purchase of Real Estate .pdf](#)

 [MOA - Pyatt Signed.pdf](#)

 [Dear Meadows Plat - Lot 12.pdf](#)

 [2186 Floor Plan.pdf](#)

 [2433 Floor Plan.pdf](#)

### **Minutes**

Mrs. Otte shared that she learned at the school law seminar that when purchasing real property over \$25,000, we need to have a resolution approved by the Board. She presented the Board with the resolution to purchase Lot 12 in the Deer Meadows subdivision and from that she would need to seek two appraisals on the lot. She explained that the law states that you cannot pay more than the average of the two appraisals.

Darren Thompson moved for approval of the resolution to purchase Lot 12 in Deer Meadows subdivision.

A discussion was held regarding the safety of the students due to building a bigger home. There was a concern if the Construction Trades Instructor had an OSHA 30 hour card. The Board wanted the safety of the students to be the top priority. It was suggested that someone be contracted to do safety site visits. It was the consensus of the Board to have further talks regarding safety.

Beth Prindle seconded the motion to approve the resolution. Motion passed 5-0.

## **3.6 Request Approval of 2017-18 School Billings**

**Mrs. Nicole Otte, Executive Director**

 [2017-18 School Billings Proposed.pdf](#)

### **Minutes**

Mrs Otte explained that she had been communicating with Superintendents and Board regarding these billings and ultimately the credit that has been applied as shown.

Beatrice Dunn moved for approval of the 2017-2018 School Billings. Darren Thompson seconded the motion. Motion passed 5-0.

## **3.7 Request Approval of Director's Salary Increase**

**Mr. Michael Metzger, Greenwood Community School Corporation**

### **Minutes**

Mr. Metzger requested the Director's salary increase of 3 percent based upon her evaluation. Mrs. Otte shared that she had only budgeted a 2 percent increase in the budget. It was the consensus of the Board to award her the 3 percent increase.

Beth Prindle moved for approval of the Director's Salary Increase. Darren Thompson seconded the motion.

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

**Mrs. Nicole Otte, Executive Director**

### **4.1 Superintendent Meeting Notes**

- No meeting scheduled in July

### **4.2 Upcoming Dates and Events**

- Teacher In-Service- July 25-26, 2017

- First Day for Student - July 27, 2017
- Next Governing Board Meeting - August 10, 2017

#### **Minutes**

Mrs. Otte shared the Upcoming Dates and Events.

### **5 High School Division Update**

**Mr. Mike Quaranta - Assistant Director**

- No report due to summer break

### **6 Adult Education Division Action and Items of Information**

**Mrs. Michelle Davis - Adult Education Director**

#### **6.1 Approval of Adult Education Personnel Report**

 [Adult Education Personnel Report for July 2017.pdf](#)

#### **Minutes**

Michelle Davis requested approval of the Adult Education Personnel Report.

Beth Prindle moved for approval of the Adult Education Personnel Report as presented.  
Beatrice Dunn seconded the motion. Motion passed 5-0.

#### **6.2 Request Approval of Out of State Travel for the Adult Education Director**

 [Request for Approval of out of state travel to 2 conference 201718 1 .pdf](#)

#### **Minutes**

Michelle Davis requested approval for herself to travel to two different out of state conferences. (see attached locations and dates)

Beth Prindle moved for approval of Out of State Travel for the Adult Education Director.  
Judy Shore seconded the motion. Motion passed 5-0.

#### **6.3 Adult Education Monthly Update**

 [Total Enrollment for July 15 to July 17.pdf](#)

 [Total Enrollment from 2010 to 2017.pdf](#)

#### **Minutes**

Michelle Davis presented the Board with the Adult Education Monthly Update (see attached).

### **7 Board Member Comments**

#### **Minutes**

None presented.

### **8 Public Comments**

#### **Minutes**

None presented.

### **9 Adjournment**

**Minutes**

With no further business, Darren Thompson moved for adjournment at 7:39 p.m.



Michael Metzger, President

8/10/17  
Date



Darren Thompson, Secretary

8/10/17  
Date