

New Castle Career Center Governing Board Meeting Minutes  
New Castle School Corporation Board Room  
May 28, 2020 6:30 PM

Mackenzie Jackson and Dr. Shoemaker welcomed everyone and thanked them for attending. Michael Huber called the meeting to order. Dr. Shoemaker made a motion to approve the February 20, 2020 minutes and Jed Behny seconded. The May 28 Agenda was approved with one change. Megan Bell's report on the Career Center budget would occur after the tentative enrollment. The agenda revision was approved by Wes Hammond and seconded by Dr. Shoemaker.

Mackenzie Jackson reviewed the tentative enrollment for the 2020-2021 school year. She explained that the projected numbers were up from the last meeting. Megan Bell, New Castle School Corporation CFO reviewed the corporation Career Center budget stating that she projected NCCC to have a \$2,347 cash balance at the end of August. Dr. Shoemaker indicated that even though the projected balance at that time is modestly positive, the New Castle School Corporation would have to pay Career Center salary and benefits in the month of September before the 2020/21 tuition payments would start. This cycle will draw down the cash balance far into the red and will necessitate the New Castle School Corporation fronting the money for the Career Center (recent months have resulted in a negative cash balance of \$150,000 to \$160,000 which needed to be covered by the New Castle School Corporation). Wes Hammond asked if that took into account the August payment from the schools. Mrs. Bell stated that the 2,347 projected balance did, in fact, include the August tuition payment. Dr. Shoemaker discussed the goal of the Career Center is to have a positive balance moving forward so that the New Castle School Corporation does not have to cover the negative balance of the Career Center as they have the past year. He stated that tuition needs to increase or adjustments in personnel would need to be made to accomplish this. He went on to say that adjustments have already been made which would not impact salaries nor benefits of employees but would save the Career Center Money over time. He stated that there were a few additional planned moves to save money that he will discuss with the governing board this evening. Dr. Shoemaker stated that our Career Center has extremely competitive tuition rates for participating corporations and these planned moves will help maintain this competitive edge. Mackenzie informed everyone that she reviewed the projected budget with all of the superintendents individually and asked them to reach out to her if they had questions.

Mackenzie discussed the financial savings from the Specialist position moving from the Career Center budget to the New Castle School Corporation. Additional savings are planned by moving two instructors to a split between Adult Education/Career Education. Adult Education will be paying a portion of the employees' salaries, but the involved employees' salaries and benefit packages will not change. Dr. Shoemaker reiterated that the employees will keep the same contract and will simply work half-day for Adult Education to save money. He added, Adult Education would like to add the programming offered, and has the budget to support the employees.

Dr. Shoemaker motioned to change Mackenzie Jackson from Interim Director to full-time Director on a 220 contract. The change from the 260 to 220 contract will save an estimated \$21,000 annually compared to the previous Director's salary. Additionally, he stated that the position of the Assistant Director position will be put on hold at this time to save approximately \$100,000 on an annual basis. The position was written into the 2020/21 career center budget but a freeze until further notice will allow us to determine enrollment figures in the fall (which may be uncertain due to the pandemic). The motion to move Mrs. Jackson into the Career Center Director position was accepted by Wes Hammond and seconded by Steve Ferrell. All of the corporations agreed except Shenandoah. Shenandoah did not have a representative present. Mackenzie said that the June tuition bills have been sent. She then explained the difference in Perkins funds for the 2020-2021 school year. The Perkins grant has been submitted and Mackenzie has completed revisions. Mrs. Jackson asked the group to look over the Operating Agreement and send revisions. The agreement will be approved at the June meeting

Mackenzie celebrated the Teacher Award of Excellence winner, Angie Talbott, and the 96 Ivy Tech Diplomas earned this school year. She told the group that the details were in the newsletter and to let her know if they were not receiving it. The next meeting is scheduled for June 25 at 6:30.