**New Castle Career Center Governing Board Meeting Minutes New Castle School Corporation Culinary Cafe**

**January 21, 2021 6:30 PM**

Mackenzie Jackson welcomed everyone. The New Castle Career Center Governing Board was called to order by Christa Ellis, Governing Board President. The minutes from the July 20, 2020 meeting were approved by Eric Creviston and seconded by Wes Hammond. The agenda for the current meeting was approved by Wes Hammond and seconded by Eric Creviston.

The enrollment numbers and reimbursement were discussed by Mackenzie Jackson. Mackenzie explained that the number of students had dropped from what was expected in May. In May there were 466 applicants and there are currently 442 students enrolled. The decrease in students is thought to be related to COVID. Mackenzie explained that this is the first year that there have ever been Health Careers openings. It is a strong possibility that due to COVID, families may not want students to go into the medical field at this time. Other students dropped anticipating that they would not get clinical experience.

Mackenzie presented 3 different budgets to the board. Two of the three budgets presented, made adjustments to accommodate additional increases for six instructor positions which are “hard to fill”. Dr. Shoemaker stated that any adjustments in the form of stipends or base salary increases to Career Center Instructors are subject to Teacher Association negotiations and NC School Board approval. Jediah Behny thanked Mackenzie for keeping tuition as low as possible and asked if the third budget would allow enough of an incentive to retain and hire teachers in hard to fill program areas. Mackenzie explained that it was a start in the right direction. Wes Hammond agreed that teachers make more in industry, however, the contracted days and times are a factor. Wes stated that he was more comfortable with the second budget at this time. Dr. Shoemaker said that base salary raises may not be possible in the future as they would be dependent on state funding and the budget forecast does not sound positive. He went on to suggest that if it is the goal of the Governing Board to differentiate salaries for the hard to fill positions, this might be a good year to request the increase. Dr. Shoemaker said that Kyle Barrentine, Superintendent of Nettle Creek School Corporation, voted for the second budget. Kyle was not in attendance. Mackenzie asked if anyone had any other questions or concerns. Christa Ellis made a motion to approve the second (BII) budget. Wes Hammond approved the motion and Mike Huber seconded the motion. The second budget (BII) was approved.

Megan Bell reviewed the Career Center NC Corporation account. Megan stated that in the past 4 years the account balance had drastically decreased by several hundred thousand dollars. Dr. Shoemaker explained that in 2017-2018 an Assistant Director and Specialist position was added to the Career Center budget and in 2018-19, all certified staff (including the Director, Assistant Director, and Specialist) received raises (along with all teachers) while the Director’s contract was extended from 210 to 260, thereby increasing the Director’s salary. Dr. Shoemaker also mentioned the added costs of indirect fees and expenses related to setting up the Danielson Center. With all of these changes, there were not adequate increases in tuition to balance the budget. As a result of the declining cash balance, in 2019/20, the New Castle School Corporation absorbed 2 staff members’ salaries into the NC school corporation and the Director position is now 220 days instead of 260. Dr. Shoemaker stated with the significant reductions in personnel this past year, he is confident the cash reserves will improve. Wes Hammond said that if or when an Assistant Director is hired tuition should increase. Mackenzie Jackson explained that if the position was categorized as a Career Counselor, Perkins could pay all of the salary and benefits in full. Wes Hammond stated that had been done in the past. Megan Bell reviewed the fact that the Career Center ended 2018-2019 with a negative cash balance. This year the Career Center is back in the positive and working toward building up sufficient cash reserves.

The billing will begin in September and be billed every other month. Mackenzie reviewed the billing amount on the second budget. The CTE course lists will be emailed to all virtual attendees.

Mackenzie discussed the September Health Committee meeting and the fact that clinical was approved. All of the students will receive COVID training prior to going to clinical sites. Mackenzie was thankful for the approval. She went over the Robotics and Aviation teams that Engineering students were participating in and the newly renovated classroom at EMT. The January meeting will be discussed in December. That meeting will be held if it is needed. Christa Ellis motioned to adjourn the meeting. Jediah Behny approved and Eric Creviston Seconded.