

**BLUE RIVER CAREER PROGRAMS
PLANNING RETREAT MEETING MINUTES
January 9, 2018**

The Blue River Career Programs Governing Board met for a planning retreat on Tuesday January 9, 2018 at 10:00 a.m., at the BRCP Career Center, 801 St. Joseph St., Shelbyville, Indiana.

Those present for the meeting were board members David Finkel and Mark Nigh (arrived at 10:23). Superintendents present were David Adams, Chris Hoke, and Paula Maurer (arrived at 10:30). Also present were Dennis Harrold, Corporation Attorney; Steve Shaw, Director and Sandy Hensley, Treasurer.

Guests Present: Sandy Bostic, ABE Program Coordinator, who joined the meeting during the adult education portion.

Steve Shaw called the meeting to order at 10:10 am. He referred to the packets that each member received containing handouts of the agenda items.

Programs

1. BRCP Program Highlights brochure. This brochure lists the program offerings along with a summary of the program content, dual credits offered and certifications available. Mr. Shaw reviewed each program and noted the areas where we are doing well and which programs needed increased enrollment or equipment updates.
2. Hoosier Hot 50 Jobs for Region 5: This publication shows the top 50 jobs in the Indianapolis region. Mr. Shaw noted that BRCP offers programs in or an opportunity to receive education for fifteen of the top 50. This listing also shows average wages for each of the jobs.
3. BRCP Options and Opportunities Schedule: This calendar lists all the recruitment activities and events scheduled for our sending schools and events at BRCP.

Dr. Adams noted that with SCS's recent acquisition of the Marsh building, that there are plans to have the building renovated. He suggested there could be an opportunity for internships available for Construction Trades students.

Student Summary

Information presented:

1. BRCP Enrollment as of Count Day 9/12/17 listed at 353.
2. 2017-2018 Count Day Enrollment by Grade Level. Lists each high school and their total enrollment for the 10th, 11th and 12th grades.
3. BRCP Enrollments as of 1/4/18 listed at 328. Mr. Shaw noted that some have graduated, some have been removed due to failing grades, and some have moved out of district.

4. Summary of Returning Students for 2018-2019 as of 1/9/18 reported at 152. There are 198 current students who could return to BRCP for the 2018-2019 year. We are waiting to hear back from 46 current students.
5. Free and Reduced Lunch count snapshot for each sending school based on count day numbers for attendance at BRCP. This report is used for the calculation of E-rate discounts. BRCP's enrollment is at 45% free and reduced.

There was discussion regarding Textbook Reimbursement for BRCP students who are on free and reduced. Dr. Maurer stated that she had received communication from SBOA which said that our Operating Agreement needed to include a statement about textbook reimbursement. It was noted that BRCP has an average class fee/textbook fee collection rate of 70%. The board feels more information is needed on the students of the 30% uncollected fees to determine if it would be beneficial for the school corporations to proceed with the reimbursement request.

6. National Technical Honor Society – a list of the inductees showing their home school. BRCP is the only Technical Honor Society in the county. Thirty-six students were inducted for 2017-2018.
7. Dual Credit Yearly Report for Ivy Tech Classes. This report shows that students are eligible to receive 1,223.5 credit hours of college credit and the status of instructor approval for those dual credits.
8. Secondary Core Indicator Report 2016-2017 – BRCP's report was presented along with four other surrounding LEA career center's reports to be used for comparison purposes. The report reflected that BRCP needs to improve on the nontraditional participation and nontraditional completion in our programs.

Adult Basic Education

Sandy Bostic, Adult Education Coordinator, joined the meeting at Mr. Shaw's request for discussion of the ABE program.

1. Adult Career Classes – WorkOne lists our adult class offerings of EMT, CNA and Welding I & II which have industry-recognized certifications.
2. Enrollment by location for the current year as of 1/4/18: Total enrollment for the five locations is 167. The locations we serve are: Grace House (in Shelbyville), Shelby County Jail, Shelbyville (BRCP), Job Corps (Edinburgh) and Southeast Services Center (Indianapolis).
3. IET (Integrated Education & Training) Programs – the State added a new requirement this year to provide training programs which contain an educational component. The State also provided 100% funding for program and student costs. BRCP was approved to offer Certified Nurse Aide training as an IET program. This eliminates the difficulty for students to obtain funding to take this course or the need for them to go to an outside agency to register for this course.

New this semester is a Child Development Associate (CDA) certification. BRCP has partnered with Early Learning Shelby County (ELSC) and Indiana Association for the Education of Young Children (INAEYC) to provide a 14-week certification course using IET funds. We are one of the first in the state to offer this certification in the adult education arena. Students will come from current daycare providers. For this first class, INAEYC will employ the instructor and our AE instructor will be co-teaching the adult education component.

4. Comparison by Local, Region & State as of 1/4/18: BRCP continues to be a leader in the region and in the state in several performance metric areas.

Education to Industry/EMERGE

1. Certifications Offered by BRCP for 2017-2018: shows all BRCP course titles, the State DWD approved certification offerings, THD (DOE) approved certification offerings and the cost for these exams. These certifications count towards a sending school's A-F grades.
2. Dual Credit Coursework Cross Reference showing DOE codes, BRCP course codes, college course information, testing requirements, and THD certifications.
3. AART-TC Machine Repair Apprenticeship Program course listings for adults. Shows current offerings and those in progress.
4. EMERGE program summary. EMERGE is coordinated by BRCP in partnership with the City of Shelbyville, Shelby County and Rose-Hulman Institute of Technology.
5. EMERGE list of upcoming events.
6. EMERGE newsletter.

Mr. Shaw reported that the partnership with BRCP, Rose-Hulman and the City of Shelbyville is continuing. He noted that Monica Lutes, EMERGE coordinator, continues to do an outstanding job. RHIT has extended the MOU with BRCP through December 2018.

Facility Report

Mr. Shaw reported that the carpeting in the conference room is in decent shape but showing some wear. We have replaced two HVAC units this past year and have one scheduled for replacement this spring.

CTE Funding

1. Summary of CTE Program Tuition Fees as of 1/8/18. BRCP continues to be one of the most cost effective as compared with other LEA career centers statewide. BRCP's cost is a true program cost and does not include administrative or facility expenses.
2. CTE Program Categorizations and Funding Recommendations: DWD memo showing changes to upcoming funding. Mr. Shaw provided a recap of what the new funding amounts would look like using the current enrollments for each school. He noted that each school would see an increase in their funding amounts based on this information.

3. CTE Performance Grants: DWD memo showing the funding each school corporation received from CTE concentrators and CTE dual credits earn.
4. Summary of State Funding for BRCP sending schools recapping current year and five previous years of APC funding received by the sending schools for CTE courses as reported on Form 30A.
5. Funding Summary for 2017-2018. Recap of BRCP managed students (those in attendance at BRCP) and all funding considerations

Goals/Recommendations

1. Strengths and Weaknesses of BRCP. Mr. Shaw reviewed these items. There was discussion regarding the effects of eLearning days on BRCP:

Shelbyville Central and Northwestern have implemented eLearning days. Discussion took place as to the likelihood of the remaining school corporation's implementation of eLearning. The recent inclement weather has had two school corporations on eLearning while the other two were on 2-hour delays. Currently, when there is a 2-hour delay, no students come in the AM. The county students come on their regular afternoon schedule, which are only the students who are able to drive as the county schools do not provide PM bus transportation. Shelbyville afternoon students don't come until 2:00 (not at all if eLearning). Since BRCP does not participate in eLearning and the teachers have a specific number of contracted days, BRCP has had to be in session for the handful of afternoon students that may show up.

Since BRCP is lab based, makeup days are best for us. Mr. Shaw will check with other career centers to see how they are handling eLearning.

2. Summary of Progress on 2017-2018 Goals. Mr. Shaw reviewed each of the goals as set at the previous planning retreat and gave an update on each one.
3. Goals for 2018-2019. Goals were reviewed and are listed as:
 - Increase Enrollment
 - Establish 2nd Semester Internships for 2nd Year Students
 - Enhance Marketing Strategies

Other

None

Adjournment

Meeting adjourned at 11:45 am