

**BLUE RIVER CAREER PROGRAMS  
PLANNING RETREAT MEETING MINUTES  
January 11, 2022**

The Blue River Career Programs Governing Board met for a planning retreat on Tuesday January 11, 2022 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 Andrew Hawk. Superintendents present were Chris Hoke, Mary Harper, and Todd Hitchcock. Also present were Steve Shaw, Director, and Sandy Hensley, Treasurer.

Guests Present: None

David Finkel called the meeting to order at 10:07 am.

Steve Shaw referred to the packets that each member received containing handouts of the agenda items.

### **Goals/Recommendations**

Mr. Shaw reviewed the goals/recommendations for 2022. Information on each one was included in the packet. They are listed as:

1. Increase Enrollment
2. Increase Relevance of CTE
3. Increase Stakeholder Relationships
4. Efficient Use of Property

Discussion: Consider program offering with CDL/Heavy Equipment Operation training. Potential for field soil to be stabilized in the next year. Begin discussions with a commercial realtor for considerations of how to optimize the value of the property. Considering transportation options for CNA clinicals for students who do not drive.

### **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 programs that are doing well and programs that need increased enrollment.
2. DOE Course Offerings: Reviewed current list. With new NLPS guidelines coming, each program will be teaching three courses instead of one each semester.
3. DOE Course Titles and Descriptions: This list contains all offerings in CTE District 38, which includes all sending schools.

4. Form 30A: copies were provided for each school corporation. This information is used to determine CTE funding. Program inventory was included for each school corporation and the number of reported enrollments.
5. Next Level Programs of Study (POS): Beginning 2022-2023, DOE and Governor's Workforce Cabinet (GWC) are implementing Next Level Programs of Study (NLPS). Each program will include a principles course, and a concentrator A and concentrator B course for year 1.
6. INDemand Jobs – Indiana Career Ready: Listing which shows the BRCP programs and how they fall in demand ranking.
7. BRCP 21-22 Options and Opportunities Calendar: This calendar lists all the recruitment activities and events scheduled for our sending schools and events at BRCP. Open House date has been changed to February 28. The format will change from chili supper to appetizers served in the building to draw more traffic to the programs and vendors.

## **Student Summary**

1. BRCP Enrollment as of Count Day 9/17/21 listed at 352.
2. BRCP Enrollment at the end of 1<sup>st</sup> Semester 335. Reasons for the reductions in enrollment generally are mid-year graduations, failing grades or moved.
3. BRCP Enrollment by 1<sup>st</sup> and 2<sup>nd</sup> year at end of 1<sup>st</sup> Semester. 247 1<sup>st</sup> year and 88 second year.
4. BRCP Enrollment by Grade Level. Lists each high school and their total enrollment for the 10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup> grades. Currently do not have freshmen attending. May consider piloting some programs.
5. BRCP Enrollments by Gender by School as of Count Day: There are 133 females and 219 males.
6. BRCP Enrollment for 1<sup>st</sup> and 2<sup>nd</sup> year by Program. Fire & Rescue currently offers only year one. Students have requested for a year two offering. Need increased enrollment in year one to justify adding year two.
7. BRCP Enrollment by Gender for Past 7 Years.
8. Free & Reduced Lunch Counts: listed by corporation
9. BRCP Average Enrollments: Average enrollment over 25 years is 311. This year is the 3<sup>rd</sup> highest.

Discussion: Board would like to know the percentage of overall pool of students that attend BRCP.

10. National Technical Honor Society – a list of the inductees showing their home school. BRCP is the only Technical Honor Society in the county. Fewer students applied this year.

11. CTE Dashboard Report for District 38: The core indicators are for the entire district, which includes all sending schools. Information is for 2019-2020 only. No data available for 2020-2021.
12. Student Certification Summary: The report indicates that improvement is needed in the number of certifications passed. The certifications are not mandatory. Students have a choice as to whether to sit for certification exams at BRCP. Steve reminded the board that our core indicators include data from all the sending schools as well. Steve will check with the sending schools to see what certifications should be given in each non managed program in their buildings and what levels the sending schools reached.

Discussion: Benchmarks for each program would be different, but need to be established. Skills components vs instructional portion. What are the trends over the years vs other career centers.

## **Adult Basic Education**

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

The board was given a summary of enrollments, measurable skills gains, HSE rates and ELL enrollments, which compare the state, region 5 and BRCP numbers. Enrollments have been low, but BRCP's HSE rate is higher than State and Region 5 averages.

State has changed the TASC test to HiSet for HSE. Also rule changes for number of attempts within a specified time frame.

Second semester will focus on training. Working more with employers to get employees trained.

New partnership with the Shelby County YMCA for English Learner classes. This partnership offers a child care option.

## **Education to Industry**

1. Certifications Offered by BRCP for 2021-2022: lists all BRCP course titles, DOE course code, the State approved certification offerings, and the assigned Pathway.
2. List of Course Offerings by Ivy Tech held at BRCP Labs – for spring 2022.
3. Dual Credit Yearly Report for Post-Secondary Partners. Two years: 2020-2021 and 2021-2022. This report shows the number of students eligible to receive dual credits by course offering. The annual savings to parents for tuition cost is \$296,206. We currently offer 55 dual credit courses with Ivy Tech or Vincennes University.
4. Dual Credit Yearly Report by DOE Code and Instructor: dual credits are based on the approval of the program instructor. All of our programs, with the exception of WBL offer dual credits. BRCP programs result in a total 1,956 dual credits. This is an increase from last year.

5. Course Outline of Record and Syllabus: an example of the Criminal Justice II Syllabus was included in the board packet.

## **Facility Report**

1. A list of HVAC equipment and installation dates was included. The next unit replacement is scheduled for 2025.
2. The front windows of the building (both BRCP and SCS portions) were replaced during the summer. Awnings were replaced this past fall.
3. Building Roof: The roof is estimated to be over 25 years old. It is still in decent shape. We are planning to replace the roof in the next few years. BRCP obtained a quote from Southern Roofing to get an estimate of the costs for planning purposes. There were three roof sections included in the quote. Mary Harper acknowledged that SCS, too, has the roof replacement planned for 2024.
4. Tile Work: The boy's bathroom needs some tile/floor work done around the commodes. We have obtained a quote from Weintrauts. Also, some hallway tile needs to be replaced by the welding locker area. We are in the process of obtaining a quote for this work.

## **CTE Funding**

1. CTE Funding Memo Recommendations: DWD memo showing changes to upcoming funding for 2022-2023. It also includes updates for Next Level Programs of Study courses. There will be increased funding for Culinary Arts and Fire & Rescue.
2. Summary of State Funding for BRCP Sending Schools: recap of current year and six previous years of APC funding received by the sending schools for CTE courses as reported on Form 30A. This also includes funding amount for each school's one credit hour courses.
3. Form 30A Summary by School Corporation: funding dollar amounts for 21-22 and 20-21. Shows BRCP totals and School Corporation totals.
4. Funding Summary for District #38: breakdown of managed students (students who attend BRCP), ADM and Area Participation funding received by the schools, and the BRCP tuition costs for 2021-2022. This summary provides the percent of funding charged to schools as compared to funding received by each school from the State.
5. Career Center Tuition Listing: Approximately 25 area districts reported their tuition costs for CTE students.

## **Other**

None presented

## **Adjournment**

Meeting was temporarily adjourned at 11:57 a.m. so that the Board of Finance and regular board meetings could be held. The Planning Retreat meeting resumed at 12:20 and was adjourned at 12:30.