

**BLUE RIVER CAREER PROGRAMS
PLANNING RETREAT MEETING MINUTES
January 12, 2021**

The Blue River Career Programs Governing Board met for a planning retreat on Tuesday January 12, 2021 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 (via Zoom), Todd Brandman, and Mark Nigh. Superintendents present were Chris Hoke, Mary Harper, Todd Hitchcock, and Josh Edwards. Also present were Steve Shaw, Director, and Sandy Hensley, Treasurer.

Guests Present: None

David Finkel called the meeting to order at 10:00 am. He asked Chris Hoke to introduce his new board member. Todd Brandman, has been elected to Northwestern's school board and was appointed to represent them on the BRCP governing board.

Mark Nigh shared that he will be resigning from the Shelby Eastern school board effective 1/13/21. This will be his last BRCP board meeting. A replacement will be appointed at Shelby Eastern's next school board meeting.

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 2020-2021. 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: David Finkel noted that the Planning Commission could help in determining best use of the vacant lot.

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.

Discussion: Mary Harper asked if this brochure has been translated to Spanish. Steve noted that it had not, but that it would be beneficial to have done.

2. DOE Course Codes & Descriptions: Information was included in the packet for each of BRCP's programs.
3. Form 30A: copies were provided for each school corporation. This information is used to determine CTE funding

Discussion: Area participation dollars - \$150 per student. Helps pay for transportation. If student drives themselves, then funding is not available.

4. Next Level Programs of Study (POS): Beginning 2022-2023, DOE and Governor's Workforce Cabinet (GWC) are implementing new POS's to match post-secondary credits and to have more dual credit opportunities.
5. BRCP Options and Opportunities Schedule: This calendar lists all the recruitment activities and events scheduled for our sending schools and events at BRCP. Many activities have been impacted by Covid. Activities highlighted in pink were cancelled. Yellow highlighted activities are being considered with modifications. Open house may be a virtual tour.
6. Hoosier Hot 50 Jobs for Region 5: This publication shows the top 50 jobs in the Indianapolis region. Mr. Shaw noted that BRCP or sending schools offer programs in or an opportunity to receive education for 19 of the top 25. This listing also shows average wages for each of the jobs.

Student Summary

1. BRCP enrollment as of Count Day 9/18/20 listed at 338.
2. BRCP enrollment at the end of 1st Semester 322. Reasons for the reductions in enrollment generally are mid-year graduations, failing grades or moved.
3. 2020-2021 Count Day Enrollment by Grade Level. Lists each high school and their total enrollment for the 10th, 11th and 12th grades.
4. BRCP 2020-2021 Enrollments by Gender: There are 122 females and 200 males.
5. BRCP 2020-2021 Enrollments by 1st and 2nd year.
6. Free & Reduced Lunch Counts: listed by corporation
7. BRCP Average Enrollments: Average enrollment over 23 years is 306. Lowest enrollment was in 1998-1999 at 218. Even with Covid impacting this year's enrollments, current enrollments are at the 7th highest in 23 years.
8. National Technical Honor Society – a list of the inductees showing their home school. BRCP is the only Technical Honor Society in the county. Twenty-three students were added for 2020-2021.

9. 2020-2021 CTE Dashboard Report for District 38: per an email from Chris Deaton with the Governor's Workforce Cabinet, there is no data available as of now.

Adult Basic Education

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

Alfonso reported that State reported data as normally shared was currently not available.

He did have an email from the Adult Education Professional Development Team at DWD stating that the current Table 4 (which is attainable skills) is at 61.6% and the percent of ABE students obtaining an HSE is 22.5%, both of which qualifies for mid-year incentives.

The Job Corp and Jail locations have been shut down due to Covid.

Technical training classes have continued along with adding new offerings. Current offerings are Certified Nurse Aid and Qualified Medication Aide, Child Development Associate, Construction Laborer, and Community Healthcare Worker.

Alfonso expressed the desire to offer more day time classes including training. Because of the CTE high school classes being conducted during the day, adult education has limited access to classrooms while high school students are in the building.

Discussion: Currently, the space owned by SCS (upstairs) is not being used. Mary Harper and David Finkel will discuss the possibility of use by adult education.

Education to Industry

1. Certifications Offered by BRCP for 2020-2021: lists all BRCP course titles, DOE course code, the State approved certification offerings, and the assigned Pathway.
2. BRCP Student Certification Summary 2018-2019 and 2019-2020: lists all BRCP programs, the certification test offered, number of students taking and passing the test, and the % of students receiving certification. Mr. Shaw explained that most certifications are taken at the end of the school year. Last year (2019-2020) was a disappointing year as the facility was closed and certification tests were not able to be offered in most programs. CNA students were able to come in during the summer to take the certification exam.

Discussion: Concern was expressed about the Graduation Pathway requirements which rely on student's certifications to graduate. Expanded discussion is needed to explore earlier testing (such as junior year), pre-assessment testing in December, and creating an alternative plan if a failed certification occurs. Steve will schedule a separate meeting with Superintendents and principals to discuss.

3. List of Course Offerings by Ivy Tech held at BRCP Labs – for spring 2021.

4. Dual Credit Yearly Report for Ivy Tech Classes. This report shows that students are eligible to receive 1,679 credit hours of college credit and the status of instructor approval for those dual credits. The annual savings to parents is \$255,346. We currently offer 47 dual credit courses with Ivy Tech or Vincennes University.
5. Blended Learning Resources: lists the BRCP program and the online resource being used to facilitate blended learning.
6. Core Indicator Coordinator: Joan Mohr is retiring this week. Her responsibilities are to work with the instructors on developing course outline of records (COR) and course syllabi and to align standards to curriculum and assessments. She also assists instructors with blended learning and eLearning resources. Her position is funded by the Perkins grant. Examples of COR and syllabi were included in packet.

Facility Report

1. Dan Bramell, Construction Trades instructor, joined the meeting at Mr. Shaw's request to update the board on the construction trades house project located at 823 Center Street. Mr. Bramell provided the board with a budget and expended-to-date report. He is on track for a mid-February inspection. Drywall will be completed before spring break and the plan is to have the house complete by the end of the school year.
2. A list of HVAC equipment and installation dates was included. The next unit replacement is not scheduled until 2025.
3. The front windows of the building (BRCP first floor) are in need if being replaced. A quote was included from Kenny Glass.

Discussion: Mary Harper stated that their windows need to be replaced as well. She expressed that they would like to obtain a quote too. She will share this information with her staff.

4. Building Roof: The roof is estimated to be 25 years old. It is holding its own, but at some point, the roof will need to be replaced. 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.

Discussion: BRCP should obtain a feasibility study to see what the true condition of the roof is. Mary Harper and Steve Shaw to pursue this and will determine what portion of the roof involves SCS.

CTE Funding

1. CTE Program Categorizations and Funding Recommendations: DWD memo showing changes to upcoming funding for 2021-2022. This information has also been shared with counselors.

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. 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 2020-2021. This summary provides the percent of funding charged to schools as compared to funding received by each school from the State.

Summary of Treat Assessment

Mr. Shaw distributed a copy of the Physical Security Assessment Report that was prepared by Blu4 Strategies. He asked the board to review it and to contact him if there were any questions.

Other

None presented

Adjournment

Meeting adjourned at 11:55 am