

**BLUE RIVER CAREER PROGRAMS
PLANNING RETREAT MEETING MINUTES
January 14, 2020**

The Blue River Career Programs Governing Board met for a planning retreat on Tuesday January 14, 2020 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, Vince Sanders, Travis Beck and Mark Nigh. Superintendents present were Chris Hoke, Mary Harper, Todd Hitchcock, and Paula Maurer. Also present were Steve Shaw, Director; Sandy Hensley, Treasurer; and Jody Tompkins, Administrative Assistant.

Guests Present: Ross Flint from *The Shelbyville News*.

Mark Nigh called the meeting to order at 10:08 am. He referred to the packets that each member received containing handouts of the agenda items.

Mr. Finkel arrived. He introduced Dr. Todd Hitchcock as the newly appointed Superintendent for Shelby Eastern Schools. He replaced Michelle Moore.

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

Goals/Recommendations

1. Status of Goals/Recommendations for 2020-2021. Steve reviewed each of the goals as set at the previous planning retreat and gave an update on each one. Information included in packet.
2. Goals for 2019-2020. Goals were reviewed and are listed as:
 - a. Increase Enrollment
BRCP enrollment was 366 on count day. This is an enrollment increase of 7.7%.
4 of the 5 highest student enrollments at BRCP have been in the last 4 years.
Biggest barrier with enrollment is student identification. Identifying students that fit the role then keeping students for two years.
 - b. Increase Relevance of CTE
Addition of Joan Mohr as Core Indicator Coordinator to support staff with technical and academic skills.
Working with Ivy Tech to ensure contents of Syllabi are relevant.
Strategize with sending schools to utilize the CTE in the new graduation pathways.

Steve feels that BRCP will continue to grow as the new graduation pathways are implemented.

- c. Increase Stakeholder Relationships
 - i. Develop internships outside of the traditional WBL/Coop program. We have had additional Diesel internships over the past year and would like to have more program internships outside of the WBL program.
 - ii. Meeting regularly with apprenticeship and Education to Industry partners to identify industry and program needs. The new pathway we are working on with Ivy Tech is based on industry input.
- d. BRCP received approximately \$130,000 to be used in the apprenticeship program and manufacturing pathway.

Discussion:

Paula Maurer would like to see quantified goals added. Results that are easily measured: David Finkel talked about increasing communication between schools.

Steve reported we meet with the school counselors monthly.

Chris Hoke stated that he would suggest having milestones along the way for certification attainment. This is a way to know if the student is on track to pass. Steve agreed that this would be beneficial and that he would be researching various programs for this.

Programs

1. Hoosier Hot Jobs for Region 5: This publication shows the top 25 jobs in the Indianapolis region. Steve noted that BRCP and the sending schools offer programs that opportunities for students to receive training for nineteen of the top 25. This listing also shows average wages for each of the jobs.
 - a. Mary asked if we share this information with other schools. Steve replied that we do.
2. BRCP Program Highlights brochure: This brochure reflects the BRCP mission statement and program offerings along with a summary of the program content, dual credits offered and certifications available. Steve reviewed each program and noted the programs that are doing well and programs that need increased enrollment.
 - a. Steve pointed out that our brochure is a marketing tool to highlight our programs.
 - b. David Finkel asked who creates the brochure. Steve replied that they are created in-house on publisher and Blue River Printing printed them this year.
3. BRCP 2019-20 Daily Schedule
 - a. Steve presented the class listings and that reflect maximum enrollments.
 - b. Mary questioned who determines the number cap for each class. Steve stated that 20 has historically been determined to be a full class given that most classes have labs and safety can be a factor. The ideal maximum enrollment is 20 but we may allow more students than that in given programs based on discussions with the instructor.

- c. Paula asked if our courses fill and students are turned away. Steve stated that we do not typically turn students away based on a maximum enrollment number of 20.
 - d. Paula asked why we would deny a student's application.
Steve responded that we evaluate applications based on counselor recommendation. Also attendance plays a big role in our decision based on the program being off site and with employers or partners such as long term care facilities. Employers do not want students who have poor attendance.
4. Steve explained information collected in the enrollment pivot tables.
 5. First and second year counts per course.
 - a. Steve reported that some first year students are actually seniors.
 - b. Chris asked what percentage. Steve did not have the information for this in the packet.
 - c. Todd commented that with CTE programming, a student's desire to return for a second year can be strongly related to teacher relationship. Steve agreed. Todd asked if Steve talks about this correlation with the teachers. Steve replied that he does. All the faculty at BRCP understand that our programs are electives and students have other choices.
 6. Counts by programs by Schools
 - a. Steve reported enrollment numbers on count day and current enrollment. We have some loss of students since count day, with most being SHS students due to their larger enrollments.
 - b. Todd asked what courses juniors are taking. Steve reported that they take a variety of programs, with Coop and WBL having mostly seniors, since WBL is a capstone.
 7. Gender counts provided are based on 2018-2019 school year.
 - a. Steve stated that all programs are marketed to both genders equally.
He stated that the State sets a goal for career center districts core indicators, including non-traditional programs. He reminded the board that the core indicators are by district, not just BRCP. It includes data from all the sending high school CTE programs as well.
Steve does not have the 2019-20 Core Indicators yet that will reflect the 2018-2019 data. That will most likely be sent out in February.
Program decisions made at by the sending schools impacts this report.
 - b. Paula asked Steve if he could provide the schools with standards from the DOE/CTE Dashboard report. He replied that he would and that he would be scheduling a meeting with the sending school administrators to go over their program results.
 - c. Chris asked if there is a penalty for not meeting standards. Steve stated that there has not been any penalties in the past and there has not been any discussion between DOE and Directors about penalties.
 8. State Board of Education – Graduation Pathways memo. This communication outlines the graduation pathway options.

Student Summary

1. BRCP applications received and approved as of 5/30/19 listed at 401.
2. BRCP enrollment as of Count Day 9/13/19 was 366 students. A summary was provided of each high school and their total enrollment for the 10th, 11th and 12th grades.

3. BRCP Enrollments as of 12/13/19 was listed at 355. Steve noted that some students have graduated or have been removed due to failing grades and other various reasons.
4. BRCP 2019-2020 Enrollments by Gender: There are 135females and 220males.
5. 2018-2019 CTE Dashboard Report for District 38: The report shows multiple year core indicator results and the areas where BRCP did not meet the targets set by the state.
6. Steve reported that count day numbers are used to bill schools and for Sandy to create budgets.
 - a. Budgeting is estimated based on previous year's numbers. Budgeting is created in July and we bill schools after count day to be as fair and accurate as possible.
 - i. Paula asked where the extra money from the schools goes if we over estimate. Sandy reported the money goes in the education fund.
7. Currently we have our highest enrollment numbers in the past 20 years.
8. BRCP Options and Opportunities Schedule: This calendar lists all the recruitment activities and events scheduled for our sending schools and events at BRCP. Steve noted that we meet bi-monthly with all the high school counselors.
9. Dual Credits Offerings
 - a. Cost savings to BRCP by offering dual credits \$281,536.00
 - b. Can drop students with D's & F's in March.
10. A listing of National Technical Honor students by school was provided.

Adult Basic Education

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

1. Steve reported that we currently operate at BRCP, County jail, Indianapolis and Edinburgh.
2. Alfonso reported we were asked to take on two new locations several years ago.
3. Funding is based on success rate of the programs.
4. We are one of few programs offering CNA program. New programming includes CDA, (Construction Apprentice, Indy location), QMA (just received state approval) and OSHA 10 & NCCER.

Data reported for Region 5

AE is partnered with AYC to help monitor student success.

1. Comparison by Region & State as of 12/11/19: Table 4 Performance (measurable skills gains), YTD shows BRCP at 67.91%, (#1 in our region). The state goal is 65%. BRCP continues to be a leader in the region and in the state in several performance metric areas.

2. Enrollment by location for the current year as of 12/31/19: Total enrollment for the four locations is 253. The locations we serve are: Shelby County Jail, Shelbyville (BRCP), Job Corps (Edinburgh) and Southeast Service Center (Indianapolis).
3. High School Equivalency PY 17-18 - Indiana ranks 3rd in the nation. For measurable skills gain, Indiana ranks #1 in the nation.
4. Struggling with ELL numbers.
 - a. Barriers seem to be work and family.
 - b. Looking at a new teacher and flexibility within the program. Allow students to catch up hours late in the year if necessary. Not require as many hours per week.
5. Adult Ed marketing
 - a. Mary recommended getting information to Shelby Eastern schools related to ELL.

AE New Website

Alfonso reports AE is on track for meeting their goal of 500 students for the year.

Education to Industry

Steve stated that Angie Stieneker is our Education to Industry liaison and continues to do an excellent job working with our industry partners and the City of Shelbyville.

1. We are currently working with Ivy Tech to establish a new pre-apprenticeship program.
 - a. Students would be limited based on expense of equipment.
 - b. Students could earn Technical Certificate through Ivy Tech.
 - c. Industry certificates
 - d. Students will still receive dual credits.
2. Machinist Apprenticeship.
 - a. BRCP is working to give HS students the opportunity to be hired by local industry and enter into the apprenticeship program in repair and maintenance.
 - i. Chris Hoke asked if students would start Jr. or Sr. year. Angie responded that starting at BRCP as Juniors would allow completion of the dual credits offered. They then could opt to complete an Ivy Tech pathway through the Advantage Shelby County program.
3. Dual Credit Coursework Cross Reference showing DOE codes, BRCP course codes, college course information, testing requirements, and THD certifications. We currently offer 21 courses that are dual credited with Ivy Tech or Vincennes University.
4. Certifications Offered by BRCP for 2018-2019: shows all BRCP course titles, the State DWD approved certification offerings; (DOE) approved certification offerings and the cost for these exams. These certifications count towards a sending school's A-F grades.
5. AART-TC and Machine Repair Apprenticeship Program course listings for adults. Shows current offerings and those in progress.
6. List of BRCP Certifications Programs.

7. List of night classes offered BRCP by Ivy Tech.

Facility Report

1. Mr. Shaw reported that overall our building appears to be in good condition. No need to replace the roof in the short term.
2. Interior of the building is in good shape.
3. Two forced air heaters in Diesel Tech lab that do not work. One most likely can be fixed. We are getting a quote.
4. Diesel Tech lab floors will need to be painted and sealed at the end of the school year.
5. We plan to replace one HVAC unit responsible for cooling six classrooms and the student break area.

Items for consideration

1. Replacing gutters and exterior painting.
2. Installation of fencing along south side of the building to control traffic flow and safety.
3. There may be some costs to BRCP and SCS for a city trail that will run along the north side of the building.
4. Money has been allocated for a storage barn for our Construction Trades program. BRCP Diesel Lab is currently providing an overflow area for DT and F&R to have additional storage.
5. Give consideration to the use of the vacant lot. Based on the needs of the school.

CTE Funding

1. CTE Program Categorizations and Funding Recommendations: DWD memo showing changes to upcoming funding.
2. 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.

Other

None

Adjournment

David Finkel adjourned the meeting at 12:00 pm