

**BLUE RIVER CAREER PROGRAMS  
PLANNING RETREAT MEETING MINUTES  
January 9, 2023**

The Blue River Career Programs Governing Board met for a planning retreat on Monday, January 9, 2023 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, Matt Vance, Josh Edwards and Todd Hitchcock. Also present were Steve Shaw, Director; Sandy Hensley, Treasurer; and Kristen Kile, Administrative Assistant.

Guests Present: None

David Finkel called the meeting to order at 10:00 am.

Steve Shaw 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 the changes made to 1<sup>st</sup> year curriculum, due to NLPS. He noted that we did add year two for Fire & Rescue EMT.
2. DOE Course Offerings: Reviewed current list. With new NLPS guidelines, there are three DOE codes blended in year one and year two is a capstone course.
3. DOE Course Titles and Descriptions: This list contains all offerings in CTE District 38, which includes all sending schools, showing the grade levels, credits and prerequisites.
4. Next Level Programs of Study (NLPS): Beginning this year, DOE and Governor's Workforce Cabinet (GWC) have implemented NLPS. In the packet was a sample breakdown for Criminal Justice (Year 1) showing course alignment, standards and competencies, along with course syllabus and calendar. Information also contained the certifications offered. There was discussion regarding certification pass rates.
5. INDemand Jobs – Indiana Career Ready: Listing from DWD and industry of a flame rating indicating which jobs are high-demand, high-wage. The list is highlighted to show the BRCP programs and how they rank on the demand indicator. There was a comment that this list should be one component in determining course offerings. The discussion turned to the possibility of BRCP considering the addition of cosmetology.
6. 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.

7. Program Interest Survey Results: Visting 8<sup>th</sup>, 9<sup>th</sup> and 10<sup>th</sup> graders were given a survey. The results were listed by program, school and grade level. The number one requested program was barbering & cosmetology, followed by Business Operations and Human Services. The board expressed a desire to investigate the capital investment needed would be to offer cosmetology.
8. BRCP 22-23 Options and Opportunities Calendar: This calendar lists all the recruitment activities and events scheduled for our sending schools and events at BRCP.

## **Student Summary**

1. BRCP Enrollment by Program as of count day 9/16/22: 369
2. BRCP Enrollment by 1<sup>st</sup> and 2<sup>nd</sup> Year by Program as of count day: 255 1<sup>st</sup> year and 114 second year
3. BRCP Enrollments by Gender by School as of count day: 131 females and 238 males. It was noted by Mr. Shaw that we need to consider any additions to programs that might increase female enrollment.
4. BRCP Enrollment at the end of 1<sup>st</sup> Semester. Reasons for the reductions in enrollment generally are mid-year graduations, failing grades or moved out of the district.
5. BRCP Enrollment by Gender for Past 7 Years.
6. 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. SWHS, MHS and WHS currently do not send sophomores. There was discussion about maturity level and if there was interest.
7. BRCP Enrollments as of 1/3/23 (start of 2<sup>nd</sup> semester): 361
8. BRCP Average Enrollments: Average enrollment over 26 years is 301. This current year is the highest. The board requested to include information on the percentage of BRCP enrollments vs the ADM for each school corporation.
9. National Technical Honor Society: The packet included the application and criteria/process for being accepted. List shows the inductees and their home school. BRCP is the only Technical Honor Society in the county.
10. Student Certification Summary 2020-2021 and 2021-2022: Lists each certification by program with the number of students taking the exam, the number passing and the percentage. There was discussion on programs with low and zero pass rates. The board suggested we obtain information on pass rates from other career centers for specific certifications for comparison purposes.
11. Free & Reduced Lunch Counts: listed by corporation

## **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. BRCP's MSG (Measurable Skills Gains) were the highest in the region and the state averages.

AE has five locations: BRCP (HSE AM/PM), YMCA (ELL), Southeast Community Services (HSE AM/PM), Edinburgh (HSE), and Atterbury Job Corp (HSE).

Certification training continues with CNA, CDA, CT and QMA. Fall pass rates are 100%.

There are several openings for teachers. Superintendents suggested that a job posting be sent to our sending schools.

## **Education to Industry**

1. Dual Credit Yearly Report by DOE Code and Instructor: 2021-2022 and 2022-2023. Dual credits are based on the approval of the program instructor. All of our programs, with the exception of WBL offer dual credits. This year, BRCP has offered a total of 4,606 dual credits, which is an increase from the previous year (number of enrollments and NLPS Year 1 DOE courses).
2. Dual Credit Yearly Report for Post-Secondary Partners. Two years: 2021-2022 and 2022-2023. This report shows the number of students eligible to receive dual credits by course offering. The annual savings to parents for tuition cost this year is \$687,411.51. We currently offer 54 dual credit courses with Ivy Tech or Vincennes University.
3. Certifications Offered by BRCP for 2022-2023: lists all BRCP course titles, DOE course code, and the State approved certification offering.
4. State Board of Education Graduation Pathway Recommendations: lists requirements in the three "buckets" that each student must satisfy. Highlighted areas show how BRCP provides requirement options for buckets two and three.
5. Employability Skills Checkoff: BRCP form shared with counselors to show the tasks within a student's pathway that have been completed at BRCP.

## **Facility Report**

1. A list of HVAC equipment and installation dates was included. The next unit replacement is scheduled for 2025.
2. Building Roof: The roof is estimated to be over 25 years old. It is still in decent shape. Map included shows both BRCP and SCS roof portions. Ersel Smith with SCS previously reported that it will be three years out before they consider replacing the SCS portion of the roof. BRCP obtained a quote from Southern Roofing in 2020 to get an estimate of the costs

for planning purposes. We will get an updated quote. The board will need to address how BRCP will cover their portion of the cost to replace the roof.

3. Construction Trades House: 307 Fox Ridge Court. Mr. Bramell Construction Trades instructor, was available to present information on the house. Expense summary to date included along with photos. The estimated total cost to build was discussed. Anticipated market value is \$219-239K. It is on track to be completed by mid to end of May.

## **CTE Funding**

1. Form 30A Summary by School Corporation: funding dollar amounts for 21-22 and 22-23. Shows BRCP totals and school corporation totals.
2. CTE Funding Chart by BRCP Career Cluster: 2023-2024. Lists funding category, level and funding amount.
3. CTE Funding Memo: DWD memo showing course funding changes for 2023-2024 based on the implementation This report is for all CTE courses.
4. 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 all CTE courses as reported on Form 30A.
5. Funding Summary for District #38: Mr. Shaw presented a breakdown of managed students (students who attend BRCP), ADM and Area Participation funding received by the schools, and the BRCP tuition costs for 2022-2023. This summary provides the percent of funding charged to schools as compared to funding received by each school from the State.

## **Goals/Recommendations**

Mr. Shaw reviewed the goals/recommendations for 2023. 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 Efficiency in Operations

There was discussion about item #4 above and the recommendation to hire an assistant director/systems specialist. Mr. Shaw stated the need for this position to be reinstated and outlined some of the administrative duties that this position would cover.

## **Other**

None presented

## **Adjournment**

Meeting was adjourned at 11:56 am.