

**Central Texas Tech Prep Consortium  
Quarterly Board Meeting  
ESC Region 12 South, Coryell Room – Nolanville, Texas  
August 12, 2009**

**Minutes**

***Members Present:***

Alison Belliveau, Temple ISD  
Laurel Blair, Killeen ISD  
Karen Denney, Copperas Cove ISD  
Kimberley Mason, Taylor ISD  
Kenny McCarty, Johnson Bros Ford  
Don Owens, University of Mary Hardin Baylor  
Crickett Rogers, Central Texas College  
Dana Watson, Central Texas College

***Members Absent:***

Jody Askins, Wilsonart International  
Debbie Gommert, Workforce Solutions of Central Texas  
Ken Higdon, Temple Chamber of Commerce  
Chris Holecek, ESC Region 12  
Shirley Meadows, Scott & White  
David Smith, Marble Falls ISD  
Anita Steele, Texas State Technical College  
Sarina Swindell, Texas A & M University - Central Texas  
Danette Toone, Temple College  
Ken Von Gonten, Belton ISD  
Wanda Williams, Workforce Solutions of Central Texas  
Carla Kay Wright, College of Cosmetology  
Jim Yeonopolus, Killeen Chamber of Commerce

***Staff Present:***

Sherry Hollinger, Director  
Carol Lance, Administrative Assistant

***Staff Absent:***

Misty Harrell, Outreach Coordinator

***Call to Order:***

Laurel Blair called the meeting to order at 12:10.

***Approval of Minutes:***

The minutes were approved as printed.

***Written Reports:***

An updated fiscal report was distributed to Board Members. Sherry stated it covered through July 31 and that so far we spent all but approximately 8% of our grant. Sherry explained the fiscal report in the packet was for the third quarter, ending May 31st. She informed members that our fiscal year runs from September 1 through August 31, and anticipates we will spend 99% of our grant. Sherry stated we have to spend 95% of the grant to be eligible for any available reallocation funds in the spring.

We had subgrant money left over that was moved to needed areas via a budget amendment.

The May through August activity report was reviewed. Sherry and Misty completed their ISD visits that are conducted two times per year for 36 school districts. Participation was possibly up because of direct contact with districts.

An advisor notebook was created for Temple College Advisors containing articulation agreements. Sherry stated we created 14 new articulation agreements and updated 21, and all have been approved by the Texas Education Agency. We added business partners to our articulation meetings, included university partners, and conducted smaller size meeting sessions.

The Texas Education Agency is revising the Texas Essential Knowledge and Skills (TEKS) for Career and Technical Education courses. They will change a year from now, but there is a lot of work to do to get ready for this including realigning the high school courses with the college courses. New PEIMS course numbers will be available in late fall and new Advanced Technical Credit (ATC) Program crosswalks available in January. We will not be conducting articulation meetings or trainings until after that time. Sherry said all high school teachers will have to participate in a mandatory training for these courses through their service centers. We revised our Tech Prep six year plans to better align with AchieveTexas plans.

Karen Denney asked if there would be ATC training online for new teachers. Sherry replied that Part II is not available online, but that Part I is available online. Sherry said ATC requirements for teachers are changing.

Sherry mentioned the new flyer and stated a flyer in Spanish is in the works.

Bridges subscriptions were purchased for approximately 30 schools. Sherry explained this is now funded from the miscellaneous category instead of the subgrant category, per a request from the Coordinating Board.

Sherry stated she is serving on a P16 council and we are a partner of this approved council, but we will not be contributing any money to it. Kimberley Mason asked what the full name of the council was. Sherry replied it is called the Centroplex P-16 Council composed of Temple College, Central Texas College, Copperas Cove ISD, Temple ISD, Belton ISD, Killeen ISD, Region 12 ESC, Workforce,

the Central Texas Tech Prep Consortium, and will expand to include others. Sherry stated the purpose of P-16 councils is to create more of a college-going culture. She commented on the state's Closing the Gaps campaign. Sherry stated "P" represents pre-kindergarten and "16" represents four years post secondary education. The council hopes to inform community members of educational opportunities and plans to get chambers and businesses involved. A council goal is to reach out to the Hispanic community to increase the number attending college. Dana Watson stated that the goal of the council is to make community members aware of educational opportunities.

***Grant for 2009 - 2010:***

Sherry informed members that the grant for the upcoming year has been approved. She revised the grant to include more information on the timeline and to tie the evaluation with the budget, but did not make any edits to the budget.

Sherry said she will provide this year's subgrant information in our annual report, scheduled to be completed in October.

Sherry said the upcoming year's subgrant focus will be to continue business involvement, and applicants will need to tie their proposals to our evaluation goals. She stated last year's focus was for applicants to look at ways their districts could connect with business and industry. Sherry said we have had some success with that. She stated we set aside approximately \$50,000 each year for competitive subgrants for our partners. Each subgrant request can be for up to \$5,000 and each institution can apply for as many as they want. Alison Belliveau and Karen Denney discussed some of their approved subgrants. Sherry said that Crickett Rogers received a subgrant to assist with visiting Killeen schools, and Temple College received funding for the Criminal Justice program.

Sherry suggested we continue with the business and industry involvement but also include points for tying into our required evaluation goals. Alison stated it was a good idea, but a copy of the goals needs to be provided. Dana said it needs to be data driven.

The subgrant process was explained to new board members. Laurel Blair stated some grants were partially funded and asked for subgrant committee volunteers. Kimberley Mason and Kenny McCarty volunteered to serve. Wanda Williams has also indicated that she would like to serve on the subgrant committee. Karen said she makes her teachers write their own subgrants as it is a learning process for them whether they receive funding or not. Sherry stated we will look for a few more volunteers to serve since we usually have five people on the committee.

We sponsored 12 people from five districts to attend the Connect3 Conference in Waco and three people from two districts to attend the Texas Career Education Conference. Karen said she and three of her teachers attended the Connect3 Conference. Alison stated all of her Business and Marketing teachers attended the Connect3 Conference and said the 2010 conference will held June 7-9. Sherry

suggested we consider conducting ATC training and local articulation sessions at this conference. Karen voiced this would make a good pre-conference session.

Sherry and Alison attended the Career Cluster Institute Conference in Ft. Worth in June. Alison discussed the conference and distributed a handout to members showing the career paths and 16 career clusters. Alison shared materials for members to view that counselors can use. Alison stated she learned a great deal from the Texas Counselors' Network session and she enjoyed the keynote speakers. Sherry enjoyed the integrated learning sessions.

Kimberley discussed the Texas Career Education Conference. She learned that people are overwhelmed with the changes to the TEKS. Kimberley stated that a lot of her teachers do not have the expertise or background in math or science. She would like to utilize her district's math and science teachers to assist the Career and Technical Education teachers with the skill sets they will need.

Alison asked if anyone would be attending the National Careers Pathway Network Conference. Sherry stated that Crickett had shown an interest, but is not able to attend.

#### ***Quarterly Directors' Meeting:***

Sherry informed members that approximately four times per year, all the Tech Prep directors in Texas meet. She explained that the directors divide into four committees. At the last meeting, the policy committee distributed a Tech Prep Consortium Governing Board Handbook.

Sherry stated that we conduct an annual training for new board members and anyone who needs a refresher. She plans to conduct this training sometime before our November meeting.

Sherry recommended a memorandum of understanding be completed between our fiscal agent and the consortium to spell out which duties belong to the fiscal agent and which belong to the consortium. She suggested we update our bylaws as well. Sherry said if there is no opposition, we will move forward with this process. Laurel asked for volunteers to serve on this committee. Dana volunteered to serve and Sherry said she would ask Wanda and Danette to serve. Sherry will review the current bylaws prior to editing them.

A Perkins site visit is expected for Temple College and our consortium in mid-October. Dana said Central Texas College is having a visit December 1-3.

#### ***Data Reports:***

Sherry referred to the data reports provided in the board packets and said additional reports were available through the website listed in the packet. She reviewed the differences in the PEIMS codes and went over the Potential Cost Savings Report, stating students could save hundreds of dollars for taking three Tech Prep classes. Sherry discussed the articulation agreement report with Temple College.

***Other Business/Reports/Discussions:***

Fall Visits will soon begin. Sherry said we will hold Bridges Workshops at the ESC Region 12 facility in Nolanville on October 15 & 16, which will include a half day session for the community colleges. A Counselors' Workshop is tentatively scheduled for December 4. We will be conducting one or two Technical Assistance Workshops in late September or early October consisting of Tech Prep 101, PEIMS code training, Tech Prep 102, an overview of the Central Texas Tech Prep website, and Subgrants. Sherry stated there would not be a charge for the workshops, but there would be a charge for the Counselors' Workshop to cover the food expenses.

Sherry explained what the Career and Technology Education Management Application (CATEMA) is, how the process works, and reviewed the reports included in the packet. Alison commented on her disappointment in her teachers after reviewing her CATEMA reports. Karen said she makes CATEMA part of her teachers' check out system and she plans to have her teachers compile a list of the colleges that accept the Advanced Technical Credit her teachers taught from 2007-2008 forward.

Laurel stated that some of our advisory board members' terms are expiring and will be asked if they want to serve another term. She asked for volunteers to serve on a nominating committee. Don Owens and Crickett Rogers agreed to serve. Don suggested Ken Higdon be asked to serve. Alison asked if some of the members cycling off were not present today as the number of attendees seemed small. Sherry stated three or four additional members were supposed to be in attendance today. Crickett Rogers asked whose term was expiring. Sherry stated those cycling off were Jody Askins, Alison Belliveau, Debbie Gommert, Kimberley Mason, Crickett Rogers, David Smith, Sarina Swindell, Danette Toone, and Carla Wright. Alison Belliveau, Kimberley Mason, and Crickett Rogers agreed to continue to serve and Sherry will contact the others. Laurel stated she plans to resign and would like to open the door of opportunity for the new KISD CTE Executive Director to serve.

***Adjournment:***

The meeting was adjourned at 1:25 PM.

Respectfully submitted,

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Sherry Hollinger