

**Central Texas Tech Prep Consortium
Quarterly Board Meeting
Mayborn Planetarium & Space Theater, Central Texas College
Killeen, Texas
November 18, 2009**

Minutes

Members Present:

Alison Belliveau, Temple ISD
Laurel Blair, Killeen ISD
Debbie Gommert, Workforce Solutions of Central Texas
Chris Holecek, ESC Region 12
Kimberley Mason, Taylor ISD
Kenny McCarty, Johnson Bros Ford
Don Owens, University of Mary Hardin Baylor
Crickett Rogers, Central Texas College
David Smith, Marble Falls ISD
Danette Toone, Temple College
Sarina Swindell, Texas A & M University - Central Texas
Debbie Thompson, Killeen ISD
Dana Watson, Central Texas College
Wanda Williams, Workforce Solutions of Central Texas
Jim Yeonopolus, Killeen Chamber of Commerce

Members Absent:

Jody Askins, Wilsonart International
Karen Denney, Copperas Cove ISD
Ken Higdon, Temple Chamber of Commerce
Shirley Meadows, Scott & White
Anita Steele, Texas State Technical College
Carla Kay Wright, College of Cosmetology

Staff Present:

Sherry Hollinger, Director
Misty Harrell, Outreach Coordinator
Carol Lance, Administrative Assistant

Call to Order:

Laurel Blair called the meeting to order at 12:25 PM.

Approval of Minutes:

The minutes were approved as printed.

Election of Officers:

The Nominating Committee submitted the following slate of officers for consideration: Don Owens, Chair, and Alison Belliveau, Vice-Chair. Jim Yeonopolus recommended that the slate be approved by acclamation. The nominations were approved by board members.

Written Reports:

The Annual Report was reviewed with members. Sherry stated we spent 99 percent of our grant. A copy of the report will be sent to our consortium members. Jim Yeonopolus asked about the \$33,000 in the Miscellaneous Category. Sherry replied most of it was moved to the Miscellaneous Category for Bridges subscriptions.

A subgrant report was distributed to members. Wanda Williams stated Temple College awards were dispersed from the other categories, not the Subgrant Category, since Temple College is the fiscal agent.

Wanda stated we received 30 subgrant applications for this current year and we have \$50,000 to award. The subgrant committee meeting will be held on Monday. The submissions represented several districts.

A report detailing subgrant awards and conference assistance from the last fiscal year was distributed to members. Partners received approximately \$84,000 of funding last year including subgrants, substitute reimbursement, and travel funds for conferences. Re-allocation money is a possibility again this year. Wanda commended Sherry on her ability to manage the grant.

Sherry reviewed the September through October activity report highlighting the activities and workshops held. Visiting the consortium ISD partners was one of the major activities for September and October. The Perkins Site Visit was in mid October and required a great deal of preparation.

A current fiscal report was distributed to members. Sherry commented we are in good shape financially and spent a fair amount on travel for the fall visits.

Alison Belliveau suggested we consider choosing conference funding for educators to attend the Connect3 Conference. Chris Holecek gave an update on the upcoming Connect3 Conference plans and stated that a lot of school districts are requiring their teachers be trained on the new TEKS. The keynote speaker will be the team of Tutt & Daggs.

Perkins Site Visit Report:

Danette Toone gave a briefing on the Perkins Site Visit. Both the exit interview and the final written report were very good. A copy of the report was passed around for members to review. The site visit team members were impressed with how the consortium manages funds and how it utilizes funding for Tech Prep programs. The team had a lovely lunch at Temple High School which was catered by their Culinary Arts department. The team suggested we apply for a

leadership grant and pilot it with Temple Independent School District or another ISD to get more students interested in Tech Prep. Howard College might be an example of how to do this.

Wanda added she would support Sherry in obtaining available grant funds to assist with Tech Prep programs.

Sherry said the site visit will be on a four year schedule and our next audit will be in 2013.

Sherry said the site visit process was a good opportunity for her to review our grant.

Report on State and Regional Meetings:

Sherry gave a briefing on the Quarterly Tech Prep Directors' Meeting. A best practice session was included. A six year plan template is being considered and Misty will serve on a review committee, if needed.

Danette mentioned that the League of Innovations website has a plan on it that might be referenced.

The consortium's strategic plan may need to be modified if the grant application format changes.

Sherry touched on the South/West Regional Perkins Meeting. Best Practices were presented and new rules were discussed. Sherry stated the next Quarterly Directors' Meeting will be immediately after the Education Open Source Conference.

Other Business/Reports/Discussions:

A discussion took place on textbooks. Alison said textbooks are not up for adoption for three more years and that the subgrant submissions for textbooks would assist the teachers with updated teaching material.

The consortium is planning a Counselors' Workshop in the spring to include emerging and evolving occupations. After receiving information on Texas Essential Knowledge and Skills (TEKS) revisions, spring visits will begin. By-laws will be updated and a fiscal agreement will be drafted. The next Advisory Board meetings will likely be in February and May. The planning committee will meet on December 9th to begin updating our by-laws and editing our strategic plan. Jim, Alison, and Crickett Rogers volunteered to meet with Sherry, Dana, and Danette on December 9th.

Sherry presented Laurel Blair and Don Owens with certificates for serving as Chair and Vice-Chair and thanked Laurel for her service to the board. She thanked all members for their support.

David Smith inquired about the Connect3 Conference dates and asked if TEKS training will only be available in the summer. The Connect3 Conference will be in June. Alison stated the reason the training was being held in the summer was because the trainers cannot be paid while on contract.

Adjournment:

The meeting was adjourned at 1:25 PM.

Respectfully submitted,

Sherry Hollinger