

Pinal County Tech Prep
Board Retreat: CAVIT
May 12, 2010
Meeting Minutes

Present: Alma Farrell, Janice Pratt, James Cadena, Mike Glover, Becky Teller, Polly Abraham, Valerie Garcia, Gary Faulkenberry, Phyllis Santa Maria, Michelle Martinez, Tracey Celaya

I. Preliminary Activities: CAC, Janice Pratt

- Janice introduces James Cadena, who will be replacing her as the CAC liaison next school year. James has had a career in the service in the education area and has been at CAC for several years now.
- Janice continues to work on the Tech Prep website and making it more user friendly. Reminder: students must use the form on the website to request Tech Prep credit after they enroll at CAC.
- Tracey pointed out some problems she has encountered; Janice will take all concerns to Roger to address.
- NOTE: Janice asked everyone to print out the Lookup Screen for your school, make any changes, and send back to her. This is the screen CAC will use to compare HS transcript with awarding credit.
- Alma showed us the CARS report that comes from the feds and addresses meeting objectives and goals. We are losing points in the community college area; we believe it is because students are self identifying for Tech Prep and many are getting lost. Tracey suggested we all send placement reports to CAC and someone could cross check that to see if there are registered students who have not requested Tech Prep credit.

II. Goals: We worked on 10-11 goals during lunch and in groups.

III. Working Lunch: see above

IV. Staff Development Plan: Alma has contacted Preston _____, who will conduct reading integration training for us. She stated that the Tech Prep teachers asked for this at the last inservice, and the he does extended training through ADE. He has agreed to work with our schedule of Saturday inservices and suggested 4 sessions, which we could do August-November, or September-December. This time frame will allow teachers to implement strategies that they are learning in the classes. Everyone agreed this was a worthy professional development activity.

V. Budget:

- There is approximately \$21,000 left in this year's budget. There are only two schools who have used any monies from their budgets. Several coordinators expressed concern about this, as they have alerted their business managers to invoice Tonya, and were unaware that it had not been done.
- Any amendments to the budget must be done by mid June.
- All stipends for this year's PD activities should be \$150.00 each. Please be consistent!
- Make sure to arrange for coordinator stipend=\$700.00.
- If you have money leftover, please let Alma know ASAP, so she can include in the amendment in June.
- Please ask your business managers to invoice Tech Prep by June 10, so that Alma can make any amendments based on that.
- Alma asked for a list of items to be purchased with leftover funds: input was given regarding more jump drives, pens, and any promotional materials.

VI. Evaluation: All 4 star evaluations need to be completed and sent to Alma ASAP.

VII. 2010-2011 Calendar: Calendar dates were set for board meetings as well as PD dates. They are as follows: (if locations are not listed, Alma will assign them)

- June 14: Meeting with CAC personnel Bill Brown, Janice, Polly, Tracey only
- June 16: Board Meeting at CAVIT 9am-11am
- August 18: Board Meeting at Alma's house 12:30-2:30pm
- August 21: PD Reading at Poston Butte 9:30am-1:30pm
- September 18: PD Reading at CAVIT 9:30am-1:30pm
- October 27: Articulation Day, Coordinators ONLY, Corporate Center 11:00am-2:00pm
- October 30: PD Reading at Casa Grande 9:30am-1:30pm
- November 13: PD Reading at Superior 9:30am-1:30pm
- January 12: Board Meeting 12:30-3:30pm
- February 9: Board Meeting 12:30-3:30pm
- February 26: PD for Tech Prep Website and Articulation for 11-12 school year...all teachers at Maricopa 9:30am-1:30pm
- May 11: Board Retreat 10:00am-3:00pm

These will be posted on the Tech Prep website by Polly.

VIII. College Reading Assessment Day: Rather than bussing schools to CAC, we proposed having CAC come to us. Janice is going to meet with the powers that be in June and let us know if that is possible. Here are our requests:

- 3 hour time frame: 1 hour presentation about CAC, proctoring the test, reviewing the test results individually with students
- Freebies: folder and power bar snack
- This would take place between September and November in the fall. James would alert us when to start scheduling, and it would be up to each coordinator to take care of that.
- Also, arrange some campus tour dates

Submitted by: Michelle Martinez