

# Odessa Collegiate Academy | MINUTES

Meeting date | time Monday, September 09, 2019 | 10:00AM

Meeting location Spur Bldg. Conference Room 203

Meeting called by	Katie Nisbet	Casey Sims	Kim McKay
Type of meeting	Weekly OCA meeting	Katie Nisbet	Dr. Don Wood
Facilitator	Katie Nisbet and Casey Sims	James Ramage	Jeremy Sanchez
Recorder	Luz Gabriela Villa	Dana Huckaby	
		<u>Guest:</u> -	

*(Members in Red were not in attendance)*

## TOPICS

### Topic Welcome | Presenter Katie Nisbet

Katie Nisbet welcomed everyone. Reviewed minutes for a motion to accept the minutes from August 26, 2019. Reviewed and approved.

### Topic Pathways | Presenter Dana Huckaby

1. Would like to have all pathways done before Christmas break
2. Katie Nisbet would like to narrow down to 3-5 pathways
3. Casey Sims would like to get rid of Agriculture degree due to the requirement of having a horse
4. Kim McKay stated that pathways could be narrowed down to the following
  - a) Biology
  - b) General Studies for the 3 schools: STEM, Business & Industry, and Liberal Arts & Education
5. Mrs. Sims will create the degrees and send them to the OCA members

### Topic Students | Presenter Dana Huckaby

1. Jaylen Mendoza would like to graduate early and needs Texas Government. Casey Sims will enroll the student in Fall 2
2. Overall 2 students will graduate in December from high school and in the Fall with their Associates
3. Drumline – open spots available
  - a) Meet from 3:30PM-4:30PM
  - b) No experience necessary
  - c) Would like to have students join
  - d) A flyer was given to Mrs. Nisbet and will distributed to Mr. Ramage and Ms. Huckaby
4. Phi Theta Kappa (PTK) – Mrs. Nisbet will discuss with committee members in letting the early college students participate
5. Students will soon be taking the SAT and PSAT – October 16<sup>th</sup>

- a) Need to discuss the lunch plans for the Sophomores, Juniors, and Seniors
  - Dana Huckaby will clarify the time and will inform Kim McKay
6. Mrs. Nisbet asked if OCA has all the Ferpa Forms signed.
  - a) Casey Sims will send out new forms since most parents were signing them instead of the students
  - b) Majority are signed by parents and need to resign by students in white paper not colored paper
7. No students have been withdrawn as of today
8. Deadline for Administrative Withdrawal is on September 25<sup>th</sup>
  - a) 13 students
    - 1 moved out of town
    - 1 moved to OHS
    - 1 moved to PHS
    - 1 moved to NTO
    - Rest no show
9. Roaming students before and after school
  - a) Will reinforce that the students will need to go to the appropriate buildings which are Deaderick Auditorium, upstairs in the OCTECH building, Learning Resource Center (LRC), Sports Center, and Saulsbury Campus Center (SCC)
    - Students are not allowed in the instructional buildings unless approved
10. Sex Ed Training sessions coming up on Tuesday, September 10<sup>th</sup> at 10:30AM at the Deaderick Auditorium. Sophmores from 9:00AM-10:30AM
  - a) Next one will be February 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup>

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**Topic** *Texas Grade Book Attendance Training* | **Presenter** *Katie Nisbet*

1. There were 4 training sessions available.
  - a) Tuesday, September 3<sup>rd</sup> – 9:00AM and 2:00PM
  - b) Wednesday, September 4<sup>th</sup> – 11:30AM and 2:00PM
  - c) Those that were unable to attend, met with Mrs. Nisbet on a one on one training session
2. Discussions on what would be the cut-off time for recording attendance. Will need verification form Mr. Ramage.
3. Blackboard observer set up. If there are any questions or concerns, contact Mrs. Sims or the Department Chair

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**Topic** *Summer Courses* | **Presenter** *Kim McKay*

1. All summer courses must be approved by the following people
  - a) Counselors
  - b) Principals
  - c) Dean of program
  - d) Parents
  - e) Casey Sims – will do the final approval and process

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**Topic** *Alternative Completion* | **Presenter** *Katie Nisbet*

1. Discuss on implementing the alternative completion sections
2. What would be the requirements? Would the student pay for it? [Dual Credit not allowed]

3. Kim McKay stated that she thinks that the district has to pay for the section

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Topic *Other* | Presenter *ALL*

1. Dana Huckaby needs all OCTECHS student transcripts to do transcript audits
  - a) Casey Sims will provide transcripts needed to Ms. Huckaby
2. Katie Nisbet asked OCA if they can provide a contact list
3. Casey Sims announced on November 21<sup>st</sup>, there will be a Potluck. Further details in the future
4. Katie Nisbet asked Jeremy Sanchez how Wilkerson Hall has been with the early college students and he said there has been no problem
5. Kim McKay announced that the Food Pantry is stocked
  - a) If students, parents, teachers need assistance, please email [foodpantry@odessa.edu](mailto:foodpantry@odessa.edu)
6. James Ramage will have all tags for students by the end of the week
7. Wrangler Roundup on Thursday, September 12<sup>th</sup> from 11:30AM-1:00PM
  - a) Will take hot dogs to Travis Hall but students are welcomed to go by the Saulsbury Campus Center area

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**Action items**

**Person responsible**   **Deadline**

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Discussion on Final Exams	Katie Nisbet	Future meeting
<ul style="list-style-type: none"><li>- Final Exams are online for some sections that are hybrid</li><li>- Creates problems due to final exam completed, therefore, students roam the halls</li><li>- Would like to let Faculty know that they should have class even if students have taken the final exam</li></ul>		

Meeting adjourned: 10:58AM

Attachments: NA