



Brownwood High School - Brownwood ISD
 2100 Sladen Street
 Brownwood, TX 76801
 CEN TCLAS P-TECH Coaching
 Site Visit 2 - February 14, 2023



Attendees:	Heidi Gardner, Blanca Martinez, Liesa Land, Andy Gill, Lindsay Smith, Kelly Springfield, Rosena Garcia, Dayna Prochaska		
Time	Agenda Items	Next Action Steps	
	Review Student Recruitment Plan and Timeline		
	<ul style="list-style-type: none"> ● Written recruitment plan <ul style="list-style-type: none"> ○ Enrollment events ○ Recruiting materials for school and community ○ Non-discrimination statement and languages 	<p>Finished Business industry trade show. Auto teacher and students to talk. Counselors have talked to the kids and will go back tomorrow. Scheduling students in March. No specific limit. Any interested student can join the program. Target is 10 but hoping for more.</p> <p>Brochure: Need guidance. Maybe highlight that auto tech is PTECH and how it is different.</p>	
	Review Student Enrollment Packet		
	<ul style="list-style-type: none"> ● Discuss written admission policy and enrollment application <ul style="list-style-type: none"> ○ Non-discrimination statement and languages 	Open enrollment for all students.	
	Review Assessment Timeline / Calendar		
	<ul style="list-style-type: none"> ● Content for Test Preparation ● Schedule TSI and other assessments ● Support systems for students that did not pass specific modules 	<p>Testing center. Test several times a year.</p> <p>Testing prep is online prep. Teachers do the prep in the classroom. Students do not have to meet TSI measures to enroll in the program.</p>	
	Review Communications / Public Relations Plan		



	<ul style="list-style-type: none"> • Discuss languages represented in School District and Community • Review and Discuss brochures and marketing materials printed / published in multiple relevant languages • Review the identified target audiences for the communications plan • CEN Coaching Templates 	<p>Business Industry Trade Show. Bring in the community. Social media, the newspaper, and invitations to business. Well received on 5th year. Each CTE teacher shows projects, what they do, and there to answer questions. Go to different booths. Get to see everything used for class. Show the community the different certifications in each area. 2 rebuilt alternators. 3 projects from area comp. A lighting board. how to troubleshoot when lights aren't working. 8th graders came to the classroom tour. Gaining popularity over the last few years. 8th-grade parents came in for a parent night to see it. Industry Certs were highlighted. Test students at end of the year. No students highlighted yet. Highlighted the program. Each instructor spoke specifically to their program. Auto tech's current enrollment is 30ish. Not separating students. Title 1 school so target enrollment will not be a problem.</p>	
	<p>DocuBrix – Current Coaching Template Resources</p>	<p>Coach will get logins for district/campus admins.</p>	
	<p>District Challenges</p>	<p>Consistency in what ET and CEN need from us. Identify what is required vs what is recommended.</p>	
	<p>District Successes</p>	<p>Renewal application submitted. Relationship with Ranger is great and this has cemented that. Kids are excited what is offered at Brownwood. Offer so many choices. Kids are always excited about the Autotech program. Maybe 3 total girls in the upper level.</p>	
	<p>30 Day Goal</p>	<p>Timeline written out, update brochure,</p>	



Brownwood High School - Brownwood ISD
2100 Sladen Street
Brownwood, TX 76801
CEN TCLAS P-TECH Coaching
Site Visit 2 - February 14, 2023



		add things to the website.	
	60 Day Goal	Updated website. Student lists of accepted students.	
	90 Day Goal	Building next years master schedule. Include dual credit registration and dc courses into the master schedule.	

Participant	Organization/Title	Signature (if virtual, indicate)
Heidi Gardner	Director of State and Federal Grants	
Blanca Martinez	High School Counselor	
Liesa Land	Deputy Superintendent	
Andy Gill	Assistant Principal	
Lindsay Smith	Principal	
Dayna Prochaska	IHE Liason	
Rosena Garcia	Educate Texas Coach	
Kelly Springfield	CEN Coach	