



**Brownwood High School - Brownwood ISD**  
 2100 Slayden  
 Brownwood, TX 79801  
**CEN TCLAS P-TECH Coaching**  
 Visit 5 - May 15, 2023  
[Zoom Link](#)



<b>Attendees:</b>	<b>Kelly Springfield, Rosena Garcia, Heidi Gardner, Lindsey Smith, Andy Gill, <a href="#">Blanca Martinez</a>, Dr. Dayna Prochaska</b>	
<b>Time</b>	<b>Agenda Items</b>	<b>Notes</b>
	<b>Follow-Up From Previous Visit</b> <ul style="list-style-type: none"> <li>● Campus Updates</li> <li>● Work on budget</li> <li>● Decide and order needed supplies for the suto-tech program</li> <li>● MOU finalized.</li> <li>● Website Finalized</li> </ul>	Updated the website Received list of supplies from auto tech teacher and purchased all tools and books. MOU - emailed from IHE today. Blueprint changes have been included. Will be signing a dual credit and a PTECH.
	<b>Website Development and Artifact Progress</b>	No business partner MOU yet- Bruener Chevrolet and possibly Big Country Ford. Will meet within the next few weeks. No advisory board meetings yet. Will be organized through IHE. Have not had any leadership team meetings outside of Ed Tx meetings. Master Schedule will be completed by the end of summer. The crosswalks are up and ready. The recruitment and communication plans are up. Parent and community meetings are up. Nothing under work-based learning or student support. TSI Schedule is up.
	<b>Discuss readiness of facilities/PTECH classrooms:</b> <ol style="list-style-type: none"> <li>a. TCLAS budget spend down</li> <li>b. Purchase of equipment, supplies, and materials for PTECH implementation</li> </ol>	All equipment has been purchased that the teacher has requested. The alignment machine would take up too much room. All books have been purchased. Student registration has taken place. Student enrollment has exceeded the initially planned number. 20 in junior class and 30 in freshmen class.

	c. Discuss facilities readiness for PTECH implementation	
	<b>Review meeting agendas and minutes for Advisory Boards</b>	Has not occurred. Will occur in June. The team needs to get with business owners to schedule.
	<b>Continued review of work-based learning activities by grade level</b>	The auto-tech teacher does his own scope and sequence. Will look at asking the teacher to have a running document of activities that are included in lesson plans.
	<b>Review of alignment to current dated regional high-demand occupation list</b>	Regional high-demand occupation list - still applies
	<b>Share details of family outreach events to date or planned</b>	Have all listed on counselor page. Link counselor page to the website.
	<b>Review 2023-24 master schedule for PTECH students</b>	Completed during late summer. Will not be in their cohort for regular ed classes.
	<b>DocuBrix – Current Coaching Template Resources</b>	
	<b>District Challenges-</b>	Time
	<b>District Successes-</b>	Slowly getting everything done. Ready to start the next year.
	<b>30 Day Goal</b>	Complete website Advisory board meeting scheduled. IHE MOU finalized
	<b>60 Day Goal</b>	Business MOU Finalized Advisory Board meeting completed. Master Schedule Completed.
	<b>90 Day Goal</b>	School Starts August 15. Have everything ready to start school. Bridge is planned and ready to implement. Handled through the counselors.
	<b>Resources:</b> <ul style="list-style-type: none"> <li>● <a href="#">Blueprint</a></li> <li>● <a href="#">Roadmap</a></li> <li>● <a href="#">Proposed PTECH Blueprint</a></li> </ul>	

<b>Participant</b>	<b>Organization/Title</b>	<b>Signature (if virtual, indicate)</b>
Dayna Prochaska	IHE Liaison	<i>Dayna Prochaska</i>
Lindsay Smith	HS Principal	<i>Lindsay Smith</i>
Andy Gill	HS Asst Principal/CTE Director	<i>Andy Gill</i>
Blanca Martinez	HS Counselor	<i>Blanca Martinez</i>
Heidi Gardner	Special Programs Director	<i>Heidi Gardner</i>
Rosena Garcia	Educate Texas Coach	<i>Rosena Garcia</i>
Kelly Springfield	CEN Coach	<i>Kelly Springfield</i>