



# Meeting Minutes

CN0513 | May 18, 2022

## ATTENDANCE

Attendees	✓	Attendees	✓
Annette Hobbs	✓	Kermit Ward	✓
Colt Stacer	✓	Felissa Anderson	
Johannes Starks	✓	Judy Hinkle	✓

## AGENDA

- Advisory Board Progress
- Crosswalk Progress
- MOU Industry Partner & MOU Contract IHE Progress
- Summer Bridge Outline

## UPCOMING MILESTONES

Milestone	Date
Advisory Meeting	May 19, 2022
Summer Bridge Information Night	May 19, 2022
Start of Summer Bridge	June 6, 2022

## TRANSMITTAL STATUS

Description	Sent	Approved
01 Recruitment Plan	11/04/21	11/04/21
02 Leadership Team Roles	11/04/21	11/04/21
03 Admission Plan for 2022	10/20/21	10/21/21
04 2022-2023 Student Admission Application	11/14/21	01/11/22
05 Crosswalk & Flowchart	11/13/21	Revision Req'd
06 Written Communication Plan	11/13/21	01/11/22
07 Mentor Induction Plan	05/10/22	
08 Recruitment Brochure (Benchmark 2)	05/18/22	
09 Parent Information Night Flyer	01/05/22	01/11/22
10 P-TECH Spending Plan	In Progress	Paused
11 Parent Information Night Powerpoint	02/10/22	02/10/22
12 Application for Designation	01/28/22	01/28/22
13 MOU Contract IHE	05/06/22	
14 Certifications	Paused	Paused





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15 Clarksville ISD Amendment #1	03/02/22	03/02/22
16 Acceptance Letter 2022	03/22/22	03/22/22
17 MOU Industry Partner	05/06/22	
18 Inaugural Advisory Board	05/10/22	
19 Types of Partnerships	In Progress	
20 Summer Bridge Y1 Curriculum	In Progress	
21 High Demand Occupation List	05/10/22	05/10/22

## CURRENT TASKS

- Final MOU version sent to Turner Industries for signing on 05/06/22.
- Final MOU version sent to Paris Junior College for review on 05/06/22.
- Mentor Induction Document Created for Approval on 05/10/22.
- Advisory Meeting Scheduled, work to determine who the various partners will be.
  - ➔ Need to fill out types of partnership paperwork and prepare presentation (including survey, agenda, sign-in, PowerPoint, marketing material).
  - ➔ Need to get approval on the survey.
- ~~Need to create a marketing brochure for summer bridge/p-tech.~~
- Sent Crosswalk v2 to PJC on 05/10/22.
- Finalize spending plan upon amendment being accepted.
- Finalize summer bridge program and calendar.

## FUTURE TASKS

- Training plan for instructions/mentors, etc. (P-Tech specific)
- Recruitment plan needs to be modified for next year plan of action.
- Create Enhanced Nurse Aide Crosswalk final version.
- Create P-TECH master schedule.
- WBL experience by grade level.
- Student participation data.
- Student artifact collection from Summer Bridge & WBL.
- Create remediation plan.
- Create P-Tech packet.

