

Business Education Program Advisory Committee
Meeting #2 Minutes

Date: 1/13/2020 Time: 5:30 Place: PHS U301

Advisory Members Present: Melissa Mayer, Teacher; Ken Swanger, Teacher; Paden Carlson, Teacher; Arvin Sahaym, WSU; Cotton Sears, HRC

I. Call to order

Called to order by: Melissa Mayer Time: 5:30 PM

II. Minutes from previous meeting

- a) Approval of previous meeting minutes

Motion: Ken Swanger

Moved by: Arvin Sahaym **Second by:** Cotton Sears **Approved?** Yes

III. Old/Unfinished Business

- a) **Any items not completed from Meeting #1 packet**, including new course proposals and recommendations for 2019-2020 programs.

Discussion: Budget updates. Amber Deeds estimates that we have about \$6,000 in the budget for business education at PHS. DECA Club Budget: \$4,591.84. We also received the \$800 booster grant that we will use for State/Nationals registration. Store: \$3,688. Recently purchased Keurig machine, Sno-Cone Machine, and new Blender.

IV. New Business

- a) **Review the Role of Program Advisory Committee (attachment)**
b) **Complete the CTE Program Five Year Plan (attachment) *Needs to be turned in with your minutes***

Motion to approve the Five-Year: We did not finish getting our 5 year plan done. We need more time to discuss the plan and come up with items to put in each category. Communicated this via email with Chris Franklin (CTE Director) after the meeting.

Moved by: _____ **Second by:** _____ **Approved?** Choose an item.

- c) **Program support activities (CTE standards)** List activities the program supports these areas
- i) **Support Guidance Counseling**
 - ii) **Work Site Learning**
 - iii) **Student leadership activities**
 - iv) **Student recruitment and Program Promotion**
 - v) **Job Placement**
 - vi) **Tech Prep/Articulations**

(1) **Report on first semester of school**

(a) Program Enrollment Numbers:

(i) Discussion: Numbers: Melissa total of 90 (not counting Multimedia) students; Ken total of 97; Paden 37. Numbers for everyone will change a bit at semester (Ken will have the other half of the seniors; Paden's numbers may shift a bit; Melissa will have a few more in Economics than this semester.

(b) Things that are going well:

(i) Discussion: Melissa: -Yearbook deadlines are being met and there are strong leaders in Yearbook. -The DECA store is going very well...good sales and we have purchased some new equipment with the profits. - Paden (Leadership): Some great enthusiasm, demonstrated especially by younger students.-Strong evidence of student ingenuity. Ken (Career Choices): -Senior Projects are going well...seniors started presenting in the last few weeks. -Personal finance lessons are going well...easier to teach now that it's his second time.

(c) Things that need to be improved:

(i) Discussion: -Low DECA numbers for competitions. Hope to recruit more next year. We are trying to come up with ways that we can recruit and be more present at LMS for both yearbook and DECA members. Paden (Leadership): Would like to see -Separation of leadership classes (1&2). - Dedicated leadership space. -Student commitment to class and its purpose. Ken (Career Choices): hoping that the school board will decide for career choices to continue on a basis that will be on going instead of year-to-year.

d) **New course proposals, course description changes, course title changes for 2020-2021 school year.**

From last year's input, finalize new course proposals, course descriptions changes, and course title changes for 2020-21 school year. Must be approved by advisory committee prior to submission to the Curriculum Advisory Committee. Please meet with the Principal and CTE Director prior to Oct. 30 to discuss new proposals.

Action Plan for New Course: Melissa didn't end up having time to submit the frameworks or course proposal for Social Media Marketing/Sports & Entertainment Marketing to the CAC. May do so next school year.

Motion: _____

Moved by: _____ Second by: _____ Approved? Choose an item.

e) **Instructional Materials (textbooks, videos, etc.) for 2020-2021**

Action Plan for New Material: N/A

Motion: _____

Moved by: _____ Second by: _____ Approved? Choose an item.

f) **Report on Student Leadership/Community Service Activities:**

(a) Discussion: _____

V. Review Program Advisory Committee End of the Year Program Evaluation

Review program evaluation from last year and make any suggestions for program improvement based on last year's End of the Year Program Evaluation.

- a) Discussion: Members of the advisory board committee read over the items that we had on the evaluation. No changes needed. Ken Swanger is going to talk to Ms. Bledsoe at SFCC because she is judging at a senior project soon to see about SFCC articulation with Melissa's classes. Melissa hasn't had any responses from SFCC or WWCC. Currently Work Based Learning (WBL) has 5 students in it. Ken would like to see more students take advantage of that option if they're working at least 180 hours/semester. We plan to attend the field trip before 8th graders at LMS choose classes to talk about our CTE offerings at PHS.

VI. Review following documents and plan changes as needed for next year

- Curriculum Mapping: ALL classes need to start working on curriculum mapping that match their approved frameworks. ***This will need to be completed by June 2020***
- Program of Study: ***Completed by end of year***
- Inventory: Must submit complete inventory and annotate if items are purchased by grant dollars (i.e. Perkins, High Demand, etc.). **Complete by the end of the year.**
- 5 Year Plan: Produce/update a complete 5-year plan (per Perkins) with all classes in the program included on one plan. **Complete by the end of the year.**
- Articulation agreements: What is in place, what are the instructor (s) working on for the future, and ideas for places to articulate with
 - a) Discussion: We will discuss more of these next meeting. Inventory has already been completed and updated as needed.

VII. Other News for the program, instructor, or students:

a) Discussion: N/A

VIII. Adjournment

Motion: Cotton Sears

Moved by: Melissa Mayer Second by: Ken Swanger Approved? Yes

Minutes will need to be submitted to the CTE Director and CTE Secretary by the instructor within one week of meeting date. Minutes will be posted on the PSD website under CTE.