



Advisory Committee Meeting #2

February 16, 2022 | Meeting called to order by MM

In Attendance

Cotton Sears, Brooke Marriott, Melissa Mayer, Paden Carlson, John Willy

Approval of Minutes from previous meeting

MOTION REQUIRED

CS motion; JW second

Any Old/Unfinished business?

No

New Business

1. REVIEW the Role of the Program Advisory Committee (*see attachment*)
2. COMPLETE the CTE Program Four Year Plan (*Attachment*) – **TURN IN WITH YOUR MINUTES**

MOTION REQUIRED for 4-Year Plan

Motion MM Second PC

3. Program Support Activities (CTE Standards) – PLEASE LIST ACTIVITIES the program supports in these areas: **A list of activities in work based learning and tech prep articulations have been given to the CTE secretary.**
 - a. Support Guidance Counseling
 - b. Work Based Learning (includes: Guest Speakers, Structured Field Trips, School-Based Enterprises, Job Shadows, Worksite Learning)
 - c. Student Leadership Activities
 - d. Student recruitment and Program Promotion
 - e. Job Placement
 - f. Tech Prep/Articulations

New Courses Proposals, Course Description Changes, or Course Title Changes for 2022-2023?

(Advisory Committee approval required prior to submitting and approval to Curriculum Advisory Committee, please meet with Principal and CTE Director prior to March 1st to discuss new proposals)

- Are there any classes/courses that you are submitting for approval for the 2022-2023 school year? **No**
- Are there any course description changes or course materials you need for new/current courses? **No**

Classes & CTSO Update

1. Report on first semester of school
2. Report on Student Leadership/Community Service Activities

Review Program Advisory Committee End of the Year Program Evaluation

Make any suggestions for program improvement based on last year's End of Year Program Eval.

Review Documents that will need to be **submitted** by year end

1. Curriculum Mapping
2. Program of Study
3. Inventory

Next Meeting

We didn't set an exact date for the third meeting of the school year where we will go over the end of year program evaluation and the other required items, but we will hold the meeting between late April and mid-May.

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.

Advisory Board Meeting

Business Education 2/15/22

Agenda

- ☐ Approve minutes
- ☐ Review the role of the Program Advisory Committee
- ☐ Complete CTE four-year plan
- ☐ Budget update

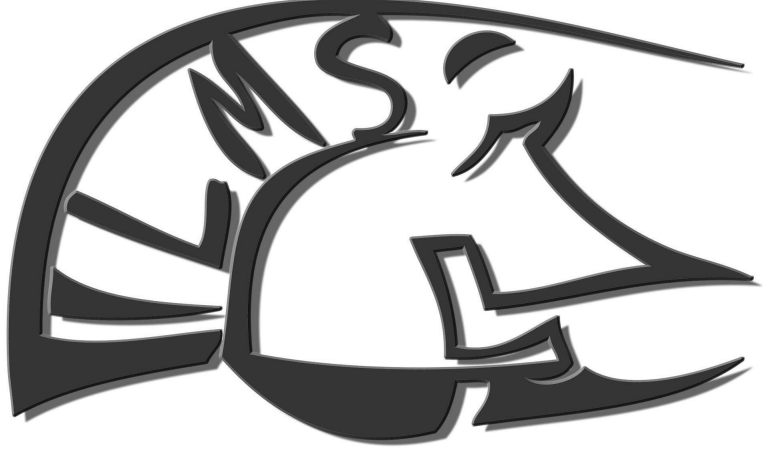
Approval of Minutes Vote

Role of Advisory Committee File (I will send this with our meeting notes from tonight)

John Willy's Class Update

Computer Applications

- Jasperactive Class Software
 - Self-Paced
 - Word, PowerPoint, Excel
 - Expert Prep Available
 - Certification Prep
- 8th Grade High School and Beyond Planning
 - Coordinating with High School to help promote CTE classes



Paden Carlson's Class Update(s)

CAREER CHOICES & FINANCIAL LITERACY

- Senior showcase implementation
- Looking ahead to our first annual career fair
- Having visitors in starting next fall

PROJECT MANAGEMENT I & II

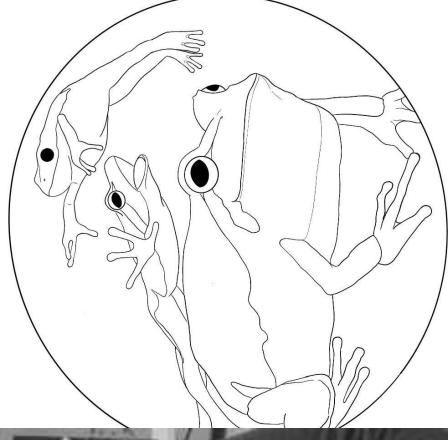
UPCOMING:

- Pay It Forward
- Earth Appreciation
- 8th Grade Transition Program

SENIOR SHOWCASE - JANUARY 2022



LEAP



Melissa Mayer's Class Update(s)

Encouraging WSU BPC entries

Yearbook going well; choosing next year's editor soon

Econ 2nd Semester so far:

-Investment Review/deep dive

-Fiscal vs. Monetary Policy

-Taxes

Entrepreneurship 2nd Semester so far:

-Famous Entrepreneurs presentation

-Parts of a business plan

-Business plan proposal



DECA

12 going to State March 3-5

At least 3 will attend ICDC in late April in Atlanta

Discussing fundraising ideas for trip



Business Growth Plan

Pullman High School
510 NW Greyhound Way
Pullman WA, 99163
Audrey Maryott
January 20, 2022

SCHOOL-BASED ENTERPRISE CERTIFICATION PROGRAM

Gold Level Recertification
Pullman High School DECA
Advisor: Melissa Mayer
510 NW Greyhound Way
Pullman, WA 99163
Phone: 509-332-1551
School Fax Number: 509-332-6868
Advisor email address: mmayer@psd267.org
January 10, 2022
Food Operations



Four-Year Plan

PHS Equipment & Supplies

- Updated accounting materials (QuickBooks trainings; updated workbooks; etc.)
- Evaluate purchasing DECA+membership to access previous winning papers, practice role plays, etc.

LMS Equipment:

- Purchase and Installation of School-Wide Display Monitors
- Class Management of Display Content

Program Support Activities

Melissa's classes:

- Work Based Learning (SBE daily)
- WSU BPC Guest Speaker Zoom 2/10

Recruitment and Program Promotion

We will be going to LMS as a CTE department on March 7th to talk to the 8th graders in their science classes about the CTE programs and CTSO's.

Tech Prep Articulations

Melissa had more students sign up for 1st and 2nd semester articulations with WWCC this fall/will see if more want to sign up for the Entrepreneurship articulation soon.

Program Support Activities

Paden's classes:

- Community involvement / interaction at the twice annual showcase
- Looking ahead to off-campus activities and tours + career fair

-WSU BPC Guest Speaker Zoom 2/10

Recruitment and Program Promotion

We will be going to LMS as a CTE department on March 7th to talk to the 8th graders in their science classes about the CTE programs and CTSO's.

Budget

\$5,080.59 budget remaining to spend this year.

State DECA travel costs (for advisor & chaperone registration, hotel, etc.) \$1,122 hasn't been accounted for in that budget neither has costs for Melissa's plane tickets, registration, etc. for DECA nationals

Paden needs to purchase supplies for upcoming career choices projects and leadership activities