



Program Area: Business

Advisory Committee Meeting #3

5/19/2022 | Time: 6:10 PM

Meeting called to order by MM

In Attendance

Melissa Mayer, Joe Pitzer, Tammy Pitzer, Cotton Sears

Approval of Minutes from previous meeting

MOTION REQUIRED: Motion: CS

Moved by: JP Seconded by: MM

Approved: Yes

Any Old/Unfinished business?

- Any items not completed from Meeting #2 packet, including new course proposals and recommendations for 21-22 programs. **Discussion:**n/a
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New Business

1. New instructional materials for 22-23 school year: What instructional materials do you need for next school year? All textbooks will need approved by CAC.
Action Plan for New Material:If we have enough funds we will continue to use the Stukent supplemental materials for Marketing specifically with the social media unit. The financial literacy simulation/curriculum will be used in the 2022-2023 school year since it is free for us to use it (we don't have to pay for the subscription).
Moved by: CS Seconded by: JP
Approved: Yes
2. New course proposal and course title changes and instructional materials for 2023-24 (year after next) school year. **Motion: n/a**
Moved by: [Click or tap here to enter text.](#) **Seconded by:**[Click or tap here to enter text.](#)
Approved: [Choose an item.](#)
3. State Program Assurances: Facilities Equipment and Safety – **(Motion combined for all statements)**
 - a. Laboratories and equipment are comparable to those used in public, private, or home-based workplaces and are appropriate to support the OSPI approved curriculum framework and industry training procedures.
 - b. CTE programs are structured so that safety factors, supervision, and the number of training stations determine the maximum number of students per classroom. Facilities, procedures, and safety lessons taught follow the guidelines as reflected in related federal, state and county standards.
 - c. If there are industry regulations related to this program, those requirements have been met.

Motion: MM

Moved by: CS Seconded by: JP

Approved: YES

4. Instructor Approval – Advisor approval of next year’s instructor(s) and recommendations for instructor professional development. **Motion: MM**
Moved by: JP Seconded by: CS
Approved: YES

Classes & CTSO Update

1. Student Leadership Update – **Discussion:** Successful year for DECA. 12 kids went to State; 6 to Nationals:
Club Fund
\$7,519.15
Quite a bit hasn’t come out yet from nationals
Store Fund
\$3,291.34
This will be a bit less once some of our recent expenditures are recorded.
Transferred total of \$5000 from the club fund for the DECA nationals trip.
Good group of upcoming leaders (only 2 seniors in this year’s group)
2. Report on **SECOND** Semester of school.
 - a. Program Enrollment Numbers – **Discussion:** Melissa: Accounting: 4, Entrepreneurship (between 2 periods): 27; Econ. (between 2 periods): 44; Marketing Operations: 5, Yearbook: 17
John: All 8th grade students split between the semesters. Paden: All the seniors split between the semesters.
 - b. Things that are going well – **Discussion:** Melissa: Yearbook Distribution on time (459 yearbooks sold at this point); good leadership for next year. Store has been doing really well all year
John: Jasperactive Online Learning. Access through Chromebooks
Paden: The senior showcase seems to be a hit. It’ll continue to evolve and improve to best serve students
 - c. Things that need to be improved: **Discussion:** Melissa: figure out a better way to grade classes like yearbook and marketing operations (maybe more standard based). John: Microsoft Office certification testing will restart next school year. Paden: Continued curriculum improvements I’ll review over the summer (need to allow classroom presenters again)
3. Registration numbers for 22-23 school year – **Discussion:** Numbers have not been finalized. It looks like Paden will be having a full load of career choices and 1 period of Leadership. John will have all the 8th graders split between 2 semesters again. Melissa isn’t too sure but has been told that numbers look good.

Review Program Advisory Committee End of the Year Program Evaluation

Review program evaluation from last year and complete the End of Year Program Evaluation for the 21-22 school year.

Discussion: Had advisory board members read through the evaluation. Discussed a few areas mainly the areas that we had a difficult time meeting because of COVID restrictions (like guest speakers, field trips, etc.) that we hope to be able to do next school year.

Motion: MM

Moved by:CS Approved by:JP

Approved: YES

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

1. Curriculum Mapping – all levels/classes need to be updated.
2. Program of Study
3. Inventory
4. Industry Recognized Certifications Awarded
5. Work Based Learning Tracking sheets

Adjournment

Motion: JP

Moved by:CS **Seconded by:**MM

Approved:YES

NEXT MEETING (1st mtg for 2022-23 school year – between September-October):

Click or tap to enter a date., Time: We will figure out a time in the fall to schedule a September-October meeting . Location: **Click or tap here to enter text.**

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.