



Advisory Committee Meeting #1

10/24/23 | 6:15 PM Meeting called to order by Melissa Mayer

In Attendance

Kevin Agnew, Melissa Mayer, John Willy, Kacie Matthews, Cotton Sears

Old Business

Read and approved minutes from last meeting on 5/2/23. Cotton signed a copy of them. We did discuss the possibility of AP Economics being proposed as a new PHS class, since that is something we briefly discussed at the 5/2/23 meeting. We are going to hold off a bit to see how it goes with a semester only set up for Economics and if we will need to add a section of career choices for the 2024-2025 school year.

Advisory Committee (Yearly Housekeeping Items)

A) **Elect Chairperson(s)** – This person will also attend the General Advisory Committee (GAC) Meetings.

Chairperson assigned: Cotton Sears

B) **Set Advisory Meetings Dates, Time and Place**

a. Meeting between January 9th and February 10th, 2024

Date: We will set these later Time: Place:

b. Meeting between April 10th and May 12th, 2024

Date: We will set these later Time: Place:

C) **Update Advisory Committee Member Roster**

ADVISORY COMMITTEE MEMBERS

NAME	COMPANY	TITLE	ADDRESS	PHONE	EMAIL
Cotton Sears	HRC Wealth, LLC	Wealth Management Advisor			
Kacie Matthews	SEL	Marketing Specialist			
Chris Cooney	WSU	Associate Professor			
Joe Pitzer	RE/MAX	Broker Owner			
Shenghan Xu	University of Idaho	Associate Professor of Operations and Supply Chain Management			
Erin McNanny	Supporting Strategies DBA Numer8	Accountant			

Classes & CTSO Update

What is going well and what needs to be improved?

All frameworks for business education classes need to be updated by January, 2024.

Overall classes are going well across the board.

Career Choices: scheduled for FAFSA information to seniors in class. Senior showcase days are scheduled for 1st semester. Kevin and John will be attending the ACTE conference at the end of November in Phoenix.

Computer Applications: May be an issue with funding particularly at LMS but Jill (CTE director) and our district is working on the issue to see if we can get it resolved without having to pay back a lot of money.

Giving MOS certification tests as students are ready/want to take them.

Marketing at PHS: Student store (operations) class going very well. Making a lot per day more than we used to mainly because of the ability to use debit/credit cards. Melissa attended the CTE summer conference in early August and the Washington Educators: Business and Marketing (WE BAM) day in late September.

DECA is going very well. We have 50 members. Area DECA competition will take place in mid-December. Attended a virtual bootcamp meant for new members to learn more about events. 4 members will be attending the Fall Leadership Conference in Bellevue in early Nov.

4 Year Plan/Program of Work

Review 4 year plan, set goals/make a plan for what will be achieved this year.

Program Goals

1	Develop a school wide calendar of events that allows for better communication and collaboration amongst the stakeholders at the school; including, but not limited to Leadership, ASB, Spirit Club, Hound Time, Yearbook and other CTE groups, Hounds Central, Activities/Athletics.
2	LMS: Changing our current CTSO from SkillsUSA to WTSA, as well as merging with the other LMS CTE courses.
3	Field Trips/Site Visits for Marketing/Entrepreneurship classes

Goal Action Plan Worksheet

Strategies & Action Steps	Responsibility	Timeline	Evidence of Effectiveness
Goal 1: Work with ASB Advisor, Spirit Club Advisor and Athletics/Activities advisor to identify the major events during the school year and identify the dates, leaders, and needs for each of the events. Coordinate the communication between those groups using a shared document	Kevin Agnew	Spring, 2024	Creation of a shared document using google doc or sheets containing school wide calendar of events
Goal 2: Have students present new club to LMS ASB with appropriate paperwork. Meet with Aubrey Anderson to plan Meeting dates and elect leadership team at LMS.	John Willy	Spring, 2024	Official WTSA LMS Club with acting Leadership Group

Goal 3: Set up a time to go visit locations around Pullman to showcase careers similar to those that we are teaching about in business education	Melissa Mayer	Spring, 2024	Visits to WSU Carson College of Business and/or the Entrepreneurial Center at WSU Set up a site visit to SEL's campus (specifically business/marketing departments)?
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Program Review & Approval

Instructor Approval – approval of current year’s instructors/suggestions for professional development.

Motion Required Kacie Matthews Moved; Cotton Sears seconded

Review Articulations

New Courses/Materials

Are there any classes/courses that you are submitting for approval for Spring semester and/or next school year? Are there any course materials you need for new/current courses?

See above for AP Economics discussion (old business)

John brought up the idea of seeing if we could have a yearbook/publishing class at LMS since they have had a hard time getting and keeping an advisor since yearbook is a club at LMS. John will follow up with Jill (CTE admin) and the LMS admin to see what we’d need to do.

Labor/Market Data

Determine a need for courses/programs based on labor market data.

[NuMetrics CTE Dashboard](#)

Course Name	CIP Code	Relevant Labor/Market Data
Computer Applications	110601	Similar Post-Secondary Coursework in “Data Entry”. Trend towards less “Word Processing”. Continued need for Tech Readiness.
Accounting	5203101	Average annual wage for accountants: \$68,291. 204 projected openings 2018-2028 in Asotin, Whitman, and Garfield Counties
Marketing Operations/ Project Management	521801/ 520211	Average annual wage for managers: \$89,845. 328 projected openings 2018-2028 in Asotin, Whitman, and Garfield Counties
Entrepreneurship	520701	Average annual wage for Chief Executives: \$158,401

Motion Required Kacie Matthews Moved; Cotton Sears seconded

Next Meeting

Oct. 24, 2023

Advisory Board Meeting

PHS Business
Education



Agenda

Introductions

Minutes

Classes & DECA Update

Review 4 year plan and program goals

Program Review

Labor/Market Data

Introduction

Please introduce yourself to the group, tell them which company you work with and how long you've worked there.

Minutes from last meeting

Please read over and approve (Cotton sign a copy, please)

Class Update: Melissa

- Classes are going pretty well overall
 - [Store is going very well!](#) Started taking credit cards, which has boosted sales significantly. Record sales day of almost \$220
 - 2 Marketing, 1 Econ
 - Yearbook challenges
- Framework and articulation Renewals
- Classroom Material
 - Stukent (for supplemental text and simulations)
- Professional Development
 - Attended WE BAM day (board member)
 - Attended Summer conference

Class Update: Kevin

- **Career Choices Review Summary**
 - Students have spent the first term researching potential career paths. Including interviews
 - WSU representative visiting Dec. 1st to discuss the new FAFSA information
 - Sr. Showcase dates this year are
 - Wed. Jan 17 6:30
 - Thur. Jan 18 6:30
- **Framework Renewal**
- **Classroom Material**
 - Career Research
 - Financial Fitness for Life
- **Professional Development**

Lincoln Middle School: Computer Applications

- Computer Applications Review Summary
- Framework Renewal
- Classroom Material
 - Jasperactive
 - MOS (Microsoft Office Certification)
 - Tech Readiness ?
 - Career Research
- Class Numbers
 - Funding
- Professional Development

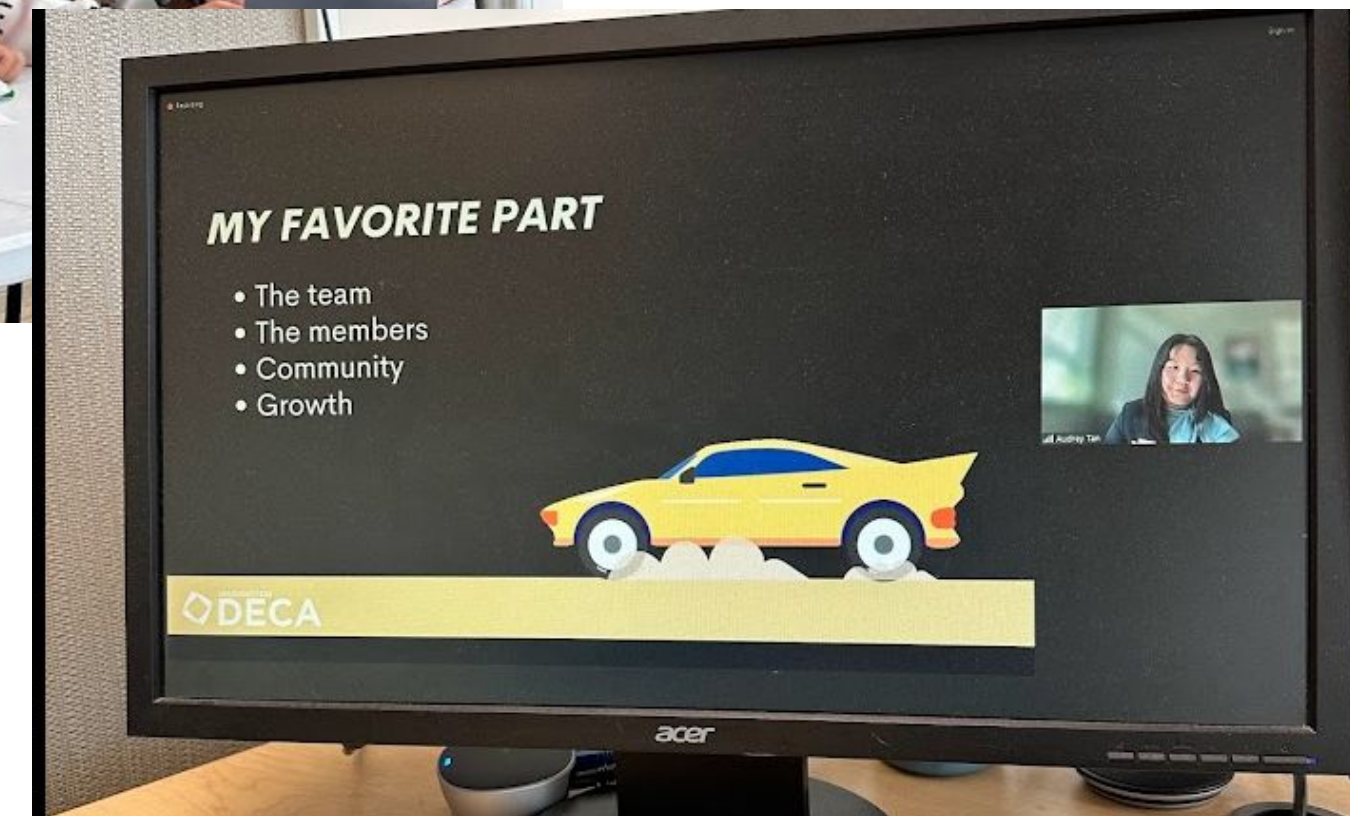
DECA Update

Virtual area bootcamp was successful

Record number of members (~50)

Taking 4 students to Fall Leadership Conference in Bellevue Nov. 5th-7th

December 11th will be our area competition...know of judges that could help?



4 year plan

Please review and give feedback...we will move everything over and make a final draft to send out after the meeting is done.

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Motion Required

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