



Advisory Committee Meeting #2

1/22/24 5:30 PM | Meeting called to order by Melissa Mayer

In Attendance

Cotton Sears (HRC Wealth Management), Kevin Agnew, John Willy, Melissa Mayer, Chris Cooney (WSU), Marisa Hemingway (SEL), Erin McNanny (Addium)

Approval of Minutes from previous meeting

MOTION REQUIRED John motioned to approve meeting minutes

Any Old/Unfinished business?

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 – approved? Yes NO

Motion Made by: 1st: John 2nd Cotton

3. Program Support Activities (CTE Standards) – PLEASE LIST ACTIVITIES the program supports in these areas:
 - a. Support Guidance Counseling: High School and Beyond plans in John and Kevin’s classes (so as 8th graders and seniors) Career Research occurs as well in all courses.
 - b. Work Based Learning (includes: Guest Speakers, Structured Field Trips, School-Based Enterprises, Job Shadows, Worksite Learning)
 - c. Student Leadership Activities: Leadership worked with FFA to run a Support the Troops Drive in December.
 - d. Student recruitment and Program Promotion: Leadership students will lead an 8th Grade Tour Feb 23, 2024 where we will be Showcasing CTE courses, facilities and adding CTSO presentations this year.
 - e. Job Placement We would like to work with Jill (our worksite learning coordinator) to get more business ed. students into this.
 - f. Tech Prep/Articulations: Accounting, Marketing and Entrepreneurship are all articulated. Looking at trying to get yearbook articulated.

New Courses Proposals, Course Description Changes, or Course Title Changes for 2024-2025

(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 2024-2025 school year?
Please provide necessary information for approval from committee for each new course in the table below:

Course Name	CIP Code	Relevant Labor/Market Data – helpful link NuMetrics CTE Dashboard

- Are there any course description changes or course materials you need for new/current courses?

- ALL NEW COURSES AND COURSE DESCRIPTION CHANGES APPROVED BY COMMITTEE?
 YES NO MOTIONED BY:

Classes & CTSO Update

1. Report on first semester of school
 John is continuing to offer MOS certifications and will work with the counselors/Kevin for the 8th grade visit and the second semester high school and beyond plans.
2. Report on Student Leadership/Community Service Activities
 Dig to Donate by DECA members in Dec. raised over \$600 for the Lauren McCluskey foundation.
 Kevin’s leadership students partnered with FFA to make support the troop packages.
 35 members qualified for State through Area and waiting to see about State papers.
3. Report on WBL opportunities being offered to meet yearly requirement
 Melissa had a field trip with her Marketing classes to SEL in Jan. Worked on career research in Econ and Accounting and had a guest speaker in Yearbook. Also has the student store going.

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.

John Willy brought up the idea of having a Google Classroom/Drive put together so that our members can more easily look through materials that we discuss and give more insight during the school year.

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

1. Program of Study
2. Inventory

Next Meeting

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.

Business Advisory Board Meeting

1/22/24

Agenda

Approval of Minutes/review of topics from last meeting

Classes & CTSO updates

Review the Role of the Program Advisory Committee

Approval of 4 year plan

Discuss program support activities

Approval of Minutes

Motion required

Update on First Semester: Kevin

1st semester updates and the Work Based Learning (WBL) updates.

- Leadership students will lead an 8th Grade Tour Feb 23
- Showcasing CTE courses, facilities and adding CTSO presentations this year

Report on Student Leadership/Community Service Activities

- Leadership worked with FFA to run a Support the Troops Drive in December.
- Printed the Label and Shipped Box to Operation Gratitude Thurs. 1/18

Update on First Semester: John

1st Semester updates (WBL)

- Career Research and starting High School Beyond Plans
- Review interview topics for a specific job from their career research

CTSO Update

- TSA at LMS meeting Thursdays during lunch and after school
- Recruiting a Leadership team (7th Graders)
- Overall recruitment as we switch to 2nd semester classes

Continuing MOS Certification offerings

8th Grade HS Visits

2nd Semester HSBPs

Update on First Semester: Melissa

1st semester WBL:

- Field trip to SEL for Marketing students
- Career Exploration in Econ. and Accounting
- School Based Enterprise (DECA Store)
- Guest speaker in Yearbook

Student Leadership/Community Service Activities

- DECA: Dig to Donate in Dec. (raised ~\$600 for a local charity)



DECA Update



33 members have qualified for State at this point; waiting to hear back about the 20 page papers...could have a total of 47 members attend if all the papers make it!

Role of the advisory board committee

Any questions/concerns?

Review the 4 year plan

Any questions/concerns?

If not we will need a motion and a second to approve it

**Program Support Activities (CTE Standards) – PLEASE LIST ACTIVITIES the program supports in these areas/
Report on Student Leadership/Community Service Activities**

a. Support Guidance Counseling

- i. High School and Beyond Plans done in John and Kevin's classes (as they are entering and leaving HS)

b. Work Based Learning (includes: Guest Speakers, Structured Field Trips, School-Based Enterprises, Job Shadows, Worksite Learning)

Career Choices - Interview Projects and Senior Showcase

Field trip(s): Marketing class went to SEL on 1/16/24; scheduling WSU/UI field trips?

Career exploration in all classes

c. Student Leadership Activities

- i. FFA/Leadership Support the Troop Drive, Assemblies (HC & Veterans), 8th Grade CTE Tours, June Orientation
- ii. Dig to Donate community giving event for DECA
- iii. Upcoming Souper-Bowl food drive for a CTSO wide activity

d. Student recruitment and Program Promotion

- i. 8th Grade CTE Tours

e. Job Placement

- i. Work with the CTE director/work-site learning coordinator Jill when a student is eligible for this option.

f. Tech Prep/Articulations

- i. Accounting; Marketing; Entrepreneurship 5 credits each available through WWCC (updated articulations this school year)