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|  | **Bath County High School****Career and Technical Education** **Advisory Board Meeting****1/8/2013****5:30 – 6:30 PM****Mertz Culinary Classroom** |
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| Meeting called by: Sarah Rowe |  |
| Type of meeting: Regular Session |  |
| Facilitator: Sarah Rowe |  |
| Note taker: Katie Keyser |  |
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|  | **Agenda topics** |
|  | Call to Order | Sarah Rowe |
|  | Reading and Approval of Minutes | Katie Keyser |
|  | Good News | Adaline Hodge |
|  |  | Jane McMullen |
|  | Credential Testing | Katie Keyser |
|  | 2012-2013 Perkins Plan | Sarah Rowe |
|  | Individual Committee Discussions | CTE Teachers and Advisors |
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| Resource persons: |  |
| Special notes: |  |

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| Meeting called by: | Sarah Rowe |
| Type of meeting: | Regular |
| Facilitator: | Sarah Rowe |
| Note taker: | Katie Keyser |
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| Attendees: | Jane McMullen, Adaline Hodge, Jeff Hicks, Willie Jenkins, Bonnie Lee, Joey Altizer, Katie Keyser, Sarah Rowe |
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|  | **Agenda topics** |
|  | Call to Order | Sarah Rowe |
| Discussion: Meeting was called to order by Sarah Rowe at 5:35. Letters were sent to all parents of CTE students inviting them to attend the meeting to be introduced to our CTE programs. There were no guests in attendance. Several of our regular members are missing due to illness and leaving the area. New committee members need to be invited to represent our programs. Rowe nominated Jane McMullen to act as CTE Advisory Board Chair. Altizer, Hodge and Lee were in agreement.Nominations for CTE Advisory Board Student representatives were considered. Kyanna (Kiwi) Plecker and Delano Jack (DJ) were chosen and will be formally offered the seats. |
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| Conclusions:  |
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| Action items: Formally offer seats to elected Student Representatives. | Person responsible: | Deadline: |
|  | Adaline Hodge and Joey Altizer |  |
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|  | Reading and Approval of Minutes | Katie Keyser |
| Discussion: Meeting minutes from April 30, 2012 were reviewed by those in attendance and approved by Bonnie Lee and seconded by Jeff Hicks.  |
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| Conclusions: Minutes from April 30, 2012 meeting are approved. |
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| Action items: Approved minutes will be posted to the website. | Person responsible:Katie Keyser | Deadline:1/31/2013 |
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|  | Good News | CTE Teachers |
| Discussion: Lee/Communications – The TSA club representatives have been chosen. Plan to meet with representatives during Exploratory class to set up club structure.Hodge/Culinary – Chef McManus visited and demonstrated for students. He brought visual samples of fats and sugars. The Art Institute is planning a visit to BCHS culinary. The culinary classes provided lunches for the Christmas Mother volunteers and Bloodmobile staff. Students are preparing for the FCCLA competitions in March and April including the FCCLA conference and The Homesteads Young Chef Challenge.Altizer/Carpentry – Steve Markum of Blue Ridge Lumber visited the classroom to speak on the kiln process of logging through the shipment of product. Markum is an asset to the CTE Carpentry program and donates lumber yearly. Students are working on the handicap ramp for the new softball field and have completed two ticket booths. Students also completed projects to benefit the Christmas Mother program and Relay for Life.Hicks/Auto – Speakers from UTI (Universal Technical Institute) and Nashville Auto Diesel College have visited the auto classes. The auto classes have been invited to visit Nashville Auto Diesel College.Jenkins/Industrial Maintenance – many toys and games were built for the Christmas Mother program. McMullen/Business – Students will be attending the FBLA Regional Conference in March with the opportunity to advance to the State Conference in April. |
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| Conclusions: |
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| Action items: | Person responsible: | Deadline: |
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|  | Credential Testing | Katie Keyser |
| Discussion: Carpentry, Auto, Industrial Maintenance, and Leadership plan to give the Workplace Readiness assessment to completers. Concern that students cannot meet the hours required to take the CAD certification has lead Technical/Engineering Drawing to give the Autodesk Certified User certification assessment. Culinary continues to give the Prostart assessment.Certification testing is scheduled for April 29 to May 3.  |
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| Conclusions:  |
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| Action items: Practice tests will be ordered. | Person responsible: | Deadline: |
|  | Katie Keyser | 02/28/2013 |
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|  | 2012-2013 Perkins Plan | Sarah Rowe |
| Discussion:  |
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| Conclusions: |
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| Action items: | Person responsible: | Deadline: |
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|  | Individual Committee Discussions | CTE Teachers and Advisors |
| Discussion: Bonnie Lee - The Leadership class will focus on CTE week providing information to students about our available CTE programs. Information will be available in the library and in the cafeteria during lunch times. Teachers are encouraged to speak about their CTE programs during these times. Public service announcements will be made by Leadership with the local radio station. There continues to be a need for collection bins for the recycling program.Adaline Hodge – The culinary classes are studying knife skills and basic cooking techniques. Students are preparing their portfolios for the FCCLA conference. The Nutrition and Wellness class has been offered to students this school year. Students are studying school lunches to better understand the guidelines for preparing school meals. Students are also researching food content to better choose the foods they eat.Joey Altizer – Carpentry 1-3 is focusing on Workplace Readiness. All students continue to study reading a ruler with both hands-on and online programs; introduction to safety; and introduction to tools and pre-assessments. Exploratory students (8th grade) are introduced to the Carpentry programs in an effort to build interest in future skills attainment.Jeff Hicks – The auto students continue to service County Law Enforcement vehicles and Mr. Hicks has received questions and comments regarding the success of this program. Students are developing a system to track serviced vehicle maintenance. There is a current focus on vehicle brakes. There have been software updates to ScanTool and Alignment programs. Computer programs offered by Fisher’s Auto are being used in class.Willie Jenkins – The industrial maintenance students are studying workplace readiness, safety, and hand tools. Students have built a bird house with hand tools and will later build a bird house with power tools to see the difference in the finished product. Students in their second and third year of the industrial maintenance program are creating blueprints of the classroom and shop. Jane McMullen – The Exploratory classes are focusing on keyboarding to prepare for the writing SOL. 8th grade band students are taking keyboarding classes 2 days each week. Plagiarism programs are available in CTE Business classes for papers and presentations. Students are preparing for FBLA conferences. |
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| Conclusions: |
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| Action items: | Person responsible: | Deadline: |
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| Resource persons: |  |
| Special notes: | Willie Jenkins called to adjourn the meeting at 6:35 with Joey Altizer seconding the motion. |