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|  | **Bath County High School**  **Career and Technical Education**  **Advisory Board Meeting**  **10/14/2015**  **5:00 – 6:00 PM**  **Mertz Culinary Classroom** | | |
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| Meeting called by: Jane McMullen | |  | |
| Type of meeting: Regular Session | |  | |
| Facilitator: Kari Sponaugle | |  | |
| Note taker: Katie Keyser | |  | |
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|  | **Agenda topics** | | |
|  | Call to Order | | Kari Sponaugle |
|  | Reading and Approval of Minutes | | Katie Keyser |
|  | Department Updates | | CTE Staff |
|  | Student Representative Update | | Ashley Fridley |
|  | Workplace Readiness Update | | Jane McMullen |
|  | Credential Tests – NOCTI, WPR, Prostart  Workforce Roundtable Summary | | McMullen  Anderson |
|  | Internship with BARC – Update/Summary | | Sponaugle |
|  | Career Day - CTE | | Sarah Rowe |
|  | Elementary Visitation/7th Grade Orientation | | McMullen |
|  | Clubs and Extracurricular Activities/CTE | | Sponaugle |
|  | Adjournment | | Sponaugle |
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| Resource persons: |  | | |
| Special notes: | Attendees: Daniel Plecker, Maggie Anderson, Brenda Hite, Stephanie Pritt, Ashley Fridley, Trudy Woodzell, Donald Lee Altizer, Sue Hirsh, Kari Sponaugle, Steve Markum, Jane Burr, Larry Grubbs, Joey Altizer, Ed Ozols, Adaline Hodge, Greg Pritt, Jane McMullen, Katie Keyser, Sarah Rowe | | |

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|  | Call to Order / Reading and Approval of Minutes | | Katie Keyser | | |
| Meeting opened at 5:04 by Kari Sponaugle. All in attendance made their introductions to the group. | | | | |
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| Conclusions: | | | | |
| Action items: | | Person responsible: | | Deadline: |
|  | | Katie Keyser | |  |
|  | Department Updates | | CTE Staff | | |
| Altizer – class is learning to use paper, sawdust and wood shavings to make pellets for pellet burning stoves. This promotes their involvement in community service based projects. 250 pounds of product have been made to date. Students have been focusing on safety, rulers, tools and construction as they prepare for the Work Place Readiness (WPR) test. The students have been working on a multitude of projects including gifts for the Christmas Mother, installing white boards, bulletin and assembling furniture in the classrooms, property repairs including fences, stairs, shelving and furniture repairs, and framing the form for the new flag pole out front. This list only touches the surface of what our Carpentry classes are doing around our school. The students have been steadily involved in the Kid Wind project, building prototypes for collaborative projects with Technology and Electricity students.  Grubbs – Electricity I is focusing on safety in the shop. Electricity II is focusing on OSHA and testing for their OSHA 10 cards. There was much success last year with 13 of 15 passing to receive their card. Electricity III has been working on wiring the score clock and repairs to the concession stand, and gym audio system. They have also been testing and repairing motors and shop tools. There is a continued effort to find newer and better ways to improve the KidWind turbine design.  Pritt – New to the Auto program, Greg Pritt, a BCHS graduate, has been in the process of getting the shop cleaned up and organized and getting the students back into the class full swing. He has been assessing the knowledge of the students and will soon begin focusing on the competencies required for the class.  McMullen – There are fewer classes this year in Business. The Business Management classes have been helping to organize files and create a filing system in the Auto department. Classes have also been involved with the Kid Wind project making posters and brochures to promote the project. The FBLA club is preparing for competitions coming up in February. There are currently 35 students in the FBLA club. Business classes are also focusing on the upcoming WPR tests.  Hodge - Culinary Arts 1 students working on Measurements, Math, and ServSafe.  They started the year and will continue to focus on Work place readiness skills.  Culinary just finished about 700 spirit cookies during Homecoming Spirit Week for about profit of $350.   This gives the students a chance at mass production and entrepreneurial skills.Culinary Arts catered for this meeting tonight.   They also had a CookEnds Meal served to the faculty and staff on October 7.  They must show a profit and be able to plan a work schedule, cook, serve and cost out the actual cost of a plate for their meal.  They made a survey on the survey monkey website and sent to all those eating the meal.  They learned all the teachers would like a reminder of the event.  Culinary 3 students were asked to make herb brochures for a lady at the Bath Farmer’s Market.  The students will provide them to next year’s market as a courtesy to go with the herbs being sold there.  Plans are being made for FCCLA to be involved in competitions in April at the state level.  Locally, FCCLA will be working with the Christmas Mother to provide residents of The Springs toiletry bags this holiday and we will cook a lunch for the shop workers.   Students will be going to DSLCC on November 4 for a lunch and college day at the Rockbridge campus Culinary Department.  Exploratory students have a solar oven project in conjunction with the STEM technology plans.  We will develop recipes to cook in our solar oven. Learn how to take temperatures of the food and control the temperature as it cooks.   Working with the electricity students we have good temperatures already on a cloudy day.  Ozols – Technology and Engineering received a $1000 donation from Jane Burke to be used towards the fees and parts needed to enter the robotics competition at Orange County High School in January. Jane Burke attended our meeting through Skype. Ed, Joey, Larry and Jane made a presentation to VSTE and Ed made a presentation to the VA School Board Association to focus on collaboration of our CTE teachers on the KidWind project. Ed, Larry, and Joey will be travelling in December to a Kidwind Challenge Workshop. The student KidWind team attended the BARC Energy Fair and the Bath county Fair in September. The Technology classes have been applying math to electronics and the KidWind project. The exploratory classes are involved in their own version of a wind turbine competition. Joey and Ed are involved in a Reading Across Curriculum project. JMU is donating solar panels for our newest energy project. | | | | |
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| Conclusions: | | | | |
| Action items: | | Person responsible: | | Deadline: |
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|  | Student Representative Update | | Students | | |
| Ashley Fridley will serve as the student representative for this and next year. Ashley is enrolled in Culinary, Carpentry and Business classes and receives kudos from all her CTE teachers. | | | | |
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| Conclusions: | | | | |
| Action items: | | Person responsible: | | Deadline: |
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|  | Workplace Readiness Update | | Jane McMullen | | |
| All CTE Completers are tested in WPR. Pretests will be administered in November. Final test will be given in January-February, with retakes available until July. | | | | | |
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| Conclusions: | | | | | |
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|  | Credential Tests – NOCTI, WPR, Prostart | | Jane McMullen | | |
| For those students planning to go directly into the workforce, credential tests are a great asset. BCHS administers Prostart tests in Culinary. NOCTI tests are available in all CTE programs and WPR tests are available to all CTE students who are completers in a CTE program. Microsoft is now providing tests available to the Auto program and tests that will align with Auto Cad. | | | | |
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| Conclusions: | | | | |
| Action items: | | Person responsible: | | Deadline: |
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|  | Workforce Roundtable Summary | | Maggie Anderson | | |
| Betty Mitchell, Maggie Anderson and Debbie Melville worked with the Virginia Workforce Board at a roundtable meeting bringing together 43 attendees to discuss community, culture and country to build excitement and passion and to bring focus to CTE professions. Invited were 5 contractors from Bath County, 5 from Highland, Educators, Jane McMullen, Sarah Rowe, Sue Hirsh and Trudy Woodzell. Questions were discussed such as: How do we reach the students? How do we blend college with trade schools or trade training? There is money in the trade industry. The Governor of Virginia is focusing on certificate and apprenticeship programs. | | | | |
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| Conclusions: | | | | |
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|  | Internship with BARC – Update/Summary | | Kari Sponaugle | | |
| Misty Lowry, Jennifer Arline and Kelsey Lindsay have worked through the Internship program strictly run through BARC. | | | | |
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| Conclusions: | | | | |
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|  | Career Day - CTE | | Sarah Rowe | | |
| There are folks in community workplaces that need our students and the education they have received in our CTE programs but the communication between these two groups is in a breakdown. A CTE Career Fair is being planned to focus on the businesses from the Round Table meeting. The focus will be on what businesses are looking for; what skills they need. Planning to invite departments from the Omni Homestead. Our students are leaning towards fast food industries for work. The hope is that when community workplaces see the talents of our students, they will reach out to them to fill the needs within their businesses. There was not enough interest to warrant a Career Fair this year, usually planned by Guidance, and it was cancelled. | | | | |
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| Conclusions: | | | | |
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|  | Elementary Visitation/7th Grade Orientation | | Jane McMullen | | |
| Preschool classes are scheduled for their annual tour of CTE programs in April 2016. 7th grade orientation of CTE programs will occur before they begin scheduling for their 8th grade courses. 8th grade is offered Exploratory classes which introduce them to several of our CTE programs. Students who meet educational and behavioral criteria are given the option to schedule additional CTE courses. | | | | |
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| Conclusions: | | | | |
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|  | Clubs and Extracurricular Activities/CTE | | Kari Sponaugle | | |
| A focus is made for all CTE programs to offer an extra-curricular program. Clubs such as Skills USA, FBLA, FCCLA and Robotics are available to our students. The newest KidWind projects offer our students the opportunity to collaborate between programs and travel to competitions around Virginia and out of state. | | | | |
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| Conclusions: | | | | |
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|  | Adjournment | |  | | |
| We are thankful for the turnout to this meeting and see the interest so many have in our programs. Ozols called for the meeting to adjourn at 6:11 with J. Altizer seconding the motion. | | | | |
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| Conclusions: | | | | |
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