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|  | **Bath County High School**  **Career and Technical Education**  **Advisory Board Meeting**  **11/10/2016**  **5:30 – 6:30 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 | | K. Sponaugle |
|  | Reading and Approval of Minutes | | K. Keyser |
|  | Introduction of Advisory Members & CTE Staff | | K. Sponaugle  J. McMullen |
|  | Committee Responsibilities | | K. Sponaugle |
|  | CTE Updates | | CTE Staff |
|  | Student Representative Update | | Ashley Fridley |
|  | Follow-up from Spring School Visit | | Adaline Hodge |
|  | CTE Federal Monitoring Review | | Sarah Rowe |
|  | Omni – Hospitality | | Brenda Hite |
|  | Credential Tests – NOCTI, Workplace Readiness Skills, ProStart) | | J. McMullen |
|  | Other Topics of Discussion  Adjournment | | Committee  K. Sponaugle |
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| Resource persons: |  | | |
| Special notes: | Attendees: Daniel Plecker, Robert Plecker, David Keyser, Rhonda Grimm, Julia Wooten, Joy Skovira, Kari Sponaugle, Ashley Fridley, Steve Markum, April Coleman, Ed Ozols, Sue Hirsh, Mark Hall, Joey Altizer, Larry Grubbs, Jane McMullen, Anthony Skeens, Adaline Hodge, Brenda Hite, Julia Colon, Cathy Lowry, Katie Keyser | | |

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|  | Call to Order / Reading and Approval of Minutes | | K. Sponaugle, K. Keyser | | |
| Discussion: Meeting was called to order at 5:29 p.m.  Hirsh motioned to accept the minutes. The motion was seconded by Ozols. | | | | |
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| Conclusions: | | | | |
| Action items: | | Person responsible: | | Deadline: |
|  | | Katie Keyser | |  |
|  | Introduction of Advisory Members & CTE Staff | | K. Sponaugle,  J. McMullen | | |
| In attendance were all CTE staff and representatives of local business and hospital. | | | | |
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| Conclusions: | | | | |
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|  | Committee Responsibilities | | K. Sponaugle | | |
| “The local advisory committee for CTE must be involved in the development, implementation, and evaluation of CTE programs. The advisory committee, which meets regularly, is a group of persons representing business and industry, labor organization, Workforce Investment Council, special populations, local community colleges, teachers, parents, students, and other interested community leaders for the purpose of providing recommendations, direction and assistance to CTE. Other persons may be invited to participate at the discretion of the eligible recipient. Ex-official members should include the CTE administrator.” | | | | |
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|  | CTE Updates | | CTE Staff | | |
| Grubbs – 1st year students are currently focused on safety and OSHA training; 2nd year students are working on electrical projects and involved in OSHA testing; 3rd year students are studying circuit and wiring, starting on solar package, studying the B-Card Pro files for the CC Machine, preparing to install solar station.  Altizer – 1st year students are studying shop safety, calculating board/linear feet and roofing calculations; All students in years one, two and three have been involved in a replacing the roof on the concession stand, project for the Christmas Mother program, repair jobs in the school, assembly of newly purchased furniture, as well as solar and wind projects. Mr. Altizer also personally thanked the Veterans in attendance at our meeting.  Hall - Our programming has changed from C++ to Java which has made it easier for students to work on projects at home. We received a water cooled computer, also called a “gaming computer” – we are rebuilding it, but it lacks a power supply. The Tech Drawing class is working on architectural plans. The 3D printer in the classroom is being incorporated into career training that parallels AutoCAD. Representatives from Dabney S. Lancaster Community College visited to provide information on the classes available in the Technology field. The Computer Math classes are writing using programming statements for statistics. The students are working very hard and seem to enjoy this type of math. We are interested to know how businesses are using this type of math in the workplace.  McMullen – Keyboarding and Accounting classes are studying excel. The eighth grade classes that are required to take keyboarding/word processing. Beginning Band rotates between business/band classes for the year. Classes have been working on flyers for Veterans day and Christmas cards for the local Nursing Home. The CTE teachers are holding department meetings with core subject teachers in Math, English, Science and Social Studies.  Skeens – Auto 1 is studying shop safety, tool identification, work place readiness testing, and basic auto repair including checking oil levels, tires and tire pressure, and engine parts identification. Auto 2 is studying shop safety, tool identification, keeping a clean work area, and is doing hands on jobs including alignments, changing tires, and oil changes. Auto 3 is studying shop safety, keeping a clean work area, engine codes, internal workings of an engine, engine diagnostic, oil changes and basic auto knowledge. We are pursuing the possibility of opening a state inspection station. There is an oil certification program offered through Valvoline that has been introduced to the Auto program.  Hodge – The Culinary specialization class was responsible for the refreshments tonight. Our Cookends program continues to provide lunch for the teachers once a month and uses costing to determine a profit. Classes have been working with Mrs. Smith in English to produce resumes. We have been focusing on Serve Safe testing. Students have been rotating through work stations to create cookies for Spirit Week. Students prepared lunch for the Christmas Mother Workshop workers and also prepared refreshments and beverages for Coffee with the Counselors, a program held in our Guidance department. We are incorporating learning styles with hands on teaching. All classes learn and refresh on measuring. Rubrics are incorporated into teaching to prepare for FCCLA competitions. (See attached Culinary Notes for full detail) | | | | | |
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|  | Student Representative Update | | Ashley Fridley | | |
| Ashley has been our CTE student representative for two years. She spoke on appreciating how Math parallels with her CTE courses. Daniel Plecker stated that he has found, in business, he is using and incorporating core subjects into his every day jobs and suggests that core classes be invited into the CTE classrooms. Steve Markum asked why there is not more representation of teacher from core subjects in our Advisory meetings. Mrs. Rowe stated that they are invited and made aware of the meetings through weekly memos. | | | | |
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|  | Follow-up From Spring School Visit | | Adaline Hodge | | |
| Mrs. Hodge and Mrs. Hirsh visited Mingo County in Charleston, West Virginia to visit their DOE supported Simulated Workplace and were very impressed with the school. They felt it was wonderful to visit another school’s classrooms and were impressed with the student interaction with visitors. The underclassmen were responsible for greeting and welcoming visitors and did so with confidence. The students in each classroom made up the Leadership teams and also taught the classes. The school teachers served as facilitators in the classroom. Students pay a fee to attend the program and also wear uniforms. They are able to apply to the program as juniors and must certify as drug free and maintain this standard through drug testing throughout the school year. All students were very knowledgeable and able to answer all questions asked of them. Mrs. Hodge was very impressed with the walk-in fridge/freezer in the Culinary department. Each department/classroom ran a simulated workplace with a bulletin board which explained who was in each job. The students are responsible for writing grants to help support the program. What can we use with our students? Teaching them to meet and greet visitors. | | | | |
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| Conclusions: | | | | |
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|  | CTE Federal Monitoring Review | | Sarah Rowe | | |
| The Federal Review for CTE is scheduled for early 2017. The review team will be coming in to add suggestions to build our programs and make sure we have what we need going forward to improve. Bill Hatch has been providing information to help us prepare. We will need the advice and input of the committee and community when we receive the “recommendation” report. | | | | |
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| Conclusions: | | | | |
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|  | Omni Hospitality | | Brenda Hite | | |
| Brenda Hite stated that representatives from the Omni Homestead have been meeting with various individuals in the community and Dabney S. Lancaster. There are currently 70 open positions at the Omni and 15-16 management slots. Where do we find individuals already within the community to fill these positions? How do we create awareness that jobs are available and prepare individuals to meet the qualifications of the job openings? In the past, the Hospitality Club has been used at the high school but there was very little interest and the program “fizzled out”. There were also guest speakers who came in during the school activity periods. The first try wasn’t very exciting. We need a volunteer to set up the program and bring in regular guest speakers to bring more interest to available jobs. The students need to focus on interviewing skills and working in areas such as the front desk where they come into direct contact with guests. The students need the opportunity to work instead of or before college. This needs a lot of focus from the community and our students to make it happen. Could we offer an apprenticeship program? The Chef at the Omni is very interested and available and wants to visit classes and have the students come to the Omni to tour the kitchens. The Omni is presently bringing in students from other countries to fill the available jobs within the hotel. Suggestions: There is currently a Youth Improvement Program in Highland county that is funded by the community. Job shadowing could be offered by the local hospital. Julia Colon suggested tours of the Nursing Home. Robert Plecker suggested ride alongs with the local law enforcement departments. Kathy Lowry suggested we focus on part time jobs that would build into full time jobs/careers. Daniel Plecker said that he has started his own business in residential building and is in need of personnel that is trained or prepared to be trained. | | | | |
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|  | Credential Tests – (NOCTI, Workplace Readiness Skills, Prostart) | | J. McMullen | | |
| There are 26 pages of credential tests available to our students in CTE. Beginning this graduation year all students completing high school with a standard diploma must pass a credential test. We plan to use Workplace Readiness. Teachers never see the questions that will be used on the Workplace Readiness test. Students must correctly answer 75 of 100 questions to pass the test. Our parent visitor asked if we would be using tests that are specific to each CTE area. Currently, Accounting and HR Management classes use NOCTI credential testing specific to the subject. | | | | |
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|  | Other Topics of Discussion | | Committee | | |
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|  | Adjournment | | K. Sponaugle | | |

Ozols motioned that the meeting be adjourned @7:20 p.m. with Daniel Plecker seconding the motion.