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|  | **Bath County High School****Career and Technical Education** **Advisory Board Meeting****4/28/2014****5:15 – 6:15 PM****Mertz Culinary Classroom** |
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| Meeting called by: Jane McMullen |  |
| Type of meeting: Regular Session |  |
| Facilitator: Jane McMullen |  |
| Note taker: Katie Keyser |  |
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|  | **Agenda topics** |
|  | Call to Order | Jane McMullen |
|  | Reading and Approval of Minutes | Katie Keyser |
|  | Department Updates | CTE Staff |
|  | Work Place Readiness – Fall/Winter Results with Retakes | Jane McMullen and Katie Keyser |
|  | Credential Tests – Spring (May 5-16) NOCTI, WPR, ProStart | Jane McMullen |
|  | Elementary Visitation – Pre-School – April 1 7th Grade – April 23 Ruberic | Jane McMullenJoey Altizer |
|  | Internship Partnership with BARC | Jane McMullen |
|  | Other | Committee |
|  | Adjournment | Jane McMullen |
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| Resource persons: |  |
| Special notes: |  |

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|  | **Bath County High School****Career and Technical Education** **Advisory Board Meeting****4/28/2014****5:15 PM****Mertz Culinary Classroom** |
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| Meeting called by: | Jane McMullen |
| Type of meeting: | Regular |
| Facilitator: | Jane McMullen |
| Note taker: | Katie Keyser |
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| Attendees: | Larry Grubbs, Jeff Hicks, Adaline Hodge, Ed Ozols, Joey Altizer, Donnie Altizer, Mark Hall, Jane McMullen, Katie Keyser |
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|  | **Agenda topics** |
|  | Call to Order | Jane McMullen |
| The meeting was opened by Jane McMullen at 5:17 |
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| Conclusions:  |
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| Action items:  | Person responsible: | Deadline: |
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|  | Reading and Approval of Minutes | Katie Keyser |
| Jeff Hick motioned that the minutes be accepted as written. Ed Ozols seconded. |
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| Conclusions:  |
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| Action items: Release the minutes to the web administrator to be open to the public. | Person responsible:Katie Keyser | Deadline: |
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|  | Department Updates | CTE Staff |
| Ozols – In process of reviewing for end of year testing. The Mouse Trap contest was a success with Ryan Burns as the overall winner. Grubbs – In the process of completing benchmark testing.Hicks – Planning to give the ASE test to qualified Seniors. Losing a lot of experienced Seniors this year. They will really be missed in the Auto program. Hodge – Preparing to test for Prostart and Workplace Readiness. Congratulations to our students who participated in the FCCLA State Leadership Conference. Amber Sensabaugh, Gwen Miller and Kiwi Plecker all placed with medals and earned scholarships to culinary schools. Altizer – The Carpentry shop has worked on many community projects this school year, including rehabbing the Kings Victorian Inn sign, building props for the prom, and building corn hole boards for After Prom Party prizes. Clean-up in the shop will begin soon and review continues for the credential testing. McMullen – Twenty-three students placed in sixteen events in the FBLA Regional Competition held at Virginia Western Community College. Nine of those who placed qualified for the State level competition to be held on April 4-5 in Reston, Virginia. Students will soon be credential testing in NOCTI and Workplace Readiness. |
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| Conclusions: |
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| Action items: | Person responsible: | Deadline: |
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|  | Work Place Readiness Results - Fall | Jane McMullen and Katie Keyser |
|  There was a 76% pass rate among those tested in Workplace Readiness. Ten students are scheduled to retake the assessment. Mr. Ozols will plan a remediation schedule with these students to prepare them for the retake. |
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| Conclusions:  |
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| Action items:  | Person responsible: | Deadline: |
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|  | Credential Tests - Spring | Jane McMullen |
| Discussion: The next Credential testing window is May 5-16. Students in Business and Carpentry will be tested through the NOCTI website. Students who meet retesting criteria will be given the opportunity to retake the Workplace Readiness test. |
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| Conclusions: |
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| Action items: | Person responsible: | Deadline: |
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|  | 2014-15 Curriculum | Jane McMullen and Sarah Rowe |
| In future, students who are considered completers will be required to have a “B” average in the area of study in order to receive the CTE Diploma Seal. Joey Altizer questioned the possibility of offering Carpentry II over a two year period in order to cover all the subject matter. A rubric has been introduced to determine the criteria for upcoming 8th graders to enter into CTE classes. CTE teachers are encouraged to go over the proposed criteria and offer additional suggestions or input. A suggestion was made that more focus be put on student opportunities for community involvement through CTE programs in order to introduce students to “hands on” jobs. In the past, The Summer Youth Employment Program was used to offer students this opportunity by providing jobs on Bath County Public School properties. The WIA Valley Workforce Program in collaboration with BARC has asked BCHS to review CTE students who may qualify for a work program over the summer. The criteria is very specific and as no senior students qualify, juniors will be considered for the program.  |
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| Conclusions: |
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| Action items: Check with Natural Retreats, The Homestead and other local businesses to pursue job shadowing opportunities. | Person responsible:Jane McMullen | Deadline:None |
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| Resource persons: |  |
| Special notes: |  |
|  | Elementary Visitation | Sarah Rowe |
| Discussion: The preschool classes visited BCHS CTE on April 1. Students visited Auto, Carpentry, Business, Electrical and Culinary classrooms and participated in various projects to introduce them to each area. The 7th grade students visited BCHS CTE on April 23. The students were given an introduction to the CTE classes offered. Our current students encourage this event and the students and teachers of Millboro and Valley enjoyed the visit. CTE teachers and current students plan visits to the elementary schools next school year on a monthly basis to bring more information to upcoming students.  |
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| Conclusions: |
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| Action items: | Person responsible: | Deadline: |
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|  | Adjournment | Jane McMullen |
| Discussion: Adaline Hodge called to adjourn at 6:27 with Jeff Hicks seconding the motion. |
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| Conclusions: The next Advisory meeting will be held next school year 2014-15. |
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| Action items: Choose student representatives.  | Person responsible: | Deadline: |
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