**THE CITIZENS' ADVISORY COUNCIL FOR CAREER EDUCATION**

Minutes of March 7, 2016

6:30 pm

OHS Library

1. **Business Meeting**
2. Jay Solomonson called the meeting of the Citizens Advisory Council to order at 6:30 p.m.
3. Members present included: Jay Solomonson, Marla Smolenski, Tina Poel, Andy DeBaillie, Barb Wiedenmann, Vicki Tennant, Marcia Womac, Michelle Casey, Estelle Higdon, Julie Seabloom, Tom Seabloom, Nathan DeBaillie, Tim Sedam, Courtney Wiedenmann, Morgan Jungwirth, Sam Long, Neal Nelson, Ken Herd, Wyatt Martens, and Pat Martens.
4. The minutes of the November 2014 meeting were read and approved. (Motion by Nelson, 2nd by Tennant)
5. We had dinner. It was sponsored by the Orion Cooperative Education Club of Orion (CECO).
6. The officers of the various CTSO organizations gave an overview of their organizations and an update of their activities.
7. Jay Solomonson thanked members of the advisory council for serving this past year.
8. Jay Solomonson passed out advisory council evaluations for members to complete and turn in.
9. Smolenski made a motion to adjourn to the subcommittee meetings. Martens seconded the motion. Motion carried.

Respectfully submitted,

Jay Solomonson

Jay Solomonson, CTE Director

**II. Subcommittee Meetings**

Agriculture Subcommittee Meeting:

March 7, 2016

Members Present: Jay Solomonson, Vicki Tennant, Tori McCaw, Andy DeBaillie, Barb Wiedenmann, Julie Seabloom, Tom Seabloom, Courtney Wiedenmann, Neal Nelson, Wyatt Martens, and Pat Martens

1. Jay Solomonson gave an update of what has happened since the last meeting.
2. FFA activities that the chapter has participated in since the last meeting included the 212 leadership conference in Chicago, various contests, the Annual Pancake Breakfast and Labor Auction, and FFA Week.
3. We reviewed this year’s goals and discussed accomplishments. We have over 100 Ag students enrolled for next year- the highest number we have ever had and almost 50 in Intro to Ag.
4. We reviewed items on the incentive funding grant.
5. We also briefly discussed Mr. Solomonson’s sabbatical leave next year.
6. Mr. Solomonson thanked everyone for serving on the council.

Adjourned at 8:15 p.m.

Business Subcommittee Meeting:

Monday, March 7, 2016

Members Present: Tim Sedam, Nathan DeBaillie, Karl Kane, Ken Herd

1. Mr. Sedam updated the subcommittee on the department activity for the year so far.
   1. Discussion about Business course numbers
   2. How they were affected by accounting offering only to sophomore through senior.
   3. Conversation of pushing freshmen into Computer Concepts and Intro to Business.
      1. It is important for them to have that foundation for future Business classes.
2. Review of Departmental Goals/Needs and Wants for the Year.
3. Mr. Sedam thanked everyone for attending and giving good insight on topic during the year. These meeting do make our classes better from the conversations with industry experts.

Adjourned at 8:00 pm

Family and Consumer Science Subcommittee Meeting:

Attendance: Tina Poel, Marla Smolenski, Marcia Womac

Mrs. Poel updated the committee on departmental activities and coursework since the last meeting.

Mrs. Poel informed committee that department received Tech/vocational funds. She has compiled a list and submitted needed items. Examples included kitchen aides, measuring equipment and baking sheets. These items will be used to make another work/lab station to accommodate larger classes.

Department Renovation: Mrs. Poel has received paper work for a grant. Discussed renovation-new labs, designs, safety requirements etc. Bids will need to be completed after designs have been approved. Community input on design ideas is welcome at this time. Renovation is on hold at this time.

Discussed use of department by others. Mr. Debaillie and Mrs. Poel discussed making a container of supplies including dish soap, dish cloths and towels, slicing knives, paring knives, dessert and pie servers, tongs, large salad bowl, and serving spoons for people to use. This would help prevent people from taking class room lab supplies for extra-curricular dinners etc. Mrs. Poel communicated that labs need to stay “class room ready”. Committee also suggested a sign up calendar. The office and Mrs. Poel need to be notified if room is to be needed. Also, to maintain this “class room ready” condition students need to eat in the commons and room should only be used by adults with a designated responsible person for using the facilities. If commons is unavailable for eating, then only small groups will be allowed in kitchen with adult supervision or group will need to locate another available facility in Orion. Also chairs, tables and equipment need to be put back after cleaning. Garbage needs to be removed with a liner replaced.

Floors also need to be mopped as well after an event. A goal is to have a check-off list just inside door for the designated person in charge to sign before leaving.

Curriculum:

Mrs .Womac gave information on a Certificate of “Safe Food Handling”.Plans will be made to include this in Foods II curriculum. Cost of certificate is $10.00 and can be taken on-line in class.

Mrs. Poel shared that class objectives include students being able to demonstrate specific culinary art skills and/ or competencies.

Mrs. Smolenski is making contact with guest speaker for class on the topic of kitchen safety and accident prevention. She will email Mrs. Poel the information.

Mrs. Poel thanked committee members for their time and commitment to the Citizen Advisory Council.