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

Minutes of September 8, 2014

6:30 pm

OHS Library

1. **Business Meeting**
2. Jay Solomonson called the meeting of the Citizens Advisory Council to order at 6:31 p.m.
3. Jay Solomonson did a welcome and everyone introduced themselves. Those present included: Jay Solomonson, Pat Martens, Fred Nightingale, Marla Smolenski, Julie Hoffman, Julie Abbott, Marcy Wegerer, Tina Poel, Andy DeBaillie, Jennifer Lees, Anne Gustus, Tori McCaw, Brian Magee, Lisa Matson, Vicki Tennant, Jennifer Norton, and Deanne Bloomberg.
4. The minutes of the March 3, 2014 meeting were read and approved. (Motion by Smolenski, 2nd by Magee)
5. Dinner was catered by HyVee. The meal was sponsored by the Orion FFA Chapter.
6. Jay Solomonson discussed the purpose of the Citizen’s Advisory Council and the responsibilities of its members.
7. Jay Solomonson discussed the CTE Trivia Night in November and asked for volunteers to help
8. Pat Martens made a motion to adjourn to the subcommittee meetings. Julie Abbott seconded the motion. Motion carried.

Respectfully submitted,

Jay Solomonson

Jay Solomonson, CTE Director

**II. Subcommittee Meetings**

Agriculture Subcommittee Meeting:

1. Deanne Bloomberg was selected as the subcommittee spokesperson. Anne Gustus volunteered to serve as the secretary of the subcommittee.
2. The subcommittee conducted a SWOT analysis of the Agriculture Program.

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| Strengths:   1. Advisor 2. Number of dual-credit classes offered in department 3. Past successes 4. External Grant Funding 5. Financial support of alumni 6. Good curriculum 7. More students are going into Ag in college | Weaknesses:   1. Finding volunteers to act as judges and help with other programs. 2. Overall- low participation amongst most FFA members. |
| Opportunities:   1. Develop an agriculture career night- make it section wide 2. Continue to develop public speaking and interview skills with the FFA kids | Threats:   1. Funding continues to decrease 2. Potential downturn in ag economy effecting the Ag job outlook |

1. The subcommittee developed Program Goals for the 2014-2015 school year. They include:
2. Offer a sophomore level curriculum choice that is not dual credit. (Sophomores are no longer allowed to receive dual-credit).
3. Advocate for the Ag Program with Parents and the Community.
4. Increase Sophomore Retention rates (from Freshman year).
5. The department needs and wants for the program include:
6. Heater for the fish tank
7. Display area in commons
8. More involvement by alumni and community volunteers
9. Look into getting a Food Science curriculum
10. Making BSAA a “Every Year” course for sophomores was recommended.
11. The subcommittee adjourned at 8:55 p.m.

Business Subcommittee Meeting:

September 8, 2014

CAC Business Subcommittee Meeting Minutes

1. Marcy Wegerer gave the subcommittee members an overview of the class being taught in the department this year as well as a tour of the classroom & adjoining computer lab.
2. Brian Magee agreed to serve as subcommittee spokesperson for the year.
3. The group conducted a SWOT analysis of the department and discussed possible program goals and departmental needs/wants.
   1. An identified strength of the department is the number & variety of course offerings for students, particularly given our school size. A weakness is the general condition of the computer labs (layout, design, etc.) which could be a negative factor for families who might be moving into the area and looking at Orion as a place to enroll their children. A potential opportunity for the department is dual enrollment options with a local community college or the addition of e-learning capabilities to courses currently offered which might enhance the curriculum (Brian Magee mentioned the site Woople.com as an example). Threats included declining district-wide enrollments and the Common Core emphasis on “traditional” courses over CTE.
   2. Possible program goals identified for the department were:
      1. Increasing enrollment in the Accounting II course so that it can be maintained as a stand-alone class rather than offered simultaneously with Accounting I. This will guarantee that students in both classes are receiving the best instruction possible.
      2. Looking at the possibility of purchasing a textbook for the Intro to Business course, which currently has no book.
      3. Updating the computer labs at OHS.
   3. In terms of departmental needs/wants:
      1. The VGA cable connecting to the LCD projector in Room A-13 is having some issues and needs to be replaced. Marcy has mentioned it to the IT department and a replacement cable has been brought in, but has not actually been installed yet.

In order to offer dual credit for the computer courses offered in the department we would need to update our current Microsoft Office version to match what is being used at Black Hawk. Marcy needs to discuss this further with Mr. DeBaillie and Kyle Taylor to see how feasible

Family and Consumer Science Subcommittee Meeting:

Attendance: Ms. Poel, Ms. Norton, Ms. Hoffman, Ms. Matson, Ms. Smolenski

Ms. Poel welcomed new committee members and thanked all for participating. Reviewed committee accomplishments from last year: Cope 24Curriculum/ videos, empathy belly, equipment for kitchen. Ms. Poel also gave brief overview of department and classes.

Committee selected Ms. Norton to be spokesperson for committee and Ms. Smolenski for meeting minutes.

Discussed department Goals/needs/wants for current year. Used SWOT analysis tool to develop plan for this year. S: solid curriculum. W: old equipment, fundraising. O: Incorporate healthy diets and lifestyle, use of technology. T: Funding, decrease enrollment.

Long Term Goals:

1. Kitchen Remodel

Brainstorming: Contact area retailers regarding demo kitchens (Lowes, Flicks, home depot, Menards) , Compile list of organizations that use kitchen and list their help to subsidize project (booster clubs, sport teams , etc), rent the empathy belly, Open “café” in the classroom in the morning for students to purchase food items and beverages.

1. Continue to increase the relevancy of the curriculum.

Brainstorming: Healthy diets/living, guest speakers

Short Term Goals:

1. Needs
2. Equipment:
3. Sewing machines are in need of repair; Ms. Matson suggested that her father look at machines (does repairs)
4. Replace worn kitchen utensils
5. Guest Speakers/presenters; will work with Ms. Poel to see where in curriculum these topics will be.
6. Ms. Norton; business/work field
7. Ms. Hoffman; childhood development
8. Ms. Matson; Pregnancy/breast feeding
9. Ms. Smolenski; accident prevention
10. Wants
11. Field Trips
12. Technology
13. Fit Bits