

**Everett Public Schools
BUSINESS EDUCATION ADVISORY COMMITTEE
MEETING MINUTES**

November 17, 2005

3:30 – 5:00 pm

Sequoia High School Business Lab

In attendance

Nancy Bertholet, Linda DeSalvo, Laurie Elmer, Samantha Enos, Carl Fender, Dianne Johnson, Deb Kalina, Barbara Laughlin, John Patella, Barbara Renard, Patti Ross, Rose Smith, Bill Trueit

Welcome/Introductions

Nancy Bertholet welcomed the committee to Sequoia High School, and explained that she and Rose Smith from Jackson HS will be sharing the duties of teacher liaison. Nancy will send out agendas, provide the meeting place and take minutes. Rose will facilitate the meetings.

Chairperson

Rose Smith and Nancy Bertholet agreed to co-facilitate the advisory committee, as described above.

Discussion: Industry standards

Samantha Enos shared that software skills were becoming increasingly important in the accounting field, and that there are various software programs being used. She also said that it is important for workers to have good analytical skills

Barbara Laughlin shared that some of the skills that she has found to be most important in her experience, in both business and education, are a strong work ethic, teaming skills and good writing skills such as grammar, analytical skills and the ability to make a clear point.

Barbara Renard shared that at Verizon the industry standards are very broad and fall into a number of different classifications. There are standards associated with things like communications, external affairs and appropriate use of technology.

John Patella shared that Everett Community College is considering changes to their admissions process, including adding computer literacy to the Asset/Compass placement tests and having a certain reading level as a prerequisite for certain classes. He said that many students are coming into classes without good basic computer skills such as keyboarding and Power Point. He also shared that they are looking at adding a School of Business Design that will offer a certificate in Entrepreneurship. There is also the possibility of adding a 4-year degree.

Samantha shared that, through a hiring survey at her company, they have identified a need for workers to have better written and verbal communication skills as well as better computer skills, specifically in Excel and Access.

Discussion: Implementation of industry standards into classrooms

A number of ideas and suggestions were generated by both teachers and community members as to how industry standards can be implemented into classrooms by teaching staff. The highlights are listed below.

- The teaching of Microsoft Office (Word, Power Point, Excel and Access) skills is very important.
- We need to address emotional intelligence in our curriculum.
- Students often lack the ability to see consequences of their choices/behavior, and they need to be taught time/self management skills.
- Online and hybrid classes are requiring the ability to manage time and be self directed.
- Teaching skills like leadership and teamwork and learning style differences can be done effectively through structured exercises and games. A good source of these activities is University Associates.
- Personality assessments such as Myers-Briggs can be effective tools for teaching, but should be used with caution as they can also be considered diagnostic tools for psychologists and counselors
- Personality and interest assessments should be connected to EALRs.
- There should be input in the classrooms from industry including classroom mentors, speakers and field trips
- Students can get an idea of real world experiences from role playing exercises that are based on situations that happen in industry
- Teachers can access speakers and mentors through their Career Centers.

Next Meeting Date

Date: February 16, 2006

Time: 3:30 – 5:00 pm

Location: Sequoia High School Business Lab

The meeting was adjourned at 4:45 pm