

WORK BASED LEARNING ADVISORY COMMITTEE MINUTES

Date: November 8, 2010
Time: 12 PM
Location: Sequoia High School

In attendance: Tom Braaten, Janice Henning, Rob Ramsburgh, Susan Miller, Carl Fender, John Barhanovich and Jan Wise

Subject: Welcome

Discussion: John opened the meeting and welcomed all the members.

Subject: New Advisory Members/Possible contacts

Discussion. New members are always welcome in the CTE Advisory committees. John asked each member to provide names and contact information for any person who may be interested in serving on these committees.

Subject: WBL Curriculum/Frameworks

Discussion: The Choices curriculum frameworks was distributed to each committee member. Carl gave an overview of the CTE's programs stating that each of the fifty-six programs have frameworks that are registered with the State. They are revisited every four years. The Choices framework is due this year for revisions. The committee members were asked to read the existing frameworks and offer any suggestions for revisions. Carl advised the committee members that there are three sections of the frameworks that need their input. The first section is Performance Task/Assessments; the second is Leadership Skills and the third is Employability Skills.

Subject: District Accomplishment Booklets

Discussion: The District booklets were given out to the members. Carl advised the committee that the CTE accomplishments (and they were many)

were not included in this booklet. The booklet for this year will include CTE accomplishments. Janice commented on Sequoia's increased graduation rate and Diane Kinch and Joanne Buiteweg's teacher of the year awards.

Subject: WBL Student Employers

Discussion: John distributed a list of employers where our WBL students are employed and shared this information with the committee. Jan and John make numerous visits to their student worksites during the school year to meet with the employers and complete required forms and evaluations.

Subject: Employer Applications - New Hires

Discussion: Susan Miller and Janice Henning provided the committee with employment applications that they use for new hires. Rob, Tom, Janice and Susan provided the committee with an overview of their Company hiring practices. The committee listed the following as traits they look for in a new employee:

Punctual

Appropriate dress

Eagerness

Eye Contact

Hand Shake

References

John and Jan explained that this information will be shared with their students as they complete the employability unit.

Subject: Advisory Kickoff Meeting

Discussion: Carl explained that CTE is looking for new ideas for the Kickoff meeting held in the Fall of each new school year. John distributed a questionnaire for the members to fill out with suggestions and feedback from previous years. The members will get their responses to Jan ASAP.

Subject: Next Meeting Date

Date: February 17, 2011

Sequoia High School

12PM - 1PM

Subject: Adjourn

Discussion: John adjourned the meeting at 12:57 PM.