

Milton Area Senior High School
Business Advisory Committee Meeting Minutes
Thursday, April 3, 2008

2008 Advisory Committee Members:

Business Representatives

Mr. Rick Coup, The Coup Agency
Mrs. Barbara Diehl, Coldwell Banker Penn One
Ms. Melissa Musser, Milton Savings Bank*
Mrs. Peggy Fullmer, Milton Savings Bank*
Ms. Lisa Grant, Milton Savings Bank*
Mr. Mark Lazarus, Robert M. Brubaker, Public Accountant
Mr. Neal Lewis, Lewis, Danzig & Company
Mrs. Cheryl Rheppard, West Milton State Bank*
Ms. Trisha Shearer, West Milton State Bank*
Ms. Virginia Wirth, North. County School Federal Credit Union

School Representatives

Mrs. Debra Bleistein, Business Instructor*
Ms. Jamie Emery, Business Instructor*
Mrs. Donna Spear, Business Instructor*
Ms. Valentina Karpeshov, Student Representative
Mr. Shane Schreck, Vocational Coordinator

Student Teachers

Mr. Troy Showers, Bloomsburg University*
Ms. Heather Toolan, Bloomsburg University*

*Attended the April 3 meeting

Mr. Shane Schreck, Vocational Coordinator, showed a presentation containing information about the PDE audit as well as what is in line for 2009 in the large group meeting which included all advisory groups.

Mrs. Donna Spear started the business advisory group meeting by thanking the attendees for taking time out of their busy schedule and providing each committee member with a copy of the spring issue of *The Business Bulletin* newsletter. Mrs. Spear asked the advisory members if they had any questions or comments about the information presented in the large group meeting. Ms. Lisa Grant and Mrs. Peggy Fullmer expressed their concern that students are not tracked in scheduling and that many students are not aware of the course offerings. They expressed the importance of guiding students to follow the scope and sequence. Ms. Grant commented that the guidance counselors should attend the advisory meetings.

FBLA

As a result of the recent PDE audit, the business department reformed the FBLA club by selecting 12 students to assist reorganizing the charter group. All students accepted the invitation for membership and have been attending working lunch meetings and meetings after school hours. Currently, the students are working on developing an online school store which is slated to launch at the beginning of the 2008-2009 school year.

Mrs. Spear explained that the FBLA group conducted a student survey to determine interest and then developed a business scheme, uShirts, to start building funds. The initiative for uShirts is to offer customers the opportunity to design their own t-shirt. Customers submit their own t-shirt design electronically or on paper, and the FBLA members perform the printing, transferring, ironing and delivery of the t-shirts. The designs can include photos, words, original designs, etc. The cost per shirt is \$10 or \$13.

Advisory member, Melissa Musser, commented on the awesome idea of uShirts.

Student Teachers

Miss Heather Toolan and Mr. Troy Showers, student teachers from Bloomsburg University, are currently putting their classroom skills to the test while working with Mrs. Bleistein, Ms. Emery and Mrs. Spear. Mr. Showers is teaching Accounting, Business Law, and Word Processing 1. Ms. Toolan is teaching Keyboarding and Computer Concepts, Word Processing 3, Consumer Issues, and helping to facilitate the Introduction to Business Online class.

Outstanding Business Students

For the third marking period, each business teacher selected an outstanding student. Crystal Fiedler was selected by Mrs. Bleistein, Charles Messinger was selected by Mrs. Spear, and Brittany Snyder was selected by Ms. Emery. Each student received a certificate and gift card from WalMart and their picture was posted on the wall. They were also featured in the spring 2008 edition of *The Business Connection*.

Online Business Courses

Mrs. Spear explained to the advisory committee that the first online course, Introduction to Business, went well the first semester. At the end of the school year, she expects 30 students will have earned credit in this course.

Due to the great success and student interest of the online course, Mrs. Spear will be offering another online course next year, Business Technology. She explained this will be a perfect class to offer in the online format.

Mrs. Spear shared with the group what Principal Bryan Noaker had to say about online course offerings,

“The online Introduction to Business course shows great potential for the future of online courses. I am pleased with the student response to the class. Thirty six students enrolled in the course and most will complete it. Other Milton teachers have shown interest in developing their own course on Moodle and have taken steps with their own professional development to pursue this interest. I believe that online courses give teachers one more tool to reach students.”

All committee members agreed on the importance of the business department keeping up to date with technology and course delivery. Mrs. Peggy Fullmer explained how most of her training is conducted online and that our students will have a competitive edge by having the experience of taking online courses.

In addition to developing online courses for students, Mrs. Spear also developed a professional development course in Moodle for teachers to learn how to create online content and courses.

Business Course Enrollment and Scheduling for Next Year

Mrs. Spear explained that students are currently meeting with their guidance counselors about their schedules for the 2008-2009 school year. Ms. Grant suggested that guidance counselors should attend the advisory meetings to gain insight so that they are more informed in providing students with information about the vocational areas.

Each business teacher shared their course enrollment numbers:

Mrs. Bleistein	Accounting 1: 63 Accounting 2: 4 Business Law: 13 Financial Management: 10
Ms. Emery	Computer Applications: 13 Consumer Issues: 15 Keyboarding & Computer Concepts: 53 Word Processing 1: 54 Word Processing 2: 20
Mrs. Spear	Keyboarding & Computer Concepts: 160 Word Processing 3: 7 Business Technology: 6 Introduction to Business Online: 30

NOCTI

There will be one student taking the NOCTI test in accounting. April 14 is slated for the practice test, April 17 students will take the online portion of the general knowledge test and on April 24 the hands-on portion will be completed with Mr. Mark Lazarus proctoring.

At the fall meeting, the advisory members were able to review the Assessment Study Guides that were made available to each program as well as the Teacher Companion Guide. Mrs. Fullmer and Ms. Grant expressed relief that the students, teachers, and proctors will have more information to prepare for the NOCTI tests.

As recommended by the PDE audit, General Office will be changing to Business Information Processing, and it is anticipated that students will be enrolled in that program next year.

Books and Equipment

Mrs. Spear and Ms. Emery's classrooms were updated with new computers running Windows Vista and Office 2007. Mrs. Tricia Shearer commented that her office is running the same software and the students are getting up-to-date training working on the newly released software.

Mrs. Bleistein showed the group the new accounting books that will be used next year.

Respectfully submitted,

Ms. Jamie L. Emery