

EDMONDS SCHOOL DISTRICT NO. 15

Career and Technical Education

ADVISORY COMMITTEE MEETING MINUTES RECORD FORM

(To be Completed and Returned Electronically to
Diane Grossenbacher at grossenbacherd@edmonds.wednet.edu ASAP)

ADVISORY COMMITTEE: Careers with Children

MEETING DATE: Sept. 15, 2008 TIME: 3:00 pm LOCATION: AECC

NAME OF CHAIRPERSON: To be determined at Kick-Off

NAME OF RECORDER/SECRETARY: To be determined at Kick-Off

DIRECTIONS:

- Use a computer to record the minutes so they are complete when e-mailed to the CTE Office.
- Record the minutes in numbered order corresponding to each agenda item.
- Use one bullet per discussion highlight. Bullets will continue to be added as you add highlights.
- At the end of each agenda item, record any action that is necessary for that item.
- On the very last page of this document, identify items that will be placed on the next agenda.
- Save a copy on the computer.
- Send this document as an attachment to grossenbacherd@edmonds.wednet.edu as soon as possible.

MEMBERS PRESENT:

Diane Grossenbacher

Nancy Wickle

Mary Smith

Candice Larabee

REPRESENTING:

AECC, Careers with Children

Head Start

Red Apple Day Care

Mountain View Preschool

INSTRUCTORS PRESENT:

Phyllis Finley

SCHOOL:

AECC, Careers with Children

1. **TOPIC:** Review/Accept Minutes of Previous Meeting

- Minutes approved without modifications
 Minutes approved with modifications (*summarize modifications below*)

2. **TOPIC:** Brainstorm STARS training

- It is important for students to receive the STARS training
- Materials may be ordered on-line
- Students can become certified
- Their certification can be listed on a resume

ACTION NEEDED: Contact EDCC to find out how to link into their STARS program

3. **TOPIC:** Uniforms/dress code

- Students should wear uniforms at all job sites
- It is important for each on-site director to enforce the dress code
- Uniforms are helpful in keeping dress appropriate for our clientele
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ACTION NEEDED: Establish a dress code to distribute to each site and consequences for not adhering to the dress code.

4. **TOPIC:** _____

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Can remove any tables that are unused, and shrink tables to reflect area being used.

ACTION NEEDED:

NEXT MEETING DATE: Oct. 15, 2008 TIME: 6:30 LOCATION: MHS Great Hall

AGENDA ITEMS FOR NEXT MEETING (*numbers will be added automatically with each additional agenda item*):

1. Review/Accept Minutes of Previous Meeting
 2. Sanitation practices
 3. Increasing Advisory Committee membership
 4. Review how the dress code is working
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