

WELLSBORO AGRI-SCIENCE DEPARTMENT

GRAND CANYON FFA

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Wellsboro Agriscience Program
Advisory Committee Meeting **MINUTES**
November 7, 2022 7:00 pm
Meeting #1

- 1) Welcome & Purpose of the meeting - The meeting began at 7:00 with introductions
 - a. The minutes were sent to the committee, it was asked if there were any corrections, there were none, and the minutes were filed for audit.
 - a. Purpose
The main purpose of an OAC is to strengthen the career and technical education program by making recommendations for program improvement and providing technical assistance to assure the most up to date curriculum content and appropriate applications of technology.

Advisory committees are a vital link between the career and technical education program and business and industry. In addition to state requirements to establish advisory committees, career and technical administrators, teachers and citizens recognize the value of community participation in the discussion of career and technical education issues. Advisory committees assist in assuring the relevance of the career and technical education program to the community and increase public awareness of the program. Committee members representing business, industry, labor and the general public bring a unique perspective to education and training programs. They provide a viewpoint which is invaluable to the career and technical education program.
 - b. Goals
 - i. Provide recommendations to update, modify, expand, and improve the quality of the occupational program.
 - ii. Support and strengthen the relationship between business, industry, and the community, and education.
 - iii. Make recommendations to strengthen and expand the curriculum and provide assistance in implementing these recommendations.
 - iv. Articulate long term goals and objectives of the occupational program to parents, employers, and the community
 - v. Assist in identifying needs, determining priorities, and reviewing and evaluating curriculum
- 2) Grand Canyon FFA Activities 2022-2023 – Natasha Maddox, Grand Canyon FFA President shared FFA updates. The FFA members attended the Big E FFA Regional Contests and were 2nd place in the Forestry contest. They attended the homecoming carnival and had a booth with a petting zoo and bake sale. They created a float for

the homecoming parade with a Shrek theme. They attended the Tioga County Early Days and Consignment Auction. Students participated in the tractor driving contest at the Early Days celebration. They volunteered at the National Wild Turkey Federation Jake's Event and had wildlife track casting. Members held officer elections for a few positions that were not elected last spring. There were some greenhand officers and executive committee chairs elected as well. Members will be attending college tours at Penn Tech and SUNY Cobleskill in the near future. Members have been busy working on Keystone degree applications, jacket applications, and SAE grant applications, all due in November.

3) FFA Alumni Updates - Natalie Maddox, Tioga County FFA Alumni member gave an update on activities happening with the alumni. They are going to be accepting jacket applications soon. They are also working on a new SAE grant to assist an FFA member from each of the chapters that they support with showing an animal at the fair, for one member who has never shown before.

5) Overview of the program

A) Classes switched to year long - Mrs. Berndtson reported that she switched her courses to meet every other day, all year, and it has been going extremely well.

B) Letter of support needed - Yearly - These will be necessary in the spring. Erick Coolidge offered to write a letter from his perspective as a farmer and county commissioner.

C) SAE Report - There was discussion on School to Work and how it doesn't align with SAE as much as it could. There is some hands on opportunities missing. It was suggested that more of these opportunities in SAE are not school to work because of liability concerns. Mrs. Berndtson was encouraged to check with the school district to see if they could provide liability insurance for this type of program.

D) College tours - Penn Tech, Cobleskill (articulation in progress) , DelVal - Mrs. Berndtson shared that it is good to introduce students to these programs, especially Penn Tech, because there are many students that attend this post secondary school and benefit from the exposure.

E) Intro to Ag as a science credit - proposal

a) **ACTION ITEM: Motion to approve Intro to Ag as a science credit** - Erick Coolidge made the motion, Kris Bower seconded, Motion passed unanimously.

F) Revised Program of Study - Mrs. Berndtson discussed changes to the program of study to update it.

a) **ACTION ITEM: Motion to approve the updated program of study** - Erick Coolidge made the motion, Kris Bower seconded, Motion passed unanimously.

6) Enrollment Trends

Intro to Ag: 21

Plant Science I: 9

Animal Science I: 21

Natural Resources: 6

8) Issues facing the school (or colleges in the career path)

- **Concerns about storage** - Mrs. Berndtson expressed continued concern with storage. She discussed concerns with a loft which has been suggested at

various times, but is not feasible because of fire code. Kris Bower echoed those concerns and said that OSHA requires specific hand railing and things that wouldn't be feasible. An outdoor storage area was discussed - that could be located close to the school, but visually appealing. Conex?

- **Update on Program reapproval (Mrs. Coots)** - Mrs. Coots discussed that most of the program reapproval items have been kicked back, but she needs to read the items - We need more detail in some areas because the program reapproval system was transferred to a new program this year.

10) Curriculum, Facilities, Equipment/Supplies, Employer Satisfaction Report and Self Evaluation for OAC - See checklists from PDE CTE

a) **Needed Equipment** - Mrs. Berndtson briefly described the challenges with the greenhouse project and updated the group on the present status of the project.

Greenhouse - Progress and recommendations

Work Bid

Greenhouse Proposal

- **Curriculum Assessment** (see attachment)
- **Equipment Assessment** (see attachment)
- Inventory List**
Vernier Probeware Inventory
- **Facilities Assessment** (see attachment)

b) **Supplemental Equipment Grant Proposal**

11) New program industry certification approvals

a) **Game of Logging** - Mrs. Berndtson explained to the group that she would like this industry certification to be on the approved list by PDE. Ron Doughtie stated that this certification is necessary for employment by the state of PA if students are contracted as loggers to cut on state land. The Northern Tier Hardwoods Association sponsors this training for loggers throughout the region and it is required by many other employers in this industry.

ACTION ITEM: Motion to approve and support this industry certification

Ron Doughtie made the motion to approve this industry certification, Erick Coolidge seconded it, the motion passed unanimously.

11) NOCTI Test 2023

2023- 2 students being tested (April, proctor will be needed)

12) **Chicken Butchering Proposal** - Mrs. Berndtson provided the updated proposal for the chicken butchering project on campus. She is encouraged and hopes that new administration will appreciate the project. She has tied the project to CTE tasks that students must complete, to be completers, showing it is a valuable experience necessary for their education. If the district is not in favor of processing the birds on site still, alternative processing arrangements will be made.

ACTION ITEM: Motion to approve and support this proposal

Eric Rider made the motion to approve and support the proposal, Erick Coolidge seconded the motion, the motion passed unanimously.

14) Perkins Compliance Review - Mrs. Coots

- Mrs. Coots shared about the upcoming Perkins Compliance review. She also shared some data about employment in Tioga County. This was a snapshot provided by local resources. It does not include information about self employed individuals, but there was discussion about how larger businesses have a hand in creating more competent self-employed individuals in certain areas.

Farm Bureau Fellows Questions: Mrs. Berndtson shared about the Farm Bureau Foundation Fellowship she is participating in and asked if advisory members had any input on questions she was trying to get responses from the community

Members suggested balancing a checkbook was a needed skill on a computer as well as awareness of cyber security. Students should know how to use excel in many areas as it is an undervalued skill. Students should be capable of many basic programs. Students should be learning how to develop a business using these tools.

What are some problems you wish you/your students knew how to solve on a computer or online?

How would those or similar skills support you, your students, or your community?

Where are communities like yours best represented in educational material? Or how do you wish your community was represented?

15) Adjourn - *The meeting adjourned at 8:49 pm*

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Wellsboro Agriscience Program
Advisory Committee Meeting **MINUTES**
November 14, 2022 7:00 pm
Meeting #1

- 1) Welcome & Purpose of the meeting *Meeting convened at 7:11 pm*
 - i. *Wendy Sherwood shared extensively prior to the start of the meeting about the relevance of tissue culture and encouraged the teacher to consider including it in the curriculum as it is an up and coming field. The teacher suggested that an area existed in the classroom to do this - but had not been used in many years. She suggested that she would try to start it up again this year.*
 - ii. *Members introduced themselves*
 - iii. *Minutes of the last meeting were filed for audit, no corrections*

- a. Purpose

The main purpose of an OAC is to strengthen the career and technical education program by making recommendations for program improvement and providing technical assistance to assure the most up to date curriculum content and appropriate applications of technology.

Advisory committees are a vital link between the career and technical education program and business and industry. In addition to state requirements to establish advisory committees, career and technical administrators, teachers and citizens recognize the value of community participation in the discussion of career and technical education issues. Advisory committees assist in assuring the relevance of the career and technical education program to the community and increase public awareness of the program. Committee members representing business, industry, labor and the general public bring a unique perspective to education and training programs. They provide a viewpoint which is invaluable to the career and technical education program.

- b. Goals

- i. Provide recommendations to update, modify, expand, and improve the quality of the occupational program.
- ii. Support and strengthen the relationship between business, industry, and the community, and education.
- iii. Make recommendations to strengthen and expand the curriculum and provide assistance in implementing these recommendations.
- iv. Articulate long term goals and objectives of the occupational program to parents, employers, and the community

- v. Assist in identifying needs, determining priorities, and reviewing and evaluating curriculum

2) Grand Canyon FFA Activities 2022-2023 –

FFA updates were shared by member Ana Perry - Ana shared about the Wreaths Across America project, the fruit sale, flag a friend, college visit to SUNY Cobleskill, grave cleaning community service, Farm Show participation including horticulture exhibits, member meetings and officer meetings occurring, 5 members achieved their American FFA Degree, members attended the Big E regional FFA contests, four members assisted with the vet science CDE, and 4 members participated in the Forestry CDE and were 2nd overall.

- 3) FFA Alumni Updates - Mrs. Berndtson shared alumni updates. The alumni met the previous Thursday, they are trying to put together a program to help members start market animal projects for the first time (a scholarship and mentoring program), they are continuing their jacket contest, and they are trying to start an ag education day in the spring as a new event.

5) Overview of the program

- A) Classes switched to year long - Mrs. Berndtson reported this is going well and she is happy she did this.
- B) Letter of support needed - In the spring, needed yearly. Amy Perry suggested that she could write a letter of support on behalf of the Wellsboro Boro, as many of the workers need to have some of the certifications and skills that are taught in this program.

C) SAE Report - 2022 - 138 projects - 78 are considered immersion projects, and 60 are beginner. Over 5000 in SAE hours

D) College tours - Penn Tech, Cobleskill (articulation in progress) , DelVal - The college tour to Cobleskill is happening on Saturday 11/19 for students and to pick up tilapia. Students are attending Penn Tech horticulture contests on Friday 11/18

E) Intro to Ag as a science credit - proposal - Mrs. Berndtson suggested adding a science credit to Intro to Ag to alleviate some stress in the science department with scheduling, as well as free up schedules of students in the ag program to take electives more freely to complete their program of study. Mrs. Coots, guidance, and the principal are on board. The proposal will go to the curriculum council on Wednesday 11/16

- A) F) Revised Program of Study - Mrs. Berndtson would like to move the Horticulture program of study to a 2 year program. This will allow the program to continue, while allowing other programs of study to happen as well.

a) ACTION ITEM: Motion to approve the updated program of study

MOTION to approve and support this proposal (Bryce Wetherbee) SECOND: Amy Perry

Vote: Unanimously approved

6) Enrollment Trends

Intro to Ag: 21

Plant Science I: 9

Plant Science II: 2

Natural Resources: 6

8) Issues facing the school (or colleges in the career path)

- Concerns about storage -Mrs. Berndtson asked for suggestions with storage. One member suggested getting a large shipping container to put outside. Mrs. Berndtson expressed concern that any solution would have to be aesthetically pleasing. An additional comment was made to perhaps paint it. Someone else suggested contacting Wellsboro Equipment to see if they could donate a shed. Recycling was also brought up?
 - Mrs. Berndtson shared the current program inventory list and asked for feedback, questions, or comments.
- Update on Program reapproval (Mrs. Coots) - Mrs. Coots reported on the status of this program approval.

10) Curriculum, Facilities, Equipment/Supplies, Employer Satisfaction Report and Self Evaluation for OAC - See checklists from PDE CTE

a) Needed Equipment

Greenhouse - Progress and recommendations - Mrs. Berndtson discussed the status of the greenhouse project. There have been major setbacks. Mrs. Berndtson has the grants still, bids, proposals and the school board had approved it last January. The architect for the district was asked to get involved and took over the project without connecting with Mrs. Berndtson. He totally remade the design, submitted it to the board, and it was bid out - a \$700,000 project. The bids were all rejected. The new superintendent is on top of the project, has helped to bring it back to the original design and it continues to move forward now. Mrs. Berndtson is feeling much better now that the new superintendent is involved.

Mrs. Berndtson expressed some of the concerns with the current proposal is that there was no bid and Stuppy suggested they could construct the greenhouse still, and bring the items they need. The superintendent is looking into putting a max price on the project. Wendy asked if there would be roof vents or roll up sides and how that worked with electricity that would be involved.

Work Bid

Greenhouse Proposal

- Curriculum Assessment (see attachment)
- Equipment Assessment (see attachment)
 - Inventory List
 - Vernier Probeware Inventory
- Facilities Assessment (see attachment)

Committee Bylaws:

Mrs. Berndtson also pointed out that the horticulture students will be helping with the upcoming Women in Ag event sponsored by the Conservation District making Holiday centerpieces.

Mrs Berndtson also shared a Horticulture Pre-apprenticeship program that Mrs. Coots will be learning about in December to see if it is something that we would want to start. One large question is who would supervise any students participating and when would it take place.

We discussed community gardens in Wellsboro and that the Partners in Progress and the Wellsboro Community Garden Existed.

11) New program industry certification approvals

- a) Game of Logging - Mrs. Berndtson asked the committee to approve the Game of Logging Industry Certification as necessary for students in our program to be successful in industry after they graduate. Tim Morey echoed those comments and pointed out that students working on state forest land cutting lumber have to have this certification to be approved to work on that land.

ACTION ITEM: Motion to approve and support this industry certification Motion to approve and support this industry certification made by Tim Morey, and seconded by Sue Sticklin. Motion approved unanimously.

11) NOCTI Test 2023

2023- 0 students being tested (some have moved to the ag general program of study)

12) Penn College NOW

Three student registered - 2022-2023 This is the second year of this program and it is going well

13) 14) Perkins Compliance Review - Mrs. Coots Mrs. Coots reported on the upcoming Perkins Compliance Review and upcoming visit.

Farm Bureau Fellows Questions:

Mrs. Berndtson explained the Farm Bureau Foundation Fellowship that she is participating in. She encouraged any members of the advisory committee that had any feedback regarding the following questions, to contact her. Tim Morey suggested it was valuable for students to understand how to use computers because there is a lot of data online to assess soil, and students need to know how to access and manipulate that data. It was also discussed that GIS and reading maps or layers is an important online skill. The user friendly component of online programs is important as well.

What are some problems you wish you/your students knew how to solve on a computer or online?

How would those or similar skills support you, your students, or your community?

Where are communities like yours best represented in educational material? Or how do you wish your community was represented?

13) Adjourn –
Meeting adjourned at 9:00 pm



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**Program Title (CIP Code) 15.9999, Engineering
 Occupational Advisory Committee
 Nov. 10., 2022 at 5:30 PM**

- i. Call to Order:
- ii. Welcome and Introduction of Members
- iii. OAC Attendance:

x	Francis Novak	X	Rachel Smith
x	Kristen Hamilton	x	Amy Coots
x	Andy Borzok	X	Daniel Schuitz
x	Jen Cochran	x	Robert Kieser

IV.

Approval of Spring 2022 Minutes- Spring minutes sent via email group
 OAC list and available at our meeting

Motioned	Dan Schuitz	Seconded	Rob Kieser
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Yes all

- V. Old Business:
 - a. Incoming PLC kits with program logic controller- discussed in the fall are now in. We are still looking at Alan Bradley Kits and we have general PLC trainers.
 - b. Thank you for the letters of support. (Annual-EZ tube International-9/26/22 and Metal Kraft 4/7/22)
- VI. New Business:
 - a. Safety Checklist (D) All the state required OAC checklists are part of a survey monkey sent via email for committee members to complete to provide input. We will continue to administer this in the Spring as required by PA Department of Education.
 - b. Shop layout (D) The committee members who wanted to tour the classroom and shop area completed this after the meeting. Within the classroom there was discussion of the monitors and space for drafting work and that it would be beneficial to look at changing the physical desks and possibly looking at drafting desks.
 - c. Equipment and Tools Needed (F): Discussion of additional equipment.

- i. Trucklite- extending a generous commitment of an industrial robot with an automation expert to work with use to “bring it to life.”Trucklite also has offered many other items that our engineering program is looking at. Having a local expert work with us in the process provides Mrs. Whitney and Mr. Kieser with professional development in the field and is an additional requirement of Perkin’s.

Equipment List: CNC Machinery, software and hardware to support CNC machinery, robot and/or robotic arm, software and hardware to support the robot/robotic arm, PLC’s, PLC Trainers, snap on multimeters, student laptops to support drafting courses, drafting software, small hand tools as needed, battery powered hand tools, hand tools, materials for electrical trouble shooting stations, plumbing trouble shooting stations, plumbing practice, consumable materials for CNC, electrical and plumbing

The list of equipment will be sent in an email for an OAC vote via email because we want the feedback from our industry partners.

- ii. 3 year equipment list

Approval of Equipment Lists for grant work (industry recommendations)

Motioned		Seconded	
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- d. Curriculum (POS and Maps) (B) We discussed the scope and sequence of the program. All the technical courses noted below are within the program and these hours count for the program hours needed to be a concentrator or completer. Computer programming is not taught with a certification needed to be counted in the student’s program hours. Mrs. Whitney shared that the environmental science is needed for the NOCTI. Mr. Borzok shared that robotics has some computer programming. In all, the task grid found at <https://www.education.pa.gov/K-12/Career%20and%20Technical%20Education/Programs%20of%20Study/Pages/Framework.aspx> provides the PA Department of Education CTE requirements for Engineering Technologies/Technicians CIP 15.9999. Found under Phase IV, program year 2021, 2022, 2023.

Engineering Technologies/Technician**CIP: 15.9999**

Subject - Hours	Grade 9 - Hours	Grade 10 - Hours	Grade 11 - Hours	Grade 12 - Hours
TECHNICAL - 360 Hours	Engineering 1	Engineering 2	Engineering 3	Engineering 4
	Drafting 1	Drafting 2	Electricity and Plumbing	Small Engines and Shop Maintenance
		Computer Programming	Environmental Science	Applied Business
				School to Work
English (4)	9 English or 9 CP English or 9 Honors English	10 English; 10 CP English; or 10 Honors English	11 English; 11 CP English; or 11 Honors English	12 English; 12 CP English; or AP English and AP Composition
Math (4)	Any sequence of four credits of Mathematics.			
Science (4)	General Science or Keystone Biology	Keystone Biology or Chemistry	Chemistry or Science and Technology	CP Physics or Honors Physics
Social Studies (4)	World History	American History or Honors American History	Honors Government and Economics Government and Economics	10 credit classes
Humanities	Music	Intro to Art		
Physical Education	Health & Physical Education	Health & Physical Education	Health & Physical Education	Health & Physical Education

- i. Instructional Materials-discussed with a review of the equipment list.
- ii. Field trips, on the job training, work-based experiences, guest speakers- Mrs. Whitney discussed that students have gone to Penn College for PA Build my Future. Some student participated in Manufacturing Day hosted at WASD with 8 local manufacturing companies. They are looking at taking a field trip to Millersville which aligns nicely to the program of study. The students have had career panels and will continue to visit local businesses. Some students signed up for visits while at the Manufacturing Career Day. Mrs. Hamilton asked how we can improve on sharing days like Manufacturing Career Day with our students and

parents. The following ideas were generated: posters in the community (businesses), Robo parent call in each school district, school announcements, social media, and emailing parents the flyer.

- e. Analysis of NOCTI test- Data was shared from last year's administration and it was evident that students must have drafting to be successful on the NOCTI. Pretest of the NOCTI will be given this fall and the data is used to inform instruction.
- f. Placement After Graduation (H)- There is a high need for any level of employees. Mrs. Whitney is teaching EET124 Engineering, Technology and Society from Penn College as a dual enrollment.
- g. Program Evaluation (H): Verification of Industry Standard and Student Competencies are being Achieved-The list of PDE accepted industry-based credentials for Engineering:

Valid for All Schools/Specific CIP Codes

Industry Credentials	Credential Provider	Select
Certified Drafter	American Design Drafting Association	<input type="checkbox"/>
Autodesk Certified User	Autodesk	<input type="checkbox"/>
Microsoft Office Master	Certiport	<input type="checkbox"/>
Microsoft Office Specialist - Microsoft Access	Certiport	<input type="checkbox"/>
Microsoft Office Specialist - Microsoft Excel Expert	Certiport	<input type="checkbox"/>
Microsoft Office Specialist - Microsoft Excel	Certiport	<input type="checkbox"/>
Microsoft Office Specialist - Microsoft Outlook	Certiport	<input type="checkbox"/>
Microsoft Office Specialist - Microsoft Powerpoint	Certiport	<input type="checkbox"/>
Microsoft Office Specialist - Microsoft Project	Certiport	<input type="checkbox"/>
Microsoft Office Specialist - Microsoft Word - Expert Level	Certiport	<input type="checkbox"/>
Microsoft Office Specialist - Microsoft Word	Certiport	<input type="checkbox"/>
Cisco Certified Network Associate (CCNA)	Cisco Systems	<input type="checkbox"/>

Network+	Computing Technology Industry Association	<input type="checkbox"/>
Security+	Computing Technology Industry Association	<input type="checkbox"/>
Server+	Computing Technology Industry Association	<input type="checkbox"/>
IT Fundamentals	Computing Technology Industry Association	<input type="checkbox"/>
Network Cabling Specialist-Copper	C-TECH	<input type="checkbox"/>
Certified Electronics Technician Associate (CETa)	Electronics Technicians Association, International	<input type="checkbox"/>
Student Electronics Technician (SET)	Electronics Technicians Association, International	<input type="checkbox"/>
FCR-01 FANUC Certified Robot-Operator 1	Fanucamerica	<input type="checkbox"/>
FCR-02 FANUC Certified Robot-Operator 2	Fanucamerica	<input type="checkbox"/>
Microsoft Office Specialist - Word	Microsoft	<input type="checkbox"/>
Microsoft Certified Professional (MCP)	Microsoft	<input type="checkbox"/>
Microsoft Office Specialist - Excel	Microsoft	<input type="checkbox"/>
Microsoft Office Specialist - Access	Microsoft	<input type="checkbox"/>
Microsoft Office Specialist - PowerPoint	Microsoft	<input type="checkbox"/>
Snap On Multimeter Certification	National Coalition of Certification Centers	<input type="checkbox"/>

Certified Novell Administrator (CNA)	Novell	<input type="checkbox"/>
Oracle Certification - Certification path based on product	Oracle	<input type="checkbox"/>
Certified Additive Manufacturing-Fundamentals	SME	<input type="checkbox"/>
Meter Certification	Snap-On	<input type="checkbox"/>
Valid for All Schools/All CIP Codes		
Industry Credentials	Credential Provider	Select
OSHA Certification	CareerSafe	<input checked="" type="checkbox"/>
OSHA Certification	Occ Safety and Health Admin (OSHA)	<input type="checkbox"/>

The industry credential list is being shared for industry to review and provide feedback.

- h. Employment Outlook/Co-op Opportunities- An updated, 2022 Local Employment Data packet was provided to all OAC members as required by CTE and Perkin's. We have not had students in school to work from the engineering program but typically this is because of the classes the students take.

VII. Other Business or Related Matter -Next meeting April 5, 2023, at 5:30

VIII. Adjournment- 6:33

Motioned	Rob Kieser	Seconded	Francis Novak
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**Program Title (CIP Code) 01.0201 Agriculture Mechanization
 Occupational Advisory Committee
 November 7, 2022**

- I. Call to Order: 5:32 P.M.
- II. Welcome and Introduction of Members
- III. OAC Attendance:

x	Melanie Berndtson	x	Amy Coots
x	Amber Whitney	x	Donna Burrous
x	Kris Bower	x	Pat Chappell
x	Kristen Hamilton	x	Rob Kieser

- IV. Approval of Spring 2022 Minutes Reminder Spring minutes sent via email group OAC list and available at our meeting.

Motioned	Kristen Hamilton	Seconded	Pat Chappell
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Yes all.

Old Business:

- a. Thank you for the letters of support. (Annual- Monroe Tractor 5/1/22 and Wellsboro Equipment- no date)

V. New Business:

- a. Safety Checklist (D) All of the Checklists were sent via survey monkey for each OAC member to complete. Continue to administer in the spring electronically. Any new discussion on safety concerns and/or thoughts. Discussed that we will formally compete safety checklists in the Spring. The requirement is to cover these tasks once a year whether fall or spring.
- b. Shop layout (D) Checklists provided as noted above. The OAC has found the metal shop to be limited in space for students. This is constant with the 4/4/22 OAC meeting. The OAC finds the shops in general to be limiting. Mr. Keiser shared there will be 15 students in the Spring but usually it runs around 10-12 in the metal shop. There are 3 welding booths. He stated they are looking into welding simulators due to space issues.

- c. Equipment and Tools Needed (F) Mrs. Whitney shared the equipment list and the items brought up in the instructional materials section can shared or purchased. (The physical copy was provided and attached at the end of the agenda.)

A new MIG welder was purchased to replace a broken welder.

The committee reviewed the physical copy list of equipment that was recommended and voted in last spring with the addition of welding simulators. Kristen Hamilton shared that Mrs. Huck will be getting a letter for EITC funds. Additionally, Mrs. Hamilton said they would like to see lists approved by the OAC, particularly our industry/business partners because they want to invest in workforce development.

The engineering, metal shop and technology education teachers visited Truck-lite on 10/28/22 and Truck-lite is looking to donate equipment and this may also benefit Ag. Mechanics.

Equipment list provided with adding welding simulators.

Motioned	Kris Bower	Seconded	Kristen Hamilton
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Yes all.

- i. 3 year equipment list
- d. Curriculum (POS and Maps) (B) -Checklists provided as noted above.
 - i. POS and Curriculum Maps

Mrs. Berndtson shared the HS science met and are thinking about proposing Introduction to Agriculture proposed as a science credit. Mrs. Whitney shared she is recommending a CTE Business Management that would be focused on their task grids counting for CTE hours.

Agricultural Mechanics

CIP: 01.0201 |

Subject – Hours	Grade 9 – Hours	Grade 10 – Hours	Grade 11 – Hours	Grade 12 - Hours
English (4)	9 English or 9 CP or 9 Honors English	10 English; or 10 CP or 10 Honors English	11 English; or 11CP or 11 Honors English	12 English; or 12 CP or AP English and AP Composition
Math (4)	Any sequence of courses that <u>meet PSSA standards</u>	Geometry		
Science (4)	General Science or Keystone Biology	Keystone Biology or Chemistry	Chemistry or Science in Technology	CP Physics; Physics; or Honors Physics and Advanced Biology Plant Science Animal Science
Social Studies (4)	World History	American or Honors American History	Government & Economics Honors Government & Economics	Applied Psychology Dual Enrollment Psychology Sociology Criminal Fiction Contemporary Affairs Justice Education AP Government
Humanities	Music	Intro to Art		
Physical Education	Health & Physical Education	Health & Physical Education	Health & Physical Education	Health & Physical Education
TECHNICAL – 360 Hours	Intro to Ag.	Leadership/FFA and SAE or NRM	Leadership/FFA and SAE or NRM	Environmental Science
	Woodworking 1 or <u>Intro to Shop Skills</u>	Electricity	Wood I or Wood II	Small Engines and Shop Maintenance
	Drafting	Carpentry Construction I	Metal	Business Management
				School to Work

ii. Instructional Materials-discussed under equipment

Mr. Kieser has attained the Agriculture certification and enables the course time to count for technical hours in CTE. Students in CTE programs of study must have a certain amount of hours in the program to be a concentrator or a completer in the program.

- e. Analysis of NOCTI test- review data. We have no CTE completers yet in Agriculture Mechanization. Students will be taking their pretest in order to help inform areas that may need additional instruction.
- f. Placement After Graduation (H) None at this time. We will be able to look at this next year. Students have been able to go to Pennsylvania

College of Technology for Build my Future. Some students were able to attend Manufacturing Day which will also include the trades next year. This hosted at WASD. We are also looking at a trip to Millersville as a nice match to Agriculture Mechanization. Taking students physically to a college seems much more beneficial to students. Additionally, they may add a trip to Cobleskill's.

- g. Program Evaluation (H): Verification of Industry Standard and Student Competencies are being Achieved- Students can take their OSHA Agriculture Certification, Outdoor Power Equipment Technician Certification, and the OSHA (general) certification. Each student in the program takes and industry certification.

Employment Outlook/Co-op Opportunities (Attachment: Tioga Cty Profile 2022)
An updated, 2022 Local Employment Data packet was provided to all OAC members as required by CTE and Perkin's. Mr. Kris Bower noted that the data didn't account for self-employed in construction, agriculture, and other areas.

PDE holds CTE programs to performance goals. One measure is the non-traditional subgroup and it is better to prepare ahead. It can be difficult once the program is required to form improvement plan. Mr. Kris Bower said is more powerful for women in industry or post-secondary to come in and talk to middle school students.

VI. Other Business or Related Matter

. Discuss the next meeting date- scheduled for **April 3 at 5:30.**

VII. Adjournment- at 6:53 PM

Motioned	Rob Kieser	Seconded	Pat Chappell
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Attachments:

Materials and Equipment List

Equipment

As needed replacement of:

- jointer, planers, saws (table, miter, band, scroll), drill presses, sanders in the woodworking shop
- battery-powered hand tools in the woodworking and metalworking shops
- welders and torches in the metalworking shops
- hand tools in all shops

Additional purchase of:

- pipe threader
- CNC machinery for woodworking and metalworking
- software and hardware to support CNC machinery

Materials

Materials for setup of:

- Electrical troubleshooting stations
- Plumbing troubleshooting stations

Purchase of consumable materials for

- woodworking practice
- framing practice
- welding and metalworking practice
- electrical wiring practice
- plumbing practice

*with the addition
of adding a
welding simulator*

Industrial Technology Courses with Mrs. Whitney

Courses for Practical Skills and Careers

The industrial technology courses teach practical skills that are useful in your everyday life and your future career.

Hands-On Classes

The industrial technology courses focus learning skills and techniques in the shop setting. All classes are primarily hands-on learning with a focus on safety and proper technique.

Intro to Shop Skills and Shop Skills

- ✓ For students who are new to shop classes and using power tools
- ✓ Focused on shop safety
- ✓ Variety of shop projects and topics
 - Woodworking
 - Metalworking
 - Building & Construction
 - Electricity
 - Plumbing

Electricity

- ✓ Learn about residential wiring
- ✓ Focus on electrical safety
- ✓ Wire Up
 - Breaker Box
 - Switched Lights and Outlets
 - Three-Way Switches
 - Four-Way Switches
 - Residential Circuit Breakers

Woodworking 1 and

Woodworking 2

- ✓ For students who have worked with power tools or previously taken a shop class
- ✓ Focus on shop and power tool safety
- ✓ Incorporates various types of joinery into student projects
- ✓ All projects are student-selected projects

Shop Maintenance &

Repair

- ✓ Learn about maintaining and repairing various shop equipment
- ✓ Receive **OSHA 10-hour** certification for general industry
- ✓ Topics include:
 - Diesel Engines
 - Hydraulic Systems
 - Pneumatic Systems

Small Engine Technology

- ✓ Focused on theory and operation of small engines
 - First six weeks of course focus on theory
 - Last twelve weeks of course focus on hands-on projects
- ✓ Disassemble and reassemble a small gas engine
- ✓ Maintenance and repair of lawn mowers, four-wheelers, etc.

Plumbing

- ✓ Learn about residential plumbing
- ✓ Focus on plumbing and tool safety
- ✓ Read and interpret codes, specifications, and blueprints
- ✓ Successfully plumb water supply lines and drain lines
- ✓ Learn HVAC basics



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**Program Title (CIP Code) 12.0508 Institutional Food Workers/Culinary
 Occupational Advisory Committee
 Nov. 10, 2022, at 12:30**

- I. Call to Order:
- II. Welcome and Introduction
- III. OAC Attendance:

x	James Mack	x	Kristen Hamilton
x	Amy Coots	x	Sadie Mack

IV.

Approval of Fall 2021 Minutes-Spring minutes provided via email and a physical copy at the meeting.

Motioned	Kristen Hamilton	Seconded	Sadie Mack
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- V. Old Business:
 - a. Thank you for letters of support. (Timeless Destination and Wellsboro House 2/2/2022 needed annually)
- VI. New Business:
 - a. Safety Checklist (D) We will continue with the online administration in the Spring of the PDE required checklists.
 - b. Shop layout (D) Tour available at each OAC.
 - c. Equipment and Tools Needed (F)

Equipment List:

- 2 Door Beverage Display Cooler
- POS Station for the Dining Room
- Printer for the POS Station
- Cash draw for the POS Station
- High Temperature Dishwasher
- Walk-in Cooler
- Backyard Pro C3H860 Stainless Steel Liquid Propane Outdoor Grill
- 60 Inch, 6 Burner Range with 24" Flat Top

- i. 3 year equipment list

“Wish” lists must be kept if grants or funds arise to show that the OAC approves of the items for the program of study and that they are in line with the industry standard.

We will wait until the Spring OAC when to vote on the equipment list in order to have our industry and business committee members

- d. Curriculum (POS and Maps) (B)
 - i. POS and Curriculum Maps

Culinary Arts

CIP: 12.0508

SUBJECT	Grade 9	Grade 10	Grade 11	Grade 12
MATH	Any sequence of four credits of Mathematics			
ENGLISH (4.0 Credits)	9 English or 9 CP English 9 Honors English	10 English or 10 CP or 10 Honors English	11 English or 11 CP 11 Honors English	12 English or 12 CP English or AP English and Comp
SCIENCE (4.0 Credits)	General Science or Keystone Biology	Keystone Biology or Chemistry	Chemistry or Science and Technology	1.0 Science Credit
SOCIAL STUDIES (4.0 credits)	Historical Perspectives I	Historical Perspectives	Government & Economics Honors Government & Economics	1.0 Social Studies Credit
HUMANITIES (2.5 credits)	Music (.25)	Intro to Art (.5)		
PHYSICAL EDUCATION (2.0 Credits)	Health and Physical Education	Health and Physical Education	Health and Physical Education	Health and Physical Education
TECHNICAL		Culinary Arts 1	Culinary Arts 2 Culinary Lab	Culinary Arts 3 Culinary Lab

- ii. Instructional Materials, field trips, on the job training, work-based learning, guest speakers.

Mr. Mack shared that the students usually provide a faculty luncheon once a month, Java Hive is 3 days per week and they have approximately 6 catering events lined up (soccer banquet, Chamber of Commerce, Art Center, etc). The events within the school use the POS system which had the highest recommendation in previous OAC as a purchase because it is exactly what is

used in the restaurant industry. Students are getting practice with the POS. They will also be going to Disney for the culinary trip that was done in previous years and to Penn. College in December. There are two students in school to work with on-the-job experiences. Mr. Mack would also like to have a guest speaker from Penn College. ProStart also has a component of on-the-job training that could prepare students.

Dual Enrollment: There are 13 students enrolled in Mr. Mack's, dual enrollment FHD188 Sanitation with Penn College of Technology. This aligns with the Culinary 3 course withing the program of study.

e. Analysis of NOCTI test-

The committee reviewed the NOCTI data. Students were advanced or competent. Students will be taking the NOCTI pretests this fall to help them prepare.

- f. Placement After Graduation (H) The OAC discussed placement after graduation, and it is an area that we continue to reflect upon. The local area is struggling desperately to find employees. Many must close due to a lack of employees.
- g. Program Evaluation (H): Verification of Industry Standard and Student Competencies are being Achieved- PDE's list of acceptable industry credentials:

S/P2 - Culinary	S/P2	<input type="checkbox"/>
ServSafe Food Handler Certification	ServSafe	<input checked="" type="checkbox"/>
ServSafe Allergen Certification	ServSafe	<input type="checkbox"/>
Valid for All Schools/All CIP Codes		
Industry Credentials	Credential Provider	Select
OSHA Certification	CareerSafe	<input checked="" type="checkbox"/>
OSHA Certification	Occ Safety and Health Admin (OSHA)	<input type="checkbox"/>

Certified Culinarian (CC)	American Culinary Federation	<input type="checkbox"/>
Certified Pastry Culinarian (CPC)	American Culinary Federation	<input type="checkbox"/>
Certified Fundamental Cook (CFC)	American Culinary Federation	<input type="checkbox"/>
Certified Fundamental Pastry Cook (CFPC)	American Culinary Federation	<input type="checkbox"/>
Heartsaver CPR	American Heart Association	<input type="checkbox"/>
Heartsaver First Aid	American Heart Association	<input type="checkbox"/>
Allergen Management	Michael Foods	<input type="checkbox"/>
Food Safety Manager	National Registry of Food Safety Professionals	<input type="checkbox"/>
ServSafe/Manager Food Safety certification	National Restaurant Association	<input type="checkbox"/>
ProStart National Certificate	National Restaurant Association	<input type="checkbox"/>
ProStart National Certificate of Achievement	PA Restaurant & Lodging Association (PRLA)	<input type="checkbox"/>
Plant-Based Professional Certification	Rouxbe Cooking School	<input type="checkbox"/>
Professional Cook Certification	Rouxbe Cooking School	<input type="checkbox"/>

Mrs. Hamilton shared that we want to know the credentials are transferable to other areas, such as state and national. We discussed how we would know that these credentials mean something in other areas of the country. One solution is the involvement of our industry OAC's.

- h. Employment Outlook/Co-op Opportunities- share current employment data- 50% of student in culinary 3 go into industry/post-secondary. An updated, 2022 Local Employment Data packet was provided to all OAC members as required by CTE and Perkin's. Mrs. Hamilton shared that we can find data, such as self-employed/small businesses on the Develop Tioga website.

VII. Other Business or Related Matter - Members in attendance noted that our low attendance, particularly of industry/business which is vital to our program improvements. Meeting times must be made prioritizing our industry and business partners.

We would like to add additional OAC members to inform our program. Discussion on the next meeting time April 4, 2023, at 3:30.

VIII. Adjournment- 1:40 PM

Motioned	Sadie Mack	Seconded	Kristen Hamilton
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Program Title (CIP Code)
Construction, 46.9999
Occupational Advisory Committee
November 10, at 6:30 PM

- I. Call to Order: 6:31 PM
- II. Welcome and Introduction of Members
- III. OAC Attendance:

x	Sandra Woodard	x	Travis Woodard, Jr.
x	Georgia Macensky	x	Amy Coots
x	Mike Shreck	x	Tim Driebelbies
x	Jason Butler	x	Kristen Hamilton

- I. Approval of Spring 2022 Minutes- Spring minutes sent via email group OAC list and available at our meeting.

Motioned	Sandra Woodard	Seconded	Jason Butler
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Yes all

- II. Old Business:
 - a. Reminder that letters of support are needed annually. Thank you to those who have provided these. (August Barn Co. 7/25/22, Wellsboro Building Supply/No date, MP Bower Excavating, LLC 5/2/22)

- III. New Business:
 - a. Safety Checklist (D) All of the PDE Checklists were sent via survey monkey link for each OAC members in the Spring. We will continue a Spring administration. Any current safety concerns or comments.
 - b. Shop layout (D) Tour available anytime. The meeting is always held in the construction shop space. Mr. Shreck noted with Mr. Seeling that the shop space is difficult for taking the NOCTI because it requires laying block, and the floor is not square. Noted the shop has space limitations which may create safety issues especially with larger classes. The saw has a saw stop and the OAC supported fully. To help with the space issues students work in the house project and in the elements outside the construction shop. Mr. Seeling shared

this is beneficial because if you work in construction- you work in the outdoor elements.

- c. Equipment and Tools Needed (F)- Mr. Seeling shared they are having work done on the scissor lift. They train with the skid steer. New equipment was not proposed but the idea from Mr. Shreck was brought up as it was last Spring about issuing students in the upper construction classes their own tools similar to PCT that those committed students could take with them. The thought being that they would take care of them better because they were their personal tools and these are the students planning to enter the field of construction. Additionally they may be able to be purchased with EITC (not with Perkin's) and considered a "scholarship."

 - i. 3 year equipment list

- d. Curriculum (POS and Maps) (B)
 - i. POS and Curriculum Maps

**Building Construction Tech.
Carpentry/Carpenter**

CIP: 46.8999
CIP: 46.0201

SUBJECT	Grade 9	Grade 10	Grade 11	Grade 12
MATH	Any sequence of four credits of Mathematics.			
ENGLISH (4.0 Credits)	9 English or 9 CP or Honors English	10 English or 10 CP or Honors English	11 English or 11 CP or Honors English	12 English or 12 CP or AP English and AP Composition
SCIENCE (4.0 Credits)	General Science or Keystone Biology	Keystone Biology	Chemistry or Science and Technology	CP Physics or Honors Physics
SOCIAL STUDIES (4.0 credits)	World History	American History or Honors American History	Government & Economics Honors Government & Economics	(Must take 1.0 credit of classes)
HUMANITIES (2.5 credits)	Intro to Art (.5) Music (.25)			
PHYSICAL EDUCATION (2.0 Credits)	Health & Physical Education	Health & Physical Education	Health & Physical Education	Health & Physical Education
TECHNICAL	Building Construction Technology 1 Electricity .5	Building Construction Technology 2	Building Construction Technology 3	Building Construction Technology 4

- ii. Instructional Materials- were shared as equipment. Mr. Seeling continues to bring in experts in the various fields to demonstrate and work with students on areas such as

gutters, the borough for sewer lines, Foam Guys for insulation.

- iii. Field trips, on the job training, work-based experiences, guest speakers- Students were able to participate in Manufacturing Day and next year will be explicitly including the trades. Student attended PA Build my Future at Penn College of Technology. Last year they also went to Lancaster for a building materials auction to participate in purchasing building materials. They will also go to competitions and states in Harrisburg. Guest speakers (noted under instruction) have come in Hamblin's for gutters, Foam Guys for insulation, the borough for sewer lines.

- e. Analysis of NOCTI test- 43% Competent and Advanced (notes under shop layout)

Non-Traditional subgroup discussion- We will need two students to meet the states performance goal to exit the improvement plan for the target. Mr. Seeling believes we would have that next year. Mr. Driebelbies shared that females are often in drywall because it is meticulous work. We are looking at a DIY class at WASD in the efforts to meet our state targets in the nontraditional subgroup.

- f. Placement After Graduation (H): Adding Dual Enrollment PCT Power Tools with a new textbook. This would provide exposure to college content and students would have a connect to the PCT construction program. (Credit applies no matter which program students enroll in.)
- g. Program Evaluation (H): Verification of Industry Standard and Student Competencies are being Achieved: Shared the PDE approved credentials

Industry Credentials	Credential Provider	Select
Residential Construction Academy (RCA) National Registry	Home Builders Institute	<input type="checkbox"/>
Fork Lift Operator	National Safety Council	<input checked="" type="checkbox"/>
NCCER Credentials (various trades)	Natl Ctr for Construction Educ & Research (NCCER)	<input type="checkbox"/>
Pennsylvania Builders Association Skills Certificate	Pennsylvania Builders Association	<input type="checkbox"/>
S/P2 - Construction	S/P2	<input type="checkbox"/>

Valid for All Schools/All CIP Codes

Industry Credentials	Credential Provider	Select
OSHA Certification	CareerSafe	<input checked="" type="checkbox"/>
OSHA Certification	Occ Safety and Health Admin (OSHA)	<input type="checkbox"/>

h. Employment Outlook/Co-op Opportunities- An updated, 2022 Local Employment Data packet was provided to all OAC members as required by CTE and Perkin's. Mr. Butler inquired about the attainment of CDL's in the area and Mrs. Hamilton said this is being looked at with the extreme shortage of drivers. They were sending individuals out of the county but companies were hiring them and so it wasn't benefiting Tioga County the way it was intended. Each employer represented has a drastic need for employees that show up to work and they are willing to train employees.

IV. Other Business or Related Matter -Next meeting April 5 at 6:30 PM

V. Adjournment- 7:48 PM

Motioned	Jason Butler	Seconded	Mike Shreck
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**Program Title (CIP Code)
 Carpentry 46.0201
 Occupational Advisory Committee
 November 10, at 7:00 PM**

- I. Call to Order: 7:48 PM
- II. Welcome and Introduction of Members
- III. OAC Attendance:

x	Sandra Woodard	x	Travis Woodard, Jr.
x	Georgia Macensky	x	Amy Coots
x	Mike Shreck	x	Tim Driebelbies
x	Jason Butler	x	Kristen Hamilton

- I. Approval of Spring 2022 Minutes- Spring minutes sent via email group OAC list and available at our meeting.

Motioned	Kristen Hamilton	Seconded	Mike Shrek
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Yes all

- II. Old Business:
 - a. Reminder that letters of support are needed annually. Thank you to those who have provided these. (August Barn Co. 7/25/22, Wellsboro Building Supply/No date)
- III. New Business:
 - a. Safety Checklist (D) All of the PDE Checklists were sent via survey monkey link for each OAC members in the Spring. We will continue a Spring administration. Any current safety concerns or comments.
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this is beneficial because if you work in construction- you work in the outdoor elements.

- c. Equipment and Tools Needed (F)- Mr. Seeling shared they are having work done on the scissor lift. They train with the skid steer. New equipment was not proposed but the idea from Mr. Shreck was brought up as it was last Spring about issuing students in the upper construction classes their own tools like PCT that those committed students could take with them. The thought being that they would take care of them better because they were their personal tools and these are the students planning to enter the field of construction. Additionally, they may be able to be purchased with EITC (not with Perkin's) and considered a "scholarship."
 - i. 3 year equipment list- not shared
- d. Curriculum (POS and Maps) (B)
 - i. POS and Curriculum Maps

**Building Construction Tech.
Carpentry/Carpenter**

**CIP: 46.9999
CIP: 46.0201**

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- ii. Instructional Materials- were shared as equipment. Mr. Seeling continues to bring in experts in the various fields to demonstrate and work with students on areas such as

gutters, the borough for sewer lines, Foam Guys for insulation.

- iii. Field trips, on the job training, work-based experiences, guest speakers- Students were able to participate in Manufacturing Day and next year will be explicitly including the trades. Student attended PA Build my Future at Penn College of Technology. Last year they also went to Lancaster for a building materials auction to participate in purchasing building materials. They will also go to competitions and states in Harrisburg. Guest speakers (noted under instruction) have come in Hamblin's for gutters, Foam Guys for insulation, the borough for sewer lines.

e. Analysis of NOCTI test- No data

f. Placement After Graduation (H): Adding Dual Enrollment PCT Power Tools with a new textbook. This would provide exposure to college content and students would have a connect to the PCT construction program. (Credit applies no matter which program students enroll in.)

g. Program Evaluation (H): Verification of Industry Standard and Student Competencies are being Achieved: Shared the PDE approved credentials

Industry Credentials	Credential Provider	Select
Residential Construction Academy (RCA) National Registry	Home Builders Institute	<input type="checkbox"/>
Fork Lift Operator	National Safety Council	<input checked="" type="checkbox"/>
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S/P2 - Construction	S/P2	<input type="checkbox"/>

Valid for All Schools/All CIP Codes

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OSHA Certification	Occ Safety and Health Admin (OSHA)	<input type="checkbox"/>

h. Employment Outlook/Co-op Opportunities- An updated, 2022 Local Employment Data packet was provided to all OAC members as required by CTE and Perkin's. Mr. Butler inquired about the attainment of CDL's in the area and Mrs. Hamilton said this is being looked at with the extreme shortage of drivers. They were sending

individuals out of the county but companies were hiring them and so it wasn't benefiting Tioga County the way it was intended. Each employer represented has a drastic need for employees that show up to work and they are willing to train employees.

IV. Other Business or Related Matter -Next meeting April 5 at 7:00 PM

V. Adjournment- 8:10 PM

Motioned	Jason Butler	Seconded	Mike Shreck
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