

**CHESAPEAKE BUSINESS ADVISORY BOARD**  
**GENERAL BOARD MEETING**  
**September 12, 2011**

**CALL TO ORDER:** The meeting was called to order at 7:40 a.m. by CBAD President Nancy Schrum. Members in attendance were: Charles “Pete” Shaeffer (Past President), Michele Devine (Signature Program Facilitator), Debbie Gilberto for Karen Shannon, Dave Ritterpusch, Jake Ritterpusch (SJA Representation from CHS), Michele Moore (Vice President), Jeanne Garrar, Frank Drazan, Mary Yeager, Christine Cheesmary, David Tonley, Linda Toth and Diane Corwell-Young.

**Points of Discussion:**

(1) Working Calendar for 2011-2012 will include four (4) general meetings. Those meeting dates are September 12, 2011; November 14, 2011; January 9, 2012; and April 9, 2012. The Executive Board members will meet on odd months if needed. The minutes of the Executive Committee Meeting of August 8, 2011 are available for the CBAB members to review. As note of interest, the 5<sup>th</sup> Annual Business Leadership Breakfast with the Superintendent will be held on September 20, 2011.

(2) Mock Interviews and Interview Preparation with Students: The CHS Liaison is Michele Weber-Devine and Michele Moore volunteered to be Advisory Board Chair for the mock interviews. . It was suggested that a small session of mock interviews be held in December/January for the AP students/seniors. The larger assembly will be held in the spring 2012 for non-AP students. Ms. Moore will identify the dates.

(3) Cluster Breakfast: The Liaison is CHS Michele Weber-Devine and Debbie Gilberto. The Cluster Breakfast is for the all the schools in the Chesapeake Cluster.

(4) Polar Bear Plunge: The Liaison is Jake Ritterpusch. This event will be held in January 2012 around MLK Holiday. The public event is held on Saturday. The event for high school students is held on the proceeding Friday.

(5) Junior Achievement/Avid: Tamara Beyer is the CHS Liaison and works with the Avid Program. Pete Shaeffer is one of the Board’s members who has worked with this program and volunteered to assist in the classroom numerous times. A second board member is needed to assist Mr. Shaeffer. At this time, the CBAB

would like to know what the elementary schools need. For example, funds for trip to “Biz Town.” A summary is needed for the November meeting.

(6) Signature Program: Michele Weber-Devine stated that CHS Signature Proposal was changed from Information Technology to Information Management and accepted by the approving authority on Thursday, August 11, 2011. Ms. Weber-Devine is trying to establish a Integrated Community Stakeholders Team from the six sectors (Business & Industry, Media, Government, Education, Health Care, and Community). People are needed who can tell the students what skills are needed for Information Management, what are needs of the community in Information Management, and what opportunities exists for students in Information Management. CBAB members are requested to forward nominations for the Integrated Community Stakeholders Team to Michele Weber-Devine.

(7) Next Step Program: CHS Liaison is Michele Weber-Devine. Event held in the CHS Turf Field in the spring. Purpose is to help middle school students as they move up to high school. Interaction between the high school and the middle school is the goal. Approximately \$75.00 is needed for food

(8) Middle School: Debi Konczos is the Liaison for the Fundraiser “Wreaths across America.” The cost of each wreath is \$15 with \$5 coming back to the selling organization. On December 10<sup>th</sup>, a group will go to Arlington Cemetery to place the wreaths. It is suggested that contact be made with veterans to help sell the wreaths.

(9) Elementary Schools: The Board needs feed back from Principals of Elementary on how to support Reader Program and Career Day and specific dates.

### **New Business:**

(1) Tri-fold Brochures and Business Letter - \$25.00 membership fee: President Nancy Schrum showed the finished Tri-fold Brochures to the Board members. Complimentary printing of the brochures will be done by a parent. It is suggested that packets be sent that contain the Tri-fold brochure explaining the mission, purpose and objectives of the CBAB with an application form, a business letter with invitation to join CBAB, and a committee card asking for volunteers be to 150 – 200 business as soon as possible. Businesses that join the CBAB would be issued a membership card with Tax Exempt number. Ms. Schrum would like current CBAB members to send her the names and address of any businesses that they feel would be interesting in joining the CBAB.

(2) Website: Direct access to Chesapeake High School website is <http://www.aacps.org/aacps/chhs/index.html>.

(3) Business Program – Introduction of Career Options to Students:

The Advisory Board Chair is Frank Drazan. Debbie Groff of Future Business Leaders of America and Christopher Mullady of the Academy of Information Technology are organization an effort to bring “professional people” into the classroom to explain what the expectations of employers are and how students can prepare themselves to meet these expectations. It is hoped to have speakers on a monthly basis.

(4) Security Clearances: Identify Defense Contractors who would be willing to speak to students. The Advisory Board Chair for this initiative is Michele Moore. The scope is to secure speakers who can talk to the students in plain language about security clearances and how your actions now can affect your ability to obtain a security clearance in the future.

**Adjournment**: The meeting was adjourned at 8:30 a.m. The next general meeting will be held on November 14, 2011.

Submitted by,

Diane E. Corwell-Young