



## **Minutes of Meeting**

**Date:** Thursday, April 19, 2013

**Commenced:** 4:25 p.m.

**Concluded:** 6:15 p.m.

**Purpose:** Dual Advisory Committee Meeting  
Business Management and Administration Advisory Committee (BMAAC)  
Finance Advisory Committee (FAC)

### **Advisory Committee Member Attendees:**

Amy Beth Kramer  
Anthony Smith  
Camille Rosenberg  
Darnell Sutton  
Dr. Schneider  
Kimberly

Frank Gorman  
Ken Horowitz  
Maryanne Evanko  
Nancy Ostrowski  
Nina Melker  
Norm Glover

Robert Carson  
Robert Carabelli  
Sharon Naeole  
Todd Zartman  
Wanda Saez

### **MCCC and NJDOE Attendees:**

Winston Maddox, Dean of Business and Technology  
Grace Wilson, CTEP Project Coordinator  
Lin DiRenzo, NJDOE, Program Officer

### **Materials Provided:**

- Finance Course One outline provided by Carol Glade
- Finance Course One: units 1.1 through 1.6
- Entrepreneurship Course One: units 1.1 through 1.6
- Meeting Agenda
- NJ Minimum Graduation Requirements by Content Area and Grade 9 Class
- Pens, pencils, paper

## **I. Proceedings**

A motion to accept the February 26, 2013 Minutes of Meeting was made and accepted.

## **II. Regular Business**

The meeting was opened by Ms. Grace Wilson. Ms. Wilson presented an overview and purpose for the meeting and announced that SREB's project name "Preparation for Tomorrow" was changed to "Advanced Career".

Presently, our CTEP Project aims to finish both Entrepreneurship and Finance Course #1 and have all six units for both clusters completed, reviewed and approved before end of June, 2013. Course #1 units for both clusters (Entrepreneurship and Finance) must be ready for the Summer Institute and also ready for field testing in September, 2013. Course #2 units for both clusters will continue to be worked on but should not be the primary focus until Course #1 units are completed. It is anticipated that Course #2 for both clusters are completed, reviewed and approved for field testing in January, 2014.

SREB's objective for developing the Programs of Study is to create project-based curriculum courses that maintain a clear focus throughout each unit. The content must be aligned with academics -- math, literacy and science -- according to NJ Core Curriculum Content Standards.

When we develop the project-based curriculum units, we feel it will be more difficult to identify science than math and literacy within entrepreneurship and finance activities. As such, if science cannot be identified and aligned with the project-based curriculum, then it will not be included. However, the committee members and curriculum writers should do their best to include and identify science-specific activities within each unit.

After Ms. Wilson presented the information, committee breakouts occurred. The Finance Committee made progress on the units to be developed and set a date for their next meeting. The Business Management and Administration Committee Chairperson Nancy Ostrowski, who is also one of the Curriculum Writers, will meet with Laura Ribinski, the other curriculum writer, next week to discuss curriculum development. After they meet, Nancy will set a date for the next Business Curriculum Committee meeting.

## **III. Future Business**

The Summer Institute will be held July 29<sup>th</sup> through August 9<sup>th</sup> with SREB Representatives attending. SREB's purpose for attending the Summer Institute is to assist MCCC in the presentation of aligning specific NJ Core Curriculum Content Standards (math, literacy, and science) with authentic project-based programs of study.

#### **IV. Next Meeting**

The CTEP Finance Curriculum Committee meeting will be held on April 30, 2013. CTEP Business Curriculum Committee meeting TBD.

#### **V. Adjournment**

The meeting was concluded at 6:15 p.m.