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| Z:\Logos\DOELogo-Color-Transparent-vert.png | Z:\Logos\USE THIS LOGO Current.png  Martin Luther King, Jr., HS Campus  122 Amsterdam Avenue – Room 251 New York, NY 10023  P: 212-769-2710 F: 212-799-7528 www.veinternational.org |

# **Coordinators’ Meeting**

# **Tuesday, September 22nd, 2015; 1:00-3:30 PM**

**Martin Luther King Jr. Campus**

## Agenda

1. **Welcome & Introductions**

* Staffing Changes

**Handouts:**

* **Entrepreneurship Class Materials**
* **CTE Program Form Process**
* **Proposed STARS Course Codes**
* **Proposed VE School Budget Allocation**
* **NYC VE Calendar of Events**

1. **Highlights of 2014-2015**

* Recap of The Year

**III. Updates for 2015-2016**

* Technology
* VE Junior Venture
* Fellowship Program

**IV. Curriculum Updates**

* Entrepreneurship Class-Projects
* Excel Course
* Financial Algebra

**V. Immediate Attention Matters**

* Firm Registration
* Student Registration
* Data Portal Username & Password
* Firm Rent & Utilities
* Photo Consent Form (Portal in Human Resources/Reference Files)

**VI. Work Based Learning**

* What is it? Examples: Job Shadowing, College trips and courses, Guest Speakers, Career Day, Internships
* Who’s involved? Everyone
* Job Readiness Training-Saturday, November 7th
* SIF Funds (Internship money managed by WBLRC)/Internships)

**VII. Testing**

* Pre-test (link is located in the Portal under *Teacher Tools/Assessments*)
* Pre-Nocti (www.nocti.org)

**VIII. Program Approval/Re-approval**

* What is it?
* Program Approval Form (PAF) & Supporting Documents (Curriculum, Work Skills Employability Profile, Letter of Support and/or Post Secondary Articulation Letter)
* STARS Course Coding
* External Partnerships (2 ACTIVE Industry & 1 Post Secondary)
* VTEA/Budgeting for 2015-2016

**IX. Trips for 2015/2016**

* Germany (November 13-20, 2015)
* Pigeon Forge, Tennessee (November 20-24, 2015)

Parent Meeting-Germany/Tennessee: Friday, October 9

Student Meeting-Germany/Tennessee: Thursday, October 15

* Belgium (February 2016)
* San Francisco, California (March 2016)

**X. College**

* Bronx Community College: Classes start Saturday, September 26

**XI. Upcoming Events**

* Ad Futures Competition date: Thursday, October 1 @ Microsoft
* CEO Day partnered with ACORD & InVest: Tuesday, October 13
* Business & Entrepreneurship Leadership Conference: Wednesday, October 7 @ LIU Post
* Student Workshops (Refer to Calendar of Events Handout)
* Online National Competitions ([www.competitions.veinternational.org](http://www.competitions.veinternational.org))

Elevator Pitch, Website, Video Commercial, Annual Report

* Local Business Plan Competitions-December 17-22
* NYC Business Plan Competition-Thursday, January 14

**Upcoming Dates: Fall 2015/Winter 2016**

**REFER TO CALENDAR OF EVENTS HANDOUT**

**NEXT COORDINATOR’S MEETING NOVEMBER 2015**

**NOTES**