ClassMate Agenda

Monday, September 11, 2017 at 9:00 am via GoToMeeting
Monthly ClassMate Collaboration Meeting (M.C.C.)
ClassMate Facilitator: Karla Reale, Leiko Feltenberger

September 2017

#	Session Topic	Requestor
1	**Industry Certification Report** • Enhancement Discussion	*Lancaster, Darla Gettle*
2	**No Shows** • How to deal with for 1718	*Harris, Karla Reale*
3	**POS Templates** • Reserved Codes • Consensus on keeping on our website	*Harris, Leiko Feltenberger*
4	**PDE-408 Career Objective Form** • New form relating to Employment, Military & Post Secondary Education	*Harris, Karen Kish*

Attendees:
Cathy Krause
Dawn
Eileen Collins & Allison Larson
Darla Gettle
Joann McCarthy
Eileen Matz & Connie Zerbe
May Soriano & Amanda McCullough
Shelley Hartman
Tammy Botts
Jennifer Rahn
Michael Stein
Andrea Wilson

Notes:

1. **Report that lists all Certifications – report name (?),(VEM_006)**
    a. **Prints by program/class, w/ each student, WBL experience, tons of industry certs**
    b. **Need a report to show students in the individual programs, only those particular certs are listed on the report.**
        i. **Admin report**
    c. **Venango – most teachers do not enter certificates, some do or make a copy of the certificate and give to Tammy, Tammy enters from the copies of certificates.**
    d. **Part of CTE Submission in Summer, usually give out to teachers in early May.**

2. No Shows
   a. Is there a report to show students who have been removed?
   b. There is a table that captures the "remove" function
   c. Include date that the student was removed?
      i. Parents sometimes ask for this information
   d. Include the user who removed
   e. Include program student was in
   f. Include the Attending district/school
   g. Export friendly
   h. Sort by Alpha
3. POS Reserved Codes
   a. Uploads as POS Required True, causes confusion, counts as if the student was not completing, which is making it so that the student is not completing everything
   b. That POS Task # must be reserved, so a value added task is not put in it's place, taking that Task #
   c. Is there a way to mark the POS Field as False, reserve the task
   d. Can the import template include the REQ column
   e. Can the coding during import look for "Reserved" and mark as a False?
   f. Tammy (Venango) mentioned that she always uses the new POS if there is one, so was wondering what the need to keep the reserved code. Joann (CIT) doesn't always wipe out the POS when a new POS comes out. They use a value added, and manually make the changes in the system.
   g. Reading Muhlenberg, value added is always added as an 80 or 90 task so that they are always at the bottom and everyone knows to use those.
4. POS Templates – Harris will still format the POS templates and put on our website. ☺
5. PDE-408 CO Form
   a. Still missing information?
   b. Who will fill in the SOC code?
   c. Certifications will need to be listed, because students are not aware of what certifications are available or what a SOC code even is.
   d. Central Montco – report not running
   e. Tammy mentioned that PDE said if there are a lot of Industry Certs than just pick the industry cert that they are all getting, like "OSHA"
   f. Feature request: If we can identify a "Primary" Industry Cert that is approved, that can be the industry cert that displays on the report
   g. Darla talked to PDE as well – as long as the PDE-408 Career Objective Form is signed by December. NOT PART of October PIMS Submission. Only part of CTE submission.
   h. Eastern confirms, even changes their selections at times, does not report until end of year.
   i. Post Secondary options – if the school is selecting multiple (as CM allows now), which Post Secondary will export to PIMS?
   j. Eastern only has them enter 1 option, they give teachers preliminary form with instructions and details, make them talk to their students about their selections.
      i. Darla requesting to share the form with her!
   k. 2 versions of the report? 1 for internal/support staff purposes & PIMS reporting, 1 to satisfy PDE-408 Career Objective Form
      i. Modified version – for preliminary, that breaks out the post secondary plans in detail
      ii. Use the uptodate pde408 form after selections have been made, crosswalk the detailed selection to show one of the 4 options
6. Children of the Military? Yes/No. Is this available yet? Field 207?

Focus Group for PDE408
1. Andrea Wilson
2. Joann
3. May
4. Darla
5. Tammy