

**VMCCA PTSA
Meeting Agenda
March 20, 2018**

6:30 PM

**2018/2019 Student Internship Presentation
Presenter - Rusty Baldwin**

Immediately Following Presentation - General PTSA Meeting

- **Welcome and Call to Order**
-President Yvonne Bryant
- **Approval of Minutes (5 minutes)**
-Yvonne Bryant
- **Vice President's Update (5 minutes)**
-Heide Rumble for Valarie Kadera
- **Treasurer's Update (5 minutes)**
-Heide Rumble
- **Principals Update (5 minutes)**
-Abby Stotsenberg
- **Committees/ Fundraising Announcements**
- **Announcements / Q & A's / Adjournment**

*******NEXT GENERAL MEETING- April 10, 2018 - 7PM*******

UPCOMING EVENTS - March, 2018

March 28, 2018- Honor Roll Celebration (Lunchtime)

March 29, 2018 - Snow Makeup Day

March 30, 2018 - Holiday Good Friday

UPCOMING EVENTS - April, 2018

April 6, 2018, Senior Prom- NC State-"State Club"

7 PM - 11 PM

Skills USA - Greensboro NC - April 18-20, 2018

Good Luck VMCCA Silverhawks!!!

**ZAXBY'S® FUNDRAISER:
EVERY BITE *helps!***

10% OF PROCEEDS WILL BENEFIT

VERNON MALONE COLLEGE AND CAREER ACADEMY

THURSDAY, APRIL 5 • 5:00 PM TO 8:00 PM

VALID AT THIS LOCATION ONLY:
4150 FAYETTEVILLE RD. • RALEIGH
(919) 661-7772



WAKE COUNTY
PUBLIC SCHOOL SYSTEM

tel: (919) 856-8119
fax: (919) 626-4290

Rusty Baldwin

Career Development Coordinator

rbaldwin2@wcpss.net

<https://www.wcpss.net/vernonmalonecca>

Vernon Malone College & Career Academy

2200 South Wilmington Street

Raleigh, NC 27603

www.wcpss.net

VMCCA Internship Components

(135 Hours = 1 Credit)

Paperwork 15%

- Prerequisite Understanding: signed by students and parent (page 4)
- Code of Conduct: signed by student (page 7)
- Guidelines for Beginning Internship/Learning Objectives: signed by student, Supervisor, and Career Development Coordinator (page 9)
- Internship Agreement: signed by student, parent, Supervisor, and Career Development Coordinator (pages 10-11)
- Timesheet: signed by student and Supervisor when complete (page 20)
- Student Internship Evaluation: signed by student and Career Development Coordinator (pages 21-23)
- Thank you card to Supervisor/Organization

Journals 25%

Students complete weekly journal reflections on Canvas (online site).

Final Presentation with Visual Aid 30%

- Pictures on the job, of the facility
- Description of organization
- Duties and skills gained
- Internship experience as it relates to course work
- Sample work
- Future plans

Supervisor Evaluation 30%

This form was developed to help the Career Development Coordinator assign the student's academic credit. In addition, it provides us with feedback on our students work ready skills. (pages 25-26)

HONORS Credit for the Internship

In order to receive the Honors credit, you must complete TWO additional activities (pages 14-18).

- Three career interviews
- Career brochure
- Organizational chart
- Policy manual

VMCCA Career Development Coordinators/Internship Contacts

Rusty Baldwin rbaldwin2@wcpss.net and Jill Oliver oliver@wcpss.net

The

VERNON MALONE

COLLEGE AND CAREER ACADEMY

Internship Experience



VMCCA Internship Q&A

What is an internship?

An internship is a career preparation activity in which students complete 135 hours to participate in and observe work firsthand within a given industry. Ideally students will rotate through a number of departments and job functions. Internships provide the student an opportunity to “test-drive” career possibilities, gain experience in the field they are interested in pursuing, determine if they have an interest in a particular career, create a network of contacts, and obtain school credit.

Does every student get an internship?

There are factors beyond our control which may prevent students from interning. These include: transportation, industry, age requirements, education requirements, GPA, work ethic, attendance and location. In addition, Nurse Aide students complete clinical hours which replace their internship experience. Also, Cosmetology students complete floor hours which replace their internship experience.

Are internships paid?

The goal of the VMCCA internship program is to provide a work experience opportunity. Compensation for interns is at the discretion of the organization/ sponsor.

Is transportation provided?

It is the student’s responsibility to provide/coordinate reliable transportation to their internship site.

How are internships arranged?

- The Career Development Coordinators will actively seek internship opportunities for students upon receipt of the Internship Preference Form. Based on the information provided by the student we but cannot guarantee placements.
- Family contacts and family friend's are often the best sources for providing information on potential internships because they already know the student and their work ethic.
- Students perform Internet searches using Google to find local companies they would like to intern with. Once they find companies or organizations they’re interested in, they will need to contact the company/organization to see if they will host an intern.
- Once an opportunity has been identified, the student sends their resume and waits to be offered an interview. VMCCA provides interview practice opportunities.

If we find an internship opportunity for our child, what do we need to do to make it official?

Once you confirm a business/organization is willing to hire your child as an intern, email Mr. Baldwin (rbaldwin2@wcpss.net) so he can contact the sponsor, set up a meeting time and begin the internship paperwork process.

Does my child leave school early for internship?

This depends on which period of the day the student is scheduled for Internship. Most students are scheduled for 4th period internship. In this case the student signs out at the main office daily and leaves campus to go to their internship site.

Can my child be fired from their internship?

The internship sponsor has the right to terminate the internship. It is the intern’s responsibility to share their concerns with the Career Development Coordinators as soon as they surface.

Can my child continue to work at their internship site after they complete the 135 hours?

Continuing employment after the 135 hours are satisfied is the sponsor’s decision. Many VMCCA students have been offered employment upon completion of their internship. We encourage students to have employment conversations with their sponsor prior to completing their internship.



“The expert in anything was once a beginner.”

-Helen Hayes



VMCCA Internship Form for Class of 2019

Your senior year is here and it is time to begin planning for your potential internship. This form may help us with finding the right internship opportunity for you.

Contact Information:

Name: _____ Birthday: _____ / _____ / _____ Age: _____
Month Date Year

Street Address: _____

City: _____ Zip Code: _____

Student Email Address: _____ Student Cell Phone: (____) _____

Parent/Guardian Name #1: _____

Parent/Guardian #1 Email Address: _____ Cell Phone: (____) _____

Parent/Guardian Name #2: _____

Parent/Guardian #2 Email Address: _____ Cell Phone: (____) _____

Program Area (please circle)

- Biopharm
 Collision Repair
 Cosmetology
 Nurse Aide
 Multi Trades Tech (Rank: __Elec, __HVAC, __Plumbing)
 Sim & Game Dev
 Welding

Transportation & Work Concerns:

Are you currently employed? _____ Yes _____ No. If so, where? _____

Do you have reliable transportation to an internship site? _____ Yes _____ No

My ideal location would be no more than ____ miles from my house or ____ miles from VMCCA.

Please provide any relevant info on your availability to work (number of hours per day/number of days per week/days or hours not available, etc.). Be specific. Use back of page if needed.

Important Information about Internships:

Wake Tech instructors will be consulted prior to placement to make sure students have the necessary skills and work habits.

The WCPSS requirements for an internship includes:

- **135 hours** of work to earn 1 credit hour
- **Signed Paperwork** counts 15% of final grade (Code of Conduct, Learning Objectives, Internship Agreement, Timesheet, Student Evaluation)
- **Journal Entry Reflections** count 25% of final grade
- **Final Presentation with Visual Aid** counts 30% of final grade
- **Internship Supervisor Evaluation** counts 30% of final grade

I understand I am responsible for completing a resume and submitting electronically to Mrs. Oliver (oliver@wcpss.net).

Student signature: _____

I understand my resume will be shared with potential internship employers.

Student signature: _____

I understand my child's resume will be shared with potential internship employers.

Parent signature: _____

Please return this form to Mr. Baldwin in Student Services

Internship Coordinator Rusty Baldwin/rbaldwin2@wcpss.net

Resume Writing & Interviewing Support: Jill Oliver/oliver@wcpss.net



VMCCA Advanced Studies/Internship Information

You have been enrolled in Advanced Studies to help you gain working readiness skills/knowledge and prepare you for your future career.

You have 3 options to choose from:

Option A: Advanced Studies Classroom-To-Career Connection Project <i>No employment necessary</i> Project Based	Option B: Advanced Studies Work-To-Career Connection Project <i>Must be employed</i> Project & Work Based	Option C: Internship Must be employed Work Based
<ul style="list-style-type: none"> • Develop a Driving Question • Secure a Mentor • Research your topic • Develop your Product • Promote your research through social media or approved alternative • Document and follow a Timeline • Final Presentation <p>Note: Project weights will be set forth by teacher.</p>	<ul style="list-style-type: none"> • Problem Statement • Supervisor at work • Work Hours Log • Written Proposal which includes: Executive Summary, Research Methods, Findings, Conclusion, Proposed Plan, Proposed Budget, Bibliography and Appendix • Final Presentation <p>Note: Project weights will be set forth by teacher.</p>	<ul style="list-style-type: none"> • Must have reliable transportation • Must actively seek employment in program area or related field • Teacher/Wake Tech Recommendations required! • 135 hours of work to earn 1 credit hour • Signed Paperwork counts 15% of final grade (Code of Conduct, Learning Objectives, Internship Agreement, Timesheet, Student Evaluation) • Journal Entry Reflections count 25% of final grade • Final Presentation with Visual Aid counts 30% of final grade • Internship Supervisor Evaluation counts 30% of final grade

Important Information about Option C: Internship:

1. Create a professional resume. *Scout Silverhawk Resume* Template (on back of this page) is highly recommended.
2. Create a resume. Send your resume to Mrs. Oliver (oliver@wcpss.net) for final review/editing.
3. Start brainstorming businesses you would like to contact about an internship. Think about location, work environment, transportation, etc.
4. Actively seek an internship. Contact businesses, communicate your progress with Mr. Baldwin (rbaldwin2@wcpss.net).
5. Once you secure an internship, set up a time to meet with Mr. Baldwin (rbaldwin2@wcpss.net) to discuss required paperwork. He will have to meet with the business/internship sponsor prior to starting your internship.
6. Complete Internship Agreement Form and return to Mr. Baldwin.
7. Begin internship, complete journal entries, log hours, and experience work readiness skills!

Treasurer's Report

	Projected Expenses	Actual Expenses	Remaining Budget	Total Proposed Budget	\$6,969
Student Programs				Remaining Proposed Total	\$5,587.13
Celebrations					
Flight School - Orientation	\$0	\$0.00	\$0.00		
Senior Welcome	\$25	\$23.27	\$1.73		
Meet the Teacher (2)	\$75	\$10.28	\$64.72		
Student Early Release Snack (3)	\$150	\$169.50	-\$19.50		
Honor Roll (3)	\$175	\$32.61	\$142.39		
Student Rewards	\$200	\$0.00	\$200.00		
Winter Formal	\$150	\$0.00	\$150.00		
Spirit Week	\$75	\$0.00	\$75.00		
Block Party	\$150	\$0.00	\$150.00		
Prom	\$150	\$0.00	\$150.00		
Awards Reception/Pins	\$259	\$0.00	\$259.00		
Refelctions	\$0	\$0.00	\$0.00		
Graduation Stoles - Honor*	\$0	\$0.00	\$0.00		*This line item is funded by the county.
Graduation Reception	\$200	\$0.00	\$200.00		
Yearbook	\$1,000	\$0.00	\$1,000.00		
ACT Bootcamp Snacks	\$0	\$0.00	\$0.00		
School Store	\$500	\$0.00	\$500.00		*Fundraiser for adding this line item at 500.00 was the Fish Fry/BBQ on 11/3/17.
	\$3,109	\$235.66	\$2,873.34		
Teacher Programs					
Teacher Welcome Luncheon	\$200	\$182.93	\$17.07		
Early release lunches (3)	\$150	\$30.37	\$119.63		
Holiday Lunch 12/2	\$150	\$73.23	\$76.77		
Teacher appreciation week	\$100	\$0.00	\$100.00		
Teacher of the Year	\$250	\$164.00	\$86.00		
Support Staff Appreciation	\$150	\$100.52	\$49.48		
	\$1,000	\$551.05	\$448.95		
PTSA Operations					
Insurance	\$400	\$385.00	\$15.00		
Incorporation	\$60	\$60.00	\$0.00		
Wake County PTA membership	\$75	\$75.00	\$0.00		
Sam's Membership	\$55	\$0.00	\$55.00		
Supplies/Training	\$150	\$75.16	\$74.84		
T-Shirts (50 shirts for Flight School)	\$400	\$0.00	\$400.00		
T-shirts 100 meet the teacher night	\$900	\$0.00	\$900.00		
Sweatshirts	\$600	\$0.00	\$600.00		
Sweatshirts 2nd order by request	\$220	\$0.00	\$220.00		
Membership Dues*	\$0	\$188.00	-\$188.00		*This is a placeholder for the monies that we collect for dues, going back to the county and the national PTA
Petty Cash for Fundraisers*	\$0	\$200.00	-\$200.00		*This is a placeholder for the monies used for petty cash. No money is actually spent, and is re-deposited upon completion of event.
	\$2,860	\$595.16	\$2,264.84		*Total for this line does not reflect the two placeholder line items above.

*this includes the two pending charges for march which have cleared.

	As of 3/1/18			\$2,054.97		Current Balance	\$2,054.97
						Pending bank transactions	-\$44.45
	Beginning Balance as of 7/1/17	\$1,130.41		\$2,054.97	Current Bank balance	Remaining Expenditures	\$5,587.13
Date		Deposits	Expenditures	\$0.00	difference - should be zero		
7/11/2017	7/11 Bank fee refund Deposit	\$10.00					
8/9/2017	Yearbook sales at PTSA meeting	\$30.00					
8/8/2017	Deposit 8/8/17 185 Membership, 210 Spiritwear, 20 donation	\$545.00				Projected Balance	-\$3,576.61
8/9/2017	Walmart Ck 143		\$216.48				
8/15/2017	Heartland Membership Auto Deposit	\$5.97					
8/21/2017	Heartland Membership Auto Deposit	\$5.97					
8/21/2017	check 144 (PTSA Membership Dues qty 21)		\$84.00				
8/23/2017	Heartland Membership Auto Deposit	\$5.97					
8/29/2017	Heartland Membership Auto Deposit	\$5.97					
8/31/2017	PayPal Yearbook transfer	\$285.20					
9/8/2017	Heartland Fees Refund (?)	\$0.12					
9/8/2017	Deposit (Receipt # 0654-24 & 25) 20 Membership 30 Spirit	\$50.00					
9/12/2017	Ck 145 (PTSA Membership Dues qty 7)		\$28.00				
9/12/2017	Ck 146 (PTSA Membership Dues qty 1)		\$4.00				
9/12/2017	Ck 142 Wake Co. PTA Council Dues		\$75.00				
9/20/2017	Heartland Deposit (Membership Dues)	\$5.97					
9/26/2017	AIM Insurance		\$385.00				
9/27/2017	Membership (35) and Donation Deposit (Rcpts 26 - 28)	\$55.00					
9/29/2017	Ck 147 Teacher Luncheon (Heide Rumble)		\$11.57				
10/5/2017	Heartland Deposit (Membership Dues)	\$5.97					
10/6/2017	Deposit of Memberships (Receipts from September - 10/6)	\$120.00					
10/11/2017	Heartland Deposit (Membership Dues)	\$17.91					
10/12/2017	Ck 148 Payment for 15 Memberships (Sept Hallberg - Oct 6)		\$60.00				
10/18/2017	Ck 150 SOSNC (Incorporation)		\$60.00				
10/20/2017	Ck 149 Support Staff Appreciation Luncheon to Yvonne Bryant		\$13.52				
10/20/2017	Ck 151 (Yvonne for Cafeteria Staff Appreciation)		\$29.86				
10/24/2017	Ck 152 (Heide: 32.61 for Honor Roll, 44.81 for ER, 15.16 for Admin Supplies)		\$92.58				
10/25/2017	Deposit (Receipt #'s 121, 0654-31 & 32)	\$70.00					
11/2/2017	Deposit: Zaxby's Fundraiser \$	\$225.00					
11/2/2017	Ck 153 Heide Rumble (Petty Cash for Fish Fry 11/3)		\$100.00	(see deposit of fish fry \$)			
11/6/2017	Fish Fry Deposit (including petty cash)	\$801.50					
11/13/2017	Refund of Heartland Fees	\$0.12					
11/16/2017	Amazon Smile Deposit	\$7.28					

11/17/2017	Ck 155 Jill Ray (For Fire Extinguisher)		\$60.00				
11/20/2017	Ck 154 NCPTA (Membership Dues for Morgan*2 and Stubbs)		\$12.00				
11/21/2017	CK 156 Heide Rumble (Holiday Luncheon)		\$73.23				
11/30/2017	Refund of Heartland Fees	\$0.03					
12/15/2017	Ck157 Heide Rumble (Snack Shack Early Release)		\$80.24				
2/7/2018	Ck 158 WCPSS for Teacher of the Year		\$164.00				
2/13/2018	Ck 159 Heide Rumble for Teacher Luncheon		\$18.80				
2/13/2018	Ck 160 Heide Rumble for Petty Cash for Carnations		\$100.00				
2/15/2018	Deposit for Carnations & Member Donation	\$305.00					
2/16/2018	Ck 161 Yvonne Bryant for bus Driver Appreciation		\$30.14				
2/22/2018	Ck 162 Cash (SECU) for Staff Appreciation		\$27.00				
2/27/2018	Deposit (CandyGrams -47- and Sweatshirts -45-)	\$92.00					
		\$2,649.98	\$1,725.42	\$924.56	Total		
	Pending items	Deposits	Expenditures	-\$44.45	Total		
	Ck 163 Valerie Kadera Student Snack Shack (ER)		\$17.21				
	Ck 164 Yvonne Bryant Student Snack Shack (ER)		\$27.24				
		\$0.00	\$44.45				

Check Number	Date Cleared	Entity	Student Programs Amount	Teacher Programs Amount	Operations Amount	Membership	Total	Comments
143	8/10	Walmart	\$33.55	\$182.93			\$216.48	Meet the Teacher = 10.28; Senior Breakfast = 23.27. Teacher Luncheon for Dr. Thompson taken from Welcome back luncheon line item.
144	8/21	NC PTA				\$84.00	\$84.00	21 members. See membership certification form 8/14/17.
142	9/12	Wake County PTA			\$75.00		\$75.00	Wake County PTA Council Dues
145	9/12	NCPTA				\$28.00	\$28.00	7 members. See receipt log 9/2017
146	9/12	NCPTA				\$4.00	\$4.00	1 member. See receipt log 9/2017
147	9/29	Heide Rumble		\$11.57			\$11.57	Teacher Luncheon 9/29/17
148	10/12	NCPTA				\$60.00	\$60.00	15 members (, Stotsenberg, Prescott *2, Herget, Weaver, Ellington, Schlafer, Nurinda, Tomlinson, Goodson, Woods, Fulton, Barton, King)
149	10/20	Yvonne Bryant		\$13.52			\$13.52	Support Staff Luncheon
150	10/18	SOSNC			\$60.00		\$60.00	Incorporation Fees
151	10/20	Yvonne Bryant		\$29.86			\$29.86	Staff Appreciation Luncheon (Cafeteria)
152	10/24	Heide Rumble	\$77.42		\$15.16		\$92.58	Honor Roll (32.61), Student Early Release (44.81), Admin Supplies (15.16)
153	11/2	Heide Rumble			\$100.00		\$100.00	Petty Cash for Fish Fry/BBQ 11/3/17.
154	11/17	NCPTA				\$12.00	\$12.00	NCPTA Dues - 3 members -2 for Morgan, and One for Stubbs (see Receipt Log)
155	11/20	Jill Ray			\$60.00		\$60.00	Fire Extinguisher
156	11/21	Heide Rumble		\$73.23			\$73.23	Teacher Holiday Luncheon
157	12/13	Heide Rumble	\$80.24				\$80.24	Early Release Snack Shack
158	2/1	WCPSS		\$164.00			\$164.00	Teacher of the year
159	2/13	Heide Rumble		\$18.80			\$18.80	Teacher Luncheon 2/2018
160	2/13	Heide Rumble			\$100.00		\$100.00	Petty Cash for Valentines Carnations
161	2/16	Yvonne Bryant		\$30.14			\$30.14	Staff (Bus Driver) Appreciation
162	2/22	Cash (SECU)		\$27.00			\$27.00	Staff (Annika Hallberg) Appreciation
163		Valerie Kadera	\$17.21				\$17.21	Student Snack Shack (ER)
164		Yvonne Bryant	\$27.24				\$27.24	Student Snack Shack (ER)
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			\$235.66	\$551.05	\$410.16	\$188.00	\$1,384.87	