

# VJH Building Council Agenda

**Date:** March 12, 2025

**Roles:**

**Facilitator:**  
Jess D'Ambrosio

**Minutes:**

**Time Keeper:**

**Members:** Catherine Bossard, Emily Williams, Erin Allen, Gayle Reh, Jen Arena, Jessica D'Ambrosio, Laura Davis, Melinda Wade, Paula Indorato, Laura Westerman  
**Present**

		Person Responsible	Time Allotted	Notes/Next Steps
<b>#</b>	<b>Topic/Subject</b>			
<b>Opening</b>				
1	Warm Welcome	Brian	5 min	
2	Review Agenda	Brian/Laura	2 min	<ul style="list-style-type: none"> <li>- Goals to accomplish:</li> <li>- Create template to send out to parents regarding career fair</li> <li>- Identify spaces available and staff available</li> <li>- Should we provide water/coffee for presenters?</li> <li>- Create google form for students to fill out to get interest areas</li> </ul>
<b>Guest Presentation</b>				
3	None			
<b>Old Business</b>				
4	Review/Approval of February Minutes			Approved by all
<b>New Business</b>				
5	Career Day Discussion			<ul style="list-style-type: none"> <li>- Update from Brian about presenter possibilities</li> <li>- Overview of logistics:               <ol style="list-style-type: none"> <li>1) Coordination of how students will sign up</li> <li>2) Teacher availability and room usage</li> </ol> </li> </ul>

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				3) Communication for parents 4) Presenter needs (what will we need to provide in advance/day of)
6				
<b>Closing</b>				
7				<p><a href="#">VJH building council Job fair announcme...</a> All info gathered in document above.</p> <p>We still need results of which career clusters will be coming, and what presenters we have. May need to identify more staff available to supervise.</p> <p><a href="#">Career Selection Survey- For students</a></p> <p>Template for student survey-link above</p>

**Future meeting dates:** [24-25 VJH Proposed Building Council Dates](#)