

ADMINISTRATIVE SKILLS TASK FORCE REPORT  
ANNUAL MEETING  
JUNE 6, 2009

The Task Force is pleased to announce the addition of three new members: Jo Stratton, CPS/PRP; Jacky Ammerman, CAP and Evelyn Bowles, CPS, CAP. They bring many years of professionalism and experience to the Task Force.

The Task Force met with the Kentucky Department of Education officials and the Business Education teachers in October to update the Administrative Skills Standards test instrument for the 2009 test session. The written performance test questions were updated as well as the Spreadsheet and Data Base Rubrics.

This year the Department of Education mandated that all Business Ed students take the Administrative Skills Standards Test. This resulted in 2,074 students testing this year with a 20% certification rate for the 2009 test year. A total of 413 certificates were mailed to the Students.

Our long time friend and consultant, Mr. Steve Small, has announced his retirement after spending 19 years with the Career and Technical Department with the Kentucky Education Cabinet. He has supported the Administrative Skills Standards program beyond words. A token of appreciation will be presented to him at next Committee meeting, June 15, 2009.

The Louisville Chapter members once again supported the grading of the FBLA State Convention in March this year. The members graded entries in the Office Support and Computer Applications arena. Student winners were announced at the FBLA Convention.

A big thanks to all of our IAAP members who continue to support these programs.

Gail L. King, CPS  
Chair

ADMINISTRATIVE SKILLS TASK FORCE  
WINTER BOARD MEETING  
**CARROLLTON, KENTUCKY**

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MARCH 20, 2010

The Administrative Skills Task Force Committee members and several IAAP members will meet on March 24 and 25, 2010 at the Park Inn, Louisville, KY to grade over 1500 Administrative Skills Tests. Our representatives from the Kentucky Department of Education will be Ms. Vicki Whitaker, Career and Technical Education Program Manager and Mrs. Nancy Graham. They will be temporarily replacing Mr. Steve Small, who retired last year. Due to budget constraints his position has not been permanently filled. Business Education Teachers will join our IAAP members for the grading sessions.

Several Louisville Chapter members will join in the FBLA grading sessions scheduled for April 2010 at the Galt House and Kentucky Convention Center. Our State Sponsor will be Ms Vicki Whitaker.

Thanks to all of our members who participate in these events. We can't do it without you.

Gail King, CPS.  
Chair