



Prince William County Public Schools

### **Career and Technical Education Advisory Council Agenda**

Staff Contact: Dr. Sarah Martin, Director, Career and Technical Education

Date: February 7, 2023

Time: 4:30 PM - 6:00 PM

Location: Kelly Leadership Center, Room 1204, 14715 Bristow Road, Manassas, VA

**Members Present:** Raheel Sheikh, Heather Sitzel, Russell Keating, Todd Grover, Michele Weatherly, Alissa Bridges

**Guests:** Patriot High School Culinary Teacher – Chef Emily Stephens

**Staff Present:** Diana Collins, Nasir Ayoub, Danielle Meyer, Doug Wright, Tim Vaughn, and Dr. Sarah Martin

**Members not Present:** Josh Labrie, Wade Dryer, Gail Drake, Paul Fraser, Carl Manning, Dr. Robert Melvin, Danny Funderburk, and Elianna Quinteros

#### **1. Call to Order**

- Russell Keating called the meeting to order at 4:38 pm.

#### **2. Approval of Minutes**

- Todd Grover moved to approve the April 5, 2022, and October 18, 2022, minutes as written. Raheel Sheikh seconded the motion. There is no discussion. The ayes have it and the motion carries.

#### **3. Information Items**

- Welcome / Introductions
  1. Attendees went around the table and introduced themselves.
- CTE Month Celebration
  1. Dr. Martin shared an informational update regarding February being CTE Month.
- Patriot High School, Family and Consumer Sciences
  1. Patriot Culinary Teacher provided an update regarding the Patriot High School Culinary program. Students will be traveling to a competition in Florida and competing in a culinary competition later this school year. The teacher would like to work with the students to produce a meal for business partners to visit and attend the school and see the CTE programs.

2. Raheel – Does the culinary program partner with local restaurants? Yes, there is a cookoff competition planned with US Foods and SES. Many students are out in the community working. After students complete the introductory course, they try to participate in paid opportunities.
  3. Michele – Mitey Meals is moving into the area and could be a potential business partner to support the school division. I am happy to support through the Economic Development Office to engage in partnerships.
  4. Heather – Would like to support business partner communication through Work-Based Learning.
- CTE Celebrations –
    1. Nasir Ayoub shared an update about a Hylton High School Automotive Program team competing in a SEMA competition that took place in Las Vegas, NV in November. George Bishop, PLTW Teacher at Battlefield High School was recognized as PLTW Teacher of the Year.
    2. Doug Wright shared an update about the Career and Technical Student Organization (CTSO), FCCLA chapter at Patriot High School for winning a national award.
    3. Dr. Sarah Martin shared an update regarding students at the ARTFactory.
    4. Doug Wright shared an update regarding Brentsville District High School's Turfgrass Program. It was highlighted with a video promoting their work experience on a National Football League (NFL) field to assist the crew in preparing the turf. The school also won the highest-level award for the 2023 softball field award at the National Turf Grass Competition Conference. The teacher and students have been invited by multiple businesses to work on their fields and are providing some exciting upcoming opportunities for students.
  - CTE New Hires
    1. Tim Vaughn has been promoted from CTE Specialist to CTE Administrative Coordinator, and Danielle Meyer has joined the team as a Workforce Development Coordinator.
  - Workforce Development Updates
    1. Nasir shared an update about the business partner onboarding process. The business partners will complete a brief interest form, the business goes through a site visit, and background check in the onboarding process in addition to a signed partnership agreement with the school division. The students will have access to the platform including video instructions on how to access the student opportunities available from local business partners. In October 2021 there were 0 business partners and as of today, we have a total of 111 business partners. Raheel Shekih was celebrated as our 100<sup>th</sup> formal CTE Work-Based Learning business partner! A certificate of appreciation was presented to Raheel Shekih for being the 100<sup>th</sup> business partner and his business, Manassas Tire and Auto, was highlighted for this award. Raheel is looking forward to continuing to partner with the division and CTE.

- Perkins Local Plan 2023-2024
  1. Dr. Sarah Martin shared an update regarding performance measures and how the Career and Technical Education Department in Prince William County Public Schools receive state funding. She provided an example of performance measures for CTE which included programs and nontraditional genders, the state required program completer survey, and program quality which include a minimum of 11 programs.
  2. Dr. Sarah Martin shared a brief overview of Perkins V and the Comprehensive Local Needs Assessment (CLNA). The CLNA data indicates that there is room for growth in supporting our students with disabilities, English Learners, and economically disadvantaged students.
  3. Dr. Sarah Martin provided a copy of the preliminary Perkins planning budget for the 2023-2024 school year. Standards of excellence are in progress for CTE programs to support standardization in CTE laboratories and equipment in middle school and high school programs. A majority of the proposed budget will support CTE equipment and equitable access to CTE programs. Tim Vaughn is working to support standards of excellence in 140+ CTE courses in collaboration with CTE teachers. In addition to equipment purchases, the proposed budget will support CTE software, teacher professional development, career exploratory, and industry-based credentials.
    - Heather Sitzel – Asked if we are aware of the Omni-Ride transportation to support students. Nasir and Alissa addressed this. Heather would like to support additional ways we can work together to support transportation for students to access opportunities.
  4. CTE Workforce Development Events
    - Nasir shared an update regarding two Workforce Development events available for formal Work-Based Learning Business Partners. These events include the Career Fair in March 2023, and the Employment Fair in April 2023. Additional information about the upcoming events will be distributed to CTE Advisory Council members.

#### 4. Action Items

- Perkins Local Plan 2023-2024
  - Todd Grover moved to approve the Perkins Local Plan 2023-2024, as written. Raheel Sheikh seconded the motion. There is no discussion. The ayes have it and the motion carries.
  - Russel Keating signed the draft Perkins Local Plan 2023-2024 in for continued approval.

#### 5. New Business

- Potentially amend Bylaws at the April 18, 2023, meeting to adjust future meeting dates, times, and locations.
- Connect with Jennifer Williams at the Northern Virginia Chamber and their Apprenticeships Program.

## **6. Adjourn**

- The next meeting is on April 18, 2023, from 4:30 pm – 6:00 pm, at the Kelly Leadership Center in Room 1204.
- Todd Grover moved to adjourn the meeting. Raheel Sheikh seconded the motion. The ayes have it and the motion carries. The meeting adjourned at 5:51 pm.

For more information about the Career and Technical Education Advisory Council meetings, please visit [www.pwcs.edu/cte](http://www.pwcs.edu/cte).