



Prince William County Public Schools

Career and Technical Education Advisory Council Agenda

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

Date: April 18, 2023

Time: 4:30 p.m. - 6:00 p.m.

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

Members Present: Raheel Sheikh, Alissa Bridges, Josh Labrie, Todd Grover, Heather Sitzel, and Russell Keating

Guests: Supervisor, College, and Career Counselors – Anaid Shaver

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

Members not Present: Michele Weatherly, Wade Dryer, Gail Drake, Paul Fraser, Carl Mainwaring, Dr. Robert Melvin, Danny Funderburk, and Elianna Quinteros

1. Call to Order

- Russell Keating called the meeting to order at 4:41 p.m.

2. Approval of Minutes

- Todd Grover moved to approve the February 7, 2023; 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. Dr. Martin provided an overview of the School-Based Enterprise (SBE) at Independence Independent School. Students sell popcorn within their SBE. Popcorn was provided to attendees. CTE worked with the school to write and achieve a grant to support purchasing equipment and other supplies needed to run an SBE.
- CTE Month Celebration
 1. Dr. Sarah Martin shared an informational update regarding the Title I Family STEM Nights that CTE participated in on March 7, 2023, at Swans Creek Elementary School and March 16, 2023, at Mullins Elementary School. CTE provided students with a take-home STEM activity as well as an onsite activity that included building and learning about rockets.

2. Doug Wright provided an informative overview of the Firefighting Program “The Burn” that will take place on Saturday, April 29, 2023, at Prince William County Fire and Rescue Training Facility, from 9:00 a.m. – 1:00 p.m. CTE works with the Prince William Fire and Rescue Center to support this student opportunity.
 3. Dr. Sarah Martin shared an update about the upcoming JROTC Leadership Reception that will take place on Thursday, May 18, 2023, at 5:00 p.m. at the KLC.
 4. Nasir Ayoub shared an update about an opportunity he had to participate in the Embark to Sea – USS Carl Vinson/CVN 70 in March 2023.
 5. Dr. Sarah Martin shared that on Wednesday, April 26, 2023, a sophomore student from Prince William County Public Schools will be honored for winning America’s Next Great Intern sponsored by Rubin.
 6. Heather Stizel shared an update from the Prince William Chamber of Commerce Education and Workforce Breakfast taking place on Wednesday, April 26, 2023, at 8:00 a.m. Four scholarships will be awarded to graduating high school seniors, each for \$2,500.
 7. CTE will be recognized by SPARK at the SPARK Foundation Corporate Partnership Reception for the nomination of the ELKs for their donations of thousands of safety glasses to students for laboratory safety.
- Workforce Development Updates
 1. Nasir Ayoub shared an update about the Career Fair that included approximately 50 business partners attending.
 2. Anaid Shaver shared that over 500 attendees were present composed of middle and high school families. There was an average of 90% of student attendees who as a result felt they were more self-motivated, self-directed, and supported their future career goals.
 3. Alissa Bridges and Danielle Meyer shared their perspective on the career fair and the impact it had on students and business partners.
 4. To date, CTE has 123 formal business partners.
 5. Nasir Ayoub shared an update regarding the Employment Fair that will take place tomorrow, April 19, 2023. Members are welcome to attend and join the fun! Alissa discussed the support the College and Career Counselors have provided to students to prepare them to attend the event and engage with business partners. This event is intended for students to leave with an opportunity and plan for after graduation.
 6. Nasir Ayoub shared an update regarding Signing Day which will take place on Friday, June 2, 2023, at the Kelly Leadership Center, at 5:00 p.m. Raheel Sheikh asked if the local news will be on site for publicity. Heather Stizel shared that there is a list of potential contacts that could be shared to support.

4. Action Items

- Discuss the possibility of adjusting the times and locations for future meetings which would include amending the bylaws.
- The board is seeking approval for meetings to have a virtual component to accommodate attendance. There was 100% attendance of members during virtual meetings. Raheel Sheikh made a motion to approve two remote meetings for future meetings beginning in the 2023-

2024 school year. Todd Grover seconded the motion. Discussion included the possibility of a third virtual meeting. The ayes have it and the motion carries to include this change in the amendment to the Bylaws.

- Todd Grover made a motion to approve the meeting dates for the 2023-2024 school year to include: October 17, 2023, December 5, 2023, February 20, 2024, and April 16, 2024. Raheel Sheikh seconded the motion. There is no discussion. The ayes have it and the motion carries.

5. New Business

- Discussed amending the bylaws at the October 17, 2023, meeting to adjust future meeting dates, times, and locations.
- Election of members and amending bylaws will take place at the October 17, 2023, meeting.

6. Adjourn

- The next meeting is on October 17, 2023, from 4:30 p.m. – 6:00 p.m., 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 5:39 p.m.

For more information about the Career and Technical Education Advisory Council meetings, please visit www.pwcs.edu/cte.