



Prince William County Public Schools  
**Career and Technical Education Advisory Council Agenda**  
Staff Contact: Dr. Sarah Martin, Director, Career and Technical Education

Date: April 16, 2024  
Time: 8 - 9:30 a.m.  
Location: Virtual

**Members Present:** Todd Grover, Michele Weatherly, Melissa Boyle, Josh Labrie, Dr. Anaid Shaver, Jennifer McKee, Russell Keating, Raheel Sheikh, and Heather Stietzel.

**Staff Present:** Dr. Sarah Martin, Danielle Meyer, Nasir Ayoub, Shawnell Carmichael, Christine Good, Tim Vaughan, and Kendra Stacks.

**Members not Present:** Carl Mainwaring, Paul Fraser, Wade Dyer, Dr. Robert Melvin, and Victoria Dauerer.

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

- Dr. Sarah Martin called the meeting to order at 8:01 a.m.

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

- Melissa Boyle moved to approve the February 20, 2024. Michele Weatherly seconded the motion. There is no discussion. The ayes have it and the motion carries.

#### **3. Action Items**

- Todd Grover shared the proposed meeting dates for the 2024-25 school year. Josh Labrie moved to approve the 2024-25 meeting dates; Jennifer McKee seconded the motion. There is no discussion. The ayes have it and the motion carries.
  - The 2024-25 meeting schedule is as follows.
    - October 15, 2024
    - December 10, 2024 (virtual)
    - February 18, 2025
    - April 15, 2025 (virtual)

#### **4. Information Items**

- Welcome/Introductions
- Continuous Improvement Plan (CIP) Update

- o Dr. Sarah Martin shared a summary of the CTE Department's annual continuous improvement plan. Dr. Martin discussed the two (2) theories of action and related impact goals. Dr. Martin provided an update of progress toward those strategic actions.
- CTE Outreach
  - o Danielle Meyer provided a summary of the Career Fair events held in December 2023 and March 2024. More than 400 students and family members attended the event to engage with 50+ businesses and organizations. She shared quotes from business partners and students who participated in the event.
  - o Nasir Ayoub provided a summary of the Transition Fair, which is an annual event hosted by the Special Education Department. He presented on the topic of work-based learning to educate parents and families about opportunities for high school students within PWCS. Dr. Martin also shared a student success story highlighting the student-initiated Career and Technical Student Organization (CTSO) presentation presented by Tate Jordan from Gainesville High School.
  - o Danielle Meyer provided a summary of the Employment and Summer Job Fair held at Colgan High School in April 2024. More than 900 students and family members attended the event to engage with 40+ businesses and organizations offering part-time, full-time, summer, and internship opportunities. Ms. Meyer shared quotes from students and business partners who participated in the event.
  - o Tim Vaughan provided a summary of the Firefighter Burn Day held at Brentsville District High School in April 2024. More than 100 students and families attended the event to learn about firefighter programs and opportunities.
  - o Christine Good provided an overview of the upcoming 2024 CTE Summer Discovery Camps. Mrs. Good shared a QR code to the PWCS Summer Programs registration page where parents and guardians of rising middle school students (grades 6 – 8) can learn more about summer enrichment opportunities. Dr. Martin shared that these enrichment opportunities provide an early introduction for students to engage in CTE content and learn about the elective courses and career pathways available to them.
- Upcoming Events
  1. Danielle Meyer shared an overview of the upcoming Signing Day event, which celebrates graduating seniors who have obtained an apprenticeship, full-time employment, or committed to military service with a local/regional business partner. The event will be held on May 21, 2024.
  2. Danielle Meyer shared an opportunity for business and industry partners and community organizations to participate in the VDOE-sponsored CTE Experience Works 2024: Pathways for the Future virtual event in June 2024. VDOE advertises Experience Works as the annual convening of business, industry, and educators.
  3. Dr. Sarah Martin shared the 2024-25 CTE Advisory Council meeting dates and times. Dr. Martin provided an overview of the bylaws governing membership and the required representation needed on the local advisory committee. Dr. Martin emphasized the importance of attendance throughout the school year and reiterated the commitment made by council members.

## 5. New Business

- Josh Labrie shared an update that NVCC is in negotiation for two grants. NVCC applied for a grant to upgrade the welding program equipment.

- Josh Labrie shared an update that NVCC also submitted a grant related to underrepresented student populations in engineering and technology fields and is proposing a one-year career-related certificate.
- Heather Steitzel shared an update about the Chamber of Commerce scholarship awards and future opportunities to partner with Prince William County Public Schools.
- Michele Weatherly shared an update about PWC Economic Development and the reorganization currently in progress to support workforce development.

## **6. Adjourn**

- Russell Keating moved to adjourn the meeting. Heather Stietzel seconded the motion. The ayes have it and the motion carries. The meeting adjourned at 9:01 a.m.

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