

SUHSD CTE

District Advisory Committee

Norms:

1. Be respectful to committee members and the public
2. Be prepared
3. Represent the committee with pride.

Date: June 8th, 2021
Time: 11:00 am - 1:00 pm
Time: Jun 8, 2021 11:00 AM Pacific Time
Join Zoom Meeting
<https://zoom.us/j/91601661249>
Meeting ID: 916 0166 1249
Passcode: CTE2021
One tap mobile
+16699009128,,91601661249# US (San Jose)

Agenda

1. Welcome/Introduction of members
2. Review Norms
3. Approval of SUHSD CTE District Advisory Committee meeting minutes
4. Approval of agenda for today's meeting.
5. Individuals desiring to address the Committee.
6. Informational Items. None
8. Action Items
 - A. CTE DAC Bylaws 21-22
 - B. Calendar for 21-22 meetings
10. Adjournment

SUHSD CTE District Advisory Committee

Meeting minutes DRAFT

Thursday, May 6 2021 <https://zoom.us/j/96462460099> Meeting ID: 964 6246 0099

Present **Dr. Ivonne Glenn**, Director at MTROP; **Gary Walter**, Director of Reclaim for the Future Company; **Joseph Farotte-Kruchas**, Monterey County Department of Social Service CalWorks Employment Services Program Manager; **Enrique Lopez**, Assistant Principal at Alisal High School; **Shannon Graham**, Director of Volunteer and Health Career Services at Salinas Valley Memorial Healthcare System; **Xavier Barba**, Director of Supply chain at Bonduelle Fresh Americas; **Amber Woodward**, Assistant Director of Student Support Services at Salinas Union High School District; **Allan Schooley**, Career Counselor at Salinas High School; **Matthew Fleming**, K12 Pathway Coordinator Hartnell Community College; **Audrey Sharp**, Transition Specialist TPP at Mission Trails ROP, Kelly Violini, CBO Monterey County Fairgrounds.

1. **Call to order.** The meeting was called to order at 11:00 am
2. **Welcome/Introduction of members.** Dr. Glenn thanked everyone for joining the CTE District Advisory Committee Meeting, after the meeting Dr. Glenn reviewed the meeting norms and introduced Mr. Walter, president of the CTE District Advisory Committee to lead the meeting. Mr. Walter welcomed everyone and CTE District Advisory Committee members introduced themselves, along with guest speakers.
3. **Approval of minutes from February 25, 2021**
Motion: To approve the minutes from February 25, 2021 with correction of date of February 25, 2021 to November 25, 2020
Motion by: Mr. Joseph Farotte-Kruchas, Program Manager CalWORKs Employment Services
Seconded by: Enrique Lopez, Assistant Principal at Alisal High School
Motion carried with a vote of 10-0.
4. **Approval of agenda**
Request: Dr. Glenn has changed item 7 to 8D - CTE Advisories Report Summary
Request: Joseph Farotte-Kruchas, Program Manager CalWORKs Employment Services requested motion to add agenda item to discuss Secretary duties and responsibilities (8F)
Motion: Approve the agenda as shared with the correction on number from 7 to 8D and addition item 8D. Motion by: Xavier Barba Director of Supply chain at Bonduelle Fresh Americas. Seconded by. Gary Walter, Director of Reclaim for the Future Company.
Motion carried with a vote of 10-0

5. Individuals desiring to address the committee.

Dr. Glenn shared that there were no individuals desiring to address the committee today.

6. Informational Items:

Director's Report

Dr Glenn reported:

Item A: CTE Projects Completed 20-21; RSJ CTE AG Mechanics Pathway has been equipped with new tools and equipment. SHS CTE AG Mechanics Pathway has been equipped with tools and equipment. NSHS AME CTE Pathway has been equipped with new equipment. Amounts are shown in the presentation. Dr. Glenn asked for members to refer to meeting documentation, pg 7, where it stated the skills that the pathways has and detailed expenses for RSJHS and SHS. Dr. Glenn publicly thanked Mrs. Estella Gutierrez for working with the Accountants and both sites for accomplishing this project during difficult times. All equipment has been received. Dr. Glenn presented the NSHS AME equipment expense, laptops that have already been ordered and estimated that items will be received by August.

Item B: SUHSD CTE Modernization Projects; Ag Mechanics Lab at NSHS, Dr. Glenn elaborates on the initial plan to revamp the welding lab. Safety concerns were raised and have resulted in a full modernization of the facility. The architect fees have been approved by the SUHSD Board. Architect has not provided design/layout of project, as soon as it is finalized Dr. Glenn will present it to the NSHS Ag Committee to solicit industry advice and then present it to the CTE District Advisory Committee to review. Mr. Gary Walter asked Dr. Glenn what the safety concerns were. Dr. Glenn responded that the safety concerns were with the facilities itself because they were old and some of the new welding tools require a new type of ventilation to send gases out of the facility. Dr. Glenn presented the committee with approval of the redesign of the Welding Lab. Dr. Gary Walter asked for the status of AG Mechanics Wood Shop portion. Dr. Glenn responded that to her understanding this project is a bundle but will get back to Mr. Gary Walter in regards to the status Construction Program in an email by June 30th. Dr. Glenn does not foresee for this project to be done by August but by January 2022. Mr. Gary Walter asked what will the students do in the meantime that the students are enrolled in those classes. Dr. Glenn responded that they will be meeting with NSHS to discuss what they will be doing and where they will be located. Mr. Gary Walter asked who is the point of contact for the project. Dr. Glenn responded that the point of contact is the Director of General Services, Virginia Boyce.

RJSHS Greenhouse Update: The Greenhouse project will move forward and will be fully paid with CTEIG funds. Mr. Gary Walter commented that the information that was shared looked like baseball information. Dr. Glenn explained that on April 13, 2021 there was a report provided to the Board of Trustees about the SUHSD facilities projects. The RSJHS Stadium project includes the Greenhouse project. Mr. Gary Walter asked if there would be information in regards to the Greenhouse project itself, not in the bundling project. Dr. Glenn will isolate the details and costs of the project itself and send them to committee members before the next meeting.

Measure W: Dr. Glenn presented another project that was covered under Measure W that pertains to this committee is the ROP Facilities Master Plan. Proposal is to redesign the access controls and pedestrian gates with camera, costs will be covered by Measure W.

CTE District Advisory Committee Bylaws Changes:

Dr. Glenn shared the CTE District Advisory membership chart to the Committee members. She states by law changes and how to move forward in making sure that they have and continue to have a committee following the school year. Dr. Glenn would like to solicit advice on how to move forward. Dr. Glenn explained that the committee decided that there should be 13 members, members were going to be more industry than school members with a 2 year commitment. Every year they would release half of the committee to bring new members, however, there is a bylaw that if a member did not attend 50 % of the meetings or more they would be thanked and bring a new member that can participate in the meetings. Dr. Glenn is bringing this to the attention of the committees because they need to be mindful of who should be returning and who should not be returning. Dr. Glenn, asked if there were any questions. Joseph Farotte-Kruchas commented that there are 14 committee members listed and that they may have to ask one member to step out. Dr. Glenn is open to recommendations and advice.

Dr. Glenn presented the Proposed CTE District Advisory Committee Bylaws changes.

Article 1: Name; no recommendation, Article 2: Purpose; no recommendations. For Article 3, Dr. Glenn found new language on the CTE Advisory Committee from the State of California, Dr. Glenn copied and pasted for the Committee to look at. The recommendation brings us to complete alignment to what CDE asks us to do with bylaws. Dr. Glenn explained that CDE breaks the objectives down in parts; Program and its functions, Teacher and Classroom and its functions. Mr. Gary Walter has questions and concerns. Mr. Enrique Lopez, commented that "if we are following CDE guidelines for CTE standards they look pretty much aligned and solid. Looking at the objectives this makes it look more clear to follow. Mr. Gary Walter commented that it is helpful to be in alignment with the norms but is unsure if there is time to review all that was copied and pasted. Mr. Gary Walter moved forward to review Article 3: Objectives; doesn't find it necessary to change verbiage. On Program, item 3. Mr. Gary Walter says it's a great idea but it's the job of instructors and counselors, as industry members we are not one on one basis

with students and don't find it appropriate to ask us to do. Mr. Gary Walter asked Mr. Allan Schooley on his thoughts on this, Mr. Allan Schooley responded that he is willing to help any way but the way that industry members can help is by being guest speakers to attract students. Dr. Glenn would like for members to take this to reflect and in the next meeting provide recommendations on this informational item and move it as an action item. Dr. Glenn went through recommendations for other items; Dr. Glenn's recommendation regarding the Program and the Teacher Classroom Responsibilities will be to bring forward some language to reflect the specific actions for the CTE Committee. The next one is in regards to the Members item: Dr. Glenn recommended including a Parent who has a student enrolled in a CTE course and a Student so they have a voice. Mr. Gary Walter asked if A-I are requirements or recommendations, Dr. Glenn responded that the requirements are to have more industry members than personnel, that the President is an industry member, to bring someone from the EDD Workforce Development, Labor Union Representative from the school district, which we don't have, she added and the Parent and Student. Number of members is negotiable. Dr. Glenn added a slide with this information. Ms. Shannon Graham, asked if it has to be a current parent or a parent of a past CTE Student. Dr. Glenn said preferable a current parent. Mrs. Amber Woodward asked if there was a limit for 13 members only? Dr. Glenn said there was no limit as long as there is a quorum in the decision. Ms. Amber Woodward appreciated that Students with disabilities are being attentioned with the requirements that are listed. Mr. Gary Walter said it is important to include a member from a community college to help with further education, as well as a career counselor. Mr. Gary Walter also commented that he doesn't think that we should zero in on Special needs kids because it may short change the rest of the student body. Ms. Amber Woodward said that due to the grant requirement, having the number of Students with disabilities per class should stay. Dr. Glenn's recommendation is to reduce some SUHSD Personnel Representatives and increase industry members of sectors not represented in the committee. Increase from 5 - 9 industry members a total of 13 to 17. Mr. Gary Walter's concern is participation of all members. Ms. Shannon Graham is recommending a number range in case they can't reach the maximum number. Dr. Glenn responded that it is a set number because it is what determines the quorum. Dr. Glenn asked Mr. [Matthew Fleming](#) to share how many industry members have pledged to work with the school District. Mr. Matthew Fleming responded that they've received about 8-9 per month and expects to see growth. Dr. Glenn commented that she has received a few requests from industries that are not represented to be part of the committee. Dr. Glenn is recommended to have an additional meeting to go over changes in the by laws recommendations. Dr. Glenn moved to Article 6: Officers: Due to COVID-19 they were not able to have officers elections in the last month, instead they were done in the first meeting in August. Dr. Glenn is now recommending to have officer elections in the first meeting in August, moving forward. Dr. Glenn also has a recommendation for Section 3; she read "Member terms will be two years with no more than one-half of the membership appointed each year. The recommendation is for a former or current member to be reappointed for a maximum of 4 years

(2 terms). Mr. Gary Walter commented that he doesn't believe that it would be appropriate to have someone for a maximum of 4 years, he would not want to limit their participation for the solid individuals with potential. He recommends leaving Section 3 as it is. Mr. Joseph Farotte-Kruchas made a motion to convene in the summer to go over the bylaws. Xavier Barba Director of Supply chain at Bonduelle Fresh Americas seconded the motion. All in favor, motion carried with a vote 10-0.

Mr. Gary Walter asked Dr. Glenn to share the CTE requirements to review in a timely manner. Dr. Glenn shared that information is in the CTE District Advisory Meeting Folder but she will also send it to everyone.

7. Action Items

Perkins Grant

Dr. Glenn began by presenting an action item of the Perkins Grant for 2021-22, Dr. Glenn presented a slide with a table with percentages of College and Career Readiness indicators. Slide includes a link with data from each school and LCAP recommendations. Dr. Glenn shared a budget to show how we can best allocate resources through this grant. Dr. Glenn shared the cost per section per teacher and the complete budget for all CTE sections. Dr. Glenn says this is an action item and needs a motion after any questions. Ms. Amber Woodward asked what would happen if the number of sections changed. Dr. Glenn responded that she foresees a slight change at EAHS and RSJHS. Ms. Kelly Violini asked what happens with leftover funding. Dr. Glenn responded that when this happens, the district allocates unused funds to invest in larger projects or transportation expenses. This year's unspent funds was used to purchase the Kubota equipment. Mr. Gary Walter asked if the Perkins Grant paid for the Kubota equipment, what happened to the other allocation for the tractor. Dr. Glenn responded that CTEIG funds that went back to the district to be spent in the project presented in the beginning of the meeting. Mr. Xavier Barba, made a motion to have the budget approved. Mr. Joseph Farrote second the motion. Motion carried with a vote 10-0.

Dr. Glenn praised the committee recommendation to meet in January of 2022, discuss and come up with recommendations on how to best allocate unspent Perkins Grant funds that will. Mrs. Kelly Violini, offered to help with this recommendation and suggested that students and teachers should have a voice to come up with advice on how to spend the rest of the allocation.

Diesel and Kubota and NCE Flyer

Dr. Glenn presented a flyer with partnership of the SUHSD and Kubota, the equipment, and budget. Purchase orders have been made and should be receiving equipment soon. Dr. Glenn brings this as an action item to have this officially approved. Ms. Shannon Graham made a

motion to move forward and Ms. Amber Woodward second the motion. All in favor, motion carried with a vote 10-0.

New CTE Courses for the 21-22 School Year

Dr. Glenn presented Cybersecurity at RSJHS and Advanced AG Business at EAHS courses for approval of the Committee. Slides shows information and demands of the courses. Ms. Kelly Viollini made a motion to approve the courses and Mr. Enrique Lopez seconded the motion. All in favor, motion carried with a vote 10-0.

12:31 pm, Dr. Glenn solicited 10 more minutes to finish the last 2 agenda items. Everyone agreed.

CTE Advisory Reports Summary

Dr. Glenn publicly apologized to Mr. Joseph Farotte-Kruchas, in regards to the delay in submitting agendas and minutes due to turnover in staff. Mr. Joseph Farotte-Kruchas recommended to find a way to make communication with the various CTE Committees more open and available and to have points of contact. Dr. Glenn is proposing and will be taking the lead in sending all the 20-21 minutes by June 30th. Dr. Glenn is recommending to add a section under the Industry Engagement tab on the ROP Website and upload documents on a quarterly basis. Mr. Gary Walter, commented that this recommendation will offer more than what they need. Mr. Joseph Farotte-Kruchas agrees with the proposal but said that it may be difficult to maintain the public calendar. Mr. Gary Walter, suggested to table this particular proposal. Ms. Kelly Violini asked for a copy of the Feedback Google Form, Dr. Glenn responded that it will be attached to today's meeting package. Mr. Gary Walter wants summaries that tell what each instructor is looking for and we can be aware of to help us when we are looking at the budgets. Dr. Glenn's understanding is that the subcommittee's concern will be materials, supplies, and equipment. Mr. Gary Walter also added facilities. Dr. Glenn asked to confirm that the Committee does not want her to upload documentation on the website and Mr. Gary Walter confirmed.

CTE District Advisory Meeting Calendar 2021-2022

Dr. Glenn presented a draft of the proposed dates for the CTE District Advisory Meetings and asked if they'd like the meetings to be virtual or in person. Mr. Gary Walter, commented that it may be too soon to know if they can be in person. Dr. Glenn requested that someone make a motion to have a special June meeting to discuss the bylaws changes and to approve the calendar. Mr. Joseph Forette-Kruchas made the motion, Ms. Kelly Violini seconded the motion. All in favor, motion carried with a vote 10-0.

Secretary Duties

Mr. Joseph Farotte-Kruchas commented that he spent a long time typing up the minutes and when he submitted then they were almost completely rewritten he added that it was ok but asked

Dr. Glenn and Chantel Torrez to share the minutes on behalf of the committee. Dr. Glenn will be happy to do so. Mr. Joseph Farotte-Kruchas made a motion to have Dr. Glenn and Chantel Torrez share the summary and be used as minutes to be approved at every meeting. Mr. Gary Walter asked Mr. Joseph Farotte-Kruchas if he's like Dr. Glenn to share the summaries before the meeting. Mr. Joseph Farotte-Kruchas responded that it would be ok to review and make changes at each meeting. All in favor, motion carried with a vote 10-0.

9. Announcements

Dr. Glenn announced and presented that there were four teacher vacancies and asked Committee members if they happen to know someone who would like to become a CTE Teacher, positions are open. There has only been one applicant for the Welding Teacher position. Mr. Gary Walter asked if they can combine the Welding and Diesel Mechanics Teacher and Dr. Glenn responded no because they are increasing staff in ROP as a result of the partnership with Kubota. Ms. Shannon Graham asked what are the requirements for these positions. Dr. Glenn responded that the minimum amount of hours to obtain a CTE preliminary credential is 1,000 hours of industry experience. Ms. Kelly Violini asked where the job descriptions and positions were being advertised. Dr. Glenn shared her screen and showed Committee Members where to look for positions on the website.

Mr. Joseph Farotte-Kruchas posted a link on the chat to vote on June's meeting, and asked everyone to please respond.

Kelly Violini wanted to confirm if the money she was presenting about at the beginning of the meeting was money for NSHS or RSJHS, Dr. Glenn responded to RSJHS.

10. Adjournment

Mr. Joseph Farrote made a motion to adjourn, Mr. Enrique Lopez seconded the motion. Motion carried 10-0. Meeting Adjourned at 12:58 pm

SUHSD
CTE District Advisory Committee Bylaws
Revised 4/29/21

Article 1: Name

The name of this Advisory Committee shall be SUHSD CTE District Advisory Committee.

Article 2: Purpose

The purpose of this Advisory Committee shall be to advise, assist, support and advocate for the Mission Trails ROP/CTE program on matters that will strengthen instruction and expand learning opportunities for students.

Article 3: Objectives

- ~~1. Propose new CTE pathways and/or courses when needed based on data for this community. ¶¶~~
- ~~2. Evaluate existing CTE pathways courses of study, facilities and equipment with recommendations for modifications to programs, facilities and equipment. ¶¶~~
- ~~3. Review and evaluate plans for any facility expansion based on the needs of the CTE program and available resources. ¶¶~~
- ~~4. Actively communicate with all Sectors of CTE Advisory Committees to support and ensure consistency throughout the CTE program. ¶¶~~
- ~~5. Promote and advocate the CTE program with community partners and industry for the betterment of the student population, and to garner political support for legislation and appropriations for long term funding of the programs. ¶¶~~
- ~~6. Seek out and identify scholarship opportunities for students.~~

It is the function of the committee to:

Program

1. Help to determine what type of CTE program is offered.
2. Assist the teacher in finding suitable work stations (internships, work-study, cooperative learning, partnerships) for students in industry occupations.
3. Help attract and encourage qualified/capable students into the CTE program.
4. Assist in recruiting and providing opportunities for special needs students.

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5. Evaluate the effectiveness of the CTE program. Guidelines for evaluation should be developed cooperatively with the advisory committee, administration, school board, and the Career Technical Education Administration and Management Unit of the California Department of Education.
6. Help gain support for legislation and appropriations.
7. Obtain sponsors for appropriating funds for awards, scholarships, or needed equipment and supplies that are useful in carrying out classroom activities and the Career Technical Student Organizations (CTSO) or other youth programs.
8. Unify the activities of the CTE program with those of other groups and agencies interested in CTE.
9. Study and make recommendations to help solve problems presented to the district/program by the school board on which further information is needed.
10. Identify current standards for new equipment.

Teacher/Classroom

1. Help establish curriculum that has a hands-on, technological approach as aligned with CTE standards.
2. Assist to develop a list of capable resource persons for use as speakers, and/or judges for both in-school and out-of-school tests and contests.
3. Assist in determining skills needed for particular jobs at entry, technical, and professional levels so that the skills may be included in the instructional program.
4. When appropriate, serve as resource when the teacher is visiting work place learning sites of students and participate in classroom instruction or demonstrations and accompanying or hosting field trips.
5. Provide technical assistance and keep the teacher aware of new developments in the CTE industry.
6. Provide current resources to develop and maintain a library of visual aids, magazines, and books concerning pathway projects.
7. Serve as speakers at civic clubs, open houses, and career days to tell the story of school-industry cooperation.

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8. Assist in procuring opportunities to upgrade the technical skills and knowledge of the teacher.

Article 4: Members

Section 1.

The committee shall consist of 13 members. Members shall be recruited and recommended by the Committee and/or Administrators. Business and Community should make up more than half of the committee. The composition of the 13 seats are as follows:

- a) 5 industry members from different sectors, prioritizing the ones that are aligned with economic needs in the County.
- b) One representative from EDD/ workforce development board
- c) One community college representative from Hartnelle or MPC
- d) One CTE teacher/ CTE labor union representative
- e) One career or academic counselor
- f) One classified employee, preferable working with special populations
- g) One school administrator, preferable working with special populations
- h) One parent whose child is enrolled in CTE courses
- i) One student that is currently enrolled in CTE courses, preferable from a special population group.

Section 2.

Members shall represent a cross-section of the industry or occupations for which training is provided and the community served by the program. Instructor(s) and/or administrator(s) may serve as ex-officio members of the committee.

Section 3.

Member terms will be two years with no more than one-half of the membership appointed each year. A former or current member may be reappointed for a maximum of 4 years (2 terms).

Section 4.

Membership terms will begin immediately following the ~~final~~ First of the school year.

Section 5

Any member may resign from the committee by giving written notice to the Chairperson, addressed to the ROP office. The resignation will be effective immediately upon receipt of such notice.

Section 6.

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Any member of the committee who fails to attend 50% of advance notice meetings of the committee in any academic year may be asked to resign from the Advisory Board. A member will be deemed to have attended a meeting if a duly qualified substitute attends on behalf of the member.

Section 7.

Any Advisory Board member may be asked to resign from the committee at any time, for any reason, by a majority vote of the members of the committee.

Article 5: Officers

Section 1.

Officers shall be a Chairperson, Vice Chairperson and Secretary. These officers shall be the Executive Council for the Advisory Committee.

Section 2.

The duties of Officers shall be those commonly described for these offices.

Section 3.

Officers shall be elected by simple majority at the ~~final~~ first meeting of the school year and shall assume their offices immediately following the meeting. Officers may be reelected for a maximum of 2 years.

Article 6: Meetings

Section 1.

The Advisory committee shall comply with the Department of Career and Technical Education program requirements for minimum number of meetings. Additional meetings shall be scheduled as necessary to accomplish the Program of Work.

Section 2.

A quorum shall consist of a simple majority of appointed members.

Section 3.

Decisions will commonly be made by consensus. A formal vote shall be taken when a decision is to be forwarded to the instructor or administration as a recommendation.

Article 7: Subcommittees

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Section 1.

Subcommittees shall be appointed by the Chairperson as needed to accomplish the Program of Work.

Section 2.

Subcommittees shall be of the size necessary to carry out their assigned tasks.

Section 3.

Subcommittees shall elect their own chairpersons.

Article 8: Parliamentary Authority

Except as otherwise provided in its Bylaws and standing rules, the Advisory Committee shall be governed in its proceedings by the current edition of Robert's Rules of order.

Article 9: Amendment of Bylaws

These Bylaws may be amended at any meeting of the Advisory Committee by a two-thirds ($\frac{2}{3}$) vote, provided that the amendment has been submitted to Advisory Committee members in writing at least thirty (30) days in advance of the meeting.

Bylaws approved:



CTE District Advisory Calendar 21-22 DRAFT

Meeting times are from 11:00-12:30 noon

Meeting	Location	Time
Quarter 1	TBD	August 26th, 2021
Quarter 2	TBD	November 25th, 2021
Quarter 3	TBD	February 24th, 2022
Quarter 4	TBD	April 28th, 2022