#### 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: December 2, 2021 Time: 11:00 am - 12:30 pm

Location: Hybrid.

In person at the ROP center conference room and virtual zoom link below

Join Zoom Meeting

https://us06web.zoom.us/j/85930909417

Meeting ID: 859 3090 9417 Passcode: CTE2021

One tap mobile

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## 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.
  - A. Perkins Grant Expenditure Report
  - B. NSHS AG-Mechanics Modernization
  - C. Applied Technology Labs Washington Middle School and La Paz Middle School

#### 8. Action Items

- A. Approve 21-22 Bylaws.
- B. Nominations of the new members of the committee for 21-22.
- C. Recommendation to dismiss members due to non-attendance on 20-21 (Bylaws Article 4 Section 6)
- D. Recommendation of membership appointment for 21-22 School year (Bylaws Article 4 Sections 1 and 3)
- E. Elections of new President, Vice-President and Secretary.
- F. Calendar of Meetings for 21-22 school year

#### 10. Adjournment

## SUHSD CTE District Advisory Committee - DRAFT

### Meeting minutes

June 8, 2021 https://zoom.us/j/91601661249 Meeting ID: 961 0166 1249

Present: Dr. Ivonne Glenn, Director at MTROP; Gary Walter, Director of Reclaim for the Future Company; Joseph Farotte-Kruchas, Program Manager CalWorks Employment Services; Shannon Graham, Director of Volunteer and Health Career Services at Salinas Valley Memorial Hospital; Audrey Sharp, Vocational Evaluator of Mission Trails ROP; Amber Woodward, Assistant Director of Student Support Services at Salinas Union High School District; Kelly Violini, CEO of Monterey County Fairgrounds; Clint Cowden, Hartnell College CTE Dean; Matthew Fleming, K12 Pathway Coordinator for Hartnell Community College; Xavier Barba, Bonduelle Fresh Americas Director of Ag Supply;

1. Call to order. The meeting was called to order at 11:00 am

#### 2. Review Committee Norms:

- A. Be respectful to committee members and the public:
  - a. Agree to disagree, agreeably.
  - b. Treat each other with respect and professionalism.
- B. Be Prepared.
  - a. Be on time
  - b. Be fully present at the meeting
  - c. Be mindful of unintentional distractions by electronics.
  - d. Read the committee packet and seek clarification, as needed, prior to meeting.
- C. Represent the Committee with Pride.
  - a. Assume the best intentions of each other.
  - b. Be student oriented.

#### 3. Welcome/Introduction of members.

Dr. Glenn presented the agenda along with the committee norms. Dr. Glenn then handed the meeting to Mr. Walter.

### 4. Approval of minutes from May 6, 2021

Motion: To approve the minutes from May 6, 2021.

Motion by: Mr. Joseph Farotte-Kruchas, Program Manager Calworks Employment Services

Seconded by: Mrs.Kelly Violini, CEO of Monterey County Fairgrounds

Motion carried with a vote of 9-0

#### 5. Approval of agenda

Motion: To approve the agenda as shared

Motion by: Mr. Matthew Fleming, K12 Pathway Coordinator Monterey Hartnell College.

Second by: Mrs. Shannon Graham, Director of Volunteer and Health Career Services at Salinas Valley

Memorial Hospital

Motion carried with a vote 9-0.

#### 6. Individuals Addressing the Committee

None

#### 7. Items of information for the Committee:

None

#### 8. Action Items

#### A. CTE DAC Bylaws

Article 3 Objectives.. Dr. Glenn addressed the Committee in regards to the proposed changes. The first proposed change was in Article 3 to change the function of the meeting into categories. The recommendation comes from the California Department of Education (CDE) the committee has the option to adopt all of the recommendations or just a few. The first proposal was to help determine the CTE programs currently being offered. The second was to assist teachers in finding suitable work stations, internships, work-study, cooperative learning, partnerships, for students in industry occupations. Third, help attract, encourage qualified, and capable students into the CTE programs. Four, assist in recruiting and help provide opportunities for special needs students. Five, evaluate the effectiveness of the CTE programs and to ensure guidelines for evaluation are developed cooperatively with the advisory committee, administration, school board, and the Career Technical Education Administration and Management Unit of the California Department of Education. Sixth, help gain support for legislation and appropriations. Seventh, obtain sponsors for appropriating funds for awards, scholarships, or needed equipment and supplies that are useful in carrying out the classroom activities and the Career Technical Student Organizations (CTSO) or other youth programs. Eight, unify the activities of the CTE programs with those of other groups and agencies interested in CTE. Nine, study and make recommendations to help solve problems presented to the district programs by the school board. The final proposal was to identify current standards for new equipment.

Mr. Walter requested to pause the presentation, so the committee had time to ask questions in regards to the CDE recommendations.

Mr. Farrotte-Kruchas wanted to know if these recommendations came directly from the CDE website.

Dr. Glenn responded yes to his question.

Mr. Walter had a question about whether the bylaws would change every few years.

Dr. Glenn responded that the bylaws may need to be amended everytime there's a CDE recommendation.

Mr. Walter suggested combining recommendation three and four and felt the recommendation was geared more towards teachers. He also suggested recommendation five should be collaborated with other advisory committees.

Mr. Farrotte Kruchas, felt the recommendations were helpful to create agenda items and create conversations. Mr. Farrotte-Kruchas also proposed if the committee doesn't agree on a recommendation to strike through the recommendation.

Mr. Walter proposed to the committee to take additional time in reviewing each recommendation from the CDE.

Mrs. Graham agreed. No action was taken.

Dr. Glenn suggested the committee move on with the next agenda item, meanwhile the committee can take additional time reviewing the CDE recommendations.

The committee was in agreement to proceed.

Before proceeding, Dr. Glenn stressed the importance of coming back and reviewing how this committee would be involved in enhancing work based learning opportunities for students as liaisons with more industry members.

Article 4. Members: Current bylaws reads that the committee shall consist of 13 members. Members shall be recruited and recommended by the committee and/or Administration. In addition to that, eight out thirteen committee members shall be industry members. Dr. Glenn addressed two concerns with the current configuration. One, based on the CDE guidelines, a CTE student and parent may have a seat in the committee, which the committee currently doesn't have. Two, some industry priority sectors are not represented. Dr. Glenn wanted to explore the process to bring in new industry members. She also informed the committee the industry partner that is interested in joining is from the Information and Communications sector.

Mr. Walter responded by recommending to expand the industry committee by 8 or 9, in order to expand the committee and have other sectors represented. Mr. Walter felt bringing a representative from EDD workforce development would be beneficial. In addition to that he also felt having a college representative, a CTE teacher, career counselor, classified employee, and administrator were all beneficial to the committee. However, Mr. Walter had mixed feelings about bringing a CTE parent and student to the committee.

Mr. Farotte-Kruchas suggested having the additional members attend meetings, but not include them as voting members on the committee. This is so the committee doesn't have difficulty creating quorum.

Mr. Barba wanted to know the process the committee would have to select a student to participate.

Mr. Walter suggested collaborating with teachers and creating a form with criteria students would need to meet in order to be selected.

Mrs. Woodward suggested having student presentations and having multiple parents involved, in order to offer flexibility to students and parents wanting to participate.

Dr. Glenn summarized the suggestions she heard from the committee, which was to solicit parent and student input through other means such as social media platforms. Involve student participation as needed and do not include them as voting members.

Dr. Glenn then addressed the issues with the composition of the current membership for the committee which is composed of seven industry members and six school participants. Dr. Glenn then shared a form which shows the status of current members such as name of members, number of years served on the committee, and number of meetings absent. Dr. Glenn pointed out that Section 7 gives the committee an opportunity to dismiss members that have not been attending at least 50%, and that may be an option to increase industry participation.

Dr. Glenn wanted to confirm the committee wanted to stay as is of thirteen members.

Mr. Walter confirmed he wanted to stay with thirteen members, but wanted to see more involvement from the committee.

Mr. Barba suggested having the meetings open to industry members who want to participate, but don't give them voting rights. However, when the opportunity is available to join these industry members would be considered.

Dr. Glenn agreed with Mr. Barba since it creates a process for other industry partners to participate.

Dr. Glenn brought to the committee's attention to Section 3 that states member terms will be two years with no more than one half of the membership appointed each year and suggested adding a maximum of 4 years for reappointment to have a mechanism for new members to serve in the committee.

Dr. Glenn suggested the committee review section 3 and section 7 as mechanisms to have new members participate and come to an agreement on the terms for next year's membership. Dr. Glenn would like direction on the process in releasing members from the committee in order to allow new industry members to join the committee.

Mr. Walter agreed with Dr. Glenn about notifying members who have not attended at least fifty percent of meetings (section 3). However, Mr. Walter did not want to add a max term for committee members serving on the committee (section 7). He felt additional industry members wanting to participate should attend the meetings without voting rights first.

Mr. Farrotte-Kruchas suggested having a formal nomination to participate in the committee. He also recommended if there was an industry partner who wanted to participate and was from the same sector as a committee member. Then the new industry member would replace the committee member.

Dr. Glenn kindly reminded the committee that half of the committee may be for a change.

Mr. Farrotte-Kruchas also suggested that if no new nominations were received for a committee member in the same sector then the committee will remain in the committee.

Mr. Barba agreed on the idea for a nomination to take place along with a vote from the committee. He also suggested that once the committee member has served their two to four year term then they should step down.

Dr. Glenn wanted to know how the committee was going to represent sectors that aren't currently being represented. The CDE recommendation was to represent each sector on the committee and there currently are five sectors not being represented.

Mr. Cowden recommended removing the representatives from Community Colleges from the committee in order to allow more diversity in the committee. Community college representatives will still attend meetings but not as a voting member.

The committee agreed.

Dr. Glenn summarized the committee agreed to move the community college representatives in order to add an additional industry member. The committee will also be recommended to notify committee members who have attended less than fifty percent of meetings to be dismissed from the committee.

Dr. Glenn then shared the priority sectors that new industry members should be selected from which are: Agriculture, Health, Construction and Welding, Hospitality, Information and Communication/Architecture and Engineering, Arts Media and Entertainment, Public Service and Transportation for a total of 8 seats plus the EDD member.

The committee agreed on the priority sectors and Mr. Farrotte-Kruchas informed the committee that the priority sectors were the same ones from workforce development.

Dr. Glenn summarized the committee's input which was to move the community college representative as an attendee to the CTE District advisory meetings instead of a voting member. This would allow an

additional industry member from another sector to join the committee. The priority sectors will also be added to the bylaws.

The CTE District Advisory Committee reviewed Article 4: Membership, Section 1 of the committee bylaws to include the following eight sectors: Agriculture, Health, Construction and Welding, Hospitality, Information and Communication/Engineering and Architecture, Arts Media and Entertainment, Public Service and Transportation. Also to change the community college representative as an education non voting partner instead of an industry member.

On a motion by Mr. Joseph Farrotte-Kruchas, Program Manager CalWorks Employment Services and second by Mr. Clint Cowden, Hartnell College Dean of Academic Affairs the committee approved changes to the committee bylaws Article 4: Membership, Section 1 with a vote of 9-0.

Dr. Glenn recommended to the committee that officers for the committee may be started at the first committee meeting. The committee reviewed Article 4 Members, Section 4 and agreed to change the word final to first of the year.

On a motion by Mr. Joseph Farrotte-Kruchas, Program Manager CalWorks Employment Services, and a second by Mr. Xavier Barba, Bonduelle Fresh Americas Director of AG the committee approved changes to Article 4 Members, Section 4 with a vote of 9-0.

Article 5. Officers. Dr. Glenn recommended to the committee that officers for the committee may be started at the first committee meeting. The committee reviewed Article 5 Officers Section 3 and agreed to change the word final to first of the year.

The committee reviewed Article 5 Officers, Section 3 and agreed to change the wording from final meeting to 1st meeting.

On a motion by Mr. Xavier Barba, Bonduelle Fresh Americas Director of AG and a second by Mrs. Amber Woodward, Student Support Services Assistant Director the committee approved changes to Article 5 Officers, Section 3 with a vote of 9-0.

#### 9. Announcements

None.

#### 10. Adjournment

Meeting Adjourned at 1:00pm

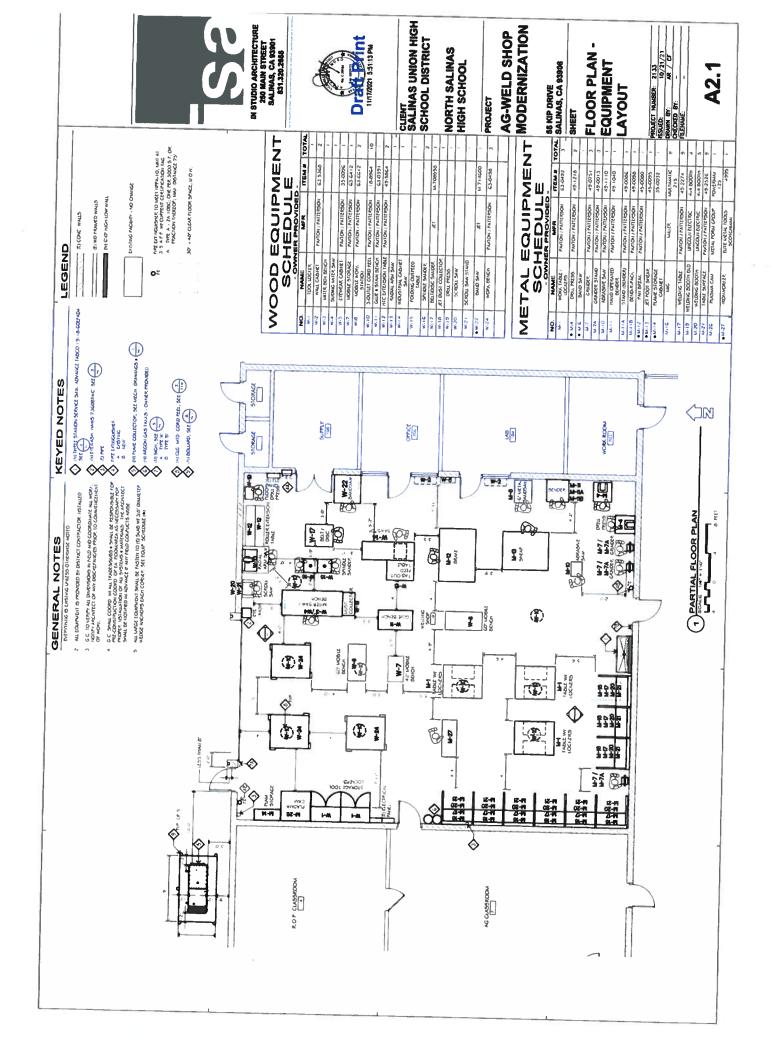
Meeting motion by: Xavier Barba, Bonduelle Fresh Americas Director of AG Supply

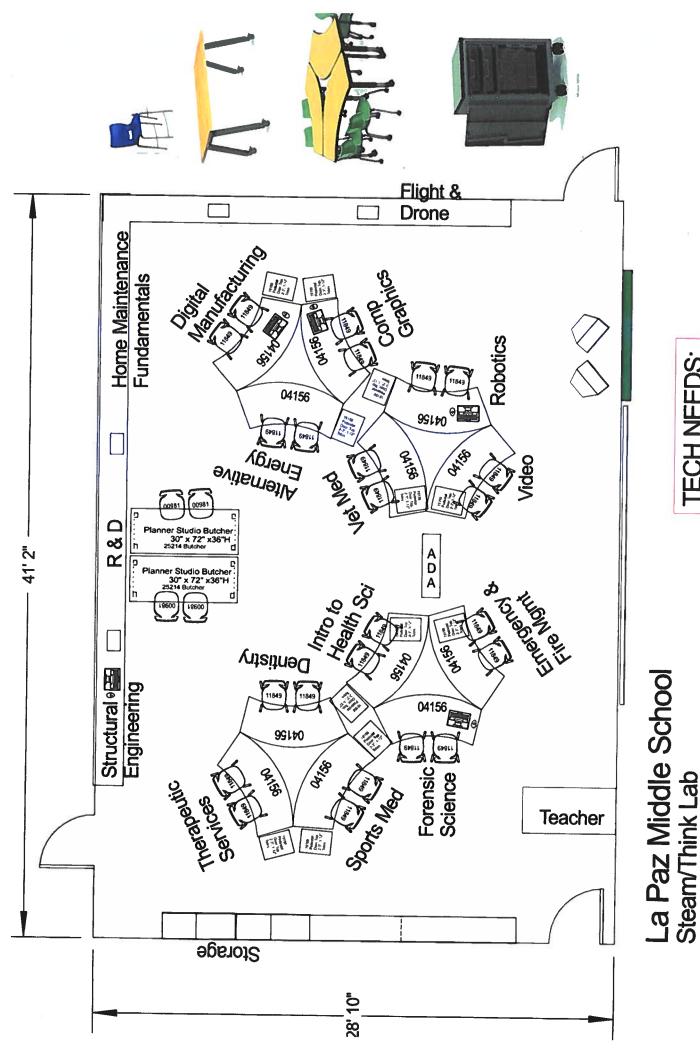
Second: Amber Woodward, Assistant Director of Student Support Services at Salinas Union High School District

Motion carried with a vote of 9-0.

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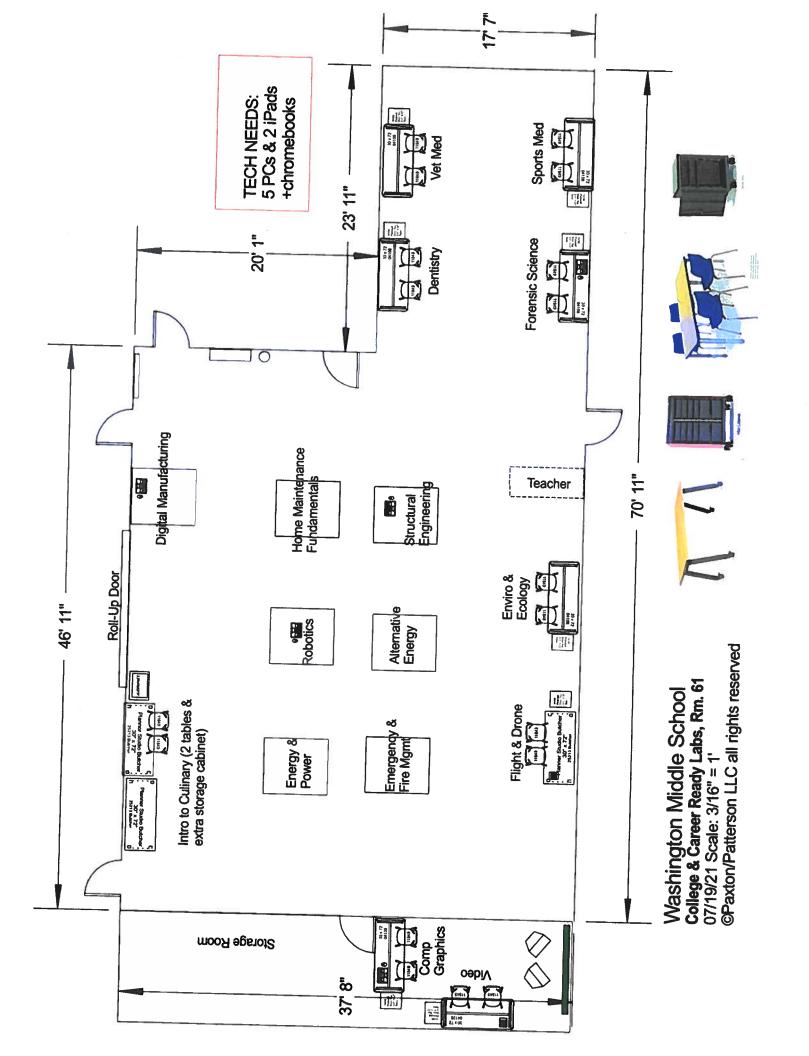
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TECH NEEDS: 5 PCs & 2 iPads +chromebooks

**College & Career Ready Labs** 05/26/21 Scale: 3/16" = 1' ©Paxton/Patterson LLC all rights reserved



# SUHSD CTE District Advisory Committee Bylaws 21-22

#### 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**

- 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.

#### **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 committee shall consist of representatives from the following 8 sectors: Agriculture, Health, Construction and Welding, Hospitality, Information and Communication/Engineering and Architecture, Arts, Media and Entertainment, Public Service and Transportation.

#### 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.

#### SUHSD

## **CTE District Advisory Committee Bylaws 21-22**

#### 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.

#### Section 4.

Membership terms will begin immediately following the first meeting 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.

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.

#### SUHSD

## **CTE District Advisory Committee Bylaws 21-22**

Officers shall be elected by simple majority at the **first** meeting of the school year and shall assume their offices immediately following the meeting. Officers may be reelected.

#### **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**

#### 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 (%) 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:

# SUHSD CTE District Advisory Committee Bylaws

#### **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.

#### **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.

#### 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.

#### SUHSD

## **CTE District Advisory Committee Bylaws**

#### 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.

#### Section 4.

Membership terms will begin immediately following the final meeting 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.

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 meeting of the school year and shall assume their offices immediately following the meeting. Officers may be reelected.

# SUHSD CTE District Advisory Committee Bylaws

#### **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**

#### 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 (¾) 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 Membership Chart 21-22**

Industry/Community College Members

Current Membership 20-21	Membership 21-22	Nominations
AG Sector: Xavier Barba	AG Sector:	AG Sector: Joshua Thatcher & Tony Madrono- Owners of JT Hoses and Fittings
AG Sector: Kelly Violini	Health Sector:	
Construction/Welding: Gary Walter	Construction and Welding:	
EDD Member: Joseph Faroote-Kruchas	Hospitality:	
Health Sector: Shannon Graham	Information and Communication/Engineering	Information and Communication/Engineering: Franco Sanchez- Career Specialist from Digital NEST
Health Sector : Omar Chombo	AME	
Health Sector: Evan Robinson	Public Service:	
CCC Rep: Clint Cowden	Transportation:	Transportation: Ray & Susie Rodriguez- Little Rays Trucking
CCC Rep: Matthew Fleming		

## **CTE District Advisory Membership Chart 21-22**

### **School Members**

Current Membership 20-21	Membership 21-22	Nominations
Certificated Staff: Allan Schooley	Certificated Staff	Certificated Staff: Joseph Frausto
Classified Staff: Audrey Sharp	Classified Staff	Classified Staff:
High School Administrator: Enrique Lopez	High School Administrator	High School Administrator:
SWD Representative: Amber Woodward	SWD Representative	SWD Representative:
Middle School Administrator: Teri Lopez	Middle School Administrator	Middle School Administrator:

## CTE District Advisory membership

13 members: 7 industry and 6 school

2018-2019 school year	2019-2020 School year	2020-2021 school year.	# meetings absent in 20-21 school year	Total number of years in the committee
Industry members:				
Gary Walter	Gary Walter	Gary Walter	0	3
Joseph Farrote	Joseph Farrote	Joseph Farrote	0	3
Shannon Graham	Shannon Graham	Shannon Graham	0	3
Brett Loomis	y period		x	x
Xavier Barba	Xavier Barba	Xavier Barba	1	3
Barbara Perry			х	x
Omar Chombo	Omar Chombo	Omar Chombo	5	3
Tom McCay	Kelly Violini	Kelly Violini	1	2
Clint Cowden	Clint Cowden	Clint Cowden	4	3
John Vorwerk	William Evans	William Evans	5	2
Luz Cedillo	Matthew Fleming	Matthew Fleming	2	3
School members:				
Mathew Fleming	Teri Lopez	Teri Lopez	3	2

Chantal Bailey	Enrique Lopez	Enrique Lopez	2	2
Allan Schooley	Allan Schooley	Allan Schooley	3	3
Leslie Ochinang	Leslie Ochinang	Audrey Sharp	0	1
Kim McCullick	Rebecca Vivit	Amber Woodward	0	1
Maria Leyva	Maria Leyva		х	х



# CTE District Advisory Calendar 21-22 DRAFT

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

Meeting	Location	Time				
Quarter 1	(Cancelled)	November 17, 2021				
Quarter 2	Hybrid: Mission Trails ROP and zoom	December 2, 2021				
Quarter 3	TBD	February 24th, 2022				
Quarter 4	TBD	April 28th, 2022				
Make up: Quarter 1 meeting	TBD	TBD				