



Prince William County Public Schools

Career and Technical Education Advisory Council Agenda

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

Date: October 17, 2023

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

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

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

Staff Present: Diana Collins, Nasir Ayoub, Danielle Meyer, Tim Vaughan, Shawnell Carmichael, Christine Good, Dr. Sarah Martin

Members not Present: Paul Fraser, Carl Mainwaring, Raheel Sheikh, Jennifer McKee, Wade Dyer, Melissa Boyle, Dr. Robert Melvin, and Victoria Dauerer

1. Call to Order

- Russell Keating called the meeting to order at 4:36 p.m.

2. Approval of Minutes

- Russell Keating moved to approve the April 18, 2023; minutes as written. Josh Labrie seconded the motion. There is no discussion. The ayes have it and the motion carries.

3. Action Items

- Nominations of Officers
 - Seeking nominations from the floor for Chairman. Todd Grover nominated Russel Keating. Josh Labrie seconded the motion. There is no discussion. The ayes have it and the motion carries. Russel Keating will serve as the Chairman for the 2023-2024 term.
 - Seeking nominations from the floor for Vice Chair. Russel Keating nominated Todd Grover. Heather Stietzel seconded the motion. There is no discussion. The ayes have it and the motion carries. Todd Grover will serve as the Vice Chair for the 2023-2024 term.
- Review Bylaws

- Dr. Sarah Martin went through all proposed changes to the bylaws explaining each in detail.
- Dr. Anaid Shaver suggested modifying the language under Officers and Duties of Officers to reflect those of elected positions. All locations in the document stating CTE Director will be updated to reflect CTE Administrator.
- Members revisited the discussion from the last meeting about the possibility of adjusting the times and locations for future meetings which would include amending the bylaws.
- Several board members commented on proposed changes to the meeting times. There were discussions on the following items.
 - Members discussed the proposed time change from 4:30 p.m. – 6 p.m to 7:30 a.m. – 9 a.m.
 - Proposed establishing dates and times for the upcoming year at the April meeting.
 - Recommended morning meeting from 8 a.m. – 9:30 a.m.
 - Members discussed that special meetings would be used to accommodate cancelations due to inclement weather (i.e., if the December or February meetings were canceled due to snow.).
- Josh Labrie moved to approve the proposed bylaws as amended. Russel Keating seconded the motion. There is no discussion. The ayes have it and the motion carries.

4. Information Items

- Welcome / Introductions
 1. The CTE Support staff provided a brief introduction of themselves to the members.
 2. Members each had an opportunity to introduce themselves to the group.
- CTE Overview
 1. Dr. Sarah Martin shared with members the PWCS Vision statement and provided an opportunity for members to share with a partner about how they connect with the statement.
 2. Christine Good provided an overview of what Career and Technical Education looks like in Prince William County Public Schools.
 3. Christine Good provided an opportunity for members to consider their top three Workplace Readiness Skills they believe an individual needs to be successful. Members had an opportunity to share with a shoulder partner their thoughts.
 4. Dr. Sarah Martin discussed the PWCS Strategic Plan Vision 2025. She shared the four key commitments and the connection CTE has to Vision 2025 within Learning and Achievement for All.
 5. Christine Good provided an opportunity for members to take a moment to share feedback and what might resonate with them as it relates to communication and course information, industry credentials, and work-based learning.

- Upcoming Events
 1. Danielle Meyer provided an overview of upcoming events. Danielle encouraged individuals to reach out to CTE Workforce Development Coordinators to become formal CTE WBL business partners if not already. Danielle encouraged members to save the date and attend upcoming events to engage with students, families, and business and industry representatives.
 2. The next CTE Advisory Council meeting is on **December 5, 2023**, from 8:00 a.m. – 9:30 a.m., and will take place virtually.

5. New Business

- There is no new business.

6. Adjourn

- Russel Keating moved to adjourn the meeting. Josh Labrie seconded the motion. The ayes have it and the motion carries. The meeting adjourned at 5:59 p.m.

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