



Prince William County Public Schools

Career and Technical Education Advisory Council

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

Date: February 18, 2025

Time: 8 – 9:30 a.m.

Location: Unity Reed High School, 8820 Rixlew Ln, Manassas, VA 20109

Members Present: Josh Labrie, Anaid Shaver, Russ Keating, Tate Jordan, Will Mehr, Heather Stietzel, Melissa Boyle, and Drew Miller

Guests: none

Staff Present: Kendra Stacks, Dr. Sarah Martin, Nasir Ayoub, Christine Good, Tim Vaughan, Ben Stodola, and Shawnell Carmichael

Members not Present: Carl Mainwaring, Wendy Downey, Todd Grover, and Jackie Roskos

1. Call to Order

- The meeting was called to order at 8:10 a.m. by Josh Labrie.

2. Approval of Minutes

- Draft of the December 10, 2024 meeting minutes were shared via email in advance.
- Mr. Russ Keating moved to approve the minutes as presented. Mr. Tate Jordan seconded the motion.
- The ayes have it and the motion carries. The minutes are approved as presented.

3. Acceptance of Perkins V Budget

- Dr. Sarah Martin presented the 2025-26 Perkins V budget to the advisory council during the meeting.
- Mr. Russ Keating moved to accept the 2025-26 Perkins V budget as presented. Dr. Anaid Shaver seconded the motion.
- The ayes have it and the motion carries. The budget is accepted as presented.

4. Information Items

- CTE Month
 1. Dr. Martin shared the 'Brentsville District Highlights from Erica Tredinnick' video presented in the School Board Monthly Roundup.

2. Dr. Martin applauded Mr. Jordan's receipt of the Human Rights Award.
 3. Ms. Christine Good shared that a senior at Hylton High School has been recognized as a VA nominee for the 2025 US Presidential Scholars Program in CTE.
 4. Mr. Nasir Ayoub shared that Prince William County Public Schools (PWCS) has 10 students signed up for the Mason Game and Technology Academy (MGTA) enrichment programs.
 5. Ms. Good shared that we have Career and Technical Student Organization (CTSO) competitive events coming soon. These include DECA, FBLA, and FCCLA state conferences.
 6. Ms. Melissa Boyle shared that it is Engineers Week. There are 75-100 students visiting Lockheed Martin Wednesday, Thursday, and Friday this week.
 - Colgan High School and Patriot High School have been invited to compete in the company's Code Quest competition this year.
- CTE Advisory Council (CTEAC) Bylaws
 1. Mr. Labrie shared that PWCS has updated their policy on committee/council bylaws.
 - Section 5.6 of the bylaws instated by the policy states "Unless authorized by the virtual meeting policy, all committee meetings shall be conducted in person with a quorum physically assembled in one location." This indicates that the Advisory Council may adopt a virtual meeting policy to allow virtual meetings.
 - Section II.b.x of the Committee Virtual Meeting Policy provided by PWCS allows that the council can meet virtually up to twice per year.
 - Mr. Labrie will work with Dr. Martin to draft a virtual meeting policy.
 - The draft will include that the October and February meetings are in-person and that the December and April meetings will be held at a school or virtually.
 2. Mr. Keating suggested that the council build in flexibility, allowing members who are unable to attend an in-person meeting to attend virtually.
 3. Mr. Keating asked about the public having access to the council meetings. Dr. Martin advised that the CTE Support Team will provide an RSVP link on the CTE website to allow those not on the council to join the meeting.
 4. Dr. Shaver asked if for Freedom of Information Act (FOIA) purposes, it would be pertinent to record the CTE Advisory Council meetings.
 - Mr. Keating replied that it wouldn't be necessary since we record meeting minutes.
 - Mr. Labrie replied that recording would be above and beyond what is required.
 5. Dr. Martin informed the council that they will need to elect a secretary for the 2025-26 school year when they convene in April.
 6. The advisory council will vote on approval of the updated bylaws at the April 8, 2025 meeting.

5. New Business

- Perkins V Budget
 1. Mr. Labrie asked if there is an update to how the federal funding changes will affect Perkins V.

- Dr. Martin replied that the application is still in review and that there has been no indication of a hold-up to the process.
- 2. Dr. Martin shared that the current Comprehensive Local Needs Assessment (CLNA) covers the 2025-26 school year, however, next year the CTE Advisory Council's assistance will be needed to complete the new CLNA. This must be completed every two years.
- 3. Dr. Martin reviewed the purpose of the Perkins V grant, which is to develop the academic knowledge and technical employability skills of CTE students.
- 4. Dr. Martin went over the performance indicators, which is the skillset data of CTE completer students.
 - For the purposes of tracking program quality, it is important to keep competency records until 5 years after a student has graduated.
 - Mr. Labrie asked the status of these indicators.
 - Dr. Martin replied that PWCS CTE is falling short in the 'non-traditional program concentration' and 'post-secondary credentials' categories. She explained that the data for credentialing has been inconsistent, and that Mr. Ben Stodola will be ensuring that all data is uploaded moving forward. Ms. Good reassured the council that the non-traditional category is a known difficulty across the state and is not just PWCS.
- 5. Dr. Martin explained that the Perkins V grant is a formula grant and went through the breakdown of the formula.
 - The indirect cost is used as part of a salary.
 - Ms. Good noted that PWCS is the second largest school district in the commonwealth and the most diverse.
- 6. Dr. Martin reviewed the required uses of funds. This portion is sixty (60) percent of the grant budget.
- 7. Dr. Martin explained that CTE will be hiring a consultant to perform a non-biased evaluation/audit.
- 8. Mr. Jordan asked if the funding for special populations goes to transition services and Dr. Martin replied that it does go to CTE students within transition services.
- 9. Dr. Martin shared the budget breakdown, including a pie chart illustration.
- 10. Mr. Jordan asked if CTSO funding goes to the CTSO advisors.
 - Dr. Martin and Ms. Good explained that funding for advisors will come from local funding and will need to comply with collective bargaining.
- 11. Mr. Will Mehr asked if an end-of-course exam is included in the student competencies.
 - Ms. Good explained that they are considered to be separate.
- CTE Business Partner Recognition – Levels of Engagement
 1. Ms. Good shared that during the CTE Support Team's Continuous Improvement Plan (CIP) meetings with the Superintendent, Dr. LaTanya D. McDade asked what business partner engagement looks like and how it can be quantified. The CTE Support Team put a point system in place to gauge business partner engagement.
 - Ms. Good posed the question "Does this process accurately measure the impact of our business partners?" on which the council and CTE Support Team are asked to reflect.
 - There are 357 business partners on the dashboard.
 - The platinum-level business partners were recognized at Secondary Day in August 2024.

- Ms. Good shared the methods of engagement for which business partners may earn points.
- 2. Ms. Good requested real-time feedback on how to improve business partner engagement.
 - Ms. Boyle observed that 193 of 357 partners are not even ranked and posed the rhetorical question, “What are they doing?”
 - Ms. Heather Stietzel suggested awarding points for businesses referring other businesses who then become business partners.
 - Ms. Stietzel also offered the suggestion to award points for businesses going into classrooms to speak to the students.
 - Mr. Ayoub offered that this is a great idea, however, often times, these things are not reported.
 - Mr. Ayoub explained that business partners are given a QR code to record their engagement and teachers are asked to report when they have a business partner speak to their class.
 - Mr. Labrie suggested an introduction package with suggestions and possibly a tour. He offered the idea of an initial virtual meeting and suggesting specific program alignment to the business partner. He conveyed that business partners may need to be trained.
 - Mr. Keating suggested giving an initial engagement point for attending and observing an event.
 - Mr. Drew Miller suggested creating a training video to share with business partners.

6. Adjourn

- The next meeting is on April 8, 2025, from 8 – 9:30 a.m., virtual.
- Josh Labrie called to adjourn the meeting; Russ Keating moved to adjourn, and Tate Jordan seconded the motion. The ayes have it and the motion carries. The meeting was adjourned at 9:41 a.m.

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