

Virginia Advisory Committee for
Career and Technical Education Meeting Minutes
March 2, 2006
CTE Resource Center, Richmond, VA

Attending: Mike Mills, Judy Sorrell, Daisy Stewart, Caroline Martin, Elizabeth Russell, Toney Rigali, Brenda Long, Johnny Cates, and Theresa Bryant.

Welcome: Caroline Martin

The following CTE Updates from VDOE was given by Elizabeth Russell:

Comments from Public Hearings on School Accreditation: Elizabeth attended the hearing held at Highland Springs High School. There were not many in attendance at any of the hearings, but those attending did support CTE.

Creating Excellence Awards: The awards program will be held June 5, 2006 at the Sheraton West Hotel in Richmond on West Broad Street.

Career Prep Academy Program: A pilot program was completed with three community colleges and four school divisions participating. They were: Patrick Henry Community College serving Henry County; Rappahannock Community College serving Gloucester; and Eastern Shore Community College serving, Northampton and Accomack Counties. The program was for students that were scheduled to graduate in 2005 but because they were missing class credits or did not have a verified credit did not graduate. To complete the pilot program the students had to finish a CTE program and take the industry certification test and pass and complete any other high school requirements for their diploma. The lowest success rate was 33% at the divisions that spent most of their funds on equipment and 88% on the divisions that spent the larger amount of their funds on personnel. This program does not require a lot of "seat" time. The students can just take the tests. Any student participating had to have a Kuder assessment and sign a contract. All of the programs had begun by July 1 and had to be completed by December 30. As a result of this program, we also had some students that re-enrolled in high school. The program will run again this year with the same three community colleges and same school divisions.

Path to Industry Certification: This program went statewide this year. The program is for graduates that did not receive an industry certification. The deadline for next year's enrollment in the program is April 1. At this time we only have 33 compacts signed. Scott Kemp and Leonard Sledge (community colleges) keep in touch with the coordinators. The community college is working on an orientation program for the students to attend. Most of the students in this program need a lot of motivation and follow-up. A large number of the participants do decide to go on to community college.

Industry Certification - Students: We have reimbursed about \$230,000 for students taking the industry certification tests while they are still in high school. Since this is

being added to the report card for each school division we have seen an increase in participation. The school divisions are reimbursed on a first-come, first-serve basis. We have another \$150,000 from the Governor to use for teacher certification. Since teacher certification is covered by Perkins, we have requested to use the \$150,000 to cover student testing. This should help cover most of the requests for payment. The requests for payment can be sent in up to June 30, but the tests must be given by June 1. The divisions can't request test vouchers and then give the tests after being reimbursed

Industry Certification – Teachers: A supts. memo will go out later in March announcing spring academies. Some will be offered at individual summer conferences. The biggest problem we are having is finding testing sites. Some tests require that school divisions take down fire walls and they don't like doing this. The goal is for all teachers to be certified in their program area. Gordon Creasy will be distributing notebooks to all school divisions at the spring regional meetings to be held in Richmond and Roanoke. The notebooks have a section for each program area detailing information on industry certification. Judy Sorrell asked if we are going to create a curriculum alignment guide – we can't really do this since we do not know exactly what is given on the tests. The teachers are not allowed to take the tests.

Virginia Budget Status: The governor and house have suggested that CTE receive money for industry certification. Still waiting to hear from the senate. Senate Bill 709 – Workforce Enactment Bill – the bill included all of secondary education this time. It would have given Workforce Development the power over the money and our programs. Senator Hawkins was the sponsor of the bill. His concern was to look at workforce issues to better prepare for the jobs that are available. Approval needs to be at the local level as we look at the job force. The bill has gone into study. We will need to monitor and have secondary CTE individuals respond.

Perkins Status: We are still operating under the re-authorization and will continue at this status for another year. The president took out Perkins and put in American Competitive Initiative (ACI). Kim Green at the State Directors Association has been meeting with aides. We can't take for granted that Perkins will always get back in the budget. Judy Sorrell attended the National ACTE Conference this year. This conference is parallel to our teachers conferences.

Meeting with Dr. Pat Wright, Acting Superintendent: We were told at this meeting that CTE is on the governor's "screen" again. We will be meeting with the Secretary of Education in the near future. He is meeting with each area to get a better understanding of what it is we do. Judith Heiman, Deputy Superintendent in Education is communicating with DOE at this time, but a deputy has not been assigned to work with DOE at this time. Brenda and John Ledgerwood are trying to set up a meeting from the association side to meet with the Secretary of Education.

There was discussion as to whether local school divisions are partial to college over CTE. Brenda said from her local perspective she does not find this true. It seems to come into play more with higher education than at the local level.

Scott Kemp, specialist for career connections, has been contacting guidance counselors. He has created a flow chart for the governor that goes from middle school through high school. It clearly shows programs all the way to a four-year college. A copy of this flow chart will be sent to the committee. All guidance counselors will be invited to attend the next CTE joint summer conference. Daisy shared that she thinks the Career Coaches program will help. School divisions are going through a training process now and it has the potential to work very well. Elizabeth Creamer at the VCCS is doing an excellent job on communicating with the DOE and letting us know what is going on with VCCS programs. We are now working more closely with the VCCS with Elizabeth Creamer's help.

New Position in CTE Office: Two career cluster coordinator positions have been created. They are at the same level at the associate director position. They will help Jim with local plan approval and each is responsible for four program areas. We had an excellent response to the positions and will interview with the next week. We also will be getting another full-time support position to work for these two positions. The money for these positions comes from funds we already had in Perkins in administrative leadership monies. Once these positions are filled we can advertise to fill the Family and Consumer Sciences Education specialist position. They wanted to wait to fill this position until the coordinator positions are filled to give everyone a change to apply for the coordinator positions if they wanted to.

Federal On-Site Monitoring Visit: We will have a visit October 16-20. We hope to have some of the CTE staff attend a federal review in other states before they come to Virginia. This would give us a better idea of what they are looking for.

Updated Advisory Committee List: The list will be sent to all committee members.

Minutes: There were no official minutes taken at the last committee meeting.

Update Handbook: The handbook is being finalized and copies will be sent to advisory committee and secondary principals. We need to include the purpose of the committee in the handbook.

Election of Chair and Vice-Chair:

Caroline Martin read from the Bylaws. Under membership it states that the members shall be appointed by the Board of Education and will be comprised of thirteen persons to serve three-year staggered terms. Members may be nominated to serve for a second three-year term and may serve up to a maximum of six years. The original appointments were made by the governor, but are now made by the Board of Education. The committee should reflect the geographic regions of the state.

At this meeting we need to elect a chair and vice-chair.

Caroline Martin suggested that Tracy Carmine from Riverside be put as a suggested replacement when she goes off of the committee in June. Caroline will resign as of June

30 this year and will submit her letter of resignation for this date. Tracy is willing to serve and is a member of the Workforce Development Board in the Suffolk area. This would give the committee a representative from that region.

Discussion followed on meeting in April 25 and 26 at the KnowHowVirginia meeting at the Crossings in Richmond to elect committee members, but it was decided to go ahead and elect a new chair and vice-chair at the March meeting.

The terms of office :

Three-Year Term ending 2006

Franklin Harris
Caroline Martin
Johnny Cates
Theresa Bryant

Three-Year Term ending November, 2007 (reappointments)

Mike Mills
Craig Balzer
Judy Sorrell
Toney Rigali

Three-Year Term ending August, 2008 (reappointments) *reappointed August, 2005*

Daisy Stewart
Ray Tate
Brenda Long
Parker Johnson

A motion was made by Daisy Stewart – If members were appointed for an initial term of less than three years, they can still serve up to an additional two full three-year terms. Johnny Cates seconded the motion. All were in favor and motion carried.

Nominations were taken for chair and vice-chair:

Daisy Stewart was nominated by Judy Sorrell to serve as chair and seconded by Johnny Cates. All were in favor and the motion carried.

Johnny Cates nominated Mike Mills to serve as vice-chair and it was seconded by Judy Sorrell. All were in favor and the motion carried.

Their terms will begin July 1, 2006.

Caroline said it has been a very good learning process serving as chair. We need to look for more ways to partner with schools.

Judy Sorrell discussed having the advisory committee meetings coincide with regional meetings and hold in the different regions of the state. The committee used to announce

the meetings ahead of time, have an open forum where the public could attend and sign up to give comments to the committee. It was discussed that this was only done when the committee was appointed by the governor. Now that it is appointed by the BOE we do not have to publicize each meeting to the public so they can attend.

Mike Mills suggested we meet a minimum of one time a year in one of the regions.

Was suggested we might structure the meetings to meet at a different location each time (if possible) and have a business meeting, attempt to tour an appropriate business or school facility and extend an open invitation for business representatives in the area to attend the meeting. Daisy suggested we meet on a regular basis in the regions as possible. All in attendance agreed.

Annual Report/Recommendations to Virginia Board of Education

It was decided by those attending to include the following items:

1. Advisory Handbook
2. Commendation to state CTE office and VACTE – inclusion of certification on the Report Card
3. Support of industry certifications
4. Support of CTE Resource Center
5. Appointments
6. Commendation on level of attention to CTE in the former administration and senior year plus program - Brenda Long suggested this be worded with continued support of the current administration – focus on the good that was done and continue with the new administration.
7. Support for Perkins again
8. Virginia Career Foundation (should Emily Richardson be invited to attend this Board meeting? – was decided she should be invited)

Mike Mills requested that the committee be sent a copy of the materials presented at last year's board meeting and we will also send a draft of the materials to be presented this year to the committee.

Judy Sorrell asked if we could get a sample letter to give out at the local level in support of Perkins and CTE. It would need to include specific items at the particular division you are in also.

Transition Portfolio – handout

Judy Sorrell distributed a copy of the Portfolio for Transition and Special Education Transition Needs Assessment that are used by the Shenandoah Valley Regional Program. This needs assessment is used by a team to determine what is needed by a school building for special needs. This assessment has been presented at meetings and so far six other states have contacted the Shenandoah Regional Program to get a copy of the materials. They are in the process of putting the materials on the Web. There is also a CD that goes with the Portfolio that produces the forms for each program. Special education students

did not used to have a grade level, but are now assigned a grade level. Shenandoah is presently looking at purchasing a home to get the students out of the schools and into a real life setting for further training. These materials have also been shared with other areas in Virginia.

Elizabeth Russell reported that Darlene Blake is the new KUDER representative in Virginia.

Johnny Cates asked if there is a site that we can get out CTE success stories to the public. It was suggested that KnowHowVirginia would be a good start.

The state CTE office now has a monthly newsletter going out to all CTE administrators. The advisory committee will be added to the mailing list for the newsletter.

Date of Next Meeting:

Elizabeth Russell suggested the committee meet next in Richmond before the Creating Excellence Awards meeting at the Sheraton West Hotel on June 5.

Board of Education Meeting – If possible, all of the advisory committee is invited to attend the BOE meeting presentation in June. Information will be sent out closer to the date.

Caroline asked if there was any further new business. There being none, the meeting was adjourned with lunch following.