



**Career and Technical Education
Advisory Committee
Minutes
October 15, 2024**

The Career and Technical Education Advisory Committee meeting was held at The College and Career Academy at Pruden and virtually on October 15, 2024, at 1:30 p.m. Members in attendance included Summer Ames; Karen Bazemore; John Cotton, Jr.; Shawnda Funderburk; Tracey Hamilton; Karen Hazelwood; Dr. Sherri Johnston; Dr. Katelyn Leitner; Justin Nemeth; Dr. Justin Oliver; Mona Parker; Judy Raymond; Dr. Andre' Skinner; Dana Spruill; Joan Turner; and Angela Turntine. Guests in attendance included Jaden Knight (CCAP Welding Student); Addison O'Hara (CCAP Cosmetology Student); and Desyree Perkins (CCAP Nurse Aide Student).

Welcome and Introductions

Dr. Andre' Skinner called the meeting to order and welcomed each member and guest.

Approval of the April Minutes

The April minutes were approved as presented.

CTE Coordinator's Report

Dr. Andre' L. Skinner, Director

Career and Technical Education & Adult Education

New Business:

● **Career and Technical Education Mission**

Dr. Skinner read the following Career and Technical Education mission statement: "The mission of the CTE Department is to equip students with the skills, knowledge, and hands-on experiences needed for success in the workforce, higher education, or lifelong learning".

● **New Members for 2024-2025**

- | | |
|---------------------|-----------------------|
| o Summer Ames | o Dr. Sherri Johnston |
| o Tracey Hamilton | o Rebecca Parker |
| o Paul Jodun | o Dr. Cynthia Tyler |
| o Hermionne Johnson | o Kimberly Warholack |

● **Building the Bridges to Future Careers**

Dr. Skinner explained that the purpose of the Building the Bridges to Future Careers activity is to connect students to their future careers with the support of the advisory council. Each member and guest in attendance was given a post-it note. They were asked to write their name, professional role, and a brief description of how they can enhance CTE programs or offer opportunities for students (e.g., industry insights, internships, mentoring, etc.).

The shared bricks (post-it notes) by the council members and guests were to offer internships, mentorships, job shadowing, partnerships, help write grants, host a career fair for middle schoolers showcasing the programs offered at the College and Career Academy at Pruden (CCAP), market CCAP to middle schoolers, provide volunteer opportunities, and teach students soft and hard skills.

Dr. Skinner stated the focus of Suffolk Public Schools is to transition students into the workforce, college and the military.

- **What is the Advisory Council?**

Dr. Skinner stated that the CTE Advisory Council is an essential part of a state-approved Career and Technical Education (CTE) department. The council brings together industry experts and business leaders whose expertise helps ensure the development of high-quality CTE programs. These professionals play a crucial role in shaping a skilled and educated workforce.

- **What is the purpose of the Advisory Council?**

The council serves as a valuable resource and bridge between the workplace and CTE teachers, administrators, and students, the lifeline between the workforce and the students.

- **Who makes up the Career and Technical Education Committee?**

The committee consists of CTE teachers, representatives from the appropriate program-specific businesses, industry, community representatives, at-risk youth, administrators, counselors, special population personnel, and student and parent representatives.

- **What are the responsibilities of the Advisory Council Chairperson?**

The role of the council's chairperson is to provide direction and to serve as a spokesperson for the program advisory committee. The chairperson of the committee must be an individual who has served in business and industry, and possesses knowledge of the needs of the program related to business and industry. The chairperson and Dr. Justin Oliver have to review the annual CTE Perkins V plan yearly and sign for submission to the Virginia Department of Education.

- **Advisory Chairs**

Dr. Skinner asked for nominations for the Advisory chairperson for the next term. Mrs. Angela Turntine and Mrs. Mona Parker nominated Mr. John E. Cotton and Dr. Sherri Johnston nominated herself. Dr. Skinner asked that each nominee submit their resumé and a Google form will be created for members to cast their vote for the Advisory chairperson.

- **Partners In Education Interest Form**

Dr. Skinner shared the link to the Suffolk Public Schools Partners in Education page and asked the council members to share the link with possible new alliances.

- **CTE Programming**

Dr. Skinner shared links to the following three brochures: the Career and Technical Education Career Cluster offerings, "What Is A Credential?", and 21st Century Workplace Readiness Skills for the Commonwealth. He asked each member to view the links at a later time.

- **Perkins Funding for 2024-2025 School Year**

Dr. Skinner stated the Perkins V funds for the 2024-2025 school year are approximately \$293,593.22. The funds will be used to support the following:

- Personal Services (Teacher Curriculum Writing) - \$11,948.32
- Employee Benefits (Taxes) - \$2,437.72
- Purchased Services (Teacher Conferences, Registrations, Lodging, Industry Credentialing Tests, Career Fair, and etc.) - \$129,880.88
- Indirect Costs (Travel Reimbursement, Student Conference) - \$10,000.00
- Capital Outlay (Equipment) - \$139,326.30

Page 3
Minutes
October 15, 2024

- **Updates to Programs**

Dr. Skinner informed the committee that updates will continue to be made in the classrooms and labs of the Career and Technical Education department. GOTEC program is being piloted at King's Fork and John Yeates Middle Schools. The Utility and Heavy Construction program received a simulator.

- **Student Events**

The 16th Annual Professional Student Conference will be held on Thursday, February 27, 2025. The conference is designed to enhance students' knowledge of expectations in the workplace and provide an opportunity for students to identify a career focus.

The 33rd Annual Career Expo will be held on Thursday, May 1, 2025. The event welcomes all high school seniors who have completed a Career Technical Education course during their high school tenure. Seniors will engage in both simulated and real interviews aimed at potential hiring opportunities.

Meeting Dates 2024-2025 (2nd Tuesday of the Month Unless Otherwise Noted)

- December 17, 2024 - Council Meeting
- February 4, 2025 – Council Meeting
- April 29, 2025 - Council Meeting

- **Adjournment**

Respectfully submitted,



Shalarrria D. Skinner, CTE Assessment Assistant
CTE Advisory Committee Secretary

sds