



**Career and Technical Education
Advisory Committee
Minutes
December 12, 2023**

The Career and Technical Education Advisory Committee meeting was held at The College and Career Academy at Pruden and virtually on December 12, 2023, at 1:30 p.m. Members in attendance included Karen Bazemore; Ross Boone; John Cotton, Jr.; Rita Detrick; Shawnda Funderburk; Dr. Katelyn Leitner; Angelo Milan; Justin Nemeth; Alexandria Parker; Mona Parker; Judy Raymond; Andre' Skinner; Shalarrisa Skinner; Terry Smith; Susan Stubenrauch; and Angela Turntine. Guest in attendance included Xyonne Aker (CCAP Veterinary Science Student).

Welcome and Introductions

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

Approval of the October Minutes

The October minutes were approved as presented.

CTE Coordinator's Report
Andre' L. Skinner, Director
Career and Technical Education & Adult Education

New Business:

● **High Quality Work Based Learning**

Mr. Skinner shared the Career & Technical Education (CTE) High Quality Work Based Learning Guide (HQWBL) and the High-Quality Work Based Learning Opportunities document.

Ms. Rita Detrick asked why is the priority on offering internships versus the other opportunities?

Mr. Skinner stated that the priorities are on internships because of Suffolk Public Schools duty to have students employed, enlisted or enrolled. With workforce development being one of the priorities of Suffolk Public Schools CTE Department, HQWBL guide explains processes in conjunction with the content from the CTE courses that are preparing the students for the workforce. SPS wants to make sure that students who are enrolled in Career & Technical Education courses receive opportunities to participate in relevant hands-on experiences, including many that may offer students paid employment.

Ms. Detrick asked what about offering registered apprenticeship opportunities to the students?

Mr. Skinner stated there are rules/regulations for businesses to offer registered apprenticeships and many of the high schools' students do not meet the requirements. They also require businesses to register as a site and many of the businesses decide against registering as an apprentice site.

Mr. Skinner updated the council members on the Suffolk Public Schools STAR (Start Today and Rise) program. The program offered internships to juniors and seniors during the summer. Nine Suffolk Public Schools departments participated in the program during the 2023 summer. The students applied for the internships through the SPS employment website. Interviews were conducted by Mrs. Alexandria Parker and Mr. Skinner. The starting pay was \$14.46. The goal was to hire 20 students to work in high quality high wage positions for 9 weeks. The program will continue during the second semester this school year. Several Suffolk Public Schools departments have expressed an interest in hiring students.

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- **Advisory Council Planning Document 2023-2024**

Mr. Skinner asked all of the council members to complete the Advisory Council Planning document and submit to him so that he would be able to utilize their strengths to be an asset to CTE programming, student internship opportunities, mentorships, and the modernization of equipment in their fields of expertise.

- **Student Events**


Mr. Skinner announced that the Fifteenth Annual Professional Student Conference will be held on Tuesday, February 6, 2024 at the Hilton Garden Inn Suffolk Riverfront. The conference is designed to provide 9th grade students an opportunity to interact with career programs offered by Suffolk Public Schools' at The College and Career Academy at Pruden. It also gives students an opportunity to learn more about the programs, career clusters, and career interests as they take an interest inventory to assist with future class scheduling.

The February 6, 2024 committee meeting will be held at the Hilton Garden Inn along with the 15th Annual Professional Student Conference to allow the CTE Advisory Council an opportunity to observe the event and make any necessary upgrades to enhance the direction of the programming.

Meeting Dates 2023-2024 (2nd Tuesday of Month Unless Otherwise Noted)

- February 6, 2024 - Committee Meeting
- April 16, 2024 - Committee Meeting

Respectfully submitted,



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

sds