

**CAREER AND TECHNICAL PREPARATION DEPARTMENT  
DISTRICT-WIDE ADVISORY COMMITTEE MEETING  
APRIL 21, 2010 @ 4:00 PM  
JOHN F. KENNEDY HIGH SCHOOL – ROOM E-3**

**MEETING MINUTES**

**ADVISORY COMMITTEE MEMBERS PRESENT:**

Judy Beachler, Dean  
Los Rios Community College District, Cosumnes River College  
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Mike Brunelle, Director II  
SCUSD Career & Technical Preparation Department  
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Thomas Burruss, Community Development Specialist  
Burruss & Associates  
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Linda Christopher, Director of Educational Innovation  
LEED Sacramento  
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Jim Dobson, Director II  
SCUSD Planning & Construction  
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Bobbe Dworkis, Service Area Manager  
County of Sacramento  
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Sally Leake, Education Entrepreneur  
SCUSD – Career Technical Preparation Department  
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Michael D. Lee, Member Education Manager  
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Simone Munguia  
Department of Motor Vehicles  
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Kathleen Sailer, Computer Graphics Instructor  
SCUSD, John F. Kennedy H.S.  
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Anette Smith-Dohring, Project Manager  
Sutter Health, Sacramento Sierra Region  
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Louise Stymeist, Coordinator  
SCUSD, Career & Technical Preparation Department  
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Cindi Swindle, Supervisor  
SCUSD, Special Education Department  
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Elizabeth Wallner  
Consultant  
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Andrew Woodward, Construction Technology Instructor  
SCUSD, Luther Burbank H. S.  
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Karen Young, Community Member  
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- I. Tours:
- a. Tour of Automotive Classroom and First Robotics team.
  - b. Tour of Culinary Kitchen and food prepared by culinary students.
- II. Welcome and Introductions:
- a. All participants welcomed and each introduced themselves.
  - b. 2009/2010 District Wide Advisory Committee Meeting Minutes (Mike Brunelle)
    - i. Minutes were distributed 48 hours prior to the start of the meeting for participants to review.
    - ii. The Committee voted on the minutes and unanimously approved them as written.
  - c. Program Update/Overview (Louise Stymeist)
    - i. The local CTE Plan was presented to the group and discussed. Items on handout include:

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1. Middle School Exploration program which explores summer as a potential time for delivery for the middle school career exploration model. This program is being prepared for 2011 summer school;
  2. Counseling to provide CTE focused staff development for middle school and high school counselors. Elizabeth Wallner agreed to provide gender equity training in August;
  3. Programs of study which includes providing staff development on curriculum integration for SLC teams and continue to develop programs of study in SLCs;
  4. Complete Biotechnology, Automotive and Renewable classroom renovations and add more instructional supplies and equipment to these classrooms;
  5. Purchase of instructional materials and equipment in order to add robotics classes and introductory classes to the Engineering Academy at Hiram Johnson High School;
  6. Fiscally support of NATEF application for J. F. Kennedy High School automotive program by purchasing necessary instructional materials and equipment;
  7. Update of at least two computer labs in CTE classrooms;
  8. Status of Career Technical Student Organizations in the LEAs;
  9. A handout was provided of the ROP and CTE classes that currently had articulations between the high school class and their community college or state college partner. Students in these classes earn college credits. All articulations with the community college do not require any financial processing fee. Articulations through the ACE CSUS program do require a cost of \$35.00 to process;
  10. Items were reviewed and discussed;
  11. The Committee voted and unanimously approved items as written.
- d. Facility and Capital Improvements:
- i. Carl Perkins funding to be used to purchase and install welder at J. F. Kennedy High School for First Robotics and Automotive classes. (Louise Stymeist)
    1. Project discussed and the Committee unanimously approved.
  - ii. Carl Perkins funding to be used to purchase and install an engraver for Sacramento New Technology High School for their CADD class. (Louise Stymeist)
    1. Project discussed and the Committee unanimously approved.
  - iii. Carl Perkins funding to be used to update the Biotechnology Lab at Hiram Johnson High School. (Louise Stymeist)
    1. Project discussed and the Committee unanimously approved.
  - iv. Capital Asset Management Department presenting capital improvements for Luther Burbank High School. (Jim Dobson)
    1. This Luther Burbank athletic complex being built in coordination with the City of Sacramento. The City of Sacramento and SCUSD school sites in the area will be able to utilize the facilities;

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2. Luther Burbank sports teams currently use off site facilities to conduct their activities;
  3. This project will utilize State Modernization, State Youth Funding, Special Education and Proposition 84 funding. No Career Technical Education funding will be utilized for this project;
  4. This project will be built in 3 phases, the first 2 phases costing approximately \$7 million to build, with the 3<sup>rd</sup> phase costing approximately \$2 million. This project should take 3 years to complete;
  5. Two new special day classes are being built on the property. There will be an orthopedic therapy center with therapeutic equipment and padded floors for student therapy sessions. After school the facilities will be utilized by the sports teams for training;
  6. The entire facility, including an announcer box, will be utilized by the Radio & TV ROP/vocational class for reporting on sports activities. Sacramento Bee sports writer mentors the students in this class;
  7. This project was discussed and the Committee unanimously approved the project as written.
- v. 2010/2011 Carl Perkins Application for Funding (Louise Stymeist)
1. The 2010-2011 Carl Perkins Application for Funding and a Budget Narrative was presented to the Committee.
  2. The items were discussed.
  3. The Committee voted and unanimously approved the Application for Funding as written.
- vi. 2009/2010 List of Expenditures (Louise Stymeist)
1. The 2009-2010 Expenditure Report was presented to the Committee.
  2. The expenditures were discussed.
  3. The Committee voted and unanimously approved the Expenditure Report as written.
- vii. Labor Market Update
1. The EDD Representative was unable to attend, but submitted a written labor market update.
  2. Labor Market trends were discussed and the process in which classes were decided on and continued was presented to the Committee.
  3. Committee members presented information from their various occupational areas including Banking, Business, Community Development, Construction, Education, Government, Healthcare, and Special Education. All felt there was growth potential and provided what type of certifications would be desirable for students in their specific occupations.

III. Community Update, Input, Assessment:

- a. Sutter Health partner discussed how Sutter Health has given approximately \$30,000 - \$40,000 every year to Health Professions High School in the form of computers, equipment and curriculum. Since they fund practically everything that they might

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- need they inquired as to why there was Carl Perkins funding allocated to them. Carl Perkins funds items that are specific to education that Sutter may not have, along with funding HOSA advisory instructors and activities. Also being funded is the Science and Engineering High School Engineering Lab which will cost approximately \$100,000 next year. Also being funded next year is a computerized law library for the Legal Careers computer lab.
- b. It was discussed that in the past CTP had Entrepreneurs who would be the point of contact for the business partners and school sites in making sure schools received support from the business partners and business partners had a clearer connection to the school sites. Because of funding issues, many of the entrepreneurs are no longer employed by SCUSD, which loses the connection between the schools. Next year we need to develop another point of contact for the business partners. This way we can enhance our partnerships and not have any duplication of efforts.
  - c. Specific programs need to make sure to have their advisory committee meetings with their business partners. In these meetings programs could have their wish list of what they need and business partners would be able to figure out what they could provide, saving the district a lot of money. If this could be coordinated on a district level, with the one point of contact, it would make the process smoother, plus the district office would know what is being provided by business partners at the school sites.
  - d. Non-traditional gender equity was discussed. How female students in 7th grade suddenly decide that they are not interested in math or science because “girls are not supposed to be smart.” Ms. Wallner is working with a committee from Washington D.C. on analyzing data on when this happens, not only for female students but also along racial lines. It was discussed that through Carl Perkins this data is reviewed, but that it would be interesting to partner with Ms. Wallner’s group to research this further. In an effort to change this pattern, CTP Department is working with Youth Development on providing a summer bridge program for 500 8<sup>th</sup> grade middle school students to transition to high school. This program would have a focus on Engineering and STEM Careers. Next year CTE hopes to include 7<sup>th</sup> grade students. CTP Department also runs a Students Fueling Students which was developed with the Society of Women Engineers. CTE also provides a middle school career adventure program that is a program that focuses on math and engineering skills.
  - e. One of the big problems is that SCUSD is not efficient about getting out the information on their programs. In the hopes of improving communications will be sending out information to parents and students through the Home Visit Program. CTP and Multiple Pathways plans to showcase the various programs including the pathways and all choices available to students while they are in the 7<sup>th</sup> and 8<sup>th</sup> grades so they can make school choices by the time they get into high school.
  - f. Suggestion that contact be made with the various ethnic associations who would like to come into the schools and talk to the students. It would be great to have speakers and mentors in the Robotics, ACE and Senior Projects. In the future, Multiple Pathways will be making sure that more students will be going out to the community through internships.
  - g. Currently have great business partnerships with Golden 1, who has opened a branch at C.K. McClatchy H.S. which is run by students and Golden 1; Department of Motor

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Vehicles who partners with our Computer Business Technologies class at C.K. McClatchy and provides internships during the school year and through summer; and Sutter Health who has been a supporter of Health Care classes and providing supplies for Arthur A. Benjamin High School along with providing summer internships for students.

- h. CTP has great partnerships with CSUS and the community colleges. CSUS provides school tours of the engineering labs which students have really enjoyed and have articulated classes where students receive college credits. Also have articulations with classes at Cosumnes River College, American River College and Sacramento City College where students get college credits before leaving high school.
- i. Suggestion was made that SCUSD should remake the “Schools Heart of the Community” CD/DVD to include information on the new Superintendent and information on the articulations and programs available. (Perkins funds will not be spent for this.)
- j. For students enrolled in CTE/ROP classes we need to change the perception of these classes. Often students who will not attend their other classes will come to school specifically for their CTE/ROP class. Instructors in these classes have started a process where students need to get their core class teachers to sign off that they were in class before the CTE/ROP instructor will let them work on projects. This has been very motivating in keeping students in class. Also, the Construction Technology class at Luther Burbank has a great combination of Lead Teacher and Instructor where non-traditional students (female) enrolled in the class, want to immediately transfer out, but after two weeks students are so excited about the class that they stay and learn how to build, including how to use power tools, which are often intimidating to students who have never used them before.
- k. Health classes are currently not part of the articulation agreements due to the fact that health teachers with the right credentials for CTE classes are hard to find. Would be a great combination if employees from various health specialties could come in and “teach” for that specialty for a few weeks, therefore giving students real world experiences in all the fields. Need to work with business partner and school site in making that happen.
- l. Want to encourage business partners to contact our department if they have ideas on projects and/or how to combine our efforts to make a bigger impact on SCUSD students.
- m. Everyone thanked the Culinary Arts instructor for the wonderful food prepared by the students and requested that he relay that information to them.

- IV. Adjourn.
  - a. 6:00 p.m.