

**Sacramento City Unified School District  
Career Technical Preparation Department/ROP  
District Wide Advisory Committee Member Meeting  
June 21, 2011 @ 8:00 AM  
School of Engineering and Sciences**

**Present:**

Paul Breckenridge, Architect/Project Manager  
Thomas Burruss, Owner, Burruss & Associates  
Jim Dobson, Director, Planning and Construction  
Larry Loban, Education Entrepreneur  
John Middlesworth, ROP Instructor/Internship Coordinator  
Felicia Miller, Office of Community Engagement, U.C. Davis School of Medicine  
Kerrie Peterson, First Robotics Program Coordinator/Community Member  
Dr. Suresh Vadhva, Professor, CSUS Electrical & Electronics Engineering

## **Meeting Minutes**

1. Welcome and Introductions: Louise Stymeist
  - a. Meeting began 8:05 AM.
  - b. Members welcomed and introductions made
  
2. Discussion and vote to approve the 2009-2010 District Wide Advisory Committee Meeting Minutes: Louise Stymeist
  - a. Minutes were review and open for discussion.
  - b. Motion was made by Linda Christopher to approve the 2009-2010 minutes as written.
  - c. Motion was 2<sup>nd</sup> by Thomas Burruss
  - d. Unanimous vote to approve the 2009-2010 Minutes as written.
  
3. Facility and Capital Improvements: Jim Dobson
  - a. Planning and Construction Department presents information to the District Wide Advisory each year to determine whether they are meeting the needs of the Career Technical Education (CTE) programs in their construction projects. Only projects that directly affect the high schools are presented.
  - b. Hiram Johnson H.S. – Biotechnology Program
    - i. The program is being taught in an old science lab, Room D1. Half the room has carpeting and half has linoleum. The half with carpeting is where the lab experiments are conducted. The room also needs to have electrical pulled down from the available wiring in the ceiling, and water run into the room. In the future would like to have a glass wall that separates the lab and classroom sections of the room, but that will have to wait for future funding.
    - ii. There are 28 college level lab experiments currently being run in the classroom, however, would like to add more in the future. To ensure quality lab work the classroom needs new flooring, and ice. A refrigerator has already been purchased for the program to provide ice, however, the ice maker does not work until water is run into the room and can be connected to the refrigerator.

- iii. The Biotechnology class is currently articulated with Los Rios Community College District/American River College and U.C. Davis. Students must receive a grade of A or B in the class to receive the credits for the articulation.
  - iv. There are 3 sections of Biotechnology scheduled for the 2011-2012 school year. This is the only California Partnership Academy (CPA) in which participation grows by the third year.
  - v. Summer internships for 2011 include positions at Briarwood; Alternative Pregnancy Center, U.C. Davis, BloodSource; and three paid internships at Kaiser. During the school year there are 30 internships at various medical locations.
  - vi. Outside partners who help with training, equipment, and partner support are American River College, U.C. Davis and the Center for Biophotonics.
  - vii. Suggestion that SCUSD develop a model for what we would like the perfect lab to look like and then take that to our community partners for outside funding and support.
  - viii. Suggestion that the ACE students complete a design project master plan for the classroom.
- c. C.K. McClatchy Culinary Arts Class
- i. The classroom is 15 years old. It was originally designed as a home economic type classroom. All of the equipment in the classroom was purchased used.
  - ii. The District has received emergency remodeling funding for the school cafeteria. An old Home Economics classroom is located adjacent to the cafeteria with an outdoor courtyard completing the area. This location would make for an excellent location for the culinary classroom where students could help in the cafeteria as part of their scope and sequence.
  - iii. It was determined that the Culinary Arts classroom was not in sufficient repair to be used for the 2011-2012 school year. For the 2011-2012 school year the classroom will be moved and classes will be taught on a limited use basis. Small mixers, blenders, small appliances, will be part of the program instruction to keep the class going until the classroom can be upgraded. Carryover money has not been swept by the District so construction is anticipated in the near future.
  - iv. Members suggested that a model be built of what we want the classroom to look like and we go to the public for assistance in raising funds. Suggested that we possibly hold a guest dinner in collaboration with the Restaurant Association to raise money for the project.
  - v. This is one of three culinary programs in the District. Since Culinary is one of the first growing industries in the current economy, it is suggested that we keep this program and work on getting the new classroom built.
- d. American Legion High School.
- i. This school is an alternative school that currently only has one CTE teacher. This instructor teaches business and computer graphics. The District feels that this school could use additional CTE classes.
  - ii. There is a ½ time science teacher and a ½ time CTE Health teacher who was added during Spring 2011. This program is being developed.
  - iii. There is also a small kitchenette that is currently not being used. The kitchenette could only hold approximately 10 students per class, however, that would service 50 students per day. There is a door to a patio, so this could possibly be used for outdoor service as well. Will need to get approve from the Health Inspector prior to running anything Culinary program.
  - iv. Planning and Construction will look at the classroom and see what might be needed to upgrade the classroom. Will also look at the Home Economics classroom at Hiram Johnson High School to see if anything in this classroom can be used at American Legion. The Hiram Johnson classroom is being closed at the end of the 2010-2011 school year.
- e. The Met (7-12<sup>th</sup> Grade)
- i. This school is currently located at 8<sup>th</sup> and V. During Fall 2011 portable classrooms are being set up at Sacramento High School while construction is being done at the home school location. Construction will take place from September through December. Turner

- Construction is working on an innovative refit that would work well with The Met's individualized teaching method.
- ii. The Met students are off campus Tuesdays and Thursdays. The model is that students learn by going out to internships at industries/careers that interest them. They come back and work with their school mentors and staff who guide them towards the core classes that would build on skills they would need to complete their education towards their chosen career. For example, if they are interested in architecture, then they would come back and work on CADD and Geometry to develop the skills for that career.
  - iii. Funding for the refit for this school has been as creative as the school itself. Funding has been taken from remaining Modernization funding, Overcrowded Relief Grant (ORG); CHIPS High Performance, and SMUD.
- f. Luther Burbank New Classrooms and Sports Complex
    - i. This project was mentioned in the 2009-2010 District Wide Advisory Committee Member Minutes. The CTE/ROP Radio and Television class will be supported in this project. They will be utilizing the Announcer Box that is being built. They will be providing Play by Play Radio narration and TV video transmission through their Trojan Radio Program (streamed live via internet) and through Public TV Cable. The Instructor – John Hull – has already requested various funding for equipment that will work with this project. Students will start out interning with Mr. Hull as the announcer; however, will quickly take over after completing their training. There are 8 home games to be played at Burbank during the 2011-2012 school year.
    - ii. There are two classrooms that are slated to be used by Special Education; however, after school the Sports Teams will use these rooms for training.
    - iii. There are currently no CTE classes in the Health Pathway. CTP Department has been working with Burbank on adding a Sports Medicine component to this pathway.
    - iv. Many community partners have been watching the progress and are very excited about the transformation.
    - v. The Tree Foundation has offered to plan trees at the location.
    - vi. The Florin Road Foundation which includes Southgate Plaza is under new management and is open to supporting the school. Also Larry Carr from the Florin Center is more than open to meeting to work on ways to support the school and program.
  - g. Motion was made by Thomas Burruss to approve the above Planning and Construction projects and how they support the CTE programs.
  - h. John Middlesworth 2<sup>nd</sup> the motion
  - i. Unanimous vote to approve the Planning and Construction projects and how they support the CTE programs.
4. 2011-2012 Carl Perkins Application for Funding: Louise Stymeist
    - a. The application proposal was handed out. The new On-Line Application process is a huge improvement.
    - b. Was originally told that Carl Perkins funding would be cut by approximately \$33,000,000 this year, however, due to various factors, we received a raise this year.
    - c. Most of the Perkins funding will be spent on Computer Labs this year. During the 2010-2011 School Year only one lab was purchased. The computer labs that are being replaced for 2011-2012 are all approximately four to six years old. All the labs, except one, use high end programs and run specialized software.
    - d. Engineering computer labs use AutoCADD, or Solid Works. Suggestion by members that Revit is used in industry more than AutoCADD currently. It is also an AutoCADD program, however, it provides 3D models and supports math concepts. Members questioned continuity of using different programs at different Engineering programs. CTP Department feels that the needs of different program is based on what type of engineering program is being taught. One class may be more

- structural, while another may be more mechanical or manufacturing. The Instructor, who has the industry experience is the one who requests the software based on what they are teaching. Also, it is important to have different programs and be able to provide that information to the students and parents so they will be able to choose the program that works best for the student. This year has been a great year for hiring new Engineers. Many individuals who are out in the public sector are putting together multiple jobs to make a living. Once they have volunteered to work with students and find they really like it, they work on getting their Designated Subjects Credential so they can teach Math and Engineering.
- e. Software for the Health Academy is used to simulate clinic work so students understand what they need to know prior to going out to internships.
  - f. Have also been provided support by outside sponsors. Received support from industry which includes not only donated items (recently received solid state drives), but also speakers and mentors. The Board recognizes industry support on a quarterly basis.
  - g. Motion made by Dr. Suresh Vadhva to approve the 2011-2012 Carl Perkins Application for Funding as written.
  - h. Motion 2<sup>nd</sup> by Thomas Burruss.
  - i. Unanimous vote to approve 2011-2012 Carl Perkins Application for funding as written.
5. Labor Market Update: Members
- a. Individual from EDD was unable to attend.
  - b. Members discussed that Biotechnology is a growing field. Dr. Vadhva stated that his students who have graduated with a master's are receiving an average starting salary of \$80,000. These jobs are in high demand to the individuals with the education.
  - c. Members mentioned that Culinary Arts is one of the few industries that are growing in this economy so it is a good class.
  - d. All members discussed that industries are looking for individuals who have a good grasp of the soft skills: understand how to dress, talk to the public, and punctuality.
6. Marketing CTE Courses and other Ideas: Members
- a. Student and Parent Specific:
    - i. Need to get the message out to students and parents on what our programs are and help get them into the programs that they want to be in.
    - ii. All ROP classes are full with high school students. No longer accept adults into our programs due to popularity with students.
    - iii. Need to start these skills with the 7<sup>th</sup> and 8<sup>th</sup> grade students so by the time they graduate they are knowledgeable in the soft skills.
    - iv. One reason why UCD likes to work with Health Professions is the students are very professional and whether the Doctors come out to the school site or whether the students go out to UCD, they never have any problems. Every aspect of the process and the student behavior is very professional. Every time a project is suggested, if they know it involved Health Professions, it is automatically approved.
    - v. Need to be family and student specific when marketing.
    - vi. Is there a way to track student progress from pathway through school and/or business to see if achieving goal?
    - vii. CTE certificate – deliverable model – skill sheet that students meet industry standards for both CTE and Core Classes.
  - b. Industry Partner Specific:
    - i. Need to also get the message out to the community and want to get them involved in the schools. Need suggestions on getting the work out to them.
    - ii. Most schools are isolated. Have talked about schools without walls for a few years now.

- iii. Most businesses want to get involved, but do not know how to get involved; feel they are not wanted.
  - iv. Businesses are holding on to their money in this economy, but are willing to help out the schools in order to get the tax break, however, without the information being out to them, they don't know how to help. Would be a good time to hit them up for grants.
  - v. Used to have the "Schools at the Heart of the Community" CD that went out and that provided the businesses with information.
  - vi. Need to be industry specific when marketing.
  - vii. Notify Business Journal.
  - viii. Talk to LEED Sacramento. Need to know the PR people at the Business Journal. LEED hosted bus tour for industry partners to show them what is happening in the various districts. Send information to LEED to send out to industries.
  - ix. Linked-Ed for professional. Can send out information that way.
  - x. Would be good to have some of the industry contacts be region specific, as they have locations through the region and be supportive to more than one school district.
  - xi. ACTE and SCUSD should send out updates.
  - xii. Need to provide stronger process template throughout the schools that is consistent, builds sustainability, and makes it easy to plug in partners.
  - xiii. Need to make sure message and process is supported from staff, principals up to Superintendent. Need to have training.
  - xiv. Back map with venue for accomplishments.
  - xv. Template including continuity through years. Coordinate template throughout district.
  - xvi. Part of strategic plan – create manual. Everyone has to be involved.
  - xvii. Follow-Up!!! No follow up and everything falls apart.
  - xviii. Provide a clear message and process before going out and recruiting partners.
  - xix. Should be a reward for teacher going above and beyond. Business Partners need to be able to relay on consistence in faculty contact. Maybe a certificate in industry will help teacher who goes above and beyond keep their job.
  - xx. Would need to come from college level. Pulse at CSUS has a teacher credentialing process – how to certify as master teachers.
  - xxi. Need to duplicate HPSH model.
  - xxii. Maybe put in a CED Campion Model.
- c. Both Parent , Student and Industry Ideas:
- i. Twitter. The Superintendent sends short tweets and if people interested in subject they can click on a link to get more information. Twitter gets pushed out to people, which they can follow.
  - ii. Facebook page. Encourage people "friending" you. Work with students in setting up web page.
  - iii. Good Web page that will provide good information, spark interest.
  - iv. E-Newsletter is not often read by everyone, so may want to stay away from that.
  - v. Face to face contact is critical.
  - vi. Provide a clear message.
  - vii. Need to know the students will be professional and make sure high schools are set up to make guest speaker experience is a positive one. First impression is critical.
  - viii. In bad economic times, it might be the best time to set up the infrastructure. This way once times get better can bring in additional staff to ensure progress.
  - ix. Buy out time of contact person at site. If you buy out one period of someone at each site could only take approximately \$80,000 to fund. Need to make sure person is trained in process.

- d. Also discussed that there is a new person starting in Planning and Construction who is funded on a 3 year fellowship. Fellowship designed to help the District go Green.
  - e. There is a Green Academy at Rosemont High School, and there is an Entrepreneurship class infused with Green Technology.
  - f. Over on Power Inn there is a Green Tech Zone and near Hiram Johnson there is an area zoned for green technology called Tech Village
7. School of Engineering and Sciences (SES): Joe Stymeist
- a. Showed Members a mockup of the SMUD Sunflower Solar Station that is going into SES. School won opportunity to be a test site for this project. Students will be able to plug in iPods or other electrical devices and there will be meters to show input/output of energy. Will be able to change the angle of the solar panels. Trying to convince SMUD to raise the base by a few feet to enable the panel to not be blocked by any rooftops. There will be curriculum written to go with the project.
  - b. Members received tour of SES classrooms; both core and CTE.