The regular meeting of the Fairfax County School Board’s Career and Technical Education Advisory Committee (CTEAC) was called to order on January 9, 2020, at 8:30 a.m. by Charles Britt, Chairman. The meeting was held in rooms 2050/2051 of Gatehouse Administrative Center, 8115 Gatehouse Road, Falls Church, VA 22042.

**CTEMS Perkins V Funding – Presented by Beth Downey**
Funding was provided in the following areas and complete application will be sent prior to the next CTEAC meeting
- Business and Information Technology
- Family and Consumer Sciences
- Health and Medical Sciences
- Marketing
- Technology and Engineering
- Trade and Industrial
- Career Experience Specialist
- High School Pathways and Dual Enrollment
- Industry Credential Testing
- Personnel
Committee Review of November Break Out Sessions

- Program Resource
  - Identify the gaps between the curriculum and what career paths and skillsets are in-demand in the workforce. Create something to share with CTE program managers on what employers and industry data are saying is in-demand in the workforce and for entry-level applicants. Are there software or skills needed in addition to industry credentialing? Noted that we need to keep our focus on "Career Path" skills and needs when reviewing the analysis, focusing on the beginning of the career ladder.
  - Discussed the need to understand what courses are currently being offered at FCPS.
    - Wendy to ask Beth to provide the CTEAC course listing.
  - Information about what industries want/need in order to better prepare the student for their career path. Melanie advised that Alex of her work team at NOVA has access to industry information that they use to generate quarterly/yearly statistics based on skills, certifications, job trends, growth/decline. The next report is to be issued on 15 January and 30 January 2020.
    - Melanie to provide this team a copy or link to the data.
    - Team to review this data against course listing to identify questions/gaps in the analysis that will help address/substantiate concerns going forward. Team will collectively discuss at the February CTEAC meeting.
    - Team can determine specific further data that may be helpful and request a custom report from NOVA (drilling down into specific entry-level jobs, high school education level only, job opening trends).
  - Question asked if FCPS has an Industry Advisory Board specific to curriculum. FCPS has influence over changing aspects of the curriculum, terminology (i.e., logistics is supply-chain management, distribution, channels) but cannot introduce a new class or alter the curriculum without making a recommendation that could take 2-3 years to be approved at the state level. Discussed that with the analysis can maybe introduce new "key words" being used today, software, or modules into the curriculum without making major changes. Keep the students up to date when pursuing their career path.
    - When reviewing data mentioned above, focus on repetitive words/concepts not currently identified in the course listing today.
    - Identify a way to capture employer feedback/input with existing industry contacts if possible

- Advocacy to Industry and Community
  - Beth confirmed that our November 9 intellectual property concerns are covered by standard agreements and documents that FCPS has already established.
  - The group wants to know if Matt would like to receive industry contacts from the subgroup; and, if so, how he’d like for us to share that with him.
  - The group would like to know when we could see what Matt has created so far for the toolkit and how we can help with next steps.
  - The group reached a consensus on a few next steps inputs to evolve:
- It would be useful to create something that teaches teachers how to run online communities, since they tend to be a critical party in work-based learning relationships.
- It would be useful to de-prioritize the creation of information in any static formats (websites or posters); and instead favor more modern and effective tactics for connecting the classroom to community and industry.

- **PTA**
  - **Resources needed**
    - Staff - FCPS CTE staff, career and or college counselors, program specialist, and FCPS TV – high school student interns.
    - Partners – CTEAC members, FCCPTA and PTA officers, school-based administrators, and industry members.
  - **Plan of Action**
    - Collect best practices for career fairs based on data from all FCPS schools on current format and frameworks along with CTEAC and industry input.
    - Obtain “heat map” of where current courses are offered.
    - Survey and reach out to PTAs that are interested in CTE presentations (MS/HS).
    - Revisit TeachForceFCPS as tool for connecting school-based personnel with industry professionals to establish supplemental teaching experiences and career exploration opportunities (presentations, career fairs, mock interviews and more).
    - Create Toolkit for MS and HS PTA to use during Career Awareness week (October) and CTE week and month (February) in anticipation of course selection deadlines. Toolkit to include:
      - Links to Career/CTE information (websites, podcasts, video, etc.) detailing avenues for post-secondary ed and employment opportunities.
  - **Results of Action**
    - FCPS and FCCPTA will collaborate to communicate availability of resources to local schools.
    - MS and HS PTAs will host CTE/CTEAC speakers at monthly meetings.
    - MS and HS will adopt best practices for career fairs based on consistent guidance.
    - Sample transcript of CTE students for Standard and Advanced Diploma.
    - Elementary schools will initiate parent education on career pathway programs to better equip for MS and HS transitions.
  - **Outcomes**
    - Elevated understanding of pathways through career experience events (fairs, presentations) and communication channels (social media, e-news) by PTAs and schools.
    - Earlier, increased capacity of parents to make informed decisions about elective options.
    - Career pathway electives considered equal in experiential value to more traditional academic options (richness of choices and value-add).
- Summer Career Academy and Partnerships
  - Notes to follow next CTEAC meeting
- CTE and Communications and Community Relations
  - Notes to follow next CTEAC meeting

Meeting adjourned at 10:30 a.m.

**Next Meeting**: February 13, 2020, 8:30 a.m. 8280 Willow Oaks Corporate Drive, Fairfax, VA 22031 Room B

If schools are closed or there is a delayed opening, the CTEAC meeting will be canceled.

**Mission Statement**: To provide advice to the school administration and the School Board on career and technical education programs and initiatives for the purpose of improving the effectiveness of these programs and associated courses in providing students with the knowledge and skills that contribute to their preparation for the workforce, military, and/or continuing education in a competitive global economy, and to help the schools obtain support and participation from the business community and the public.

**Committee Charge**: In collaboration with industry, develop strategies and support for continuing improvement in coordination and communication of CTE programs.

*Issues related to Career and Technical Education should be submitted in writing to the executive council for consideration as future agenda items.*