The regular meeting of the Fairfax County School Board’s Career and Technical Education Advisory Committee (CTEAC) was called to order on October 10, 2019, 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.

Finalize Member Focus Group Section
- Members asked to pick primary and secondary focus areas to work on
- Non present members will be asked to sign up for a primary and secondary focus area
- CTE Office staff member will be assigned to a focus area and will be a point of contact to provide feedback and input on how CTEAC can help.
- CTE Office staff will attend next meeting to provide additional information and answer some questions on certain topics discussed.

Group discussion of priorities for committees
- Program Resource Gap
  - Need Industry feedback of what courses are missing
  - Need a listing of courses and partners for each course
- Summer Career Academy/Partnership
  - Review of proposed plan for summer programs
  - Need a listing of potential partners that are being explored
- CTE and Communications & Community Relations (CCR)
  - Review of CTE’s work with CCR
- Need to bring current work for social media and website
  - Advocacy to Industry/Community
    - Opportunities for work-based learning experiences
    - Need a list of current WBL
  - PTA
    - Development of CTE parent toolkit to be used by PTAs in conjunction of FCCPTA

Meeting adjourned at 10:30 a.m.

**Next Meeting**: November 14, 2019, 8:30 a.m. [Gatehouse Administrative Room 3050/3051]

**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.*