

**Washoe County School District
Career & Technical Education Advisory Technical Skills
Committee Meeting Minutes**

October 14, 2019

1. OPENING ITEMS

1.01 Call to Order

The meeting of the Career and Technical Education Advisory Technical Skills Committee was called to order by Committee Liaison Josh Hartzog at 5:30 P.M. in the Board Room of the WCSD Administration Building, 425 East 9th Street, Reno, Nevada.

1.02 Roll Call

Members Edward Jensen, Jay Rathman, Dr. Diane Nicolet, Angie Hernandez, Tiffany McMaster, Tracie Monserrate, Debbie Biersdorff and Tawni Parrish were present. Members Robin Tanner, Christie Gescheider, Veronica Frenkel, Brittany Brown, David Shintani and Denise Castle were absent. Committee Liaison Josh Hartzog was present.

1.03 Public Comment

There was no public comment at this time.

2. ITEMS FOR DISCUSSION, PRESENTATION AND/OR ACTION

2.01 Action to Adopt the Agenda

On motion by Edward Jensen, second by Angie Hernandez, the Career & Technical Education Advisory Technical Skills Committee adopted the agenda (Yea: Edward Jensen, Jay Rathman, Dr. Diane Nicolet, Angie Hernandez, Tiffany McMaster, Tracie Monserrate, Debbie Biersdorff and Tawni Parrish). Final Resolution: Motion Carries 8-0

2.02 Recognition of and appreciation for the work of the CTE Advisory Technical Skills Committee by Board of Trustees. Discussion may include a brief description of WCSD programs and initiatives for the new school year. (For Information and Discussion Only)

Board of Trustees President School Board Katie Simon Holland thanked the CTE Advisory Technical Skills Committee on behalf of the Board of Trustees for the work they have done on Career and Technical Education (CTE) for the last several years. The Board is very proud of the progress made for students who are enrolled in a CTE course of study. At the Board level, they recognize the importance of the work this

committee is doing to support students in the 21st Century.

2.03 Discussion and Possible Action to Select a Chair of the Career and Technical Education Advisory Technical Skills Committee for a term ending June 30, 2020 from the current committee members: Robin Tanner, Edward Jensen, Veronica Frenkel, Brittany Brown, Jay Rathman, Diane Nicolet, Angie Hernandez, Matt MacKay, David Shintani, Denise Castle, Tracie Monserrate, Tiffany McMaster, Tawni Parrish, and Debbie Biersdorff (For Possible Action)

Committee member Tiffany McMaster expressed interest in being selected as the committee Chair. No other nominations were received.

On motion by Dr. Diane Nicolet, second by Edward Jensen, the Career & Technical Education Advisory Technical Skills Committee elected Tiffany McMaster as the committee Chair for a term ending June 30, 2020. (Yea: Edward Jensen, Jay Rathman, Dr. Diane Nicolet, Angie Hernandez, Tiffany McMaster, Tracie Monserrate, Debbie Biersdorff and Tawni Parrish). Final Resolution: Motion Carries 8-0.

2.04 Discussion and Possible Action to Select a Vice-Chair of the Career and Technical Education Advisory Technical Skills Committee for a term ending June 30, 2020 from the current committee members: Robin Tanner, Edward Jensen, Veronica Frenkel, Brittany Brown, Jay Rathman, Diane Nicolet, Angie Hernandez, Matt MacKay, David Shintani, Denise Castle, Tracie Monserrate, Tiffany McMaster, Tawni Parrish, and Debbie Biersdorff (For Possible Action)

Committee member Dr. Diane Nicolet expressed interest in being selected as the committee Chair. No other nominations were received.

On motion by Tiffany McMaster, second by Angie Hernandez, the Career & Technical Education Advisory Technical Skills Committee elected Dr. Diane Nicolet as the committee Vice-Chair for a term ending June 30, 2020. (Yea: Edward Jensen, Jay Rathman, Dr. Diane Nicolet, Angie Hernandez, Tiffany McMaster, Tracie Monserrate, Debbie Biersdorff and Tawni Parrish). Final Resolution: Motion Carries 8-0.

2.05 Approval of the minutes of the meeting of the Career and Technical Education Advisory Technical Skills Committee from May 13, 2019 (For Possible Action)

There was no discussion or suggested changes to the minutes from May 13, 2019.

On motion by Dr. Diane Nicolet, second by Tracie Monserrate, the Career & Technical Education Advisory Technical Skills Committee approved the minutes of the CTE Advisory Technical Skills Committee from May 13, 2019 (Yea: Edward Jensen, Jay Rathman, Dr. Diane Nicolet, Angie Hernandez, Tiffany McMaster, Tracie Monserrate, Debbie Biersdorff and Tawni Parrish). Final Resolution: Motion Carries 8-0

Member Matt MacKay arrived at 5:46 PM.

2.06 Presentation and Discussion on new Career and Technical Education (CTE) Program Pathway Offerings in the Washoe County School District – cybersecurity, ROTC & military science, landscape design & management, and manufacturing technologies and automotive technology (For Discussion Only)

The new Career and Technical Education (CTE) Program Pathway offerings information was presented by the CTE Coordinator, Kathie Smith, and CTE Program Technician, Sindie Read. Full course descriptions are available as part of the meeting documents at <https://www.washoeschools.net/Page/10760>.

Military Science

All high school JROTC programs will be transitioning to the military science pathway for the 2020-2021 school year.

Cybersecurity

Spanish Springs High School will offer their first cybersecurity pathway and the department is working with the colleges to obtain articulation for this pathway. The district is looking to add two more cybersecurity pathways pending the recruitment of teachers.

Landscape Design & Management

Wooster High School is currently piloting the landscape design & management pathway. Level 1 is the same for many agriculture pathways, but students narrow their focus during Level 2.

Manufacturing Technologies

McQueen High School started their manufacturing technologies pathway this school year in their new labs. Sparks High School opened their new manufacturing technologies lab the previous school year. All the teachers for the manufacturing technologies pathway have taken 2-3 weeks of training over the summer. Students who complete the manufacturing technologies pathway have the option to continue their studies at the secondary level.

Automation Technologies

The automation technologies pathway is scheduled to begin during the 2020-21 school year.

Automotive Technologies

McQueen High School also reintroduced their automotive technologies this school year. By updating the lab, McQueen was able to offer the dormant pathway.

2.07 Presentation, Discussion, and Possible Action to Provide Feedback and/or Recommendations to the Interim Superintendent on Career and Technical Education (CTE) Engagement and Recruitment Efforts at the Middle School Level in the Washoe County School District

Presented by Josh Hartzog, Career and Technical Education (CTE) Director and Committee Liaison. The engagement and recruitment efforts are the following:

- Julie Henderson has been hired as the full-time Career Exploration Facilitator for the Career and Technical Education (CTE) Department. The emphasis of the Career Exploration Facilitator is to provide middle school students with more opportunities to engage in career exploration.
- The CTE Department will be holding it's 5th Annual Career Expo where all Washoe County School District 8th grade students participate. During this event, students are exposed to the various career opportunities available in our region as well as a glimpse to the Signature Academies available at the high school level. The department is discussing and looking at the possibility of targeting 7th grades students instead of 8th in future Career Expos.
- Passport to High School Success nights, a total of four in November, provides a public service to our community by providing information on Signature Academies as well as CTE programs not part of an academy.
- The department is continuously collaborating with middle school counselors because they are key players in the engagement and recruitment efforts.
- The CTE Department will continue to push out to middle school open houses.
- The department's Work-Based Learning Facilitator, Holly Esposito, will continue to provide training and support to middle school counselors and teachers in the ongoing use of the online platform Nevada Career Explorer.
- The CTE Department also has continued ongoing support for Robotics and Computer Science programs. O'Brien STEM Academy and Swope Middle School have embedded Robotics courses.
- One effort currently in development with Education Alliance is for Julie Henderson to create a Classroom Speaker/Visitor Program to have industry speakers and reperceives come into middle school classes and provide detailed information. This will include regular industry tours for middles schools. Tesla has expressed interest in funding transportation to allow more students to attend these tours.
- The Nevada Department of Education Special Education Department is providing funding for two paraprofessionals to support CTE programs at a pilot school, North Valleys. Under that initiative, the paraprofessional will visit middle school special education classes to provide those students with information about CTE opportunities.
- This year, the department is looking at piloting a survey to students who are completing their CTE program at the high school level. This feedback and data will be used for recruitment purposes.

- All CTE related courses will be mapped to the high school level. Currently, there is a map for high school CTE courses, but it will expand to include how the middle school CTE related courses align at the high school level.
- The department will continue to plan activities and trainings to include collaboration between the middle and high school teachers who teach CTE courses.

2.08 Presentation and Discussion on the WCSD Signature Academy and Career and Technical Education (SACTE) Department's Annual Engagement Calendar for School Year 2019-20 (For Discussion Only)

Important events were mentioned by the CTE Coordinator, Kathie Smith, and CTE Program Technician, Sindie Read. To access the 2019-20 WCSD Signature Academy and Career and Technical Education (SACTE) Department's Annual Engagement Calendar please refer to the meeting documents (<https://www.washoeschools.net/Page/10760>)

- Multiple high schools participate in manufacturing tours which happen throughout the month of October at various locations.
- CTE Program Level Committee Meeting (10/17/19) – During this meeting, the schools collaborate with industry to align standards to better prepare students.
- Construction Career Day (10/18/19) – Middle and high school students in Washoe County and rural districts are exposed to a variety of career opportunities in construction.
- CTE recruitment begins in November
 - Punkin' Chunkin' (11/2/19)
 - Passport to High School Success (4 nights in November)
 - Career Expo (11/14-15/19)
- Application deadline for Signature Academies (1/1/20)
- Introduce a Girl to Engineering Day (mid-February) – Middle school girls are invited to participate in exploring engineering career opportunities.
- Chart the Course (2/22/20) – The Family School Partnerships Department collaborates with the CTE Department. During this event, parents can access a wide variety of resources to help their students create a high school plan that will prepare them beyond high school.
- Program Level Committee Meeting (2/27/20)
- CTSO State Conferences throughout the month of March – Judges are always needed and welcomed.
- Business of Education Luncheon (4/8/20)
- Program Level Committee Meeting (4/30/20)
- UNR Innovation Day (5/1/20) – High school students visit UNR to view presentation from graduate level students.
- CTSO National Conferences

3. CLOSING ITEMS

3.01 Announcement of Next Regular Meeting

The next meeting of the Career & Technical Education Advisory Technical Skills Committee will be on Monday, January 27, 2020 at the WCSD Administration Building, 425 East 9th Street, Board Room, Reno Nevada.

3.02 Public Comment

There was no public comment.

3.03 Adjourn Meeting

There being no further business, Committee Chair Tiffany McMaster adjourned the meeting at 6:30 P.M.