

CTE Officer Advisory Team
~Meeting Notes~

04/14/21 Meeting Goal: Finalize handbook

Attendance: Amy, Chris, Katieann

Agenda

- I. Group check in/Officer Happenings
 - Chris still busy with work, shifting gears
 - Library open on Saturday's, hours have been extended, book mobile is back on the road
- II. Review Handbook
 - A. Please review the final draft by Monday, April 19th by 4:00 PM, email Katieann with a yes or no to be sent out with Bylaws, minutes, meeting agenda by April 21st.
- III. Discuss May meeting structure
- IV. Pick meeting dates to practice May meeting
May 6th, 13th, 20th 3-4pm (at ESS)
May 27th show up for practice at venue 2pm
- V. Invite new members

04/01/21 Meeting Goal: To discuss CTEAC Handbook changes/adaptations.

Attendance: Chris I, Amy K, and Katieann

Agenda

- I. Review/discuss 1st draft of CTEAC handbook
 - A. Chris I- will put Doc in 3rd person throughout, revisit selecting members 1st bullet, fix rubric format
 - B. Katieann- will fix acknowledgements, look at the Sample CTE Program Evaluation
- II. Bylaws final draft status- send out April 14th 2021
- III. Officer Happenings
- IV. Schedule next meeting: April 14th 3:00-4:00pm
- V. Invite perspective industry leaders

03/18/21 (To prep for the meeting please review the NJ CTEAC Handbook example sent in a share)

Attendance: Chris I., Amy, Chris W., Katieann

Agenda

- I. Updates: Bylaws (Chris I will update Bylaws), SWP Round 4, District CTE Vision, Student Hospitality Employment Program
- II. Handbook-First Review of Handbook Draft completed by April 1st.
- III. May Meeting Schedule and Place (Amy will follow up with May meeting venue)
- IV. Secretary
- V. Officer Happenings
Amy- new interns starting, El Camino students from district start March 25th 2021, member of One-book-one San Diego now accepting nominations for the book titles she sits on Children's and Teen's books, link for nominations is on KBBS, applied for a grant Virtual Youth programming through CA State Library to get mobile recording studio to be run by teenagers, she has been talking with OHS Librarian having students to podcast book reviews, vision to have all presentation of clubs do a Q&A (OHS teacher Frank Zimmerman Sharon Strong El Camino teacher) Teen Services Dept is now up a .5 staff member Hedi
Chris I. - working with Palomar and SG&E to expand energy efficiency curriculum, working to create a certificate program at College level
- VI. Announcements
Amy- Oside Pub Library has a spring into reading challenge 0-18 ages could win a prize bag and/or amazon gift cards
- VII. Next Meeting 3:00 PM April 1st 2021

02/04/21

Attendance: Amy, Chris I, Katieann

Agenda

- I. CTE Month Updates
 - A. DPAC
 - B. E-Card
 - C. Weeks Ahead
- II. SWP Update- Provide SWP Proposal and Round 2 Grant Examples

- III. CCI Update (ASVAB, WBL, Enterprise, Internship)
- IV. GEAR UP Promo Video
- V. CTEAC Recruitment
 - A. Building & Construction, Engineering, and Transportation
- VI. February Meeting Script- 1st Edit Script Run Through Feb 12th 10:30-11:30am , 2nd Run Through Feb 18th 3:30-4:30pm, Feb 23rd Final Run Through Before Meeting Home 3:00-4:00 PM
- VII. Officer Grandfather Vote- Yes, grandfather, separate motion
- VIII. CTEAC Meeting Additions- Newbies to invite- Jesse Montanez CPRP Recreation Supervisor City of Oceanside 760-435-5551, 760-429-5898 jmontanez@oceansideca.org (both BC design team and CTEAC)

12/02/20
Attendance: Dr. Trickey, Chris Ing, Katieann Henkel, Chris Weiner
<p>Agenda</p> <ul style="list-style-type: none"> I. December 8th Economics Committee Mtg 3:00 PM <ul style="list-style-type: none"> A. Goal 1- CTE in OUSD is alive and well B. Goal 2- Industry leader involvement C. Teresa will be in attendance in my place II. Revisit Chris's pitch form 11/18/20 III. Course Outline Review is on hold with members until new year IV. By-laws December 18th (I am out Dec 7th-Jan 11th) V. Others <p>Tasks:</p>

11/18/20
Attendance: Chris I, Chris W, Amy K, and Katieann H
<p>Agenda</p> <ul style="list-style-type: none"> I. Work in Progress

- A. Hospitality Sector Meeting
 - B. MLK M.S. work
 - C. Dr. Trickey
- II. Course Outlines & Standards
 - A. Mailed Out
- III. Zoom Meetings Scheduled
- IV. Document Run Through
- V. Keep in Mind
 - A. By laws
 - B. Outlines & Standards
- VI. Others?

Tasks

Review hard copies of CTE Advisory Pitch and Video proposal

11/10/20

Attendance: Amy K, Chris W, Chris Ing, Katieann H

Agenda

- I. Work in Progress- Still actively recruiting
- II. Name Tags Cost- \$25.00 each, quote will be sent to Katieann with size specs and options to be submitted for purchase
- III. Secretary Position- Dr. Trickey as acting, to train, attend meetings, and then be voted in
- IV. Course Outline Meetings- Mail course outlines on Monday, November 16th, begin Zooms Friday, November 20th finish Zooms by December 11th 2020.
- V. 3rd Q Meeting **Date- Feb 25th**
- VI. 4th Q Meeting date- **May 27th**
- VII. Missing Members- Info Zoom for 10 people, draft email, Chris I. says can help
- VIII. **CTE Teacher Meeting, Friday, November 6th**
- IX. Design Team Meeting Reflection
- X. By-Laws- goal to have a completed final document for the Feb 25th meeting, have By-law discussion **December 18th 1:00 PM** meeting
- XI. Officer Meeting Date- **Wednesday, November 18th 3:30-4:30 PM**

meeting in person
XII. Your Needs-A faster laptop, 2 more arms, a spicier sense of humor,
how to get calendars talking to each other

Tasks- Look for Course Outline Packet in the mail
Review By-laws
Meet Dr. Trickey
Advisor Comm explanation 1 paragraph narrative
Zoom Meeting missing members

10/7/2020

Attendance: Chris Ing, Chris Weiner, Amy Kleman & Katieann Henkel

Notes:

- Friday, October 9th, 1:00-2:30PM
 1. Surfside Design Team Meeting, Hospitality Pathway, you will all see the invite but Chris W. has committed to this meeting. Set up a rotating schedule thereafter for officers. Chris W will report out during Advisory meeting on the 9th, Katieann will script it this addition to agenda and document
- GEAR Up- CTE Recruitment Promo Video's in process
- Katieann will not be facilitating the October 29th meeting, Officers can show up the the on site practice October 28th and run through everything with Tderessa and Ariel and can attend the meeting on site in the ESS building conference room at 2080 Mission Ave, Oceanside
- Send Katieann some dates and times for a mini CTE Officer Celebration of work we are doing so far.
- SWP Grant Survey- Completed by Teresa and Katieann on October 7th 2020

- SWP Grant Proposal- Round 3 application with Middle School CTE program focus submitted to Teresa from Katieann October 7th 2020 to go to Dr. Lawrence for the green light
- INNOVATE 78- with Michelle Geller & Kierstin Rielly successful for more networking
 1. December 8th 3:00pm
 2. CTE Officers received invite for Economics Development Commission City Meeting, Chris W. will start on making us name tags for events like this and get quote to Kateann
- Oside Chamber/KOTC Video- update, students involved in branding of project
- Amy reported- roughly 20 students from OUSD are in pool for interviews, CTE Pathway teachers did a good job
- OUSD Relationship with Channel 19?? Amy will have a colleague check tomorrow 10/8/20.
- Chris W.- will check on OUSD CTE marketing materials project from last year
- Discussion:
 1. What type of funding exists for CTE outreach? Katieann will see what is in CETIG and SWP grants
 2. Videos and Promos on Library TVS, DMV, etc
 3. OUSD Reps and Advisory Officers present to Library staff.
 4. Creating a CTE Program Marketing Calendar- All