Career and Technical Education Steering Committee

Meeting Minutes

October 18, 2011

1. **Call to order**

Renea Dillon called to order the regular meeting of the Career and Technical Education (CTE) Steering Committee at 3:30pm on October 18, 2011 at Lee College Bayer Conference. She welcomed everyone and thanked them for taking the time from their work schedules to benefit the students of Goose Creek CISD (GCCISD).

1. **Attendance**

The following persons were present: Carl Burg (GCCISD Board Member), Dana Byal (Lee College), Renea Dillon (Stuart Career Center), Jerry Gainer (Hutchinson & Associates), Maria Gonzalez (GCCISD Faculty), Suzanne Heinrich (Administration), David Jaroszewski, J.D. (Lee College), Steve Koester (GCCISD Technology), Damon Lewis (Workforce Solutions), Donnie McCoy (Austin Ind.), Tameka Mills (GCCISD CTE Coordinator), Charles Murrell (City of Baytown, Fire Department), Tiffany Upshaw (GCCISD Counselor), Matt Warford (GCCISD Principal), Dr. Toby York (GCCISD Superintendent), Ann Sewell (San Jacinto Hospital)

1. **Welcome**

Mrs. Dillon welcomed everyone.

1. **Discussion**

**Minutes:** The last meeting minutes were reviewed and approved.

**Follow Up Items:** January Advisory Panels handout was presented to everyone to review. Once the form gets finalized it will be distributed to everyone. Representatives are needed to volunteer to mentor teachers on current business and industry practices on January 12, 2012.

During our last meeting Mrs. Dillon asked everyone to get any feedback from the employers on Career Safe and ACT Work Readiness Certificate. A lot of districts offer Career Safe Certificates to the students before they graduate. OSHA certification is a good practice for every high school student. At the hospital everyone who is employed, including contractors and high school Practicum students, take an online safety module very similar to the OSHA certification. Ms. Gonzalez, Culinary Arts teacher, stated that her students cover electrical safety in class.

The tour that Mr. Whiddon from ExxonMobil is conducting for committee members and teachers was discussed, and the names of those interested were recorded. About 20 people will be able to attend.

Mrs. Dillon is currently working on this year’s Board Goals and a copy was distributed to members. These goals include a K-12 plan for College and Career Development activities, including the 6th grade “Kids to College” and 7th grade Career Development unit that is taught in the Texas History classroom. Another goal established by the board is to develop a series of recommended 4 year plans to help students choose the best courses while in high school. Lee College, according to Dana Byal, is doing something similar with their “planners.”

Dr. York encouraged everyone to go online to the Goose Creek home page and read the College and Career Readiness link located on the left hand side of the page. Dr. York stated that all K-12 teachers will be surveyed to find out which of the qualities are currently embedded in the curriculum. That will be included in the K-12 plan and the qualities not currently being taught will be added to the plan. Mr. Gainer told the group that his daughters, who were Business majors at Texas A & M, were required to take business etiquette classes on such things as writing thank you notes, fine dining, and so on. Ann Sewell added that many Ivy League schools have also added this to their curriculum.

Mr. Lewis from Workforce Solutions stated that they have a program that they have been working with in development helping the youth in school services. One of the things they can probably do is have their facilitator and a youth cervices coordinator to come out to the campus from junior school to high school level and train the students on how to perform properly during an interview and how develop their resume.

 Proposed new courses for next year-prioritizing will be discussed during our next meeting.

1. **Future Meeting**

TBD

1. **Adjournment**

Renea Dillon adjourned the meeting