



San Diego Unified School District
Office of College, Career & Technical Education
Career Technical Education Advisory Committee



February 6, 2013 Meeting Minutes
Point Loma Cinematic Arts Building, room 901

Present: L. Collins, D. Cordero, C. Cota, B. Esho, S. Hawesworth, S. T. Loescher, T. McKearney, C. Sandoval, R. Smith, S. Todd, A. Wildrick
Absent: E. Arroyo, T. Blair, A. Byzak, E. Powers, B. Westermo

Item	Discussion	Action
A. Public Input A.1. Call for Public Input (GC-1)	None	
B. Opening B.1. Call to Order, roll Call, Establish Quorum (GC-2) B.2. Presentation of Student Work (OE-2)/School Tour (OE-9)		
C. Information Reports C.1. Director's Report (OE-4; OE-11) C.2. Committee Member Information Reports	Sue Todd – CCTE Teacher at Mission Bay; teaches International Baccalaureate Business and Management courses; using ALICE 3D software in partnership with UCSD and SDSU Ashley Wildrick – Working on Hire-A-Youth redesign; will need to engage business community for support; will need district to help recruit students to participate.	
D. Adopt Agenda D.1. Adopt Agenda (GC-2)		Approval of Agenda Motion: C. Sandoval Second: T. McKearney Vote: 9-0-0



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<p>E. Consent Agenda</p> <p>E.1. Approval of Minutes (GC-2)</p> <p>E.2. Facilities Status Report (OE-9)</p> <p>E.3. Curriculum Status Report (GSA 2.5; OE-2)</p> <p>E.4. Establishment of a CTEAC Governance Manual (GC-5)</p> <p>E.5. Modification of By Laws of the CTEAC (GC-5)</p> <p>E.6. Establishment of baseline work calendar fo 2013-2015 (GC-6)</p> <p>E.7. Establishment of request for the CTEAC to make a report to the Board of Education (OE-4; OE-11)</p>	<p>Approval of meeting minutes of December 5, 2012.</p> <p>A regular monitor report on the status of major capital improvement projects being constructed in partnership with Facilities Planning and Construction.</p> <p>The regular report on the status monitor of curriculum overseen by CCTE.</p> <p>Based upon CTEAC retreat meeting and feedback from membership and staff, the CTEAC is to establish a governance manual for sound practice, understanding, and longevity of the committee.</p> <p>Based upon CTEAC retreat meeting and feedback from membership and staff, recommendations for the modification of the CTEAC Bylaws.</p> <p>Based upon CTEAC retreat meeting and feedback from membership and staff, recommendations for the work calendar for CTEAC Bylaws.</p> <p>Based upon CTEAC retreat meeting and feedback from membership and staff, recommendations for CTEAC to present to the Board of Education once a year.</p>	<p>Approval of Consent Agenda</p> <p>Motion: C. Sandoval</p> <p>Second: B. Esho</p> <p>Vote: 9-0-0</p>
<p>F. New Business</p> <p>F.1. Annual Review of GSA 2.5 (GSA 2.5; OE-4)</p>	<p>The annual review of GSA 2.5 for comments and suggestions.</p>	



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<p>F.2. Professional Development Planning (OE-5.11-13)</p> <p>F.3. Career Readiness (GSA-1; GSA 2.5)</p> <p>F.4. Officers of the CTEAC</p>	<p>Discussion on the topic of professional development planning and best practices for the 2013-2014 school year.</p> <p>A motion to open a "Career Readiness" sub-committee to develop suggested actions to be discussed at the April meeting of the CTEAC.</p> <p>Passage of item E.5. requires the appointment of an Vice-Chairperson and a Governance Officer. Nominations are now open. Balloting is to be used if needed.</p>	<p>Special Workshop for Career Readiness Motion: C. Sandoval Second: T. McKearney Vote: 9-0-0 <i>(possible meeting dates will be sent to interested members)</i> <i>(Hawkesworth/McDonnell)</i></p> <p>Nomination of Terry McKearney for Vice-Chairperson Motion: C. Sandoval Second: S. Hawkesworth Nomination accepted</p> <p>Nomination of Carmen Sandoval for Governance Officer Motion: B. Esho Second: S. Hawkesworth</p> <p>Nomination of Bunmi Esho for Governance Officer Motion: C. Sandoval Second: S. Todd Nomination accepted</p>
<p>G. Debrief/Adjourn G.1. Review of action items</p>		<p>Action Items: 1) E.4. Establishment of CTEAC Governance Manual (Loescher/McDonnell)</p>



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<p>G.2. Next meeting dates</p> <p>G.3. Adjourn</p>	<p>Next meeting April 10, 2013 @ 3:00 p.m. (location TBD)</p> <p>Facility Dedication Events: Morse HS Child Development Center, February 28, 10:30 am Point Loma HS Motion Picture Industries, April 11 Mira Mesa HS Broadcast Video and Graphic Arts, May 21</p> <p>CCTE Showcase May 9, 2013 (details to follow)</p>	<p>2) E.5. Modification of By Laws of the CTEAC (Complete; Esho to review)</p> <p>3) E.6. Baseline Work Calendar (McDonnell)</p> <p>4) E.7. CTEAC to report to BoE (Hawkesworth/McDonnell)</p> <p>5) F.1. Modification of GSA 2.5 – align text and reading materials in curriculum to account for the information presented on the Lexile research studies from the International Center on Leadership in Education (Loescher/McConville)</p> <p>6) F.1. and F.2. GSA 2.5 and OE 5.11-13 to be submitted on next consent agenda (McConville and West)</p> <p>7) F.3. Career Readiness special workshop (Hawkesworth/McDonnell)</p> <p>8) F.4. Officers of the CTEAC (website updates, McDonnell)</p>