



**Jim A. Yovino**  
Superintendent

# fresno county superintendent of schools

Career Technical Education/Fresno Regional Occupational Program • Janet Sloan, Executive Director  
1318 E. Shaw Avenue • Suite 420 • Fresno, CA 93710 • (559) 497-3860 • FAX (559) 497-3806 • www.fcoe.org

**TO:** Members of the District Coordinators Committee

Dr. Lisa Hansen	CART	Felipe Piedra	Golden Valley
Veronica Villarreal	Caruthers Unified	Manuel Rodrigues	Kerman Unified
Paul Birrell	Central Unified	Michael Langton	Laton Unified
Dr. Daniel Ching	Chawanakee Unified	Laura Toney	Madera Unified
Dr. Gregory Lomack	Clovis Unified	Hugo Sanchez	MCSOS
Andrea Ruona	Coalinga-Huron	Collette Cole	Mariposa County
Jon Delano	CTEC	Emilio Anguiano	Mendota Unified
Joe Hammond	FCSS Court School	Stasha Tiller	Riverdale Unified
Elizabeth Lopez	Firebaugh-Las Deltas	Sean Osterberg	Sierra Unified
Michelle Khal	Fowler Unified	Steve Rizzo	Washington Unified
Michelle Mar	Fresno Unified	Cari Rumohr	Yosemite Unified
Leticia Gonzalez	Golden Plains		

**FROM:** Margo Perkins, Director

**DATE:** October 7, 2021

## **COORDINATORS COMMITTEE MEETING** **THURSDAY, October 7<sup>th</sup>, 2021 - 2:00 P.M.**

The Coordinators Committee Meeting will be held online through Zoom. If you **cannot** attend, please contact Will Betts at 497-3859 or [wbetts@fcoe.org](mailto:wbetts@fcoe.org)

**Join Zoom Meeting**

**Pre-Meeting Inservice – Creating and Maintaining a ROP Budget**  
**1:15 p.m. – Use same Zoom log-in, as above**

### **AGENDA**

- I. Curriculum Reports – Margo Perkins**
  - A. New Courses - None
  - B. Additional Sites/Sections of Existing Courses
    - 1. Firefighting 1 & 2 – Kerman High
    - 2. Cabinetmaking – Central East (ROP Adult)

- C. Course Update/Information – **Anthony Ayerza & Janet Sloan**
  - 1. Forklift Operator and MEWP (Mobile Elevated Work Platform) with emphasis on scissor and boom lift – Location TBD
  - 2. Community Classroom

**II. Finance/Legislation/Other – Janet Sloan**

- A. Budget
  - 1. CTE Incentive Funds – Addendum and Timeline
  - 2. K-12 Strong Workforce Apps due in NOVA Oct. 15, 2021
    - a. Selection Committee meets Nov. 16 to deliberate on awards
    - b. Notifications by Nov. 30, 2021
- B. Legislation – Overview
- C. CAROP Report – Overview
- D. Financial Update (Teresa Schneider)

**III. K12 SWP Pathway Specialists – Kenny Lopez and Michelle Wong**

- A. CCCAOE Fall Conference Overview
- B. K12 Strong Workforce Grant
- C. Updates

**IV. Credentials – Margo Perkins**

- A. CTE 100 Enrollment
- B. Mentoring

**V. Course Review – Anthony Ayerza**

**VI. Spring Conference (Fall) – Efrain Guizar**

- A. Update

**VII. Advisory Committee Meetings – Mike McColm**

- A. Fall Advisory Agenda and Procedures
- B. Spring Advisory
- C. William F. Noli Award Nominations

**VIII. Other**

- A. Call for Presentations for Educating for Careers Conference  
Deadline Nov. 30, 2021



## **DATES TO REMEMBER**

### **2021**

TBD	NCCER Instructor Training
October 15	1 <sup>st</sup> Quarter District Workbook Due
December 1-4	ACTE National Conference – Vision 2020 – Virtual

### **2022**

TBD	CTE Expo
January 14	2 <sup>nd</sup> Quarter District Workbook Due
Feb. 28-March 2	CA Educating for Careers Conference – Sacramento Convention Center
March	25 <sup>th</sup> Annual Apprenticeship Workshop – UA Local 246
April 7	Career Skills Challenge – Fresno City College
April 22	3 <sup>rd</sup> Quarter District Workbook Due
April 26	Spring Advisory Night – Clovis North High School
July 22	4 <sup>th</sup> Quarter District Workbook Due



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## FRESNO ROP DISTRICT COORDINATORS MEETING SUMMARY October 7, 2021

### Districts Present:

Dr. Lisa Hansen	CART	Manuel Rodrigues	Kerman Unified
Veronica Villarreal	Caruthers Unified	Michael Langton	Laton Unified
Paul Birrell	Central Unified	Laura Toney	Madera Unified
Dr. Gregory Lomack	Clovis Unified	Hugo Sanchez	MCSOS
Bobbi Mahfood	Coalinga Unified	Collette Cole	Mariposa Unified
Amy Moua	CTEC	Emilio Anguiano	Mendota Unified
Joe Hammond	FCSS Court	Stasha Tiller	Riverdale Unified
Elizabeth Lopez	Firebaugh-Las Deltas	Steve Rizzo	Washington Unified
Michelle Khal	Fowler Unified	Cari Rumohr	Yosemite Unified
Michelle Mar	Fresno Unified		

### Others Present:

Karen Boone	Clovis Unified	T. Montgomery	Sierra Unified
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### ROP Staff Present:

Janet Sloan	Executive Director	Teresa Schneider	Accountant
Margo Perkins	Director	William Betts	Program Assistant
Anthony Ayerza	Content Coordinator	Kenny Lopez	K12 Pathway Specialist
Mike McColm	Content Coordinator	Michelle Wong	K12 Pathway Specialist

Margo Perkins opened the meeting at 2:01 p.m. which took place online, using Zoom.

### **I. Curriculum Reports — Margo Perkins, Anthony Ayerza & Janet Sloan**

Margo Perkins stated there were no new courses this month. Anthony Ayerza introduced an additional site for the Firefighting 1 & 2 programs at Kerman High School which will begin fall 2022. Anthony also announced a new Cabinetmaking program for adult education students taking place on the campus of Central High School East.

Anthony is now able to offer a “train the trainer” program to our instructors in the areas of Forklift Operator and Mobile Elevated Work Platform (MEWP) with an emphasis on scissor and boom lift equipment. A date will be scheduled later this year where instructors will go through training with Anthony to become certified instructors on these subjects. Instructors will then be able to train their students, so they become certified for these in-demand skills.

Janet Sloan reminded District Coordinators about students needing to meet a minimum 72-hours of classroom instruction, before being eligible for placement at a Community Classroom training site. Also, before placement, we must have a signed and active contract on file in our office. Parent permission forms must also be on file at school sites. There are examples in our Staff Handbook. Training plans must be in place and also reviewed by the site supervisor, so they understand what competencies are being enforced on the job site. Also, classroom instructors must visit the training site at least once every 3 weeks. After students are placed, they will still need to be in the classroom for at least 1 hour per week.

## **II. Finance/Legislation/Other — Janet Sloan**

Janet Sloan began by discussing CTEIG funds and an addendum concerning matching funds sent to districts, which was regarding our consortium's application for the 2021-22 school year. Janet thanked the districts involved for their quick turnaround in providing the information needed and noted it has been submitted to the state. She also reviewed a timeline of upcoming deadlines for the rounds of funding previously distributed and when those funds must be spent.

K-12 Strong Workforce applications are due in NOVA by October 15, 2021. The selection committee meets November 16 to deliberate awards, and recipients will be notified by November 30, 2021.

Legislators in Sacramento are currently on recess, so there wasn't much to report. The one item of importance to CTE concerns tenure for CTE instructors. That issue has been tabled, but will go back into committee once legislators return.

Janet reported she and Margo Perkins attended the meeting for CAROP and one item specifically being focused on is promoting what districts are doing with their CTEIG funding. Any time districts have an event, student success stories, new equipment, photos, etc. relating to CTE being promoted through social media, please tag your local and state legislators. This way, they'll know how funds they consider and vote on are being utilized for our programs. Also, let your Content Coordinators know what's happening and they will forward the information to CAROP, so your districts can be featured on their website.

Teresa Schneider stated she had received all but 3 of the Shared Responsibility Agreements from districts. She reminded districts about first quarter workbooks being due October 15, 2021. The workbook due dates for the remainder of the school year are: January 14, 2022 for the second quarter; April 22, 2022 for the third quarter; and July 22, 2022 for the fourth quarter.

## **III. K12 SWP Pathway Specialists — Kenny Lopez & Michelle Wong**

Kenny Lopez reported he and Michelle Wong attended the CCCAOE Conference which allowed them to network with fellow Pathway Coordinators and college deans. They learned about various high school and college partnerships happening in our region.

Kenny and Michelle have been assisting some of our district with their Strong Workforce grant, since October 15, 2021 is the deadline for submissions.

**IV. Credentials — Margo Perkins**

Margo Perkins stated there is a total of 30 educators beginning the 7-week credential program on November 8, 2021. Nine of those participants are veteran instructors. There are also an additional 9 individuals Margo will be working with on their second year, in order to clear their credentials. Our mentors are busy setting goals with their assigned instructors for the new school year.

**V. Course Review — Anthony Ayerza**

Anthony Ayerza discussed the Course Review—which is used as a coaching tool—and mentioned revisions were made by a team of people who came up with a draft version. Then, a supportive team of administrators and instructors reviewed and finalized the new, more interactive, form. Now, the Course Review will offer a year-long project, where instructors will receive the document at the beginning of the school year and are able to input information as the year progresses. A demonstration on filling out the new form was done onscreen by Mike McColm.

**VI. Spring Conference (Fall) — Janet Sloan**

Janet Sloan announced we had been given approval to hold the Spring Conference (previously Fall Conference) in February, and the Doubletree Hotel in downtown Fresno may be the possible venue for our event. Janet took a quick poll of District Coordinators to see who expected their instructors to participate. After some input, it appeared some districts wouldn't be able to participate at all and others would only be able to send a limited amount of instructors. Due to the ongoing issues with Covid-19 and a continuous shortage of substitutes and staff, we will need to evaluate whether the event can still be held.

**VII. Advisory Committee Meetings — Mike McColm**

Mike McColm reminded District Coordinators about the new fall advisory meeting minutes template for this year, which is available for download on the Attendance website. A copy was also emailed to District Coordinators to be shared with instructors. Also, the website has a new pre-advisory checklist to assist instructors in preparing for their meeting. There's a change to the template for instructors holding a virtual meeting: Virtual meetings don't have to be recorded, as previously required, but there is a prompt in the virtual slide with instructions to have all participants type their name and information in the Chat box, so the instructor can print or save the information for submission with their meeting minutes.

Mike also announced we are planning for an in-person Spring Advisory event at Clovis North High School on April 26, 2022. Registration will be available on the Attendance site soon. Finally, Noli Award nominations to recognize outstanding advisors involved with our pathway programs are due January 13, 2022.

### **VIII. Other**

Margo Perkins gave a call for presentations from our districts at this year's Educating for Careers Conference in Sacramento. The deadline to request participating as a presenter is November 30, 2021.

The meeting was adjourned at 2:37 p.m.



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