

**LA Co. Career Pathways Partnership Meeting**  
**Minutes – June 14, 2023**

| <b>Last Name</b> | <b>First Name</b> |  | <b>Last Name</b> | <b>First Name</b> |
|------------------|-------------------|--|------------------|-------------------|
| Amanuel          | Ruth              |  | Lopez            | Alicia            |
| Castellon        | Carlos            |  | Lyles            | Ashanti           |
| Chil-Gevorkyan   | Meg               |  | Maldonado        | Coleen            |
| Cobbs            | Anthony           |  | Mazziotti        | Tammy             |
| Coleman          | Susan             |  | Najar            | Bonny             |
| Cuevas           | Adele             |  | Nazarian         | Joanne            |
| Dean             | Michael           |  | Ruiz-Emmons      | Sabrina           |
| Eddington        | Lyla              |  | Santiago         | Giovanna          |
| Fox              | Judy              |  | Tchulluian       | Laura             |
| Harris           | Jonathan          |  | Tyra             | Marie             |
| Hill             | Cody              |  | Wijnker          | Jen               |
| Idio             | Kimberly          |  | Wilson           | Marcia            |
| Jones            | Rita              |  | Xiao             | Sheila            |
| Kahwajian        | Raffi             |  | Zambrano         | Alicia            |
| Leon-Vazquez     | Maria             |  |                  |                   |
| Lewenberg        | Lisa              |  |                  |                   |
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| <b>Agenda</b>  | <b>Discussion</b>  | <b>Follow-up</b> |
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| I. Welcome and Purpose of Meeting – Dr. Lyla Eddington | Dr. Lyla Eddington, Project Lead SWP Career Pathways Partnership Program began the meeting at 9:07AM. Dr. Eddington welcomed the group, gave a brief history of the Career Pathways Partnership evolution, and briefly discussed the meeting agenda. |                  |

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| II. Approval of Minutes  | Minutes from the March 15 <sup>th</sup> meeting were reviewed. Colleen Maldonado moved that the minutes be approved as read and Carlos Castellon seconded the motion. The minutes were approved as written by unanimous vote.  |   |
| III. Introduction of LARC Team                                   | Ruth Amanuel, LARC Project Manager for the Career Pathways Partnership project gave a brief introduction as to the roles of the program management team. Judy Fox and Sheila Xiao, members of the LARC Project Management team also provided the committee with introductions as to their roles. A brief discussion of reporting requirements was mentioned.   | Reporting data will be used to showcase work being done throughout the region.  |
| IV. Update on LA Career Pathways Partnership Project             | <p><b>a. Close Out of Round 6 – Implementation Status Worksheet:</b></p> <p>Round 6 funds run through December 2023, however staff are encouraged to finalize by November.</p> <p><b>b. Work Plan for Round 7 – Completed from Retreat:</b></p> <p>Round 7 begins on July 1, 2023 – June 30, 2024. Workplan contains 6 objectives but CPS are only responsible for 5; This year’s matrix requirement will be different and should include Dual Enrollment, Articulated courses, and Noncredit classes. It will be the benchmark utilized to build to the 10% change. The new chancellor has expressed a goal for all high school students to graduate with 12 college units. This region has decided that students need to be exposed to the various career options before high school if we are to meet this goal. The LA Career Finder Middle School tool will be implemented in Fall.</p> <p><b>c. Status of Round 8 Proposal – Budget, Success Stories, Data Reports:</b></p> <p>All budgets have been entered and submitted to LARC as part of the Round 8 SWP application.</p> | <p>Instructions for CTE Matrix will be sent out soon; due 9/1/23.</p> <p>Lyla will continue to work on Round 8 application documents in advance of the July deadline.</p> |
| V. Presentation: Implementing the Middle School LA Career Finder | <p>Susan Coleman &amp; Rita Jones:</p> <p>Presenters have been asked to aid with training staff to effectively utilize the career finder for both middle and high school students. Presenters facilitated several activities to encourage engagement and discussion as to how to best serve the middle school students with the Career Finder tool. sharing key points about the career finder; suggestion about how and who makes/provides content for the videos, etc.</p>   |   |

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| VI. Presentation Share-Out and Closing | During the middle school LA Career Finder discussion and share out, group was provided with a template to review and discuss. Group was tasked with the following action items: who, steps, resources – what do you need, challenges?<br>Focus of discussion: Benefits, Barriers, & Successful Practices. |  |
| VII. Networking Lunch/Adjournment      | Meeting adjourned around 12:01PM for lunch and networking.  |  |
| VIII. Meetings and Calls:              | <b>Zoom Calls:</b> 8/16/23; 1/17/24; 2/21/24; 4/17/24; 6/12/24 (Calls 3:00 – 4:00 PM)<br><b>Quarterly Meetings:</b> 9/13/23; 12/13/23; 3/20/24<br><b>Retreat:</b> 5/20-22/24  |  |

# LA Career Finder for Middle School Review

## June 14, 2023 Feedback

### Critiques Received:

- Videos not very relatable. Often show college students but should show high school students. Recommendations: - shoot our own videos or - search [Glideo](#) (We need access/login)
- Video on 'transition from HS to college' - more explanation needed...preface with "this is HS to college but MS to HS is similar..." or use Instagram or TikTok videos
- Budget video is ok. Maybe needs a video introduction (Get high school students to do?)
- Extra slide - connect Pathways to Salary (Will add a connecting slide.)
- Invite counselors in. (PS/CPS)
- Canvas module: can plug in to school (only individual schools can do this)

### Problem 1: How do we reach the middle school counselors and teachers with the new middle school resource?

#### Suggestions:

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| 7 votes | Host an event: CTE Counselor Day/Event/Lunch (middle school/high school teachers). Pay them & feed them. Discuss the project to get them on board. (Lyla & Linda - host an event? LACOE?) |
| 4 votes | AVID teachers (does this still exist?)  |
| 4 votes | Introduce Career Finder at LACOE CTE Counselor Symposium & LACOE CTE Quarterly Networking Meetings. / Bulletin Who would know more about this? Talk to Linda & Lyla                       |
| 2 votes | Approach with humility & respect -- understand they may already use a tool<br>Agreed!   |
| 2 votes | Provide training materials to counselors and incentives for them to implement this project / Incentive Program (Talk to Lyla/Linda)   |
| 2 votes | PC/CPS teach training to MS & HS counselors/teachers (to teach lessons at school sites) Linked Learning CTE Coordinator offers workshop. (Create & make available Virtual Resources.)     |
| 0 votes | Provide strategies on the "How" - logistics matter (Suggest ways to incorporate   |

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|         | into curriculum - include ideas in virtual resources.)   |
| 0 votes | Creation of MS information video to put on MS school sites - videos created by MS students   |
| 0 votes | Talk to district partners  |
| 0 votes | Create a counselor list of all HS/MS in CC area (Linda)  |
| 0 votes | Present LA Career Finder in MS counselor meetings - come to their meeting rather than invite them outside of their own school (PS/CPS responsible)   |
| 0 votes | Add to monthly bulletin (PS/CPS responsible)   |
| 0 votes | Hire a TOSA counselor for college & career readiness   |
| 0 votes | Create a newsletter to be sent to all counselors (MS/HS) but to include special announcements of events, videos, professional development opportunities.<br>Create a newsletter to send out (quarterly) to highlight parts of the program/virtual resources. |
| 0 votes | Present to staff one school at a time. Professional video share in email. Webinar with instructors.  |

## Problem 2: How can we get the LA Career Finder to more teachers & counselors at our high schools?

### Suggestions:

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| 5 votes | Provide Teacher/Counselor incentives. Host mini-events by CTE Pathway - CTE Counselor Day. Career Finder as a workshop. Share at Counselor Conference. Are PS/CPS prepared to do this or do they need more training from us?     |
| 4 votes | CTE TOSA to work with middle schools, high schools & community college & career readiness / Outreach Staff?  |
| 3 votes | Include Career Finder flyers on PC's monthly bulletins / Make available through Career Center (? Who sends the bulletins? How often do they go out? Can we see an example of the bulletin?)                                      |
| 3 votes | Create Virtual Handbook of Resources (Separate conversation with Lyla about redesigning the web site to include all resources on one site.)  |
| 1 votes | Outreach to counselors @ symposium and with District Contracts (Lyla & Linda)  |
| 1 votes | Set up a field trip for HS students in a CTE industry and have counselors champion and need to connect LA Career Finders in that activity (Who sets up industry field trips? Include in resources: how to include LACF in this.) |

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| 1 votes | Career Counselor WBL Coordinator Guided Pathways CTE Specialists<br>Presentations/Workshops ??? Do they do presentations/workshops? Do they need resources from us? |
| 0 votes | Collaborate with PC/CPS to invite counselor to training on Career Finder  |
| 0 votes | Collaborate with the Career Tech/Counselor to introduce the tool to high school instructors   |
| 0 votes | Presentations @ Counselor Meetings, HS clubs, tutorials, school government leadership   |
| 0 votes | VP, Dean, Director overseeing counseling @ HS - need their buy in to include LA Career Finder as a tool to support the students that need help to graduate          |
| 0 votes | Share at Parent Night (Share our Parent resources with each school every year/regularly?)   |
| 0 votes | Single point of contact identified (both HS and CC) (Lyla & Linda)  |
| 0 votes | CTE Work-based Learning - Guided pathways instructional leads CTE Pathway Coordinator (??)  |