**Prepare RI Career Coordinators’ Network**

**Meeting Minutes 2/26/19**

**Call to Order:** The PrepareRI Career Coordinators Network Meeting was called to order by Paul Williams at 8:30 a.m. in the Tides Restaurant at the Toll Gate Complex, Warwick

**Attendees**: See Sign-In Sheets

**Agenda Discussion:**

* **(1) Welcome and Introductions**- Paul Williams and Lynne Bedard welcomed attendees to the meeting.
* **(2) Running Start Program at CCRI- Yemel Chinchilla**  High school juniors who have demonstrated academic achievement (B or higher average) and meet the program’s criteria (recommendation and application completed and signed by student, parent and school counselor and Accuplacer results in reading, writing and math) may choose to enroll in CCRI’s Running Start Program as seniors. In the program, students earn both high school and college credit. Yemel asked that people contact her if they need more information about Running Start or how to prepare student for the Accuplacer. For those students who also apply for the new Apprenticeship Program, the date to apply for Running Start has been extended to June 1st. Contact Yemel if you are interested in inquiring about extensions for other applicants to the Running Start Program.
* **(3) Skills for Rhode Island’s Future**- Nina Pande provided an update on the PrepareRI Summer Internship Program. According to Nina, the program is currently in parent/student orientation mode. She provided individual updates for each school and she stressed that students highlighted in yellow had not yet registered for or attended an orientation session. Nina reminded the audience that students who do not attend an orientation session will be disqualified and will not move forward in the process. Those students highlighted in orange did not meet the minimum requirements, and the most common reason is that there was little essay development. Any students highlighted in blue completed the application but did not submit. Nina added that group interviews are being scheduled and conducted at schools. Students and school contacts have received the interview questions and rubric, as well as a career enhancement packet that has job-seeking tips. Translators are provided when needed for the interviews, and each group interview begins with an ice breaker. There are 10-12 students in each group, which sometimes necessitates the scheduling of multiple rooms. Students are encouraged to bring note cards with them, they are expected to come to the interview with a resume, and they will receive feedback. Nina mentioned that students should be sure to include their skill sets, such as proficiency with Microsoft Suite, on their resumes. After the group interviews are completed, there will be a second round of cuts and then the process will move into the employer phase. Interviews will be conducted at the employer’s site. During this phase, there could be three interviews for one position. There are 1200 applications, and all students should be informed of their status by May 31st, and letters will go out to those who don’t make it into the program. There will be a 40-hour boot camp for students and also a training session for business and industry supervisors focusing on how to work with high school students. Students who may need assistance with clothes for the internship will be flagged and help will be provided.
* **(4) PrepareRI Youth Apprenticeship Program- Pauline Abetti (DLT), Catherine McConnell (Governor’s Office) and Ryan Mitchner (CCRI)** This is the pilot year for this program and it will include four pathways: Pharmacy Tech, Horticulture Technology (Sustainability), Process Technician and Design. It is an employer-driven initiative, and the Running Start Program at CCRI is the vehicle. To be eligible for the apprenticeship program, students must apply to and meet the criteria for the Running Start Program, and they must be 18 by the summer of 2020. At the end of their senior year, candidates in this program who meet the criteria can go right into a full-time career where they would make at least $17.50 per hour with benefits to start. The goal is to enroll 40-60 students in the pilot program.
* **(5) Wrap Up**
* (**6) Adjournment-** Meeting adjourned at 11 a.m.
* **(7) Next Meeting-** March 19th at 8:30 am at the East Providence Career & Technical Center