

Grand Saline ISD



CAREER AND TECHNICAL EDUCATION ADVISORY COMMITTEE

BYLAWS

2016-2017

Amended and Approved: March 6, 2016

Vision: Equipping all students with knowledge, skills and certifications for post-secondary success

Mission: The Grand Saline Independent School District CTE program, in partnership with parents, community members and businesses, provides a learning environment enabling all students to obtain career skills, knowledge and certifications to empower graduates to be globally competitive, successful, and productive members of an ever-changing society.

Article I: Authority

Section One. Establishment: Under the authority of the district's Superintendent, Grand Saline ISD establishes the Career and Technical Education Advisory Committee (CTEAC) as an advisory body of the school district.

Section Two. Limitations: The CTEAC is responsible to, and serves at the discretion of, the Superintendent. The CTEAC shall have no power to expend public funds, enter into contracts, or otherwise place obligation or liability upon the district.

Section Three. Bylaws: Under the authority of the district's Superintendent, the CTEAC Bylaws shall be developed, and amended as necessary, by the Director of Career and Technical Education in consultation with the CTEAC. The CTEAC shall adopt the CTEAC Bylaws.

Section Four. Evaluation: Under state and federal guidelines, the CTEAC shall annually evaluate the effectiveness of the District's CTE programs.

Article II: Purpose and Responsibilities

Section One. Purpose: The purpose of the CTEAC is to provide assistance in the development of Career and Technical Education (CTE) programs to meet the needs of students, business and industry, and the community. Local advisory committees provide the means for a Career and Technical Education (CTE) curriculum to remain relevant to business and industry needs. Relevance of instruction is the school's assurance that graduates will be capable of performing entry-level job skills. Advisory committee members who become familiar with CTE programs, and are themselves employed in the field as well as being potential employers of graduates, have a unique perspective of a training program. They can provide an informed viewpoint that is invaluable to the educational process.

Section Two. Responsibilities: To accomplish its purpose, the CTEAC shall provide collaboration opportunities and expertise to educators and the administration on matters related to CTE programs. The CTEAC assists the school in developing long-range goals and plans and recommends the overall career and technical education program design. Members represent those occupations present in the community. Accordingly, the responsibilities of the CTEAC may include, but are not limited to, the following areas:

1. Public relations – educating the public of our CTE programs.
2. Curriculum – ensuring industry standard curriculum.
3. Community resources – fostering improved community involvement to benefit CTE programs and local businesses.
4. Student organizations – expanding CTE student organizations at Grand Saline ISD.
5. Job placement – developing community relationships to assist in practicum placement.
6. Staff development – ensuring the latest skill set for our CTE teachers.
7. Program review and evaluation – evaluating CTE program based on CTE student success as well as program success, including career preparation.
8. Legislation – remaining aware of state and federal laws including both program requirements and funding.
9. Industry needs and forecast – ensuring that our programs are in line with future trends.

Article III: Meetings

Section One. Regular Meetings: The CTEAC Coordinator and CTEAC officers shall establish an annual schedule for regular meetings. The CTEAC shall conduct a minimum of two regular meetings per year, with the first meeting held generally in the fall.

Section Two. Special Meetings: Special meetings of the CTEAC may be called by the CTEAC Coordinator and officers as necessary or appropriate.

Section Three. Subcommittees: The CTEAC may form subcommittees from time to time on any matter deemed necessary or appropriate, and may provide specific parameters or procedures for those subcommittees.

Section Four. Open Meetings: All meetings of the CTEAC shall be open to the public.

Section Five. Attendance: Member attendance and participation is essential. Meeting times will be set to try to accommodate the needs of the majority of members, and attendance is encouraged.

Section Six. Decision-Making: Members shall attempt to reach decisions by consensus. However, if a clear consensus cannot be obtained, decisions shall be reached by a majority vote. Each committee member shall be entitled to one vote per motion.

Section Seven. Quorum: For regular meetings of the CTEAC, a quorum shall be met when a majority of the 8 listed membership criteria outlined below in Section One are met by 5 members. Meetings may still be held without a quorum for purposes of presentations or discussion. However, no actions or voting may take place without a quorum.

Section Eight. Agendas: Agenda items for meetings shall be determined by the CTEAC Coordinator and Officers.

Section Nine. Minutes: Minutes shall be kept for all meetings and shall be approved by the CTEAC.

Article IV: Membership

Section One. Membership Criteria: Membership of the CTEAC shall strive to reflect the diversity of the district. In addition, the membership of the CTEAC shall strive to represent a broad range of interests and include sufficient subject matter expertise to address the issues commonly before the CTEAC. The membership of the CTEAC shall consist of the following at a minimum, but additional members may be added at the discretion of the CTEAC Coordinator:

1. One representative of business and industry directly related to current or future CTE programs.
2. One student enrolled in the CTE program.
3. One CTE teacher from each program area.
4. One parent or legal guardian of a student enrolled in a CTE program.
5. One member of the community.
6. One administrator.
7. One campus principal or counselor.
8. One school board member.

Section Two. Term of Service: The term of service for an appointment to the CTEAC shall be for two years, beginning in the fall of 2017. Members may serve multiple terms.

Section Three. Vacancies: If a member resigns or is dismissed, the CTEAC Coordinator shall fill the position if a year or more remains in the term; if less than a year remains in the term, the position may be left vacant for the remainder of the term.

Section Four. Conduct: CTEAC members shall conduct themselves at all times with courtesy and respect toward other members and district staff.

Article V: Officers

Section One. Selection: *Officer Selection shall be as follows:*

1. The CTEAC officers shall be determined by election. The CTEAC shall elect officers, including president, vice-president, and secretary from its members.

Section Two. Term of Service: All officers shall serve a two-year term. Each may serve multiple terms, but would be selected through election every two years. Elections shall normally be held in the Fall.

Section Three. Responsibilities: The responsibilities of the CTEAC Officers shall include:

1. CTEAC President:
 - Determining agendas, with the CTEAC Coordinator, for meetings.
 - Presiding at all meetings.
 - Enforcing commonly accepted parliamentary procedures
 - Representing the CTEAC, and signing all letters, reports, and other communications on behalf of the CTEAC.
2. CTEAC Vice President
 - Serve as the primary aide to the president.
 - Perform the duties of the president in the absence or disability of that officer to act.
 - Attend meetings as requested by the president.
3. CTEAC Secretary:
 - Taking minutes of each meeting and forwarding these minutes to the CTEAC Coordinator and Officers.
 - Preparing documents to be sent to the CTEAC members for upcoming meetings.
 - Assisting with material preparation as needed.
 - Assisting with room preparation for CTEAC meetings.

Article VI: Website

Section One. Content: The CTEAC Coordinator shall establish a CTEAC webpage on the District Website with the following information:

- Schedules for meetings
- Agendas for meetings
- Approved minutes meetings
- Membership roster
- General information
- Bylaws
- Contact information
- List of local CTE programs and courses offered
- Mission Statement
- Link to Career & Technical Education website: www.cte.unt.edu
- Link to Achieve Texas website: www.achievetexas.org
- Link to TEA Career and Technical website:
http://tea.texas.gov/Curriculum_and_Instructional_Programs/Learning_Support_and_Programs/Career_and_Technical_Education/Career_and_Technical_Education/

Article VII: Staff Support

Section One. CTEAC Coordinator: The Director of CTE shall serve as the CTEAC Coordinator.

Section Two. Liaison: The Director of CTE shall serve as a liaison to communicate CTEAC matters directly to the Superintendent.

Section Three. Staff Support: The CTEAC Coordinator shall ensure that appropriate staff provide ongoing support to the CTEAC. These responsibilities shall include, but are not limited to:

1. Ensuring that adequate arrangements are made for venues for regular and other plenary meetings, as well as subcommittee meetings.
2. Providing members and applicable staff with agendas and background materials sufficiently in advance of regular and other meetings.
3. Keeping minutes of meetings.
4. Serving as a point of contact and information for stakeholders, and conveying any pertinent information to the CTEAC.