

Virginia Advisory Committee for
Career and Technical Education (CTE) Meeting Minutes
June 5, 2006
CTE Resource Center, Richmond, VA

In attendance: Johnny Cates, Toney Rigali, Dr. Brenda Long, George Willcox, Theresa Bryant, Judy Sorrell, Nicole Seeds, and Elizabeth Russell.

In the absence of the chairperson and vice-chairperson, the meeting was called to order by Elizabeth Russell.

Minutes from the March 2 meeting were presented. The motion was made by Johnny Cates and seconded by Judy Sorrell to accept the minutes as corrected. The motion passed. One addition is to be made to the minutes – add Johnny Cates as attending the meeting.

The following were introduced by Elizabeth Russell. George Willcox, CTE Career Cluster Coordinator; and Nicole Seeds, Staff Attorney, Division of Legislative Services. Anne Rowe was also named as one of the new CTE Career Cluster Coordinators, but could not attend the meeting.

OLD BUSINESS

Annual Report

A copy of the Annual Report to be presented to the State Board of Education on June 28 was distributed. Caroline Martin will present the report and all committee members are invited to attend the board meeting if their schedule allows. Please let Elizabeth know if you will be attending.

Local Administrator's Advisory Committee Handbook

A copy of this was distributed as a part of the Annual Report.

Nominations and Reappointments to the Committee

A copy of the recommended reappointments and new appointments was distributed. This will be presented to the board in July.

Nominations for Officers

At the last committee meeting Daisy Stewart was elected to serve as chairperson beginning in July and Mike Mills was elected to serve as vice-chairperson. Ms. Tracee Carmean, Riverside Health System was recommended to fill the position being vacated by Caroline Martin and John Barnes, Potomac Supply Corporation was suggested to fill the vacant position on the committee. Elizabeth announced that Ray Tate does want to continue to serve on the committee and will be back for the coming year.

NEW BUSINESS

Meeting Dates and Locations for 2006-2007

The committee agreed to meet as follows:

- October 10 - Stonewall Jackson Hotel (prior to the Virginia Association Career and Technical Education Administrators' [VACTEA] statewide conference)
- January 11 – Richmond (meet with Virginia Career and Technical Education Association [VACTE] legislative meeting)
- March – Meet with Region II (Hampton, Eastern Shore area)
Elizabeth will check to confirm the date they are meeting and the Committee will meet with them
- June – The committee will meet on the date the Creating Excellence Awards Luncheon is held. As soon as this date is confirmed the committee will be notified.

Other

Brenda Long will be retiring at the end of July, but will continue to work with the Committee and with VACTE.

Elizabeth reported she will be attending the Career Clusters Institute in Phoenix in June and will report back on clusters.

In the CTE office there are two new CTE Career Cluster Coordinator positions that have been filled by George Willcox and Anne Rowe. Both Anne and George are still working with their old positions until replacements are hired. Interviews are being held in June for both positions. We are also interviewing for the Family and Consumer Specialist and the Data Management Specialist positions in June also.

Dr. Wright, Dr. Wallinger, and Elizabeth Russell looked at the number of teachers in each program and at the alignment of programs within Career Clusters to decide where programs fell under each Career Cluster Coordinator. The areas have been divided as follows under the new cluster coordinators.

Anne Rowe

Family & Consumer Sciences
Business & Information Technology
Marketing
Career Connections

George Willcox

Technology Education
Trade and Industrial Education
Agricultural Education
Health & Medical Sciences

We also work with Project Lead the Way. Virginia currently has 17 Project Lead the Way centers. Grants are given periodically to school divisions to implement this program.

Staff may be going to Lehigh Technical Center in Pennsylvania to observe their program. This center has a UPS-style service center, nano technology lab, and a procurement program that handles procurement for the three school divisions they serve. We will observe how academics and CTE is being integrated at this center.

Teacher Cadet training will be held for teachers August 9-11. This is also referred to as Teachers for Tomorrow. Teacher Cadet is a program designed to encourage students to go into the teaching field. The program began in the mid 90s. At this time we work with Teacher Licensure on this program. We now have permission to use Perkins monies for CTE teacher training. Teacher Licensure is providing five scholarships for non-CTE teachers to attend. There will also be a refresher course held at the end of the three days for current teachers of the program. Scott Kemp is the contact in the CTE office and Ron Clemmons is the contact in Teacher Licensure.

CTE will offer an across-the-board CTE conference again in 2009. The conference will be held in Richmond. CTE staff will meet on September 18 with representatives from all potential participating groups which include the Career Education Foundation, the CTE Advisory Committee, special education teachers, Department of Rehabilitation Services, Transition Forum conference representative, guidance counselors, core study teachers – middle and high school, school administrators, central office prsonnel, and local advisory committees. We are going to use the team concept at the conference to include administrators, high school and middle school counselors, core student, special education, and CTE teachers.

Perkins Legislation

Perkins is still on hold. If not reallocated, we will continue to work under the 1998 Act. When there is a new allocation, a new state plan will be developed.

High Schools That Work

In Virginia we still have High Schools That Work programs. HSTW falls under SREB. SREB has combined with the Center U.S. group and will have two offices; one in Atlanta, Georgia and one in Tempe, Arizona.

Elizabeth talked about the American Competitiveness Initiative Scholarship. This initiative provides scholarships for students who have met rigorous graduation requirements under such programs as: Virginia's advanced diploma, International Baccalaureate program, and the Commonwealth Scholars program. Secretary Morris requested that the Department of Education submit a request to the USDOE to add an option which included completers in CTE with industry certification.

Committee Member Reports

Johnny Cates talked about AYES and ASE. There is a need to get business more involved. Maybe the Foundation can help with this. Johnny will be getting another staff member to help him with ASE and visiting school divisions.

Judy Sorrell talked about how the Transition Forum is growing each year.

Toney Rigali will be running for the Building Trades President and will able to help get the word out about CTE in this position. There is a need to get word out to businesses about SkillsUSA. Old Dominion University is giving up the SkillsUSA student organization specialist position. An RFP will be announced in September to seek a new

college/community college to oversee this position and the student organization specialist position will be advertised. Dr. Ross will help with the hiring of this position. The Advisory Committee would also like to help with this position.

Theresa Bryant reported on the “Hard Hat Camp” that will be held this summer to introduce participants to the construction trades. There will be demonstrations of five trades. Participants will be taken to an actual job site to see how the jobs are done. This camp is targeted at guidance counselors. She is hoping this camp can be used as a pilot for other community colleges to use in the future. A camp for students will be held the week before the guidance counselor’s camp to help promote the construction trades. Theresa is considering a follow-up with possibly holding this for the Tech Prep Consortium Directors also.

Brenda Long is still working with VACTE and will hopefully have a draft of their Issues and Solutions document to share at the summer conference. They would like to have the legislative document in place by September or October to work with the legislature before coming to Richmond for the VACTE meeting in January. Brenda will retire effective June 30. Brenda’s home address and phone number will be sent to committee members. Kathleen Burant will be replacing Brenda as CTE Director for Stafford County. After her retirement, Brenda will also be working when she retires with the Commonwealth Scholars Program part-time.

The Advisory Committee is encouraged to attend CTE student organization conferences. A list of the 2006-2007 dates will be sent to the committee.

Elizabeth will meet with Daisy Stewart and Mike Mills to work on a Program of Work for next year. Please e-mail Liz if you have suggestions.

George Willcox has been working with Geospatial Technology. The highest demand jobs in the next few years will be in nano technology, biotechnology, and geospatial. Superintendent’s Memo No. 87 went out on April 21. This memo announces the Geospatial Instructional Applications Initiative. It provides the opportunity for each middle and high school to receive geographic information systems software to enhance instruction in agricultural education, geography, science, and technology education. There will be eight Geospatial Instructional Applications Institutes held around the state this summer. The committee requested a presentation on geospatial at one of their meetings.

Anne Rowe has been working with Debbie Bliss in Math on the Financial Literacy Course. Regional training of teams of teachers for this course is being held during June.

The meeting adjourned to attend the Creating Excellence Awards program at the Sheraton West Hotel in Richmond.

ANNUAL REPORT

**From the
Virginia Advisory Committee for Career and Technical Education
to the
Virginia Board of Education**

Mrs. Caroline Martin, Chairperson

June 28, 2006

Introduction

The Virginia Advisory Committee for Career and Technical Education was organized in 2003. The principal purpose of the committee is to provide information and make recommendations about career and technical information to the Board of Education.

The advisory committee has met three times during the 2005 – 2006 school year: November 9, 2005; March 9, 2006; and June 5, 2006. At its March meeting, the Committee identified seven priority items that it respectfully submits in the form of recommendations/commendations for the Board's consideration.

Membership and Organization

The membership of the Virginia Advisory Committee for Career and Technical Education is composed of 12 persons knowledgeable about and concerned with career and technical education. Initial committee members were appointed by the Board of Education and committee vacancies are filled annually by the board. Once approved by the board, new members come onto the committee the following fall. Members reflect all geographic areas of the state whenever possible. Current membership includes seven representatives from business and industry and five representatives from education. Members serve three-year staggered terms and may be nominated for a second three-year term up to a maximum of two terms. The current officers of the committee include Mrs. Caroline Martin, chairperson; and Mr. Franklin D. Harris, vice chairperson. A list of current members is included in Attachment A.

The committee meets in regular session three times a year. Special meetings of the committee may be called by the chairperson or by a petition of the majority of the membership.

Bylaws and Standing Rules

The bylaws were aligned to support both the organization and the function of the committee. Amendments to the bylaws may be enacted only by the Board of Education in accordance with its rules and procedures.

Recommendations/Commendations

The committee has identified seven priority items and respectfully submits the following recommendations/commendations for the board's consideration:

Commendation #1: Inclusion of the Industry Certification on the "School Report Card"

The advisory committee commends the Virginia Department of Education, the Office of Career and Technical Education Services, and the Virginia Association of Career and

Technical Education for their efforts to have student industry certifications included on the School Report Card. This action further shows the importance of continued rigor and relevance within the career and technical education programs in Virginia.

Commendation #2: Support of Career and Technical Education

The advisory committee commends the former administration for its support of career and technical education through industry certification and Senior Year Plus and the continued support that the current administration under Governor Kaine, Acting Superintendent Dr. Patricia I. Wright, and the current State Board of Education is providing to career and technical education.

Recommendation #1: Advisory Committee Handbook for Career and Technical Education Local Administrators

The advisory committee recommends that the revised *Advisory Committee Handbook for Career and Technical Education Local Administrators* be distributed to all school divisions (See Attachment B). The advisory committee feels that with the continued change in local administrators of career and technical education, it is essential that they be fully aware of the importance of the local advisory council for career and technical education.

Recommendation #2: Support of Federal Perkins Legislation

The advisory committee recommends the development of a board letter or resolution to be sent to members of the Virginia Congressional delegation requesting the reauthorization of Perkins legislation at the current level or increased funding to be distributed to local school divisions (secondary and postsecondary) on an established distribution formula as part of the legislation. It is our belief that career and technical education programs in Virginia are providing high-level education and are meeting the demands of business and industry but are experiencing difficulty keeping up with the ever-changing technology and equipment demands. The federal Perkins funds are essential to Virginia's CTE programs and are needed to ensure that our technical programs have up-to-date laboratories and classrooms where students receive education and training on the most current technologies.

Recommendation #3: Support of the Virginia Career and Technical Education (CTE) Curriculum Resource Center and the Virginia Career Education Foundation (VCEF)

The advisory committee recommends the continued support of the Virginia Career and Technical Education Curriculum Resource Center and the Virginia Career Education Foundation.

The CTE Resource Center provides the career and technical education programs throughout the state with curriculum and other resources that could not be developed by

many individual local education agencies. The CTE Resource Center works with Department of Education program area specialists, teachers, and business and industry representatives to assure that all CTE curriculums are correlated with national and state standards and also with Virginia's Standards of Learning. We endorse the CTE Resource's mission and efforts on behalf of career and technical education.

The Virginia Career Education Foundation exists to raise funds and lend support for initiatives, including public-private partnerships that promote career awareness and quality career and technical programs, particularly for middle and high school students. We believe that the state calendar, grants for "CTE Best Practices" to be duplicated throughout the state, support of student organizations through scholarships, and the Commonwealth Scholars Initiative are all efforts that will enhance career and technical education in Virginia. We believe the funds raised by the foundation help to expand the CTE programs offered in Virginia and we fully endorse the foundation's mission.

Recommendation #4: Support of Industry Certifications

The advisory committee recommends the continued support of industry certification for both students and teachers. The committee recommends the development of a board letter or resolution to be sent to the Governor supporting the continued funding for industry certifications. We believe that this effort will continue to place Virginia in the lead to prepare our students for postsecondary education and the workforce.

Recommendation #5: Recognition of Retiring Committee Members

The advisory committee recommends the recognition of retiring committee members for their service during their tenure on the committee.

ATTACHMENT A

**Membership List
Virginia Advisory Committee for Career and Technical Education**

**Virginia Advisory Committee for
Career and Technical Education
2005-2006**

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ATTACHMENT B

Advisory Committee Handbook for Career and Technical Education Local Administrators

ADVISORY COMMITTEE HANDBOOK

for

Career and Technical Education Local Administrators

Office of Career and Technical Education



Commonwealth of Virginia

**Revised
June 2006**

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PREFACE

The Advisory Committee Handbook has been revised (June 2006) to assist you in your role as a local administrator of Career and Technical Education and to inform local advisory committee members of their responsibility.

The Virginia Advisory Committee for Career and Technical Education members believe that the support for and the strengthening of educational programs in Virginia can be maintained and increased by the effective interaction, at all levels, of lay citizens and professional educators and administrators. We believe that public educational institutions and organizations maximize their effectiveness when there is a mixture of lay citizens and professionals participating in planning and evaluation.

We thank you for your time and expertise and hope this publication will be helpful to you.

Caroline Martin, Chairman
Virginia Advisory Committee for
Career and Technical Education

HISTORY

The Smith-Hughes Act was passed in 1917 by the United States Congress. The use of lay advisory groups in vocational education was encouraged in the provisions of this legislation. Such encouragement, as delineated in the Smith-Hughes Act, was precipitated by a fear that the growth of vocational education programs would be thwarted if their administration was left entirely to school officials who possessed only academic backgrounds. During that period, recipients of federal funds for vocational education were expected to seek the advice of the best minds of the community they purported to serve. Early in the 1900s, therefore, a recognized need existed for advisory groups to assist in the planning of vocational education programs and to help establish a communication link between the school and the community.

By the late forties and early fifties, state supervisory personnel and vocational teacher educators were beginning to endorse the concept of utilizing local advisory councils. Inasmuch as advisory council establishment was usually an option left to the individual teacher, councils were organized in some communities and not organized in others. Thus, for the next 40 years, vocational education teachers at the secondary, postsecondary, and adult level used local advisory groups with varying degrees of effectiveness.

With the emergence of vocational-technical education centers and community colleges in the mid-1960s, the use of general vocational advisory councils became a common practice. Thus, there has been a long tradition of involvement in Virginia of local advisory groups in vocational education.

Citizen involvement in the planning stages of vocational education was given additional impetus through federal legislation in the 1960's and 1970's. The Vocational Education Act of 1963 established the National Advisory Council for Vocational Education and the 1968 amendments included the first legal mandate calling for the formulation of state advisory councils. The Education Amendments of 1976 emphasized greater involvement than in the past of national and state councils and called specifically for advisory councils at the local level.

On July 1, 2002, the new Regulations Governing Career and Technical Education in Virginia went into effect. Part II, Section 3 (8VAC20-120-50) of the regulations requires that each local education agency or region establish a general career and technical education advisory council to provide recommendations to the local education agency (or board) on current job needs and relevancy of career and technical education programs and to assist in the development, implementation, and evaluation of the local plan and application. It further states:

1. The council shall be composed of members of the public, including students, teachers, parents and representatives from business, industry, and labor, with

appropriate representation of both sexes and racial and ethnic minorities found in the school, community or region served by the council; and

2. That the council shall meet at regular intervals during the year to assist in planning, implementing, and assessing of career and technical education programs.

ADVISORY COMMITTEES

General Advisory Committees: A school division serves the public and, in turn, is supported by it. Communication is critical. The school division and the community need to establish a strong communication vehicle such as an advisory committee. Schools need to know what the business and industry wants; the business and industry needs to know what the schools are teaching.

General advisory committees provide the necessary communication link. Committee representatives are recognized experts in their respective fields who help educational authorities build valuable programs based on the real needs of the business and industry. In many cases it is wise to have occupational advisory committees represented on the general advisory committees to provide continuity between programs and schools.

PURPOSE OF AN ADVISORY COMMITTEE

1. The advisory committee provides a link between the school and industry and can advise on the many facets of a career and technical education program. An advisory committee has no administrative authority and is not created to usurp the authority of local boards of education and administrative staff. Whether such groups are called commissions, councils, boards, or committees, it is important to remember that they serve in an advisory capacity.
2. A committee can assist in establishing a two-way system of communication: informing the school of the needs of business and industry and informing business and industry of the services the school can provide. Research shows that current up-to-date CTE programs have a strong advisory committee that actively advises the local school division.
3. A committee is organized to assist in making career and technical education programs as efficient and effective as possible in order that both business and industry and student needs are being truly met.

FUNCTIONS OF AN ADVISORY COMMITTEE

The functions of an advisory committee shall include, but not be limited to, active involvement in the following:

1. Advise on business and industry current and projected workforce needs.
2. Review and sign off on the local school division's annual CTE plan.
3. Suggest course content and program development.
4. Make recommendations on equipment, instructional materials, and specifications for training areas.
5. Promote public relations and publicity relative to the program.
6. Assist in placement of students in co-op programs.
7. Make suggestions on real work-based projects to be used to enhance occupational objectives.
8. Review the program budget, i.e., instructional materials, equipment, etc.
9. Support student organization activities at the local, regional, state, and national levels.

RECOMMENDED COMPOSITION OF ADVISORY COMMITTEES

Composition of an advisory committee should consist of seven (7) or more persons who by position, background experience, or training can contribute to the improvement of CTE programs.

Suggested criteria for advisory committee membership are as follows:

1. Supervisory and non-supervisory persons currently employed in a business/industry directly related to programs offered at the division level;
2. Representatives of labor, trade associations, or professional organizations;
3. Representative of special populations;
4. Representative of postsecondary programs;
5. Representative of career and technical education teachers;
6. Former students with at least three (3) years on-the-job experience related to the specific program;
7. Parents of current or former students enrolled in the CTE programs; and
8. Current president of a student organization.

NOTE: The majority of the advisory committee members should be selected from areas 1 through 5 above.

RECOMMENDED CRITERIA FOR COMMITTEE MEMBERS

1. **Experience:** Committee members should have first-hand business and industry experiences in one or more of the division's programs of study. They should be persons who are recognized as leaders in their profession.
2. **Adequate Time:** An advisory committee should meet as frequently as necessary (minimum of two to three times a year). The ability to devote adequate time to committee work should be discussed with potential members to ensure commitment to the time needed to provide strong support for the local CTE programs.

RESPONSIBILITIES OF COMMITTEE MEMBERS

Each advisory committee member is expected to:

1. Attend meetings regularly, participate in the committee discussions and serve on subcommittees when requested;
2. Review and advise the local school division on current labor market needs, employment projections, and program offerings;
3. Keep the CTE administrator and instructor(s) informed of new industry developments;
4. Assist with student leadership activities in cooperation with student organizations;
5. Advise on the relevance of CTE program offerings as related to current job needs;
6. Advise on the development, operation, and evaluation of the program;
7. Assist the local agency in planning CTE promotion activities; and
8. Assist with the development of local career and technical education plan, presentation of the plan to the local school board, and signing off on the approved plan for submission to the Virginia Department of Education.

RECOMMENDED LENGTH OF MEMBERSHIP

1. The terms of committee members should be for three years with staggered termination dates to allow for continuity. Provisions to insure that there will always be experienced members serving on the committee are critical. Members may be recommended for reappointment after completing their term in office.
2. The instructor(s) of each program area, current committee members, and local administrators should make recommendations for membership to the program advisory committee.
3. The advisory committee chair shall annually submit nominees to the local school board.
4. The local school board should appoint advisory committee members annually.

ADVISORY COMMITTEE OFFICERS

An advisory committee should elect the officers as established in its bylaws or standing rules. Terms of office may vary as defined in the committee bylaws or standing rules. The duties of each officer should be identified in the bylaws.

Chairperson: The chairperson is a representative from business and industry and should be elected by majority vote of the committee members. The chairperson should be sensitive to the views of the members, be able to listen critically, be reasonable, exercise good judgment and fairness, and be able to work closely with the instructor(s). A chairperson should be elected at the first meeting of the committee to serve during the current school year.

The responsibilities of the chairperson include the following:

1. Plan and set the meeting agenda; and
2. Preside over all meetings.

Vice-Chairperson: The vice chairperson works closely with the chairperson on all tasks and will preside in the absence of the chairperson. The vice chairperson serves as chairperson-elect for one term and chairperson for the second term.

Secretary: The secretary will be responsible for taking the minutes of each formal meeting and submitting them to the committee members.

Meetings: Realizing that a council is comprised basically of experienced persons from business, industry, and labor who are serving voluntarily, it is important that each member feel his/her time is spent wisely. One way of assuring that each meeting will be conducted in an effective and orderly manner is to establish bylaws. The bylaws will state the provisions by which the council organizes itself, selects its officers, establishes subcommittees, selects place and time for meetings, formulates programs, and prepares meeting agendas. It is important to hold regularly scheduled meetings.

All advisory committees should meet in formal, minutes-recorded sessions a minimum of twice a year. One meeting should be held prior to November 1 and the second meeting held in March to allow for local plan approval and presentation to school board. Other meetings may be scheduled at the discretion of the instructor(s) and chairperson for the committee.

Appendix A

SAMPLE LETTER OF AGREEMENT

Dear _____:

The _____ City/County School Board is pleased to inform you of your appointment to _____'s career and technical education advisory committee. Thank you for your willingness to serve on this committee.

The ultimate objective of this committee is to serve in an advisory role to ensure the most up-to-date career and technical education programs possible in our school division. Your active participation and interest in the committee's work will be helpful in the accomplishment of this objective.

Shortly, you will be notified by _____ about the time, date, and place for the advisory committee meeting. At this meeting, the role and functions of the committee and members will be clarified. You will have the opportunity to meet other members of the committee, school board, and the school administrative staff. A meeting agenda will be sent to you upon our receipt of your acceptance form.

Again we thank you for your interest in the career and technical education program offerings. Please contact _____ at _____ if you have any questions. We look forward to working with you and your fellow advisory committee members.

Sincerely,

(signed by the chairman of the
School Board or an administrator)

(Acceptance form to be returned)

APPENDIX B

ADVISORY COUNCIL BYLAWS (suggested outline)

- I. Name
- II. Area Served
- III. Membership
 - A. Number of Members
 - B. Term of Office
 - C. Appointment of Members
 - D. Ex-Officio Members
- IV. Purpose and Responsibilities
 - A. Purpose of Council
 - B. Responsibilities
- V. Organization
 - A. Officers
 - B. Term of Officers
 - C. Minutes
- VI. Policies and Procedures
- VII. Meetings
 - A. Regular Meetings
 - B. Special Meetings
 - C. Quorum
 - D. Agenda
- VIII. Committees

APPENDIX C

ADVISORY COMMITTEE CHAIRPERSON'S GUIDE FOR CONDUCTING AN ADVISORY COMMITTEE MEETING

Agenda

(Date)

- | | | |
|----|------------------------|--|
| 1. | Call to Order | Welcome and opening remarks by school personnel |
| 2. | Secretary's Minutes | Minutes of last meeting; approved/corrected by vote |
| 3. | Introductions | Introduction and biographical information about committee members and/or guests

Introduction and biographical information about instructor(s) |
| 4. | Old Business | Briefly summarize old business items |
| 5. | Special Reports | Recognize individual presenting reports |
| 6. | New Business | Review, discuss, and vote on each item |
| 7. | Plans for Next Meeting | Discuss date and time for future meetings, subcommittees, etc. |
| 8. | Other Items | Announcements, etc. |
| 9. | Adjournment | |

ACKNOWLEDGMENTS

The Virginia Advisory Committee for Career and Technical Education wishes to extend its appreciation to the following who assisted in developing the *Advisory Committee Handbook for Administrators of Career and Technical Education*.

A special thanks goes to the members of the Virginia Advisory Committee for Career and Technical Education; the career and technical education staff with the Virginia Department of Education; and Paula Kirby, program secretary for the Shenandoah Valley Regional Program, who supported the effort in producing this publication.

Portions of this booklet were based on information taken from the following:

The Oklahoma Department of Vocational and Technical Education, and the Metro Tech Area Vocational-Technical Center of Oklahoma

The National Center for Research in Vocational Education at Ohio State University

The Virginia Department of Education

The Career and Technical Education Resource Center in Virginia