

**ALEXANDRIA CITY  
PUBLIC SCHOOLS**

**CAREER AND TECHNICAL  
EDUCATION**

**ADVISORY COMMITTEE  
HANDBOOK**

**SEPTEMBER 2003**

## **ADVISORY COMMITTEES TO THE ALEXANDRIA SCHOOL BOARD**

SEARCH: BCF-1

It is the duty of the School Board to appoint advisory councils or committees of citizens of the school division for consultation with reference to specific matters pertaining to local schools. The School Board shall establish the composition of the committee and a statement of the purpose of the committee. In addition pursuant to the Code of Virginia, Board of Education regulations, and federal law, the School Board shall establish advisory committees for the following programs: school health, safe and drug-free schools and communities, talented and gifted education, special education, family life education, and career and technical education.

The School Board shall publicly advertise committee membership openings. Members of these committees shall serve without compensation. Members shall attend at least 75% of all meetings. The committee membership shall not exceed 15 members.

The committees shall hold an organizational meeting when first appointed or annually in September. At the organizational meeting the committees shall elect a chairman, and establish a meeting/work schedule. The Superintendent shall provide reasonable staff support and assistance to advisory committees. Recommendations of these committees are advisory only. All final decisions rest solely with the Board. The committees shall submit through the Superintendent to the School Board final recommendations or, in the case of on-going committees an annual report.

Adopted: October 24, 1996  
Revised: October 15, 1998  
Revised: September 7, 2000  
Revised: July 12, 2001

Legal Ref.: Code of Virginia, 1950, as amended, sections 22.1-86, 22.1-275.1, 22.1-253.13.1, 22.1-13:2, 22.1-13:4, 22.1-254.01.  
Public Law 103-382, Improving America's School Act (IASA) of 1994, Section 4114. (a) (2) (B)  
8 VAC 20-80-90  
8 VAC 20-120-50.

Cross Ref.: BCFA – Budget Advisory Committee

**REGULATIONS GOVERNING  
CAREER AND TECHNICAL EDUCATION  
VIRGINIA BOARD OF EDUCATION  
8 VAC 20-120**

**8VAC20-120-50 Career and Technical Education Advisory Council**

Each local education agency or region shall establish a general career and technical education advisory council to provide recommendations to the local educational agency (or board) on current job needs and the relevancy of career and technical education programs offered and to assist in the development, implementation and evaluation of the local plan and application.

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

# **ALEXANDRIA CITY PUBLIC SCHOOLS CAREER and TECHNICAL EDUCATION ADVISORY COMMITTEE**

## **MISSION**

The mission of the Alexandria City Public Schools Career & Technical Education Advisory Committee is to provide recommendations, information and support to the Alexandria School Board and to the Career & Technical Education Program.

# **ALEXANDRIA CITY PUBLIC SCHOOLS CAREER and TECHNICAL EDUCATION ADVISORY COMMITTEE**

## **GOALS**

1. Review career & technical education program structure
2. Evaluate local, regional, and national job market trends and employment demands
3. Explore new and emerging information regarding career & technical education
4. Formulate and evaluate the relative success of career & technical education programs
5. Review Career and Technical Education annual plan
6. Review Alexandria division plan

## **HISTORY OF CAREER AND TECHNICAL EDUCATION ADVISORY COMMITTEE**

The Smith-Hughes Act was passed in 1917. 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 1900's, 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 forty 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-1960, 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.

Although local councils are no longer mandated by federal law, they still play an important role at the local level in operating up-to-date career and technical education programs. 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 require local education agencies to have in place a career and technical education advisory council.

## **BACKGROUND OF THE CAREER AND TECHNICAL EDUCATION ADVISORY COMMITTEES**

The Alexandria City Public Schools Career and Technical Education advisory committee plays an important role in establishing and operating an up-to-date career and technical education program. By seeking the advice of lay persons from the community who have first-hand information concerning current business trends, technological demands, and realistic job requirements, the Director of Career and Technical Education can build effective communication lines between education and the world of work. This communication system enables the career and technical education student to receive instruction based on input from persons who have practical, everyday occupational knowledge of skills necessary in the world of work.

Alexandria City Public Schools Career and Technical Education programs are based on occupational skills which approximate the real workplace to facilitate the transition of students from school to work.

Members should encourage high performance from students, faculty, and staff in an atmosphere of mutual respect and enthusiasm. They should also promote a positive image of the school division to the general public as well as among Alexandria City Public Schools staff and students.

1. Work toward creating and maintaining a positive public image.
2. Deliver innovative, quality instructional programs utilizing best practices.
3. Maximize the utilization of resources to provide support for training/instruction and related services.
4. Be responsive to social, economic, and cultural changes impacting content and delivery of programs and services.
5. Encourage high standards of performance in an atmosphere of respect and enthusiasm from students, faculty, and staff.

**General Advisory Committees:** A school division serves the public and, in turn, is supported by it. Communication is critical. The Alexandria City Public Schools and the community should work together. The schools should know what the people want; the people should know what the schools are teaching.

The Alexandria City Public Schools Career and Technical Education advisory committee provides this necessary communication link. It is made up of business and higher education representatives, recognized as experts in their respective fields, who help build valuable programs based on the real needs of the community.

**Occupational Advisory Committees:** A career & technical education teacher has the responsibility of providing a program of instruction which is based on the needs of and opportunities available in the community. Even the most competent teacher needs the assistance and support of community leadership in this endeavor.

An occupational advisory committee, also referred to as a craft committee, is composed of lay members who can serve as a link between the community and the teacher in providing an up-to-date career and technical education program for students. Working with occupational advisory committees requires time and effort; however, the time spent and the effort expended will result in a more effective program. Occupational advisory committees are exercised as needed to inform specific tasks and projects.

## **PURPOSE OF THE ALEXANDRIA CITY PUBLIC SCHOOLS CAREER AND TECHNICAL EDUCATION ADVISORY COMMITTEE**

1. The Alexandria City Public Schools Career and Technical Education advisory committee provides a link between the school and industry and advises on the many facets of the Alexandria City Public Schools Career and Technical Education program. The advisory committee has no administrative authority and is not created to usurp the authority of the Alexandria School Board and administrative staff. It is important to remember that the advisory committee is appointed by the Alexandria City Public Schools School Board and serves in an advisory capacity.
2. The Alexandria City Public Schools Career and Technical Education advisory committee can assist in establishing a two-way system of communication: informing the school of the needs of the community and informing the community of the services the schools can provide.
3. The Alexandria City Public Schools Career and Technical Education advisory committee is organized to assist in making career and technical education programs as efficient and effective as possible in order that the community and students are served to the greatest advantage.

## **FUNCTIONS OF THE ALEXANDRIA CITY PUBLIC SCHOOLS CAREER AND TECHNICAL EDUCATION ADVISORY COMMITTEE**

The functions of the Alexandria City Public Schools Career and Technical Education advisory committee shall include, but not be limited to, active involvement in the following:

1. Determine training needs.
2. Establish standards for the selection of students.
3. Make recommendations on equipment, instructional materials, and establishing specifications for training areas.
4. Promote public relations and publicity relative to the program.
5. Assist in placement of students.
6. Make suggestions on actual work projects to be used to enhance occupational objectives.
7. Make recommendations for program budget, i.e., instructional materials, equipment, etc.
8. Assist in Career and Technical Education student organization activities.
9. Assist in the development of the annual plan.
10. Participate in activities that support and honor Career and Technical Education students.
11. Implementation of the Division Plan.

## **COMPOSITION OF THE ALEXANDRIA CITY PUBLIC SCHOOLS CAREER AND TECHNICAL EDUCATION ADVISORY COMMITTEES**

The Composition of the Alexandria City Public Schools Career and Technical Education advisory committee shall consist of seven (7) or more persons who by position, background, experience, or training can offer input for improving the program.

Suggested criteria for advisory committee membership are as follows:

1. Supervisory persons currently employed in an industry directly related to the specific program;
2. Non-supervisory persons employed in a capacity performing those competencies directly related to the specific program;
3. Former students with at least three (3) years on-the-job experience related to the specific program;
4. Parents of students currently enrolled in the program; and
5. Current Career and Technical Education Student Organization/Members

*NOTE: The majority of the advisory committee members should be selected from areas 1 and 2 above.*

## **FUNCTIONS OF THE ALEXANDRIA CITY PUBLIC SCHOOLS CAREER AND TECHNICAL EDUCATION ADVISORY COMMITTEE**

1. **Experience:** Members should have first-hand experience in program areas in which they will serve. They should be persons who have the respect and confidence of their associates/peers.
2. **Adequate Time:** The Alexandria City Public Schools Career and Technical Education advisory committee should meet as frequently as necessary (minimum four times a year). Members should keep in close contact with the activities of the school and the program instruction. The ability to devote adequate time to committee work should be considered criteria for membership.

## **RESPONSIBILITIES OF COMMITTEE MEMBER**

### **Each advisory committee member is expected to:**

Attend meetings regularly, participate in the committee discussions and serve on subcommittees when requested;

Study carefully any problems that come before the advisory committee;

Keep the Career and Technical Education director and instructor(s) informed of new industry developments pertaining to their program;

Advise on current job needs;

Advise on the relevance of Career and Technical Education programs to current job needs;

Advise on the development, operation, and evaluation of the program, so students may benefit from a quality program; and

## **LENGTH OF MEMBERSHIP**

The terms of committee members will be determined by the Alexandria School Board. Provisions are made for replacements to insure that there will always be experienced members serving on the committee. Members may be recommended for reappointment after completing their term in office.

## **ADVISORY COMMITTEE OFFICERS**

Each advisory committee will elect officers. Terms of office are for one school year, except for the vice chairperson who serves two years.

### **Chairperson**

The chairperson is a representative for business or industry, 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). The chairperson is expected to spend more time than other members on the affairs of the committee and must be well informed. A chairperson will be elected at the first meeting of the committee to serve during the current school year.

The responsibilities of the chairperson include the following:

Assist in establishing meeting dates;

Preside over all meetings;

Plan the meeting agendas with the CTE Director at least two weeks in advance of the meetings;

Encourage a relaxed atmosphere conducive to productive discussion during committee meetings;

Participate in a training session to be held for all chairpersons of program advisory committees as provided by individual schools; and

Establish goals and objectives for the committee.

### **Secretary**

The secretary will be responsible for taking the minutes of each formal meeting and submitting them to the CTE Director. The Director may serve as secretary of the committee.

## **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.

The Alexandria City Public Schools Career and Technical Education advisory committee will meet in formal, minute-recorded sessions four times a year. One meeting should be held prior to November 1 and the last meeting prior to June 15. Other meetings are to be scheduled at the discretion of the CTE director and chairperson for the committee.

## ADVISORY COUNCIL BYLAWS

- I. Name: Alexandria City Public Schools Career and Technical Education Advisory Committee
- II. Area Served City of Alexandria
- III. Membership See Appendix A
  - A. Number of Members No more than 15
  - B. Term of Office Ongoing
  - C. Appointment of Members By School Board Membership
  - D. Ex Officio Members Virginia Employment Commission  
Alexandria City Public Schools Career Counselor  
Career and Technical Education Coordinator  
Alexandria Education Partnership Director  
NVCC Tech Prep Director
- IV. Purpose and Responsibilities
  - A. Purpose of Committee See Handbook
  - B. Responsibilities See Handbook
- V. Organization
  - A. Officers Chairperson and Secretary
  - B. Term of Officers One year
- VI. Policies and Procedures See handbook
- VII. Meetings
  - A. Regular Meetings Four times a year
  - B. Special Meetings As needed
  - C. Quorum 51% of membership
  - D. Agenda Welcome/Introduction  
Status Reports  
Old Business  
New Business  
Announcements  
Next Meeting
- VIII. Committees As needed

**INDICATORS OF THE ALEXANDRIA CITY PUBLIC SCHOOLS  
CAREER AND TECHNICAL EDUCATION  
ADVISORY COMMITTEE**

- 1. Promotes employment of graduates by local business and industry.*
- 2. Reviews information from various agencies to help determine employment needs of the local community and surrounding area.*
- 3. Provides the school division administration with information concerning career and technical education training needs in the community.*
- 4. Participates in the establishment of procedures for evaluating the relevancy of local career and technical education programs.*
- 5. Consults with the school division administration during the development of the local career and technical education program.*
- 6. Develops the annual report describing activities of the committee.*
- 7. Makes recommendations of the committee to the school board.*
- 8. Makes recommendations to the school division administration for career and technical education program improvement.*

**THE ALEXANDRIA CITY PUBLIC SCHOOLS  
CAREER AND TECHNICAL EDUCATION  
ADVISORY COMMITTEE**

(Overall school advisory committee made up of community business leaders)

- Helps select the programs that are most relevant to the local economy
- Builds support from the business community for the school and specific programs
- Develops and maintains liaison with businesses that can provide craft committee people when applicable
- Assists with student employment
- Provides support for the school with the school board, state legislature, etc.
- Facilitates possible equipment donations or loans
- Identifies business people that can serve as role models for students
- Helps in locating qualified instructors
- Helps with updating training for instructors by employing them part-time or simply keeping a communications line open into the occupation areas of the instructors

**THE ALEXANDRIA CITY PUBLIC SCHOOLS  
CAREER AND TECHNICAL EDUCATION  
CRAFT COMMITTEE**

- Helps keep the curriculum updated
- Helps keep equipment updated
- Helps place students, sometimes employing them part-time or full-time
- Helps in obtaining supplies
- Helps keep the instructor updated, sometimes employing them part-time
- Provides support for the program in the community [Craft people who feel as if they have a voice in a program will support it because they possess a feeling of ownership – This has a strong influence on program success and instructor security]

## Appendix A

### Alexandria City Public Schools Career and Technical Education Membership for 2003-2004

#### Members

**Mr. Thomas Boyd**, Project Inspector – Bovis Construction

**Ms. Michele Brandon**, Parent – Self Employed

**Ms. Michele Coffman**, Coordinator – NVCC Tech Prep

**Ms. Nancy Dean**, Manager – Virginia Employment Commission

**Mr. John Giancola**, Dean – Devry University

**Mr. Buddy Gritz**, President – Presto Valet

**Mr. Jesse Jennings**, Retired – National Glass Association

**Mr. Derek Lymus**, COMCAST Communications

**Mr. Mathew Pasquale**, Director

**Ms. Kerri Rogers**, Alexandria Education Partnership

**Ms. Mary Roman**, Alexandria City Public Schools Staff Liaison

**Ms. Prilla Stroman**, Advanced Resource Technologies, Inc.

**Mr. Vince Tocci**, Professor – American University

**Dr. Margee Walsh**, Executive Director, Secondary Program, Alexandria City Public Schools

**Mr. Charles Wilson**, School Board Liaison