

# CTE Advisory Board



## Guide

Approval for June 2024

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## **INTRODUCTION**

### **Vision**

Respect - Pride - Excellence For All

### **Mission**

Lifelong learners will be inspired and developed through effective teaching in a safe and caring environment.

### **Advise**

The advisory board assesses specific areas of the CTE programs and makes suggestions and recommendations for improvement, such as curriculum modifications, updates to facilities/budget/student competencies, purchase of new materials and equipment, or adoption of a new safety policy.

### **Assist**

The advisory board helps the instructor(s) and/or administrator carry out specific activities. These activities could include judging competitive skill events, setting up a scholarship program or working to identify and arrange meaningful work-based learning experiences for students in the program.

### **Advocate**

The advisory board promotes the CTE program throughout the community and strives to improve the relationships between CTE educators, business/industry partners, and/or the community. Promotion or marketing could include talking to legislators, speaking for career and technical education at board meetings, writing articles for local newspapers or obtaining media coverage for special events.

## A Letter from the Superintendent



**Kraig Steinhoff Ed.D**

Superintendent

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C: (701) 210-2325

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Dear CTE Advisory Board Members,

Thank you so much for being committed to Career and Technical Education (CTE). Your visualization of continuous improvement for our CTE programs creates a roadmap for the future of our programs while balancing the workforce needs and aspirations of our students. Your efforts to advise, assist and advocate enhance our programming and help to maintain strong community partnership and support for CTE.

Together, we strengthen and support District #2-2's Vision of Respect, Pride, and Excellence for All. The goal of the South Dakota Department of Education is for all students to graduate college, career, and life ready. Please don't underestimate your potential to make a difference in the future of our kids. We need your passion, ideas, and collaboration to provide students with the academic and technical skills, training, and knowledge to succeed in future careers and to become lifelong learners.

I am passionate about CTE and am proud of my roots as a CTE teacher, administrator, and advocate. Don't hesitate to contact me with concepts, questions, or needs to support Huron's Career and Technical Education programs.

Sincerely,

Kraig Steinhoff  
Superintendent of Schools

### **Legal Citation**

As a school district that operates a CTE program approved through the Division of Career and Technical Education within the SD Department of Education, we are required by federal Perkins legislation to establish and implement a CTE Program Advisory Board. The Advisory Board is required to meet a minimum of two times per school year.

## **COURSES**

### **Middle School**

Family and Consumer Science  
Project Lead the Way – Design & Modeling  
Project Lead the Way – Flight and Space  
Project Lead the Way – Medical Detectives  
Coding

### **High School**

Introduction to Building Trades  
Residential Construction  
Project Lead the Way – Principles of Biomedical Science  
Project Lead the Way – Human Body Systems  
Foundations of Technology  
Accounting I  
Accounting II  
Intro to A/V Technology  
Intro to Business  
Intro to Networking  
Animal Science  
Horticulture  
Companion Animal  
Welding I, II, III, IV  
Auto I – Introduction  
Auto II – Electronics  
Auto III – Brakes  
Auto IV – Engines  
Fundamental Food Concepts  
Culinary Arts I & II  
Human Development: Prenatal – Toddler  
Human Development: Preschool – School Age  
Fashion Design  
Interior Design  
Introduction to Education & Training  
Introduction to Law & Public Safety

## **RESPONSIBILITIES OF AN ADVISORY BOARD MEMBER**

### **Purpose / Function**

Huron School District's CTE Advisory Board members are integral partners in the success of our CTE program. The Advisory Board, comprised of individuals whose experience and abilities represent a cross section of occupational areas, is vital in assisting educators in establishing, operating, and evaluating the CTE program, discussing employment trends and issues, and looking at future needs.

### **Membership Structure**

Advisory board members may include:

- Business/industry/labor member with expertise in the CTE program or program of study
  - CTE Teacher of the CTE program or program of study
    - School Counselor
    - School Administrators
  - Postsecondary Institution Representative
- District Representative for Special Populations
  - Parent
  - Student

### **Terms of Service**

Appointment of members will be for a one, two, or three-year term.

### **Orientation of Members**

Orientation, provided by the department head or other faculty member, should include but is not limited to:

- Review of the Advisory Board Guide
  - Tour of facilities
  - Program overview
- Introduction to other instructors, possibly current students

## **Specific Member Activities**

### Product:

- Identify & verify job tasks
- Provide tours – field trips to industry
- Provide training opportunities for students
  - Job shadowing and/or intern opportunities
- Mentoring experience for students

### Recruitment & Retention:

- Identify community resources
- Assist in recruiting potential instructors
- Provide training opportunities for instructors
- Mentoring experience for instructors

### Providing Classrooms & Labs Conducive to Learning:

- Guidance on equipment purchases
- Provide tours – field trips to industry
- Donation of instructional equipment
- Donation of educational supplies
- Communication with legislators regarding Career and Technical Education needs
- Participate in and promote school events

## **Benefits**

Serving as a CTE Advisory Board Member has many benefits. These include:

- Directly impact skills of future employees
- Networking opportunities
- Input in program curriculum
- Assure that CTE programs are up-to-date and technologically current
- Recommend and/or provide classroom speakers from business and industry
- Provide tours and field trip experiences
- Assist in developing competitive skills events
- Sponsor and recognize student organization activities and leadership events



## **RESPONSIBILITIES OF THE DEPARTMENT HEAD – SUMMARY**

### **Before Meetings**

Expect continued communication with the department head throughout your tenure as a board member. You should know six to eight weeks prior when the advisory board meeting is scheduled. Two weeks prior to the meetings, all materials should be sent to all board members and applicable persons attending the meeting.

The following is a list of suggested topics for each of the two required advisory meetings. This is by no means exhaustive and represents topics pertinent to the timing of the academic year.

### **Fall Meeting (Late September/October)**

Advisory Board “Check-In”  
CTE updates  
What’s happening this school year  
Updated Program Data  
Work Force Development Opportunities  
Curriculum review (if applicable)

### **Spring Meeting (March/April)**

Advisory Board “Check-In”  
CTE updates  
Updated Program Data  
Marketing  
Job Fairs/openings

### **After Meetings**

The CTE Advisory Board Chairperson and the department head should communicate within one week after the meeting to review the events of the meeting, review a draft of the minutes, and address the recommendations of the advisory board.

Within two weeks of the meeting, minutes of the advisory board should be typed and emailed to all committee members, including those unable to attend.

## RESPONSIBILITIES OF THE HURON SCHOOL DISTRICT

The Huron School District CTE program shall utilize program advisory committees. The purpose of these committees is to invite input from business and industry in order to improve career and technical education offered by the district. While Huron School District welcomes input from the advisory board, Huron School District is final governing authority. Huron School District is responsible for:

- Financial commitment to the program
- Hiring qualified faculty and staff
- Administration of school policies
- Overall program support

## SHARED RESPONSIBILITY



## CONFIDENTIALITY / PROFESSIONALISM

Each member of the Advisory Board is expected to act in a professional manner, as well as with honesty, integrity, accountability, and a commitment of excellence. Everyone is expected to conduct Huron School District business activities in accordance with the Huron School District vision and mission, exercising sound judgment to support and serve the best interests of Huron School District and the public.

Information and discussions shared at advisory meetings are considered confidential until board minutes are approved.

## APPENDIX

## SAMPLE FALL AGENDA



## ADVISORY BOARD FALL MEETING AGENDA

**Program:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Time:** \_\_\_\_\_

**Location:** \_\_\_\_\_

|    | Name | Professional Title | Affiliation/Agency |
|----|------|--------------------|--------------------|
| 1  |      |                    |                    |
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| 9  |      |                    |                    |
| 10 |      |                    |                    |
| 11 |      |                    |                    |
| 12 |      |                    |                    |

| Agenda Items                                    | Presenter |
|-------------------------------------------------|-----------|
| 1 Introductions & Welcome                       |           |
| 2 Advisory Board “Check-In”                     |           |
| 3 HSD CTE Updates / Happenings                  |           |
| 4 Program Data: Enrollment, Equipment, Supplies |           |
| 5 Work Force Development Opportunities          |           |

**Next Meeting Date:** \_\_\_\_\_

## SAMPLE SPRING AGENDA



## ADVISORY BOARD SPRING MEETING AGENDA

**Program:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Time:** \_\_\_\_\_

**Location:** \_\_\_\_\_

|    | Name | Professional Title | Affiliation/Agency |
|----|------|--------------------|--------------------|
| 1  |      |                    |                    |
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| 10 |      |                    |                    |
| 11 |      |                    |                    |
| 12 |      |                    |                    |

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**Next Meeting Date:** \_\_\_\_\_