

**Asheville City Schools
Career and Technical Education
Business Advisory Council
Handbook & Bylaws**

2023



Learning that works
for North Carolina

***Career and Technical Education
Business Advisory Council Handbook
Table of Contents***

Why CTE?..... 3

Purpose of the CTE Business Advisory Council..... 3

Role of the CTE Business Advisory Council..... 3

Function of the CTE Business Advisory Council..... 4

Composition of the CTE Business Advisory Council..... 4 -5

Responsibilities of the CTE Business Advisory Council Members..... 5

CTE Business Advisory Council Officers..... 5

Organization of Council..... 6-7

Amendments..... 7-8

Appendices..... 9-11

References..... 11

Current Membership..... 12

Signatures..... 13

Why CTE?

Career and Technical Education prepares all students for high-skill, high-wage, or in-demand careers. The experience begins with career awareness in elementary school, exploration in middle school, and preparation in high school. CTE equips students for post-secondary education and immediate employment opportunities to compete worldwide successfully.

Purpose of the CTE Business Advisory Council (BAC)

On July 31, 2018, the President signed the Strengthening Career and Technical Education for the 21st Century Act into law. This bill reauthorizes the Carl D. Perkins Career and Technical Education Act of 2006 and will be referred to as Perkins V. This legislation is dedicated to increasing learner access to high-quality Career Technical Education (CTE) programs of study. With a focus on systems alignment and program improvement, Perkins is critical to ensuring that programs are prepared to meet the ever-changing needs of learners and employers. The NC State Plan for Career and Technical Education describes how North Carolina will meet the requirements of the Perkins Act and how federal funds can be spent. Therefore, the creation of a local CTE Advisory Committee is a component of these governmental oversights.

A local advisory committee aims to help schools and school districts improve the quality of instruction in their career and technical education programs that prepare students with workplace skills. An advisory committee is essential for local CTE administrators to establish and operate an up-to-date CTE program. Seeking the advice of community business and industry leaders who have firsthand information concerning current business trends, technological demands, and realistic job requirements creates effective communication lines between education and the world of work.

This communication system enables CTE students to receive instruction based on input from people who have practical, everyday occupational knowledge of the skills needed in the workplace. CTE programs based on current, real occupational skills facilitate the transition of students from school to work. For this reason, the advisory committee should focus consistently on innovative, quality instruction using best practices. Additionally, the advisory committee can assist in making the best use of resources by being responsive to social, economic, and cultural changes. Committee involvement and presence in local activities will encourage high performance by students, faculty, and staff in an atmosphere of mutual respect and enthusiasm.

Role of the CTE Business Advisory Council

Each local board of education shall be assisted by a business advisory council in the performance of its duties to provide career and technical education instruction, activities, and services in accordance with this Article. The business advisory council shall serve local boards of education by identifying economic and workforce development trends related to the training and educational needs of the local community and advocating for strong, local career and technical education programs, including career pathway development that provides work-based learning

opportunities for students and prepares students for post-secondary educational certifications and credentialing for high-demand careers.

Functions of the CTE Business Advisory Council

The functions of Asheville City Schools CTE Business Advisory Council include but are not limited to, the following system-wide activities: Advice on current and projected workforce needs that are most relevant to the local economy. Review the local school district's annual CTE plan. Suggest course content and program development. Build support from the business community for the school system and CTE-specific programs. Make recommendations on equipment, instructional materials, and specifications for training areas. Promote public relations and publicity for CTE programs. Make suggestions on work-based projects to enhance occupational objectives. Review CTE program budget items, such as instructional materials and equipment. Support student organization activities at the local, regional, state, and national levels. Serve as liaison with businesses that can provide craft committee volunteers when applicable. Provide support for the school with the school board, state legislature, and other policy-making bodies. Facilitate equipment donations or loans. Identify business people who can serve as mentors or role models for students.

Therefore, many of the recommended activities for an effective advisory committee will fall into one of the following major areas:

Advisory committees are needed to advise.

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

Advisory committees are needed to assist.

The advisory committee 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 structured learning experiences (SLEs) for students in the program.

Advisory committees are needed to advocate.

The advisory committee 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.

Composition of the CTE Business Advisory Council

Membership. – Each business advisory council shall have at least nine members. The council shall be composed of members who reasonably reflect the education, business, and community makeup of the local school administrative unit that it serves. It is strongly recommended that a majority of the membership of the council shall be composed of business, industry, and community members appointed in accordance with subdivision (2) of this subsection whenever possible. The remaining members shall consist of education representatives as follows: (1) Education representatives. – The following members shall serve *ex officio* on the council to represent each local school administrative unit that the council serves: a. The superintendent of the local school administrative unit or his or her designee. b. The local school administrative unit's career and technical education program director is a nonvoting member. c. The president of the community college serves the area where the local school administrative unit is located, in whole or in part, or his or her designee. d. A principal of a school located within the local school administrative unit, as assigned by the superintendent.

(2) Business, industry, and community representatives. – At least five other members shall serve on the council to represent businesses and industries located within each local school administrative unit that the council serves and the community. Members shall be business, industry, workforce, and economic development stakeholders in the community, and community members, including any of the following: a. Local business and industry owners. b. Representatives from local manufacturing centers and factories. c. Human resource directors employed at businesses and industries in the community. d. Representatives from community-based organizations. e. Representatives from economic and workforce development organizations. f. Parents of students enrolled in career and technical education courses. g. Representative or manager of the local apprenticeship coalition.

Responsibilities of CTE Business Advisory Council Members

Each advisory council member is expected to:

- Attend meetings regularly, participate in committee discussions, and serve on subcommittees when asked
- Review and advise the local school district on current labor market needs, employment projections, and program offerings
- Keep the local Director of Career and Technical Education and instructor(s) informed of new industry developments
- Assist with student leadership activities in cooperation with student organizations
- Advise on the relevance of CTE program offerings as related to current workforce needs
- Advise on the development, operation, and evaluation of the CTE program
- Assist the school division in planning activities to promote CTE programs
- Assist with developing the local Career and Technical Education plan

CTE Business Advisory Council Officers

An advisory council should elect officers as established in its bylaws or standing rules. Council bylaws or standing rules should also define terms of office and the duties of each officer.

Chair: The chair is by a majority vote of the committee members. The chair should be sensitive to the members' views, be able to listen critically, be reasonable, exercise good judgment and fairness, and work closely with everyone involved. The committee should elect a chair to serve during the current school year at its first meeting. The responsibilities of the chair include planning and setting the meeting agenda and presiding over all meetings.

Vice-Chair: The vice-chair is elected by a majority vote of the committee members, works closely with the chair on all tasks, and presides in the absence of the chair.

Secretary: The secretary is responsible for taking the minutes of each formal meeting and submitting them to committee members and the instructor(s). The career and technical education program director shall serve as secretary to the council.

Organization of the Council

1. Governance

The Council shall operate in accordance with G.S. 115C-170 and shall be governed by these bylaws, which shall become effective by a vote of a two-thirds majority of the Council membership, including any vacancies, and subsequent approval by a majority vote of the Board of Education at a duly constituted meeting of the board.

2. Quorum

In order to conduct official business at a meeting, a quorum of the Council must be present. A quorum is defined as a majority of the members of the Council, excluding any vacancies based on the number of members who accepted the calendar invite to attend a scheduled meeting.

3. Voting

Except as otherwise provided in these bylaws, matters of the Council which are subjected to a vote shall be decided by a simple majority of a quorum.

4. Council Recommendations

At least once per year and upon any request by the board of education for an interim or special report, the Council shall provide recommendations and/or a report to the board concerning the school system's career and technical education instruction, activities, and/or services. All recommendations of the Council are advisory to the board for its consideration.

5. Meetings

The Council shall meet at least biannually during the months of November and February on dates and at locations determined by the Chair in consultation with the Secretary. In conducting its meetings, the Council may use meeting space and administrative staff provided by the board to assist the Council. Special meetings of the Council may be called by the Chair or by three members of the Council. All meetings and operations of the Council are subject to the Public Records Act, Chapter 132 of the General Statutes, and the Open Meetings Law, Article 33C of Chapter 143 of the General Statutes.

6. Minutes

The Secretary shall record all proceedings of the Council as outlined in Article IV, Section 2 of these bylaws. The minutes shall be open to inspection by the public to the extent provided by the Open Meetings and Public Records Laws.

7. Rules of Procedure

Except as otherwise provided by law or by these bylaws, meetings of the Council shall be conducted using *Robert's Rules of Order, Newly Revised*, as guidance.

8. Agenda

a. A tentative agenda shall be planned by the Chair in consultation with the Secretary in advance of the meeting date. The tentative agenda for meetings shall be emailed or otherwise distributed in advance to Council members for their input and addition of agenda items at least ten (10) business days prior to the meeting date whenever possible. Any Council member may have an item placed on the proposed agenda by submitting it to the Secretary at least three (3) business days before the meeting. A copy of all proposed reports and/or recommendations of the Council or any committee or subcommittee shall be attached to the proposed agenda.

b. As its first order of business at each meeting, the Council shall adopt an agenda for the meeting. The Council may by majority vote add items to or remove items from the proposed agenda before it is adopted. After the agenda is adopted, it may be changed only upon a simple majority vote.

9. Order of Business

Items shall be placed on the agenda according to the order of business. The order of business for each meeting shall be as follows:

- a. adoption of the agenda;
- b. approval of the minutes;
- c. reports of officers, Council members, and committees;
- d. unfinished business; and

- e. new business.

Amendments

Upon proper notice, any provision of these bylaws, except those specifically mandated by G.S. 115C-170, may be amended by a vote of a two-thirds majority of the Council membership, which shall include any vacancies and subsequent approval by a majority vote of the board of education at a duly constituted meeting of the board. Notice of the proposed amendment(s) must be provided in advance on the tentative agenda for the meeting at which the change is to be considered.

Appendix A

Bylaws of the Asheville City School's Career and Technical Education Business

Advisory Council

Name: Asheville City School's Career and Technical Business Advisory Council

Area Served: Asheville –Buncombe County, North Carolina

Number of Members

It is strongly recommended that a minimum of nine, with a majority being from an outside educational setting, whenever possible.

Term and Appointment of Members:

Initial Terms and Appointments. – Initial appointment of members of the business advisory council under subdivision (2) of subsection (c) of this section for terms beginning August 29, 2022. The initial appointments into three groups if there are only three appointments, and into four groups as equal in size as practicable if there are more than three appointments shall designate appointments in group one to serve four-year terms, in group two to serve three-year terms, in group three to serve two-year terms, and in group four to serve one-year terms. (e) Subsequent Terms and Appointments. – As terms expire for members appointed as provided in subsection (d) of this section, the business advisory council shall appoint subsequent members of the business advisory council under subdivision (2) of subsection (c) of this section for four-year terms. Annually, the instructor(s) in each program area, current committee members, and local administrators should make recommendations for membership to the advisory committee to fill vacancies. The advisory committee chair should submit nominees to the Director of Career and Technical Education for approval. Any vacancies in seats appointed to the council shall be filled by the remaining members of the council.

Ex-Officio Members

Education representatives. – The following members shall serve ex officio on the council to represent each local school administrative unit that the council serves: a. The superintendent of the local school administrative unit or his or her designee. b. The career and technical education program director of the local school administrative unit is a non-voting member. c. The president of the community college that serves the area in which the local school administrative unit is located, in whole or in part, or his or her designee. d. A principal of a school located within the local school administrative unit, as assigned by the superintendent.

Purpose and Responsibilities

Outlined in the Asheville City Schools' CTE Business Advisory Committee Handbook (August 2023)

Officers

Outlined in the Asheville City Schools' CTE Business Advisory Committee Handbook (August 2023)

Term of Officers

Annually- Voted on by committee each year.

Minutes

Minutes will be recorded by the Secretary and sent to each committee member within 14 days of the meeting. The minutes of the previous meeting will be approved at the following committee meeting.

Public Record

Public Records. – A business advisory council is subject to the Public Records Act, Chapter 132 of the General Statutes, and the Open Meetings Law, Article 33C of Chapter 143 of the General Statutes. (i) Expenses. – The local board of education agency shall provide for meeting space and assignment of necessary administrative staff to the business advisory council”.

Regular Meetings

The Asheville City Schools' CTE Business Advisory Council will meet a minimum of twice a year in formal, minute-recorded sessions. Each committee member will be notified at least 10 business days of the date, time, and location of any meeting. Any committee member who is absent from two consecutive meetings without a reasonable explanation will be removed or replaced, as Outlined in the Asheville City Schools' CTE Business Advisory Committee Handbook (August 2023)

Special Meetings

The chair or three of the members may call a special meeting of the council.

Quorum

A majority of the members shall constitute a quorum.

Agenda

The agenda will be developed by the Director of Career and Technical Education and the Advisory Committee Chairman. It will be sent to the committee members prior to the meeting if possible.

Subcommittees

The Advisory Committee Chairman may appoint subcommittees when needed. Specific tasks and length of service will be outlined when the committee is formed.

References

Portions of this handbook were adapted from the North Carolina General Statutes, the North Carolina CTE Planning Guide, and the Alleghany County Schools CTE Advisory Committee Handbook.

Current Membership

Asheville City Schools' CTE Business Advisory Council Members 2023/2024

Ex-officio Members

Melissa Hedt – Deputy Superintendent, Asheville City Schools
Laura Parks - Director of Secondary Education, Asheville City Schools
Dr. Fairley Patton- Executive Director, Student Advising and Educational Partnership,
Asheville – Buncombe Technical Community College
Ivry S. Cheeks- Director of Career and Technical Education (CTE), Asheville City Schools
Cody Cheek- Curriculum and Instructional Management Coordinator, CTE Dept, Asheville City
Schools
Traci Bricker- Sustainable Agricultural Teacher, Asheville High School
Shannon Baggett- Principal, Montford North Star Academy
Krista Duckett- Administrative Assistant, CTE Department -Asheville City Schools

Membership

Samantha Cole- Workforce Partnership Manager, Economic Development Coalition for
Asheville-Buncombe County, Asheville Area Chamber of Commerce- **4 years**
Nathan Ramsey- Director Mountain Area Workforce Development Board – **4 years**
Copland Rudolph -Executive Director of Asheville City Schools Foundation – **4 years**
Phillip Cooper- Executive Director of Operation Gateway - **4 years**
Michelle Klickovich –Talent Programs Manager – Biltmore -**3 years**
Leslie Council- Health Career and Diversity Education Center, Regional Chair- MAHEC- **3
years**
Bruce Waller Jr. – Founder & CEO of Kairo Carolina Digital -**3 years**
Gene Ettison- GO Place Director – Land of Sky Regional Council – **3 years**
Erika Bowman - GO Places Coordinator Land of Sky Regional Council- **2 years**
Dr. Travis Whiteside- Owner- The Plug: A Chiropractic Wellness Center- **2 years**
Deja Marvels- Student Representative- Asheville High School -**2 years**
Amy Jackson -, Asheville High School Parent Representative- **2 years**

SIGNATURES

Co-Chairperson

Date

Co-Chairperson

Date

CTE Director

Date