

# *Portland Public Schools*

## *Career and Technical Education Student Advisory Council Handbook*



*“Nationwide, Career and Technical Education (CTE) programs are changing, evolving, and innovating to better serve the country’s needs. CTE is preparing students of all ages to help drive America’s success and vitality. Further, it is creating an educational environment that integrates core academics with real-world relevance. CTE is leading this change, transforming expectations, and making a difference for students, for secondary and postsecondary schools, for businesses and industry—for America”*

*ODE CTE Handbook*

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## **Introduction to CTE Student Advisory Council (SAC)**

No one can build a great business or program alone. The PPS CTE Student Advisory Council will make a difference for students by providing high-quality advice and assistance to CTE teachers and administrators who manage CTE programs, which can enhance a program's odds of success. Our purpose is to ensure that CTE programs are of the highest quality and provide ALL students with a strong foundation for their future careers.

The CTE SAC is essential to the future success of our CTE students as well as the workforce. In PPS our CTE programs are preparing our students today, as tomorrow's future business and community leaders. It is vitally important that we listen to understand and respond to our students' needs, ideas, interests, expectations, and opinions, and empower them to acquire the ever-changing knowledge and skills needed in the world of work.

The future success of our students is not only essential to themselves but also for the local, state, and national economy. Our CTE SAC will help us to give PPS students a unique advantage as they enter post-secondary schools and the world of work.

This PPS CTE SAC Handbook will provide stakeholders with the information needed to establish the Advisory Council, invite students to join the council, conduct meetings, etc. The guidelines and templates included will ensure a valuable experience for each member as well as effective communication to improve the outcomes and alignment of our CTE programs with today's world of work.

## **Who is part of the SAC?**

The PPS CTE Student Advisory Council is a group of students who share a common interest in Career and Technical Education and are currently enrolled in an intermediate or advanced level CTE course in any program (Health Science, Business, Education, Manufacturing, Agricultural, Construction, etc.)

## **CTE SAC Mission, Vision, Shared Values & Commitments**

### **Our Mission:**

To create a CTE student-focused educational community that helps PPS CTE leadership to: **create impactful educational experiences for students**, ignite a passion for learning that is accessible to **all** the students and where **every** student is known and empowered, and **help students make informed decisions about their future**.

### **Our Vision:**

Every student thrives. CTE prepares today's students for success within and beyond the classroom

#### **Our Shared Values:**

- We are **passionate** about what we do
- We are **student-focused**
- We aim to create a culture of **belonging and equity** in CTE classrooms
- We are personally **accountable** and have the courage to hold others accountable
- We **listen** and seek to understand
- We are lifelong **learners**
- We are committed to **advising, advocating, and supporting** our CTE community.

## **Council Operation**

### **Roles:**

**Council Scribe**-Will take notes for the council as a whole.

**A sub-committee scribe**- Will take notes for the subcommittee they represent. One per sub-committee

### **Sub-Committees:**

Members of the CTE SAC will be assigned to one of three Subcommittees to work on specific topics as explained below. They can also propose additional/different topics as they see fit.

#### **Topics proposed:**

Keeping equity, access and diversity at the center, members will work on the following three subcommittees:

- Enrollment-includes recruitment, marketing and retention.
- Curriculum- includes recommendations to improve the learners experience, tools/equipment in the classroom, etc
- Career-Connected Learning Opportunities

### **Advisory Council Members Should:**

**Advise:** Advisory Council members advise CTE leadership as to the staff, partnerships, knowledge, tools, technology, etc. needed in CTE programs in their schools. They can share information about equipment, curriculum, safety, career connected learning opportunities, etc. for a particular class or several programs of study.

**Advocate:** Advisory Council members advocate to sustain and improve CTE programs in their schools. They can meet with school administration, participate in forecasting events, organize activities with the feeder Middle Schools, etc. to stress the importance of the skills and knowledge students gain in CTE programs, and share their experiences.

**Support:** Advisory Council members can support teachers and students through meetings, networking events, forecasting events, visits to local businesses, participation in CTE competitions, as well as visiting classrooms to learn how other CTE students and programs are doing in their schools.

## **How and Who to Choose As Members**

The CTE Student Advisory Council representatives must be currently enrolled in a CTE program of study - preferably an intermediate or advanced level course - and remain so throughout the length of their term. At least one student will be selected from each High School with CTE programs of study.

The application and selection processes for the CTE Student Advisory representatives shall be held between April and September each year. Teachers, Counselors, and Career Coordinators can identify potential candidates and share the application materials with them. All interested students will complete the online application by the deadline.

A CCR/CTE district team will interview and select the representatives of the CTE Student Advisory Council for the school year from those students who have submitted applications.

## **Number of Student Advisory Council Members and Length of Their Membership**

The CTE Student Advisory Council shall have 15 appointed representatives representing all the High Schools with at least one CTE program of study.

Each Council representative shall have a term of service not to exceed three years in length. Consecutive terms may be served if the representative is re-appointed.

Representatives who have two unexcused consecutive absences from properly noticed meetings may be replaced. Vacancies on the Council shall be filled following the application and selection process as outlined in the previous Section: How and Who to Choose As Members.

## **Where and When to Meet With Your Advisory Committee**

To sustain an effective Student Advisory Council, the meetings shall be planned at a time convenient for all members that doesn't interfere with regular class schedules. Most of the CTE SAC will be held in person after school. There will be times when the council will meet virtually via Google Meet.

The first meeting of the year will be held at the PPS central offices (501 N Dixon St). Subsequent meetings can take place at schools, local businesses, public libraries, etc.

## Suggested Activities and Topics

It is crucial for the effectiveness of the CTE Student Advisory Council to make sure that the representatives stay involved and work toward improvement and success within our CTE programs. The following are some suggested topics/ideas/activities for the council.

The CTE SAC...

- ...must ensure that in each CTE program, there is no discrimination and there is equity in all Career and Technical Education Programs. The Carl Perkins Grant requires that districts ensure that all students have equal access to all programs within their schools. This includes students of special populations and non-traditional.
  - Every effort should be made to promote CTE program areas to various special population members.
- ...could review the curriculum for CTE programs to ensure that instruction and learning experiences are up-to-date.
- ...will review course material and evaluate them as well as give recommendations. The CTE SAC can review textbooks, tools, equipment software, etc., to determine if the most up-to-date information and learning experiences are being utilized.
- ...can make recommendations to revise, update or change the learning experiences to meet the needs/interests of students
- ...may advise on the development of new programs.
  - Could recommend if a new program should be implemented or if one should be expanded. The SAC should be an integral part of the development of any new CTE program.
- ...may assist with the review of newsletters, flyers, infographics for brochures.
- ...can work with the teachers, students and district leadership to plan events to promote CTE programs including but no limited to activities and events at middle schools
- ...can keep teachers / Career Coordinator informed of any directive/decision made by the CTE SAC
- ...may help plan/implement CCL framework for CTE in PPS
- student CTE Student Organizations and plan Competitive Events for students within their CTE program area.

## Ideas for Advisory Committee Meeting Topics/Schedule

Time Frame	CTE Student Advisory Council Suggested Task
September - October	Introductions, review of programs, review of SAC's duties, set goals and meeting schedule for the year.

Nov. - January	Review materials, textbooks, learning experiences. Share events, classroom experiences, CTE school climate. Plan events to bring students, businesses, community members and educators together.
January - April	Review goals, data and accomplishments. What needs to be done to meet goals by the end of the year?
May-June	Recognition of Advisory Council Members, students graduating, CTE completers, accomplishments of the SAC from this year. Plan for next year as well as review terms for SAC members.

## Compensation

CTE Student Advisory Council representatives will receive community service hours for their involvement and a \$750 stipend for their commitment after completion of their service assignments.

## Example of Meeting Note Template

CTE Student Advisory Council Meeting Notes

Date:

Starting Time:

Ending Time:

Location of Meeting:

Members in Attendance:

Members Absent:

Guests and their Affiliation:

Name of Member taking notes:

Discussions:

Topic and Who

Actions/Goals/Recommendations