

OAKLAND UNIFIED SCHOOL DISTRICT

Office of the Board of Education

May 27, 2009

To: Board of Education

From: Roberta Mayor, Ed.D., Interim Superintendent

Subject: Establishment of Career Technical Education Advisory Committee (CTEAC) and Appointment of Nominated Members to Serve on the CTEAC

ACTION REQUESTED

Approval by the Board for formation of a Career Technical Education Advisory Committee (CTEAC) and adoption of Bylaws for the operation of the Committee and Appointment of nominated members to serve on the CTEAC.

BACKGROUND

As required under Board Policy 6178 and Education Code Section 8070, the District must approve the formation of and appoint members to a Career Technical Education Advisory Committee (CTEAC) to develop recommendations on the program and to provide liaison between the District and potential employers. The main function of the Advisory Committee is to keep the OUSD Adult and Career Education staff abreast of current trends and technologies and to recommend improvements to OUSD's Career Technical Education, Regional Occupation, and State Partnership Academy programs. The committee is also required to review and provide a letter in support for all OUSD application for funding to the Office of Public School Construction.

STRATEGIC ALIGNMENT

The CTEAC will provide input to development of appropriate programs and improve access to available grant funds to improve the employment and career opportunities for students in Oakland.

RECOMMENDATION

That the Board of Education appoints a career technical education advisory committee as required by law to develop recommendations of the Career Technical Education Program and provide liaison between the District and potential employers. (Education Code 8070).

FUNDING SOURCE

Not applicable.

ATTACHMENTS

Resolution No. 0809-0220 – Establishing the Oakland Unified School District Career Technical Education Advisory Committee (CTEAC) and approving and adopting guidelines for the operation of the Committee; appointing members of the CTEAC.

File ID Number: 09-1261
Introduction Date: 5-18-09
Enactment Number: 09-1059
Enactment Date: 5-27-09
By: JF

**RESOLUTION
OF THE
BOARD OF EDUCATION
OAKLAND UNIFIED SCHOOL DISTRICT**

**ESTABLISHING THE OAKLAND UNIFIED SCHOOL DISTRICT CAREER TECHNICAL
EDUCATION ADVISORY COMMITTEE AND APPROVING AND ADOPTING GUIDELINES
FOR OPERATION FOR THE COMMITTEE AND APPOINT MEMBERS THEREOF**

RESOLUTION NO. 0809-0162

WHEREAS, pursuant to Board Policy 6178 the Board of Education by motion, resolution or other formal action may from time to time establish advisory committees on its own motion, as required by state or federal law regulating advisory committees to advise it on the administration on matters within the subject matter of the Board, and;

WHEREAS, such advisory committees shall function and operate pursuant to the authority of the Board and any and all applicable state and federal laws and regulations, and shall be subject to review and reconstitution by the Board at any time but not later than annually at the second regular meeting in January of each year, and;

WHEREAS, pursuant to Education Code 8070, the Board of Education shall appoint a Career Technical Education Advisory Committee (CTEAC) to develop recommendations on the career technical education program and provide liaison between the District and potential employers, and;

WHEREAS, the CTEAC's purpose will be to provide input into development of appropriate programs and improve access to available grant funds to improve the employment and career opportunities for students in Oakland, keep the OUSD Adult and Career Education staff abreast of current trends and technologies and to recommend improvements to OUSD's Career Technical Education, Regional Occupation, and State Partnership Academy programs, and;

WHEREAS, in furtherance of this purpose, proposed Operation Guidelines of the CTEAC have been developed by staff in accordance with applicable law to facilitate the manner in which the committee shall carry out its responsibilities and promote transparency and accountability in public government; said Operation Guidelines are attached hereto and incorporated herein by reference, and;

WHEREAS, the Board of Education has reviewed the attached Operational Guidelines and find them to be appropriate for implementation in accordance with the role of the CTEAC,

NOW, THEREFORE, BE IT RESOLVED the Board of Education of the Oakland Unified School District hereby resolves, determines, and finds the following:

Section 1. That the foregoing recitals are true.

Section 2. That the Board of Education hereby establishes the Oakland Unified School District Career Technical Education Advisory Committee and adopts the attached Committee Operational Guidelines.

Section 3. That District staff is authorized to take such other necessary and appropriate administrative action on behalf of the District to assist with the implementation of the CTEAC in accordance with law and the Operational Guidelines attached hereto.

BE IT FURTHER RESOLVED that the Board of Education of the Oakland Unified School District hereby appoints the persons named herein as members of the 2009-2011 Career Technical Education Advisory Committee for the initial term stated herein:

Carol Lee Tolbert
Director, Civic Pride
Past OUSD Board Member
For an initial term of 3 years

Jon Blankmeyer
Jon Blankmeyer and Associates
Venture Capitalist
For an initial term of 2 years

Greg Redmond
General Manager Chevron/Texaco, Audit
For an initial term of 1 year

Mindy Arhontes
Director, Inland Transportation and Port Services
Pasha Freight
For an initial term of 3 years

Ina Benhich
Teacher: EXCEL High School, Law Academy
For an initial term of 2 years

Ron Chandler
Executive Officer, OUSD Technology Services
For an initial term of 1 year

Tadashi Nakadegawa
OUSD Facilities Director/Parent
For an initial term of 3 years

Jeannie Griffith-Johnson
OUSD Director College and Career Readiness Office
For an initial term of 2 years

Garlin Cephas
OUSD Adult Education (OACE)
For an initial term of 1 year

Randy Roth, President
Faith Network for the East Bay

For an initial term of 3 years

(Vacancy)

For an initial term of 2 years

This Resolution shall take effect upon its adoption.

PASSED AND ADOPTED BY the Board of Education of the Oakland Unified School District, this 27th day of May, 2009, by the following vote:

AYES: Jody London, Jumoke Hodge, Christopher Dobbins, Vice President Gary Yee, and President Noel Gallo

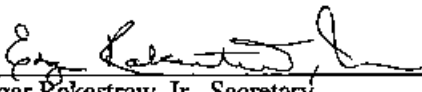
NOES: None

ABSTAINED: None

ABSENT: Alice Spearman and David Kakishiba

CERTIFICATION

I, Edgar Rakestraw, Jr., Secretary of the Board of Education of the Oakland Unified School District, Alameda County, State of California, do hereby certify that the foregoing Resolution was duly approved and adopted by the Board of Education for said district at a Regular Meeting thereof held on the 27th day of May, 2009 with a copy of such Resolution being on file in Office of the Board of Education of said district.



Edgar Rakestraw, Jr., Secretary
Board of Education

Attachment: Operational Guidelines, Oakland Unified School District Career Technical Education Advisory Committee

**OPERATIONAL GUIDELINES
OAKLAND UNIFIED SCHOOL DISTRICT CAREER TECHNICAL EDUCATION
ADVISORY COMMITTEE**

Article I – Name and Purpose

Section 1 – The Oakland Unified School District Career Technical Education Advisory Committee (CTEAC) shall exist only during such time as it may be authorized to serve by the duly constituted Board of Education.

Section 2 – The purposes and duties of the named advisory committee shall be to:

Assist with job opportunities:

- Assist in surveying manpower needs and new and emerging occupations.
- Advise on the changing nature of the competencies in the occupational fields.
- Assist in placing graduates or program completers.
- Inform the school of opportunities to place students in full or part-time jobs.

Advise on short and long range plans:

- Review existing OUSD and CDE policies on career education.
- Help OUSD staff to set priorities for CTE expenditures.
- Review OUSD needs assessment and recommend actions based upon the findings.
- Assist OUSD Board of Education with development of program evaluation procedures.

Evaluate facilities and program equipment:

- Review existing equipment, facilities, and resources.
- Review lab equipment (computers, printers, etc.) and compare with the current and future technology and industry standards.
- Review lab (or shop) safety program
- Review room (shop/lab) layout, space requirements, work stations, lighting, ventilation, etc., and compare with industry norms.

Analyze the course content:

- Review and suggest content for courses of study and standards of proficiency in areas which are essential to becoming successfully employed in a career path.
- Review the program's sequence of courses.
- Review course outlines, occupational, program and course competencies, and career development skills.
- Help develop educational objectives.
- Review software packages, textbooks, resources and other supplementary materials.
- Advise on the extent to which academic skills and work attitudes should be taught.
- Review career exploration and awareness course offered kindergarten through eighth grade
- Recommend standards for work-based learning experiences and programs.

Article II – Business/Industry Advisory Committee Membership

Section 1 – Appointments to the advisory committee shall be made by the Board of Education

Section 2- The advisory committee shall consist of eleven (11) members from the related industry in the community. Pursuant to the California Department of Education, the committee shall be comprised of members from the following communities:

- Business/Industry
- Parents
- Students
- Teachers
- Administrators
- Labor Organizations
- Representatives of Special Populations

Section 3 – The term of appointment for initial members shall begin on May 27, 2009.

Section 4 – Initial members shall be appointed for staggered terms of 1, 2, and 5 years, respectively. After expiration of initial term, members shall be appointed for three year terms.

Section 5 – A quorum shall consist of a majority of the total membership of the committee.

Article III – Leadership

Section 1 – The officers of the advisory committee shall be the Chair, Vice-Chair, Secretary and other such officers as may be established by committee.

Section 2 – The election of officers shall be at the annual meeting each year. The officers shall be elected by majority vote of the committee membership.

Section 3 – The Chair shall:

- a. Preside at all committee meetings
- b. Appoint special subcommittees as needed
- c. Work closely with the school staff administration organizing committee activities
- d. Represent the advisory committee, as necessary, at all meetings of the Board of Education

Section 4 – The Vice-Chair shall perform the above duties in the absence of the Chair.

Section 5 – The Secretary shall:

- a. Keep records of attendance
- b. Disseminate and organize minutes, meeting notices, agendas, and other documents

Article IV – Meetings

Section 1 – A minimum of two meetings are to be conducted annually.

Section 2 – Notice of committee meetings shall be emailed to all members at least seven (7) days before each meeting and/or as otherwise required by law.

Section 3 – Meetings shall be no more than three (3) hours in length unless such meetings are continued by the vote of committee membership.

Section 4 – Agendas shall be prepared and disseminated by the Secretary.

Section 5 – Standing or special subcommittees shall be appointed by the chair as the need arises.

Section 6 – A quorum shall a majority of the total membership (11) of the committee.

Article V – Amendments

Section I – These operational guidelines may be amended by a two-thirds majority vote of active members at any regular committee meeting, provided that notice of such proposed change has been included in the call of the meeting. Amendment of Article II shall be effective upon approval by the Board of Education.