



**Reference:** Management Directive (MD) 26/27

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# Management Directive

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**Subject:** Career and Technical Education (CTE) and Workforce Advisory Committee

**Authority:** Kristina J. Hartman, Superintendent

**Directive:** To formalize district collaboration with businesses, industry partners and Windham School District (Windham) to ensure programs are current and aligned with employer and workforce needs.

**Definitions:** **Career and Technical Education (CTE) and Workforce Advisory Committee** — A district level committee that includes internal and external representatives who meet to discuss, review and make decisions related to training, employment and workforce planning strategies.

**Business Advisory Committee** — A campus level committee that includes external business owners and community leaders who meet with district/campus representatives to review, discuss and advise district/campus representatives on current and proposed programs.

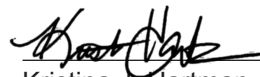
**Procedures:** District Administration

1. A CTE and Workforce Advisory Committee (Committee) will be established with a maximum of ten members and one facilitator. Members will include internal (Windham Board of Trustees member, Superintendent, Department Director of Instruction, CTE Administrator) and external members (Texas Department of Criminal Justice (TDCJ) Reentry and Integration Division representatives, employers, community partners, business partners and other representatives as appropriate). The facilitator will be the College and Career Readiness Administrator.
2. The Committee will meet at least semi-annually to ensure the district's programs are aligned with industry needs, expectations and employment outlooks. The Committee will guide the district on industry hiring expectations and work with the district to ensure curriculum and instruction meet those needs.
3. The Committee will review:
  - A. Trends in employment outlook and second chance hiring
  - B. Trends in hiring/training needs
  - C. Employment opportunities available prior to reentry
  - D. Occupational Licensing
  - E. Current Windham CTE employment outlook
4. Each meeting will include an agenda, sign-in sheet (with name and organization of representative) and be documented with minutes.

- Procedures:**
5. The office of College and Career Readiness will communicate recommendations to Windham Administration for consideration and possible action. The outcome for each recommendation will be documented as part of the record. All documentation relating to recommendations and actions will be provided to the Committee facilitator to file with the meeting documents.
  6. The office of College and Career Readiness will be the official office of record for committee meeting agendas, minutes, outcomes and related reports.

Campus Administration

1. A Business Advisory Committee will be established with a minimum of five members and one facilitator. Members will include external business owners and community leaders. The facilitator will be the regional or campus principal.
2. A Business Advisory Committee may serve more than one campus as determined appropriate by the regional principal.
3. The Business Advisory Committee will meet at least semi-annually to review current and proposed programs. Meeting discussions will include recommendations for program improvement.
4. Each meeting will include an agenda, sign-in sheet (with name and organization of representatives) and be documented on the Business Advisory Committee Information Sheet (Attachment A). Data from the information sheets will be transferred onto the Business Advisory Committee Information Log (Attachment B). Business Advisory Committee meeting agendas and minutes that include multiple campuses will include each campus in the documentation.
5. The campus principal will provide documentation to the office of College and Career Readiness, which will communicate recommendations to Windham Administration for consideration and possible action. The outcome for each recommendation will be documented as part of the record. All documentation relating to recommendations and actions will be provided to the Business Advisory Committee facilitator to file with the meeting documents.
6. The office of College and Career Readiness will be the official office of record for committee meeting agendas, minutes, outcomes and related reports. All Business Advisory Committee Information Sheets will be logged.



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Kristina J. Hartman, Ed.S.  
Superintendent