

Reference: Management Directive (MD) 26

Number: MD-26

Date: February 5, 2024

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Management Directive

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 and Industry Meeting — A campus level meeting 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.

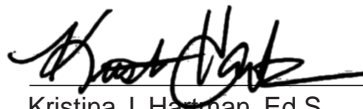
Procedures: District Administration

1. A CTE and Workforce Advisory Committee (Committee) will be established with a maximum of ten members and one facilitator. Members will include internal (Member from the Windham Board of Trustees, 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 which include recommendations from the committee.

- Procedures:**
5. The College and Career Readiness department 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 College and Career Readiness department will be the official office of record for committee meeting agendas, minutes, outcomes and related reports.

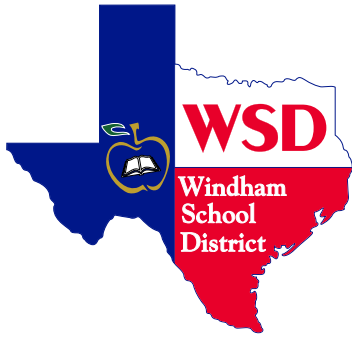
Campus Administration

1. A Business and Industry meeting will include a minimum of three attendees and one facilitator. Attendees will include external business owners, industry partners and community leaders. The facilitator will be the campus or regional principal, in collaboration with the College and Career Readiness department.
2. A Business and Industry meeting may serve more than one campus, as determined appropriate by the regional principal.
3. Business and Industry meetings will be held at least semi-annually on campus to review current and proposed programs. Meeting discussions will include recommendations for program improvement. Additional Business and Advisory meetings may occur off-site (i.e., via telephone, zoom meetings, business sites, etc.) and must include the same documentation.
4. Each meeting will include an agenda, sign-in sheet (with name and organization of representatives) and minutes which include any recommendations from the committee. The meeting will be documented on the Business and Industry Meeting form (Attachment A). Information from the meetings will be tracked and maintained by the College and Career Readiness department. Business and Industry meeting agendas and minutes that include multiple campuses will include each campus in the documentation.
5. The campus principal is responsible for providing documentation to the College and Career Readiness department within five days, 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 and Industry facilitator to file with the meeting documents.
6. The College and Career Readiness department will be the official office of record for committee meeting agendas, minutes, outcomes and related reports. All Business and Industry Meeting Information Sheets will be logged.



Kristina J. Hartman, Ed.S.
Superintendent

Date:



Region:

Meeting:

Campus:

Agenda Items:

Minutes:

Recommendations/Staff Feedback:

Recommendations Assessment/Outcomes:

