

Spring Branch ISD Career and Technical Education Task Force CHARTERING DOCUMENT

Board Approved December 11, 2017 (amended Feb. 12, 2018)

Official Designation

SBISD Career and Technical Education (CTE) Task Force

Purpose and Scope

The purpose of the Task Force is to create a vision of a world-class CTE program for SBISD and develop actionable recommendations for achieving that vision.

To best align our CTE vision with the District's T-2-4 goal, Core Values, and Learner's Journey, the Task Force will use the design thinking process to gain a clear understanding of the aspirations of our students and community, explore our own and other exemplary CTE programs, and develop a vision and recommendations for the path forward.

The initial guiding questions for this work are:

- How do we design our CTE program to maximize T-2-4 outcomes for students?
- What resources do we need to get there?

The Task Force will report its findings and recommendations to the Board of Trustees by December of 2018.

Membership

The CTE Task Force will be comprised of a balanced representation of District stakeholders as well as local and state leaders. The composition will include:

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| • Board appointees | 7 |
| • Business and industry leaders | 10 |
| • Parents and community members | 7 |
| • Students | 7 |
| • Secondary campus staff (administrators, counselors, teachers) | *24 |
| • Central administrative staff | 6 |
| • CTE leaders and Higher Education Partners | 4 |
| | <hr/> |
| | 66 |

(* Includes 3 members from each of the 4 comprehensive high schools, 1 from WAIS, 1 from AOC, 3 from Guthrie Center, and 7 from middle schools)

Total membership is expected to include up to 66 members. The total number will be reduced where Board appointees overlap with other representative groups (i.e., a Board appointee is a business leader, parent, etc.). In addition, the Board President will name two Board Members to attend the CTE Task Force meetings.

The membership of the Task Force will be presented to the Board of Trustees at the Feb. 12, 2018 Workshop. Contingent upon approval, the Task Force will convene for their first meeting in March 2018.

Meetings and Procedures

The CTE Task Force will begin in March 2018 and complete its work no later than December 2018. Supporting the work of the Task Force will be a Chairperson or Chairperson(s), approved by the Superintendent, and two District Leads. District Leads will include a central office administrator and a current high school principal. Leads will work with the Chair(s) to develop, send (via email) and publish a list of meeting dates, times and locations for all Task Force Meetings on the District website.

Updates and Communication: The Task Force will provide quarterly written updates to the Board. At the June Workshop, the Board will receive an update presentation and have an opportunity to provide feedback and direction. Meeting summary documents will be shared publicly on our District website.

Pay and Professional Development Credit: Task Force members will not receive pay, allowances or benefits for their service on the Task Force. For SBISD staff, meetings will count for non-contract professional development credit. Parents, students, community and business leaders that elect to serve will do so voluntarily.

General Task Force Member Expectations: In order to ensure an effective, representative Task Force, every member is expected to attend a minimum of 70% of the scheduled meetings. Members are expected to represent the needs of their represented schools and communities, but also the needs of the entire Spring Branch Independent School District and Every Child.

Products

The CTE Task Force Chairperson(s) and Leads will present findings and recommendations to the Board of Trustees no later than December, 2018.

The members of the CTE Task Force will be informed of the times and locations of the Board Meetings where presentations will be given so that they may be in attendance.