

Spring Branch Independent School District

CTE Long Range Facilities Committee Charge and Composition

Official Designation: Career and Technical Education (CTE) Long Range Facilities Committee

Background Information:

Spring Branch ISD (SBISD) has a long history of providing outstanding CTE education across our secondary schools. As the district developed the 2017 Bond Program, the Board of Trustees (Trustees) recognized the need for a long-term plan to inform future CTE programming and facilities to ensure SBISD provides a world-class program that meets student, community and regional workforce development needs. Importantly, robust CTE programming must directly support the district's T-2-4 goal for all SBISD graduates to successfully complete a technical certification or military training, or a 2-year or 4-year degree.

With resources allocated for this planning in the 2017 Bond Program, in Spring 2018, the district launched a CTE Task Force to create a vision of a world-class CTE program for SBISD and develop actionable recommendations for achieving that vision. The Task Force presented its findings to Trustees in December 2018.

In Spring of 2019, SBISD contracted with IBI Group to conduct an assessment to identify existing CTE classrooms, labs, and facilities. In Fall 2019, a 21-member CTE Working Group built on the work of the CTE Task Force to develop specific CTE Program of Studies recommendations. These recommendations were presented to Trustees in December 2019.

With a defined vision for future CTE programming, in Spring/Summer 2020, district leaders, with support from Stantec architects, developed educational specifications to align with the future CTE Program of Studies. These were presented to Trustees in October, 2020.

After the development of the CTE educational specifications, the district engaged Stantec architects to assess all CTE classrooms, labs and facilities utilizing the educational specifications. This assessment allowed the district to gain an understanding of how well our current classrooms, labs and facilities align with the educational specifications and where deficiencies exist. The initial findings were presented to the SBISD Board of Trustees at the April 9, 2021 Board Retreat. The final report will be presented at the June 2021 Board Workshop.

The next step to bring to fruition SBISD's vision for a world class CTE program is the development of a CTE long-range facilities plan to ensure students and staff have world-class CTE classrooms, labs, and facilities in which to teach and learn.

Committee Charge:

The SBISD Board of Trustees will appoint a Career and Technical Education (CTE) Long Range Facilities Committee (The Committee) comprised of parents, students, staff, community

members, business representatives, and administrators to participate in the development of the SBISD CTE Long Range Facilities Plan.

The Committee will function in an advisory capacity to the SBISD Board of Trustees, Superintendent and Senior Staff. The Committee will consider the District's vision for the future of CTE, the conditions and capacities of its existing classrooms, labs, and facilities, and future CTE-related facility needs.

The Committee will present recommendations to the Board of Trustees by _____. The Board of Trustees will receive and review the Committee's recommendations. The Board of Trustees will be responsible for the final approval of a CTE Long Range Facilities Plan and its execution.

Scope of Work:

The Scope of the Committee's work is to:

- Receive and review the CTE Task Force report and CTE Working Group report.
- Receive and review the new CTE Educational Specifications.
- Receive and review all reports regarding CTE classrooms, labs and facilities.
- Review options for existing, renovated and/or new facilities, and their implications for projected enrollments, anticipated instructional programs and technology and related educational specifications, district staff, operations, and costs.
- Develop and present to the Board of Trustees a CTE Long-Range Facilities Plan to serve the district as a baseline for the next 10 years. The Plan should include recommendations related to upgrades, renovations, and/or expansions to existing classrooms, labs, and facilities to align with the CTE Program of Studies, and where appropriate, identify facilities to be replaced or added to the portfolio.
- The Committee will conclude its work once its CTE Long-Range Facilities Plan has been presented to the SBISD Board of Trustees, unless otherwise charged by the Board of Trustees.

The CTE Long Range Facilities Committee should refrain from:

- Recommendations regarding specific design of schools or district facilities, location(s) of schools or district facilities or boundaries of district facilities,
- Recommendations regarding instructional arrangements and/or educational pedagogy and district policy as the CTE Long Range Facilities Plan is developed.

Membership Composition:

The composition of the Committee will be as outlined below. The membership of the Committee will represent all geographic areas of the community. Efforts should be made to include members on the Committee who participated in the CTE Task Force, while also

including individuals with expertise in the areas aligned with our CTE program. Individuals accepting membership should be able to attend at least 80 percent of the scheduled meetings. The Board of Trustees will approve the Committee membership roster.

Category	Number	Total Number
Parents	1/middle and high school campus	14
Students	1/high school	7
Business Representatives		10
Higher Education Representatives		4
Community Members		10
Certified Staff (Teachers, Counselors)	1 Middle/1 High/1 Special Program	12
Principals /Assistant Principals	(1 Principal and 1 Assistant Principal per High/High School Feeder Pattern, 1 Central CTE Program, 1 Special Program)	10
Central Administrators		6
Trustees – Non Voting Members		2
Total		75

Task Force members will not receive pay, allowances, or benefits for their service on the Task Force. Parents, students, community, and business leaders that elect to serve will do so voluntarily

There will be two Committee co-chairs – one will be a district representative, and one will be a community or parent representative from the committee membership.

Meetings and Procedures:

The Task Force will begin in its work in May 2021 and complete its work no later than August 2021.

The Co-Chairs will send the list of meeting dates, times and locations to all committee members in advance. It is anticipated that the Committee will hold four meetings.

District Commitments to the Task Force

In support of The Committee, SBISD commits to:

- provide all associated materials in a timely manner
- provide committee members with multiple opportunities to provide insight and feedback

- provide committee members with transparent two-way communication as questions or needs arise.

Statement from Board of Trustees/Administration

The SBISD Board of Trustees and administration are honored to extend to each member of the CTE Long Range Facilities Committee an invitation to serve in this capacity. We appreciate your willingness to serve on this committee, and we will strive to honor your time and your work on behalf of the students and future students of our school district.

Approved by the SBISD Board of Trustees:

Board President

Date