

VOCATIONAL EDUCATION ADVISORY COMMITTEE

Representation

The Vocational Education Advisory Committee of the Fullerton Joint Union High School District will serve to provide a necessary communicating link--a two-way system of communication essential to all educational programs.

Representation on the Vocational Education Advisory Committee shall include:

1. A person familiar with the problems of the disadvantaged.
2. A student presently in a vocational education program in the District.
3. A District teacher.
4. One or more persons representative of the business segment in the community served by the District.
5. One or more persons representative of the industrial segment in the community served by the District.
6. A representative from the office of the Employment Development Department.
7. A district staff representative with responsibilities in the area of vocational education.
8. Other representative members as deemed necessary.

Purpose

The Vocational Education Advisory Committee will attempt to:

1. Advise District staff members of the occupational needs of business and industry.
2. Advise District staff members of the specific skills necessary to meet entry-level job requirements.
3. Advise District staff members of special equipment and facilities needed to prepare students for specific job skills.
4. Assist District staff members in developing an informational program relating vocational education objectives and programs to students, parents, and community.
5. Assist District staff members by providing supportive materials necessary for applications to agencies that provide funds for vocational education programs.

Fullerton Joint Union High School District
AR 6631(b)

6. Review the District plan for vocational education and make recommendations for improvement of the plan.

Selection of Committee Members

1. Prospective committee members may be recommended by teachers, department chairmen, administrative staff members, Board of Trustee Members, or respected members of the community.
2. Prospective committee members will be invited to serve by a letter from the Superintendent.
3. The administrator assigned to coordinate the committee will follow up the invitation to serve and inform the prospective committee member of the purpose and functions of the committee.
4. Selected committee members will be presented to the Board of Trustees for their approval and recognition. A letter from the Superintendent to the selected member will confirm Board action.
5. Committee members will be asked to serve for only one year; however, they may be invited to serve in succeeding years.

Committee Operation

1. The District staff representative(s) should serve as secretary for the committee. He/she should also act as a general consultant to the committee. His/her duties shall include:
 - a. Preparing the agenda.
 - b. Notifying the members of time and place of meeting.
 - c. Notifying appropriate District staff of the meeting and providing for representatives.
 - d. Arranging for a meeting place and parking permits.
 - e. Making other necessary arrangements for the meeting.
 - f. Providing statistical or descriptive information about the educational program.
 - g. Recording and distributing minutes of all meetings.
2. In most cases it is recommended that a lay member serve as chairman or conference leader.
3. The advisory committees should meet no less than twice a year and probably no more than four times each year.

4. It is recommended that the meetings be conducted in the less formal conference or discussion manner rather than by the formalized Roberts' Rules of Order approach.
5. The committees are to be advisory only, and this must be clearly understood by all members and District staff. Any action taken by a committee is to be recognized as a recommendation only, and these recommendations must follow the usual channels as established by Board policy.