

Agenda

Lyon County School District Board of Trustees

A LCSD CTE Advisory Committee of the Board of Trustees of Lyon County School District will be held Wednesday, December 16, 2020, beginning at 3:00 PM at the VIRTUAL - No physical location for this meeting.

The subjects to be discussed or considered or upon which any formal action may be taken are listed below. Items do not have to be taken in the order shown on this meeting notice.

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL AND WELCOME
4. APPROVAL OF AGENDA
5. APPROVAL OF MINUTES 3
6. PUBLIC PARTICIPATION

The public may address the committee on items not listed on the agenda. No action may be taken on any subject raised during public comments until the matter has been properly placed on an agenda for the properly noticed meeting pursuant to NRS 241 (Nevada Open Meeting Law).

The public comment can be emailed to cte@lyoncsd.org. The committee will not discuss these comments, but they will be listed in the minutes of the meeting.

7. (FOR POSSIBLE ACTION) Discussion and Possible Action regarding the CTE Advisory Committee constitution and bylaws. Presented by Mr. Michael Seal 6

Move:
Second:
Vote:

8. (FOR DISCUSSION ONLY) Discussion regarding the CTE recruitment brochures and messaging to incoming students. Presented by Mr. Michael Seal

9. PUBLIC PARTICIPATION
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comments, but they will be listed in the minutes of the meeting.

10. ADJOURN

The notice for this meeting was posted at the Lyon County School District Administrative Office and posted to the Lyon County School District website (<http://lyoncsd.org>) and the official website of the State of Nevada (<http://notice.nv.gov>) in accordance with NRS 241.020 (3) (b).

LYON COUNTY SCHOOL DISTRICT STATEMENT OF NONDISCRIMINATION AND ACCESSIBILITY

The Lyon County School District does not discriminate on the basis of race, color, national origin, gender, disability or age in any of its policies, procedures, or practices, in compliance with Title VI of the Civil Rights Act of 1964 (pertaining to race, color, and national origin), Title IX of the Educational Amendments of 1972, section 504 of the Rehabilitation Act, the Americans with Disabilities Act, and Age Discrimination Act of 1975, and any other pertinent statute or requirement. This Non-Discrimination policy covers admission, access, treatment, and employment in the District's programs and activities, including Occupational Education. For information regarding opportunity policies, or the filing of grievances, contact your school principal.

The Lyon County School District is pleased to provide accommodations for the handicapped or disabled. Members of the public who are disabled and require special accommodations or assistance at the meeting are requested to notify the Administrative Assistant to the Superintendent and Board of Trustees in writing at 25 E. Goldfield Ave., Yerington, NV 89447, email Margaret Heim at mheim@lyoncsd.org, or call (775) 463-680 Ext. 10034 at least one week prior to the meeting.

Minutes for the CTE Advisory Committee Meeting

October 21, 2020

1. Chairman, Mike Seal called the meeting to order at 3:02pm in the Virtual Platform of Google Meet and the Pledge of Allegiance followed.
2. Chairman, Mike Seal led the pledge of allegiance.

3. ROLL CALL AND WELCOME

BOARD MEMBERS PRESENT

Mike Seal – Chairman

Rachele Hall – Vice Chair

Jennifer Apgar - Recorder

Charmayne Mitchell – Agriculture & Natural Resources Representative

Cameron Childers – Education, Hospitality & Human Services Representative

Crystal Mattice - Health Science & Public Safety Representative

John Grace - Skilled & Technical Sciences Representative

Desoto Dickson - Principal Representative

Jim Gianotti - Member

BOARD MEMBERS ABSENT

GUESTS PRESENT

Margaret Heim – District Office, Jenifer Sexson-YHS, Kent Jones – Fernley H.S., and Cynthia Routh – Grants Department.

4. APPROVAL OF AGENDA

A motion was made by Charmayne Mitchell to approve the agenda as presented and seconded by John Grace.

Upon calling for a vote, the motion passed 9-0.

5. APPROVAL OF MINUTES

A motion was made by Cameron Childers to approve the minutes as presented and seconded by Charmayne Mitchell to approve the minutes from the April 22, 2020 CTE Advisory Committee meeting.

Upon calling for a vote, the motion passed 9-0.

- 6. PUBLIC PARTICIPATION:** Opportunity for Citizens to Address the Committee (no action will be taken on any item until it is properly agendized). Items raised under this portion of the agenda cannot be deliberated or acted upon until the notice procedures of the open meeting law have been met. If you wish to speak on a matter not listed on the agenda, please step up to the front table, be seated, and clearly state your name and address. In consideration of others please avoid repetition. Your comments must be limited to no more than three minutes. Should you have more comments, you may submit them in writing to the Committee chair. Comments directed to the Committee as a whole, personal attacks, or slanderous remarks shall not be allowed.

Margaret Heim announced her presence as a guest and as technical back up.

7. (FOR POSSIBLE ACTION) Discussion and Possible Action regarding the CTE Advisory Committee constitution and bylaws. Presented by Jim Gianotti, Director of Secondary Curriculum, Instruction and Assessment.

A motion was made by John Grace to table the item and the motion was seconded by Jennifer Apgar.

Upon calling for a vote, the motion passed 9-0.

8. (FOR DISCUSSION ONLY) Discussion regarding the State CTE proposal for Strengthening CTE in Lyon County.

9. (FOR DISCUSSION ONLY) Discussion regarding CTE applications, approvals and purchasing processes work.

10. (FOR POSSIBLE ACTION) (FOR DISCUSSION ONLY) Discussion regarding the CTE Advisory Strategic Plan for LCSD, including Curriculum and Professional Development.

11. (FOR POSSIBLE ACTION) Discussion and Possible Action regarding the CTE Advisory Committee's upcoming meeting calendar. Presented by Mike Seal, Committee Chairman.

A motion was made by Jennifer Apgar to approve the presented meeting dates of December 16, 2020, February 17, 2021 and April 21, 2022 with times to be determined and the motion was seconded by Cameron Childers.

Upon calling for a vote, the motion passed 9-0.

12. PUBLIC PARTICIPATION: Opportunity for Citizens to Address the Committee (no action will be taken on any item until it is properly agendaized). Items raised under this portion of the agenda cannot be deliberated or acted upon until the notice procedures of the open meeting law have been met. If you wish to speak on a matter not listed on the agenda, please step up to the front table, be seated, and clearly state your name and address. In consideration of others please avoid repetition. Your comments must be limited to no more than three minutes. Should you have more comments, you may submit them in writing to the Committee chair. Comments directed to the Committee as a whole, personal attacks, or slanderous remarks shall not be allowed.

Jennifer Apgar reminded the committee and its members that we are still looking to fill the Business & Marketing Education and Information & Media Technology member positions for the committee. Jennifer Apgar also reminded the committee of whom is currently in a committee position so that we do not seek those individuals out for additional positions.

13. ADJOURNMENT: Meeting adjourned at 4:22pm.

Respectfully Submitted,

Jennifer Apgar
CTE Advisory Committee Recorder

DRAFT

Lyon County School District CTE Advisory Constitution

Article I - Name and Purpose

This committee shall be known as the Lyon County School District Advisory Technical Skills Committee. The advisory committee shall provide leadership in and promote the development of the career and technical education programs as it relates to and meets the needs of the students, the community and the public. The committee shall advise the faculty in the program and the administration on matters related to the program areas.

Article II - Membership

Number of Members

Lyon County School District Advisory Technical Skills Committee will have a minimum of six members and a maximum of 15 members. The chair overseeing the program may approve a higher number, but no fewer than six. The members of the advisory committee shall be representatives from businesses and industries related to the respective training and employment students obtain as well as one member from the Lyon County School District Board of Trustees. In addition, members should include a student in the program.

Appointments and Terms

Each appointment of a program advisory committee member shall be for one academic year, except when the appointment is to fill an unexpired term. The member from the Lyon County School District Board of Trustees shall be determined by the Board of Trustees each year when they determine officers of the Board.

The committee's intention is that, at least two-thirds of the members shall be retained each year; with one-third of the membership being open for nomination each year. An outgoing member's position may be reappointed by a majority vote of membership present, if said member's term has not expired.

An individual may lose membership on the committee if he/she fails to attend three successive meetings without presentation of a valid reason for his/her absence, in advance, to the chairperson of the committee.

Program advisory committee members may submit names of potential members for the committee. Final recommendations are made by the faculty with the approval of the appropriate administrator. The appointments are made by the governing board.

Ex-Officio Members

Ex-Officio members: may consists of, but is not limited to:

1. Appropriate administrator(s)
2. Appropriate program coordinators or supervisors;
3. Faculty in each program area. One faculty member will be designated as a member of the advisory committee from each of the following program areas:
 - a. Agriculture & Natural Resources
 - b. Business & Marketing Education
 - c. Education, Hospitality & Human Services
 - d. Health Science & Public Safety
 - e. Information & Media Technologies
 - f. Skilled & Technical Sciences
4. Appropriate student(s)

Bylaws

Section A - Officers and their duties

The officers shall be a **chairperson**, a **vice-chairperson**, a **committee recorder**, and a **committee coordinator**. The officers shall be elected annually by a majority vote of the committee members at the last meeting during the academic year. Officers may be re-elected to the same office.

Chairperson

The **chairperson** shall be elected from among those members who have served at least one year on the committee.

Duties and responsibilities of the chairperson include:

- Coordinate with the advisory committee coordinator to establish meeting dates and develop an agenda for each meeting;
- Preside at committee meetings, leading discussions, bringing closure on key points of discussion, and giving members the opportunity to express their opinions, give advice and make recommendations;
- Provide input, when appropriate, to the curriculum director regarding the committee's findings and recommendations, and serve as the spokesperson for the committee in meetings with the curriculum director as necessary;
- Be sensitive to the views of the members;
- Be able to listen critically;
- Be reasonable;
- Exercise good judgement and fairness;
- Dedicate time to the affairs of the committee;
- Appoint special committees as the need arises, which may include persons other than the committee members;
- Arrange for special presentations;
- Prepare reports;
- Encourage a relaxed atmosphere conducive to productive discussions;

- Plan committee activities and provide sufficient background information when needed;
- Maintain personal contact with committee members and institution personnel;
- Approve all announcements, notices and other information sent to committee members;
- Work with the committee coordinator in preparing and presenting an annual written plan of action that includes a formal evaluation of the committee's activities and accomplishments each year.

The committee chairperson should avoid:

- Acting as the final authority on all subjects;
- Putting pressure on the group to agree with his/her own personal views;
- Chairing subcommittees;
- Discussing questions or issues that are outside the purpose of the committee.

Vice-Chairperson

The **vice-chairperson** shall be elected from among those members who preferably have served at least one year on the committee. (The vice-chairperson may be elected to serve as the next chairperson following a set time as vice-chairperson.)

Duties and responsibilities of the vice-chairperson include:

- Work closely with the chairperson on specified tasks;
- Serve as the leader for many of the committee's activities;
- Perform specific tasks assigned by the chairperson;
- Conduct meetings and committee business in the absence of the chairperson.

Committee Recorder

The **committee recorder** will be filled by the Grants Coordinator assigned to CTE and will be responsible for recording meetings, preparing minutes, and working with the Administrative Assistant to Superintendent & Board of Trustees and or the Administrative Secretary to the Director of Secondary Curriculum, Instruction and Assessment to ensure that the meetings are posted in compliance with open meeting law.

Committee Coordinator

The **committee coordinator** will be filled by the Director of Secondary Curriculum, Instruction and Assessment and will be responsible for coordinating with the chairperson to establish meeting dates and develop an agenda for each meeting. Work with the chairperson in preparing and presenting an annual written plan of action that includes a formal evaluation of the committee's activities and accomplishments each year.

Section B - Meetings

At least three regular meetings of the committee shall be held during an academic year. In order for meetings to be held, quorum must be met; quorum is defined as a majority of active members present. Notice of each regular meeting will be posted for members and the public per open meeting law requirements. Special meetings of the committee may be called by the chairperson

as needed throughout the year. The time of advance notice shall be appropriate in terms of the reason for the urgency of the meeting and shall also comply with open meeting laws.

Section C - Motions and Minutes

Any formal resolutions or motions from the committee shall be in written form. They shall include the number of committee members present and voting, and the number favoring the resolution or motion. All resolutions or motions shall be presented to the committee coordinator, who shall then present them to the appropriate administration.

Section D - Evaluating Committee Effectiveness

The program advisory committee will evaluate effectiveness at the final meeting of each academic year. Goals and objectives will be formulated at the first regular meeting of the academic year, utilizing implications from the spring evaluation.

Section E - Bylaws Changes

These bylaws may be amended or added to by two-thirds vote of active members at any regular or special meeting if at least ten days written notice has been given to each member.