

PCTA ADVISORY COMMITTEE

Meeting notes 6/17/2010

Present: Matthew Bodah, Andrew Cortés, Andrew Cutler, Scott Duhamel, Bob Ricci, Ron Stevenson, Ramon Torres, Peter Woodberry, Gail Degnan and Judy Titzel (staff).

Andrew Cortés opened the meeting in Bill Bryan’s absence.

1. Review By-laws and feedback

Hard copies of the by-laws were distributed to the Committee. Appreciation was extended to Judith Titzel for compiling the first draft and the Committee for their input on the by-laws. Andrew read through the by-laws and summarized the intent of each section.

Discussion

The group discussed issues around:

- Setting a minimum number that constitutes a quorum as total membership will change with number of career tracks;
- Open meeting laws and whether there was a need to explicitly address meetings being open to the public or calling executive sessions;
- The genesis of the General Advisory as the new state CTE standards does not explicitly mention advisory committees other than program advisories. (Ramon handed out a draft copy of the new state CTE standards.)

Recommendations for changes to the by-laws were as follows:

- a) Article I - It was recommended that Article I have added a new section, as Section II. Authority which would include by what authority the Advisory Committee is convened, i.e. *“In accordance with the Carl Perkins Act,”* with other Article I. Sections renumbered accordingly, with the final language on the revised Section II delegated to staff.
- b) Article II, Section 1 – change *“parents”* and *“students”* to *“parent”* and *“student”*.
- c) Article II, Section 1 – add *“As Program Advisories are constituted, the Program Chair is responsible to ensure the respective program has representation at the General Advisory Committee Meeting for Program reporting, updates or recommendations, in his or her absence but as a non-voting member of the body, subject to Article V. Sec. V of these bylaws.”*
- d) Article V, Section 1 – add: *Notice of any official General Advisory meeting shall be provided in writing to each member not less than seven (7) days before the meeting “and posted on the General Advisory’s website and with a copy of the agenda posted prominently at the primary entrance to PCTA.”*
- e) Article V, Section 3 – Add *“The General Advisory, upon an affirmative vote by the majority of members, may determine an executive session from time to time.”* (Bob Ricci suggested that Ramon to follow up with the law department to ensure these bylaws are consistent with RI State law, and request this confirmation in writing.)

- f) Article V, Section 4 – add: A simple majority of total voting members, *“but no fewer than 6,” constitutes a quorum.*

MOTION: To adopt the bylaws as presented, with the integration of the changes as stated above, made by Peter Woodberry and seconded by Bob Ricci. Thus, the committee:

VOTED: To adopt the bylaws in accordance with the motion as made and seconded. This motion passed unanimously. A copy of the revised adopted bylaws will be sent to all the General Advisory Planning Committee members for their records and review.

2. Establish General Advisory Committee Officers

Andrew spoke on Bill’s behalf and presented the slate of officers as:

- Bill Bryan - Chair
- Peter Woodberry - Interim Vice Chair
- Andrew Cortés – Secretary

Given that the Advisory Planning Committee has now formally adopted bylaws to constitute the permanent Advisory Committee structure, the slate of Officers being presented would have the responsibilities as outlined in the adopted bylaws, including formally constituting the membership.

MOTION: To accept the PCTA Advisory Committee Officers to perform the duties as prescribed by the bylaws and to formally convene and confirm the membership of the respective advisories, made by Bob Ricci and seconded by Matt Bodah. Thus, the committee:

VOTED: To elect the Officers in accordance with the motion as made and seconded. This motion passed unanimously.

3. Process for Developing 2010–2011 Annual Work Plan

Andrew stated that the Executive Committee, comprised of the Officers as elected above, will convene to create a draft of an Annual Work Plan to be reviewed at the next General Advisory Committee meeting on Thursday, July 15, 2010.

Ramon will discuss with Tech Teachers which career tracks have begun developing a program advisory. He will send a list of potential members per PCTA Career Tracks to the Executive Committee to include:

- Automotive
- Graphic Arts
- Carpentry – Scott Duhamel stated he would like to be involved.
- Electrical
- Cosmetology
- Culinary
- HVAC

It was suggested that the Committee email potential Program Advisory Chairs or potential members to Judy or Gail.

Discussion

Peter Woodberry asked if there a general size to a Program Advisory. It was stated that the number of members on a Program Advisory depends on the scope of work and the needs of each Program Advisory, which will vary from Committee to Committee.

Andrew Cutler brought up the topic of how to bring people on board who do not fit into the specific content areas of the Program Advisories (e.g. industrial design and engineering). Andrew stated this is where the subcommittees would come into play. As we move forward the need for different subcommittees will increase and these people can play a role on a subcommittee.

It was suggested to list the membership of the General Advisory Committee formally in the Annual Work Plan, to establish and determine the appropriate quorum of voting members for the transaction of the business of the Advisories.

4. Fall Kick-Off Retreat

Judy stated that in place of a Summer Retreat, which was written into the Nellie Mae Grant, it was decided that once the Program Advisory Chairs are in place we will get together in the fall. The retreat will basically be professional development for the General Advisory, reflect the year's past, meeting objectives moving forward, etc.

5. Summer Meeting Schedule

The next meeting will be held Thursday, July 15th at 8:30 a.m. at PCTA. We will determine if an August meeting is necessary at the July meeting.

There being no other business, a motion to adjourn was made by Matt Bodah and seconded by Ron Stevenson, which was passed unanimously by the Committee.

NEXT MEETING Thursday, July 15, 2010 8:30 a.m. at PCTA