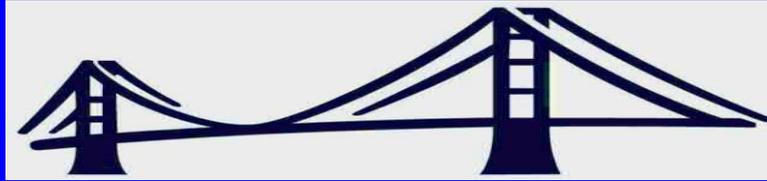


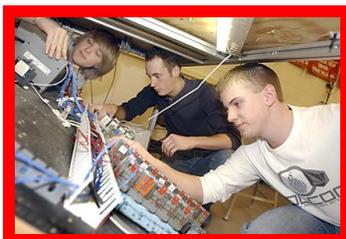
**Mooresville Graded
School District**



Career Bridge Advisory Council



Moore'sville
Graded School District



Career Bridge Advisory Council Manual

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Career Bridge Advisory Council

Mission and Overview

The Career Bridge Advisory Council is organized to create a vibrant school-community partnership guiding students toward career preparation by connecting business / industry and education. The mission is to prepare students to become globally competitive for the 21st Century workforce.

Career and Technical Education (CTE) programs are designed to contribute to the broad educational achievements of students, including the development of academic, technical, and work readiness skills (the ability to work independently and as part of a team, think creatively, solve problems, and utilize technology). Students who complete CTE programs are prepared for successful transition into post-secondary education and work. Opportunities are available for students to earn college credits through selected courses and to prepare for licensure and / or industry certifications related to their program of study.

Not only are students presented with rigorous technical coursework, but also opportunities to gain social and leadership skills through program related student organizations. Career and Technical Student Organizations (CTSOs) are greatly emphasized in each curriculum area. Students in CTSOs have proven technical and academic excellence through their accomplishments in team and individual events on regional, state, and national levels.

Career and Technical Education (CTE) provides students opportunities:

- ◆ To develop academic, technical, leadership, and career readiness skills
- ◆ To earn college credit through dual enrollment courses with two and four-year colleges and universities that will enable them to earn a degree in a shorter period of time
- ◆ To earn nationally recognized industry certifications and licensures that will connect them to high –tech, high paying careers
- ◆ To gain work experience in business and industry
- ◆ To experience the excitement of participating in programs that combine academic and technical content using a hands-on approach that makes learning relevant and fun

Career and Technical Education in the MGSD consists of 46 elective courses in 13 of the NC career clusters. CTE courses are taught at N.F. Woods Advanced Technology and Arts Center, a satellite campus of Mooresville Senior High School, and Mooresville Middle School. Students are introduced to CTE courses at the middle school level and continue on a more focused and career driven pathway at the high school level. Academics as well as technical proficiency are reinforced in all classes and are closely monitored. Approximately 1200 Mooresville High School students are enrolled at N. F. Woods.

Career Clusters

Food and Natural Resources

**Architecture & Construction
Arts, A/V Technology &
Communications
Business Management &
Administration
Finance**

Health Science

Human Services

**Hospitality & Tourism/Human
Services**

**Information Technology
Manufacturing**

Marketing

**Science, Technology, Engineering
& Mathematics**

**Transportation, Distribution &
Logistics**

Approximately twenty two CTE teachers provide instruction in grades seven through twelve. A Career Development Coordinator, Special Populations Coordinator, and Testing Coordinator provide support services.

Why Have An Advisory Board?

- ◆ To serve as a tremendous ally to the CTE and Woods Program assisting in the preparation of students meeting the workforce needs of the Mooresville Community
- ◆ To strengthen opportunities for students to gain work experience in business and industry
- ◆ To collaborate with school staff to help them focus on the skills students need to succeed in the business world
- ◆ To expand opportunities for students to obtain job shadowing and internship experiences
- ◆ To update staff in new industry standards, technology, equipment, materials, and procedures which would be infused with student preparation.

What Is The Role of The Career Bridge Advisory Council?

The Advisory Council's role is purely advisory in nature and does not include administrative or policy-making duties. The council's function is to advise and assist in program planning, not to establish or direct policy. There are numerous ways that advisory council members can be helpful to the school. Members should be involved in activities that would make a positive contribution to the school. The council's role is to deal with educational concerns only and not to get involved in such things as partisan political issues or school personnel matters.

Career Bridge Executive Committee 2013-2014

Alan Sulek, Chairperson

Jeff Shoe, Treasurer

Paul Davis, Past Chairperson

Stephen Mauney, Director of Career and Technical Education

Devry Gibbs, Principal of NF Woods

Julie Blocker, Assistant Director of Career and Technical Education

Vision

The Vision of the Mooresville Graded School District CTE Advisory Council is to create a vibrant school/community partnership guiding students toward career preparation by connecting business/industry and education.

Mission

The Mission is to prepare students to become globally competitive for the 21st Century workforce.

Goals

1. The Career Bridge Council will serve as a tremendous ally to the NF Woods staff by assisting in the preparation of students meeting the workforce needs of the Mooresville Community. This would involve keeping staff updated in new industry standards, technology, equipment, materials, and procedures which could be infused within the NC CTE Essential Standards.
2. The Career Bridge Council will strengthen opportunities for students to gain work experience in business and industry by expanding opportunities for students to obtain job shadowing and internship experiences.
3. To increase membership on the Career Bridge Council.

Career Bridge Advisory Council Members 2013-2014

Name:		Business:
Michelle	Beam	NC Dept. of Commerce Div. of Human Resources
John	Casson	Bear and Horse
Leo	Gordon	Windstream
Keli M.	Greer	Town of Mooresville Dir. Of Human Resources
Mac	Herring	Catawba Regional Hospice
Gina	Jackson	Parent Advisor
Howard	Kosofsky	Developer
Sandie	Lown	Parent Advisor
Steven	Rotman	Ameritech Die Mold
Ann	Simmons	Cooperative Extension
Paul	Davis	Davis Spine Associates
Bob	Wessmiller	L3 Realty of Lake Norman
Kevin	Nervegna	GCG Wealth Management
Jeff	Shoe	Mooresville Ford
Alan	Sulek	Capital Bank
John	Walsh	Sight Span, Inc.
Darlene	Teeter	Lake Norman Realty, Inc.

Name:		Business:
Fran	Jeanes	Mobile Marketing Max
Roger	Hyatt	MGSD School Board
David	Hollars	Centralina Workforce Dev.
Brett	Fansler	Mitchell Comm. College
Mark	Edwards	MGSD
Stephen	Mauney	MGSD
Dee	Gibbs	MGSD
Julie	Blocker	MGSD
Michael	Royal	MGSD
Carrie	Tulbert	MGSD
Michele	Beaty	MGSD

Career Bridge Advisory Council

Bylaws

I. NAME

The committee will be called the Career Bridge Advisory Council of Mooresville Graded School District, hereinafter referred to as the Council.

II. PURPOSES

The Council is constituted to:

- A. Assist the District School Board of Mooresville in developing broad educational policy for the school system with regard to career and technical educational programs, services, and activities.
- B. Work with designated employees of the school system in planning and conducting the career and technical programs of the school system.
- C. Facilitate communication and cooperation between the school, the citizens, organizations, and institutions of the community.
- D. Initiate activities that lead to increased understanding of the importance of career and technical education, and provide support for career and technical programs in Mooresville.

III. TENURE OF THE COUNCIL

- A. The Career Bridge Advisory Council shall continue until dissolved by a majority vote of the School Board.

IV. MEMBERSHIP

- A. The Council will consist of at least twenty members, including a designated member of the School Board.
- B. Nominations to the Council shall be made to the Chairman of the Council and Director of Career and Technical Education and approved by the Council.

- C. Council appointments shall be for a period of three (3) years beginning on the date of School Board approval and extending until July 1 of the year of the appointment and extending until June 30 of the third year. Council members may be reappointed.
- D. Resignation from Council shall be submitted in writing to the Director of Career and Technical Education and Chairman of the Council.
- E. The Director of Career and Technical Education shall meet regularly with Council as an ex officio member, and shall appoint one member of the School Board staff to serve as Executive Secretary to the Council to record minutes of Council proceedings and notify members of regular or called meetings. The Executive Secretary shall be an ex officio member of Council. The principal of N. F. Woods Advanced Technology and Arts Center shall be an ex officio member of the Council.

V. EXECUTIVE COMMITTEE

- A. The Executive Committee, when not in session, shall coordinate the activities of Council with the Director of Career and Technical Education. The Executive Committee, in consultation with the Director of Career and Technical Education, shall assist in planning the agenda for Council meetings, identify items to be considered by Council, assist in conducting the work of and function performed by Council, and perform other responsibilities as designated by Council.
- B. The Chairman, Vice-Chairman, Secretary, treasurer and immediate past Chairman shall constitute the Executive Committee. The Director of Career and Technical Education, the Assistant Director, and the principal of N.F. Woods shall be ex officio members of the Executive Committee.

VI. OFFICERS

- A. The officers will consist of a chairperson, vice-chairperson, treasurer, and a secretary. These officers will be elected annually by the Committee and together with the immediate past chairperson, will constitute the Executive Committee.
- B. Officers shall be elected from the Council no later than January 30 of each year for a one- year term.
- C. In the event of an officer vacancy, Council shall elect a successor at the next regularly scheduled meeting following the date the vacancy occurred.

D. Duties of the Officers:

1. The Chairman shall preside at all meetings of Council and Executive Committee and report to the School Board at least on an annual basis. The Chairman shall perform all duties assigned to that office.
2. The Vice Chairman shall perform all duties assigned to that office. The Vice Chairman shall assist in the development of the agenda for Council meetings, and shall preside at Council meetings in the absence of the Chairman.
3. The Secretary shall perform all duties assigned to that office. The Secretary shall ensure that minutes of all Council proceedings are properly recorded, maintained, and disseminated to members, the School Board, School Board staff, and other interested parties. The Secretary shall be responsible for communications to and from Council.
4. The treasurer shall perform all duties assigned to that office. The Treasurer shall have charge and be responsible for all funds of the Council; receive and give receipts for money due and payable to the Council and deposit all money in the name of the Council in such bank selected by the Council.

VII. SUBCOMMITTEES

- A. Subcommittees may be established and discharged by a majority of the Committee.
- B. Each subcommittee shall elect its own chairperson and secretary.
- C. The Executive Committee or Council may establish ad hoc committees as needed to conduct the work of Council.
- D. Each committee shall maintain records of all proceedings and shall provide periodic reports to the Council as requested by the Council Chairman or member of the Executive Committee.
- E. A Bylaws Committee, consisting of three members including a chairman, shall be appointed to review, edit, and make recommendations on by-laws amendments.
- F. A Legislative Committee, consisting of three members including a chairman, shall be appointed to educate members on the legislative process, provide direction on contacts with members of the state and federal legislatures on matters pertaining to Career and Technical Education, communicate and coordinate political actions of Council with those of other Career and Technical advisory councils, and keep members of Council informed regarding pertinent legislative matters. The committee chairman shall be elected for a two year term.
- G. A Marketing Committee, consisting of three members including a chairman, shall be appointed to assist in the development and maintenance of a marketing program for Career and Technical Education in Mooresville, and to cooperate with the state marketing efforts.

VIII. PROGRAM

- A. The Executive Committee shall formulate the proposed annual program of work for consideration and approval of Council at the September meeting.
- B. The Council shall implement an annual program of work based on the needs of career and technical education in the District.

IX. OPERATING PROCEDURES

- A. The Council shall meet monthly or as designated by the Executive Committee. All meetings shall be open unless Council determines, by majority vote of members present, to enter into closed session.
- B. Special meetings may be called, or regular meetings may be cancelled, by a majority vote of the committee or by action of the Executive Committee.
- C. The Executive Committee, in consultation with the Director of Career and Technical Education, will be responsible for planning the agenda of individual meetings.
- D. Each meeting will begin at the announced time and will continue for not more than an hour and a half. Meetings should be conducted in a manner such that all members are afforded an opportunity to present their views. All opinions should be considered before actions are voted upon. The chairman of the meeting should undertake this responsibility.
- E. Council minutes, including committee reports and/ or minutes, shall be disseminated to all members, the school board liaison, school board staff, and other interested parties. A permanent record of all Council transactions shall be maintained by the Executive Secretary.
- F. Council shall not engage in the consideration, deliberation, or negotiation of matters pertaining to employment, promotion, transfer, dismissal, or salary of School Board employees; political activities relating to School Board appointments; development, enactment, or execution of School Board policy; and other issues which are clearly not in the mission of the Council. It may, at the invitation of the School Board or their designated representatives, suggest policy proposals and may review policy proposals submitted to Council.
- G. Discussion leading toward a consensus of the members will be prevailing procedure in committee meetings. Parliamentary procedures will be used when a decision of the committee is to be recorded or transmitted.
- H. Council members who fail to attend three (3) consecutive meetings, without just cause, shall be considered to be inactive members and their resignation shall be requested.

X. RESPONSIBILITIES OF MEMBERS

- A. Each member is expected to attend meetings regularly, participate in discussions, and serve on affiliated and subcommittees when requested.
- B. Each member is expected to study carefully any problem which comes before the committee before committing him/herself to a final conclusion.
- C. Each member is expected to respect the rights of fellow members by not reporting or discussing the opinions of other members outside the committee. The opinions and conclusions of the committee on which there is a consensus may be discussed informally.

XI. AMENDMENTS TO BYLAWS

- A. Proposed amendment(s) to the bylaws shall originate from members of the Council and shall be presented to the Executive Committee.
- B. Following review by the Executive Committee, proposed amendment(s) shall be forwarded to the Bylaws Committee for review, editing, and recommendation to Council. They shall be presented in print form to Council members at least thirty days prior to Council deliberation on proposed by-law(s) change.
- C. The Bylaws amendment(s), if approved by a two-thirds vote of Council members presents, shall become effective immediately after the close of the Council meeting.

CTE Certifications and Course Requirement Costs

Course	Name of Certification	Cost of Certification
Foods II - Advanced	ServSafe	\$36
Pharmacy Technician	Pharmacy Technician Certification	\$129
Construction Trades and HVAC	National Center for Construction Education & Research	Included in text
Microsoft IT Academy	Microsoft Word, Powerpoint, Access Expert and Excel Expert	\$1500 for site license
Health Science II	CPR/First Aid	\$40
Heating and Air Conditioning	CFC exam	\$25

Each department will develop eligibility guidelines for students to be able to request a scholarship for these certifications.

“How Can I Help?”

Advisory council members can assist students by providing:

- ◆ Information and visibility for the Career and Technical program
- ◆ Current occupational information
- ◆ Incentives, i.e., scholarships, prizes, and awards
- ◆ Support for student organizations
- ◆ Placement assistance for internships and job shadowing

Advisory council members can aid instruction by providing:

- ◆ Program recommendations based on interpretation of new developments in the occupation
- ◆ Evaluation of facilities and equipment
- ◆ Resource persons, guest speakers, classroom volunteers
- ◆ Suggestions on the required qualifications for Career and Technical instructors
- ◆ Suggestions for in-service programs to improve instructor competence

They can expand public relations by providing:

- ◆ Recommendations for increasing community understanding of Career and Technical Education
- ◆ Visibility for Career and Technical Education by serving as a speaker for student organizations, career days, and other activities.



Mooreville Graded School District

Board of Education

Mrs. Karen Hart, Chairperson

Mr. Larry A. Wilson, Vice Chairman

Ms. Nancy Cross

Mr. Roger Hyatt

Ms. Sue V. Wilson

Central Office Committee Members

Dr. Mark Edwards, MGSD Superintendent

Mr. Stephen Mauney, Executive Director of Instruction and CTE

School Committee Members

Dee Gibbs, Principal, N.F. Woods

Michael Royal, Principal, MHS

Julie Blocker, Asst. CTE Director, N.F. Woods

Carrie Tulbert, Principal, MMS