

Sacramento City Unified School District
Career and Technical Preparation Department



**Advisory Committee
Member Handbook
For Business Partners**

Career & Technical Preparation Department Mission

The mission of the Career and Technical Preparation Department is to support and connect educators and business partners by developing career preparation and work-based learning opportunities that prepare students for their future

SCUSD Mission

The Sacramento City Unified School District provides all students the knowledge, skills and educational opportunities to achieve high academic standards and be successful in a changing global society

Title IX

The district shall follow uniform compliant procedures when addressing complaints alleging unlawful discrimination based on age, sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability in any program or activity that receives or benefits from state financial assistance.

Career and Technical Preparation

Administrative Contact List

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Director

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ROP Coordinator

ROP Clerk 643-9200

Career Pathways Education Entrepreneurs

Leslie Matthews 643-2330
Arts & Media
Entertainment

Joy McCampbell 643-9209
Business & Information
Technology

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Engineering & Industrial
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Health

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Human & Public Service

Website
http://www/scusd.edu/Career_tech_prep/index.htm

Dear Advisory Committee Member:

It is my distinct pleasure to welcome you as a member of an ROP Advisory Committee. Your expertise and guidance will help lead the Sacramento City Unified School District's Regional Occupational Program (SCUSD ROP) into the next millennium.

The continued success of any career exploration program is in the leadership and expertise provided by the dedicated business and industry personnel who give of themselves to serve on the committee.

We appreciate your guidance and assistance to ROP teachers in providing state-of-the-art training to ensure that ROP students are kept on the "cutting edge" of current changes and workforce training. The State of California is dependent on a well qualified literate workforce that can compete locally, nationally, and in the global market.

The SCUSD ROP appreciates your commitment to quality career education and looks forward to your participation as a member of an Advisory Committee.

Sincerely,

Mike Brunelle
Director
Sacramento City Unified ROP
Career and Technical Preparation Department

Conduct of the Meetings

- The facilitator, with the assistance of the ROP Office, will prepare and see to the distribution of agendas, minutes, and copies of materials to be discussed, such as current labor market information and curriculum.
- A person will be assigned to record accurate minutes of the meeting and see that they are returned to the ROP Office for distribution and filing.
- Those agenda items that are action items should be presented to the committee in the form of a motion. A motion when seconded and carried will become a recommendation of the committee. The minutes should reflect the motion, by whom it was made and seconded, and the nature of the vote (i.e. unanimous, 5 for—2 against).

Follow-up of Committee Recommendations

Committee members will be kept informed of the status of their recommendations by the ROP teacher and/or the ROP Administration

Committee Appointments & Term of Office

Advisory Committee appointments are made for a one year term with the option of reappointment.

Prospective members are nominated by the ROP teachers with possible suggestions from the ROP Administrative Staff.



Responsibilities of the ROP Facilitator

- Notify the ROP Director, ROP Coordinator and committee members of the meeting date, place and time.
- Prepare an agenda with clear objectives.
- Secure two Student Advisory Committee Members.
- Have the minutes of the meeting recorded.
- Report recommendations of the committee to the ROP Administration.

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What is the SCUSD ROP?

The Sacramento City Unified School District's Regional Occupational Program is a joint partnership with business industry, local high schools, community colleges and the Sacramento County Office of Education to provide high school students and adults with career preparation training opportunities. ROP courses are an integral part of the coherent sequence of academic and vocational courses offered by the local schools to provide effective vocational/career opportunities for students



The committee acts in an advisory capacity to the Sacramento City Unified School District ROP Director and staff. Information from the committee provides valuable information to the SCUSD Superintendent and Board of Education.

Additional Potential Activities for Advisory Committee Members

Activities involving student recruitment, selection, and placement such as:

- Promoting ROP through visits to “feeder schools,” speeches to civic clubs, career days, etc.
- Placing ROP graduates in jobs.
- Placing ROP students in part-time work during the school year or summer vacations.
- Arranging field trips for students, teachers and counselors.
- Suggesting special speakers for classes.
- Surveying local industry manpower.
- Writing letters of support to government.

The Advisory Committee

A Community/Business/Industry Network

Definition of an Advisory Committee

An occupational advisory committee is a group of individuals from business and industry selected to provide representative points of view in a specific occupational area. Members should be persons with a sense of responsibility and civic mindedness. Members assume responsibility for advising ROP staff and administration on matters concerning skill training in their occupation.

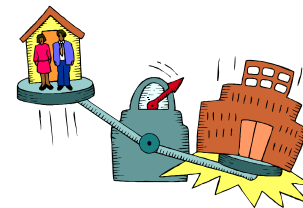
Functions of Advisory Committees

Advisory Committees provide advice and support needed to maintain high quality occupational programs.

Advisory Committees are extremely important in the development and maintenance of a two-way system of understanding and communication between the Sacramento City Unified ROP and the business/industry community.

What does ROP Training Accomplish?

- Provides career preparation.
- Develops career sustaining job skills to compete in the global marketplace.
- Provides school-to-career learning experiences.
- Develops an understanding of the employer/employee relationship.
- Develops skills in customer needs and relationships.
- Develops a knowledge of safety processes and procedures.
- Develops an understanding and appreciation of the need for teamwork and cooperation.
- Develops an awareness of the opportunities for employment in business and industry.
- Develops a personal dependability and initiative.
- Develops a competitive and productive spirit.
- Develops an understanding of the free enterprise system of economics.



Who are the Students?

Regional Occupational Programs are open to students who are enrolled in their junior and senior year in high school and out-of-school youth and adults in the Sacramento area. Participants are selected from students who have expressed a desire to gain up-to-date, hands-on training in their selected career cluster or to pursue particular certifications for advancement to the workforce/technical and post-secondary education. High school students will, in addition to their regular high school classes, attend ROP training daily. All public and private high schools in the Sacramento area can participate in this program.



Who are the Teachers?

ROP teachers are selected because of their knowledge, skills, and experience in their career fields. To qualify, each ROP teacher must have five years work experience in their subject area and maintain an appropriate California Teaching Credential. These teachers have been carefully screened for their ability to relate to high school students and possess strong and dynamic leadership qualities.

