

**Denver Public Schools
Post Secondary Pathways, CTE, & Arts
Interdepartmental Memo**

To High School Career & Technical Education Teachers

From Scott Springer, Executive Director

Date May 8, 2008

Subject Advisory Committee Documentation

As initiated last year, you will be compensated up to \$250 for the extra work involved in having an active advisory committee for your CCCS-approved program.

If you meet the requirements as outlined below, your compensation will be in your June 30, 2008 paycheck. If teachers in a department share the responsibility of having an advisory committee, the \$250 will be divided according to your criteria.

**If all the requirements are not satisfactorily met, there will be no compensation.
Partial compensation is not an option.**

Compensation of \$250 will be based on the following criteria:

- Completed Advisory Committee Documentation Sheet 2007-2008 (see below)
- Current Advisory Committee Member List (see below for proper format)
- Members from business and industry comprise a minimum of 51% of membership. Individuals from community colleges or other educational institutions are NOT considered business & industry representatives for CCCS audit purposes, except in unique circumstances. You are strongly encouraged to have a diverse committee with representation of both genders and various ethnicities.
- Copies of Minutes from at least two meetings during the school year. Minutes must be signed and dated by Advisory Committee Chair. (see below for proper format)
- Above documentation on file in the PSP/CTE/Arts Department no later than Friday, May 16, 2008.

pc Jaime Aquino, Chief Academic Officer
Janice Spearman, Instructional Superintendent
High School Principals



Denver Public Schools
Post Secondary Pathways, CTE & Arts
Advisory Committee Documentation Sheet 2007-2008

If the \$250 is to be shared, please indicate the % by each teacher's name.

CTE Teacher Name(s) _____ % _____
_____ % _____
_____ % _____

School _____

CTE Program Name _____

Attach the Following Items for Documentation

- Current Advisory Committee Member List (see attached for proper format)
 - Minimum of 51% business/industry representation
- Copies of Minutes from at least two meetings during the school year, signed and dated by Advisory Committee Chair. (see attached for proper format)

Department Chairperson Signature

Principal Signature

**This Advisory Committee Documentation Sheet, complete with required attachments, must
be returned to the CTE Office
by Friday, May 16, 2008 for compensation eligibility.**



School Name
Program Name
Advisory Committee Member List
2007/2008

Member List must include the following for each member:

- Name
- Title
- Company
- Address
- Phone
- Email

School Name
Program Name
Advisory Committee Minutes

Minutes must include:

- Date and Time of Meeting
- Location of Meeting
- Names of meeting attendees
- Agenda items and related discussion
- Signature of committee chair, including date of signature