

February 28, 2003
Teacher Liaison Responsibilities **Revised**

Prior to Meeting Date:

- Send out an email reminder
- Mail out agenda and minutes from last meeting
- Communicate/talk with chairperson about the agenda
- Post signs for directions to your room
- Make sure doors are open
- Only \$25 reimbursement for food

During the Meeting:

- Attend meeting
- Start on time
- Arrive at least 15 minutes prior to starting time
- Chairperson **MUST** lead the meeting – not the teacher liaison
- Make sure secretary takes accurate minutes

After the Meeting:

- Make sure to **email final copy** (typed version) of the minutes to Rose Smith within **one week**. Keep the original on file.
- Mail handouts and information to members who did not attend.

The agenda for March must include:

- 1) Examine and review the course-planning guide for approval by the Program Advisory Committee and submission to Washington State Office of State Superintendent of Public Instruction (OSPI) by April 15. Please have the guide to Rose Smith no later than April 3 (page 2, Standard 2.1 and 2.1.1).
- 2) Review the draft safety checklist and have a final copy ready for classroom evaluation in May.

The agenda for May must include:

- 1) Review WA State CTE Program Standard, Site Learning Space (CTE classrooms), page 6, Section 1.5.1.a. Ensure lab and equipment are appropriate for curriculum. Use Safety Checklist finalized in March to verify the classroom meets safety requirements that were established. Rose Smith should receive completed Safety Checklist, with recommendations, no later than June 1 (page 3, Standard 2.3.b, 2.4 and 2.4.1).
- 2) Review WA State CTE Program Standard, page 2, Section 2.2.A. Create a list of possible businesses and points of contact for teachers to serve as an intern or job shadow in the industry field they are instructing.