

**El Paso Independent School District**  
**Center For Career & Technology Education**  
**2017-2018 Campus Improvement Plan**



## Mission Statement

CCTE will provide each student a seamless transition from the program of study as outlined in their House Bill 5 Endorsement to their post-secondary education or career opportunities.

## Vision

CCTE will increase the number of advanced technical opportunities to include local non-paid internship opportunities, state and national licensures, certifications, dual credit courses, and state-wide articulations.

The first presentation of the CIP will be on Wednesday, October 10th, 2016 to the faculty during the faculty meeting. Due to being centrally located, the CIP will be posted on the campus website ([ccte.episd.org](http://ccte.episd.org)) and a call out to all parents of enrolled students will be sent on Wednesday, October 10th, 2016 for an opportunity for parent review and feedback.

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# Comprehensive Needs Assessment

## Needs Assessment Overview

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## **Demographics**

### **Demographics Summary**

CCTE interacts with students, parents, community, and business members from all over the El Paso region.

## **Student Academic Achievement**

### **Student Academic Achievement Summary**

Historically, CCTE has had a 94.5% pass rate for all courses taken by students attending CCTE.

### **Student Academic Achievement Strengths**

Students select their programs and are dedicated to working towards their personal and professional goals.

### **Problem Statements Identifying Student Academic Achievement Needs**

**Problem Statement 1:** CCTE has a 6.5% class failure rate. **Root Cause:** Student failure is typically due to non attendance.

## **School Processes & Programs**

### **School Processes & Programs Summary**

*CCTE* recruits students through the use of the *CCRP*.

*CCTE* offers 10th grade recruitment field trips to all *EPI*SD home campuses in the fall.

*CCTE* hosts two open house 'Paloozas'; one is the day before school starts in the fall and one is in the spring.

### **School Processes & Programs Strengths**

*CCTE* Counselors review each student's audit card and endorsement upon arrival at *CCTE*.

### **Problem Statements Identifying School Processes & Programs Needs**

**Problem Statement 1:** *CCRP* accuracy for student program selection is inaccurate. **Root Cause:** Students, parents, and district employees are not aware of the impact of correctly selecting the appropriate *HB5* endorsement and student opportunities.

## Perceptions

### Perceptions Summary

We are a customer service based campus.

### Problem Statements Identifying Perceptions Needs

**Problem Statement 1:** The public perception of CTE is directly impacted by the vocational stigma of the past, **Root Cause:** Public perception of 'Tech'



# Comprehensive Needs Assessment Data Documentation

The following data were used to verify the comprehensive needs assessment analysis:

## Improvement Planning Data

- District goals
- Campus goals

## Accountability Data

- Performance Index Framework Data: Index 4 - Postsecondary Readiness

## Student Data: Student Groups

- Race and ethnicity data, including number of students, academic achievement, discipline, attendance, and rates of progress between groups
- Number of students assigned to each special program, including analysis of academic achievement, race, ethnicity, gender, etc.
- Economically Disadvantaged / Non-economically disadvantaged performance and participation data
- Male / Female performance and participation data
- Special education population, including performance, discipline, attendance, and mobility
- Career and Technical Education (CTE) data, including academic achievement, program growth, race, ethnicity, gender, etc.

## Student Data: Behavior and Other Indicators

- Attendance data

## Employee Data

- Professional learning communities (PLC) data
- Staff surveys and/or other feedback
- Highly qualified staff data

## Parent/Community Data

- Parent surveys and/or other feedback
- Community surveys and/or other feedback

# Goals

**Goal 1: El Paso ISD will ensure that our community has a successful, culturally responsive school in every neighborhood that successfully engages and prepares all students for graduation and post-secondary success.**

**Performance Objective 1:** All Students will be encouraged to partake in all added values available with in their course work and program of study.

**Evaluation Data Source(s) 1:** CCTE will have an increase in Dual Credit opportunities by 10%.

**Summative Evaluation 1:** Exceeded Performance Objective

**Next Year's Recommendation 1:** Continue the process.

Strategy Description	Monitor	Strategy's Expected Result/Impact	Reviews			
			Formative			Summative
			Nov	Feb	Apr	June
<b>System Safeguard Strategy</b> 1) Assist students enroll and take advantage of the following: Dual Credit & Articulated courses.	CTE Teachers, CCTE Administrators, CCTE Counselors	Dual Credit Rosters				
Problem Statements: Student Achievement 1						
= Accomplished                        = Continue/Modify                        = Considerable                        = Some Progress                        = No Progress                        = Discontinue						

**Performance Objective 1 Problem Statements:**

Student Achievement
<b>Problem Statement 1:</b> Students at CCTE do not apply for Dual Credit Opportunities. <b>Root Cause 1:</b> Students are not aware of, do not complete Apply Texas, or qualify with TSI

**Goal 1:** El Paso ISD will ensure that our community has a successful, culturally responsive school in every neighborhood that successfully engages and prepares all students for graduation and post-secondary success.

**Performance Objective 2:** CCTE will provides the following opportunities to develop the "CCTE Atmosphere of Professionalism" as all students to work towards being, "College Ready, Career Ready, and Life Ready."

**Evaluation Data Source(s) 2:** CCTE will have an increase in certification opportunities by 10%.

**Summative Evaluation 2:** Met Performance Objective

**Next Year's Recommendation 2:** Continue the process. 2018-2019 Campus calendar to organize activities.

Strategy Description	Monitor	Strategy's Expected Result/Impact	Reviews			
			Formative			Summative
			Nov	Feb	Apr	June
<b>System Safeguard Strategy</b> 1) CCTE will nurture students through campus orientations and classroom discussions to stress the impact of attendance on their attainment of credits towards graduation and the completion of their program to include certification.	All CCTE Teachers, CCTE Administrators, CCTE Counselors, CCTE Clerical staff.	Campus Orientation Agendas / Fliers, Campus Student Handbook, Increased participation in programs.	✓	✓	✓	✓
Problem Statements: Student Achievement 2						

**Performance Objective 2 Problem Statements:**

Student Achievement
<b>Problem Statement 2:</b> Students at CCTE do not take advantage of Certification Opportunities. <b>Root Cause 2:</b> Students are not aware, are not prepared, do not have the financial means.

**Goal 2: El Paso ISD will ensure that our students, employees and our community are provided with a safe, secure and vibrant learning environment.**

**Performance Objective 1:** Promote Zero Tolerance for all forms of Bullying and Harassment.

**Evaluation Data Source(s) 1:** CCTE provides Zero Tolerance training to students, faculty, and staff.

**Summative Evaluation 1:** Met Performance Objective

**Next Year's Recommendation 1:** Continue the process. 2018-2019 Campus calendar to organize activities.

Strategy Description	Monitor	Strategy's Expected Result/Impact	Reviews			
			Formative			Summative
			Nov	Feb	Apr	June
<b>System Safeguard Strategy</b> 1) Informative Presentations:  "No Means No"  Sexual Assault Prevention presentation. ( <a href="http://nomeansno-ep.org/">http://nomeansno-ep.org/</a> ) - 6th Annual Event	CCTE Administrators, CCTE Counselors	Artifacts will include presentation, attendance, decrease in referrals regarding harassment and student relevance survey	✓	✓	✓	✓

**Goal 2:** El Paso ISD will ensure that our students, employees and our community are provided with a safe, secure and vibrant learning environment.

**Performance Objective 2:** Monitor and update Crisis Management Plan

**Evaluation Data Source(s) 2:** CCTE provides informative presentations to all students, faculty, and staff.

**Summative Evaluation 2:** Met Performance Objective

**Next Year's Recommendation 2:** Continue the process. 2018-2019 Campus calendar to organize activities.

Strategy Description	Monitor	Strategy's Expected Result/Impact	Reviews			
			Formative			Summative
			Nov	Feb	Apr	June
<b>System Safeguard Strategy</b> 1) Safety and Crisis Management Training for all staff members.	Assistant Principals	Agenda, Power Point, Sign-In Sheets. Decrease in OJI's for staff.				
	Funding Sources: 199 General Fund - \$0.00					
<b>System Safeguard Strategy</b> 2) Continue to conduct monthly fire drills.	Assistant Principals	Schedule, Timed Results and minutes from debriefing				
	Funding Sources: 199 General Fund - \$0.00					
= Accomplished                        = Continue/Modify                        = Considerable                        = Some Progress                        = No Progress                        = Discontinue						

**Goal 3: El Paso ISD will demonstrate fiscal and ethical responsibility as well as a deep commitment to service orientation in all district operations.**

**Performance Objective 1:** Establish processes that minimize negative environmental impact and sustain healthy and working facilities.

**Evaluation Data Source(s) 1:** CCTE provides a positive environment and maintains a clean and healthy work environment for all.

**Summative Evaluation 1:** Met Performance Objective

**Next Year's Recommendation 1:** Continue the process.

Strategy Description	Monitor	Strategy's Expected Result/Impact	Reviews			
			Formative			Summative
			Nov	Feb	Apr	June
<b>System Safeguard Strategy</b> 1) Maintain materials and equipment needed for Administration to support the entire campus instructional goals.	CCTE Administrators	P.O., Inventory				
	Funding Sources: 199 General Fund - \$0.00					
<b>System Safeguard Strategy</b> 2) Continue to improve facility in order to meet the needs of a growing student population.	CCTE Administrators	P.O., Work Orders				
	Funding Sources: 199 General Fund - \$0.00					

**Goal 3:** El Paso ISD will demonstrate fiscal and ethical responsibility as well as a deep commitment to service orientation in all district operations.

**Performance Objective 2:** Uphold District Initiative of strong customer service campus wide.

**Evaluation Data Source(s) 2:** CCTE provides excellent customer service to all who visit the campus.

**Summative Evaluation 2:** Met Performance Objective

Strategy Description	Monitor	Strategy's Expected Result/Impact	Reviews			
			Formative			Summative
			Nov	Feb	Apr	June
<b>System Safeguard Strategy</b> 1) Training for all faculty and staff on Customer Service.	CCTE Administrators	Decrease in complaints from students, parents, and community				
	Funding Sources: 199 General Fund - \$0.00					
<b>System Safeguard Strategy</b> 2) Train teachers on customer service skills - communication and conference techniques.	CCTE Administrators	Decrease in complaints from students, parents, and community				
	Funding Sources: 199 General Fund - \$0.00					
= Accomplished                        = Continue/Modify                        = Considerable                        = Some Progress                        = No Progress                        = Discontinue						











**Goal 4: El Paso ISD will recruit, employ, develop and retain a highly effective and qualified staff that successfully engages all students for success.**

**Performance Objective 1:** CCTE will provide various avenues for all faculty and staff to be well prepared to motivate and prepare all of our students to be College and Career Ready

**Evaluation Data Source(s) 1:** CCTE provides multiple opportunities for all faculty and staff to develop and polish their skills to assist students to become college, career, and life ready.

**Summative Evaluation 1:** Met Performance Objective

**Next Year's Recommendation 1:** Continue the process. 2018-2019 Campus calendar to organize activities.

Strategy Description	Monitor	Strategy's Expected Result/Impact	Reviews			
			Formative			Summative
			Nov	Feb	Apr	June
<p><b>System Safeguard Strategy</b></p> <p>1) CCTE will have monthly faculty meetings to provide for large group training's such as:</p> <p>SPED/504/LEP Updates Attendance Discipline Finance &amp; Budget</p>	All Teachers, CCTE Administrators, CCTE Counselors, Special Presentors	Artifacts will include agendas, sign-in sheets, and minutes of the meetings				
<p>  = Accomplished              = Continue/Modify              = Considerable              = Some Progress              = No Progress              = Discontinue         </p>						



**Goal 4:** El Paso ISD will recruit, employ, develop and retain a highly effective and qualified staff that successfully engages all students for success.

**Performance Objective 2:** Administration will conduct a minimum of 8 walk through informal observations per week to support teaching and learning.

**Evaluation Data Source(s) 2:** Administration conducts walk throughs as required by EPISD.

**Summative Evaluation 2:** Met Performance Objective

**Next Year's Recommendation 2:** Continue the process. 2018-2019 Campus calendar to organize activities.

Strategy Description	Monitor	Strategy's Expected Result/Impact	Reviews			
			Formative			Summative
			Nov	Feb	Apr	June
<b>System Safeguard Strategy</b> 1) Walk Throughs will be conducted by assigned PLC's.	CCTE Administrators	Eduphoria				
= Accomplished                        = Continue/Modify                        = Considerable                        = Some Progress                        = No Progress                        = Discontinue						

**Goal 4:** El Paso ISD will recruit, employ, develop and retain a highly effective and qualified staff that successfully engages all students for success.

**Performance Objective 3:** Staff Development for all teachers that focuses on T-Tess and the Power-Up Initiative.

**Evaluation Data Source(s) 3:** CCTE provided multiple small and large group trainings on T-TESS.

**Summative Evaluation 3:** Met Performance Objective

**Next Year's Recommendation 3:** Continue the process.

Strategy Description	Monitor	Strategy's Expected Result/Impact	Reviews			
			Formative			Summative
			Nov	Feb	Apr	June
<b>System Safeguard Strategy</b> 1) On going teacher training for the implementation of the new T-Tess evaluation system through faculty wide training and during PLC time. Administrators will continuously work with faculty on Power Up and active engagement of all students.	Administration	Teacher Evaluation Sheets				
	Problem Statements: Student Academic Achievement 1					
<b>System Safeguard Strategy</b> 2) Walk-throughs will be conducted by assigned departments. Will expand to cross curricular subjects as well. Focus, Active student engagement and teacher T-Tess	Administration	T-TESS				
	Problem Statements: Student Academic Achievement 1					
<b>System Safeguard Strategy</b> 3) Walk--throughs will also focus on strong classroom management planning, teacher interventions, and enforcement of district/campus initiatives	Administration	T-TESS				
	Problem Statements: Student Academic Achievement 1					
= Accomplished                        = Continue/Modify                        = Considerable                        = Some Progress                        = No Progress                        = Discontinue						

**Performance Objective 3 Problem Statements:**

Student Academic Achievement
<b>Problem Statement 1:</b> CCTE has a 6.5% class failure rate. <b>Root Cause 1:</b> Student failure is typically due to non attendance.

**Goal 5: El Paso ISD will maintain positive and productive partnerships with parents and our community to facilitate the success of all students**

**Performance Objective 1:** Each CTE teachers will meet with their advisories.  
 Fall semester - TBD; Spring Semester - TBD

**Evaluation Data Source(s) 1:** Each CTE teacher met with their perspective advisories once a semester.

**Summative Evaluation 1:** No progress made toward meeting Performance Objective

**Next Year's Recommendation 1:** Release time for CTE teachers to attend advisory meetings

Strategy Description	Monitor	Strategy's Expected Result/Impact	Reviews			
			Formative			Summative
			Nov	Feb	Apr	June
<b>System Safeguard Strategy</b> 1) Invite members to the CTE advisories for each program to ensure that the program meets the needs of all post secondary participants (Business Members, EPCC, DACC, UTEP, Certification Organizations, and Internship Partners).	CTE Teachers, CCTE Administrators	Artifacts will include agendas, sign-in sheets, and minutes of the meetings				
Problem Statements: Perceptions 1						

**Performance Objective 1 Problem Statements:**

Perceptions
<b>Problem Statement 1:</b> The public perception of CTE is directly impacted by the vocational stigma of the past, <b>Root Cause 1:</b> Public perception of 'Tech'

**Goal 5:** El Paso ISD will maintain positive and productive partnerships with parents and our community to facilitate the success of all students

**Performance Objective 2:** CCTE will have multiple open house activities to promote all programs.

**Evaluation Data Source(s) 2:** CCTE did host multiple open houses.

**Summative Evaluation 2:** Exceeded Performance Objective

**Next Year's Recommendation 2:** Identify new process. 2018-2019 Campus calendar to organize activities.

Strategy Description	Monitor	Strategy's Expected Result/Impact	Reviews			
			Formative			Summative
			Nov	Feb	Apr	June
<p><b>System Safeguard Strategy</b></p> <p>1) CCTE will host 'Palooza's' at strategic times to allow parents, students, and community partners to visit the campus and meet the faculty and staff to include orientations to all programs.</p> <p>Projected Dates are:</p> <p>A - Saturday - Prior to the first day of school, ('Welcome Back' Palooza).</p> <p>B. Saturday - (Approx. May 3rd), CCTE will have its 'Get Ready for August' Palooza.</p>	<p>CTE Teachers, CCTE Administrators</p>	<p>Artifacts will include advertisement fliers, social media clips such as Facebook posts, Youtube and Vimeo videos, callout logs to all potential students.</p>				
<p>Problem Statements: Perceptions 1</p>						
<p>  = Accomplished              = Continue/Modify              = Considerable              = Some Progress              = No Progress              = Discontinue         </p>						

**Performance Objective 2 Problem Statements:**

Perceptions
<p><b>Problem Statement 1:</b> The public perception of CTE is directly impacted by the vocational stigma of the past, <b>Root Cause 1:</b> Public perception of 'Tech'</p>

**Goal 5:** El Paso ISD will maintain positive and productive partnerships with parents and our community to facilitate the success of all students

**Performance Objective 3:** Increase awareness of HB5 and CCTE in all feeder patterns.

**Evaluation Data Source(s) 3:** CCTE did attend multiple HB5 and recruitment fairs throughout the year.

**Summative Evaluation 3:** No progress made toward meeting Performance Objective

**Next Year's Recommendation 3:** Include CCTE in all HB5 and Magnet presentations.

Strategy Description	Monitor	Strategy's Expected Result/Impact	Reviews			
			Formative			Summative
			Nov	Feb	Apr	June
<b>System Safeguard Strategy</b> 1) CCTE faculty, staff, and administrators will participate in at least 3 off campus HB5 or informational seminars throughout the district per semester.	Administrators	Fliers Sign-in sheets				
Problem Statements: School Processes & Programs 1						
= Accomplished                        = Continue/Modify                        = Considerable                        = Some Progress                        = No Progress                        = Discontinue						

**Performance Objective 3 Problem Statements:**

School Processes & Programs
<b>Problem Statement 1:</b> CCRP accuracy for student program selection is inaccurate. <b>Root Cause 1:</b> Students, parents, and district employees are not aware of the impact of correctly selecting the appropriate HB5 endorsement and student opportunities.

## System Safeguard Strategies

Goal	Objective	Strategy	Description
1	1	1	Assist students enroll and take advantage of the following: Dual Credit & Articulated courses.
1	2	1	CCTE will nurture students through campus orientations and classroom discussions to stress the impact of attendance on their attainment of credits towards graduation and the completion of their program to include certification.
2	1	1	Informative Presentations: "No Means No" Sexual Assault Prevention presentation. ( <a href="http://nomeansno-ep.org/">http://nomeansno-ep.org/</a> ) - 6th Annual Event
2	2	1	Safety and Crisis Management Training for all staff members.
2	2	2	Continue to conduct monthly fire drills.
3	1	1	Maintain materials and equipment needed for Administration to support the entire campus instructional goals.
3	1	2	Continue to improve facility in order to meet the needs of a growing student population.
3	2	1	Training for all faculty and staff on Customer Service.
3	2	2	Train teachers on customer service skills - communication and conference techniques.
4	1	1	CCTE will have monthly faculty meetings to provide for large group training's such as: SPED/504/LEP Updates Attendance Discipline Finance & Budget
4	2	1	Walk Throughs will be conducted by assigned PLC's.
4	3	1	On going teacher training for the implementation of the new T-Tess evaluation system through faculty wide training and during PLC time. Administrators will continuously work with faculty on Power Up and active engagement of all students.
4	3	2	Walk-throughs will be conducted by assigned departments. Will expand to cross curricular subjects as well. Focus, Active student engagement and teacher T-Tess
4	3	3	Walk--throughs will also focus on strong classroom management planning, teacher interventions, and enforcement of district/campus initiatives
5	1	1	Invite members to the CTE advisories for each program to ensure that the program meets the needs of all post secondary participants (Business Members, EPCC, DACC, UTEP, Certification Organizations, and Internship Partners).
5	2	1	CCTE will host 'Palooza's' at strategic times to allow parents, students, and community partners to visit the campus and meet the faculty and staff to include orientations to all programs. Projected Dates are: A - Saturday - Prior to the first day of school, ('Welcome Back' Palooza). B. Saturday - (Approx. May 3rd), CCTE will have its 'Get Ready for August' Palooza.
5	3	1	CCTE faculty, staff, and administrators will participate in at least 3 off campus HB5 or informational seminars throughout the district per semester.

# Addendums



**Campus Improvement Team  
Composition & Attestation  
2017-2018**

School: Center for Career and Technology Education (007) Principal: Matthew D. Farley

**Professional Staff (*Elected by ballot*)**

Elections at the campus shall be held during the sixth week of the school year by secret ballot. Full participation is expected. Nominees shall give consent to serve their two-year term before they are eligible for election. Terms are staggered and there is no limit on number of consecutive terms. The Principal shall determine date which newly elected representatives will take office - within 20 workdays prior to January 1. The principal, or designee, must attend at all CIT meetings.

**Classroom Teachers (2/3 of Professional Staff #)**

\*Minimum of 6

Name	Subject	Year elected to 2 yr. term
1. Dominique Nehring (Facilitator)	Vet Tech	10.01.2016
2. Rosie Vickers	Business Admin - MCB	10.01.2016
3. Debbie Peck	Cosmo Nails	10.01.2016
4. Michael Beauregard	Animation	10.01.2016
5. Steven Gonzalez	Automotive Collision	10.01.2016
6. Joseph Savage	Fire Science	10.02.2017
7. Arturo Manriquez	Automotive Collision	10.02.2017
8. Alfred Seelig	Law Enforcement	10.02.2017
9. Sylvia Garcia	Law Enforcement	10.02.2017
10. Lizzie Lopez	Fashion Design	10.02.2017
11.		

**Non-Teachers (1/3 of Professional Staff #)**

\*Minimum of 3

Name	Role	Year elected to 2 yr. term
1. Cindy Jaime	Campus Nurse	10.01.2016
2. Charlton Archard	Assistant Principal – G&I	10.01.2016
3. Corinne Solis-Williamson	Assistant Principal – B&I	10.01.2016
4. Joseph Sanchez	Counselor	10.01.2016
5. Elisa Ayala	Counselor	10.01.2016

**Campus Non-certified Staff (elected by non-certified employees)**

\*Minimum of 1

Name	Role	Year selected to 2 yr. term
1. Chris Milam	Campus Patrol	10.02.2017

The purpose of this configuration is to visually demonstrate the intent of policy BQB(Local) related to the CIT composition. By signing the CIP, the CIT member acknowledges the role and responsibilities of the CIT and (ii) the Principal has discretion to ask CIT member to step down if they fail to fulfill their responsibilities.





**Campus Improvement Team  
Composition & Attestation  
2017-2018**

**Other Membership (Selected by the Principal)**

**Parents (must have students currently enrolled in the school)**

\*Minimum of 2

Name	Year appointed to 2 yr. term
1. Araceli Chavez (Karina Chavez)	10.02.2017
2. Yvonne Lozano (Jade Denton)	10.02.2017
3. Katherine Thummel (Matt Holz)	10.02.2017
4. Alyssa Fritz (Bailey Fritz)	10.02.2017

**Community Member (must reside within the District)**

\*Minimum of 2

Name	Year appointed to 2 yr. term
1.	
2.	
3.	

**Business Member (need not reside or operate within the District)**

\*Minimum of 2

Name	Year appointed to 2 yr. term
1. Gerónimo García	10.01.2017
2.	
3.	

**District-Level Professional**

\*Minimum of 1

Name	Role	Year appointed to 2 yr. term
1. Eric Winkelman	CTE Director	10.01.2017

*I attest that the composition of the CIT is in compliance with Policy BQB (Local).*

01.17.2018

\_\_\_\_\_  
Principal Signature

\_\_\_\_\_  
Date

**Upload the signed document into Plan4Learning as an addendum.**

The purpose of this configuration is to visually demonstrate the intent of policy BQB(Local) related to the CIT composition. By signing the CIP, the CIT member acknowledges the role and responsibilities of the CIT and (ii) the Principal has discretion to ask CIT member to step down if they fail to fulfill their responsibilities.