

CITY OF DOVER

BIZED CONNECT DBIDA SUBCOMMITTEE- MINUTES

Meeting Type:	BizEd Connect DBIDA Subcommittee
Meeting Location:	The Gourmet Table, Dover High School, Career Technical Center, 25 Alumni Drive, Dover, NH 03820
Meeting Date:	Tuesday, September 9, 2014
Meeting Time:	2:30 PM

Members Present: Dan Barufaldi (Chair), Pete Hamblett, Scott Johnson, Annette Studebaker, Louise Paradis, Director, Dover High School CTC Director, Christine Soutter, Somersworth Economic Development Director, Delilah Smith, Dover High School CTC Career Services Coordinator, Karen Weston, Mayor, Elaine Arbour, Dover School Superintendent, Scott Goodell, Woodworking Instructor, Dover High School

Members Not Present: Frances Meffen, Guidance Team Leader, Director of STEAM Academy, Dover Middle School, April O'Keefe, Dover High School CTC Retired Career Services Coordinator, Lori Lane, Somersworth High School CTC Career Services Coordinator

1. Call to Order / Review & Approve Previous Meeting Minutes

The Chair called the meeting to order at 2:38 p.m.

Motion: A.Studebaker made a motion to approve the Minutes from the August 7, 2014 Meeting. Seconded by P.Hamblett. Vote: U/A

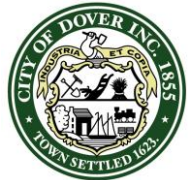
2. Discuss Coordination of Activities Within BizEd Connect for Coming Year

D.Barufaldi stated he wanted to discuss where BizEd Connect has been and where it is headed. He would like to get Somersworth and, if possible, Rochester more involved. He wanted to hear the vision of the people around the table today as to where they think we should go in the coming year. He stated over the past couple years BizEd Connect has been looking at expanding the number of interns involved in the program and also getting more businesses involved. He asked for ideas regarding priorities for the coming year.

Scott Johnson stated he would like to find leaders in each vocation that is being taught who would then identify one, two or maybe three students in that program as candidates and then he would work with marketing to get them jobs. He has been working with Mr. Harris. He stated he and P.Hamblett want to approach more businesses and they would like to go with the students who have been identified as candidates for the program targeting those businesses. The marketing group would identify what businesses to call on. These students should be ready to go. The participation that they need is for the teachers to identify the right candidates who would be ready to go to work at a business. He is confident he could get some internships going.

L.Paradis stated she was not sure she wanted to use the marketing students to do that. She said that she and Delilah have spoken about this and this year they want to make connections between the Career Technical Center and the community in partnership with BizEd Connect members rather than having the marketing students do that. She doesn't think the partnerships have been created yet with local businesses. She would like S.Johnson, P.Hamblett and D.Smith to visit companies and tell them who BizEd Connect is.

S.Johnson suggesting showing the marketing students how they do it as a case study. He wants to do a mailer to let the businesses know that someone will be calling. He wants to know how to get this going so that it becomes more student-driven.



CITY OF DOVER

BIZED CONNECT DBIDA SUBCOMMITTEE- MINUTES

Meeting Type:	BizEd Connect DBIDA Subcommittee
Meeting Location:	The Gourmet Table, Dover High School, Career Technical Center, 25 Alumni Drive, Dover, NH 03820
Meeting Date:	Tuesday, September 9, 2014
Meeting Time:	2:30 PM

E.Arbour stated she remembers hearing at possibly the first meeting there was hope that the schools could take over the leadership of finding businesses. She thinks that once there are some successful partnerships established it will be easier to find other businesses who will participate. She agreed with L.Paradis, until enough people are aware of what BizEd Connect is doing, it might be difficult. But once a business has participated and seen the impact the program has on the students, it can become an ambassador as new businesses are recruited. She appreciates that S.Johnson is willing to help in the short term.

S.Johnson asked that someone, maybe D.Smith, take the lead to work with a particular vocation such as Auto Tech. He mentioned that the person he was working with at a Ford dealership is no longer there.

A.Studebaker stated she does not mind going to businesses and would be willing to bring an apprentice who has graduated and is working for her now so that the business can see the benefit of the program.

P.Hamblett stated he thought it was important not only to have the graduates go with them, but S.Johnson and A.Studebaker could speak to the benefits of the program for the employer.

S.Johnson stated he had an intern, Kyle, who he hired as an employee out of high school, and Kyle went by himself on a business trip recently even though he had never been on a plane before.

D.Smith suggested finding out who the instructors have connections with already. She said that even though a business might not have a connection with BizEd Connect, there are some strong connections between the instructors and some businesses, and meeting with those businesses next might be a good idea.

A.Studebaker asked D.Smith to coordinate that effort, pick one or two businesses, and set up a visit with them.

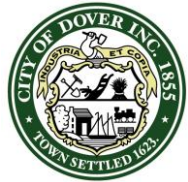
C.Soutter stated she reached out to Somersworth High School to find out about any relationships. She found in talking with the teachers that they had worked with businesses in the past but there was no record and no available information. The new person at Somersworth High School, Amanda, got her a list of all businesses that had a relationship with the school, past and present. She asked if BizEd Connect has a set protocol because she met with a business who was interested and knows that she would have to meet with them and do a tour, but wants to know the steps for how this would work.

A.Studebaker stated from her experience working with A.O'Keefe, she brought James Amara or L.Paradis to tour the facility and have a discussion about what they were looking for as a business. She said that is something that would have to happen, D.Smith would need to go and actually visit a company to see where the students would be sent. A.O'Keefe would work with D.Smith to do that so that she would be prepared to know what to ask.

S.Johnson asked what the process is for checking out a business.

D.Smith asked if DOE approval was necessary for internships and apprenticeships.

A.Studebaker stated that when BizEd Connect first began, she and A.O'Keefe tried to document the process to help businesses and the CTC know what to do to put an internship in place. She does not know if a step by step model is recorded anywhere. She has kept track so that at some point there could be a model for industrial or light industrial.



CITY OF DOVER

BIZED CONNECT DBIDA SUBCOMMITTEE- MINUTES

Meeting Type:	BizEd Connect DBIDA Subcommittee
Meeting Location:	The Gourmet Table, Dover High School, Career Technical Center, 25 Alumni Drive, Dover, NH 03820
Meeting Date:	Tuesday, September 9, 2014
Meeting Time:	2:30 PM

E.Arbour stated the precautions they take, the questions they ask, and the training done before sending a student in are different depending on the type of business.

A.Studebaker stated some things should be done for every business, other things for certain businesses, and she knows that A.O'Keefe has that information somewhere and is willing to help D.Smith find this information and formalize it. This information could be posted on the BizEd Connect website under the Frequently Asked Questions page so that a business that is interested in the program could go there and find that information. She explained that the State requires a form be filled out in order for a business to have an apprentice program and the Department of Education and the Department of Labor will accept it.

C.Soutter stated now that BizEd Connect will be a regional program there needs to be a standardized protocol.

S.Johnson stated the protocol should be published on website.

A.Studebaker stated she would be willing to work with D.Smith and A.O'Keefe to get the checklist done.

S.Johnson stated that Amy at his company did that.

A.Studebaker stated possibly Amy could work with them to put the checklist together.

C.Soutter stated she would be cautious about doing a background check because that would involve time and expense, and it might not be necessary.

E.Arbour stated she thought the most important question that parents would ask is about sex offenders. That becomes an important line in the sand so to speak, or at least not to have a student alone with someone who is a sex offender.

A.Studebaker stated that, unfortunately, not every business would know this. By law she cannot ask.

K.Weston stated there is a sex offender registry and that could be an item on the checklist.

A.Studebaker stated that she would have to supply a complete list of all her employees and their addresses in order to check the registry and, as an employer, she cannot ask that question.

E.Arbour stated she will check with their attorney about this. She wants to ensure that they are sending students into a safe environment.

A.Studebaker asked if the attorney says to do background checks who will do them?

E.Arbour stated she doesn't think that will happen. She stated that in a similar program at another school district they sent an instructor with the students, but there were times that the instructor was out and the business person conducted the class. The biggest concern might be the point of contact and at the very least they would need to understand the safety implications of leaving a student alone with other employees.



CITY OF DOVER

BIZED CONNECT DBIDA SUBCOMMITTEE- MINUTES

Meeting Type:	BizEd Connect DBIDA Subcommittee
Meeting Location:	The Gourmet Table, Dover High School, Career Technical Center, 25 Alumni Drive, Dover, NH 03820
Meeting Date:	Tuesday, September 9, 2014
Meeting Time:	2:30 PM

C.Soutter asked if there was any kind of agreement between BizEd Connect and businesses. Maybe this would be an opportunity to come up with an agreement or an understanding of expectations, students are not to work alone, not to exceed whatever the hours are, etc.

S.Studebaker stated from a business perspective her attorney would tell her not to sign it and a program would never get going at her facility if she had to sign an agreement. The reason for that is she cannot guarantee that they would not be left alone because there is second shift and she is not there all the time.

C.Soutter stated she would want the agreement to say something about the expectations for student's safety without lawyers saying don't sign it. It should be a simple document.

D.Barufaldi stated there is a balance that works for everybody and that we need to find that based on our experience working with different businesses.

S.Johnson stated there are students going out and getting jobs on their own and he doubts parents are asking the questions that we are asking.

E.Arbour stated the difference is that the school is sponsoring it. She would be willing to ask a business about supervision in a professional conversation and not via a formal legal contract.

C.Soutter stated "using good judgment" can be put in a simple document. She wants to be able to reassure parents that there will be safe working conditions, etc. .

E.Arbour stated she would be comfortable with the checklist containing that there has been a conversation about employer expectations and student expectations.

D.Smith suggested that a very standard MOU could be created to use for all the schools.

S.Johnson stated that the checklist should be a general guideline which should be published.

E.Arbour stated she will ask the attorney these questions. She wants to ensure that there has been a conversation about student safety and what a student should do if they feel unsafe, and expectations by the employer.

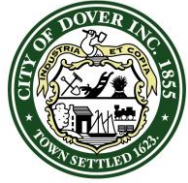
C.Soutter suggested the student might have a checklist that they can go over with their career advisor.

P.Hamblett suggested it might be helpful to have the document already created before speaking with the attorney and ask if they see any problems with it.

E.Arbour said she would ask for advice about general content of the document.

L.Paradis said the checklist will be the result of collaboration between D.Smith, A.Studebaker and A.O'Keefe.

A.Studebaker stated she will also involve a graduate apprentice, Ryan, and ask him for his input from a student's perspective about what things could help students.



CITY OF DOVER

BIZED CONNECT DBIDA SUBCOMMITTEE- MINUTES

Meeting Type:	BizEd Connect DBIDA Subcommittee
Meeting Location:	The Gourmet Table, Dover High School, Career Technical Center, 25 Alumni Drive, Dover, NH 03820
Meeting Date:	Tuesday, September 9, 2014
Meeting Time:	2:30 PM

K.Weston said students at the award ceremony in June had suggestions for improving the program.

A.Studebaker confirmed with L.Paradis that the alternative school had no way to print the line cards. She stated she will find a print shop to print them. She asked if there are students available for a work group.

D.Smith stated that one student has come forward so far, Wes Cannon, and she will reach out to students.

A.Studebaker confirmed with everyone that it was okay for her to contact Carter Merrill to ask if he wants to be involved in the program again this year.

L.Paradis asked that the information be passed back to D.Smith. School has only been in session for a week and a half and she is just getting an opportunity to meet the students and instructors.

A.Studebaker confirmed with L.Paradis that the next meeting for staff at the Dover CTC is on September 22 and she asked if L.Paradis could ask staff if they have students appropriate for this work group to help progress the website and keep it going.

D.Smith asked if the aim is the website.

A.Studebaker explained that she wants to continue the effort and complete the video for S.Johnson's business.

S.Johnson stated that Carter worked for him all summer on web development. Last year they had a student who took on the responsibility for the blog on the website. She has graduated and they need another student possibly in the media or communications program to be in charge of the blog.

L.Paradis stated she will reach out to the Department Chair to see if they have a student who could do this.

D.Smith said she just met with a student who writes for the school newspaper and she will connect with that student.

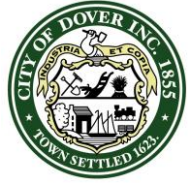
S.Johnson stated that colleges will ask applicants what they did besides go to high school, what other activities were they involved in, so there is a benefit to the students doing this.

L.Paradis said they tell the students to get involved with extracurricular activities.

C.Soutter asked if businesses that did not want have an intern could have students visit, take a tour and speak with employees of that business. She asked if that was something that could be promoted.

K.Weston said she did exactly that when she went to Dover High School. She visited Concord Hospital because at the time she was interested in nursing.

C.Soutter stated that a car dealership brought a race car to the school and talked about the industry and jobs with the students. She put it under the BizEd Connect umbrella, did a write-up and took pictures, and sent it in to the newspaper. She would like to expand the umbrella to establish connections and relationships with businesses in that way also.



CITY OF DOVER

BIZED CONNECT DBIDA SUBCOMMITTEE- MINUTES

Meeting Type:	BizEd Connect DBIDA Subcommittee
Meeting Location:	The Gourmet Table, Dover High School, Career Technical Center, 25 Alumni Drive, Dover, NH 03820
Meeting Date:	Tuesday, September 9, 2014
Meeting Time:	2:30 PM

There was discussion about upcoming tours of manufacturing businesses scheduled for September 29 and 30 which would be for high school students and/or community college students.

C.Soutter stated she has been working with Conti-Tech, J-Pac and Velcro on this.

L.Paradis stated that the NH Department of Education coordinates Manufacturing Week every year in June. Companies sign up to open their doors to allow CTC students to come in and tour the business. She would like to get some of the businesses involved with BizEd Connect to sign up for this next year. She explained that it would be engineering students and students involved in building trades who would visit Albany International.

A.Studebaker stated students are required to tour her facility before they apply for an internship and maybe that should be added to the checklist. She would like to coordinate

E.Arbour left the meeting at 3:15 p.m.

K.Weston suggested having students visit multiple local companies so they could get an idea of what they would like to do.

There was discussion that it would be difficult to have students miss classes in order to do this.

L.Paradis explained that things like this can be coordinated in advance for a limited block of time, and programs at the school do bring in organizations so the students don't have to go to them.

Discussion ensued that a class is 90 minutes long and the company would have to be available at a certain time, and it may be difficult to coordinate this.

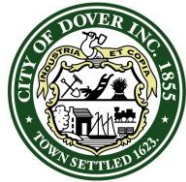
D.Barufaldi stated he would like to have draft minutes of this meeting emailed to everyone as soon as possible so that they have their action items and have some time to work on them before the next meeting.

C.Soutter stated she would like to make sure that this becomes a regional effort and would like Somersworth to be brought to table and involved more.

L.Paradis explained that over the summer the school superintendents and CTC directors got together and are planning to draft a new Tri-City agreement, although the Rochester superintendent did not attend the meeting. The first regional Tri-City meeting will be on Oct 29th or 30th and will include BizEd Connect, the school superintendents and CTC directors, and other people and shareholders.

K.Weston asked if anyone knows where Rochester stands on this.

L.Paradis said that she asked the two superintendents who were at the meeting this summer to call the Rochester superintendent and they did. She stated this is being done as a tri-city effort and everyone will be invited, but this will move forward whether everyone participates or not.



CITY OF DOVER

BIZED CONNECT DBIDA SUBCOMMITTEE- MINUTES

Meeting Type:	BizEd Connect DBIDA Subcommittee
Meeting Location:	The Gourmet Table, Dover High School, Career Technical Center, 25 Alumni Drive, Dover, NH 03820
Meeting Date:	Tuesday, September 9, 2014
Meeting Time:	2:30 PM

A.Studebaker stated at the last meeting it was decided that the marketing students in Somersworth would do the mailing to local businesses.

S.Johnson said he would be willing to come to Somersworth to assist.

P.Hamblett stated Bob Steele is a good person to talk to about Rochester because he seems to know everyone. He said he will give him a call.

K.Weston said she will be seeing the mayors of Somersworth and Rochester soon and she will talk to them about participating with BizEd Connect.

L.Paradis said the directors of the CTC's are planning to meet once a month throughout the school year. At their next meeting in two weeks they will be finalizing the date and the agenda for the tri-city regional meeting that will be in late October.

A.Studebaker volunteered that she or other members of BizEd Connect could go with her to meetings to promote the program.

C.Soutter stated she met with J-Pac and they want an engineering student as an intern. She will be going there with the CTC Director and Amanda next week to talk to them about the program.

3. Next Meeting: October 7, 2014

4. ADJOURN:

Motion: S.Johnson made a motion to adjourn at 3:28 p.m. Seconded by L.Paradise. Vote: U/A