

CITY OF DOVER

BIZED CONNECT DBIDA SUBCOMMITTEE – MINUTES

Meeting Type: BizEd Connect DBIDA Subcommittee
Meeting Location: 2nd Floor Conference Room – City Hall
288 Central Avenue, Dover, NH 03820
Meeting Date: **Tuesday, March 10, 2015**
Meeting Time: **1:00 PM**

Members Present: Scott Johnson (co-chair), Annette Studebaker, (co-chair), Dan Barufaldi, Christine Soutter, Somersworth Economic Development Director, Dave Peck, Karen Weston, Mayor, Louise Paradis, CTC Director, Elaine Arbour, Dover School Superintendent, Delilah Smith, Dover High School CTC Career Services Coordinator

Members Not Present: Peter Hamblett, April O’Keefe, Retired Dover High School CTC Career Services Coordinator, Frances Meffen, Guidance Team Leader, Director of STEAM Academy; Lori Lane, Somersworth Career Technical Director, Jeff Brown, TD Bank, Dean Graziano, Sean Peschel, Amanda Lelacheur, Somersworth CTC Career Counselor

1. Call to Order/ Introductions

A.Studebaker called the meeting to order at 1:02 p.m.

2. Review and Approval of Previous Meeting Minutes

Motion: D.Barufaldi made a motion to approve the February 3, 2015 Regular Meeting minutes as they were written. Seconded by D.Peck. Vote: U/A

L.Paradis stated she had corrections to the statements made regarding the Perkins Grant on page two, section four of the February 3, 2015 Meeting minutes. She further stated that the entire paragraph needs to be stricken from the minutes due to inaccurate information.

Discussion ensued regarding approval of the minutes as they were written is approval of the statements as they occurred, whether the information was accurate or not. Discussion followed making the necessary amendment and corrections to the February 3, 2015 Meeting minutes with a motion.

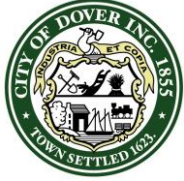
The following is the corrected information to statements made pertaining to the Perkins Grant on page two, section four of the February 3, 2015 Meeting minutes:

L.Paradis stated that the entire paragraph pertaining to the Perkins Grant is incorrect information. She further stated that the Dover CTC works directly with the Department of Education who oversees and mandates everything in the Career Technical Education, including the advisory programs. She further stated that the funding is not directly tied to the advisory programs; therefore, it is not accurate to state that funding would be removed if the Dover CTC does not have advisors in place.

K.Weston confirmed with L.Paradis that there are no circumstances where the funding would be removed. E.Arbour stated that the Perkins Grant is not a competitive grant.

Discussion ensued regarding the percentage of the funding for renovation to Dover CTC. L.Paradis clarified that the Dover CTC is funded at 75% of the renovation which is in process.

L.Paradis stated that the Dover CTC submits an application every year for Perkins Grant funding and every year receives a percentage. She further stated that every year the State receives a federal allotment which is distributed to each CTC in



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the State. K.Weston confirmed with L.Paradis that the Dover CTC can apply every year to Perkins Grant. E.Arbour clarified that the Perkins Grant is not a competitive grant, but a formula grant and is based on demographic information.

D.Barufaldi stated that one of reasons for obtaining City Council approval for municipal funding was because there were two other CTCs involved. E.Arbour stated that that money was for building renovations. She added that the Perkins Grant funds were not for building renovation, but funding for the CTC program. D.Barufaldi stated that the Perkins Grants discussions should not to be confused with the renovation funds discussions.

L.Paradis clarified that the Perkins Grant is not a matching grant, but a formula grant, and there is no matching funds required from the community.

D.Smith confirmed information with A.Studebaker and S.Johnson regarding page three, section five of the February 3, 2015 Meeting minutes that the statement, “the school is not as supportive with the program as they were last year and that the number of students working on the program is much lower than last year,” is in reference to the number of students working on the website.

Motion: K.Weston made a motion to add the corrections and clarifications as part of the February 3, 2015 Meeting minutes. Seconded by S.Johnson. Vote U/A

3. Review Open Items:

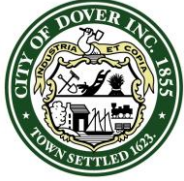
a. Rack card distribution:

D.Smith stated that these were distributed to the faculty, and that there was very little response received in return. She further stated that some asked for clarification regarding the difference between the BizEd Connect program and the existing program at CTC, and she replied that it is a collaborative effort between the two programs. She confirmed that there were classroom presentations done by her and other instructors regarding BizEd Connect.

K.Weston asked about the follow-up regarding the card distribution at the Dover CTC, particularly if a student is interested. A.Studebaker stated she would be willing to do presentations at the school.

Discussion ensued regarding the need to market and reinforce the BizEd Connect website to students in order to create awareness to students of the program available. Discussion continued with comparing the BizEd Connect program with the existing program at Dover CTC, and how they could combine the efforts of the two programs instead of duplicating them. L.Paradis stated that they have an existing website and a section available for partnerships, and that the resources that are available should be on the Dover CTE website. She added that businesses are reaching out to the school.

S.Johnson stated that the Chamber of Commerce has efforts to assist the Dover CTC as well. L.Paradis confirmed that D.Smith is an active member with the Chamber of Commerce, and that they are also trying to send businesses to the Dover CTC.



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Discussion ensued regarding the need to get students motivated and involved in apprentice programs, and the businesses that are also interested in these programs. L.Paradis stated the BizEd Connect program does not provide the opportunity for students to work with the businesses. She further stated that they are not opposed to apprentice programs, and that they are providing this opportunity for the students through Extended Learning Opportunities. S.Johnson stated the BizEd Connect program provided the students a learning opportunity through the web page design in a corporate environment. D.Smith stated when meeting with the students, they expressed the desire to remain in the school environment to learn there.

Discussion ensued regarding duplication of efforts, the need to communicate effectively, and the difficulty for the school to manage additional programs. A.Studebaker stated there should be a discussion with D.Barufaldi and S.Johnson regarding possibly disbanding the BizEd Connect program, and that due to the duplication of efforts, they will bring the topic before the DBIDA Board members for discussion and review. S.Johnson stated that the BizEd Connect program was established in response to the previous administration at the Dover CTC outreach to the DBIDA members for more businesses.

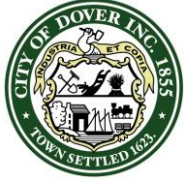
D.Barufaldi stated that it seems as though the Dover CTC does not need the BizEd Connect program and requested confirmation so the DBIDA members know how to proceed. S.Johnson asked the Dover CTC representatives how the BizEd Connect members could assist them with their program. L.Paradis stated they would like the internships to continue with their companies so the students can continue to learn. She further stated they would like them to share their experience and success stories of the CTC program with other companies in the future if asked.

K.Weston confirmed with D.Smith that the Dover CTC provides classes for the students to learn the necessary resume and interview skills needed to obtain employment.

D.Smith stated the number of interns have grown through the Dover CTC program. She further stated that there were eight interns last year, where they now have 13-14 signed up. She added that there are new businesses involved with the Dover CTC, such as, Keller-Williams Realty, Northeast Credit Union, and the Children's Museum.

Discussion ensued regarding the Lindt factory in Stratham and their interest in the Dover CTC intern program.

C.Soutter stated that the Somersworth CTC needs information and want partnerships to further their program. She further stated that she attended the BizEd Connect meetings on their behalf to obtain information regarding Dover's intern program because they have shared students. She added that initially the BizEd Connect focus was for internships, and building stronger business relationships to better the student experience. She stated she was hoping to have the schools work together to provide quality experiences for shared students, and expressed her disappointment to have the program disband. She further stated that the positive aspects were promoting the schools and the businesses and what they have to offer the students. She added that this is not a student run organization and suggested returning to a simpler form of a program. A.Studebaker stated that it is up to the DBIDA members regarding how they want to proceed if the Dover CTC isn't actively participating.



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S.Johnson stated having the Economic Development in connection with DBIDA and getting businesses involved with schools creates a better image for the City and shows involvement.

E.Arbour stated that the program in simplest form is the best idea. She further stated that the CTCs could have the shared information on the school's websites. She recommended continuing the partnerships among the schools with the aspect of shared students, shared businesses. She further recommended advertisement to promote this to communities showing the schools connected to businesses. She added that the students could maintain the website. She further added that she does not believe anyone at the meeting has bad intentions, and stated the need to go back to simplest form where the CTCs continue with the outreach. She suggested that businesses should be sent to L.Paradis or D.Smith.

L.Paradis stated that these opportunities to collaborate with other CTCs have been provided as a result of what was started here through the BizEd Connect program.

D.Barufaldi stated the BizEd Connect members could assist the Dover CTC with the aspect of obtaining positive press for the schools. Discussion ensued with the need for positive press for Dover schools, suggestions in obtaining some positive press, and the transitions developing with Foster's Daily Democrat. A.Studebaker stated the BizEd Connect members will regroup through DBIDA and determine how to proceed.

D.Peck reported on his research regarding the Perkins Grant. He stated he spoke with Lisa Danley, and found that the Dover CTC is not at risk of losing the funds.

C.Soutter stated the BizEd Connect program in its simplest form was not to create advisors. She further stated that the Somersworth CTC wants to participate with the program in a simpler form by creating partnerships, sharing resources, businesses, and working together. She added that the Somersworth CTC wants to continue with the program if that is what the BizEd Connect members want to do. S.Johnson stated that BizEd Connect was pursuing those things, and that it was suggested advisors would assist in this process. A.Studebaker stated this will be discussed at the next DBIDA meeting, and suggested the schools continue to work together.

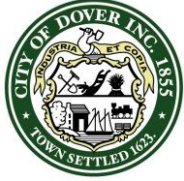
b. **Dover CTC:** Website workgroup progress?

c. **Somersworth CTC:** Postcard/ mailing progress. Rough draft review. (Jeff Brown/Amanda) Were the revisions done by students?

C.Soutter stated the information was sent out to businesses, as well as, posted on the Somersworth CTC website, and placed in the school's e-newsletter.

d. **Rochester CTC:** Poster progress. Rough draft review. (Sean Peschel/Dean Graziano)

A.Studebaker stated that the Rochester CTC is no longer participating in the BizEd Connect program. She added that they currently have other issues to work on and that they were pleased with the fact that the BizEd Connect program is open to their return at a future date.



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- e. **Checklist for CTC/Businesses/Students.** This hasn't been put into the drop box yet. When it is, we can assign Carter to develop the page.
- f. **Business connections/partnerships.** On hold?

4. New Items:

- a. Discuss BEC faculty advisor positions. Change to include other CTC faculty from Somersworth and Rochester?
- b. Where do we go from here?

A.Studebaker, D.Barufaldi and S.Johnson will bring the topic before the DBIDA Board members for discussion and review.

5. Other:

6. **Next Meeting Date: Tuesday April 14th, 2015 at 1:00 PM**

7. Adjourn

Motion: S.Johnson made a motion to adjourn at 2:13 p.m. Seconded by D.Barufaldi. Vote: U/A