

CITY OF DOVER

BIZED CONNECT DBIDA SUBCOMMITTEE- MINUTES

Meeting Type: BizEd Connect DBIDA Subcommittee
Meeting Location: Second Floor Conference Room – City Hall
288 Central Avenue, Dover, NH 03820
Meeting Date: **Tuesday, February 3, 2015**
Meeting Time: **11:00 AM**

Members Present: Annette Studebaker (co-chair); Dan Barufaldi, Peter Hamblett, Dave Peck, Jennifer Marsh, Rochester Economic Development Specialist; Christine Soutter, Somersworth Economic Development Director

Members Not Present: Scott Johnson (co-chair); Karen Weston, Mayor; April O’Keefe, Retired Dover High School CTC Career Services Coordinator; Frances Meffen, Guidance Team Leader, Director of STEAM Academy; Louise Paradis, CTC Director, Elaine Arbour, Dover School Superintendent, Jeff Brown, TD Bank; Sean Peschel, Director Rochester CTC; Amanda Lelacheur, Somersworth CTC Career Councilor; Lori Lane, Somersworth CTC Director; Delilah Smith, Dover Career Services Coordinator

1. Call to Order/ Introductions

A. Studebaker called the meeting to order at 11:07 a.m.

2. Review and Approval of Previous Meeting Minutes

Motion: A.Studebaker entertained a motion to accept the December 2, 2014 minutes. Motion made by P.Hamblett. Seconded by D.Peck. Vote: U/A

Motion: A.Studebaker entertained a motion to accept the January 6, 2015 minutes. Motion made by D.Barufaldi. Seconded by D.Peck. Vote: U/A

3. Review Open Items:

- a. **Rack card distribution:** Any Business, Faculty or Student feedback generated from them?

A.Studebaker stated there is no update.

J.Marsh took cards to distribute and will do a mailing from Rochester.

A.Studebaker stated C.Soutter picked up 300 rack cards and has done a mailing from Somersworth.

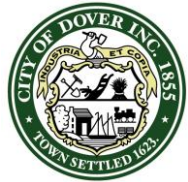
- b. **Dover CTC:** Website workgroup progress update. (Scott/Delilah) There needs to be organized time for work groups to meet outside of the CTC either at Cramer Fabrics, Certified Retail Solutions so actual work can be done as a group together. Not just “check in” meetings. Other work groups at other CTC’s? Next generation?

There was no update.

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

The representatives were not present for the update.

A.Studebaker stated the students are working on this as well as the website, and they will also do the revisions. Jeff Brown is working with them on this.



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

The representatives were not present for the update.

- 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?

A.Studebaker stated that if the schools are not prepared to work with the businesses in establishing this program then it would be wasting their time. We will wait until they are ready and concentrate on other aspects of the project.

4. New Items:

- a. Are names of businesses/contacts for Advisors available now? We need content for the website and the first step is approaching businesses that already have programs/relationships with CTC's to highlight.
- b. Review drafts and discuss project for Faculty Business Advisor process.

The template drafts completed by Dean Graziano were handed out to the members for review.

A.Studebaker stated that Karen Mairs is drafting the business perspective which will be shared via email.

P.Hamblett asked about the financial impact if we do not get the advisors. A.Studebaker stated they are not yet certain of the financial impact, and that the state gives funding through the Perkins Grants which will be removed if we do not have advisors in place. D.Barufaldi stated the new CTC was to be funded 75 percent from the state, and the community is to pay 25 percent. He further added that the Perkins Grants are competitive grants given annually to new CTCs on a rotating basis depending on the need. The community has to provide matching funds which is why Dover was considered. D.Peck stated he would investigate how much money could be lost through the grant for the school if advisors are not established.

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.



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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 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

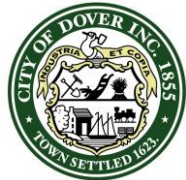
A.Studebaker asked if the Board is prepared to help the schools reach out to businesses if the next step is achieved with obtaining advisors for the three schools. J.Marsh stated that there is a manufacturing exchange meeting once a quarter for networking purposes, and the next meeting will be held on April 8, 2015 which could reach 20 businesses.

D.Barufaldi stated that the schools want to be primarily responsible for advisors, and that the function of advisors is to bring industry knowledge up to date with the schools which changes continually.

c. Discuss BEC current advisors.

A.Studebaker stated the BizEd Connect has a website advisor page with the purpose of having advisors at schools is to help to promote the program at the schools. Delilah Smith, Amanda Lelacheur and Dean Graziano could be listed as those three representatives, and she will check with Dean Graziano and Amanda Lelacheur to see if they are willing to be listed as the Rochester and Somersworth representatives on the website.

d. Discuss time of these meetings



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Discussion ensued regarding establishing a new day and time for the meetings, and to have the DBIDA Clerk send out an email to all the Committee members requesting each member submit two days and times that are accommodating to their schedule, as well as the days and times that will not be accommodating.

Discussion continued regarding the possibility of another location. A.Studebaker stated the Mayor prefers to have it at City Hall because it started here; however, the meetings could periodically be at held at various CTC locations. C.Soutter arrived at 11:32 p.m.

5. Other

Discussion ensued regarding the goals to determine success and the various changes that took place in the program, such as, the staff change at Dover with Delilah Smith replacing April O'Keefe who worked with them on implementing the program, as well as Dover reassessing as a school district with a new budget, High School and CTC developing. A.Studebaker stated that her motivation was to try from a business standpoint to put together work dynamics for the students such as internships, mentoring, and a work study. She further added that the dynamics changed when Somersworth and Rochester got involved. She continued the discussion on the students work study and trying to have this develop as part of the curriculum, but is receiving different responses from teachers on this subject and not certain if they are receiving the necessary support to continue.

A.Studebaker stated they will be meeting with the Superintendents with the template to find out how much time they need to achieve this goal, and that she did meet with the Superintendent and the Mayor, but the information is pending as to when this would be accomplished.

Discussion ensued regarding the difficulty in organizing the work group to get the students together, and the lack of support from the school. Discussion continued with concern that the school is not as supportive with the program as they were last year and that the number of students working in the program are much lower than last year, as well as the concern that in order for the program to be successful, it would have to be promoted at the school.

D.Barufaldi added that the Dover Superintendent stated they are not ready to promote the program because of the number of other issues that need to be addressed at the school. He further stated that the school is interested in the program but they will need time to address the other issues first.

C.Soutter stated that Somersworth has similar issues and that the CTC Director likes the program and wants to participate but there is not the time due to other issues that need to be addressed. She further stated that they mailed 313 postcards; however, there is a need to ask these businesses personally who will have an interest

A.Studebaker stated the businesses do not want to waste time if the program is not up and running, and there has to be a format in place for the program to continue regardless of who is in the position at the schools.

6. Next Meeting Date:

This will be reviewed after the email surveys are received from all members on the Committee.

7. ADJOURN

Motion: D.Barufaldi made a motion to adjourn at 12:01 p.m. Seconded by D.Peck. Vote: U/A