

Business Advisory Council Planning Document (BB2C)



Ohio's Strategic Plan for Education, [Each Child, Our Future](#), promotes the importance of partnerships as a core principle. Business advisory councils for school districts and educational service centers provide a key opportunity to bring partners together to transform the educational experience.

To support the implementation of a more partnership-based approach, as identified in *Each Child, Our Future*, the Department has developed a Business Advisory Council Planning Template to assist councils in satisfying state law, which requires each business advisory council to work with its board of education or educational service center governing board to develop a written plan.

The plan should be revised and updated annually. At a minimum, the plan must address how the business advisory council will make recommendations to the board of education or educational service center governing board on these areas:

1. Delineating employment skills and developing curriculum to instill the identified employment skills.
2. Changes in the economy and job market, and the types of employment in which future jobs are most likely to be available.
3. Developing a working relationship among business, labor and education personnel.

Each of the areas listed above requires detailed planning. This template is meant to guide the development of the business advisory council plan; however, its use is at the discretion of the council. Responses to each of the areas may be captured in narrative form or by using the sample tables included in this template.

Additional elements to consider including in the business advisory council plan and instructions on how to submit the plan to the Department can be found in the standards of operation for [Business Advisory Council in Ohio Schools](#).

Building Bridges to Careers (BB2C)

Business Advisory Council Plan: Academic Year 2019-2020

BB2C Mission: Our mission is to create awareness of career and educational opportunities for youth, to provide development and resources for entrepreneurs, and to build networks that connect and engage students and entrepreneurs in a variety of community-based experiences and opportunities.

Districts supported: Belpre City Schools, Fort Frye Local, Frontier Local, Marietta City Schools, Warren Local, Wolf Creek Local

2019-2020 Building Bridges to Careers Business Advisory Council Members:

Member	Employer	Industry
Bret Allphin	Buckeye Hills Regional Council	Economic and Community Development
Cindy Davis	Family and Children First	Community Development
Daryl Jones	IBEW Local 972	Electricians Union
Carrie Ankrom	Marietta Area Chamber of Commerce	Business Development
Joe Grimm	Grimm Scientific	Manufacturing, Owner of Grimm Scientific
Gary O'Brien	O'Brien's Safety Service	Owner of O'Brien's Safety Service

Note: Copy and paste rows as needed and delete this text.

2019-2020 Building Bridges to Careers Educator Business Advisory Council Points of Contact:

Member	School Building, District or ESC	Title
Missy Gandor (BB2C Board member)	Marietta College	
Mike Elliott (BB2C Board member)	Washington County Career Center (WCCC)	High School Director
Lloyd Booth	WCCC and Fort Frye Local school board member	
Stacey Hall	WCCC and Marietta City school board member	
Debbie West	WCCC and Warren Local school board member	
Hugh Arnold	WCCC and Wolf Creek school board member	

Schedule of Meetings

The Building Bridges to Careers Business Advisory Council meets on a quarterly basis. The planned meeting dates for the 2019-2020 school year include (dates dependent upon WCCC board meetings):

Date 1: Sept. 12, 2019	Date 2: October 2019
Date 3: March 2020	Date 4: June 2020

Note: The BB2C governing board meets monthly.

Note: Career Center board members share information with their respective school boards during monthly meetings.

Responsibilities: Describe the responsibilities of the business advisory council, as agreed upon with the district or ESC governing board. At a minimum, address the responsibilities outlined under [Ohio Revised Code \(ORC\) 3313.82](#) and [ORC 3313.821](#) in this template.

Delineation of Employment Skills: Explain the process the business advisory council will use to research (either formally or informally) in-demand employment skills and how the council will provide recommendations on those employment skills to the governing board.

1. Project/Initiative/Event Name: Washington County Portrait of a Graduate
 - a. Description: <https://buildingbridgestocareers.org/pog>
 - b. Goal/Expected Outcome: *Utilize the Portrait of a Graduate to develop a career connected learning system K-12 and to address chosen employment competencies.*

Action Steps	Responsible Party	Deadline	Resources	Potential Barriers	Result/Metric of Success
<i>What action steps are required to meet the goal or expected outcome ?</i>	<i>Who will complete the task?</i>	<i>By when?</i>	<i>What do you need to complete this step? (People, money, tools, etc.)</i>	<i>What could get in the way of this task completion? How will you overcome these barriers?</i>	<i>What is the desired outcome of this task? How will you measure success?</i>
Task 1: Business panel discussion about competencies outlined in Portrait	BB2C during the BB2C Community Meeting/Business Advisory Council	Sept. 12			To have brainstormed ideas for implementation that the BB2C Liaisons from each school can use to help determine the components of a career connected learning system and to address chosen employment competencies.
Task 2: liaisons to develop a framework for	BB2C Teacher Liaisons, BB2C	May 2020	Survey for teachers in all districts,	Teachers lack of willingness	Create a framework for career

career connected learning	staff with Battelle for Kids support		data from Sept. BAC meeting and the October Family Career Awareness Day event	to complete survey, inability to come to conclusions about data	connected learning that takes into consideration what programs are already in place, creates programs where there are gaps, and ensures that students are getting employment information in real-time.
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Development of a Curriculum to Instill Employment Skills: Identify goals and develop a comprehensive plan for how employability skills will be taught and reinforced in kindergarten through grade 12. Provide recommendations on how the employment skills identified above will be integrated into and taught through existing curricula and/or the creation of new curricula. This plan should include both classroom instruction, as well as activities, events and programs. Address how existing programs will be sustained and new, innovative programs will be initiated and supported.

1. Project/Initiative/Event Name: *Career Connected Learning System*
 - a. Description: *A system that ties career information and desired employment skills to required curriculum at all levels of K-12 education.*
 - b. Goal/Expected Outcome: *Develop the framework for a system that supports the connection between academic standards, career information, and the development of employability skills that can be used by teachers at all levels.*

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Task 1: Recruit BB2C Liaisons from all school districts and the Career Center.	BB2C staff	August 2019			7 BB2C liaisons recruited
Task 2: Utilize the BB2C liaisons to	BB2C staff and liaisons	Ongoing	Meetings scheduled, on-time	Buy-in from each district (admin	Number of student participants

coordinate the implementation of school created and BB2C developed activities, events, and programs.			communications with all Liaisons, annual calendar of events	and/or teacher buy-in); time constraints of each school district (ex. Sports schedules); transportation	in work-based learning experiences and career experiences
Task 3: liaisons to develop a framework for career connected learning	BB2C Teacher Liaisons, BB2C staff with Battelle for Kids support	May 2020	Survey for teachers in all districts, data from Sept. BAC meeting and the October Family Career Awareness Day event	Teachers lack of willingness to complete survey, inability to come to conclusions about data	Create a framework for career connected learning that takes into consideration what programs and already in place, creates programs where there are gaps, and ensures that students are getting employment information in real-time.

Activities, events and programs include:

Speaker Series/Discover Day Series	Business Training Centers	Family Career Awareness Day
BB2C Job Shadow Program	Career Exploration Courses	Site Visits
OhioMeansJobs K-12 Backpack	Work-based Learning: BB2C Internship Program; short term capstone work	BB2C Career Mentor Program
WIOA CCMEP Referrals	BB2C Makerspace	Career Pathways Development
Teacher professional development series		

Changes in the Economy, Job Market and Future Job Availability: Explain how the business advisory council will identify essential data elements to study historical and future changes to the economy and job market. The plan should include recommendations to the governing board on how the district will address these changing needs and what future jobs are likely to be available. Identify resources and partners, both regionally and/or nationally, that will inform the review process.

1. Project/Initiative/Event Name: *Family Career Awareness Day*
 - a. Description: *a career awareness event that includes about 65 local businesses and targets students in grades 7-12 and their parents; throughout the event students and parents visit the booths of businesses to find out about the various job titles employed, the educational pathways needed to be employed by the company, and how to apply to the organization.*
 - b. Goal/Expected Outcome: *over 300 parents and students to attend*

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Task 1: recruit business participants	BB2C staff and volunteers	Mid-October	Market the opportunity, email and call to ensure registration	Time constraints and availability of businesses	65 businesses in attendance
Task 2: recruit student and parent participants	BB2C staff, volunteers, and liaisons	Oct. 17	Time, marketing materials	Sporting events, transportation, willingness of parents to participate	Over 300 students and parents

2. Project/Initiative/Event Name: *Discover Day Series*
 - a. Description: *The Discover Day series is a series of smaller career awareness events targeting specific industries (i.e. engineering)*
 - b. Goal/Expected Outcome: *4 events targeting engineering, art/media professionals, manufacturing, and entrepreneurs*

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Task 1: schedule events	BB2C staff	Fall 2019			
Task 2: recruit businesses and students to all events	BB2C staff, volunteers, and liaisons	By the date of each individual event in the series	Time, marketing materials, teacher and school cooperation	Transportation and school schedules	An appropriate number of attendees for each event depending on capacity (capacity varies from 20 – 65)

3. Project/Initiative/Event Name: *Participation in Manufacturing Sector Partnership*
- Description: *The Appalachian Ohio Manufacturer’s Coalition (AMOC) has developed in southeast Ohio. Connection with this organization and with the Ohio Manufacturers’ Association (OMA) will be beneficial to the goals of the Business Advisory Council.*
 - Goal/Expected Outcome: Utilize information gathered by AOMC and OMA about current job trends in the variety of Building Bridges to Careers activities.

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Task 1: communication with OMA and AOMC about current job trends, employer needs, and desired credentials	AOMC and BB2C	Ongoing	Regularly occurring meetings with AOMC members	Not having the necessary relationships with member businesses	To further develop relationships with AOMC member businesses in order to support their needs and directly connect them to their

					future workforce
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4. Project/Initiative/Event Name: *Monthly Workforce development meetings*
- a. Description: *Workforce development representatives from Job and Family Services/Ohio Means Jobs, The Career Center Adult Technical Center, and Washington State Community College to meet with BB2C staff to discuss and determine current employment needs.*
 - c. Goal/Expected Outcome: *Collaboration between county level workforce development organizations for the purpose of continuous analysis of the current employment needs.*

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Task 1: schedule monthly meetings	BB2C staff	Ongoing	Information sharing, data gathering and analysis, and activity/project development as needed	Schedules, changing points of contact with the various organizations	To continually review and analyze current workforce trends and needs

Developing Relationships: Describe the process of how the business advisory council will develop and sustain relationships among the business community, labor organizations and education personnel in the areas it represents. Preparation of our students cannot be accomplished without partnerships between these key stakeholders.

1. Project/Initiative/Event Name: *BB2C Community Meetings*
- a. Description: *Quarterly BAC meetings are open to the public and marketed throughout the county as the BB2C Community Meetings due to the fact that the BB2C Community Meetings were occurring before the BAC legislation came to fruition.*
 - b. Goal/Expected Outcome: *To provide a forum for businesses, educators, parents, community organizations, and students to learn about employment needs, brainstorm solutions for issues surrounding employment needs, and to utilize community members for the development of BAC/BB2C initiatives. All attendees participate in small group discussions around the topic being developed in order to gather information and data for future use.*

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Task 1: set the annual meeting dates	BB2C staff	Ongoing	The WCCC board meeting schedule (BAC meetings are coordinated around WCCC board meetings due to the overlapping nature of board members)		Meeting completion
Task 2: recruit business and education participants and parents and students	BB2C staff	Ongoing	Time, marketing materials, contact information	These meetings occur at 4:30 so teachers can participate – sports, business availability, school personnel availability	40-50 attendees at each meeting representing community, business, and education; data gathered from discussions that can be used to further develop programs, projects, and initiatives that support the goals of the BAC.

2. Project/Initiative/Event Name: *Teacher Tours*

a. Description: *teachers visit local employers over a 2-day period*

- b. Goal/Expected Outcome: *teachers will research the business, ask questions during the tour, and then complete activities that support them in connecting information learned to required curriculum.*

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Task 1: recruit businesses for the teacher tours	BB2C staff	Spring 2019	Communicate with various businesses (will utilize relationships with BAC and AOMC)	Number of people allowed during a tour of each business; transportation	6 business participants from a variety of industries
Task 2: recruit teacher participants	BB2C staff and liaisons	Spring 2019	Time and communication materials	Teacher availability and transportation	10 – 15 teacher participants; each one finding direct ways to attach information learned to their curriculum

3. Project/Initiative/Event Name: *Educator Professional Development (PD) Series*

- a. Description: *A series of 4 professional development opportunities have been developed for teachers specifically; each course/class is designed to connect them to local businesses and resources that will impact career development for their students.*
- b. Goal/Expected Outcome: *participation by 25-30 unique educators from around the county; courses include: Problem Scenario Project, Teacher Tours, Epicenter Connect (specifically to the BB2C Makerspace), and Educator Career Resources.*

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Task 1: schedule PD series	BB2C Executive Director	August 2019			
Task 2: recruit teacher participants	BB2C staff and liaisons	Ongoing	Time, recruitment materials	Teacher availability; business representatives availability as needed for each class	Participating teachers learn various ways to connect career information to their content for the direct benefit of students and employers; 25-30 unique educator participants over the 4 available courses.

4. Project/Initiative/Event Name: *District BB2C Liaisons*

- a. Description: *In order to determine the necessary components of a K-12 career connected learning system, to analyze the level at which Washington County Schools are implementing career connected learning, and to increase communication between BB2C and school staff, BB2C liaisons have been recruited from each school district.*
- b. Goal/Expected Outcome: *Communication to school districts about career development opportunities and activities will improve; school districts will identify the components of a career connected learning system that will impact students directly and will support the workforce needs of local employers*

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Task 1: liaison recruitment	BB2C staff and district admin	August 2019			7 liaisons recruited from school districts and the career center

Task 2: meet regularly with liaisons and support their implementation of assigned tasks (listed in previous projects/events/initiatives)	BB2C staff and liaisons	Ongoing	Time; materials as needed	Scheduling; availability; stipends for liaisons have been secured through a grant	Recruitment of teachers to the various PD opportunities; analysis of data collected that will support the creation of a K-12 career connected learning system for each district
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