

Twinsburg City School District
Business Advisory Council (BAC) Meeting
Tuesday, February 25, 2020
Samuel Bissell Elementary School, 1811 Glenwood Dr, Twinsburg, OH 44087
8:00 a.m.

Meeting Minutes

In Attendance: Rob Felber (Board of Education), Kathi Powers (TCSD), Chad Welker (TCSD), Belinda McKinney (In Full Bloom Consulting – TCSD Consultant), Matt Cellura (M & G Pools), Steve Schiopota (Heritage One Resources LLC), Kristen Schiopota (Hope Family Counseling), Todd Courtney (Crown Composites), Melissa Mertes (Mad About Marketing)

Meeting was called to order at 8:00 a.m.

Minutes from the November 26, 2019 meeting were approved.

Welcome – Kathi Powers:

- ACT testing at Twinsburg High School is going on so several members of the school district staff usually in attendance could not attend this meeting.

Update from the Board Members – Rob Felber:

- Mark Curtis will be the new Board member on the Advisory Council replacing Matt Cellura.
- The Curriculum and Technology Committee have been very busy developing new programs for students and making suggestions to update materials and textbooks.
- The Board approved the Strategic Plan created by the District using input heard from the numerous Focus Groups. Action Plans were developed by volunteers who served on the Action Teams over the course of more than a year.
- Rob Felber took over Mark's seat at the CVCC so if anyone has any questions regarding the Career Center feel free to reach out to Rob.

Internships with Local Businesses – Kathi Powers:

- The District is now at a point to define the needs of businesses in terms of student internships. What do the businesses need from the District to support them and the student interns? The Board of Education determines that business employees that will be in direct contact with the students (working one on one) can have their background checks done at the Board of Educations at the cost of the Board (\$55 per person). Persons assigned to students (mentor/employee in charge of the student) while on the business campus will need to have background checks done.
- What is needed by businesses/questions from business members:

- Guidelines and criteria for individuals who wish to serve as a mentor/working one-on-one with a student intern
 - Guidelines for how much contact with a student intern will constitute the need for a background check. If employees of the business do have convictions on record, how much contact can that person have with a student intern?
 - Who will be liable for the student while on the business campus – Company or District insurance?
 - Informational Get-Together/Seminar discussing generational differences and how to deal with these differences in the workplace
 - Written job description
 - Job Coach to be a contact person for businesses as well as student intern
 - Discussion of different company cultures with interns
 - Pre-visit with student, job coach and business to discuss expectations before getting started
 - Evaluation/Reflection (for employers as well as student intern) as an on-going process.
 - Interpretation of Labor Laws as they relate to different ages of students
- District is hoping to start internships this summer. Norm Potter has a group of students ready to start (5 or 6 students currently). Has the potential to grow rapidly.
 - Guidelines should be developed to determine who will need background checks and what criteria would have to be met to work with a student intern. Mrs. Powers explained the background check process – if a report gets returned to the Board of Education with a hit the report will give a reason code for the conviction. That report is submitted to legal counsel for a determination if that person can or cannot be in contact with students. The District would need to make a determination whether they could move forward with the internship placement. District will need to determine if students could be placed in a business that employs individuals with convictions but those employees would not have direct contact with the student.
 - Liability – District cannot relinquish liability to students, but will need to consult with legal counsel for clarification.
 - What are other districts across the state doing that already have these programs? (Swagelok, Lincoln Electric, etc.)
 - Students are already going out to businesses during their Senior Experience but these are very short term placements and parents sign a consent form so there is a difference between this and what an internship would look like.
 - An Informational Get-Together or Seminar is important – needs are different with students now then years ago; communication is different; generations work differently together; students need to know that they should respect the older generation because they have the experience but older generation needs to

understand that they can learn from the younger generation; not every millennial is the same; not every boomer is the same.

- Explanation of company cultures for interns – some work environments are very conservative; some are anything goes.
- Consideration of Labor Laws would be important when matching students to businesses (age limitations for certain jobs and operating machinery for example).
- Informal meetings along the way; group businesses together and reflect on their experiences with the interns. There is a trend towards job coaches in the workplace.
- Pre-visit – businesses would need to know what expectations are before starting to see if they can meet the expectations of employer as well as the student. Employers would want to sit down with student and job coach and evaluate what expectations are on both sides (anticipated hours; paid vs unpaid; description of job, etc.).
- Job description – written by job coach and employer with student input
- District Job Coach and employer should have initial meeting. Then Job Coach should meet with school personnel to come up with a student match for the internship.
- Music Production and Design is the new pathway at THS – it was developed to build on the success of the show choirs, music programs, visual arts, marketing and business and pull all of these areas together.

To do for next meeting:

- Belinda will develop a job description for Job Coach.
- Chad will contact the District's insurance provider (Todd Insurance) to discuss what our liability would include.
- Kathi will contact legal counsel and discuss what the District might have to consider as well as develop an MOU to guide the process of the internships with the businesses.
- Kathi will contact other Districts that are currently hosting internship programs to get some feedback on what to expect (Joe Spiccia – Wickliffe Superintendent – has an internship program that is well developed).
- More fully develop the idea of a seminar for business partners

The Twinsburg Chamber of Commerce is reaching out to businesses that are not currently members to try to grow their membership. The relationship with the school district and workforce development could be an added value. As membership grows this will increase the availability of possibilities for internships. If there are certain businesses that the school district would want the Chamber to approach let them know. Possibly have Norm give the Chamber a list of the areas that students would be interested in and the Chamber can start by targeting those businesses first. New Chamber Director is starting shortly.

Mrs. Powers mentioned that the internships have to reach a wider base of students; beyond the medical fields.

Summer Job Fair – Belinda McKinney:

- Attendance at a preparation session was mandatory for last year's job fair; wanted to make sure students were prepared. Talked about the interview process, how to answer questions, how to dress, and created resumes. Mock interviews were conducted with students. 95 students registered for sessions; 63 attended preparation sessions; 40 attended the job fair; 11 businesses registered; 9 businesses attended. The Job Fair was held a little late; a lot of businesses had already recruited their summer helpers – 10 students were offered jobs. The hope is to get out earlier to businesses to talk about the Job Fair while relying on businesses that attended to pass the word.
- The preparation sessions were valuable to the students whether they were offered a job from the job fair or not.
- Would like to plan for beginning of April this year.
- A date will be set for this year's fair by the next meeting on March 31.

March 7th will be a busy day in the District. Starting with the Blue Ribbon Schools Pancake Breakfast. The District will not be on the ballot this year but the pancake breakfast is a way to continue to build resources and funds for when the District will be. There will also be a Business Expo sponsored by the Twinsburg Chamber of Commerce and a carnival free of charge for families on behalf of Council PTA. The Twinsburg Schools Foundation/Academy will be holding a behind the scenes with the Cavs in the afternoon. Tours of Rocket Mortgage Field House will be conducted as well as the opportunity to hear stories of the different careers available within the Cavs organization. 81 of the 90 available tickets have been sold. This is the first fundraiser for the Twinsburg Schools Foundation. VMS and Twinsburg Chamber are the two business partners that will be recognized on the court.

❖ Proposed next meeting Date/Time: Tuesday, March 31, 2020 @ 8:00 a.m.

Meeting was adjourned at 9:15 a.m.

Minutes Approved on November 24, 2020.