

**Business Advisory Council Planning Template**

**October 2020**

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**July 2019**

Ohio’s Strategic Plan for Education, [*Each Child, Our Future*](http://education.ohio.gov/About/EachChildOurFuture), 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 an effective business and educational partnership-based approach, as identified in *Each Child, Our Future*, the Ohio Department of Education has developed a Business Advisory Council Planning Template to assist councils in developing opportunities for students while complying with 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 locally.
3. Developing a cohesive 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](https://education.ohio.gov/getattachment/Topics/Operating-Standards/Business-Advisory-Council-Operating-Standards.pdf.aspx?lang=en-US).

**(Name of School District or ESC)**

## Business Advisory Council Plan: Academic Year (List Academic Year)

### Mission: Develop a mission statement or purpose that reflects the goal-oriented direction of the council and how it will support stronger connections between businesses and schools to enhance opportunities and the performance of students.

### Membership: Identify the composition of the business advisory council. Identify industry representation, including economic and workforce development partners participating in the council. If this is an educational service center-supported business advisory council, list supported districts.

**(Academic Year) (Name of School District or ESC) Business Members:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Member** | **Email address** | **Employer** | **Industry** |
| Member name | email@xxx.com | Name of Employer | Industry Represented |
| Member name | email@xxx.com | Name of Employer | Industry Represented |

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

**(Academic Year) (Name of School District or ESC) Educator Members:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Member** | **Email address** | **School Building, District or ESC** | **Title** |
| Member name | email@xxx.com |  | Title |
| Member name | email@xxx.com |  | Title |

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

#### Schedule of Meetings

The (Name of School District or ESC) Business Advisory Council meets on a quarterly basis. The planned meeting dates for the (academic year) school year include:

|  |  |
| --- | --- |
| Date 1: Month DD, YYYY | Date 2: Month DD, YYYY |
| Date 3: Month DD, YYYY | Date 4: Month DD, YYYY |

*Note: Some business advisory councils may choose to meet more frequently; include the planned dates for those meetings in the schedule.*

**Responsibilities:** Describe the responsibilities of the business advisory council, as agreed upon with the district or educational service center governing board. At a minimum, address the responsibilities outlined under [Ohio Revised Code (ORC) 3313.82](http://codes.ohio.gov/orc/3313.82) and [ORC 3313.821](http://codes.ohio.gov/orc/3313.821) in this template. The plan is not required to be organized around these responsibilities if another thematic approach is more appropriate.

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: *(Insert Name)*
   1. Description: *(Insert Description)*
   2. Goal/Expected Outcome: *(Insert Outcome)*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Action Steps | Responsible Party | Deadline | Resources | Potential Barriers | Result/Metric of Success |
| *What action steps are required to meet the goal or expected outcome?* | *Who will complete the task?* | *By when?* | *What do you need to complete this step (people, money, tools, etc.)?* | *What could get in the way of this task completion?*  *How will you overcome these barriers?* | *What is the desired outcome of this task?*  *How will you measure success?* |
| Task 1 |  |  |  |  |  |
| Task 2 |  |  |  |  |  |

*Note: Copy and paste the provided framework and continue to list additional projects/initiatives/events used to determine employability skills as needed.*

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: *(Insert Name)*
   1. Description: *(Insert Description)*
   2. Goal/Expected Outcome: *(Insert Outcome)*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Action Steps | Responsible Party | Deadline | Resources | Potential Barriers | Result/Metric of Success |
| *What action steps are required to meet the goal or expected outcome?* | *Who will complete the task?* | *By when?* | *What do you need to complete this step (people, money, tools, etc.)?* | *What could get in the way of this task completion?*  *How will you overcome these barriers?* | *What is the desired outcome of this task?*  *How will you measure success?* |
| Task 1 |  |  |  |  |  |
| Task 2 |  |  |  |  |  |

*Note: Copy and paste the provided framework and continue to list additional projects/initiatives/events used to develop curriculum to instill employability skills as needed.*

Example activities, events and programs may include:

|  |  |  |  |
| --- | --- | --- | --- |
| Speaker Series | Business Training Centers | Career Expos | Mock interviews |
| Job Shadowing | Career Exploration Courses | Site Visits | Pre-apprenticeship |
| OhioMeansJobs | Work-based Learning | Internships | Virtual Webinars |
| WIOA CCMEP | Mentoring Programs | Career Pathways | Resume writing |

#### 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 jobs likely to be available in the future. Identify resources and partners, both regionally and/or nationally, that will inform the review process.

1. Project/Initiative/Event Name: *(Insert Name)*
   1. Description: *(Insert Description)*
   2. Goal/Expected Outcome: *(Insert Outcome)*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Action Steps | Responsible Party | Deadline | Resources | Potential Barriers | Result/Metric of Success |
| *What action steps are required to meet the goal or expected outcome?* | *Who will complete the task?* | *By when?* | *What do you need to complete this step (people, money, tools, etc.)?* | *What could get in the way of this task completion?*  *How will you overcome these barriers?* | *What is the desired outcome of this task?*  *How will you measure success?* |
| Task 1 |  |  |  |  |  |
| Task 2 |  |  |  |  |  |

*Note: Copy and paste the provided framework and continue to list additional projects/initiatives/events used to identify changes in the economy, job market and future job availability, as needed, and delete this text.*

#### 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 students cannot be accomplished without partnerships between these key stakeholders.

1. Project/Initiative/Event Name: *(Insert Name)*
   1. Description: *(Insert Description)*
   2. Goal/Expected Outcome: *(Insert Outcome)*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Action Steps | Responsible Party | Deadline | Resources | Potential Barriers | Result/Metric of Success |
| *What action steps are required to meet the goal or expected outcome?* | *Who will complete the task?* | *By when?* | *What do you need to complete this step (people, money, tools, etc.)?* | *What could get in the way of this task completion?*  *How will you overcome these barriers?* | *What is the desired outcome of this task?*  *How will you measure success?* |
| Task 1 |  |  |  |  |  |
| Task 2 |  |  |  |  |  |

*Note: Copy and paste the provided framework and continue to list additional projects/initiatives/events used to identify relationship development opportunities between businesses, labor organizations and educational personnel as needed.*

**Business Advisory Council Recognition Plan Addendum**

**Ohio Business-Education Leader Awards for   
Excellent Business Advisory Councils**

The Ohio Business-Education Leader Awards for Excellent Business Advisory Councils recognize educators, business partners, staff, schools, businesses, educational service centers and communities who come together to create dynamic, career-focused learning environments for students.

Selected business advisory councils demonstrate excellence in ensuring Ohio students are prepared for successful career paths, including college, industry credentials, apprenticeships, military enlistment or a combination of these. Councils pursuing this recognition will be considered for awards of excellence and star ratings.

**SELECTION CRITERIA**

* Enrollment Eligibility: Business advisory councils seeking the award must submit their annual plans and required addendum using the approved template in the Ohio Department of Education’s Forms Submission Application by **December 15**.
* Data Considerations: EMIS-reported data metrics considered as part of the selection criteria include, but are not limited to, trend data on previous school year graduation cohorts earning the OhioMeansJobs Readiness Seal and earning industry-recognized credentials.
* Conditional Selection: The award is subject to the Ohio Department of Education’s review of the accuracy of the business advisory council’s submission. The award review committee will consist of Department staff and business and education leaders.
* Awards: In addition to a star rating, state business and education leaders will select the following:
  + Excellence in Developing Professional Skill for Future Careers
  + Excellence in Building Partnerships
  + Excellence in Coordinating Experience

**QUALITY PRACTICES**

The business advisory council award is based on the following quality practices. During the recognition year, the business advisory council, in consultation with the local governing board, should:

1. ***Develop Professional Skills for Future Careers*** – Work together to delineate key professional skills needed for the future job market. Develop a curriculum that instills these skills while advising on changes in the economy and job market.
2. ***Build Partnerships*** – Develop working relationships among businesses, labor and education personnel.
3. ***Coordinate Experiences*** – Create environments that allow students to demonstrate proficiency in critical professional and specialized skills that will aid in future employment.

**BUSINESS ADVISORY COUNCIL RECOGNITION PLAN ADDENDUM**

As an addendum to the Business Advisory Council Plan, the following information is requested from the submitting organization to qualify for **Ohio Business-Education Leader Awards for   
Excellent Business Advisory Councils**:

* A link to the previous year’s joint statement:
* Responses to the following questions:

1. How has the business advisory council helped students prepare and successfully enter the local workforce?
2. How has the business advisory council and its members supported students in work-based learning opportunities?
3. How many students have been placed in work-based learning experiences?
4. What are some examples of high-quality work-based learning supported by your council?
5. How many of your business partners have accepted students in to work-based learning experiences?
6. How has the business advisory council supported mentorship programs and/or provided networking opportunities for students and professionals?
7. What major decisions have the Business Advisory Council influenced for the member school districts?
8. How are the members of your business advisory council representative of the job market of the area you serve?
9. How is the business advisory council collecting and responding to feedback? Include samples of feedback.
10. What barriers have your business advisory council encountered in implementing these quality practices?
11. How have you overcome these barriers or what will you need to overcome these barriers?
12. What additional information would you like to share about how the business advisory council develops professional skills for future careers?
13. What additional information would you like to share about how the business advisory council builds partnerships?

10. What additional information would you like to share about how experiences are coordinated?