

Business Advisory Councils

2020 Annual Plan Submission Guidance

Introduction

Each school district and educational service center must create and submit a business advisory council plan to the Ohio Department of Education.¹ This guidance document is designed to help districts complete the submission process.

Submission of these plans will take place through the Data Submission Forms application located within the OH|ID web portal. Plans are due annually by Sept. 30. For the 2020-2021 school year, the plan submission deadline has been extended to Dec. 15, 2020 and the joint statement deadline has been extended from March 1 to June 15, 2021.

Any district that entered into an agreement² to receive services from an educational service center and has agreed the educational service center's business advisory council will represent the business of the district does not need to upload a separate plan. The educational service center's submission of its plan is sufficient to meet the requirement.

Please note: Although districts supported by educational service centers' business advisory councils are not required to upload separate plans, the Department is asking those districts to answer questions within the Data Submissions Forms application identifying their supporting educational service centers.

Accessing the Data Submission Forms Application

The Ohio Department of Education uses the Data Submission Forms application to complete the business advisory council plan collection process. Users access the system through the OH|ID web portal.

Users must have one of the following roles in the Ohio Educational Directory System (OEDS), assigned by the district's OEDS administrator, to complete the required surveys:

- Superintendent
- Superintendent Designee

Note: A user who needs access to the system but does not have one of these roles must contact the district's OEDS administrator.

¹ Ohio Revised Code 3313.821 enacted as part of Am. Sub House Bill 49

² Under ORC 3313.843 or 3313.845

1. Go to the [Ohio Department of Education webpage](#). Click login at the top of the page.



2. If you do not have an OH|ID account, click the option to create a new OH|ID account. (For instructions, visit the [Department's OH|ID Portal Help](#).)

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PLEASE SELECT THE OPTION THAT BEST APPLIES TO YOU:

Redesigned Coming Soon

[TAKE A TOUR](#)

A teacher, superintendent, parent, or other customer of the Department of Education:

The SAFE portal has now been integrated with OH|ID. In order to access your existing SAFE applications, please click the button below to access the new OH|ID platform.

Important: Your SAFE credentials will not work in the OH|ID platform.

Please create a new OH|ID account if you do not already have one.

[OH|ID PORTAL](#)

Need Help? visit the [Department of Education OH|ID Portal Help webpage](#) for information on how to access and navigate the OH|ID portal.

An employee of the Department of Education:

The SAFE portal has now been integrated with myOhio. In order to access your existing SAFE applications, please click the button below to access the new myOhio platform.

[MYOHIO PLATFORM](#)

- After logging in, verify your information is correct on the Home Page. Then, choose Forms under Web Systems.

MY HOME PAGE

Mary POGGEMEYER
937-542-3530 (Office)
525 Water St Apt 101
Dayton, OH 45402

Account Settings

[Manage Name](#)

[Manage Email](#)

[Manage Address](#)

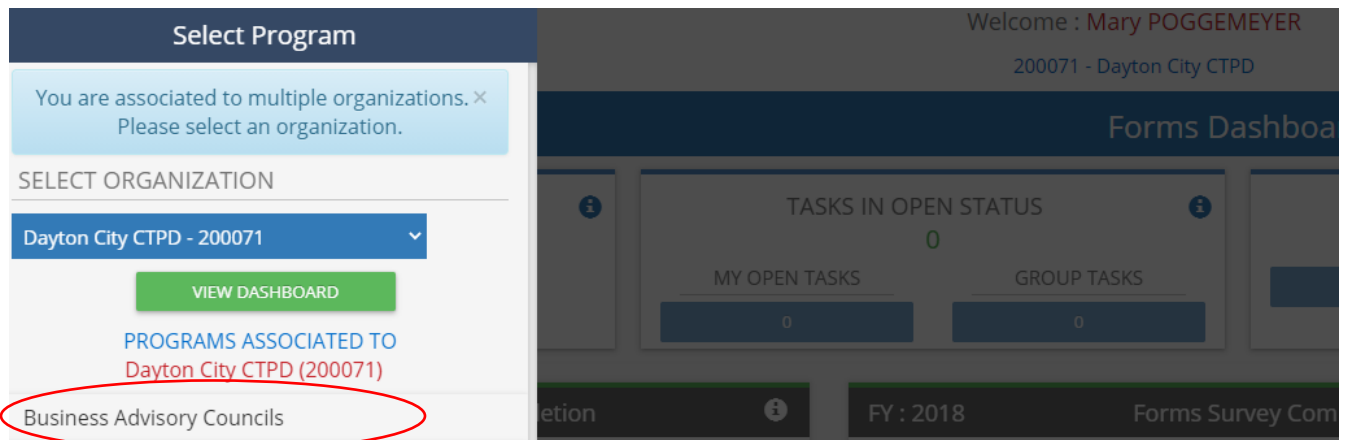
[Manage Phone](#)

Web Systems	Description
Application Request	Application Request
AYP 2012	AYP 2012
CCIP	Comprehensive Continuous Improvement Planning Application
Comparability	Comparability Report
Compliance	Compliance Tracking System
CTE 26	Career Technical Education 26
Decision Framework	Decision Framework Application Suite
Exceptional Children	Gifted, Focused Monitoring, Autism, Procedural Safeguards
FLICS	Federal Low Income Count System
Forms	Electronic Forms and Waiver Submission

- 4. Click on Select under Select Organization to choose your school district or district in the drop-down menu.



- 5. Select Business Advisory Councils.



- 6. Choose the correct academic year under program period and Business Advisory Councils under survey.

DASHBOARD FORMS SUBMISSION USER MANUALS AND FORMS

Module: Compliance
Program Selected: Business Advisory Councils

Compliance Search

BASIC SEARCH MISCELLANEOUS SEARCH

Program Period: Business Advisory Councils FY 2021

Organization IRN: 200071

Organization Name: Dayton City CTPD

Survey: FY21 Business Advisory Councils

Completion Status: All

Compliance Status: All

Results Count: 20

Consultants

WASHINGTON, MICHELLE

Hold down the Ctrl (windows) / Command (Mac) button to select multiple options.

Search Reset

Instructions

1. Select or enter optional criteria.
2. Click Search Button.
3. Scroll down to see search results.
4. Click "Details" button on the far right.

- 7. Scroll to the bottom of the page. Verify the correct program year is displayed and click Details to start the survey.

Module: Compliance

Program Selected: Business Advisory Councils

[Back to Survey Search Results](#)

043844 - Dayton City [Period: Business Advisory Councils FY 2021](#)

Overview

Questions

Supporting Documents

Comments

Organization

Superintendent

Search Results

Returned 1 IRN Survey result(s).

[Export to CSV](#)

FILTER:

PROGRAM PERIOD NAME	ORG NAME	ORG IRN	CONSULTANTS	# SURVEYS	REPORT	DETAILS
Business Advisory Councils FY 2021	Dayton City	043844		1		

Paolo DeMaria
Superintendent of Public Instruction

Ohio Department of Education
877-644-6338 | [Sign-up for Alerts](#)

State Board of Education of Ohio
Tess Elshoff, President

- 8. Verify the information in the overview page, then click the Questions tab.
- 9. Answer yes to the question that best describes your business advisory council and no to the questions that do not apply.

Overview Questions Supporting Documents Comments

Survey Plan	Started Date	Last Update	Completion Status	Details	Print
FY21 Business Advisory Councils	09/25/2020	09/25/2020	Started		

Sections

Business Advisory Council

Export to PDF

Questions

Section : Business Advisory Council Question Count : 3

Question 1

Section: ORC 3313.82, ORC 3313.821 - Please read each question carefully:

** Has the board of education of your school district or governing board of an Educational Service Center established a business advisory council?

Yes No

Question 2

** Has the board of education entered into an agreement with an Educational Service Center whose business advisory council is representing the business of our district?

Yes No

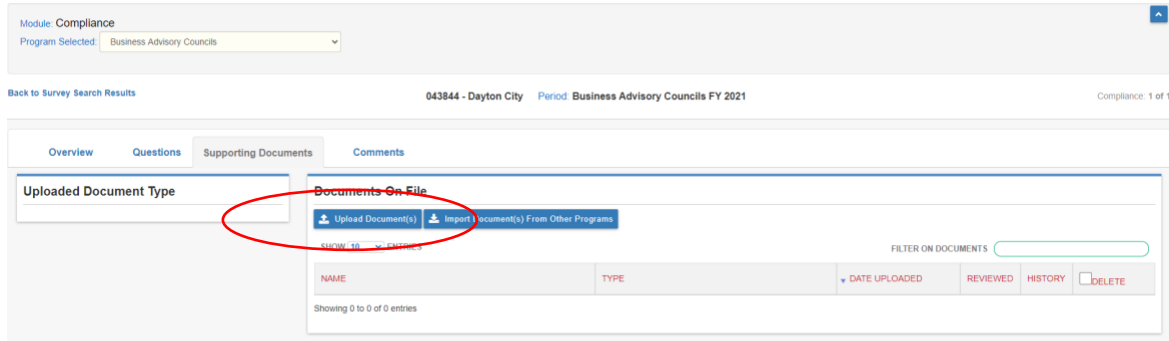
Question 3

** Are you an Educational Service Center with a local business advisory council?

Yes No

10. To add a document:

- Click the document icon;
- Select the document type that matches the document(s) being uploaded (business advisory council plan and addendum if seeking award recognition.)



↑ X

Document Upload

Document Type

Select Document Type...


- Under Document Type drop down list, select the document type you would like to have the documents(s) listed under.
- You may select more than one document at a time.
- Drag file from file window to the Drag and Drop window to upload files.

- Maximum file size is 10 MB.
- File names cannot exceed 60 characters (number of characters include spaces).
- Only the following file extensions are accepted
.doc, .docx, .gif, .jpg, .jpeg, .mht, .pdf, .txt, .xls, .xlsx, .xlsm, .xlsb, .png.

Close


If a file fails to load:

- Drag and drop the files or click on the “click here to browse file” to select files from the File Explorer window.
- Select close once all files have uploaded. The document will appear below the question.

 **Document Upload** ✕


Document Type

Business Advisory Council Plan ▼

Drag and Drop 

Drop files here to upload or click here to browse for files

- Under Document Type drop down list, select the document type you would like to have the documents(s) listed under.
- You may select more than one document at a time.
- Drag file from file window to the Drag and Drop window to upload files.
- Maximum file size is 10 MB.
- File names cannot exceed 60 characters (number of characters include spaces).
- Only the following file extensions are accepted
.doc, .docx, .gif, .jpg, .jpeg, .mht, .pdf, .txt, .xls , .xlsx, .xlsm, .xlsb, .png.

 **Close**

11. Verifying any documents uploaded correctly.

- Under the Supporting Documents tab, the name of the document and date uploaded should be displayed. If it does not appear, carefully repeat step 10.

The screenshot shows a web interface with tabs for 'Overview', 'Questions', 'Supporting Documents', and 'Comments'. The 'Supporting Documents' tab is active. On the left, there is a box for 'Uploaded Document Type' with 'Business Advisory Council Plan' and a count of 1. The main area is titled 'Documents On File' and includes buttons for 'Upload Document(s)' and 'Import Document(s) From Other Programs'. Below these is a 'SHOW 10 ENTRIES' dropdown and a 'FILTER ON DOCUMENTS' search bar. A table displays the following data:

NAME	TYPE	DATE UPLOADED	REVIEWED	HISTORY	DELETE
employability-skills-2.png	Business Advisory Council Plan	10/19/2020	No		<input type="checkbox"/>

Below the table, it says 'Showing 1 to 1 of 1 entries'. At the bottom of the page, there are logos for 'Paolo DeMaria, Superintendent of Public Instruction', 'Ohio Department of Education', and 'State Board of Education of Ohio, Tess Filchoff, President'.