

**Columbia-Montour Area Business & Education Partnership
of the Tri-Chamber Foundation**

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**Tri-Chamber Foundation
Monthly Meeting Minutes
12 April 2007
CareerLink at Bloomsburg**

Officers

Joseph Kelly, Chairperson

Sally McGuire, Vice Chairperson

Joseph Scopelliti, Secretary/Treasurer

Directors Present: Valarie Anderson, Berwick Area Chamber of Commerce; J.J. Cleaver, Berwick Area School District; Ed Edwards, Columbia Montour Chamber of Commerce; Joseph Kelly, Bloomsburg Area School District; Sally McGuire, Penn State Hazleton; Rudy Singh, Berwick Offray.

Others Present: Stephanie Kessler, Facilitator.

Agenda Items: Welcome; Approval of Meeting Minutes; Columbia Montour Chamber of Commerce Opening on Tri-Chamber Foundation Board; Strategic Plan Discussion; Funding; Pennsylvania Regional Career Education Partnerships for Youth; Staff Report; Alcoa Grant Expenditures; Treasurer's Report; New Business/Comments/Questions.

I. Welcome

The meeting was called to order at 12:04 p.m.

II. Approval of Meeting Minutes

Ms. Anderson made the motion to approve the 2 November 2006, 7 December 2006, 18 January 2007, 1 February 2007, 1 March 2007, and 19 March 2007 Tri-Chamber Foundation meeting minutes as presented, and Mr. Edwards seconded this motion. The motion then passed by a unanimous voice vote.

III. Columbia Montour Chamber of Commerce Opening on Tri-Chamber Foundation Board

It was announced that Martie Geringer from M-C Federal Credit Union had resigned from the Tri-Chamber Foundation board. Mr. Edwards said he would announce at the next Columbia Montour Chamber of Commerce meeting that a new representative was needed to serve on the Tri-Chamber Foundation board.

IV. Strategic Plan Discussion

Tri-Chamber Foundation Directors requested that Ms. Kessler contact Ken Roush to get a summary and specific bullet points of what Mr. Roush thinks would be relevant to include in the Tri-Chamber Foundation's strategic plan, were he to write it. They also requested that Mr. Roush give an estimate as to how much he would charge for these services and timeframe as to when the strategic plan might be complete. Ms. Kessler was asked to get that summary information to the Tri-Chamber Foundation via e-mail prior to the next (May 10)

meeting, and to invite Mr. Roush to attend that meeting so they could go over the summary in detail with him then.

Directors also discussed the current staff agreement, which started 1 July 2006 and will expire 30 June 2007. This contract is between the Tri-Chamber Foundation and Columbia-Montour Area Vocational-Technical School, as both Mrs. Gillespie and Ms. Kessler were employed by Columbia-Montour AVTS at the time the contract was written in the spring of 2006. Directors decided that since Ms. Kessler now works for Bloomsburg Area School District, there should be a separate contract for Mrs. Gillespie, with Columbia-Montour AVTS, and one for Ms. Kessler, with Bloomsburg Area School District. The contract for the period of 1 July 2007 through 30 June 2008 and Mrs. Gillespie and Ms. Kessler would be Co-Facilitators, and each of them would be contracted to not work than 500 total hours for the year for the Tri-Chamber Foundation. Mr. Edwards made the motion to authorize the leadership to begin contracts with Bloomsburg Area School District and Columbia-Montour Area Vocational-Technical School for staff time to continue the Tri-Chamber Foundation's operation, on a 50/50 basis. Mr. Singh seconded this motion and it then was approved by a unanimous voice vote.

V. Funding

Mr. Kelly suggested the Tri-Chamber Foundation consider sponsoring school organizations that can present a compelling case that they are preparing students for the workforce. He cited Future Business Leaders of America (FBLA) and the Technology Students Association (TSA) as two co-curricular organizations that would fall into this category. He further suggested that such organizations could submit proposals to the Tri-Chamber Foundation, and that the Foundation could help students who are going to compete at a national level. Mr. Edwards said this is something the Foundation should consider, but first there should be an established set of guidelines/policy for approving proposals. Mr. Singh echoed his thoughts that this was a good idea to look into, but added that parameters really need to be set before this information is taken to school districts, that a level of funding needs to be established, and that it will have to be managed very carefully. Mrs. McGuire suggested that in the guidelines, the Foundation list examples of organizations that could submit proposals for funding. Prior to the next Tri-Chamber Foundation meeting, Mr. Kelly and Ms. Kessler will compose a list of the co-curricular/career-related organizations offered at each of the seven school districts and Columbia-Montour AVTS.

In further discussion, Mr. Kelly said there could be a cap as to how much funding each student could receive, and that the cap should be per student, not per district. He also thought that only competitions beyond the state level should be considered. Mr. Singh suggested the money could be given out as a matching grant.

Ms. Kessler brought to the Foundation's attention a request received from a student at Central Columbia High School who will be traveling to Europe through the People to People program this summer. She sent a letter to the Tri-Chamber Foundation asking if it could help provide her with funding for this experience. Directors decided that while this is a worthwhile endeavor, because it is not school-based, the Foundation should not help to fund it.

Directors asked that Ms. Kessler get the invoices ready to be sent to each public school in Columbia and Montour counties, as well as Bloomsburg Christian School, Columbia County Christian School, and Greenwood Friends School. The invoice should be \$.65 per student and teacher, as it has been in the past. Mr. Edwards said this is something that should be addressed in the strategic plan.

As far as sending out business solicitation letters, directors decided to hold off on doing so for now, at least until the strategic plan is complete. Mr. Edwards said fund raising is another area that the Foundation needs to look at through the strategic planning process.

VI. Pennsylvania Regional Career Education Partnerships for Youth

Ms. Kessler gave a report on the Pennsylvania Regional Career Education Partnerships for Youth conference she attend on April 4 and 5 in Summerdale, Pennsylvania:

- ✓ Each Workforce Investment Board (WIB) in Pennsylvania has been offered a grant to help with initiatives pertaining to specified areas of student career awareness/workforce development activities.
- ✓ **Kate Lomax** from the Central Pennsylvania Workforce Development Corporation invited **Jeannette Frazier Carter** from the Pennsylvania College of Technology to be the facilitator for Central

Pennsylvania Career Education Partnership for Youth. Mrs. Carter and Ms. Kessler, as a representative of the Columbia-Montour Area Business & Education Partnership of the Tri-Chamber Foundation, were invited to attend the April 4 & 5 Pennsylvania Regional Career Education Partnerships for Youth Strategic Planning Session in Summerdale, Pennsylvania.

- ✓ The Central Pennsylvania Career Education Partnership for Youth (a new name will later be established) will be making funds available for each of the eight business and education partnerships in the nine-county WIB. (The Central WIB includes Centre, Clinton, Columbia, Lycoming, Mifflin, Montour, Northumberland, Snyder, and Union counties.) Each grant will be approximately \$8,000-\$10,000 (this is very preliminary) and may be used in the areas of:
 - Collaborating with the WIB on **WorkKeys**;
 - Developing student, parent, or teacher linkages;
 - Creating in-service activities focused on career skills for teachers; and
 - Partnership with the CareerLink to better focus on career development.

Guidelines will be distributed to each business and education partnership in the near future. The money will need to be spent between 1 July 2007 and 30 June 2008. There will be a match needed for this grant (it will probably be about 30%), but this match may be in-kind.

- ✓ The Central Pennsylvania Workforce Development Corporation is the fiscal agent of this grant.
- ✓ **Moving Forward:** We need to appoint three representatives from our business and education partnership to serve on the Central Pennsylvania Career Education Partnership for Youth regional board. We will need to have one business representative, one school representative, and one staff member. The first meeting will likely take place in May 2007, and approximately six meetings will be held over the course of the year. We need to get the names of our three representatives to Ms. Lomax by the end of this week. The purpose of holding these meetings is to meet and network with other business and education partnership representatives throughout the region and to share ideas and best practices with one another.
- ✓ **Ideas for Grant Proposal:** As we are a well-established business and education partnership, we might want to consider providing funding to one or several schools to pilot the WorkKeys program for the 2007-2008 school year.

After Ms. Kessler's report, Mr. Edwards volunteered to be the business representative from the Tri-Chamber Foundation and Ms. McGuire volunteered to be the education representative. Mr. Edwards, Ms. McGuire, and Ms. Kessler will be attending a meeting in May along with other individuals from the Central Workforce Investment Board (WIB).

VII. Staff Report

Tri-Chamber Foundation directors were given the following staff report:

- 1) **Annual Full Membership Breakfast** – The annual full membership breakfast is scheduled for Thursday, May 4 from 8:30-10:00 a.m. at Columbia-Montour Area Vocational-Technical School. All Tri-Chamber Foundation directors, Partnership Steering Committee members, and businesses and educators who have participated in any Partnership programs during the 2006-2007 school year are invited to attend this event. To date, we have 33 RSVPs.
- 2) **Classroom in the Hospital** – Classroom in the Hospital is scheduled for April 27 at The Bloomsburg Hospital and May 1 at Berwick Hospital Center. Students from the eight public high schools in the two counties, as well as Bloomsburg Christian School and Columbia County Christian School, have been invited to attend.

- 3) **Classroom in the Mall** – April 18 is the third and final session for this year’s Classroom in the Mall program.
- 4) **Pennsylvania Free Enterprise Week** – Information about Pennsylvania Free Enterprise Week 2007 has been sent to the eight public high schools in Columbia and Montour counties, as well as Columbia County Christian School. Each school is being invited to send one student to Pennsylvania Free Enterprise Week through the Tri-Chamber Foundation.
- 5) **Financial Literacy Program** – First Columbia Bank & Trust Company has provided the Tri-Chamber Foundation with lesson plans for students in K-12, regarding their program, “Financial Literacy.” This program is free of charge to participants.
- 6) **School Counts Presentations** – On April 17, Mrs. Gillespie will be making a presentation to Sullivan County School District about the School Counts program while Kate Lomax and Rachel Smith from the Central Pennsylvania Workforce Development Corporation talked to the group about WorkKeys. At the March Berwick Rotary Club meeting, Mrs. Gillespie also spoke to individuals about the School Counts program.
- 7) **CareerLink Job Fair** – The CareerLink will be holding its annual job fair at Columbia-Montour Area Vocational-Technical School on April 19.

VIII. Alcoa Grant Expenditures

Directors were given a copy of the PowerPoint handout Mr. Scopelliti created to share with the Tri-Chamber Foundation board and also with district superintendents, regarding the Alcoa grant money to be spent on School Counts. A total of \$2,000 of the \$8,000 grant is to be spent on advertising. The advertising would be done in the 2006-2007 school year, and also to kick off the program in the 2007-2008 school year. A plaque for each school would be purchased through this grant, and individuals obtaining their School Counts certificate would have their names placed on this plaque. Two students who received their School Counts certificate during their junior year would receive a \$100 scholarship, per school. To determine what two students from each school received this \$100 scholarship, the students’ name would be placed in a drawing. Students would receive one ticket for each that they successfully completed the School Counts program, but they must have received their School Counts certificate during their junior year in order to be eligible for the scholarship. If a student was a successful participant during their junior year, they would receive one ticket for the drawing. Students receiving their School Counts certificates during their sophomore and junior years would receive two tickets, and students receiving the certificate for grades nine through eleven would receive three tickets. Successful completion must be continuous and count from the junior year back. For example, a student who earned their School Counts certificate in their junior year and freshman year, but not their sophomore year, would receive only one ticket. The drawing for the scholarship winners would be conducted at the kickoff of the School Counts program at each school in September. Formal recognition of the winners of the scholarships would be given at each school’s spring awards program.

IX. Treasurer’s Report

As Mr. Scopelliti was absent from the meeting, no Treasurer’s Report was given.

X. New Business/Comments/Questions

Directors were reminded that from 8:30-10:00 a.m. on Thursday, May 3 at Columbia-Montour AVTS, the annual full membership breakfast meeting would take place.

Also, the next Tri-Chamber Foundation would be held on Thursday, May 10 at 12:00 p.m. at the CareerLink at Bloomsburg.

The meeting was adjourned at 1:22 p.m.

Respectfully Submitted,

Stephanie Kessler
Facilitator