

**Bridges Career Academies and Workplace Connection
Bridges Leadership Council
Minutes
October 13, 2009**

ATTENDEES	Pam O'Rourke, Judy Richer, Sue Boehland, Suresh Tiwari, Jim Christenson, John McDonald, Lisa Paxton, John Newhouse, Craig Nathan, Steve Razidlo, Julie Krause, Mary Gottsch
ABSENT	Tim Houle
TOPIC/ITEM	ACTION REQUIRED
Open at 2:04 p.m.	Opened by Chair, Pam O'Rourke
Role of the Leadership Council	Role of the Leadership Council will be established in the upcoming months.
Business Plan and Operating policies	The Executive Committee will review and make necessary changes to the plan and any policies.
Fiscal Agent/fiscal Oversight	<ul style="list-style-type: none"> • Annual Review of the budget • Every 6 months the programs will give an update
Approval of future partners	Discussion: Looking for assessment tools
Advocate and Public Policy	Emily created 1-page version of Main Street accomplishments and highlights
Voting privileges	J. Richer asked that S. Boehland become a voting member on the council and J. Richer would retain the non-voting member position. Council accepted change without a motion
Process for appointing /approving chairs	Bridges staff will bring back the committee and taskforce chair choices to the Leadership Council and the Council will approve selections.
Goal #1	Motion: S. Razidlo Second: J. Christenson Accepted- unanimous
Election of Vice Chair	Motion: S. Razidlo Second: P. Swarthout Accepted - unanimous
Goal #3	CLC is working on this goal.
Goal # 4 & #5	Assigned to M. Gottsch and J. Richer . Updates were given on the expanded partnership to 23 school districts and Freshwater Dist.
Goal # 6	Will hold off on goal for 6 months. Assigned to M. Gottsch
Goal #7 & # 8	Strategic Planning taskforce developed tasks for Bridges staff to complete: Teacher's Handbook Outline and Performance Standards & Outcomes Assigned to M. Gottsch and J. Richer
Goal # 10	Change wording from "Curriculum" to" Course Outline. " High Priority: Keep business involved in process, setup meeting by early December to review syllabi,?? Will setup timelines, responsibilities Assign to J. Richer and P.

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	Swarthout.
Goal # 9	C. Nathan will communicate information on this goal to the council within 2 weeks. Follow up on data that supports “High Pay” “High Demand” occupations in our region Assigned to C. Nathan
Goal # 11	Develop a template/guideline for business when participating in the job shadows- Assign to M/Gottsch Develop a list of resources that address business for faculty- assign to M. Gottsch Bring Faculty together to develop course specific resource guides- assign to J. Richer Partner Business and Faculty to better understand resources from Bridges- assign to M.Gottsch/J.Richer Need to create cross-reference chart – Assigned tbd Professional Development hours considered for teachers “Teacher in the Workplace” experiences – Assigned tbd
Goal # 12 & #13	Inventory what we have and decide on next steps for communication to educators, parents, students, business, community. How do we communicate with schools (tools)? Assign to P/Swarthout, M. Gottsch, S. Boehland and appoint a high school rep (Pequot Lakes)
Goal # 14 & # 15	Bridges staff will report back with updates adetermined by timeline. Assign to Bridges staff
Superintendents/ Principals meeting	S.Tiwira will talk to Dr Lundblad about hosting a Superintendent/ Principal meeting and the Bridges Leadership Council will be invited to participate and update the group at the meeting. Assign to S.Tiwira
Taskforce/Committees setup for the 2009-10 school year.	Taskforces: Job Shadow, Career Exploration Day, Speakers in the Classroom, Internships. Assign to M. Gottsch Committee: Curriculum. Assign to J.Richer Committee: Communication. Assign to P.Swarthout Committee: Finance. Assign to M. Gottsch/ J.Richer
Operations:	Agenda/Minutes will be posted Setup meeting logistics (meet 2nd Tuesday of each month) Minutes will be taken Assigned to M. Gottsch
Adjourned	5:00PM Motion: J. Newhouse Second: S.Razidlo
Next Meeting	Tuesday November 10, 2009

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TASKS LISTED on PAGE 3

Task/Responsibilities

- Provide a report (Occupations and Workforce Demands) to the Council within 2 weeks – C.Nathan
- Develop a teachers handbook outline to Nov meeting – J..Richer/M. Gottsch
- Goal #8 tasks - M. Gottsch/J/Richer
- Develop a template/guideline for business when participating in the job shadows- M. Gottsch
- Develop a list of resources that address business for faculty- M. Gottsch
- Bring Faculty together to develop course specific resource guides- assign to J. Richer
- Partner Business and Faculty to better understand resources from Bridges- assign to M. Gottsch/J.Richer
- Professional Development hours considered for teachers “Teacher in the Workplace” experiences – Assigned tbd
- Need to create cross-reference chart – Assigned tbd
- Marketing and Communication inventory and next steps – S Boehland, P. Swarthout, M. Gottsch
- Taskforces: Job Shadow, Career Exploration Day, Speakers in the Classroom, Internships. Assign to M. Gottsch
- Committee: Curriculum. Assign to J..Richer
- Committee: Communication . Assign to P.Swarthout
- Committee: Finance. Assign to M. Gottsch/ J.Richer