SCHOOL BUSINESS PARTNERSHIP PROGRAM

2012-2013
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**Bishop Woods Executive Academy**  
A School Business Partnership for the 21st Century

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The School Business Partnership Program offers opportunities for students, teachers, businesses and community agencies to build partnerships that will enhance students’ experiences, provide more knowledgeable future employees and consumers, and build bridges of understanding and positive working relationships between the business and education community.

PROGRAM GOALS:

- To improve and reinforce students’ skill development and supplement classroom curriculum with relevant learning experiences in business and community.

- To affirm student’s self-identity and cultural awareness by providing opportunities for interaction with the business community.

- To give students a realistic picture of the business world and make them aware of the range and extent of business activities and opportunities.

- To establish a mechanism for the businesses and schools to share their expertise and services with one another.

- To develop mutual support and understanding between education, business and community.

PROGRAM STRUCTURE:

The School Business Partnership Program is designed as an on-going program in which businesses give assistance directly to Bishop Woods Executive Academy and vice-versa. The purpose of such a program is to help young people appreciate the importance of a good education and its relationship to the world of work. The partnerships share a common goal and a common requirement that the program be one of commitment of businesses and schools working together in a positive relationship. Each School Business Partnership is unique in that there is not a set curriculum. Therefore, the program is based solely on the needs and resources of the school and business. Cost and time commitments also vary from program to program. The School Business Partnerships program recruits new partners, facilitates matches, and handles questions, concerns and organizational matters.
BENEFITS OF PROVIDING A SCHOOL BUSINESS PARTNERSHIP PROGRAM

BENEFITS FOR THE BUSINESS AND THE COMMUNITY:

- Improve school programs by providing real-life experiences for students.
- Increase the students’ and staffs’ understanding of the free enterprise system.
- Provide opportunities to interact with students, presenting requirements, satisfactions, concerns and expectations of the business world.
- Involvement in the education of New Haven youth.
- Positive public relations and recognition.

BENEFITS FOR THE SCHOOL:

- Increase resources and services to enhance the education of students and to provide assistance to teachers and administrators.
- Adult role models provide expertise otherwise not available in the classroom.
- Demonstrates to the students how basic skills are used in the work place connecting the relevancy of academics and responsibilities of work outside the classroom.
- Develops a greater understanding and appreciation of the community and business world.
EXAMPLES OF PARTNERSHIP ACTIVITIES

Depending on the needs and resources of each partnership, a variety of projects can be undertaken. Listed below are some examples.

SKILL DEVELOPMENT:

- Help students set up mini-businesses. This project includes development of math, language arts, economics, creative and critical thinking and leadership skills.

- Show students new “state of the art” technology, what it has replaced and how it is used.

- Invite business people to take part in discussions with students on major current events.

- Have students interview or observe workers to see how basic skills taught in school are used in the workplace. Use as a basis for an oral or written report to the class.

- Provide information to students concerning money and how to handle it, checking accounts, credit and installment buying, investments, and setting up accounting systems.

CULTURAL AWARENESS:

- Establish mentorships between students and employees.

- Involve retired employees in partnership activities.

- Provide employees with time away from their work to tutor students.

- Have student art exhibits or musical performances at your business.

- Provide recognition or awards for special education students.

CAREER ORIENTATION / CAREER PREPARATION:

- Have a career fair for students and parents either at your business or in the school.

- Participate in career fair presentations.

- Arrange for educator and student tours of your business facility.

- Provide for student internships or work study programs.

- Arrange for employees to help students explore career, vocational, and personal goals.
• Personnel Department share job search techniques with students through applications, resume writing and interviewing skills.

COMMUNITY RELATIONS:

• Students invite employees to lunch, to spend time in the classroom or special events.

• Students establish “special days” that recognize their School Business Partnership.

• Business representatives are invited to meet administration and staff and tour existing and new programs and facilities in the school.

• Business representatives are introduced to the staff and parent teacher organizations as the schools new educational partner.

• Business representatives become students for a day, attending classes and special events to gain a better understanding of the education environment.

• Participate in “Executive Exchange and Teacher Exchange Days”.

• Publicize the partnership in school and business newsletters.

• Businesses invite students and staff to spend time in the business, attend meetings and a business luncheon.

• Students and businesses identify a community service project to work on together.
THE PROCESS TO FORMING A SUCCESSFUL PARTNERSHIP

Let us know you are interested:

- The School Business Partnership Program is totally voluntary. A program usually begins when you let us know you are interested.

- Or, you can visit our web-site at www.bishopwoodsschool.com You will find information there that will assist you in the formation of your partnership.

Tell us what you would like:

- A member of the partnership staff will sit down with you to discuss your needs and resources. We will review the steps necessary to form a partnership and we will listen carefully to what you want to achieve.

Together, we will identify a partner:

- It is our job to assist you to find a grade level or subject area, who has similar needs and resources. Or there may be schoolwide opportunities that are best suited to your needs.

Set the planning in motion:

- We will set up a meeting with you and your partner to discuss exactly what you want and can accomplish as partners. This meeting is usually the most crucial and creative part of the partnership process. A formal partnership agreement is drawn up and signed by both partners.

Partnership begins:

- Partnership activities which benefit both the school and the business begins.

Program evaluation:

- One of the keys to maintaining a successful partnership is to monitor and evaluate the program. Each year an evaluation will be given to you to complete. This will be done on both the business and education side. Your participation is critical in the assessment of the success of the School Business Partnership Program.
BUSINESS PARTNER ROLES and RESPONSIBILITIES

The following guidelines are suggested to assist the business partner in the development of the partnership.

1. Upper management should have an understanding of and commitment to the program
2. The Business designates a coordinator with approved on-the-job time for the program.
3. The coordinator and any others working with him should identify possible resources and needs of the business.
4. The coordinator meets with the school coordinator to discuss mutual support services and match resources and needs.
5. The coordinator meets with the Partnership Committee to develop an overall plan and activities.
6. Upper management and the coordinator share the overall plan and activities with employees and encourage them to be positively involved.
7. The coordinator maintains regular communication with the school and the schools coordinator.
8. The coordinator maintains records that will reflect the business involvement and be able to readily share that information in the School Business Partnership evaluation process.

BUSINESS EXECUTIVE OR ORGANIZATION LEADER ROLE

The Chief Executive Officer or Organization Leader must have a personal and corporate commitment to the School Business Partnership Program. This commitment is evidenced by his/her understanding and approval of the goals of the program and communication of this commitment to all levels of the organization.

Responsibilities:

• Appoint an enthusiastic, competent Coordinator.

• Motivate the organization to positively participate in the program.

• Allow identified resources to be utilized.

• Recommend changes or additional resources to ensure success.

• Stay in touch with the process and progress of the program.

• Express approval and recognition of programmatic achievements and volunteer efforts.

• Confirm the organization’s commitment to the program.
• Encourage recognition of the importance in developing understanding between the business and education community.

**BUSINESS COORDINATOR ROLE**

This person is the direct link between the school, the business and the School Business Partnership Program. Experience indicates that this person is most successful if he/she is at a high enough level to make decisions, is well informed, believes in the value of the program, has an interest in education and a commitment to young people.

Responsibilities:

• Become familiar with the school and work with the school program coordinator.

• Keep Executive level professionals aware of the process and progress of the program.

• Prepare materials, inform and recruit potential company volunteers.

• Obtain support and authorization from supervisors for release of volunteers.

• Arrange orientation and other training/meetings as needed.

• Coordinate the business side of scheduling, placement, time, changes and evaluation.

• Arrange for business recognition of volunteers and in-house promotion of the program.

• Develop the partnership plan along with the school coordinator and the program supervisor.

• Facilitate communication within the business as well as between the business, the school and district.

• Attend periodic coordinator’s meetings.

• Communicate business participation to the School Business Partnership Coordinator.

* Business is used throughout this discussion, but represents local, state and federal government as well as non-profits and other organizations.
SCHOOL PARTNER ROLES and RESPONSIBILITIES

The following guidelines are suggested to assist the school partner in the development of the partnership.

1. The Principal has an understanding of and commitment to the program.
2. The Principal designates a coordinator with approved on-the-job time for the program.
3. The Principal, coordinator and staff meet to determine the educational program needs of the school and the resources which the school can offer to partners.
4. The Principal/coordinator meets with the business to discuss mutual support services and match resources and needs.
5. The Principal identifies a Partnership Committee who with the coordinator meet with the business coordinator to develop an overall plan and activities.
6. The Principal/coordinator share the overall plan and activities with school staff and encourage them to be positively involved.
7. The Principal/coordinator maintains regular communication with the school staff and the business coordinator.
8. The coordinator maintains records that will reflect the business involvement and be able to readily share that information in the School Business Partnership evaluation process.
9. The Principal will introduce the business to the staff and parent organization as a school education partner.
10. The Principal will provide leadership and regular positive recognition of the business partner.

PRINCIPAL ROLE

A Principal who is strongly committed, enthusiastic, and understands the program, is the KEY to success. Leadership from the Principal gives the program increased credibility and impact with the staff, students, parents and the business partner.

Responsibilities:

• Designate a competent and interested school coordinator who has the time to devote to the program.
• Encourage a school environment that contributes to the success of the program.
• Consider new ideas, suggestions and possible changes to make the partnership successful.
• Provide adequate staffing and space for planned partnership activities.

• Work closely with the school coordinator in a co-leadership role.

• Stay in touch with the process and progress of the program.

• Express approval of programmatic achievement and staff efforts.

• Confirm the school’s commitment to the partnership.

• Encourage school and community recognition of the importance in building bridges of understanding between the education and business community.

• Include the business as part of the school community. Invite them to staff meetings, assemblies, social gatherings and parent organization meetings

• Ensure that appropriate recognition for the business partner takes place.

SCHOOL COORDINATOR ROLE

The school partnership coordinator must possess knowledge of the school staff and be a respected member of the school team. He/She should be committed to the partnership program, have a good mind for detail and follow through, be counted on to do what is agreed upon and be accessible by phone at the school.

Responsibilities:

• Keep the Principal informed about the program’s process and progress.

• Work with the business coordinator and become knowledgeable about the business with which the school is partnered.

• Develop the partnership plan in collaboration with the business coordinator.

• Arrange staff orientation and other training/meetings as needed.

• Promote the program among the school and the school’s community.

• Coordinate school side of scheduling, placement, time, changes and evaluation. Keeping track of the program through regular assessment is key to the continuation and success of the program.

• Arrange for follow-up, thank you notes, and distribution of any program information.

• Keep NHPS informed of the School Business Partnership program progress and special opportunities to highlight partnership happenings.

• Ensure that appropriate recognition for the business partner takes place.
Matching Needs & Potential Resources
BUSINESS RESOURCE ASSESSMENT

1. What kind of training or expertise do our employees have that could be shared with the school? i.e.:
   ~ Computers ~ Crafts and hobbies ~ Athletic coaching
   ~ Safety, Health issues ~ Public speaking ~ Graphic Arts, Printing
   ~ Photography ~ Creative writing ~ Construction
   ~ Engineering ~ Mentoring ~ Internships
   ~ Job preparation ~ Business site visits

2. Are we willing to provide release time from work for employees to take part in school activities?

3. What resources are available for providing incentive awards?

4. What resources are available for providing career awareness programs?

5. Are we interested in working on or co-sponsoring community service projects?

6. Would we sponsor a student club or athletic team?

7. Do we have employees that would be willing to make presentations to students about their profession?

8. Are we able to teach mini-courses?

9. Would we be willing to develop a recognition program for outstanding students or staff members?

10. What can the school do to assist us? What are our needs?
School Needs List

School Business Partnerships offers the business and education community a unique opportunity to build bridges of cooperation for the enhancement of student educational experiences. The ways to become involved are endless, stimulating your creativity and willingness to become pro-actively involved in the future of New Haven through its students. Some ideas for your participation are as follows:

• Act as mentors or tutors for any subject and any grade level.
• Assist with student recognition events (Town Meetings).
• Assist with teacher/staff recognition.
• Make class presentations on special subjects/projects.
• Help prepare for or judge the Science Fair or other special projects.
• Assist with celebrations and/or events throughout the year, e.g. Open House, Field Day, etc.
• Assist with developing computer technology, Internet, staff or student workshops.
• Assist with special presentations; supervise sport activities, quiet activities, and or games.
• Display student art work and other student achievements.
• Give assistance with field trips or special tours.
• Commit time for your employees to come into school on a pre-arranged basis, to help on pre-assigned topics, e.g. reading to younger students
• Assist with the development of a service project through which students and your business could give back to the community, e.g. participate together in United Way Day of Caring, visits to senior centers, etc.
• Provide speakers on topics such as solving problems that occur at work, skills necessary to be successful in this particular business.
• Offer field trips to your business and allow students to shadow employees in order to get a sense of the job, what requirements jobs have in common, etc.
• Conduct presentations on all forms of seeking and keeping a job, e.g. resume writing, filling out a job application, interviewing skills, the necessary skills to hold a job, etc.
• Provide on the job training or mentorships, for students.
• Provide expertise as consultants to students in operating school-based enterprises.
• Provide students with opportunities to use technology that is utilized in your business.
• Assist in Curriculum Development, e.g. making the curriculum connections to real world contexts
• Or any other possible partnership connections.
FORMAT OF A SCHOOL BUSINESS PARTNERSHIP
MEMORANDUM OF AGREEMENT

A School Business Partnership is solidified by a formal, written, signed agreement called a MOA (Memorandum of Agreement) between the business or organization and the school. Following are the main components of the agreement.

SCHOOL BUSINESS PARTNERSHIP MEMORANDUM OF AGREEMENT

Bishop Woods Executive Academy

And

[Business or Organization Name]

In [month] of this year, discussions were held between [Name, title and school of at least one rep from school] and [Name, title and company from at least one rep from business or organization]. From the discussions, the following was agreed.

1. Business or Organization Name will:

   List what the business is committing to the partnership, usually 3 or 4 general objectives

   •
   •
   •

   Make a general statement about how the partnership is going to be recognized by the business.

   *Other programs may be introduced as the needs of Bishop Woods are identified and the capabilities of [Business or Organization Name] are matched.

2. Bishop Woods Executive Academy will:

   List what the school is committing to the partnership, usually 3 or 4 general objectives

   •
   •
   •

   Make a general statement about how the partnership is going to be recognized by the school.

   *Other programs may be introduced as the needs of [Business or Organization Name] are identified and the capabilities of Bishop Woods are matched.
3. The Greater New Haven Chamber of Commerce will:

Recognize [Business or Organization Name] for their positive educational involvement through its publications and other forms of publicity.

<table>
<thead>
<tr>
<th>Name of coordinator and/or principal</th>
<th>Business or Organization Representative’s Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>Date</td>
</tr>
<tr>
<td>Bishop Woods Executive Academy</td>
<td>Business or Organization name</td>
</tr>
<tr>
<td>1481 Quinnipiac Avenue</td>
<td>Business or Organization mailing address</td>
</tr>
<tr>
<td>New Haven, CT 06513</td>
<td>Address</td>
</tr>
<tr>
<td>203.497.7300</td>
<td>Phone number(s)</td>
</tr>
<tr>
<td><a href="mailto:__________________________@new-haven.k12.ct.us">__________________________@new-haven.k12.ct.us</a></td>
<td>email address]</td>
</tr>
</tbody>
</table>
PROGRAM EVALUATION

The SUCCESS of any program is dependent on regular, consistent evaluation of what is going on. The School Business Partnership program at Bishop Woods Executive Academy is very concerned about maintaining its credibility. Only through evaluations are we able to discern where we are and what we need to do to improve the program. We want the program to meet the needs of both the school and business and to utilize resources so that all will benefit. As stated in the opening statement of this handbook, we are interested in building bridges of understanding and positive working relationships between the business and education communities and enhancing student opportunities. We want to ensure that our students are prepared for the 21st century workforce and will be productive, informed citizens.

Following is the Evaluation Instrument which is distributed once a year. This document is subject to change and may be completed online if requested.
SCHOOL BUSINESS PARTNERSHIP EVALUATION

BUSINESS ORGANIZATION

Please evaluate your Partnership using the format below. Your input is valuable in determining the progress of your Partnership as well as providing suggestions and ideas for improvements.

Name of School Partner:

Name of Business Partner:

Evaluation completed by:

1. **Program Outcomes:** The overall rating of our Partnership is:
   - Excellent
   - Good
   - Fair
   - Poor

2. **Program Content:** What activities are taking place in your Partnership? Check all that apply.
   - ___ Tutoring
   - ___ Student Recognition
   - ___ Mentoring
   - ___ Staff Recognition
   - ___ Job Shadow
   - ___ Internships
   - ___ Field Trips
   - ___ Speakers
   - ___ Exhibits by Students
   - ___ Other

3. **Participation:**
   - How many employees are involved in the Partnership?
   - Are you making a financial contribution?  ____ Yes  ____ No
     - Approximate amount
   - Are you doing “trade outs”?  ____ Yes  ____ No
     - Approximate financial value
   - Approximately how many hours are contributed?
     - Per Week  OR  Per Month

4. **What are the BEST QUALITIES about your Partnership?**

5. **What would you like to change?**

6. **On the reverse side, please make a brief statement about your Partnership.**

THANK YOU!!!
SCHOOL BUSINESS PARTNERSHIP EVALUATION

BISHOP WOODS EXECUTIVE ACADEMY

Name of Business Partner:

Name of School Partner:

Evaluation completed by:

1. **Program Outcomes:** The overall rating of our Partnership is:

   Excellent   Good   Fair   Poor

2. **Program Content:** What activities are taking place in your Partnership? Check all that apply.

   ___ Tutoring ___ Student Recognition
   ___ Mentoring ___ Staff Recognition
   ___ Job Shadow ___ Internships
   ___ Field Trips ___ Speakers
   ___ Exhibits by Students ___ Other

3. **Participation:**

   • Approximately how many students are involved in the Partnership?
   • About how many staff are involved in the Partnership?
   • Approximately how many hours are contributed by your staff?

   Per Week   OR   Per Month

4. **What are the BEST QUALITIES about your Partnership?**

5. **What would you like to change?**

6. **On the reverse side, please make a brief statement about your Partnership.**

THANKS!!!!
A School Business Partnership Advisory Committee representing businesses, school personnel, parents, and students governs this program. The Committee meets bi-monthly to deal with ongoing issues that may include the following but is not limited to: developing new partnerships; managing current and long standing partnerships; regular newsletters; Executive Exchange Day; recognitions for students and staff; internships; on the job training; presentations to students; End of the Year Celebration for recognized Partnerships; and workshops for interested parties, both education and business.

Thank you for your interest in School Business Partnerships.

If you know of businesses, organizations, non-profits or other groups that would be interested in participating in this program, please direct them to the following:

www.bishopwoodsschool.com

Bishop Woods Executive Academy - 203.497.7300

Greater New Haven Chamber of Commerce - (203) 787-6735

This program was adapted from the Anchorage Chamber of Commerce and the Anchorage Public School District.