



***Athens Drive  
High School  
Business Alliance  
Handbook***

# **ATHENS DRIVE HIGH SCHOOL BUSINESS ALLIANCE HANDBOOK**

## **Table of Contents**

<b>I.</b>	<b>Mission, Values, and Beliefs</b>	<b>3</b>
<b>II.</b>	<b>Overall Structure</b>	<b>4</b>
<b>III.</b>	<b>Roles and Responsibilities</b>	<b>6</b>
<b>IV.</b>	<b>Processes, Policies, and Guidelines</b>	<b>12</b>
	<b>a. New Member Determination and Recruitment</b>	
<b>V.</b>	<b>History</b>	<b>13</b>
<b>VI.</b>	<b>Alliance Membership (2004-05)</b>	<b>15</b>
<b>VII.</b>	<b>Appendix</b>	<b>16</b>
	<b>a. Action Register template</b>	
	<b>b. Decision Register template</b>	

# **ATHENS DRIVE HIGH SCHOOL BUSINESS ALLIANCE HANDBOOK**

## **I. MISSION, VALUES, AND BELIEFS**

### **MISSION STATEMENT**

The Mission of the Business Alliance is to link the resources from community stakeholders (businesses, educators, parents and other community members) to enhance the school-to-career transition of every student, as they become responsible and productive citizens.

### **VALUES AND BELIEFS**

#### **❖ Stakeholders**

- All Students are our customers
- Students should be active participants
- The alliance should establish links and resources through teachers and parents
- All members should be equal partners/stakeholders—Educators, Business Alliance, Students and Parents

#### **❖ Student Support**

- Working as a community enhances student learning, which creates better citizens with more skills
- There is a need for staff support and staff development

#### **❖ Operating Prospective**

- The focus will be results-oriented
- Programs must be sustainable and part of the culture
- We must all be change-oriented and have continual program assessment
- Each member holds responsibility for the success of the alliance

## II. OVERALL STRUCTURE

The Athens Drive High School Business Alliance aligns all activities based on the mission statement given on the previous page.

Six teams create and implement programs to accomplish the objectives derived from the Alliance mission. These teams are:

1. Steering
2. Student and Career Development
3. Staff and Alliance Development
4. Communication
5. Technology
6. Membership

The **Steering** team is the action group providing support for the mission by guiding the activities of the alliance to insure that they align with the alliance mission. In addition, the steering team introduces new concepts and activities to help the alliance grow in purpose.

Each of these teams has a team leader who reports the status and progress to the Alliance at each meeting. Every member of the Alliance is a member of at least one of these teams, which ensures individual involvement and contribution. The Alliance meets monthly with an agenda, action register, and meeting minutes, and its membership consists of representatives from businesses, higher education, Athens Drive faculty, and students.

### STEERING TEAM

#### **Mission**

The mission of the Steering Team is to guide the activities of the Business Alliance insuring alignment between the activities and Athens Drive/Alliance Missions, and to develop and introduce new concepts and activities to the Alliance.

#### **Structure**

- Co-Chaired by the Principal and the Alliance Chair
- Meets monthly between alliance meetings (one hour)
- Membership includes the Principal, Present Chair, Assistant Chair, Previous Year Chair, Career Development Coordinator, Assistant Principal and one alternate (from business)

## **STUDENT AND CAREER DEVELOPMENT**

The mission of the Student and Career Development Team is to provide community leadership and resources to Athens Drive High School students and parents to encourage and assist the students in setting high standards in developing individual future goals and improving their knowledge and skills.

## **STAFF AND ALLIANCE DEVELOPMENT**

The mission of the Staff and Alliance Development Team is to create learning experiences that support teachers and Alliance Members in their acquisition of the knowledge, skills and attitudes needed to enhance the education of all students to become responsible and productive citizens.

## **COMMUNICATION**

The mission of the Communication Team is to communicate the activities and opportunities of the Alliance to members, faculty, students, parents, businesses and community members. Communication resources include: brochure, ADHS TV news briefs, PTSA newsletter, bulletin board, Alliance Web site, and presentations.

## **TECHNOLOGY**

The mission of the Technology Team is to assist with the ongoing integration of technology into the school and to facilitate teacher integration of technology into their curricular areas and support Alliance initiatives.

## **MEMBERSHIP**

The mission of the Membership Team is to support the Athens Drive Business Alliance by identifying, recommending and processing new members for the Alliance and providing opportunities for new members to be connected and involved, participate actively, and build relationships.

### III. ROLES AND RESPONSIBILITIES

#### ALLIANCE CHAIR:

- Main line of communication between Business Members of the Alliance and School Administrators
- Responsible for the monthly meeting schedule, adherence to the schedule, and attendance at all monthly meetings
- Prepare the agenda for the monthly alliance meeting and communicate it to the members before the meeting
  - Create the agenda with the steering team and input from the alliance members
  - Agenda should be specific (not generic)
  - Ensure agenda is compatible with the meeting length
  - Specify time for each agenda item
  - Align the agenda with the alliance mission and objectives
- Conduct the monthly alliance meeting according to the agenda
  - Start the meeting on time
  - Adhere to the time limits or adjust to end on time
  - Communicate the meeting's desired outcomes
  - Focus the discussion on agenda topics
  - Complete every discussion with a decision, action, or item for the next meeting
  - Create an open and non-intimidating environment
  - Summarize the meeting results at the end
  - Critique the meeting (Plus, Delta)
    - Suggestions are anonymous in minutes
    - Keep the strengths and address the opportunities for improvement (OFIs)
  - Follow up on delinquent action items and attendance issues
- Co-chair the steering team and conduct monthly steering team meeting
- Conduct alliance evaluations
- Solicit feedback from the alliance members to gauge performance of alliance
- Management and Supervision of the Team Chairs and insure accomplishment of combined Team objectives
- Frequent, ongoing communication with the school's Career Development Coordinator (CDC)
- "Cheerleader" for new ideas, fresh approaches, alignment of Alliance goals with school's improvement objectives
- Representative for the Alliance at County and State BELC functions
- Advocate for the Principal.

## **ASSISTANT CHAIR:**

- Assist Chair and Prepare to Become Chair
- Member of the Alliance Steering Team
- Fill in for the Chair when Chair is absent
- Conduct two meetings during the school year in preparation to conduct the meetings as Chair
- Assist in setting the agenda for the monthly BA meeting
- Participate in activities that will help students communicate information about the Business Alliance, help teachers, etc.
- Support the teams by consulting with the team leaders and meeting with the teams when requested or when necessary
- Meet for one hour at the Steering Team meeting. Generally, this meeting is held on the 2<sup>nd</sup> Friday of each month
- Lead special projects that don't fit under one of the team's responsibilities or cuts across the responsibilities of several teams
- Serve as a liaison with the team leaders to ensure they are active and functioning

## **SCHOOL PRINCIPAL:**

- Co-Chair of the Alliance Steering Team
- Communicate with the alliance on school issues, policies, direction, etc. that may affect the function of the alliance
- Alliance champion
- Liaison between alliance, public school system, and BELC
- Ensure alliance goals, objectives and activities align with and enhance the School Improvement Plan (SIP)
- Present the School Improvement Plan to the alliance annually
- Leader, role model, and member

## **CAREER DEVELOPMENT COORDINATOR:**

- Central Contact between the Alliance and the School
- Coordinator for student and career development alliance activities
- Member of the Steering Team and Student and Career Development Team
- Provides monthly meeting report, "Business Alliance Notes," which reports all student and alliance activities
- Coordinator of Alliance special projects in accord with Alliance members

## **ALLIANCE SECRETARY:**

- Documents and distributes meeting minutes, action register, and decision register
  - Include attendees in the minutes
  - Make the minutes brief and in simple English
  - Include important information and enough detail for clarity
  - Review actions at the end of the meeting to ensure accuracy and communication
- Type minutes and distribute them with attached action and decision registers within one week of the meeting (See appendix for a copy of the action and decision registers)

## **ALLIANCE MEMBERS:**

- Attend and be punctual. Guideline for attendance is 75%.
- Participate at the appropriate time. Do not dominate the meeting
- Complete action assignments in timely manner
- Participate in areas outside of the alliance meeting
- Help the chair keep the meeting focused
- Adhere to the meeting ground rules and help chair enforce them
- Join and participate in one of the five work teams
- Promote the success of all alliance activities

## **STEERING TEAM:**

### **Role: Guide the Activities of the Business Alliance**

- Oversee the operational structure and activities to ensure success of the Business Alliance
- Compile and Review the strategic objectives and ensure that they align with the School Improvement Plan
- Ensure that annual evaluation is conducted of the Business Alliance objectives and accomplishments
- Ensure that the Business Alliance activities align with its mission
- Review, evaluate, and develop the Business Alliance agendas
- Approve guest visits
- Review and recommend new member nominations
- Manage any membership issues that arise, such as attendance

### **Role: Develop and Introduce New Concepts and Activities**

- Review and evaluate proposed new Business Alliance concepts and activities
- Lead the development of plans for the next year

## **STUDENT AND CAREER DEVELOPMENT TEAM:**

### **Team Leader:**

- Recruit Alliance members to serve on the Team
- Lead team in developing and planning ideas and activities to encourage students' interest in individual and group career planning
- Develop annual goals for the Strategic Plan and ensure alignment with the SIP
- Call periodic work sessions and send a report to each team member.

### **Team Members:**

- Provide opportunities and support for student reward/recognition programs
- Encourage BA members to participate as speakers and sponsors of ADHS projects
- Provide parent education/information workshops - e. g. - "financial planning for higher education"
- Encourage members to participate in or provide the names of other resources/colleagues for Athens Drive Career Fairs.
- Recruit BA members for "Meet your Alliance" "Speakers Forum" – lunchtime speakers in Career Center, as well as for classroom topics
- Recruit BA members to participate in the WCPSS County-wide Career Fair, "Xtreme Beginnings" as interviewers or sponsors

## **STAFF AND ALLIANCE DEVELOPMENT TEAM:**

### **Team Leader:**

- Develop annual goals for this team as part of the Business Alliance Strategic Plan and align them with the Athens Drive School Improvement Plan
- Ensure that both areas of responsibilities are addressed (Staff and Alliance member development)
- Report status of these goals bimonthly to the Alliance as % complete
- Schedule and conduct meetings with the team to communicate effectively and achieve the goals set by the team

### **Team Members:**

- Be a resource to assist in the development of ADHS staff and alliance members
- Attend the team meetings. Contact the team leader if you are unable to attend
- Participate in the timely accomplishment of the team's activities and goals

## **COMMUNICATION TEAM:**

### **Team Leader:**

- Forwards minutes of the monthly Alliance meetings for posting on the Alliance website
- Maintains and updates monthly Alliance Action Register and distributes to Alliance Members
- Maintains an updated Alliance membership list complete with name, company affiliation, address, phone number and email address
- Oversees the creation of an Alliance newsletter to be distributed to Alliance members, the entire ADHS facility and posted on the ADHS Alliance website
- Oversees the distribution of information to be posted on the ADHS website and on the ADHS list serve

### **Team Members:**

- Provide support in the creation and distribution of the Alliance Newsletter
- Obtain information to be posted on the ADHS website
- Provide publicity support for Alliance sponsored events

## **TECHNOLOGY TEAM:**

### **Team Leader:**

- Solicits Business Alliance (BA) members to participate on the Technology Team
- Organizes the Technology Team by establishing and facilitating the group's working sessions
- Insures Team's consensus agreement on goals, projects and activities
- Identifies Team members to work on projects
- Provides and distributes a written summary of each working session that identifies individuals responsible and completion dates for each activity
- Share the Team's activity and goal accomplishments with the entire BA Group

### **Team Members:**

- Solicit ideas and input from students, teachers, administrators and other BA Members on technology ideas, issues and needs
- Attend the Technology Working Sessions
- Help prioritize the annual technology goals and activities
- Participate in the timely accomplishment of the technology activities and goals

## **MEMBERSHIP TEAM:**

### **Team Leader:**

- Develop annual goals for the team as part of the Business Alliance Strategic Plan and align them with the Athens Drive School Improvement Plan
- Ensure that all areas of responsibility are addressed
  - Recruitment of new members
  - Introduction of new members into the alliance
  - Manage existing membership to develop relationships, instill full member involvement, and ensure that members are connected in a way to develop long term membership in the alliance
- Report status of these goals bimonthly to the Alliance as % complete
- Schedule and conduct meetings with the team to communicate effectively and achieve the goals set by the team

### **Team Members:**

- Be a resource to assist in the recruitment and transition of new members into the alliance
- Attend the team meetings. Contact team leader if you are unable to attend
- Participate in the timely accomplishment of the team's activities and goals

## **IV. ALLIANCE PROCESSES, POLICIES, AND GUIDELINES**

### **a. New Member Determination and Recruitment Process**

- Determine acceptable group size
- Determine one or more professions targeted for membership
- Determine if anyone in the group has contacts in the target areas they can pursue
- Prioritize targets based on the points above
- Determine preliminary interest of candidate
- If target interest exists, obtain a biographical overview for review by the ADHS Steering Team
- Based on preliminary contact and bio, the Steering Team will screen and determine whether the Membership Team will schedule a meeting with the prospective new member
- Membership Team will discuss involvement, team needs and expectations with the target individual
- If approved, Steering Team presents the new member to the Alliance and, if approved, extends an invitation to the new member

## **V. HISTORY**

### **PARTNERSHIPS:**

The predecessor of the Athens Drive High School Business Alliance was a partnership between the school and IBM. It began in 1991, as a way to work together to provide students with activities that would help them understand and experience life in business. Some of the activities during the first year were: Tutoring, Mentoring, Shadowing, and Staff Development. In addition, IBM provided resource persons and donated computers and support. The partnership was based on a two-way contribution between the school and IBM. During 1993-94, the partnership grew with additional activities such as a career expo, usability testing, technology fair, coop/internships, and summer jobs.

### **ALLIANCE:**

A formal business alliance was formed in September of 1995, following feedback from teacher visits to several businesses in the triangle area. These highly educational and successful visits provided information on what was expected of students, what was occurring in business, and what was possible to accomplished through a business and education alliance. Seven businesses and three higher educational institutions joined with Athens Drive to form the business alliance.

### **GROWTH:**

The Alliance membership has experienced strategic growth to acquire particular areas of career interest, such as the medical field. The 2003-2004 membership includes five members from Athens Drive High School, three student representatives, eleven business members, and one member from higher education.

### **DETAIL HISTORY:**

#### **1995-97**

- Evolved from Partnership to a Business Alliance--1995
- Developed Alliance Basic Structure—1996
  - Career Development, Staff Development, Technology, Business Involvement
- Added Youth to the Alliance—1997
- School Network, Computer Advancement and Web site—1997

#### **1998**

- Conducted First Needs Assessment and Developed Mission Statement
- Conducted First Alliance Expo
- Athens Drive Business Alliance Recognized at BELC Celebration as Outstanding School/Business Alliance
- Formed the Steering Team and added Planning Team
- Changed Principals
- Added Communication Team to Structure

**1999**

- Established Cisco Networking Academy
- Developed Alliance Handbook
- Created BA Logo and Brochure
- Published the First Newsletter

**2000**

- Business Alliance Goals and Action Plan Included in the School Strategic Plan
- Conducted Logo Contest to Produce BA Logo
- Installed Video Streaming
- Instituted a Vocational Champions' Reward/Recognition Program
- Established a Scholarship Program of \$500 for an outstanding CTE Senior

**2001**

- Completed First Alliance Evaluation by Members: Benchmarks of Team Excellence
- Business Alliance Received Governor's Business Partnership Award
- Athens Drive High School Moved to New Middle Creek High School During Renovations
- Established Monthly Career Pathways

**2002**

- Began Teacher Visits to Companies With Malcolm Baldrige Culture and Activities
- Conducted Continuous Improvement Skills Training for Teachers
- Open House exhibits including student members

**2003**

- Added Two New Members in finance and utility distribution engineering
- Open House Exhibits
- Computer Career Expo with Cisco, Apple, Manpower, Wake Tech CC, and NCSU
- Aviation Fair at Athens Drive HS
- Redesign of ADHS Business Alliance web site

**2004**

- Largest Number of Students Heard Alliance Speakers
- Conducted Health Occupation and Computer Career Fairs
- Alliance Study completed to Review, Assess, and Make Recommendations
- Implemented Futures 4 Kids interest inventory generating the greatest number of students using the program in the state
- Conducted First Teacher Summit

**2005**

- Held Creative Arts Career Expo
- Implemented Teacher's Alliance Partnership (TAP)
- Instituted "Meet your Alliance Members" Speaker's Forum
- Developed first Business Alliance brochure
- Revised Business Alliance Manual

## **I. Alliance Membership (2004-2005)**

- ❖ Athens Drive High School
  - Kathy Chontos – Principal
  - Jane Dodge – Career Development Coordinator
  - Chris Danehower – Curriculum Integration Coordinator
  - Pat Hill – Assistant Principal (2004)
  - Edna Vann- Assistant Principal (2005)
  - Wilda Whitley
  - Syeda Amina – Student Member
  - Jenna Smith – Student Member
  - Bradley Valentine – Student Member
- ❖ Francis Shepherd – Apple Computer
- ❖ Doug Foster – Cisco Systems
- ❖ Don Shupe – CMD Realty Investors
- ❖ Mike Cranford – Gregory Poole Equipment Company
- ❖ Amy Walker – Manpower
- ❖ Jason Steele – Morgan Keegan
- ❖ Lesley Hubbard – NCSU, Biomedical Engineering
- ❖ Wayne Tindle – NCSU, Industrial Extension Service
- ❖ Joy Frankoff – Piedmont Air Conditioning
- ❖ Charlie Nobles – Progress Energy
- ❖ Jim English – Quintiles Corp.
- ❖ Witold Sieradzan – Wake Technical Community College
- ❖ Kelly Constantinetis – Wake Area Health Education Consortium

## VII. APPENDIX

## Business Alliance Action Register

Item	Priority	Action	Assigned To:	Date Assigned	Scheduled Completion Date	Completion Date	Status Open/Closed
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							

# Business Alliance Decision Register

Date	Decision Description	Reason for Decision