

**Clackamas Academy of Industrial Sciences
Governing Board Meeting Minutes
February 19th, 2020**

The Clackamas Academy of Industrial Sciences Governing Board met in regular session on February 19th, 2020. The meeting was convened at Clackamas Academy of Industrial Sciences at the Board Room in Oregon City, Oregon.

In Attendance: Tom Goodhue, Jay Goodrich, Jerry Smith, Tracy Rumpca, Greg Hart, Scott Curtis and Laurie Shepherd

There was a quorum in attendance.

Scott called the meeting to order at 5:33.

Laurie Shepherd was introduced as the new Head Secretary.

PATRON INPUT:

None given.

SCHOOL UPDATE AND FORECASTING:

Scott gave an attendance update. Most recent Middle School numbers were at 130. High school at 160. A few students have left but new enrollments have continued to come in, leaving the total mostly flat.

Open House nights now include a Maker Fair with pre-designed items for students to create during the time. The event is run by the students and feedback has been extremely positive.

Greg asked if Robotics was a part of the night. He said anytime he shows that space to a prospect they are impressed. He is also impressed with the students' attention to safety concerns.

Oregon City elementary school visitations are complete. Middle School trips are coming up.

6th grade Intent to Enroll Forms for next year are at 40 today.

Tom asked about classroom caps. The charter school cap is 70.

Current Sophomore class is around 50. Freshman class is in the low 40s. Tom asked what the cause of upper classmen numbers dropping is. Scott explained that there are sometimes students that come, not due to the program but because of size, or prior struggles in school, or behavioral issues. Those students are not always successful and leave. Changes have been made to the overall schedule that reduces the amount of academic classes that were more heavily weighted in Freshman and Sophomore years. We now allow them in the Design class to get more involved in building and be exposed to all aspects. This is in hopes of exposing them to our uniqueness earlier on and becoming vested so that they stay. Middle

school students are learning in different ways than at traditional school and this weeds a few out. It also makes others more excited.

CAIS BOARD MEMBER COMPOSITION:

Greg started in 2014 and will roll off along with Jerry and Tom. Tom said he's actually been on longer than that already. Bylaws state that every 6 years requires a 1 year hiatus.

Discussion regarding why the 1 year break is required. Tom said he initially became a member because others quit at that same time.

Dale Gehring from ESCO Corp. is retiring and may have more free time to serve or may want to step back entirely. Scott will reach out to him. Kristine is hoping to find another rep from Benchmade to replace her.

The people up for a hiatus year are still welcome to attend meetings. Bylaws state 11-15 members. Discussion regarding potential new board members as we are below the required amount stated in the bylaws. Scott presented a list of potential board members and asked for additional suggestions.

There was some discussion regarding Bill Smith from Parker, Smith & Feek and if he is interested or not as well as the fact that his initial reach out to Scott might have gone poorly and need to be resolved. Scott will make contact with him.

Aaron Fox of OMEP might be too busy but might have a suggestion of other OMEP members.

Shelly Parini would be great and is also well networked. If she's not available she might have other suggestions.

There was further discussion regarding amending the bylaws to change the 1 year roll off requirement. Tom believes it is unnecessary and recommends we try to eliminate the rule.

Tracy stated that we are low on manufacturing representation. He thinks it's important that we have internship and class link help. It was suggested that we try to contact the companies that come to Manufacturing Day to ask about potential individuals to serve.

Craig Danielson was recommended by Jerry.

Julie Hugo is the HR coordinator at Blount and Scott will reach out to her.

Extreme Manufacturing was an early champion of apprenticeship programs. They are involved with both high school youth and college students. Someone from there would be a great addition.

STRATEGIC VISIONING WORK:

Scott has been meeting with Dale and their outcome is feeling like a better partnership between the board and the school team is needed. This would require additional involvement from the board members. The suggestions are for the board to divide up into groups with their own specific tasks and goals to meet in

between board meetings. Board meetings would change to reports from teams rather than just updates from Scott.

Committee Suggestions:

Job Shadowing & Student Work Experience Design Group

This team's main goal would be finding companies willing to be involved in job shadow programs, internships and other types of possible interaction for our student body. Tom discussed having an online program that would allow students and companies to connect.

Work Culture Design Group

We are looking at the New World of Work program, which is a new curriculum being used to train students in business mindset. It is Industry driven not Education driven. CAIS Professional Skills Certificate ending result - it is a program collaborated with Linked In, where badges are earned and a final completion certificate is possible.

The 10 areas covered are:

- Adaptability
- Communication
- Collaboration
- Self-Awareness
- Solution Mindset
- Empathy
- Resilience
- Digital Fluency
- Entrepreneurial Mindset
- Social Diversity Awareness

This team would work with teaching staff to determine best lesson plans, discuss the reality of the modern workplace and how that can be best communicated.

There was discussion regarding cell phone policies in business. Scott shared that the middle school has a no phone policy in place and that next year's 9th graders will have the same policy with the long range plan of implementing across all grades.

Jerry asked if the school marketing video is finished. Scott will send it out to the board when it is finalized.

Community Connection Design Group

This group's goal would be intentionally connecting the school with the community.

Long term goal is every Sophomore on a job shadow. Discussion regarding on site visits at companies where more than just the manufacturing/design side is seen, we want them to see office work, HR, accounting, etc...

We need to be able to accurately define what scope of work we are requesting for companies to give our students. Job titles and definitions will change from entity to entity. We need to know our audience and speak their language before starting discussions.

Scott asked for feedback on the concept of the board being on Design Groups and the commitment involved between meetings and that it would change the structure of board meetings moving forward.

Tom thought the 3 groups were good.

Tracy believes that it will take the first meeting of each group to determine what the scope will be for each group, goal setting and achievables.

The Culture Group can easily fit into the Middle School teacher's schedules every Wednesday afternoon from 2 to 3. High School staff could meet before school.

Tracy asked about getting access to the New World of Work program for his company. Scott discussed how he is integrating the program into our classrooms during daily advisory time.

Greg brought up that there are a number of both positives and negatives to it, but he would like Scott or a staff member to be involved in the Clackamas Workforce Investment Board. Tom suggested that this issue might be a part of the Community Connection group and that we needed to have our marketing campaign solid and programs producing results before approaching them.

Scott said that what businesses are saying are most important are work ethics and people skills. What are actually employability issues are all taught as professional skills. These are more important in many cases than the actual technical skills.

Building a better community is best done by creating better community members. These people naturally become good workers.

Tracy believes that the Job Shadowing & Student Work Experience group will be the hardest.

Sherry Clark is at Willamette ESD and per Tom is the best connection for us there.

Greg's input was that hiring people with these skill sets doesn't provide the end result if the culture does not enforce those skills. Cell phones are the example - enforcing the no phone rule is necessary to continue the willingness. Consistency is the key. Leader standard work processes require setting up a check and balance system to be sure the policy is being enforced. Project based learning is rubric based. Self, team and teacher evaluations are at every level.

Tom asked if everyone saw the value in the groups and if everyone was willing to commit. The discussion was that all 3 were good, no more for sure and maybe 1 less. Maybe start with 2 and then add as progress is made. Scott will reach out to each of the absent members from today asking for a face to face to discuss this concept with them.

Tom believes that we need to be prepared to leverage ourselves to a large group. Tracy suggested trying to connect with MECOP at OSU, PSU or OIT.

At our May meeting Scott would like us to divide up the groups.

November minutes were distributed for review and were approved with the following corrections:

1. Tom and Kristine were not in attendance.
2. Jay's last name was misspelled.

Minutes approved with changes by Tom and seconded by Jerry.

All in favor.

Scott requested that May's meeting be moved from May 20th to Tuesday, May 26th.

All in favor.

Discussion circled back to the board groups and Greg and Tracy would like to start the meetings with teaching staff prior to the May board meeting.

The members present divided as follows:

Jay, Jerry, Greg & Tracy - Cultural

Tom, Bo, Dale - Job Shadow

Laurie committed to minutes being done by Monday.

Meeting adjourned at 7:02.

ACTION ITEMS:

1. Scott will make contact with Bill Smith from Parker, Smith & Feek regarding a board position.
2. Scott will reach out to Julie Hugo in HR coordinator at Blount regarding potential board members.
3. Scott will send out the new marketing video to the board when it is finalized.
4. Scott will schedule meetings with the remaining board members to discuss the concept of the Design Groups.