

**Vocational Program Advisory Meeting Minutes
October 12, 2023
6:45 pm**

Program: Advanced Manufacturing

Secretary: Kevin Killay

Attendance:	Mr. Justin Bertrand	Universal Machine
	Mr. Andrew Therrien	Universal Machine
	Mr. David Bourgault	NyproMold
	Mr. Chris Muldoon	NyproMold
	Mr. Eric Huntoon	Parent
	Mr. Arik Huntoon	Student
	Mr. Andrew Prochnow	Precision Optics
	Mr. Dan Rocheleau	RTD
	Mr. Jason Tremblay	Night School Instructor

Mr. Jay Blausen
Mr. Patrick White

Topic #1: Welcome, Call to Order, Sign/Take Attendance

Discussion: We welcomed everyone and attendance was taken. Everyone signed in.

Topic #2: Nomination and appointment of PAC Chairperson (member of General Advisory Committee)

Discussion:

Mr. Chris Muldoon, NyproMold, was unanimously elected for Chairman. Mr. Joe Quinn has stepped down from the roll after over 15 years of service.

Topic #3: Shop Walkthrough
a. Discussion/input/recommendation
b. Review of new equipment/software/tools

Discussion: We toured the shop and discussed the equipment. Most equipment is adequate but some of the equipment is aged and should be considered for replacement. Adding additional equipment would be difficult due to the lack of available space.

Topic #4: Industry Recognized Credentials (Important part of new District Improvement Plan)
a. Are current offerings relevant? Do employers value them?
b. Are there other credentials that employers value that aren't currently offered?

Discussion:

We discussed the MACWIC, OSHA and NC3 certifications. We discussed the relevance and usefulness of these certifications.

Topic #5: Update 5 Year Plans
a. Proposed new equipment/software/technology purchases (and approved by committee)

Discussion:

The 5 year plan was presented and approved.

Topic #6: Review and discuss Vocational Program Assessment

Discussion:

We were not able to discuss this.

Topic #7: Review and discuss 2023 Post grad plans

Discussion:

We discussed where prior graduates are working.

Topic #8: Perkins V Survey (not to be completed until after meeting)
a. Discussion of survey (participation is crucial to grant applications/future planning)
b. Review checklist. Clarification of language/what is DESE asking for
c. Google Survey due by 10/20

Discussion:

The Perkins survey sheet with QR code was distributed.

Topic #9: Program Advisory Recruitment
a. Review DESE representation requirements

Discussion:

Recruitment of advisory members with a diverse skill set was discussed.

Topic #10: Co-op Numbers
a. Companies hiring Co-op Students

Discussion:
Currently we have 12 seniors on COOP.

Topic #11: Review of new Framework (if applicable)
a. Discussion of public comment period

Discussion:

We discussed the new frameworks being created outside of Massachusetts and we have some concerns about this.

Meeting Adjourned at 7:30 pm

Respectfully submitted,

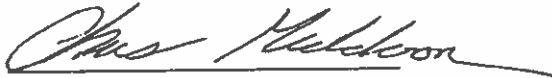


(your signature)
Kevin Killay

Department Liaison's Signature: _____



Chairperson's Signature: _____



Vocational Program Advisory Meeting Minutes
October 12, 2023
6:45 pm

Program: Automotive Collision Repair and Refinishing

Secretary: Peter Gallant

Attendance:

Mr. Michael Nault from D&G Auto Body Supply
Mr. Keith Brown - Como's Inc
Mr. Michael Como - Como's Inc
Mr. Henry Baker from Bakers Towing
Mrs. Carol Baker from Bakers Towing
Mr. Michael Robichaud - Nashoba Valley Technical High School
Mr. Justin Blaisdell from Car Star of Fitchburg
Miss. Nicolette Favreau - Student
Mrs. Blue Favreau - Parent
Miss. Abigail Tupper - Former student

Teachers (Non-Voting)

Mr. Peter Gallant - Monty Tech Instructor
Mr. David Lelievre - Monty Tech Instructor
Mr. Michael Forhan - Monty Tech Instructor

Topic #1: Welcome, Call to Order, Sign/Take Attendance

Discussion:

The meeting was called to order, all present signed in and attendance was taken. The two new members were introduced to the board

Topic #2: Nomination of Program Advisory Chairperson for 2023-2024

Discussion:

The advisory board unanimously voted Justin Blaisdell from Car Star Collision as chairman of the advisory board.

Topic #3: Shop Walkthrough

- a. Discussion/input/recommendation
- b. Review of new equipment/software/tools

Discussion:

The board was very happy to see the new frame machine and measuring system. They stated that having this new state of the art equipment will better prepare our students for the industry. The board was also excited that the spray booth replacement is still in the works and is moving forward.

Topic #4: Industry Recognized Credentials (Important part of new District Improvement Plan)

- a. Are current offerings relevant? Do employers value them?**
- b. Are there other credentials that employers value that aren't currently offered?**

Discussion:

The board did not have any new IRC's they thought needed to be added, as we have added several over the last couple of years that meet industry expectations.

Topic #5: Update 5 Year Plans

- a. Proposed new equipment/software/technology purchases (and approved by committee)**

Discussion:

The five year plan was discussed and reviewed with the board. We added a plotter to show the students vehicle wrapping and design. The pressure washer should be updated with a new electric pressure washer.

Topic #6: Review and discuss Vocational Program Assessment

Discussion:

No discussion, as the program assessment was not available due to the cyberattack on the school.

Topic #7: Review and discuss 2023 Post grad plans

Discussion:

We did a review of the 2023 grads with the board and they would like to see more students staying in the trade. We discussed how to retain more students in the industry, as demand for more entry-level technicians is at an all-time high.

Topic #8: Perkins V Survey (not to be completed until after meeting)

- a. Discussion of survey (participation is crucial to grant applications/future planning**
- b. Review checklist. Clarification of language/what is DESE asking for**
- c. Google Survey due by 10/20**

Discussion:

We explained to the board the importance of the survey for Perkin grant application and grant funding. The checklist was reviewed and the board understood the importance of the

Topic #9: Program Advisory Recruitment

- a. Review DESE representation requirements**

Discussion:

All members were encouraged to recruit new members that would help the shop move in the best direction and keep up with industry trends.

Topic #10: Co-op Numbers

- a. Companies hiring Co-op Students**

Discussion:

We currently only have one Senior out on Co-op. We will have more students on co-op in our Junior class and they will be eligible after the second quarter.

Topic #11: Review of new Framework (if applicable)

- a. Discussion of public comment period**

Discussion:

The new frameworks were reviewed and the board did not like some of the changes, such as, the removal of mandatory hours of training and mandatory equipment. The board was encouraged to write to DESE during the public comment time.

Topic #11: New Business (grants, donations, curriculum changes, new industry trend)

Discussion:

We discussed the grants we are getting for the spray booth and donations from industry partners. The I-CAR measuring program Industry trends are currently being added to the curriculum to enhance student learning on the new frame machine and measuring system.

Meeting Adjourned at 8:40 pm

Respectfully submitted,

Peter Gallant

Department Liaison's Signature:

A handwritten signature in black ink, appearing to be 'Dan', written over a horizontal line.

Chairperson's Signature:

A handwritten signature in blue ink, appearing to be 'J. St. Blum', written over a horizontal line.

**Vocational Program Advisory Meeting Minutes
October 12, 2023
6:45 pm**

Program: Automotive Technology

Secretary: Josh Richardson

Attendance: Mr. Paul Bagley (Leominster CTE), Mr. Connor Benoit (Aviation Industry), Mr. Robert Bolivair (Mass Bay Community College), Mr. Ray Ford (Fisher Auto Parts), Mr. Michael Guertin (Salvatore Dodge), Laney Kozak (Automotive Technology Student), Mr. Matthew Kozak (Owner Kozak Auto Brokers), Mr. Jeff Miller (Owner Anything Truck and Auto), Arren Mierzejewski (Milton Caterpillar), Mr. Scott Patacchiola (Owner Eco Auto), Mr. Albert Ramos (MART Fleet Maintenance), Mr. John Viola (Viola's Fitchburg Tire) Mr. Jeremy Wirlitzer (Eco Auto)

Teachers: George Russell, Josh Richardson

Topic #1: Welcome, Call to Order, Sign/Take Attendance

Discussion: Attendance was taken and contact information was reviewed. Two new members were in attendance. Mr. Jeremy Wurlitzer is a former graduate and is currently employed by another former graduate. The other new member is Arren Mierzejewski from Milton Caterpillar. We have had a long standing relationship with Milton and look forward to continuing that relationship with Arren,

Topic #2: Nomination and appointment of PAC Chairperson (member of General Advisory Committee)

Discussion: Discussion was held and the membership unanimously elected Mr. James Kane to continue as the advisory Chairperson.

Topic #3: Shop Walkthrough

a. Discussion/input/recommendation

b. Review of new equipment/software/tools

Discussion: The membership was guided through the shop and discussions were held about the state of our equipment and what we may need to obtain. The membership felt we are good shape overall and mentioned that smart battery chargers should be purchased as well looking into some hybrid equipment. They did note that hybrid and full electric vehicle are usually jobs given to the top level technicians and the safety of our students should be considered. At this point in time there is not a lot of hybrid requirements in the state frameworks.

Topic #4: Industry Recognized Credentials (Important part of new District Improvement Plan)

a. Are current offerings relevant? Do employers value them?

b. Are there other credentials that employers value that aren't currently offered?

Discussion: Our current certification list was discussed. We are offering Snap-On / NC3 certifications in the following areas: Digital Volt Ohm Meters, Apollo scan tool, Level one and level two Prodemand information systems which the committee felt were good offerings. The membership also discussed our other certifications.

We are in the process of obtaining a mobile air conditioning certification and the membership found that to be a certification that would be very desirable to employers.

Topic #5: Update 5 Year Plans

a. Proposed new equipment/software/technology purchases (and approved by committee)

Discussion: The five year plan was distributed to the membership. After reviewing the plan discussions were held and the membership accepted the plan as written.

Topic #6: Review and discuss Vocational Program Assessment

Discussion: Unfortunately, there was a technology glitch so there was not a lot of content that could be reviewed.

Topic #7: Review and discuss 2023 Post grad plans

Discussion: The committee reviewed the report and the jobs that students hold. The list that was provided had some adjustments to be made, We did see a few more students that are employed out of the trade, however there several that are working for family businesses. The committee stated that there are lots of jobs available in our trade and filling those jobs has been becoming more difficult.

Topic #8: Perkins V Survey (not to be completed until after meeting)

- a. Discussion of survey (participation is crucial to grant applications/future planning)
- b. Review checklist. Clarification of language/what is DESE asking for
- c. Google Survey due by 10/20

Discussion: There was a discussion was held about the requirements for obtaining Perkins grant support. The content of the survey has a direct impact on new equipment equipment and funding in general. A short discussion was held on how to access the survey and the QR codes were handed out. We demonstrated the link and QR access so that the members would be familiar with the process. ~~Two~~ ^{ONE} members filled out their assessments via paper versions.

Topic #9: Program Advisory Recruitment

- a. Review DESE representation requirements

Discussion: We reviewed the state frameworks requirements and where our membership lacked one element of the requirements. During that discussion the committee felt that some elements are difficult to obtain a Proficient rating in. The membership said they would help us try to find a new member that fit the disabled persons requirement. We added two new members to the committee.

Topic #10: Co-op Numbers

- a. Companies hiring Co-op Students

Discussion: We discussed that we have more employers looking for employees than we have students that are eligible to go on Co-Op. It's a great opportunity for our students and many want to go out to the workforce but have to manage their academic grades in order to go out. Currently there are six seniors out on Co-Op and there are a couple more students in the process of trying to finalize their paperwork and approval.

Topic #11: Review of new Framework (if applicable)

a. Discussion of public comment period

Discussion: At this time the modified frameworks is not listed on the DESE webpage however power standards we discussed with a broad brush stroke. The web page lists employment opportunities which the committee felt that those numbers were severely lacking accurate representation. There are far more jobs that need to be filled than the state suggested. The membership all agreed that there is a very large shortage of technicians and that the industry as a whole is direly seeking new technicians. Especially highly qualified employees.

Topic #11: New Business (grants, donations, curriculum changes, new industry trend)

Discussion: The membership was presented with a proposal that was brought forth by one of our seniors. He is working on his Eagle Scout project and wants to mae some minor improvements in the shop. The committe unanimously agreed to accept the proposal as presented.

Meeting Adjourned at 7:30pm

Respectfully submitted,

(your signature)

Matthew La Rose

Department Liaison's Signature:



Chairperson's Signature:



Vocational Program Advisory Meeting Minutes

October 12, 2023

6:45 p.m.

Program: ***BUSINESS TECHNOLOGY***

Secretary: Angela Ikonen, Business Technology Liaison

Chris Adshade	Hypnotherapy Consultants
Magela Correa	Life Connections USA – <i>Chairperson</i>
Brittany Haley	Leominster Credit Union
Carley LeBrecque	Self Employed
Neiva LaBrecque	Research Results
Elizabeth Malouin	Student, Class of 2026
Lisa Malouin	Parent of Elizabeth Malouin
Juha Valikangas	Entegris

Teachers: Non-Voting

Brittany Brassard, Business Technology Instructor
Angela Ikonen, Business Technology Instructor / Liaison

Topic #1: ***Welcome, Call to Order, Sign/Take Attendance***

Discussion:

- ❖ Advisory Committee Introductions
- ❖ Distribution and Explanation of the Membership Attendance Form

Topic #2: ***Nomination of the Program Advisory Chairperson for 2023-2024 School Year (Member of General Advisory Committee)***

Discussion:

- ❖ Explained the duties of the Chairperson
 - Sign the Attendance Membership Form
 - Sign the Meeting Minutes
 - Attend Final Advisory Meeting in June with Liaison
- ❖ New Chairperson – *Magela Correa, Life Connections USA*

Topic #3: ***Shop Walkthrough***

- a. Discussion / Input / Recommendations
- b. Review of new equipment / software / tools

Discussion:

- ❖ Computers from the 2022-2023 school year, All-In-One
- ❖ Desks have been an ongoing issue with stability. We have put it in the budget for new adjustable desks.

Topic #4: ***Industry Recognized Credentials (Important Part of new District Improvement Plan)***

- a. Are current offerings relevant? Do employers value them?
- b. Are there other credentials that employers value that aren't currently offered?

Discussion:

- ❖ OSHA General Safety
- ❖ OSHA Interview Skills
- ❖ Financial Literacy
- ❖ MOS
- ❖ IC3
- ❖ Looking into Marketing/Advertising

Topic #5: **Update 5-Year Plans**
Proposed new equipment/software/technology purchases (advisory approval)

Discussion:

- ❖ Canva Pro -- With Canva Pro students will be able to power create and collaborate at a different level. Students can create and personalize their own designs from scratch, or choose from thousands of high-quality, educational templates with premium features.
- ❖ Cricut Maker -- Equipped with this tool for creating projects with a marketing and advertising aspect.
- ❖ Editing Software -- Ability to edit commercials created for marketing and advertising purposes.
- ❖ GBC HeatSeal -- Ability to edit commercials created for marketing and advertising purposes.
- ❖ Blue Screen (Collapsible/Portable) -- For student marketing and advertising commercial projects.

Topic #6: **Review and Discuss Vocational Program Assessment**

Discussion:

- ❖ This was unable due to the Ransomware Hack in the building.

Topic #7: **Review and Discuss 2023 Post Grad Plans**

Discussion:

- ❖ The 2023 Post Grad Plans chart was reviewed and discussed.

Topic #8: **Perkins V Survey (not to be completed until after meeting)**

- a. Discussion of survey (Participation is crucial to grant applications/future planning.)
- b. Review checklist. Clarification of language/what is DESE asking for
- c. Google Survey does not need to be completed during the meeting (due by 10/20)

Discussion:

- ❖ The Perkins V Survey was discussed.
- ❖ The Committee was encouraged to complete the survey following the meeting.

Topic #9: **Program Advisory Committee Recruitment**

- a. Review DESE representation requirements

Discussion:

- ❖ Mrs. Ikonen discussed that there is a continual request for Program Advisory Committee Recruitment.
- ❖ She also discussed the different types of representation that is required to be on each program advisory committee:
 - Business / Industry
 - Organized Labor
 - Postsecondary Institution
 - Registered Apprenticeship
 - Parent / Guardian
 - Student

Topic #10: **Co-Op Numbers**

- a. Companies hiring Co-Op Students

- ❖ Mrs. Ikonen shared that there are currently 8 out of 17 seniors (47%) on Co-Op at the following sites:
 - Bread of Life Church, Westminster
 - P.J. Keating, A CRH Co., Lunenburg
 - LCU, Leominster
 - Monty Tech Athletic Department
 - Monty Tech Business Office
 - Monty Tech Media Department
 - NyproMold Inc., Clinton
 - Tricia Vorderstrasse, MD Family Practice, Gardner
- ❖ Juniors will be eligible after 2nd quarter grades (beginning of February)

- ❖ Mrs. Ikonen explained the Co-Op process and how it is a great program for the student and employer. Some members inquired about more information.

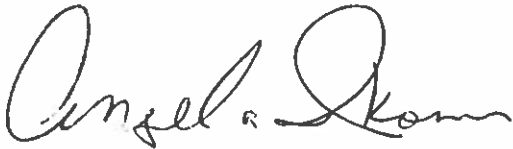
Topic #11: *New Business (Grants, Donations, Curriculum Changes, New Industry Trend)*

Discussion:

- ❖ Members were encouraged to come in as guest speakers.
- ❖ Members were asked for suggestions and recommendations for guest speakers and professional field trips.

Meeting Adjourned at 8:00 p.m.

Respectfully submitted,



Angela Ikonen
Business Technology Instructor / Liaison



Magela Correa
Life Connections USA
Business Technology Chairperson

Vocational Program Advisory Meeting Minutes
October 12, 2023
6:45 pm

Program: Cabinetmaking

Secretary: Joseph Bulger

Attendance: Victoria Bailey - Maki Lumber
Joseph Goncalves - Custom Closet Doors
Mike Pandiscio - Sterling Surfaces
Amy Putney - Glenwood Kitchens
Frank Schmidt - CB Parent
Benjamin Schmidt - CB Student

Teachers (Non-Voting)
Joseph Bulger - Nicholas Bailey

Absent:	Scott Blake	Maki's Home Supply
	Joe Melanson	Woodmeister Corp.
	Mario Rodas	Mt. Auburn
	John Prifti	Nine Points
	Sean Finney	Concord Lumber

Topic #1: Welcome, Call to Order, Sign/Take Attendance

Discussion: Joe Bulger thanked everyone for showing up tonight and asked that each member sign the Program Advisory Committee attendance form. He also introduced two new members to the committee Vicky Bailey and Joey Goncalves.

Topic #2: Nomination and appointment of PAC Chairperson (member of General Advisory Committee)

Discussion:
Mike Pandiscio was once again nominated and accepted the position as the 2023-2024 Cabinetmaking Chairperson.

Topic #3: Shop Walkthrough

a. Discussion/input/recommendation

b. Review of new equipment/software/tools

Discussion: Joe Bulger informed the committee that the machines that were purchased last year had arrived since our last meeting and are fully installed and operational. Vicky Bailey mentioned that she was happy to see we removed much of the digital read-outs in the process. She stated that it is very important that the students learn to measure on their own rather than simply type in numbers. Joey Goncalves said that he was really excited to see for himself the machines that his co-op students are used to working with. Amy Putney stated that the new shaper seemed to be safer as well as a better learning tool for students. She said it also resembled more closely what she has in her shop.

Topic #4: Industry Recognized Credentials (Important part of new District Improvement Plan)

a. Are current offerings relevant? Do employers value them?

b. Are there other credentials that employers value that aren't currently offered?

Discussion: Joe Bulger began by asking if anyone among the committee knew of any additional certifications beyond our OSHA certs that we could supply to help improve the chances for students to get higher paying jobs out of school. Everyone agreed that OSHA was important for students to receive in order to be able to go out on job sites with their companies, but no one was able to offer up any additional certifications. Joe Bulger asked Mike Pandicio if he knew of any certifications that we could offer for Alphacam or the CNC in general. He said no, but if we find one he would like to get it as well. Mike did say that there may still be a certification in Corian that Mike Dion would probably qualify for and may be able to then certify students, but he wasn't sure. He also mentioned that Bates Finishing used to offer a certification in finishing provided by Mohawk Finish, but he wasn't sure if that was still a thing.

Topic #5: Update 5 Year Plans

a. Proposed new equipment/software/technology purchases (and approved by committee)

Discussion: The committee was informed that a new trailer was purchased and delivered at the end of the previous school year. Nick Bailey spoke about the importance of having our own van to pull the trailer and the committee agreed. The committee as whole agreed that the shop still needed a makeover to help improve not just the look of the shop, but the organization. The need for a new Timesaver was also expressed by committee members as the underclassman sander is becoming outdated. The committee decide unanimously that the five year plan should go as follows:

2023-2024	Heavy Duty Van capable of towing the cabinetmaking trailer \$28,000
2024-2025	42" 2 Head Timesaver
2025-2026	Three additional laptops, sign software and training
2026-2027	Shop Make-Over (Paint, floor refinish, improved shop lay-out)
2027-2028	Epilog Laser 18,000.00

Topic #6: Review and discuss Vocational Program Assessment

Discussion: Due to the servers being down we did not have a copy of the Vocational Program Assessment to share with the committee. However, Mr. Bailey was able to speak about our past recruitment numbers as well as our former assessments.

Topic #7: Review and discuss 2023 Post grad plans

Discussion: A copy of the 2023 Post Graduate plans was handed out for members to review. Joey Goncalves noted that it was disappointing that only two students were remaining in the trade. Amy Putney asked how we get the information about the students' plans. Nick Bailey explained that the seniors fill out a form as to what their plans are after school. Joe Bulger added that sometimes students will reach out after graduation and we can ask them what they are actually doing. Amy noted that sometimes students need some college to continue further into the trade, such as CNC training and design.

Topic #8: Perkins V Survey (not to be completed until after meeting)

- a. Discussion of survey (participation is crucial to grant applications/future planning**
- b. Review checklist. Clarification of language/what is DESE asking for**
- c. Google Survey due by 10/20**

Discussion:

The Perkins V survey was explained for the benefit of all, but especially for the new attendees that didn't understand the premise of Perkins. Everyone agreed to fill-out the survey at the end of the meeting, but before they left in case there were any questions.

Topic #9: Program Advisory Recruitment

- a. Review DESE representation requirements**

Discussion:

We discussed with the advisory committee about reaching out to other companies and people they know to expand our committee. This year we had two new recruits that were asked by Joe Bulger to join. Vicky, a former student still working at Makis after four years where she did her co-op and Joey Goncalves who owns and runs a co-op site.

Topic #10: Co-op Numbers

- a. Companies hiring Co-op Students**

Discussion: We currently have nine seniors on co-op and at least one more student would like to go out, but they need to find a site close to home due to transportation issues. It was noted that we have some strong junior candidates that are interested in going out as soon as they are eligible.

Topic #11: Review of new Framework (if applicable)

- a. Discussion of public comment period**

Discussion: The frameworks were explained for the benefit of the new members who recognized that these were the bullet points that their co-op students referred to on their timecards each week. The possible downsizing of the frameworks in the future was also discussed.

Topic #11: New Business (grants, donations, curriculum changes, new industry trend)

Discussion:

No new business was offered up by the committee. Both Joey and Mike said they look forward to hiring a Junior in the spring to offset their current seniors. Vicky said she felt as though they may need a junior as well by spring and that they are happy with the three seniors they currently have.

Meeting Adjourned at __8:20__pm

Respectfully submitted,



(your signature)

PRINTED NAME

Joseph Bulger

Department Liaison's Signature:



Chairperson's Signature:



**Vocational Program Advisory Meeting Minutes
October 12, 2023
6:45 pm**

Program: CADD

Secretary: Mr Vienotte

Attendance:

Emmanuelle Cook, Student
Jason Cook, parent
Lance Despres, Urthpac
Scott Dzik, arch. industry
John Mulhall, TRC Engineering
Clan Quinn, student
Brian Traylor, Alpha7
Steven Varieur, JCI
Nicholas Varieur, Space age industries
Teachers Michael Robichaud Monty Tech instructor
Jesse Vienotte, Monty Tech

Topic #1: Welcome, Call to Order, Sign/Take Attendance

Discussion:

Thanks to all the members who made the time to support our program.

Topic #2: Nomination and appointment of PAC Chairperson (member of General Advisory Committee)

Discussion: Brian Traylor accepted the appointment of this years' chairperson

Topic #3: Shop Walkthrough

- a. Discussion/input/recommendation
- b. Review of new equipment/software/tools

Discussion:

Discussed the purchase of 3 new 3D printers bought for this year to replace the Makerbot Method printers that were 8 years old.
We now have a Ultimaker 5S and 2 Afinia 440 models

Topic #4: Industry Recognized Credentials (Important part of new District Improvement Plan)

- a. Are current offerings relevant? Do employers value them?
- b. Are there other credentials that employers value that aren't currently offered?

Discussion: Our Advisorymembers were very impressed with the high percentage of our students getting 5 certifications including AutoCad, Inventor,

SolidWorks, Revit as well as their OHSA certifications.
All members agree that they are industry standards and will separate the pool of candidates applying for jobs.
Discussion of the NC3 badges that Junior level students are working on achieving. Members all agree that precise measuring is important in all industries.

- Topic #5: Update 5 Year Plans**
a. Proposed new equipment/software/technology purchases (and approved by committee)
Discussion: 5 year plan was reviewed and approved for updating equipment and the lease options for computers and printers.
Discussion on other methods of teaching mechanical drafting without buying new drafting machines (exceeded \$25,000 with shipping)
Discussed purchasing a mini 3 axis CNC milling machine to introduce CAD/CAM basics
Discussion of new 3D printer being a “resin Printer” to show the 2 main categories of 3D printing methods
- Topic #6: Review and discuss Vocational Program Assessment**
Discussion: Discussed last years’ Assessment and found no changes from the past. Shop space limits is still the major concern
- Topic #7: Review and discuss 2023 Post grad plans**
Discussion: The members were happy to see the majority of our students going into 2 and 4 year college programs related to the trade. Only 2 students were doing something outside the trade area(or not responded)
- Topic #8: Perkins V Survey (not to be completed until after meeting)**
a. Discussion of survey (participation is crucial to grant applications/future planning
b. Review checklist. Clarification of language/what is DESE asking for
c. Google Survey due by 10/20
Discussion: Perkins survey was discussed and emphasized the importance of Perkins money to support the Vocational education areas.
The program of CADD prepares students well for industry and also for entrance into college programs closely associated with the trade.
Being a prior member of the State Frameworks committee, I was able to see the contributions from all the areas of the trade industries and prepare the Frameworks to meet those goals for our students.
The Industry recognized certifications help employers know that the students that they hire understand the software programs well.
The student Projects that are built reinforce the topics and concepts that the students are learning as well as develop problem solving skills

Topic #9: Program Advisory Recruitment

a. Review DESE representation requirements

Discussion: We always ask for new members from the community and Co-op sites
Jesse is following up on two names of people who may be interested.

Topic #10: Co-op Numbers

a. Companies hiring Co-op Students

Discussion: 5 seniors were out at the start of the year (carry over from junior year) 3 students have returned to learn Architecture their senior year. Two students are interviewing this week to go out on Co-op

Topic #11: Review of new Framework (if applicable)

a. Discussion of public comment period

Discussion: Frameworks were discussed and the curriculum alignment was shown to show that our trade is current and comprehensive in teaching all skills

Topic #11: New Business (grants, donations, curriculum changes, new industry trend)

Discussion: Discussed new software (Rhino) being used in Industry. Jesse Veinotte will be looking into purchasing a trial version or purchase for class.

Meeting Adjourned at _8:40_____pm

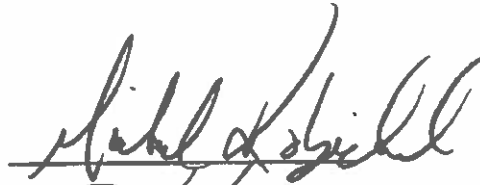
Respectfully submitted,

Michael Robichaud

(your signature)

PRINTED NAME

Department Liaison's Signature:



Chairperson's Signature:



Vocational Program Advisory Meeting Minutes

October 12, 2023

6:45 pm

Program: Cosmetology

Secretary: Stephanie Delphia

Attendance: Heidi Ash
Marianis Colon - Chairperson
Jennifer Nye
Haleigh Nye
Sarah Jacobs

Teachers
Lirazol Alie
Stephanie Delphia
Carrie Shepard
Jeniffer James-Philibreck

Topic #1: Welcome, Call to Order, Sign/Take Attendance

Discussion: Introductions were made for two new members, Sarah Jacobs, an advisory member, and Carrie Shepard, a staff member in cosmetology

Topic #2: Nomination and appointment of PAC Chairperson (member of General Advisory Committee)

Discussion: All members agree for Marianis Colon to remain Chairperson for the 2023-2024 School Year.

Topic #3: Shop Walkthrough

a. Discussion/input/recommendation

b. Review of new equipment/software/tools

Discussion: Discussion on future design plans for the Cosmetology Department. Sara Jacobs wanted to catch up on the design plan's purpose. Ryan Rege visits and speaks on redesign plans and funding for the Cosmetology program. Marianis Colon asked Mr. Rege if new cabinets could be used for storage while working on design plans. Will Monty Tech students be building the cabinets? Is it possible to have storage on wheels?

Heidi Ash states, " There must be visibility to see all the students and their actions." Marianis Colon responds, " The original design of the clinic floor was not built for 24 students."

Ryan Rege discusses infrastructure grants, the process of receiving grants, and how shops are prioritized. Grant funds are used for tools and equipment.

During the presentation, Marianis Colon reminds the committee that the PAC grants seem to go to other shops and never Cosmetology.

Heidi Ash asks, "What are the chances of Cosmetology finally receiving a grant?"

Marianis Colon states, "How long was Heidi the Chairperson? Ten years. Nothing has changed with improvements to the shop."

- Topic #4: Industry Recognized Credentials (Important part of new District Improvement Plan)**
- a. Are current offerings relevant? Do employers value them?**
 - b. Are there other credentials that employers value that aren't currently offered?**

Discussion:

Heidi Ash: Stylists are using the application Gloss Genius

Sara Jacobs: Gloss Genius is a great app to use. Suitable for booking appointments.

Jennifer Nye: Haleigh (daughter/student) uses the app. She would be able to demonstrate to other students. The App does not need multiple readers when checking out clients.

Heidi Ash: How often does Milady's update their textbook, and how does it align with current frameworks?

Lirazol shares the new textbooks that were purchased for our incoming first-year class.

Marianis: I have never seen a textbook like this before. It is very diverse.

Sara Jacobs: It's nice that students have the resources to use technology with color applications. I am willing to come in and do an extension demonstration. It would be beneficial for students to see extensions even though they are taught in their Junior year.

Jennifer Nye: Haleigh (daughter/student) can tell me she is very advanced in coloring. Haleigh has a better understanding of color than she ever did when she first started learning color.

Lirazol moves to the discussion of students having the opportunity to participate in job shadowing and what is currently new in the industry.

Heidi Ash: What type of job shadowing is available? Booth rental, hourly, commission?

Marianis Colon: Is the job shadowing for chain salons and privately owned ones? Are students able to shadow booth renters?

Heidi Ash: Who needs to have the Cori completed? Is it the person directly working with the students or everyone that works there?

Heidi Ash: Cosmetology students receive a well-rounded education regarding basic foundations, hair coloring, and hair cutting. The majority of Cosmetology programs don't offer everything that is provided here.

Discussion on new services that may be of interest to the instructors, such as:

Sara Jacobs: Qiqi combines a keratin treatment and a permanent straighten—\$ 350.00 for service.

Heidi Ash: Evolve Salon Systems is similar to the QiQi.

Marianis Colon: Hair Botox Treatment. It reduces frizz and compresses the hair as well.

Jennifer Nye: Inca Glow. It has a purple base to tone the hair—the same process as traditional hair treatments. The cost is around \$100.00, and you can charge \$200.00 for the services.

Topic #5: Update 5 Year Plans

- a. Proposed new equipment/software/technology purchases (and approved by the committee)**

Discussion:

Heidi Ash reiterates what stylists are using for software (Gloss Genius)

Sara Jacobs: Gloss Genius is a great app to use. Suitable for booking appointments.

Jennifer Nye: . The App does not need multiple readers when checking out clients.

Marianis Colon: Knocking down the wall and providing additional storage cabinets.

Heidi Ash suggests that the clinic floor needs to be more significant.

Sara Jacobs suggests new shampoo stations.

Marianis Colon states, "Too many students are in the program for the space provided. This limits the students' education."

Sarah Jacobs: They shouldn't be turning away students. Enough space should be provided for them. The flip-up sinks are dangerous and are a safety concern. They can drop on someone's head.

Topic #6: Review and discuss Vocational Program Assessment

Discussion: No discussion

Topic #7: Review and discuss 2023 Post grad plans

Discussion: Lirazol reviewed the post-grad plan for 2023. She explained the grid to the advisory committee.

Topic #8: Perkins V Survey (not to be completed until after the meeting)

- a. Discussion of survey (participation is crucial to grant applications/future planning)**
b. Review checklist. Clarification of language/what is DESE asking for
c. Google Survey due by 10/20

Discussion: There needed to be more clarity with the Perkins survey and how a question was worded. The majority of members required clarification about this question.

"Question 5-Program is large enough to support a community learning environment with peers. The program has at least six students in each grade."

Heidi Ash: what do they mean by Program? The space in the Cosmetology program needs to be more significant to accommodate all students safely. The program does have more than six students in each grade. The question needs to be clarified, and it seems deceptive.

Topic #9: Program Advisory Recruitment

a. Review DESE representation requirements

Discussion: Lirazol passed out handouts to the advisory committee. They have discussed what new members are needed, what precisely the advisory committee does, and why they are essential.

Topic #10: Co-op Numbers

a. Companies hiring Co-op Students

Discussion: Lirazol explained our current co-op numbers—one senior student is currently on the co-op. Three salons are presently looking. One salon in Holden, Mass, Sherrie's Salon, and two in Rindge, NH. All three salon openings were not filled at the time of the advisory committee meeting.

Lirazol introduced the new Job Shadowing program for seniors. I asked the advisory if there was any interest for any of the advisory to have job shadowing as an interest of theirs.

Topic #11: Review of new Framework (if applicable)

a. Discussion of the public comment period

Discussion: Lirazol informed the committee that, as of now, the framework for cosmetology has stayed the same.

Topic #11: New Business (grants, donations, curriculum changes, new industry trend)

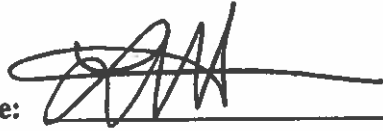
Discussion: Marianis Colon: Does SalonCentric offer donations? Conversation on who is currently donating to the program. Lirazol informed the committee that CosmoProf is the sole donation provider and how much the Westborough store has contributed to date.

The meeting Adjourned at 8:19 p.m.

Respectfully submitted,

Lirazol Alie

Department Liaison's Signature:

A handwritten signature in black ink, appearing to be a stylized 'L' or 'A' with a horizontal line extending to the right, positioned above a horizontal line.

Chairperson's Signature:

A handwritten signature in black ink, appearing to be 'M.C.' followed by a wavy line, positioned above a horizontal line.

Vocational Program Advisory Meeting Minutes
October 12, 2023
6:45 pm

Program: Culinary Arts

Secretary: Nancy Despres

Attendance: Evan Martin- Executive Chef at Double Tree Hotel Boston
Steve Sprague – Executive Chef at S and S Farms
Maureen Young – Parent Representative
Meghan Young – Student Representative

Teachers (Non-Voting)
Michael Banks
Nancy Despres
Sean Lowe
Adam Taylor

Topic #1: Welcome, Call to Order, Sign/Take Attendance

Discussion: All attendees introduced themselves and signed the attendance form.

Topic #2: Nomination and appointment of PAC Chairperson (member of General Advisory Committee)

Discussion: Maureen Young accepted the position of Chairperson for the 2023-2024 school year.

Topic #3: Shop Walkthrough

a. Discussion/input/recommendation

b. Review of new equipment/software/tools

Discussion: The Committee toured the kitchen. It was noted by a member of the committee that the wall and exhaust hood over the steam kettle was black, covered in soot. We told the committee that we would get this cleaned and painted as soon as possible.

The committee was very impressed with the size of our kitchen and equipment.

Topic #4: Industry Recognized Credentials (Important part of new District Improvement Plan)

- a. Are current offerings relevant? Do employers value them?**
- b. Are there other credentials that employers value that aren't currently offered?**

Discussion: Our Junior students are currently preparing to take the ServSafe exam at the end of this semester. Freshman students will take the 10 hour OSHA Culinary workplace safety course in the spring.

Topic #5: Update 5 Year Plans

- a. Proposed new equipment/software/technology purchases (and approved by committee)**

Discussion: Our discussion centered on the grant that was applied for last school year. We are currently waiting on the State to make a decision. Further discussion was about future equipment needs such as a deck oven, rationale tilting skillet, charbroiler and table top fryolater to be used for gluten free items.

Topic #6: Review and discuss Vocational Program Assessment

Discussion:

Topic #7: Review and discuss 2023 Post grad plans

Discussion: Nine of last year's Culinary graduates are enrolled in either a 2 or 4 year college. One student is in the military and 4 students are employed outside of the foodservice industry.

Topic #8: Perkins V Survey (not to be completed until after meeting)

- a. Discussion of survey (participation is crucial to grant applications/future planning)**
- b. Review checklist. Clarification of language/what is DESE asking for**
- c. Google Survey due by 10/20**

Discussion: The survey was explained to our members and all were given the QR code to scan for the survey.

Topic #9: Program Advisory Recruitment

a. Review DESE representation requirements

Discussion: We informed the committee that we are always looking for industry professionals to join our committee and to please forward any interested parties name and contact information to us.

Topic #10: Co-op Numbers

a. Companies hiring Co-op Students

Discussion: Currently we do not have any students on co-op. A few seniors are looking for co-op jobs. We explained to the committee that we usually only have 1 or 2 students on co-op due to the fact that most restaurants are looking for help during evening hours and weekends. Also, our restaurant is very busy and provides our students with on the job training daily.

Topic #11: Review of new Framework (if applicable)

a. Discussion of public comment period

Discussion: The culinary arts frameworks remain unchanged at the current time.

Topic #12: New Business (grants, donations, curriculum changes, new industry trend)

Discussion: As mentioned previously, Culinary Arts is waiting to hear if we will be awarded a state grant that was applied for last Spring by Katy Whitiker.

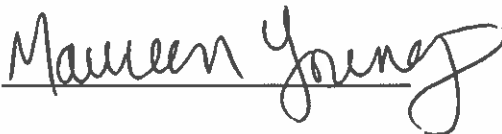
Meeting Adjourned at 8:15 pm

Respectfully submitted,


Nancy Despres

Department Liaison's Signature: 

Chairperson's Signature:



**Dental Assisting
Vocational Program Advisory Meeting Minutes
October 12, 2023
6:45 pm**

Program: Dental Assisting

Secretary: Kaitlyn Geise

Attendance:
Heather Torres
Kaitlyn Geise
Maria Laford
Nicole Guertin
Wendy Lashua
Stacey Drake
Amy Wilder-parent
Ben Wilder-student
Dr. Benjamin Canary
Dr. Brian McDowell
Jennifer Mullaney
Tammera Reynolds
Maurissa (Wyman)Thibeault

Teachers (Non-Voting)
Michelle Salvacelli

Topic #1: Welcome, Call to Order, Sign/Take Attendance

call to order @ 7:08 pm, introductions of present committee members

Discussion: Attendance sheet was shared with the group to update and sign in.

Topic #2: Nomination and appointment of PAC Chairperson (member of General Advisory Committee)

Discussion: Wendy Lashua nominated Dr. McDowell , 2nd by Heather Torres
All in favor, none opposed — Dr. McDowell appointed

Topic #3: Shop Walkthrough

a. Discussion/input/recommendation

b. Review of new equipment/software/tools

Discussion:

a. Heather suggested more comfortable chairs/desks as opposed to tables in

Mrs. S room, Lights in the back lab need replacement - need brighter lights

b.

Topic #4: Industry Recognized Credentials (Important part of new District Improvement Plan)

a. Are current offerings relevant? Do employers value them?

b. Are there other credentials that employers value that aren't currently offered?

Discussion:

MA Frameworks no longer mandate DANB

Added by Tracie: We have been exploring other certifications for Infection Control. There is an online class through the CDC called, "Foundations: Building the Safest Dental Visit. There is also an entire Infection control curriculum on the Crest/Oral B website that issues a certificate of completion. Both programs have an evaluation with a minimum passing score. Would this be an acceptable alternative to the DANB Infection Control Exam?

Tracie and Michelle have not changed their curriculum

Franklin County gives more money if applicant has DANB certification.

Members of the board are aware of the competence level of MT students and therefore wouldn't affect their hireability

Topic #5: Update 5 Year Plans

a. Proposed new equipment/software/technology purchases (and approved by committee)

Discussion: Dexter hasn't been refurbished in quite a few years- should be able to get another few years if all goes well. There is a second backup.
Air compressor is original

Digital scanning- ran out of money during renovation for purchase.
Kaitlyn suggested CHC is working with Itero for loaners- maybe this could be an option?
Board members agree this should be high on the "wish list" Heather will reach out to CHC's rep - Sean Collins
Dentrix and Dexis have both been updated
Kaitlyn asked about a chair unit- Dr. McDowell suggested to at least have it on the 5 year plan in case.
Dr. McDowell also suggests adding down draft system to 5 year plan.

Topic #6: Review and discuss Vocational Program Assessment
Discussion: Unable to access servers- skipping this area tonight

Topic #7: Review and discuss 2023 Post grad plans
Discussion: There were 15 graduates ; 1 male and 14 females: 5 attending 4yr public college, 5 attending 4yr private college; 2 are attending public college. 1 graduate is employed related to trade, 1 is employed not related to trade and 1 is seeking employment.

Topic #8: Perkins V Survey (not to be completed until after meeting)
a. Discussion of survey (participation is crucial to grant applications/future planning)
b. Review checklist. Clarification of language/what is DESE asking for
c. Google Survey due by 10/20
Discussion: Michelle asked the board to fill out the survey. Will email members attending today. Look for email Monday and due next Friday. This is how we are able to continue to update equipment and maintain industry standards.

Topic #9: Program Advisory Recruitment
a. Review DESE representation requirements
Discussion: Dr. Canary will ask some oral surgeons from Premier in Groton

Topic #10: Co-op Numbers
a. Companies hiring Co-op Students

Discussion: 9 out of 12 seniors currently out General, Oral surgery

Topic #11: Review of new Framework (if applicable)
a. Discussion of public comment period

Discussion:

Frameworks have not changed. New company took over but frameworks are vague.
Michelle and Tracie will continue to reference the old, detailed, specific framework.

Topic #11: New Business (grants, donations, curriculum changes, new industry trend)

Discussion: CHC of Franklin County began taking students at the end of last school year.

Yankee Dental - The board requests that all Sophomore, Junior and Senior dental assisting students attend 2024 Yankee Dental Congress.

Michelle states seniors are not allowed to miss co-op for field trips.

Advisory board members strongly encourage the allowance of students to attend regardless of this new notice. Dependent on permission from the office, Juniors with academic approval, etc. DA instructors to send email to office for approval directly, not by student.

Meeting Adjourned at __8:05__pm - Motioned by Dr. McDowell, 2nd by Nicole Guertin

Respectfully submitted,



KAITLYN GEISE, RDH, CDA, MPH

Department Liaison's Signature: 

Chairperson's Signature: 

Vocational Program Advisory Meeting Minutes
October 12, 2023
6:45 pm

Program: Early Childhood Education

Secretary: Chelsea Cwalina

Attendance: Mark Brillon
Heather Bussell
Chelsea Cwalina
Julie Foshay
Emily Haenisch
Roberta LeBlanc
Andi MacMillan
Mellisa Maguy
Amy Maguy
Carlee Mills
Lindsey Page
Maria Paulino
Maureen Provost
Stalyn Quinones
Cara Schutz
Cris Siler
Cecile Tousignant

Teachers
Kelly Booth
Karla Boudreau

Topic #1: Welcome, Call to Order, Sign/Take Attendance

Discussion: Karla welcomed all members. Introductions took place with new members Cara Schutz and Cris Siler from MOC HeadStart. Carlee Mills attended as a new faculty member from Mount Wachusett Community College. Stalyn Quinones is a former ECE student who is currently working toward his bachelor's degree in elementary education while working at Little Explorers Child Care Center.

Topic #2: Nomination and appointment of PAC Chairperson (member of General Advisory Committee)

Discussion: Karla asked who would be interested in being chairperson this year. Heather Bussell offered to continue as chair.

Topic #3: Shop Walkthrough
a. Discussion/input/recommendation

b. Review of new equipment/software/tools

Discussion: Cara and Cris said they loved the highschool classroom space. Maria commented on the beautiful new cabinets and the other members agreed.

Maria and Heather agreed that the new preschool cabinets were great and made the classrooms look neater. Cecile commented about the many bins stacked on shelves in the preschool with children's toys activities. "It's overwhelming" to the children, she said. According to NAEYC (National Association for the Education of Young Children), she recommended fewer bins on the shelves at a time so that children could access them independently. She stated that our high school students should know these regulations for when they get jobs themselves.

Maria and Heather were thrilled that we bolted down the kitchen center in the dramatic play area which they recommended last year.

Karla explained that our preschool is Department of Early Education and Care license exempt because the preschool is within a school that runs under the Department of Elementary and Secondary Education. Maria and Cecile voiced that we should be licensed so that students are learning the regulations for future employment as they are being trained.

Maureen said that the Garrison Center Preschool at MWCC is run by HeadStart so they are licensed and follow all regulations and guidelines set by DEEC. Maureen mentioned that there was talk of DEEC and DESE merging, however she wasn't sure of specifics or if that would push license exempt programs to become licensed.

Maureen stressed how important it would be to add an infant/toddler program to train students in this age group along with preschool. She added to Mr. Rege when he stopped in that we are in a crisis right now. She said this program is so important and that teachers with experience are in need. Karla stated that many directors of the centers we partner with are in need of teachers. The turnover rate is high.

Topic #4: Industry Recognized Credentials (Important part of new District Improvement Plan)

a. Are current offerings relevant? Do employers value them?

b. Are there other credentials that employers value that aren't currently offered?

Discussion: Karla shared that freshmen continue to get certified in OSHA, sophomores and seniors get certified in Adult and Pediatric First Aid and CPR. All seniors were eligible to apply for MA DEEC teacher certification and more than half earned their CDA.

Members did not have any new credentials for students to pursue, however Carlee Mills mentioned a Narcan training that some teachers are being offered for any potential situations with family members etc.

Chelsea and Lindsey mentioned a new SIDS/safe sleep training for the state.

Topic #5: Update 5 Year Plans

a. Proposed new equipment/software/technology purchases (and approved by committee)

Discussion: Karla stated the need for a third vocational instructor to work with the high school students in the preschool. Members agreed that it would be beneficial since our policy is currently to have 3 teachers working in the preschool when high school students go in.

Karla asked for any suggestions for other items for the 5 year plan. Members asked about an infant toddler program once again. Karla and Kelly stated there are no current plans to add that into the program. Maureen and Maria stressed the benefits of this once again.

Karla spoke about the simulation babies and that the last few were purchased in 2020 so we should look to start replacing some of the older babies.

Heather asked if the speaker system was put into the observation room yet. Karla said Bill Gunsales had been looking into the speaker system however we hadn't heard back. Mr. Rege was present when speaking about this and he wasn't aware of any updates. Heather volunteered to help install a system. She doesn't understand why this has not happened yet.

Cara, Cris and Andi asked about having a video camera to use while students were working in the preschool at Head Start and then having students watch the video to reflect on their teaching. Head Start uses cameras to assist in teacher training and it has been successful. They delete videos after use and only use them within the school. Members discussed parent permission would be necessary and video would be deleted after training, however would be a good tool to train.

Topic #6: Review and discuss Vocational Program Assessment

Discussion: N/A

Topic #7: Review and discuss 2023 Post grad plans

Discussion: Karla reported that three of the 2023 graduates went on to four year public college, three went on to 2 year public college, two went on to 4 year private college, three went into employment related to their training and one other student went into employment not related to training.

There was one male and 11 females in the class.

Karla mentioned that ECE has articulation agreements with several colleges. Fitchburg State will give up to 6 credits and Mount Wachusett Community College will give up to

13 credits if students complete all requirements for completing our program and earning their CDA.

Members questioned the majors students typically go into. Karla did not have specifics however stated that many go into early childhood, elementary education and psychology.

- Topic #8:** Perkins V Survey (not to be completed until after meeting)
- a. Discussion of survey (participation is crucial to grant applications/future planning)
 - b. Review checklist. Clarification of language/what is DESE asking for
 - c. Google Survey due by 10/20

Discussion: Karla asked the committee to please complete the survey by 10/20. She pointed out the QR code and link and gave everyone a copy of the review checklist as a reference if they needed clarification on survey questions.

- Topic #9:** Program Advisory Recruitment
- a. Review DESE representation requirements

Discussion: Karla thanked Cara, Cris, Carlee and Stalyn for attending. Carlee will complete a letter of intent form. Nahiomy Miller from Busy Bees will also be joining the committee. Karla told members if they know of anyone else that would be interested to reach out.

- Topic #10:** Co-op Numbers
- a. Companies hiring Co-op Students

Discussion: Karla shared that 10 of her 13 seniors are on co-op and 3 are on externship. This is the first time all seniors are on externship or co-op.

- Topic #11:** Review of new Framework (if applicable)
- a. Discussion of public comment period

Discussion: Karla shared that the ECE frameworks should be revised soon but we hadn't heard of any details yet.

- Topic #11:** New Business (grants, donations, curriculum changes, new industry trend)

Discussion: Kelly shared the changes to our practicum hours since last year. With the limitations on sending students into the on-site preschool, Kelly reached out to Cris Siler of HeadStart and has been working closely with her and the staff there. Kelly had all juniors fill out all necessary paperwork and complete the background record check/fingerprinting to be able to go into Head Start 2 days a week for practicum hours.

Students completed an online training and participated in an in-person training by Cris and Cara to prepare for the practicum. Students take the bus Tuesdays and Thursdays of shop week and are at Head Start from 8:30-1:30. Kelly meets them

at the center on South Street in Fitchburg. Students are paired up with one other student and placed into a preschool classroom. Kelly rotates from room to room to supervise, model and assist in each of the classrooms.

Kelly asked junior student Mellisa to ask her peers about their time at HeadStart so far (four days at the center). Mellisa said that students are struggling with what is acceptable at HeadStart as it is much different than Monty Tech's Preschool. Mellisa said they struggle with talking to the teachers, keeping children focused and redirecting children as well as the language barriers of some children. On the other hand, Mellisa stated that the juniors really like going to HeadStart. They say they have more to do, are more comfortable, they enjoy watching the children grow, and have the opportunity to handle situations in the classroom. They don't feel as though they are constantly being watched because everyone in the classroom is busy. Juniors are mostly feeling like they can fix their struggles.

Cara had the HeadStart staff say a few things about the juniors and they were very positive. Some things they said were:
"Students come in with a little activity"
"Things are working out wonderful"
"Things are smooth"

HeadStart Teachers said:
this partnership "has been a positive experience"
"the students help"
"the students play, they brought finger puppets"
"they are helpful with pickup, prep work, great extra hands"
Teachers are "impressed" and the students "take initiative, remain cool, calm and collected. We look forward to them coming back"

HeadStart teachers agreed it was a plus to have Kelly go as well to help and observe and intervene as needed.

Kelly stressed how the change has not been easy however the changes and student growth have been positive and it has been an overall positive experience. Kelly and Karla are looking forward to reflecting on student feedback and growth at the end of their experience.

Sophomores are in the process of completing paperwork to start going to Head Start semester 2. Kelly also stated if all goes well this year, then they may look into sending sophomores out to Head Start at the start of the school year.

Meeting Adjourned at _____ pm

Kelly stressed how the change has not been easy however the changes and student growth have been positive and it has been an overall positive experience. Kelly and Karla are looking forward to reflecting on student feedback and growth at the end of their experience.

Sophomores are in the process of completing paperwork to start going to Head Start semester 2. Kelly also stated if all goes well this year, then they may look into sending sophomores out to Head Start at the start of the school year.

Meeting Adjourned at 8:45pm

Respectfully submitted,

Karla M. Bourdieu

(your signature)
PRINTED NAME

Department Liaison's Signature: *Karla M. Bourdieu*

Chairperson's Signature: *Heather Russell*

Vocational Program Advisory Meeting Minutes
October 12, 2023
6:45 pm

Program: Electrical

Secretary: John Bussiere

Attendance: Paul Cormier {Liaison}
Kenneth Babineau (MT Grad New Horizons Technology)
Michael Bellabarba (MT Graduate Needham Electric Supply)
John Burke (Needham Electric)
Dan Brew (Leominster Trade School)
Michael Cormier (Unitel Organized Labor)
Mark Drake (Griffin Electric)
Jason Dupuis (DMH Electric)
Jessica Fontaine (Student)
Andre Martin (AMH Electric) [Chair]
Rafael Perez (Perez Electric retired)

Absent: Lisa Connors (Klein Tools Rep)
Mark Drake (Griffin Electric)
Steve Fontaine (Parent)
John Griffin (MT Graduate Applewood Controls)
Matthew Hare (Electrician for Worcester State College)
Nicholas Lanciani
Michael Marini (Synergy Electric)
Joshua Page (MT Graduate owner JP Electric)
Robert Thrasher (Griffin Electric)
David Tully (Interstate Electric) New member

Teachers

Paul Cormier
John Bussiere (Secretary)
Robert Needham
Alex Thibeault

Topic #1: Welcome, Call to Order, Sign/Take Attendance

Discussion: Meeting called to order at 6:45 PM / Each member introduced themselves
/ No action required

Topic #2: **Nomination and appointment of PAC Chairperson (member of General Advisory Committee)**

Discussion: Motion made by John Burke to nominate Andre Martin and seconded by Jason Dupuis. Motion passed

Topic #3: **Shop Walkthrough**

a. Discussion/input/recommendation > All members were walked through the shop. They are still happy with the layout and program and made no recommendation. They were very impressed with the amount of training equipment available. Members complimented the technology changes since they were kids and impressed we were ahead of the curve in updated technology and very impressed we were training for fire alarm systems.

b. Review of new equipment/software/tools > No action required, the electrical department has not acquired any new equipment or software recently.

Discussion: No action required

Topic #4: **Industry Recognized Credentials (Important part of new District Improvement Plan)**

a. Are current offerings relevant? Do employers value them? We offer the OSHA 10 construction & general industry which are relevant & valued.

b. Are there other credentials that employers value that aren't currently offered? Members suggested we try to bring in some specialists such as Hilti to train and provide cards for specialty things such as powder actuated tools.

Discussion: No action required

Topic #5: **Update 5 Year Plans**

a. Proposed new equipment/software/technology purchases (and approved by committee)

Discussion: Mr. Cormier reviewed the five-year plan with the committee. An item of replacing booth studs was removed as it was completed last year. The committee suggested leaving the remaining items and not adding any additional items until the new program at 270 Westminster Street is up and running.

Topic #6: **Review and discuss 2023 Post grad plans**

Discussion: Mr. Cormier reviewed the Post Grad plans with the committee. The committee members expressed concerns that there are not enough young adults entering the trade with a lot of electricians retiring at the same time, but were happy about 40 additional students being added to the electrical program with the new project at 270 Westminster Street. No action required.


- Topic #7: Perkins V Survey (not to be completed until after meeting)**
a. Discussion of survey (participation is crucial to grant applications/future planning)
b. Review checklist. Clarification of language/what is DESE asking for
c. Google Survey due by 10/20
- Discussion:** Mr. Cormier went over the survey and will send all members via e-mail a direct link to access the survey and asked that all members do the survey right away as it is very important to money the school receives and which the electrical shop has and will again benefit from.
- Topic #8: Program Advisory Recruitment**
a. Review DESE representation requirements
- Discussion:** Mr. Cormier went over the list of existing members and feels we have items represented. Mr. Cormier said we are always looking for more members especially members with business experience. No action required
- Topic #9: Co-op Numbers**
a. Companies hiring Co-op Students
- Discussion:** Mr. Cormier went over the Coop placement and informed the committee that placement was still very strong and that he was not having much trouble getting eligible students on Coop. Member Kenneth Babineau owner of New Horizons Electrical in Sterling, commented on a senior he just interviewed for a position. He plans on offering the student a job as an apprentice. No action required
- Topic #10: Review of new Framework (if applicable)**
a. Discussion of public comment period
- Discussion:** Mr. Cormier said there are no updates or changes from last year. No action required.
- Topic #11: New Business (grants, donations, curriculum changes, new industry trend)**
- Discussion:** Mr. Cormier told the committee about a couple of recent small donations and that the shop is always looking for consumables such as conduit, wire, relays and hardware. No action required.

Meeting Adjourned at 8:15 pm

Respectfully submitted,

(your signature)
PRINTED NAME

Department Liaison's Signature:

A large, stylized handwritten signature in black ink, written over a horizontal line.

Chairperson's Signature:

A handwritten signature in blue ink, written over a horizontal line.

Vocational Program Advisory Meeting Minutes
October 12, 2023
6:45 pm

Program: (Engineering Technology)

Secretary: (Dean Lepkowski)

Attendance: Joe Ciras-Mechanical Engineer-Ranor
Lisa Trombetta-DRS Leonardo
Brian Broomfield- Broomfield
Rob Labier-Broomfield
Rich Ikonen-Parent
Kelsey Ikonen-Student
Richard Daniels
Matt Daniels
Melony Letarte
Waylon Letarte

Emily Turner
Dean Lepkowski

Topic #1: Welcome, Call to Order, Sign/Take Attendance

Discussion: Mr. Lepkowski opened the meeting with introductions of advisory board members old and new. Attendance was taken and a sign in sheet was passed out to all members.

Topic #2: Nomination and appointment of PAC Chairperson (member of General Advisory Committee)

Discussion: Nomination was made to have Joe Ciras continue as Chairperson.

Topic #3: Shop Walkthrough
a. Discussion/input/recommendation
b. Review of new equipment/software/tools

Discussion: Shop tour was given and discussed. New layout of the shop was observed and members understood the reasons for changing layout. Mrs. Trombetta suggested maybe getting a roll around desk in the future so layout can be changed easily when needed. It was also discussed, for the safety of the students and staff, that a third adult be in the room to assist the teachers when needed.

Topic #4: Industry Recognized Credentials (Important part of new District Improvement Plan)

- a. Are current offerings relevant? Do employers value them?**
- b. Are there other credentials that employers value that aren't currently offered?**

Discussion: New credentials were explained by Mr. Lepkowski and Ms. Turner. Solid Professor certification in CAD programs has been added. Mr. Lepkowski explained industry recognized SACA certifications that can be attained in the shop to meet industry needs. Unlike other trades, there are not many certifications in the engineering field. OSHA (10 hour certification) and EPA (EPCRA, SDS) training will continue in the program.

Topic #5: Update 5 Year Plans

- a. Proposed new equipment/software/technology purchases (and approved by committee)**

Discussion: The 5 year plan was discussed and it was explained that we just received some money for 4 Glow Forge Cutters. Mr. Ciras thought we should look over the framework and make sure we have the required equipment needed. He explained that it would be good to know the total budget for the program and the estimated cost of each piece of equipment on the list. This would explain why we would need equipment in the future. Ms. Turner and Mr. Lepkowski will review the 5-year plan based on frameworks and report back to the advisory committee.

Topic #6: Review and discuss Vocational Program Assessment

Discussion: Ms. Turner discussed the program.

Topic #7: Review and discuss 2023 Post grad plans

Discussion: Ms. Turner confirmed that the majority of our Seniors (11 out of 15) have been going on to college in an Engineering discipline.

Topic #8: Perkins V Survey (not to be completed until after meeting)

- a. Discussion of survey (participation is crucial to grant applications/future planning)**
- b. Review checklist. Clarification of language/what is DESE asking for**
- c. Google Survey due by 10/20**

Discussion: Ms. Turner explained the Google survey from DESE and asked for this to be done after the meeting as requested.

Topic #9: Program Advisory Recruitment

- a. Review DESE representation requirements**

Discussion: Mr. Lepkowski discussed that we could use more members from area companies that possibly could accept COOP students. The difficulty for some companies is that the students go on COOP every other week. This is not good for some companies since this causes many starts and stops and the students may not learn. There are engineering companies that are more adapted to using COOP students than others. Unlike other trades in the school.

Topic #10: Co-op Numbers

a. Companies hiring Co-op Students

Discussion: Mr. Lepkowski informed members that 6 seniors are presently on COOP and a few more are ready when jobs become available. Juniors are not eligible for COOP yet.

Topic #11: Review of new Framework (if applicable)

a. Discussion of public comment period

Discussion: Mr. Lepkowski informed members that the State Frameworks are being revised and have been outsourced to a new company in Tennessee. The program and the district are still waiting for them to be finished and presented. In the meantime, the old frameworks are being followed.

Topic #11: New Business (grants, donations, curriculum changes, new industry trend)

Discussion: Mr. Ikonen suggested that we come up with a plan to remodel Engineering now that we have been drawing good numbers of students. He stated that he thought the shop layout could be improved and we need space for equipment. This would be great to be prepared for a future grant for equipment and remodel for a STEM program. Mrs. Trobetta suggested that we continue to document why another teacher should be sought after. This has been discussed multiple times at meetings explaining how an extra teacher would improve the students' learning in the engineering shop. There are many moving parts and hazards confined to a small space to an extra adult in the room will be better for the safety and welfare of the students and teachers in the program.

Meeting Adjourned at __8:10__pm

Respectfully submitted,

Dean Lepkowski
PRINTED NAME

Department Liaison's Signature: Dean Lepkowski

Chairperson's Signature: Joseph R. Cires

Vocational Program Advisory Meeting Minutes
October 12, 2023
6:45 pm

Program: Graphic Communications

Secretary: Brian Bean

Attendance: Nathan Erickson
Laura Foley
Tancy Kellysawyer, Parent
Timothy Kellysawyer, Student
Zac Stoddard
Raeanne Mullet

Teachers: Non Voting
Brian Bean
Dan Starr
Katie Sullivan
John Steiner Non voting Staff/Industry

Topic #1: Welcome, Call to Order, Sign/Take Attendance

Discussion: Mr. Starr took attendance.

Topic #2: Nomination and appointment of PAC Chairperson (member of General Advisory Committee)

Discussion: Zac Stoddard was nominated and accepted the position of Chairperson.

Topic #3: Shop Walkthrough

- a. Discussion/input/recommendation**
- b. Review of new equipment/software/tools**

Discussion: Student Timothy Kellysawyer showed the committee the different areas of the shop and reviewed the equipment.

Topic #4: Industry Recognized Credentials (Important part of new District Improvement Plan)

- a. Are current offerings relevant? Do employers value them?**
- b. Are there other credentials that employers value that aren't currently offered?**

Discussion: The Committee discussed credentials that would apply to our trade. We currently offer OSHA 10 only. The Committee recommends that we look into Fiery Certification and Typography Certification.

Topic #5: Update 5 Year Plans

- a. Proposed new equipment/software/technology purchases (and approved by committee)**

Discussion: The Committee recommends the following equipment/technology.
A new flash dryer for screen printing. New drawing tablets, Roland vinyl print and cut, Creaser/slitter/cutter, Heat Press for Hats, New Wide Format Machine.

Topic #6: Review and discuss Vocational Program Assessment

Discussion: N/A

Topic #7: Review and discuss 2023 Post grad plans

Discussion: Ms. Sullivan presented information and plans regarding our class of 2023 Seniors.

Topic #8: Perkins V Survey (not to be completed until after meeting)

a. Discussion of survey (participation is crucial to grant applications/future planning)

b. Review checklist. Clarification of language/what is DESE asking for

c. Google Survey due by 10/20

Discussion: Survey was emailed to all members of the Advisory Committee.

Topic #9: Program Advisory Recruitment

a. Review DESE representation requirements

Discussion: We welcomed 1 new committee member Ms. Raeanne Mullet representing Sitka Graphics. The committee reviewed the DESE requirements.

Topic #10: Co-op Numbers

a. Companies hiring Co-op Students

Discussion: Currently we have one student on CO-OP. The Committee discussed the fact that there are not a lot of CO-OP opportunities in Design and Visual due to the fact that people employed in this aspect of the trade are usually independent. However there are many opportunities in the production aspect of the trade.

Topic #11: Review of new Framework (if applicable)

a. Discussion of public comment period

Discussion: Our Frameworks were last reviewed in 2014. Currently the state has not rescheduled at date to revisit current trends in the trade.

Topic #11: New Business (grants, donations, curriculum changes, new industry trend)

Discussion: The Committee discussed the challenge of space used for Photography/Video. When students are working on Photography projects it creates a safety issue as the exit door from Graphics is often blocked with Photography equipment. Graphics does not have a suitable area to conduct photoshoots and video production. The Committee discussed reconfiguring our current space (very costly, major renovations) or a more cost effective option of the possibility of sharing the room next to us (Room 650). Room 650 is not always being used and is adjacent to the Graphic Computer Lab. This would give the Graphics instructor better access to the Photo area. The Graphics Instructor could then schedule times to conduct Photoshoots ETC.

Meeting Adjourned at **8:30** pm

Respectfully submitted.



(your signature)

PRINTED NAME



Department Liaison's Signature: 

Chairperson's Signature: 

**Vocational Program Advisory Meeting Minutes
October 12, 2023
6:45 pm**

Program: Health Occupations

Secretary: Kiley Boivin

Attendance:

Kassandra Blake- Family Medical & Maternity
Emily Cary-Ocasio- Worcester House of Corrections
Nancy Flinkstrom- The Highlands
Ellyn Guinding- Community Health Connections
Kylee-ann McAllister- Student
Emily McNamara- Worcester State University
Amy Moorcroft-Sarsfield- Orthopedic Affiliates
Surey Myles- Community Health Connections
Kylie Nesperan- Student
Missy Nesperan- Mother and Heywood Hospital
Andrea Parker- Heywood Medical Group
Linda Rodriguez- The Highlands
Erika Stevens- Family Medical & Maternity Care
Paula Tassone- Gardner Family Medicine
Jenn Vautour- Parent

Teachers (Non-Voting)
Kamally Cintron
Kiley Boivin
Heidi Williams
John Darling

Topic #1: Welcome, Call to Order, Sign/Take Attendance

Discussion: Introductions of staff occurred and welcoming new and returning members

Topic #2: Nomination and appointment of PAC Chairperson (member of General Advisory Committee)

Discussion: Linda Rodriguez was unanimously voted as the Health Occupations Program Advisory Meeting Chairperson.

Topic #3: Shop Walkthrough

- a. Discussion/Input/recommendation**
- b. Review of new equipment/software/tools**

Discussion: Committee members agreed that the washer and dryer should be an industrial sized washer and dryer.

The committee discussed how the autoclave is outdated and should be replaced as soon as possible.

Topic #4: Industry Recognized Credentials (Important part of new District Improvement Plan)

- a. Are current offerings relevant? Do employers value them?**

b. Are there other credentials that employers value that aren't currently offered?

Discussion: The current offerings of Industry Recognized Credentials in Health Occupations are as follows: Phlebotomy- consensus is this is still a valuable industry recognized credential

Home Health Aide- consensus is this is still a valuable industry recognized credential

Person Centered Dementia Care: A Habilitation Therapy is still a valuable industry recognized credential

Billing and coding as well as electronic medical records has been an increasing part of a medical assistants job and the certification would be helpful. Doximity is a free platform that would be helpful to start to introduce this to our students now. Billing and coding is now tied to satisfaction and quality measures.

Topic #5: Update 5 Year Plans

- a. Proposed new equipment/software/technology purchases (and approved by committee)**

Discussion: New colored printer and scanner- committee states this would be important for scanning documents for students files to become electronic due to increasing documentation

needing to be saved for the department of public health regarding the nurse assistant program. As well as colored prints for diagrams and labeling parts of the body or instruments/equipment
New washer and dryer is also a priority to the advisory committee.

Autoclave- important to have a functioning autoclave for educational purposes and to see how to tell if the instruments are sterilized or not.

Holter Monitor important to teach ekg and cardiac rhythms, many patients have Holter monitors now

Vein finders- helpful for students learning blood draws and for the phlebotomy certification

Topic #6: Review and discuss Vocational Program Assessment

Discussion:

Topic #7: Review and discuss 2023 Post grad plans

Discussion: 15 Students went to a 4 year public college
9 Students went to a 4 year private college
1 Student employment related to trade training

Most of these students in college are also working in industry with these committee members. It was explained that students can only select one option, either working in the trade or going to college.

Topic #8: Perkins V Survey (not to be completed until after meeting)

- a. Discussion of survey (participation is crucial to grant applications/future planning)
- b. Review checklist. Clarification of language/what is DESE asking for
- c. Google Survey due by 10/20

Discussion: Discussed the importance of completing the Perkins V Survey, clarification of language. Encouraged committee members to complete the Perkins V Survey before leaving for the night.

Topic #9: Program Advisory Recruitment

- a. Review DESE representation requirements

Discussion: Encouraged recruitment of peers and other health care professionals.

Topic #10: Co-op Numbers
a. Companies hiring Co-op Students

Discussion: We currently have 23 student on co-op out of 27
Heywood Hospital (Family Practice, Specialties (Ortho, Cardiac...), Urgent care,
Employee health, Athol Primary care, CNA Hosp. floor).
Family Medical and Maternity Care, PC
Dr. Vordestrausse
Gardner Family Medicine
Heywood Wake Comm (CNA)
Students who go on co-op for medical assisting and take the medical assisting
certifying exam have 100% pass rate, even though these students are working full
time in the office and not in the classroom on shop weeks. It was discussed that
they are learning what they need to do if they are in the classroom or if they are in
the office as evidence by the pass rate of the certifying exam.

Topic #11: Review of new Framework (if applicable)
a. Discussion of public comment period

Discussion: In draft, how to access them and . Reviewed Frameworks. Kamally will also email
the frameworks for members to review.

Topic #11: New Business (grants, donations, curriculum changes, new industry trend)

Discussion: Fundraising to give students to increase educational opportunities for our students.
Discussion to start an email chain to interact with everyone throughout the year
and not just at the advisory meeting. This will help teachers and committee members to
keep up with the industry changing so frequently and to give more of an opportunity to
network and collaborate.

Meeting Adjourned at 8:30pm

Respectfully submitted,

Kiley Boivin

Kiley Boivin

Department Liaison's Signature: *Samally Air*

Chairperson's Signature: *Frank Roddy*

Vocational Program Advisory Meeting Minutes
October 12, 2023
6:30 pm

Program: House Carpentry

Secretary: Floyd Morrison

Attendance: Committee Members Present

Junice Andujar	Organized Labor
Paul Blanchard	North Atlantic States Carpenters Training
David Boutwell	Boutwell Building
Keith Butler	Carpenters Union representative
Sarah Culgin	Town of Ashburnham / Building Commissioner
Eric Hebert	National Lumber
Charlotte Hobby	past graduate / attending Wentworth for Construction Management
Lee Laflamme	Elite Construction Design
Jeff Landry	self employed contractor
Dominic Marabello	City of Marlborough Public Facilities
John F. Morreale	City of Fitchburg / Building Commissioner
Andrew Pierce	Parent
Harry Pierce	Student
Courtney Zivojinovic	Peritus Contractors

Teachers (Non-Voting)

Shane Brogan
Floyd Morrison
Brian Williams

Topic #1: Welcome, Call to Order, Sign/Take Attendance

Mr. Morrison welcomed the advisory members and asked them to **PLEASE** check to make sure their email addresses are correct. Mr. Morrison also echoed Mr. Rege's remembrance of **Mr. Harry Stone**, a respected member of our advisory, who lost his battle with cancer last Spring. The entire group felt it appropriate to **dedicate this meeting in his honor**. We will miss you Harry. Additionally, Mr. Morrison welcomed new advisory members **Lee Laflamme** with Elite Const. Design and **Courtney Zivojinovic** with Peritus Contractors

Topic #2: Nomination of Program Advisory Chairperson
The House Carpentry (HC) Advisory Committee has nominated **Eric Hebert** to be their Chairperson for the 2023-2024 school year. Mr. Morrison thanked Mr. Hebert for his continued support of the program and his willingness to help in any way he can.

Topic #3: Shop Walkthrough
a. Discussion/input/recommendation
b. Review of new equipment/software/tools/

Mr. Morrison was pleased to show off to the advisory members the new equipment in the shop since the last meeting. Mr. Morrison explained that through **Perkins Funding** we were able to upgrade the **40+ year old drill press with two new JET drill presses**. Additionally, Mr. Morrison shared that late last spring HC took delivery of a second **SawStop Cabinet Table Saw** and that it is hooked up and in position and has been a great addition to the shop. Mr. Morrison concluded by informing the advisory members that these new pieces of equipment will improve the workflow for the Freshman and Sophomore students as they advance through the curriculum.

Mr. Brogan shared with the advisory members that the Freshman Exploratory is in its third week and is going well. Additionally, Mr. Brogan shared that with the increased, **school-wide**, focus on the **SkillsUSA program**, he has the sophomores using a previous Team Build design as the basis for their shop “mockup” project.

Mr. Williams shared the fantastic news that **North Central Habitat for Humanity** was able to have the foundation for this year’s house build ready to go by **early September** and that our Juniors and Seniors are currently framing the exterior walls and hope to be setting roof trusses in the next couple of weeks. **Mr. Morrison and Mr. Williams** are very appreciative of **Rick Perkins**, site supervisor for **North Central Habitat for Humanity**, and his efforts to get that done for us. Mr. Williams shared how having that foundation ready to go in September is paramount for curriculum alignment for the upperclassmen.

Topic #4: Industry Recognized Credentials (Important part of new District Improvement Plan)
a. Are current offerings relevant? Do employers value them?
b. Are there other credentials that employers value that aren’t currently offered?

Mr. Morrison reviewed the current **IRC's** offered to the House Carpentry students for the advisory members. He also noted to the group that we are not able to offer many others that pertain to our trade based on the fact that **most licenses require the candidate to be 18 years of age, or require full-time work experience as a prerequisite.**

Lee Laflamme of Elite Construction did suggest that we look into a safety training program known as **"Stop the Bleed"**, which she stated all of her employees must take as part of their safety plan. The House Carpentry instructors will look into offering this certification.

Topic #5: Update 5 Year Plans

a. Proposed new equipment/software/technology purchases (and approved by committee)

Mr. Morrison explained that the House Carpentry 5 year plan only contains one item as of now, a material handling forklift for the outside building projects. Mr. Morrison shared with the advisory members that he will be looking into adding a **heavy equipment simulator to the program**, but is thinking we may be able to secure the equipment as a donation with an understanding we purchase the donating entities curriculum to use on it. Mr. Morrison will report back to the members his findings at the winter meeting. Additionally, on behalf of the department, Mr. Morrison started the conversation with the advisory members as to if they would support some **initial discussions with administration about the feasibility of building a separate building similar to the one that houses Masonry, somewhere on the school campus.** Mr. Morrison cited the large number of students in the classes and the lack of floor space for curriculum projects. The board agrees that we need more space and it is worth a conversation about feasibility with the administration.

Topic #6 Review and discuss Vocational Program Assessment

Vocational Assessment was not able to be completed due to the MT IT servers being corrupted.

Topic #7: Review and discuss 2023 Post grad plans

Mr. Morrison shared with the advisory members the post graduation plans of the Class of 2023. **55 percent of the students in House Carpentry, at the time of graduation, had employment related to their trade.** Many of the members, who are employers themselves, were pleased with

the data, given the current market conditions and skilled workforce shortages that plague our industry.

- Topic #8: Perkins V Survey (not to be completed until after meeting)**
- a. Discussion of survey**
 - b. Review checklist. Clarification of language/what is DESE asking for**
 - c. Google Survey does not need to be completed during the meeting (due by 10/20)**

Mr. Morrison went over the Perkins V Career and Technical Education Program Checklist and along with Mr. Williams, Mr. Brogan and the advisory members, it was agreed that we are meeting the criteria of Perkins V. Additionally, Mr. Morrison emphasized how important that the advisory members complete the survey, as this data is crucial in obtaining Perkins funding which helps purchase equipment as referenced earlier in the meeting. Additionally, Mr. Morrison requested that the board take a few minutes to make sure they can access the survey and as a group it appeared most of the advisory members were good to go on being able to complete the survey.

- Topic #9: Program Advisory Recruitment**
- a. Review DESE representation requirements**

Mr. Morrison shared with the advisory that the current membership has 29 professionals. The professional diversity amongst the members allows us to satisfy all DESE requirements for our Program Advisory Committee. Mr. Morrison again, let the Advisory members know that if they know of anyone within their professional networks that are interested in becoming an advisory member to get them in touch with him and he would get them on the committee. Additionally, being a member of the committee only works when the members show up, if members do not show up after a certain amount of time, DESE requirements are that they need to be dropped from the membership. If a member is dropped and wishes to rejoin, they just need to re-apply.

- Topic #10: Co-op Numbers**
- a. Companies hiring Co-op Students**

Mr. Williams shared with the advisory members that we currently have 7 of our 15 seniors participating in the CO-OP program and anticipate a few more will probably take advantage of the opportunity. Additionally, Mr. Williams wanted to share with the advisory the expectations of CO-OP employers and if they could help spread the

word of what is expected on their end, we, as a department, would be appreciative.

Mr. Morrison also shared with the board, his intentions to reach out to two contractors who are currently utilizing the COOP program and invite their principals to join our committee

Juniors are not eligible for CO-OP until early February but we suspect we will have many Juniors who will be interested also.

Topic # 11: Review of new Framework (if applicable)
a. Discussion of public comment period

Mr. Morrison informed the advisory members that DESE has hired an out of state firm to rework all the Vocational Frameworks Standards. Mr. Morrison and Mr. Maxfield (retired) were part of a revision team for the Carpentry Frameworks in 2019 but it does not appear that DESE will retain any of the revised Frameworks from that initiative. Mr. Morrison also mentioned that the association of Vocational Directors is voicing their concerns about DESE's new approach to these important standards and that we will provide an update to the group at the winter meeting.

Topic #12: New Business (grants, donations, curriculum changes, new industry trends)

Mr. Morrison, on behalf of Mark Dymek, who could not attend the meeting talked about an idea that was presented at our last meeting. Mr. Dymek is interested in being a part of an exploratory group that would investigate the creation of a "foundation" that on a year when we may not have a house to build for an industry partner such as Habitat for Humanity, this "foundation" would be able to fund a house building project for the department. Mr. Morrison asked if any of the members would have an interest in being a part of exploring this idea, Mr. Jeff Landry and Mr. Eric Hebert affirmed their interest. More on this will be discussed at our winter meeting.

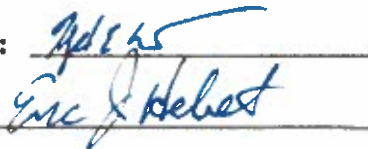
Meeting Adjourned at 8:30 pm

Respectfully submitted,

Floyd E. Morrison III

Department Liaison's Signature: _____

Chairperson's Signature: _____





Vocational Program Advisory Meeting Minutes
October 12, 2022
6:00 pm

Program: HVAC and Property Maintenance

Secretary: Matt McGee /Gabe Josephs

Attendance:

Mr. Matt Barber - Merit Machine
Mr. Ryan Barry - Pioneer Valley Environmental
Mrs. Jennifer DeWitt - Student Parent
Mr. Owen DeWitt - HVAC/PM Senior
Mr. David Doucet - Process Cooling
Mr. Rick McAllister - F.W. Webb
Kaleb Vautour - Process Cooling / Alumni / College Student
Kade Vautour - TerraTherm
Mr. Peter Potenza- F.W. Webb
Mr. Bill Stuessy - Retired HVAC and Property Maintenance

Teachers (Non-Voting)

Matt McGee -HVAC and Property Maintenance Instructor
Gabriel Josephs- HVAC and Property Maintenance Instructor

Topic # 1: Welcome , Call to order

Discussion: We reviewed the membership list and had everyone check to make sure all the contact information is correct, and had everyone introduce themselves.

Topic #2: Nomination and appointment of PAC Chairperson (member of General Advisory Committee)

Discussion : Rick McAllister was voted in as PAC Chairperson for another term

Topic # 3: Shop walkthrough

a. Discussion/ input/ recommendations

- Since all (but one) of the new trainers have arrived, it has become more clear how much we need a dedicated related room.
- Since night school is now offering both HVAC and Building and Property Maintenance training opportunities in the evenings, it has become even more apparent that storage space for night school has become an urgent problem.

b. Review of new equipment/ software/ tools

- New trainers- on-site are the commercial refrigeration unit (but we don't have a Water Tower /chiller yet), ductless unit, pneumatics, hydraulics, refrigeration trainer, 10 oil burner trainers and the tiny auditing house.
- To be expected- Geothermal trainer and possibly the donation of a water cooler /chiller
- New tools- Navac ductless install tool set, new thermal imager, blower door setup, digital combustion analyzers, and several new multimeters and pipe temp clamps.
- Soon to arrive- New dedicated HVAC trailer fully outfitted with more than \$20k in new tools. For every high tech tool, we also are ordering standard (analog) versions. Huge thank you goes to FW Webb for helping us get significant donations from Milwaukee for the trailer.
- The advisory board recommended two new vans to support both the HVAC and Property Maintenance outside jobs. Instructors shared the possibility of getting one new van this year or next year at the latest.
- It was discussed that we should look into some sort of security system for the new trailer and tools.

Topic # 4: Industry Recognized Credentials (Important part of new District Improvement Plan)

a. Are current offerings relevant? Do employers value them?

- We are currently offering the following training opportunities and licenses:
 - OSHA 10 General Industry safety training,
 - OSHA 10 Construction safety training,
 - Universal EPA HVAC Refrigerant Universal training and licensure,
 - Career-Safe Employability skills training which includes: job interview skills, communication, teamwork and financial literacy skills.
 - Hot Works.

Additional Student opportunities:

- Hours towards the MA State Refrigeration License
- Articulation agreements with colleges and Universities

It was discussed that employers found these licenses valuable for employment.

b. Are there other credentials that employers value that aren't currently offered?

- Employers recommend energy efficiency and green building certification. This recommendation aligns perfectly with our energy efficiency house training module.
- Employers also recommended seeing if the sheet metal experience students are getting in shop could count towards the MA state sheet metal license.
- Employers recommend we offer certification for Indoor Air Quality, since it has become a major focus in both the HVAC and Building and Property Maintenance (Facilities Maintenance) fields.
- Pete Potenza from F.W. Webb said he would connect us with one of his contacts through the MassSave program to try to get our program approved for installation and equipment rebates.
- Employers recommended that we offer R410A refrigerant licensure. This license will align with the newly proposed updated HVAC curriculum frameworks and align with industry trends.
 - We offered a pilot exam this year with Seniors to see how it could align with our Senior Related Curriculum

Topic #5: Update five-year plan

- Proposed new equipment/ software/ technology purchases, should have advisory approval

Shop: HVAC/Prop. Maint.			Five Year Plan						
Liason Name	Item Description	Rational/ Justification	Year Added to Document	Estimated Cost (updated Yearly)	SY23	SY24	SY25	SY26	SY27
Gabe Josephs	Equipment Rigging	Hire a summer rigging company to	2023	\$15,000	X				
Gabe Josephs	Grind - Clean Epoxy	Grind Clean Epoxy Floor (Summer)	2023	40000	X				
Gabe Josephs	Pittsburgh Machine	For forming ductwork and plenums	2023	10000	x				
Gabe Josephs	Add HVAC Van	New HVAC van for site work	2023	50000	X				
Gabe Josephs	Add HVAC Trailer	New HVAC trailer for site work	2023	10000	X				
Gabe Josephs	HVAC Sim Program	Online training for Electrical controls	2023	5000		X			
Gabe Josephs	Gas Storage Cabinet	Outdoor storage of gas cylinders	2023	4000		X			
Gabe Josephs	Flammable Storage	Weather proof Storage of Flammables	2023	4000		X			
Gabe Josephs	Student benches	Replace student workbenches	2023	4000		X			
Gabe Josephs	Gas Welding Vent	Update air quality for gas welding	2023	8000			X		
Gabe Josephs	Replace Shop Van	Replace Shop Van	2023	50000			X		
Gabe Josephs	Replace Shop Trailer	Replace Shop Trailer	2023	10000			X		
Gabe Josephs	Boilers /Furnaces	Replace cycle out boilers, furnaces	2023	6000				X	
Gabe Josephs	Heat Pumps	Replace/cycle out heat pumps	2023	6000					X
Gabe Josephs	Replacement Lathe	Replace one old with current model	2023	15000					X

Topic #6: Review and discuss the Vocational Program Assessment

Discussion: The Vocational Program Assessment was not provided by the administration.

Topic #7: Review and discuss 2023 Post-graduate plans

Discussion: It was discussed that the majority of our students that graduated from the senior class are employed in a job that is related to their shop training. We had a

handful of students that are also attending either two year, or 4 year colleges or Universities. The instructors explained that many of the students that are attending college are also working while going to school. The survey did not capture the data that many of our employers also offer tuition reimbursement. We also had one senior join the Military.

Topic #8: Perkins V Survey (not to be completed until after meeting)

- a. Discussion of survey (participation is crucial to grant applications/ future planning) : The instructors explained each question in the survey. and had members of the advisory board fill out the survey on chromebooks that we reserved from the library
- b. Review checklist. Clarification of language/ What is DESE asking for Google Survey due by 10/20

Topic #9: PAC Recruitment

- a. Review DESE representation requirements

Discussion: Our PAC represents all areas of DESE representation requirements.

Topic # 10: Coop Numbers

- a. Companies hiring Coop students

Discussion: In the senior class, there are 4 students on co-op and 4 interviewing for jobs.

Top #11: Review of new Framework (if applicable)

- a. Discussion of public comment period: At this time the Building and Property Maintenance framework from 2014 is not being revised. The portion of the HVAC state framework that the HVAC and Property Maintenance framework follows has a draft copy posted on the DESE website. The newly proposed HVAC framework includes R410A refrigerant certification requirements that the advisory board already recommended we offer to students.

Topic #12: New Business / Other

Discussion:

Committee members asked about HVAC and Property Maintenance staffing. The HVAC and Property Maintenance advisory board discussed how the shop is being run with the increase in outside work. The shop is currently being run by two experienced instructors (and a substitute teacher with absolutely no hands-on trade experience). It was passionately discussed that the program should have two full time Building and Property

Maintenance instructors, and two full time HVAC instructors to support a shop with so much to offer. With a fourth instructor, one BPM instructor could be working on Building and Property Maintenance projects, and an HVAC instructor could be working on outside HVAC projects. The advisory board passionately discussed the importance of having two instructors in the shop, knowledgeable in all aspects of the two trades, at all times. This is necessary because of safety concerns, as well as to enhance student learning.

The Hampden Engineering trainers are still missing parts to be fully operational.

Representatives from Hampden Engineering met with Monty Tech HVAC and Property Maintenance instructors on September 22, 2023 to review missing parts for the trainers. The list compiled below is broken into two categories, completed and to be completed/provided.

Completed Friday, Hampden did the following on Sept. 22 2023

- Provided all manuals on USB drives as requested
- Provided missing Advanced oil burner text plus duplicates of teacher manuals and lab books for other trainers
- Helped assemble a bench-top oil burner and identified missing parts. Provided electrical whips that were missing
- Installed missing pneumatic and hydraulic components except for 2 long lead items
- Combined hydraulic and pneumatic trainers on one cart
- Assembled hydraulic trainer and tested/demonstrated
- Did troubleshooting and worked on the refrigeration trainer. Had a stuck reversing valve
- Assembled computer controls on ductless trainer. Training can be done once wiring is completed

To be done/provided by Hampden-

- Provide bushing/nipple/clamps for benchtop oil burner trainers (10 of each)
- Provide/install sequencer valve on hydraulic trainer
- Provide/install hand operated control valve on pneumatic trainer
- Provide/install double operating piston on pneumatic trainer
- Provide two receptacles, one for Ductless Trainer and one for Commercial Refrigeration unit
- Donate cooling tower for commercial refrigeration unit (working on a solution per Mike Flynn at previous visit)
- Donate geothermal trainer later in the year

The plan is to resume training for Matt and Gabe once all the trainers are wired and can operate fully. Date is still to be determined.

Instructors were asked if the oil burner miscellaneous parts/receptacles are to be shipped to the school and if so, how soon can we expect them? Also asked was if instructors had any idea on when the long lead items will be in to complete the pneumatic/hydraulic trainers.

Ryan Rege, the Monty Tech vocational director is the single point Monty Tech contact for Hampden Engineering. At this time Hampden Engineering still needs to provide follow up information to our questions to the Vocational Director.

Meeting Adjourned at ____ 8 ____pm

Respectfully submitted,

(your signature)

PRINTED NAME

Department Liaison's Signature:

A handwritten signature in black ink, appearing to be 'B. N.', written over a horizontal line.

Chairperson's Signature:

A handwritten signature in black ink, appearing to be 'R. M. A.', written over a horizontal line.

Vocational Program Advisory Meeting Minutes
October 12, 2023
6:45 pm

Program: Information Technology

Secretary: Richard Duncan

Attendance: Raymond Albert – Assumption University
Benjamin Chapman – UMass Memorial (Remote)
Catelyne Farrell – Work World
Mike Foley – VMware, Inc.
Andrew LeBlanc – Leominster Credit Union
Robert Sylvester – Parent
Ryan Sylvester – Student
Christopher Wilcox – Worker's Credit Union

Teachers (Non-Voting)
Richard Duncan
Tynan Hollyer

Topic #1: Welcome, Call to Order, Sign/Take Attendance

Discussion: New members were welcomed; all members introduced themselves; attendance was taken.

Topic #2: Nomination and appointment of PAC Chairperson (member of General Advisory Committee)

Discussion: Catelyne Farrell was nominated and appointed Chairperson.

Topic #3: Shop Walkthrough

a. Discussion/input/recommendation

b. Review of new equipment/software/tools

Discussion: A quick tour of the shop was provided for new members. Members were shown the new student PC's in Mr. Duncan's area.

Topic #4: Industry Recognized Credentials (Important part of new District Improvement Plan)

a. Are current offerings relevant? Do employers value them?

b. Are there other credentials that employers value that aren't currently offered?

Discussion: Our current certifications include: A+ Hardware/Software. Additional certifications offered this year: Security+, Network+, Linux+, HTML/CSS. Potential future certifications: Cloud+, Ansible, Terraform

Vocational Program Advisory Meeting Minutes
October 12, 2023
6:45 pm

- Topic #5:** **Update 5 Year Plans**
 a. Proposed new equipment/software/technology purchases (and approved by committee)
- Discussion:** The current 5 Year Plan was discussed and it will be updated by the instructors.
-
- Topic #6:** **Review and discuss Vocational Program Assessment**
- Discussion:** The Vocational Program Assessment was not available for review.
-
- Topic #7:** **Review and discuss 2023 Post grad plans**
- Discussion:** The 2023 Post Grad plans were discussed. It was noted that many IT grads go on to post-secondary education. 9 out of 11 graduates went on to college.
-
- Topic #8:** **Perkins V Survey (not to be completed until after meeting)**
 a. Discussion of survey (participation is crucial to grant applications/future planning)
 b. Review checklist. Clarification of language/what is DESE asking for
 c. Google Survey due by 10/20
- Discussion:** The Perkins V Survey was discussed and members were provided with an email link and QR code to the survey for completion at a later date.
-
- Topic #9:** **Program Advisory Recruitment**
 a. Review DESE representation requirements
- Discussion:** The instructors are actively recruiting new members and Advisory group members were asked to recruit new members from their workplace also.
-
- Topic #10:** **Co-op Numbers**
 a. Companies hiring Co-op Students
- Discussion:** We currently have 2 seniors on co-op. One student is employed at Monty Tech in the Tech Office and the other is employed at L. S. Starrett Company. Advisory members will look for co-op opportunities at their companies. The possibility of remote tech support jobs will be researched.
-
- Topic #11:** **Review of new Framework (if applicable)**
 a. Discussion of public comment period
- Discussion:** The Programming and Web Development Framework is currently under review by the DESE. The instructors are incorporating changes into the curriculum.

Vocational Program Advisory Meeting Minutes
October 12, 2023
6:45 pm

Topic #11: New Business (grants, donations, curriculum changes, new industry trend)

Discussion: The IT curriculum will be updated due to any changes in the Frameworks. The instructors are standardizing the curriculum around two vendors: TestOut/CompTIA and CodeHS.

Meeting Adjourned at __ 8:00 __pm

Respectfully submitted,



(your signature)

PRINTED NAME - Richard Duncan

Department Liaison's Signature: __  __

Chairperson's Signature: 

Vocational Program Advisory Meeting Minutes

October 12, 2023

Masonry

Secretary Richard Demers

Attendance;

Troy Brassard

Brassard co.

Jacob Breau

BAC Union

Dave Brooks

Contempporary Design

Tim Crory

A. Jandris

Dave Croteau

Stoneyard

Dana Demers

Demers Bros. Masonry

Alex Fletcher

Demers Bros Masonry

Michael Kreps

Silvios' Masonry

James Landry

Kiwi Masonry

Dale Lorrain

Lorrain Masonry

Alex McIntosh

LeGrande Masonry

Lily McKay

Busy Bee Landscape

Ben Morse

A. Jandris

Matt Palmer

Whittier Tech

Kyle Perna

Student

Matt Perna	Parent
Dave Petrucci	Silvio's Masonry
Iggy Silvera	Silvio's Masonry
Ryan Wilgus	Student
Angel Wilgus	Parent
Dan Wong	Powell Stone and Gravel
Chris Boucher	Boucher Co.
Jameson Shipley	Shipley Landscape
Eugene LeGrande	LeGrande Masonry

Teachers;

Ben Robinson

Jacob Proctor

Richard Demers

Topic 1 Meeting was called to order, attendance was taken and new members introduced themselves.

Topic 2 Tim Crory as nominated and elected Chairperson

Topic 3 Shop Walkthrough, Members were concerned with the amount of under cover storage, . They were impressed with how neat and clean the shop was.

Topic 4 Members were told that all sophomores were trained for a 10 OSHA Card. Also mentioned was the HotWorks permit required by Mass. Contractors present agreed that these were a beneficial to them.

Topic 5 Year Plan was discussed. Members were concerned that many items on the list have not been implemented. It was brought up that our saws are out of date and the new dust free saws were discussed to bring the program up to present industry standards.

Topic 6 Vocational Program was discussed and members agreed that the program was doing well and agreed that the assessment was fine.

Topic 7 2023 Post grads were mentioned . Four entered the trade and one entered college.

Topic 8 Mr. Robinson went through the Perkins Core Indicators in detail. Members were the given a QR code to scan and the after the meeting asked to fill out the survey.

Topic 9 Many new members attended the meeting. The Advisory now seems to meet all DESE requirements

Topic 10 5 members of the Senior class are out on CO-OP. After the second semester more than half of the Junior class will be capable of entering the program.

Present CO-OP contractors include. M. Proctor Masonry, City of Fitchburg, Contemporary Design, and Landscape Artisan.

Topic 11 Members were concerned that the new frameworks would greatly diminish the curriculum if implemented the way other trades are being changed.

Topic 12 Members were informed that we have asked for a Perkins Grant to purchase new state of the art dust free saws. It was also mentioned that although not in the Frameworks, Stone veneer is a big part of the industry. Dave Croteau of the Stoneyard is willing to present a free stone installation class to our students. All members agreed that this would be beneficial to the program.

Meeting Adjourned at 8:30 PM

Liaison



Chairperson



Vocational Program Advisory Meeting Minutes
October 12, 2023
6:45 pm

Program: Plumbing

Secretary: Jeffrey Briggs

Attendance: Mr. Moises Cintron - Big Moes Plumbing and Heating, Fitchburg
Mrs. Sonia Cintron - Big Moes Plumbing and Heating, Fitchburg
Mr. Dominick Esposito - FW Webb
Mrs. Donna White - O.G. Croteau Plumbing and Heating, Fitchburg
Mr. Thomas Sahlberg - Sahlburg Plumbing and Water Treatment, Ashby
Mr. Daryn Croteau - Project Manager, DECCO Mechanical

Teachers (Non-Voting)

Mr. Kevin Martin, Instructor
Mr. Christopher Morrisette, Instructor
Mrs. Mellisa Blanchard, Instructor
Mr. Jeffrey Briggs, Instructor

Topic #1: Welcome, Call to Order, Sign/Take Attendance

Discussion:

- Mr. Kevin Martin brings the meeting to order and welcomes all attendees to the advisory session.
- Mr. Martin opens with an explanation of the need and importance of our Advisory Board to the Plumbing program and gives thanks to all members in attendance for taking the time to join us this evening. He also takes a moment to welcome new members in attendance.
- Mr. Martin provides a sign-in sheet to all attendees and asks those in attendance to verify contact information and to change it if necessary.

Topic #2: Nomination and appointment of PAC Chairperson (member of General Advisory Committee)

Discussion:

- Mr. Martin explained the need and the obligation requirements of the Chairperson and opened up the discussion to the floor. Mr. Dominick Esposito was nominated by the committee to be Chairperson, he accepted the nomination. After a vote, Mr. Esposito was unanimously voted in as this year's Advisory Chairperson.

Topic #3: Shop Walkthrough

a. Discussion/input/recommendation

b. Review of new equipment/software/tools

Discussion:

- Members were impressed with the student work being performed within the plumbing shop. Mr. Martin reviewed with members how underclassmen work on introductory material and tool fundamentals in one half of the shop, then moved over to the “mock house” side of the shop where he discussed the learning and activities that take place in that location.
- Mr. Martin mentioned to the committee that we have a new trailer and showed the committee the Milwaukee Packout system that will be outfitting the trailer.
- New/replaced equipment was discussed with the committee such as the new Ridgid 300 Power Vise.

Topic #4: Industry Recognized Credentials (Important part of new District Improvement Plan)

a. Are current offerings relevant? Do employers value them?

b. Are there other credentials that employers value that aren't currently offered?

Discussion:

- Mr. Martin shares with the committee that our program currently offers for credentials:
 - Hot Work Certification
 - Mega Press Certification
 - OSHA Construction 10 Training
 - OSHA General Industry Training
- The committee was pleased to hear about the offered credentials and suggested a certification in IPEx piping for flue gas venting of appliances. Mr. Dominick Esposito from FW Webb mentioned that it might be possible for him to organize an in-house training.

Topic #5: Update 5 Year Plans

a. Proposed new equipment/software/technology purchases (and approved by the committee)

Discussion:

- Mr. Martin opened the discussion with an overview of the Plumbing Program's 5-year plan. Mr. Martin spoke about how it represents forward-looking concerns of needed tools and tool repairs, materials, and equipment.

- Mr. Martin discussed plans for the epoxy coating of the shop floors. It was explained to the committee that we were still in the logistics phase of the project. The committee had asked if the project was something that another shop could do in an effort to save money. It was explained that this was not something another shop could do.

Topic #6: Review and discuss Vocational Program Assessment

Discussion:

N/A

Topic #7: Review and discuss 2023 Post grad plans

Discussion:

- Mr. Martin discussed the class of 2023 and stated that out of 16 students, 11 are working in the trade and 2 are actively seeking employment.
- Mr. Martin discussed how he does follow-up surveys with post-graduates to determine how many previous students have continued with the trade beyond a year after graduating.

Topic #8: Perkins V Survey (not to be completed until after the meeting)

- a. Discussion of survey (participation is crucial to grant applications/future planning)
- b. Review checklist. Clarification of language/what is DESE asking for
- c. Google Survey due by 10/20

Discussion:

- Mr. Martin discussed what the Perkins Core Indicators were and how to be eligible to receive Perkins Grant funds, every district needs to be held accountable and demonstrate to the state that students are succeeding at the school. The measurements that the state uses are called the core indicators. Mr. Martin listed the Core Indicators and each one explained the measurement, definitions, and required criteria.
- Mr. Martin explained the Perkins Comprehensive Local Needs Assessment QR survey code which was provided to all members of the committee and asked that they all take a moment in the next few days and take the survey.

Topic #9: Program Advisory Recruitment
a. Review DESE representation requirements

Discussion:

- Mr. Martin asked the committee to continue all the great work and support that they have collectively been providing and reminded them that we are always looking for Advisory Board Members; if anyone knows of potential members, have them contact him for membership. Mr. Martin spoke about the member composition categories and also the types of representation that the committee is always looking to receive for membership.
- The committee thought that putting flyers in supply houses could be beneficial.
- Mr. Martin also referred back to Perkins and reminded everyone how important it is to have an advisory board of industry-recognized members in order to be in compliance with Perkins.

Topic #10: Co-op Numbers
a. Companies hiring Co-op Students

Discussion:

- Mr. Martin spoke about the current Co-op status of the plumbing program. He informed the committee that there were currently six senior students out in the Co-op program.
- Mr. Dominick Esposito stated that he would reach out to businesses in surrounding areas and inquire about co-op opportunities.

Topic #11: Review of new Framework (if applicable)
a. Discussion of the public comment period

Discussion:

- Mr. Martin mentioned that our current frameworks are obsolete and that DESE is outsourcing the new framework development to a company out of Tennessee.
- The committee was confused as to why Tennessee would be writing a curriculum for Massachusetts plumbing.

Topic #12: New Business (grants, donations, curriculum changes, new industry trend)

Discussion:

- Mr. Martin mentioned that we were in the process of finishing the Habitat for Humanity project on Taft St. in Fitchburg.
- In addition, Mr. Martin mentioned the new house project for this school year, a Habitat for Humanity project on Granite St. in Fitchburg.
- Mr. Martin also mentioned that we were hopeful that we would start the work on the off-site campus at 270 Westminster St in November.

;
Meeting Adjourned at 8:00 pm

Respectfully submitted,

Jeffrey Briggs, Secretary

Department Liaison's Signature: Kevin W. Martin

Chairperson's Signature: David J. Epp

Vocational Program Advisory Meeting Minutes
October 12, 2023
6:45 pm

Program: Vet Sci

Secretary: Dr Lauren Shell

Attendance: Ms. Angela Leak LVT
Mr. Zach Prest
Ms. Cynthia Prest
Mr. Jose Silva
Ms. Victoria Silva-Olivera
Ms. Gianna Carbone
Ms. Kristina Carbone
Ms. Fran Symonds
Ms. Terry Sadler
Ms. Carrie Ales, CVT
Ms. Tania Torres CVA
Dr. Margaret Delano

Teachers (Non-Voting)
Dr. Liz West
Dr. Lauren Shell
Dr. Jen Harackiewicz
Ms. Katie Heikkila
Ms. Alexandra McNamara LVT
Ms. Kylee Stout
Ms. Kim Clark CVT

Topic #1: Welcome, Call to Order, Sign/Take Attendance

Discussion: Dr West welcomed everyone to the VS building, called the meeting to order and requested everyone to please sign in on the attendance sheet, updating their information as necessary. Dr West introduced Katie Heikkila, the new groomer and Lexi McNamara, the new clinic manager to the committee. The members of the committee introduced themselves to the group.

Topic #2: Nomination and appointment of PAC Chairperson (member of General Advisory Committee)

Discussion: Dr West called for volunteers to be nominated for the PAC Chairperson role. She explained the role of the Chairperson is to act as a voice for the committee on

the General Advisory Committee to the School Committee, speaking for the program should the need arise. After a self-nomination period, a vote was taken, and Kristina Carbone was elected Chairperson.

Topic #3: Shop Walkthrough
a. Discussion/input/recommendation
b. Review of new equipment/software/tools

Discussion: Drs Harackiewicz, West & Shell led the tour of the classroom and clinic spaces. Members were encouraged to ask about services provided. Dr Harackiewicz mentioned that ProHeart injections and Seresto collars are now available for clients. Drs West and Shell discussed the change in teacher of record for the sophomore and senior classes, and the shift in curriculum to allow for more targeted preparation for the CVA exam (such as the movement of livestock curriculum to the junior year).

Topic #4: Industry Recognized Credentials (Important part of new District Improvement Plan)

- a. Are current offerings relevant? Do employers value them?**
- b. Are there other credentials that employers value that aren't currently offered?**

Discussion: Dr West discussed the current IRCs attained by students - the CVA, Fear Free, Recovery CPR and the NAVC Human-Animal Bond certifications. Members agreed that these are relevant and valued credentials, particularly the Recover and Fear Free. No other IRCs were suggested.

Topic #5: Update 5 Year Plans
a. Proposed new equipment/software/technology purchases (and approved by committee)

Discussion: Dr West provided the current 5 year plan, noting that a new microwave for the classroom is going to be needed imminently as the current one is no longer heating agar evenly. Requests for proposals was made. Ms. Victoria Silva-Olivera brought up the idea of an Anatomage table for A+P studies, Dr. Shell will ask sophomore students about A+P at the end of this year and we may re-visit this possibility. More pocket pet models (rabbits, guinea pigs) were suggested by Dr. Delano for anatomy study. Dr. West welcomed the suggestion, noting that she feels DESE appears to be withdrawing research animal requirements in the new Power Standards.

Topic #6: Review and discuss Vocational Program Assessment

Discussion: Due to the circumstances with the server, this topic will be discussed at a later meeting.

Topic #7: Review and discuss 2023 Post grad plans

Discussion: Dr Shell reviewed the post grad plans of our 18 graduates, and updated the committee on the increase in proportion of students staying in the animal science field. 12/18 students going on to animal industry, whether going into the workforce, going on to a veterinary technician program or going to a 4-year university with the intention of studying animal science or veterinary business management

Topic #8: Perkins V Survey (not to be completed until after meeting)

- a. Discussion of survey (participation is crucial to grant applications/future planning**
- b. Review checklist. Clarification of language/what is DESE asking for**
- c. Google Survey due by 10/20**

Discussion: Dr West opened the discussion of the Perkins V survey with a request for all members to complete it as the participation is tied directly to the funding for the programs. The checklist and language was explained. The hard copies of the survey will be available after the meeting, or preferably it can be completed online. Members were reminded that the online survey must be completed by Oct 20th.

Topic #9: Program Advisory Recruitment

- a. Review DESE representation requirements**

Discussion: Dr West reviewed the requirements for PAC members, and mentioned the areas of need (linguistic minorities, co-op providers). Dr West gave the members copies of the letter and brochure produced as PAC Outreach materials. She is going to be visiting all the local clinics as part of her outreach campaign to increase membership and co-op opportunities. Ms Carbone asked if it would be appropriate to include other businesses, such as grooming salons. Dr West replied that at this time outreach was going to be limited to veterinary clinics as we are awaiting further clarification from DESE as to the suggested breadth of the program.

Topic #10: Co-op Numbers

- a. Companies hiring Co-op Students**

Discussion: Dr West outlined the co-op locations, 7 total with current seniors. There are another 2 actively in the process of interviewing at new locations. Members were invited to encourage their connections to consider co-op.

Topic #11: Review of new Framework (if applicable) done!

- a. Discussion of public comment period**

Discussion: Drs West and Shell opened the discussion concerning the new framework as put forth by DESE. They introduced members to the website, pointing out the change from previous versions to the new Power Standards. They went through the IRCs, equipment list and examples provided. Dr West asked all members to provide comments prior to the end of the public comment period, Oct 27th. Ms. Leak and Carbone asked for clarification on the process, intent and expressed concern about the narrowness of the proposed Power Standards. Dr. Delano was disappointed with the scope of the program, particularly the removal of all research animals from the standards.

Topic #11: New Business (grants, donations, curriculum changes, new industry trend)

Discussion: Dr West opened the floor for discussion on any new business. Ms. Gianna Carbone spoke as a representative of the sophomore class in requesting a unit before Co-op in Junior year that focuses on the mental, emotional, and physical wellness of humans who work in the animal care industry. Dr. Shell will integrate this into the curriculum. Mr. Zach Prest gave feedback from the senior class about the good way the pace ramped up in the clinic over junior year and said the prescription unit was an important one. Ms. Carrie Ales asked about interview preparedness and the committee agreed that reaching out to industry leaders (Carrie is interested in this) to conduct a mock interview day. Ms. Angela Leak asked about whether we discuss and prepare students for what to do if a job is not the right fit for them. Dr Shell responded that she has impromptu discussions and individual talks with students when it is needed - the committee agreed that it was a good thing to be done more formally with the entire class.

Meeting Adjourned at 8:36 pm

Respectfully submitted,

Elizabeth West

Department Liaison's Signature: 

Chairperson's Signature: 

Vocational Program Advisory Meeting Minutes
October 12, 2023
6:45 pm

Program: Welding/ Metal Fabrication

Secretary: Heather Gray

Attendance:	Daniel Carter	Tim's Fabricators
	Marcus Cintron	Steel Fab. Inc
	Mark Davis	Tim's Fabricators
	David Dowland	Local 4 Pipefitters & Worcester Tech.
	Devin Gulliver	Local 7 Capco Steel Erectors
	Amy Hahn	Parent
	Ronald Harris	Student
	Noah Johnson	Student
	Nathan Williams	Worcester Tech.
	Phillip Mailhiot	Steel Fab. Inc

Teachers (Non-Voting)

Heather Gray
Timothy Wright
Seth Michaud

Topic #1: Welcome, Call to Order, Sign/Take Attendance

Discussion: The committee were welcomed into the Welding/ Metal fabrication shop and thanked for their support and commitment to our program. Then proceeded to introduce the Welding and Metal Fabrication's new advisory committee member: Philip Mailhiot a former graduate of the program and representing Steel Fab. Inc.

Topic #2: Nomination and appointment of PAC Chairperson (member of General Advisory Committee)

Discussion: Devin Gulliver was nominated as the Welding and Metal Fabrication Program Advisory Chairperson.

Topic #3: Shop Walkthrough

a. Discussion/input/recommendation

b. Review of new equipment/software/tools

Discussion: The committee members were toured around the Welding/ Metal Fabrication shop and the outdoor space. The committee was pleased to see the amount of clean up our students did last Spring/ Summer. It was also announced that we will be getting a roof over this space and a new concrete slab. We also purchased a two foot finger brake in February 2023, the machine has been on back order since May, and hopefully we will receive it in November. The committee was asked if they had any recommendations for the Welding and Metal Fabrication program, there were none at this time.

Topic #4: Industry Recognized Credentials (Important part of new District Improvement Plan)

a. Are current offerings relevant? Do employers value them?

b. Are there other credentials that employers value that aren't currently offered?

Discussion: The committee was briefed on the current IRC's that we offer in the Welding and Metal Fabrication program, which includes: OSHA 10 Construction, NFPA Hot Work certificate, AWS D1.1 SMAW 3G Certification. Last year we piloted two new IRC's. The Junior class attempted the AWS D1.1 FCAW 1G. And the sophomore class earned a new credential from Starrett Tool: Precision Measuring Certificate. It was recommended that the students have both OSHA10 Construction and General Industry, since not all students will be in construction or manufacturing.

Topic #5: Update 5 Year Plans

a. Proposed new equipment/software/technology purchases (and approved by committee)

Discussion: The committee was given a copy of the tentative five year plan. The five year plan changes were discussed such as prioritizing the order of some equipment due to deterioration and the addition of a generator welder. The committee was asked of their opinion of make and model of common generator welders Such as Miller Bobcat or Trail Blazer, and/ or Lincoln Electric's Ranger. It was suggested to go with the Miller Trail Blazer when the time comes and not to purchase the new fuel injected model. Apparently, it has been troublesome in the field.

Topic #6: Review and discuss Vocational Program Assessment

Discussion: Due to the recent Cyber Attack on Monty Tech's technical system, we were unable to review the Welding and Metal Fabrication's Program Assessment. Based on last year's results, we were categorized as "*Exemplary*", and our areas of improvement are always diversifying the advisory committee with nontraditional personal, person with disabilities, and racial minorities.

Topic #7: Review and discuss 2023 Post grad plans

Discussion: The committee members were given a copy of the *2023 Post Graduate Plans*; they were pleased to see that 55% of our welding and metal fabrication students had planned to enter the workforce.

Topic #8: Perkins V Survey (not to be completed until after meeting)

- a. Discussion of survey (participation is crucial to grant applications/future planning)
- b. Review checklist. Clarification of language/what is DESE asking for
- c. Google Survey due by 10/20

Discussion: Committee members were given a copy of the *MA Perkins V Career and Technical Education Program Checklist and QR Code*. It was explained that the survey is used to help Monty Tech apply for potential grant funding. The committee was asked if they have any questions about the language on some of the questions, and if they could complete the survey before Oct. 20th that would be great.

Topic #9: Program Advisory Recruitment

- a. Review DESE representation requirements

Discussion: Committee members were offered the Advisory Committee Letter of Intent forms if they knew of anyone who might be interested in joining especially if they are nontraditional personal, person with disabilities, and racial minority; this requirement has always been a weakness of our program committee.

Topic #10: Co-op Numbers

- a. Companies hiring Co-op Students

Discussion: The committee was pleased to hear that the Senior class is starting off with 5 students on Co-op. The companies who are employing our students currently are: Curtis Industries (2 Students), Space Age Electronics, Maxant Honey, Shattuck Metal Works, and Wide Angle Marketing Inc.

Topic #11: Review of new Framework (if applicable)

a. Discussion of public comment period

Discussion: The committee was presented with a copy of the 2022 Metal Fabrication and Joining Technology Frameworks, which was revised in 2020-2021; Heather Gray was the lead teacher on the revision team. Dave Dowland made a comment that the reformed frameworks looks really good and organized. Unfortunately, this new framework is for reference only due to DESE outsourcing a new company in Tennessee to revise all of the Chapter 74 Frameworks. The committee was presented with a copy of the website to visit the new frameworks. The Metal Fabrication and Joining Technologies Frameworks are not available for review or public comment at this time.

Topic #11: New Business (grants, donations, curriculum changes, new industry trend)

Discussion: The advisory committee applaud Curtis Industries for donation over \$2,000 worth of sheet metal to the welding and metal fabrication program. It was mentioned that the class of 2024 would be collaborating with WPI for their annual New England Regional Competition. The students will be communicating and fabricating a bridge design created by a WPI student team. In the Spring, a small group of senior and junior students will be competing in the NOTCH Pipe welding competition. Lastly, the Senior and Junior class will be joining with Carpentry program in constructing two staircases with railings at the new Monty Tech Westminster St. Building.

Meeting Adjourned at 8:00 pm

Respectfully submitted,



Heather Gray

Department Liaison's Signature:



Chairperson's Signature:

