

**Vocational Program Advisory Meeting Minutes**  
**February 8, 2023**  
**6:45 pm**

**Program:** Advanced Manufacturing

**Secretary:** Mr. Kevin Killay

**Attendance:**

Mr. Dan Rocheleau	RTD
Mr. Joe Quinn	Fitchburg Welding
Mr. Andrew Prochnow	Precision Optics
Mr. Chris Muldoon	NyproMold
Mr. Arik Huntoon	Student
Mr. Eric Huntoon	parent
Mr. James Clinton	Starrett
Mr. Jason Tremblay	Beacon Med Tech

Non-Voting Teachers (& other Non-Voting)  
Mr. Jay Blauser  
Mr. Patrick White

**Topic #1: Welcome, Call to Order, Introduction of New Members, Attendance and Update Contact Information**

**Discussion:** Members updated their information.

**Topic #2: Program Advisory Committee Recruitment**  
**a. Review DESE Representation Requirements**

**Discussion:**

The advisory committee was presented with the DESE criteria for diversity on the advisory board and a discussion followed.

**Topic #3: Review SY 2023-2024 Budget**

**Discussion:** We reviewed the budget and discussed the fact that we are always able to purchase what we need for our students.

**Topic #4: Review Exploratory Results**

**Discussion:**

Mr. White presented the explore numbers. Advanced Manufacturing had 23 first choices and we filled with 16 and then as a department we opted to take a 17<sup>th</sup> student. Mr. Rege made sure we were able to accommodate a 17<sup>th</sup> student by outfitting an additional machine to match the needs of the freshmen curriculum.

**Topic #5: Review/Update 5 Year Plans**  
**a. Proposed New Equipment/Software/Technology Purchases (and approved by committee)**

**Discussion:**

The updated five-year plan was presented and approved.

**Topic #6: Review and Discuss Perkins V Survey Results from Fall Advisory Meeting**  
**a. Discuss Potential Improvements**  
**b. Areas That Scored Lower Than Expected, and why**

**Discussion:**

The Perkins survey will be amended and sent to the committee. We will revisit this in the fall of 23.

**Topic #7: Complete the Program Review**

**Discussion:** The programmatic review was completed with input from all advisory members.

**Topic #8: Discuss Community/Municipal/District Projects and Jobs that have been completed**

**Discussion:**

We discussed a few of the projects that have been worked on this year.

**Topic #9: Coop Numbers**  
**a. Companies hiring Coop Students**

**Discussion:**

All of the senior students are on COOP and seven of the juniors will be out next week. We have a lengthy list of companies anticipating COOP students.

**Topic #10: New Business (Topics: grants received, donations received, new industry trends, new IRC's to offer students).**

Each year Advanced Manufacturing has pursued grant funding from the Gene Haas foundation. To date we have received over \$50K and we have used that money to fund Skills USA competition, scholarships and tool kits for our students. Each student is able to leave our program with a professional tool kit worth \$550. Last week we awarded the juniors with their kit. We are anxiously awaiting this year's grant announcement.

Meeting Adjourned at 7:45 pm

Respectfully submitted,

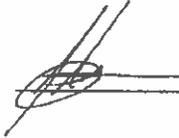
(your signature)  
PRINTED NAME

Kevin Killay

Department Liaison's Signature:

  
\_\_\_\_\_

Chairperson's Signature:

  
\_\_\_\_\_ Joseph Quinn

**Vocational Program Advisory Meeting Minutes**  
**February 8, 2023**  
**6:45 pm**

**Program:** Automotive Collision Repair and Refinishing Technology

**Secretary:** Peter Gallant –

**Attendance:** Mr. Michael Nault from D&G Auto Body Supply  
Mr. Keith Brown – Former student from Como’s Auto Body Inc  
Mr. Michael Como from Como’s Auto Body Inc  
Mr. Michael Robichaud – Former student, industry professional  
and Dean at Nashoba Valley Technical High School  
Mr. John Leblanc Former student from In-Side-Out Customs  
Mr. Scott Piepiora – Former student from West Fitchburg Auto  
Body  
Mr. David Tupper – Parent  
Ms. Abigail Tupper – Student  
Mr. Michael Weaver – Former student and Commercial Parts  
Manager at Auto Zone  
Mr. Scott Boydston from Universal Technical Institute – UTI  
Non-Voting Teachers (& other Non-Voting)  
Mr. Peter Gallant – Monty Tech Instructor  
Mr. David Lelievre - Monty Tech Instructor

**Topic #1:** **Welcome, Call to Order, Introduction of New Members, Attendance  
and Update Contact Information**

**Discussion:** The meeting was called to order and attendance was taken. All members  
that were present updated their personal information and new members  
were introduced.

**Topic #2: Program Advisory Committee Recruitment**  
**a. Review DESE Representation Requirements**

**Discussion:** We discussed recruiting new board members and getting industry people more involved with the board. DESE representation requirements were discussed and we checked all boxes other than Organized Labor, as we do not have a union.

**Topic #3: Review SY 2023-2024 Budget**

**Discussion:** Budgets were reviewed and the board thought next year's budget looks good for next year.

**Topic #4: Review Exploratory Results**

**Discussion:** The board was very happy to see the amount of interest we have in the shop and that we had with 16 first choices and two 2<sup>nd</sup> choices. Our fill number is 18.

**Topic #5: Review/Update 5 Year Plans**  
**a. Proposed New Equipment/Software/Technology Purchases (and approved by committee)**

**Discussion:** New and updated equipment was discussed and the board thought we should up-date our 3D measuring system. For new equipment the board thought we should get a plotter and printer to wrap vehicles. This is the newest technology in the industry and is in high demand, which creates more employment opportunities for our students.

**Topic #6: Review and Discuss Perkins V Survey Results from Fall Advisory Meeting**  
**a. Discuss Potential Improvements**  
**b. Areas That Scored Lower Than Expected, and why**

**Discussion:** The only area we really scored low in was, "Program is large enough to support a community learning environment with peers." We fill every year, so I think the question was misinterpreted with the amount of students we have not the amount we get.

**Topic #7: Complete the Program Review**

**Discussion:** The programmatic review was completed and the only two areas we did not have a yes checked were: #10 - Adequate space for instruction, as the shop is small for the amount of students we have and #12 - Adequate facilities for both male and female, as we only have a male bathroom in the shop.

**Topic #8: Discuss Community/Municipal/District Projects and Jobs that have been completed**

**Discussion:** The shop applied rust prevention and undercoating on some of the school vehicles. We also cleaned and waxed many school vehicles ie, Drivers Ed, Carpentry and maintenance vehicles. We worked with metal fab on several projects like metal cutouts, a donation table and awards for students.

**Topic #9: Coop Numbers**  
**a. Companies hiring Coop Students**

**Discussion:** Our co-op numbers were discussed and the board thought we could get more students out on co-op, with only two currently out. We explained that many of our students are still developing the skills needed to go out on Co-op. This class for students missed a lot of hands-on time due to the Covid Pandemic; we do not feel these students are ready for Co-op and we do not want to set the students up for failure, or have employers upset with students that cannot perform all of the skills the employer needs.

**Topic #10: New Business (Topics: grants received, donations received, new industry trends, new IRC's to offer students)**

The grant for the new spray booth was discussed and the board is hopeful we can still get the new booth, even though it is not going outside of the building.

With the spray booth not going outside, this brought up the amount of students in our shop. The board would like to see less students for the amount of space we have. We are 1/3 of the recommended space in Chapter 74 and the board thinks this is a safety concern. The board has brought this topic up for the last six or seven years.

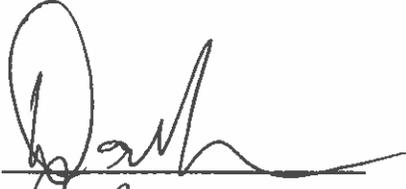
New industry trends are wrapping vehicles, as stated in the 5-year plan discussion. Also, Instructors need training in Paintless Dent Repair (PDR) and add this to our curriculum. There is a very high demand for PDR and would be a fantastic opportunity for our students.

Meeting Adjourned at 9:00 pm

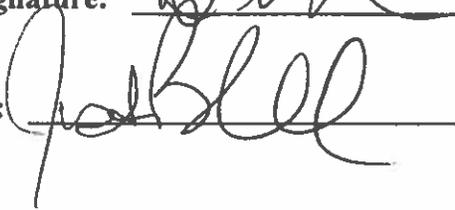
Respectfully submitted,

**Peter Gallant**

**Department Liaison's Signature:**

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

**Chairperson's Signature:**

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

**Vocational Program Advisory Meeting Minutes**  
**February 8, 2023**  
**6:45 pm**

**Program:** Automotive Technology

**Secretary:** Matthew La Rose

**Attendance:** Mr. Ron Alger ( Worcester Tech), Mr. Paul Bagley ( Leominster CTE), Mr. Robert Bolivair ( Mass Bay Community College), Mr. Ray Ford (Fisher Auto Parts), Mr. John Huck (Milton Caterpillar), Laney Kozak ( Automotive Technology Student), Mr. Matthew Kozak (Owner Kozak Auto Brokers), Mr. Scott Patacchiola ( Herb Chambers Auto Group), Mr. Charles Pearson ( Industry Consultant), Mr. Lucas Terho ( Jay's Automotive), Ms. Lindsay Torkkel(B&Z Enterprises), Mr. John Viola (Viola's Fitchburg Tire), Mr. Paul Wagner ( Automotive Instructor)

**Teachers:** Mr. George Russell, Mr. Josh Richardson, Mr. Matt La Rose.

**Topic #1:** Welcome, Call to Order, Introduction of New Members, Attendance and Update Contact Information

**Discussion:** The Attendance list was sent around the room and all members introduced themselves.

**Topic #2:** Program Advisory Committee Recruitment

a. Review DESE Representation Requirements

**Discussion:** Discussions were held and the membership is actively looking to help resolve the missing disabled individual requirement.

**Topic #3:** Review SY 2023-2024 Budget

**Discussion:** The membership was informed that the budget has been submitted.

**Topic #4:** Review Exploratory Results

**Discussion:** Mr. Richardson discussed our current freshman class enrollment and exploratory numbers. He informed the membership that we now enroll 20 students and that we are currently at full capacity. There were a total of 159 students that chose our shop as a trade option. Currently we have 14 male students and 4 female students enrolled in our program.

**Topic #5: Review/Update 5 Year Plans**  
**a. Proposed New Equipment/Software/Technology Purchases (and approved by committee)**

**Discussion:** The membership discussed the various equipment models available for correct battery charging / testing technology. Tire balancer and mounting / dismounting machine cost increases and requirements were addressed and this led to an adjustment of estimated costs within the five year plan. Air conditioning machines and refrigerant options were addressed and noted. The committee discussed the need for heavy duty lifts and equipment to handle electric vehicles and their unique battery weight and service requirements. Tire Pressure Monitor systems and tooling requirements were addressed

**Topic #6: Review and Discuss Perkins V Survey Results from Fall Advisory Meeting**

**a. Discuss Potential Improvements**  
**b. Areas That Scored Lower Than Expected, and why**

**Discussion:** During discussions it was determined that many members were confused by the ranking system. Some showed 1 as strongly disagree and 5 as strongly agree where as other rankings were the opposite. Overall the membership is happy with the current state of the program.

**Topic #7: Complete the Program Review**

**Discussion:** The membership completed the review and came back with some suggestions. One of the suggestions was that the school finds a way for us to have some time in the classroom. The classroom at one point was solely used by Automotive Technology. Over the years the room became a related room for several other shops. Currently we are not allocated any time in the classroom. The other suggestion was that the school should hire another instructor. The shop was a four person shop and after an instructor retired he was never replaced. The volume of live work and billing is a tough hurdle for three instructors.

**Topic #8: Discuss Community/Municipal/District Projects and Jobs that have been completed**

**Discussion:** At this point in the year there have been many community customer vehicles serviced. Jobs ranged from oil changes, brakes, alignments, inspection stickers, and tires. Students are excited to work work on such a diverse offering of vehicle and customer types.

**Topic #9: Coop Numbers**

**a. Companies hiring Coop Students**

**Discussion:** At the time of the meeting there were eight Seniors out on Co-Op and two Juniors heading for Co-Op. There has been an unprecedented amount of shops looking for students to hire, so we are hopeful that more students bring themselves to a level that allows them to become eligible.

**Topic #10: New Business (Topics: grants received, donations received, new industry trends, new IRC's to offer students)**

The membership was informed that the shop received a grant that allowed us to replace the aging alignment machine as well as an accompanying A.D.A.S. calibrating system. The A.D.A.S. is used for self parking, lane departure warnings, autonomous driving, and collision avoidance. The two machines are becoming integrated and will be required to be used in conjunction with one another. The committee also asked why we are using hand written repair orders instead of an electronically produced options. We informed the committee that there are options in the works and that this could be rectified in the future. The membership asked if there are grants available if we need to order a professional system that local shops and dealerships utilize. We stated that we will look into that.

Meeting Adjourned at 7:43 pm

Respectfully submitted,

(your signature)

PRINTED NAME MATT LA ROSE

Department Liaison's Signature: 

Chairperson's Signature: 

## Vocational Program Advisory Meeting Minutes

February 8, 2023

6:30 p.m.

**Program:** *BUSINESS TECHNOLOGY*

**Secretary:** Angela Ikonen, Business Technology Liaison

Abigail MacKinnon	Student, Class of 2023
Jennifer MacKinnon	Parent of Abigail MacKinnon
Cathy Maher	Moduform, Inc.
Juha Valikangas	Entegris
Terry Young	No. Central MA Chamber of Commerce

### Teachers: Non-Voting

Elba Guzman, Business Technology Instructor  
Angela Ikonen, Business Technology Instructor / Liaison

**Topic #1:** Welcome, Call to Order, Introduction of New Members, Attendance and Update Contact Information

**Discussion:**

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

**Topic #2:** Program Advisory Committee Recruitment  
a. Review DESE Representation Requirements

**Discussion:**

- ❖ Mrs. Ikonen reviewed the responsibilities of the Advisory Committee. She also reviewed the representation requirements.

**Topic #3:** Review SY 2023-2024 Budget

**Discussion:**

- ❖ Many consumables are used throughout all four years.
- ❖ We are using several technology projects from TechnoKids.com.

**Topic #4:** Review Exploratory Results

**Discussion:**

- 18 freshmen in Business Technology (9 male, 9 female)
  - 1<sup>st</sup> 11
  - 2<sup>nd</sup> 21
  - 3<sup>rd</sup> 17
  - 4<sup>th</sup> 13
  - 5<sup>th</sup> 12
  - 6<sup>th</sup> 23
- Mrs. Guzman spoke regarding exploratory.
- Each week has been very busy with full groups.
- Juniors have been very helpful with assisting the freshmen.

**Topic #5:** Review / Update 5-Year Plans

**Discussion:**

Five-year plan was reviewed and approved by the committee.

**Topic #6:** Review and Discuss Perkins V Survey Results from Fall Advisory Meeting  
a. Discuss Potential Improvements

**b. Areas That Scored Lower Than Expected, and why**

**Discussion:**

The Perkins V Survey Results was discussed.

**Topic #7:** **Complete Program Review**

**Discussion:**

The Annual Programmatic Review was discussed, explained, and reviewed.

**Topic #8:** **Coop Numbers**

**a. Companies Hiring Coop Students**

**Discussion:**

**Seniors**

Heywood Healthcare, Gardner  
Monty Tech Athletic Department  
Monty Tech Media Department  
Tricia Vorderstrasse, MD Family Practice, Gardner  
Worker's Credit Union (Pending), Fitchburg

**Juniors**

Leominster Credit Union (Pending)  
Monty Tech Athletic Department (Pending)  
Monty Tech Media Department (Part Time)  
Tricia Vorderstrasse, MD Family Practice, Gardner  
Worker's Credit Union (Pending), Fitchburg

**Topic #9:** **Other**

**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 4 seniors on Co-Op at the following sites:
  - Heywood Healthcare, Gardner
  - Monty Tech Athletic Department
  - Monty Tech Media Department
  - Tricia Vorderstrasse, MD Family Practice, Gardner
- ❖ 1-2 more seniors will be going out after 1<sup>st</sup> quarter.
- ❖ Juniors will be eligible after 2<sup>nd</sup> 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.

Meeting Adjourned at 7:30 p.m.

Respectfully submitted,



**Angela Ikonen**  
Business Technology Instructor / Liaison



**Chris Adshade**  
Hypnotherapy Consultants  
Business Technology Chairperson

**Vocational Program Advisory Meeting Minutes**  
**February 8, 2023**  
**6:30 pm**

**Program:** Cabinetmaking

**Secretary:** Joe Bulger

**Attendance:** Sean Finney - Concord Millwork  
Mike Pandiscio - Sterling Surfaces  
Amy Putney - Glennwood Kitchens  
Benjamin Schmidt - Student  
Frank Schmidt - Parent of Student

Teachers (Non-Voting)  
Michael Dion  
Joe Bulger  
Nick Bailey

**Topic #1: Welcome, Call to Order, Introduction of New Members, Attendance and Update Contact Information**

**Discussion:**

Everyone present signed and updated the attendance sheet and Mr. Dion introduced Sean Finney to the advisory. Mr. Finney has been a member since September of 2022 but this was his first time he was able to attend one of our meetings.

**Topic #2: Program Advisory Committee Recruitment**  
**a. Review DESE Representation Requirements**

**Discussion:**

Mr. Dion read over the DESE representation requirements to the advisory and asked for everyone's help in continuing to recruit members throughout the year. He also addressed that even though our committee does not consist of a person with disabilities, we still meet the requirement due to our committee having many years of experience being ADA compliant within their companies. Also, Mr. Bulger suggested reaching out to Co-op site HR department during new hires to explain what the advisory does and how it might benefit them.

**Topic #3: Review SY 2023-2024 Budget**

**Discussion:**

The cabinetmaking budget was submitted for the 2023-2024 at \$61,949.49. Mr. Dion explained the reason for the large increase in the budget is due to inflation of materials. One of our largest consumables used is Eastern White Pine and is devoted primarily to freshman explore totaling a little over \$18,000 making up more than 25 percent of Cabinetmaking's total budget. Other consumables like sheet goods climbed more than 200 percent from last year and some products saw an even higher increase in price. However, Mr. Dion also stated from the time the budget was requested up to now, some products such as lumber, plywood, and consumables are still fluctuating quite a bit in the negative, as the year has gone on.

Everyone was made aware once again that Cabinetmaking does keep material in inventory for live jobs that are requested by the surrounding towns and public. After jobs are completed Cabinetmaking collects payment for materials and consumables that were used from our

inventory. This year alone we have collected a little more than 16,500 dollars. Committee discussed different wholesalers and acknowledge prices are mostly the same throughout and service is the largest variable.

**Topic #4: Review Exploratory Results**

**Discussion:**

Mr. Bailey shared and reviewed the Cabinetmaking exploratory numbers with the advisory. He was happy to announce that Cabinetmaking filled again with first choice students for the 2nd year in a row. Also, Mr. Bailey shared with the advisory out of all 162 students who came through CB explore, all but 31 students did pick Cabinetmaking 1 -6.

1st choices - 25

2nd - 31

3rd - 21

4th - 23

5th - 21

6th - 10

**Topic #5: Review/Update 5 year Plans**

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

**Discussion:**

Mr. Dion handed out the updated 5 year plan from the previous meeting in October to everyone to review. Also reminding the committee that three of the five items previously on the 5 year plan were purchased from the anonymous donor over the summer. Added to the plan as discussed during our October meeting was the heavy duty van and trailer. Mr. Pandiscio made a comment during the last meeting about getting a Festool edgebander that is capable of doing radius laminate countertop edges. However, the item is under 5,000 and we would not be able to add it to the 5 year plan.

Quick update on the equipment, the saw stops have all been received and we are still waiting on the Razor Gauge, 2 Northfield Jointers, Northfield surface planer, and the manual Northfield shaper. Unfortunately, there is an eight to ten month lead time on the Northfield equipment and we have not been given a delivery date as of yet. Hope to hear something in the spring from Akins Machinery.

**5 Year Plan**

2023-2024	Heavy duty van capable of pulling cabinetmaking trailer \$28,000
2024-2025	Heavy duty 14' dual axel trailer \$12,000
2025-2026	An additional 3 computers, sign software, and training
2026-2027	Shop Make-Over (Paint, floor refinish, improved shop layout)
2027-2028	Epilog Laser 18,000.00

**Topic #6: Review and discuss Perkins V Survey Results from Fall Advisory Meeting**

**a. Discuss Potential Improvements**

**b. Areas that scored lower than expected, and why**

**Discussion:**

The Perkins V Survey results were handed out to the committee. Overall, Cabinetmaking scored

fairly well with all 5's in each categorie except two. With only 3 responses recorded, it was debatable if someone may have misunderstood the question becasue two people answered with 5's and one person answered with a 1. The other categorie the same except instead of a 1 they answered with a 2. No one had anything to add.

**Topic #7: Complete the Program Review**

**Discussion:**

The annual programmatic review was passed around for everyone to view and comment on. There were no further comments or concerns with the review. Mr. Pandiscio filled out the programmatic review, signed it, and dated.

**Topic #8: Discuss Community/Municipal/District Projects and Jobs that have been completed**

**Discussion:**

Community projects that are completed are as follows; 120 Trophy Bases for MWCC, new cabinets and downdraft table for the Dental program, business office printing room, new school store remodel, Rm 117 base countertops and counters, Rm 160 storage cabinets for the English department, and the Lunenburg Ritta Building where we built a new kitchen for the employes break room.

Ongoing projects include an entire new kitchen cabinets for the Early Childhood program. We will be replacing a large section of cabinets and countertops and making it handicap accessible for current and future students.

**Topic #9: Co-op Numbers**  
**a. Companies hiring Co-op Students**

**Discussion:**

Mr. Dion reported that there are currently five seniors out on Co-op and Mr. Bulger reported there are currently six juniors out on Co-op. Companies hiring our students on a regular basis are Sterling Surfaces, Kitchen Associates, Superior Kitchens, Thomas Buckborough, Nine Points, Woodmeister, Maki's, and Custom Closet Doors.

**Topic #10: New Business (grants received, donations received, new industry trends, new IRC's to offer students)**

**Discussion:**

Cabinetmaking and House Carpenty Junior and Freshmen class will be headed to JLC Live conference in Providence RI next month. As for donations, Mr. Dion sited Ray Hachey Inc. donated hardwood materials and mill work for the students to use for personal projects. Mill work material was set aside for the practice of cooping and mitering skills.

Meeting Adjourned at 7:45 pm

Respectfully submitted,

(your signature)  
PRINTED NAME

Department Liaison's Signature: Michael D.

Chairperson's Signature: Michael D.

**Vocational Program Advisory Meeting Minutes  
February 8, 2023  
6:45 pm**

**Program:** Computer Aided Design and Drafting

**Secretary:** Jesse Veinotte

**Attendance:** Christina Bazelmans  
Rylee Beauvais  
Emmanuella Cook  
Cory Dupris  
Scott Dzik  
John Mulhall  
Cian Quinn

Teachers: Michael Robichaud, Jesse Veinotte

**Topic #1:** Welcome, Call to Order, Introduction of New Members, Attendance and Update Contact Information

**Discussion:** No new members, request for additional members to join

**Topic #2:** Program Advisory Committee Recruitment  
a. Review DESE Representation Requirements

**Discussion:** Most areas are covered but more diverse population of Advisory would be beneficial

**Topic #3:** Review SY 2023-2024 Budget

**Discussion:** Reviewed new purchases and upcoming purchases including a few new 3D printers. There were no issues with current budget.

**Topic #4:** Review Exploratory Results

**Discussion:** This year the trade attracted 18 students to fill the trade with 17 first choices and one second choice. We compared our results to past years and realized that we had done much better with all our recruitment numbers.

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

**a. Proposed New Equipment/Software/Technology Purchases (and approved by committee)**

**Discussion:** 5 year plan was discussed and new equipment being used in industry  
The cost of New Mechanical Drafting machines was discussed and was determined that the shop could use portable tables and hand tools.

New equipment needed would be a 3D metal printer to make our own molds to utilize our Injection Molding Machine.

3D resin printer needed for intricate parts and for Rapid Prototyping  
New Civil software available to include "GIS and GoGo points"

Rhino software and Procreation software being used in Industry  
Tablets and Ipads for sketching and rendering of spaces

**Topic #6:** Review and Discuss Perkins V Survey Results from Fall Advisory Meeting

**a. Discuss Potential Improvements**

**b. Areas That Scored Lower Than Expected, and why**

**Discussion:** Topic was discussed and improvements will be noted now that Covid pandemic has declined.

**Topic #7:** Complete the Program Review

**Discussion:** Program review was reviewed and evaluated. Results were all very positive, the only issue was not having adequate facilities for bathrooms

**Topic #8:** Discuss Community/Municipal/District Projects and Jobs that have been completed

**Discussion:** Students worked on numerous projects including: Early Childhood classroom cabinet designs  
Lunenburg Senior center room designs  
270 Westminster street renderings for "after dark Program facilities"

**Topic #9:** Coop Numbers

**a. Companies hiring Coop Students**

**Discussion:** We currently have 5 seniors out on co-op

2 students at Starrett Tools, Athol, Ma

1 student at Hood Industries, Ayer, Ma

1 student at Columbia Tech Westborough, Ma

1 student at Brideau Sheet Metal Leominster, Ma

We currently have 4 Juniors that are interviewing for positions

**Topic #10: New Business : New software that is being used in Industries include Rhino, Civil Design, Cabinetworks and use of iPads and Tablets**

Meeting Adjourned at \_8:00 pm

Respectfully submitted,  
Michael Robichaud

(your signature)  
PRINTED NAME

MICHAEL ROBICHAUD

Department Liaison's Signature:



Chairperson's Signature:



**Vocational Program Advisory Meeting Minutes**  
**February 8, 2023**  
**6:45 pm**

**Program:** Cosmetology

**Secretary:** Stephanie Delphia

**Attendance:** Marianis Colon, Corner Salon, Chairperson  
Paige Cooke  
Heidi Ashe  
Shannon Demont  
Jennifer Nye  
Haleigh Nye  
Taesha Contois  
Joyce Vaudrew Vaudrew

Teachers (Non-Voting)  
Lirazol Alie  
Stephanie Delphia  
Jennifer James  
Lisa DeNapoli

**Topic #1: Welcome, Call to Order, Introduction of New Members, Attendance and Update Contact Information**

**Discussion:** Introduction of new members by Lirazol Alie. New members include Joyce Vaudrew Vaudrew, Paige Cooke, Jennifer Nye, and student Haleigh Nye. All members updated contact information as well as filled out any forms that have not been filled out previously. New members introduced themselves with a short description of what part of our industry they contribute to.

**Topic #2: Program Advisory Committee Recruitment**  
**a. Review DESE Representation Requirements**

**Discussion:** Lirazol Alie passed out DESE Advisory Representation Requirements to new members as well as members that are interested in the packet; reviewing essential portions of what the Advisory Board does and how it assists the department with their needs and concerns for their success for their students.

Joyce Vaudrew suggested opportunities for students with NES, New England Studios, Devens. MA. Film, Sound Stage, Production Company. Union Only.

Shannon Demont mentions her opportunities with working with Union and will provide a contact for working with Hair. Taesha Contois suggests contact with Sophia Didonna, Human Resources Representative. Sophia Didonna travels to schools for education, and could incorporate interview skills, certifications, and salon management for students. Could be beneficial for their senior business project.

**Topic #3: Review SY 2023-2024 Budget**

**Discussion:** Mr. Rege stopped into the meeting providing information on when the budget that was proposed would be available for review. Mr. Rege indicated at that moment all budgets have not been approved for \$89,000.00 for Cosmetology 2024.

Marianis asked "How is it possible for the school to reach the budget goals of 89,000.?" Lirazol informed the advisors that the current advanced plus system automatically adds a minimum of \$20,000.00. The other budgeted items include beauty battles as well as more certifications that may be accessed. Where would the supplies be stored? Suggestion of downsizing the amount of students into the program, however, is not fair to students who want cosmetology. Members suggest carpentry build storage for Cosmetology. Lirazol informs them of the current wait on cabinets in the laundry room that was budgeted for last year for this year.

Discussed Grants and Funding for expansion or renovations, unfortunately there is nothing at this time available, however, Mr. Rege, and Katy Whitaker are diligently looking for opportunities to explore all options. Open to suggestions for industry grants.

Heid Ashe states that private hair schools are struggling, Cosmetology Vocational Programs deserve more attention because this is really the only program available. Therefore, having a renovation or expansion is not only necessary to keep the number of accepted students the same but also to have the night program sustainable for future night time students.

Taesha Contois states salons need employees behind the chair. Not having the resources can cause depletion of businesses. Businesses could close. How can there not be any grants for cosmetology to use? Joyce Vaudrew suggests Grants.Gov for funding. Shannon Demont asked "Is there communication between the Cosmetology school program and the Cosmetology night program? What are the new programs being offered in the new building?"

**Topic #4: Review Exploratory Results**

**Discussion:** Taesha Contois asks “Is the exploratory program the same length as it's always been?” Stephanie Delphia explains the expectation and how students do well with understanding the expectations when they begin working in our industry. When students are employed, she explains to them they will be required to stand for 8 hours a day. There is no time for them to be on their phones. They are able to use them during lunch breaks/breaks only.

Exploratory numbers were reviewed and discussed how the numbers are getting better. What the difference may be between now and previous numbers. The addition of vet tech has accepted their amount of students. However, with an addition of vet tech, the percentage of how many less may change was never addressed with the overall school. Lirazol provided the example. If Monty Tech always expected 200 students all of those 200 students could be placed in the original shops without vet tech, of course with vet tech shop numbers would change. Joyce Vaudrew informs the advisory that Bay Path Vocational experiences the same issues with the influx of students in their programs when she was an instructor.

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

**a. Proposed New Equipment/Software/Technology Purchases (and approved by committee)**

**Discussion:** Discussion on the five year plan that was proposed by Lirazol. Indication that the expansion/remodel is at the forefront of Ryan Rege and Katy Whitaker's agenda. Both are currently looking at ways and funding for this project as Cosmetology currently is not eligible for grant funding due to guidelines set forth by Massachusetts.

**Topic #6: Review and Discuss Perkins V Survey Results from Fall Advisory Meeting**

**a. Discuss Potential Improvements**

**b. Areas That Scored Lower Than Expected, and why**

**Discussion:** Lirazol went over results and indicated that those who submitted results stated that we as a shop received mostly 5's. Spoke about where improvement needs to be addressed: a) Program is large enough to support a community learning environment with peers. Program has no fewer than 6 students in each grade.  
b) Program covers all aspects of the industry that students are preparing to enter.  
c) Program has regular evaluation using performance outcomes and comprehensive local needs assessment, where the results are used to make program improvements. Large discussion occurs asking “when will the

cosmetology shop show results from the advisory committee meetings as they feel they are not getting results from current discussions for the last five years.”

**Topic #7: Complete the Program Review**

**Discussion:** Taesha informs she is in the services and OSHA is a big part of what she addresses with her employees. She informs the advisory that the Cosmetology clinic floor is not able to meet OSHA standards with the space and storage that is currently being provided. Manikins are too high, could fall on a student and too close to the lights and could potentially cause a fire. The barbicide jars located in the windows have the potential to break and cause a chemical spill, equipment needs to be current. Sinks need to have handles that accurately go with hot and cold water.

**Topic #8: Discuss Community/Municipal/District Projects and Jobs that have been completed**

**Discussion:** Community service is not allowed leaving the school premises due to stateboard rules and regulations. However, if all students were to fill out the shop-employed applications. Students are able to get jobs without a license based on their hours. Therefore, community service would be allowed. However, all students would need to have their application in and approved prior to any field trips for community service. A few opportunities have been presented for outside community service, however, we have had to decline as of now.

**Topic #9: Coop Numbers**

**a. Companies hiring Coop Students**

**Discussion:** Lirazol Alie presented the current co-op numbers indicating that of the 17 students we have an average of 7 students that stay in school and work on the clinic floor. Joyce Vaudrew asked, “What is stopping Co-Op students from participating? If it is transportation, can transportation be provided? Can the school provide bus transportation for their students? Are they able to job shadow? Lirazol responded that she is working on creating a job shadowing program that will meet the needs for those who are scared to go into the workforce, those who cannot find transportation, and for those employers who may be looking but need to find the right fit for their business. Currently, all participating businesses will need to be Cori'd for the safety of the students that will be job shadowing, as well as 100% participation for all the students that are eligible.

Juniors will start participating in the month of May where seniors will be participating from September through May. Marianis asked, “Do students show an interest in job shadowing and training?” Taesha Contois asked, “Is job shadowing for Seniors only?”

Lirazol explained that some students show interest in the program where others may be scared in general. That is what the job shadowing program

Cosmo

will support. Lack of transportation, face the fear of being in industry and assisting employers with placement. All students are required to have a shop employed license in order to participate as they would be off the premises. Students will start filling out their applications during quarter 3 to be ready for May.

**Topic #10: New Business (Topics: grants received, donations received, new industry trends, new IRC's to offer students)**

**Discussion:** Lirazol thanked Shannon Demont for her donation and explained the donation process. Donations have been received in the past from businesses shutting down as well as from CosmoProf for color that was no longer eligible for sale. Joyce Vaudrew suggests grants.gov for specific grants as well as scholarships. Taesha Contois suggests reaching out to Regis Corporation for thermal irons and new tools. It is important for students to have access to current industry tools and beauty supplies. Seniors equipment and supplies should be updated so they can use them once they are employed. Marianis asks if cosmetology kits are taken back from students during the school year? Lirazol explains that the purpose of building up the student kits throughout their educational time with Monty Tech is to have a full kit to go into industry with. Currently the kits are ordered in increments of Freshman and Sophomore year directly from Burmax, industry supplier. We are considering having an optional kit for juniors to purchase to replace and add certain items that are necessary for industry that are currently not part of their purchase during freshman and sophomore year. Joyce Vaudrew suggests DonorsChoose.org for items needed. Students have the ability to participate in fashion shows and work as a stylist assistant for community service to gain experience with NETS, New England Talent Showcase. Joyce and she are willing to participate in virtual classes. Can provide certificates and training programs that can be used in their portfolios. Students have the ability to work with licensed makeup artists and work runway shows.

cosmetology shop show results from the advisory committee meetings as they feel they are not getting results from current discussions for the last five years.”

**Topic #7: Complete the Program Review**

**Discussion:** Taesha informs she is in the services and OSHA is a big part of what she addresses with her employees. She informs the advisory that the Cosmetology clinic floor is not able to meet OSHA standards with the space and storage that is currently being provided. Manikins are too high, could fall on a student and too close to the lights and could potentially cause a fire. The barbicide jars located in the windows have the potential to break and cause a chemical spill, equipment needs to be current. Sinks need to have handles that accurately go with hot and cold water.

**Topic #8: Discuss Community/Municipal/District Projects and Jobs that have been completed**

**Discussion:** Community service is not allowed leaving the school premises due to stateboard rules and regulations. However, if all students were to fill out the shop-employed applications. Students are able to get jobs without a license based on their hours. Therefore, community service would be allowed. However, all students would need to have their application in and approved prior to any field trips for community service. A few opportunities have been presented for outside community service, however, we have had to decline as of now.

**Topic #9: Coop Numbers**

**a. Companies hiring Coop Students**

**Discussion:** Lirazol Alie presented the current co-op numbers indicating that of the 17 students we have an average of 7 students that stay in school and work on the clinic floor. Joyce Vaudrew asked, “What is stopping Co-Op students from participating? If it is transportation, can transportation be provided? Can the school provide bus transportation for their students? Are they able to job shadow? Lirazol responded that she is working on creating a job shadowing program that will meet the needs for those who are scared to go into the workforce, those who cannot find transportation, and for those employers who may be looking but need to find the right fit for their business. Currently, all participating businesses will need to be Cori'd for the safety of the students that will be job shadowing, as well as 100% participation for all the students that are eligible. Juniors will start participating in the month of May where seniors will be participating from September through May. Marianis asked, “Do students show an interest in job shadowing and training?” Taesha Contois asked, “Is job shadowing for Seniors only? Lirazol explained that some students show interest in the program where others may be scared in general. That is what the job shadowing program

Meeting Adjourned at 8:30pm

Respectfully submitted,

Lirazol Alie

Department Liaison's Signature:

Lirazol Alie

Chairperson's Signature:

M. C.

**Vocational Program Advisory Meeting Minutes**  
**February 8, 2023**  
**6:45 pm**

**Program:** Culinary Arts

**Secretary:** Nancy Despres

**Attendance:** Rebecca King – Quinsigamond Community College  
Erik Lourens – The Bedford Inn  
Zach Connors – The Gardner Ale House

Teachers:  
Michael Banks  
Nancy Despres  
Adam Taylor

**Topic #1: Welcome, Call to Order, Introduction of New Members, Attendance and Update Contact Information**

**Discussion:** All members were welcomed and thanked for their participation. Contact information was reviewed and updated.

**Topic #2: Program Advisory Committee Recruitment**

**a. Review DESE Representation Requirements**

**Discussion:** Members were informed that we are always welcoming new members to our committee and to please forward any interested parties contact information to us.

**Topic #3: Review SY 2023-2024 Budget**

**Discussion:** The budget was reviewed and discussed with the committee. The budget was submitted in the Fall.

**Topic #4: Review Exploratory Results**

**Discussion:** Exploratory results were reviewed with the committee. Culinary received 23 students, not all first choice. The committee was pleased to see our number of students enrolled had increased. Out of the Freshmen class 12 students picked us for 1<sup>st</sup> choice, 20 picked CA as 2<sup>nd</sup> choice, 21 picked CA for 3<sup>rd</sup>.

- Topic #5: Review/Update 5 Year Plans**  
**a. Proposed New Equipment/Software/Technology Purchases (and approved by committee)**
- Discussion:** The five-year plan includes the following equipment:  
Storeroom rack system, blast chiller refrigerator, Vulcan 6 burner range, 6 foot John Boos butcher block table with electricity, 7 foot stainless steel prep table with electricity and a gas fired char broiler.
- Topic #6: Review and Discuss Perkins V Survey Results from Fall Advisory Meeting**  
**a. Discuss Potential Improvements**  
**b. Areas That Scored Lower Than Expected, and why**
- Discussion:** The Perkins survey results from the Fall meeting were all positive. The Advisory Committee feels we are meeting expectations in all areas.
- Topic #7: Complete the Program Review**
- Discussion:** The program review was completed by the committee.
- Topic #8: Discuss Community/Municipal/District Projects and Jobs that have been completed**
- Discussion:** Culinary Arts catered a holiday luncheon for the Westminster Senior Center in December 2022. This was funded by the Ryan Patrick Jones Foundation. We provided a buffet lunch for 130 people.  
In November Culinary Arts baked 125 apple pies for the Lunenburg Lions club to donate to families in need.  
We continue to donate leftover pastry and breads to Our Father's House in Fitchburg weekly.
- Topic #9: Coop Numbers**  
**a. Companies hiring Coop Students**
- Discussion:** We currently have one Senior on Co-op at Crows on The Common in Templeton. Many students work part-time jobs in the industry. Due to our restaurant being so busy and the students working and learning all aspects of the industry here at school, there is not a large request from students to pursue co-op positions.
- Topic #10: New Business (Topics: grants received, donations received, new industry trends, new IRC's to offer students)**

Culinary Arts is in the process of applying for a Skills Capital Grant. This grant would allow for upgraded kitchen equipment to be purchased and also the reconfiguration of the kitchen work space. The Committee toured the kitchen to see where we would make changes.

Meeting Adjourned at 7:55 pm

Respectfully submitted,

*Nancy Despres*

**Nancy Despres**

Department Liaison's Signature: *Michael Bond*

Chairperson's Signature: *Debera King*

**Vocational Program Advisory Meeting Minutes**  
**February 8, 2023**  
**6:45 pm**

**Program:** Dental Assisting

**Secretary:** Tracie Wright

**Attendance:** Cythia Cadoret-MWCC  
Lynn Alicea  
Kaitlyn Geise-Community Health Connections  
Maria Laford- Community Health Connections  
Dr. Brian McDowell  
Dr. Marjorie Rapose  
Tammera Reynolds-Ultradent  
Heather Torres- Community Health Connections  
Benjamin Wilder-student  
Amy Wilder-parent  
Maurissa Wyman-Dental Assistant

Teachers:  
Michelle Salvaneli  
Tracie Wright

**Topic #1: Welcome, Call to Order, Introduction of New Members, Attendance and Update Contact Information**

**Discussion:** Introductions, attendance and contact information updated. Lynn nominates Brian McDowell as co-chair with Dr. Billia. Kaitlyn seconds, all in favor.

**Topic #2: Program Advisory Committee Recruitment**  
**a. Review DESE Representation Requirements**

**Discussion:** Reviewed DESE requirements and how our group meets them. Michelle went over the requirements. Most requirements have been met. Asked current members to aid in recruitment of future members.

**Topic #3: Review SY 2023-2024 Budget**

**Discussion:** Michelle put the budget on the SmartBoard for review. She explained how we budget for ordering supplies and equipment. There were no questions or concerns.

**Topic #4: Review Exploratory Results**

**Discussion:** 14 First choice students were placed as freshmen this year. 2 Students were added from a third choice and a second choice student. We are fortunate that our class is full.

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

**a. Proposed New Equipment/Software/Technology Purchases (and approved by committee)**

**Discussion:** Most of what was previously on the 5-year plan has been purchased with the update to the classrooms. The group agreed that some items need to stay on the 5-year plan as a maintenance precaution. The group agrees that the remaining old cabinets should be replaced by matching new ones. This would give the classrooms a more cohesive look. At this point the digital impression scanner is the only thing we do not have and recommended that we should.

**Topic #6: Review and Discuss Perkins V Survey Results from Fall Advisory Meeting**

**a. Discuss Potential Improvements**

**b. Areas That Scored Lower Than Expected, and why**

**Discussion:** Michelle put the results of the survey on the board for all to see. Some areas scored low. Members felt the questions were too long and confusing. They could not account for the low scores but mentioned they may have misinterpreted the question. Dr. Rapose feels students learn more in our program than any other program.

**Topic #7: Complete the Program Review**

**Discussion:** Program review was completed by the group.

**Topic #8: Discuss Community/Municipal/District Projects and Jobs that have been completed**

**Discussion:** There were no community projects yet this year. We anticipate to get back to the Caring for Kids dental program by next year.

**Topic #9: Coop Numbers**

**a. Companies hiring Coop Students**

**Discussion:** Junior class has 2 students on co-op. The senior class has 9 students on co-op. All other students have been placed on externship or affiliation. Listed the sites that currently participate in our co-op/externship/affiliation.

**Topic #10: New Business**

Discussed the issue of our 17 year old seniors who graduate and are not allowed to practice dental assisting until they are 18. Brainstormed several ideas to improve this. Dr. McDowell has contacts on BORID and will give them a call. Dr. Rapose also knows people who may be able to help with this problem.

All students from the sophomore, junior and senior classes attended the Yankee Dental Convention in Boston in January.

Michelle would like to start having seniors start affiliation/externship/co-op in September to be able to work with smaller groups on Radiology. This aligns with the Frameworks.

Brian motions to adjourn, Lynn seconds, all in favor.

Meeting Adjourned at    8:13    pm

Respectfully submitted,



**Tracie Wright**

**Department Liaison's Signature:**



**Chairperson's Signature:**



**Vocational Program Advisory Meeting Minutes**  
**February 8, 2023**  
**6:45 pm**

**Program:** Early Childhood Education

**Secretary:** Roberta LeBlanc

**Attendance:** Allison Dumas - Monty Tech Preschool  
Kassidy Jones - Monty Tech Preschool  
Haley Nowlan - Monty Tech Preschool  
Roberta LeBlanc - Birdies Family Child Care  
Andi MacMillan - MOC Child Care and Head Start  
Julie Foshay - MOC Child Care and Head Start  
Caitlin Batchelder - Klever Kids Preschool  
Heather Bussell - Children's Garden Nursery School, Inc  
Maria Paulino - Busy Bees Preschool  
AnneMarie Cataldo - PD Specialist  
Melissa Maguy - Student  
Amy Maguy - Parent  
Chelsea Cwalina - Little Explorers  
Holly Dube - Klever Kids Preschool  
Emily Haenisch - Parent/Blossoming Buds Preschool  
Julia Haenisch - Student  
Lindsey Page - Little Explorers  
Professor Maureen Provost - MWCC,ECE/Elementary Education

**Teachers (Non-Voting)**

Karla Boudreau  
Kelly Booth

**Topic #1: Welcome, Call to Order, Introduction of New Members, Attendance and Update Contact Information**

**Discussion:** Karla called the meeting to order and started the introduction/attendance process. Maureen Provost was added as an advisory member from Mount Wachusett Community College.

**Topic #2: Program Advisory Committee Recruitment**

**a. Review DESE Representation Requirements**

**Discussion:** Karla asked if anyone had any suggestions as to someone they want to add to our committee and to let us know and we can get them the paperwork they need. Karla

discussed the DESE representation requirements. Members checked off which categories they represented.

**Topic #3: Review SY 2023-2024 Budget**

**Discussion:** Karla shared the ECE budget, going over supplies and materials. She stated that the pocket laminator had already been purchased with this year's budget and that she would like to attend the MAEYC Conference with the students again this year. AnneMarie asked about the progress on the cabinets and Karla shared how they are coming along and that the top cabinets are in the process of being built while we speak. We also discussed how there was an add-on handicap sink which was a great addition to the new cabinets.

Advisory members did not have any suggestions for things to be added to the budget at this time. Heather asked that we do a survey asking the students what kinds of supplies and materials they think we need and share it with the advisory committee so that it will better assist them.

**Topic #4: Review Exploratory Results**

**Discussion:** Karla shared exploratory numbers stating we have 13 freshmen (our limit is 16). 12 1st choice and 1 3rd choice. She stated how low the numbers were and her concerns. This was the lowest number of freshmen she has taken in since she's been here. She said we would talk a little more about why this could have affected the numbers later on in the meeting.

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

**a. Proposed New Equipment/Software/Technology Purchases (and approved by committee)**

**Discussion:** Karla reviewed the 5 year plan, she talked about how the observation room speakers were listed to be installed in 2022-2023. Karla stated that we talked about it in one of our meetings with Ms. Carlson, the principal, and she was interested in looking at some options after the meeting. Karla followed up with an email to all parties including Bill Gunsalus who does the media in the building. He came in and measured a few things but we never heard back after that. The pocket laminator has been purchased. Karla stated that they will want to replace some of the simulation babies in the next couple years and hiring a third vocational teacher would be ideal. Members questioned the status of a new infant/toddler program. They agreed it would be beneficial to students and the community.

The 5 year plan was accepted, AnneMarie made the motion and all approved.

**Topic #6: Review and Discuss Perkins V Survey Results from Fall Advisory Meeting**

**a. Discuss Potential Improvements**

**b. Areas That Scored Lower Than Expected, and why**

**Discussion:** Karla shared the results of the survey with the committee. Only 3 people filled it out. Karla suggested that next time maybe we fill it out at the meeting for better results. Maureen asked who was responsible for the survey and who would make decisions about the program. Karla asked if there was anything that should be changed within the program. The committee did not have any suggestions at this time.

**Topic #7: Complete the Program Review**

**Discussion:** Heather went over the Program Review and feels as though we are missing representation from an apprenticeship program however, Karla shared that last year we talked to Leslie Baker (Workforce Coordinator) about a new apprenticeship program for early childhood graduates and said she could reach out to her and see if she was interested in becoming a member. We also agreed that we need to not only go over safety equipment with our students but also need to test and record results on each piece of equipment. Kelly and Karla both agreed this was something they needed to work on.

**Topic #8: Discuss Community/Municipal/District Projects and Jobs that have been completed**

**Discussion:** Karla talked about how we don't have any of these but would like to do the baby shower again this year.

**Topic #9: Coop Numbers**  
**a. Companies hiring Coop Students**

**Discussion:** Karla shared the co-op numbers for seniors (5 students on co-op, 3 on externship, and 4 on affiliation). Kelly shared juniors; she has 1 co-op, 3 on externship, and 9 on affiliation.

**Topic #10: New Business (Topics: grants received, donations received, new industry trends, new IRC's to offer students)**

Halfway through the meeting, Ryan Rege stopped to check in. Maureen asked about the status of an infant/toddler program and what it would take to establish one. Ryan was not aware of the current status however was willing to have further discussion. Caitlin Batchelder asked if advisory approval would be helpful. Maureen asked about writing letters to administrators. Ryan said anything like that would be helpful to move things forward. Maureen also spoke upon the importance of quality care in the infant-preschool years and the brain based research for that quality care. Members agreed that there is a huge need for infant/toddler teachers and teachers with their CDA.

Karla and Kelly shared a slideshow of pictures that showcased some of the projects and events that are happening in Early Childhood. AnneMarie commented that we should reach out for directors or early childhood professionals to come in and do the interviews rather than students interviewing each other. Julie volunteered her time to come in and interview students.

Karla discussed her concern for the program since Mr. Rege requested to not only limit the number of students in the preschool at one time but also requested that there are 3 preschool teachers present when students are placed. Karla shared pre-covid and post-covid hours that the students worked in the preschool. She focused on the concern that this could impact training hours, certifications and eventually articulation agreements.

Maureen asked if anyone has come to observe how things are run in the program. Allison and Karla answered that administrators have not come in to observe. Karla stated that the only reasoning behind the changes was that Mr. Rege was uncomfortable with the number of bodies in the classroom. AnneMarie asked why it wouldn't be helpful to have more eyes in the classroom. Allison explains that it's easier to have the upperclassmen however the younger students are still in training. Allison stated it came from above and she had no control of it.

Chelsea brought up that students over 14 are not children and shouldn't be counted in the preschool ratios. They can be considered volunteers according to Department of Early Education and Care regulations. Maureen questioned Mr. Rege's rationale for limiting the students in the preschool.

Advisory members were shocked that the number of freshmen going into the preschool was lowered. AnneMarie questioned why vocational teachers could take students into the preschool but they couldn't go without the vocational teacher. AnneMarie explained how important the child care centers are to gain experience. AnneMarie stated that the preschool center was built as a laboratory experience for the high school students and that the cutback in training could affect student performance and certifications. The committee would be willing to reach out to the administration to share their thoughts and concerns.

After speaking with AnneMarie about past practice, Kelly brought up that in years past students went on a job shadow to Head Start programs. Kelly spoke with Cris Siler from Head Start and she is willing to collaborate with us to expose sophomores to new experiences in the community. Students would need to be fingerprinted and we discussed the process with members. Parent members agreed that that experience would be beneficial for their child. AnneMarie, Karla and Kelly stated that often students in their junior or senior year have to be fingerprinted for their placement sites so the students would be one step ahead in getting them ready to go out junior year. Kelly stated that she planned to meet with Mr. Rege to discuss this option and would update members at the next meeting.

Meeting Adjourned at \_8:30\_pm

Respectfully submitted,

**Roberta LeBlanc** *Roberta M LeBlanc*

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

**Chairperson's Signature:** *Heather Russell*

**Vocational Program Advisory Meeting Minutes**  
**February 8, 2023**  
**7:00 pm**

**Program:** Electrical

**Secretary:** Mr. Bussiere

**Attendance:** Kenneth Babineau (MT Grad New Horizons Technology)  
Michael Bellabarba (MT Graduate Needham Electric Supply)  
John Burke (Needham Electric)  
Dan Brew (Leominster Trade School) [Chair]  
Lisa Connors (Klein Tools Rep)  
Michael Cormier (Unitel Organized Labor)  
Jason Dupuis (DMH Electric)  
Jessica Fontaine (Student)  
Steve Fontaine (Parent)  
John Griffin (MT Graduate Applewood Controls)  
Matthew Hare (Electrician for Worcester State College)  
Kenneth Johnson (Griffin Electric Safety Dept.)  
Michael Marini (Synergy Electric)  
Andre Martin (AMH Electric)  
Joshua Page (MT Graduate owner JP Electric)  
Rafael Perez (Perez Electric retired)  
David Tully (Interstate Electric) New member

**Absent:** Joshua Bean (Griffin Electric)  
Mark Drake (Griffin Electric)  
Robert Hagan (Needham Electric Supply)  
Robert Thrasher (Griffin Electric)

Teachers

Paul Cormier  
John Bussiere (Secretary)  
Robert Needham  
Alex Thibeault

**Topic #1:** **Welcome, Call to Order, Introduction of New Members, Attendance and Update Contact Information**

**Discussion:** Meeting was called to order at 7:00 pm. Three new members joined the committee; Matthew Hare who is an electrician for Worcester State College with 20 years in the trade, Jason Dupuis who is an electrician and foreman for DMH Electric out of Sterling with 32 years in the trade, and Rafael Perez who was self-employed and currently retired.  
No action required

**Topic #2: Review SY 2023-2024 Budget**

**Discussion:** Mr. Cormier reviewed the supplies and materials budget currently at \$34,000 and due to cost increases in wire and metal, the shop budget seems to be falling about 15% short of fully funded. The budget came up a little short earlier this Month, but the school was able to purchase the additional materials needed. Motion by John Burke and seconded by Mike Bellabarba to try to have the school increase the supplies and materials budget by 15% if possible to \$40,000.  
Motion unanimous to accept

**Topic #3: Review/Update 5 Year Plans**

**a. Proposed New Equipment/Software/Technology Purchases (and approved by committee)**

**Discussion:** Mr. Cormier reviewed the current 5-year plan changed and updated at the fall 2022 PAC meeting. The committee is satisfied with the current plan.  
No action required

**Topic #4: Discuss Community/Municipal/District Projects and Jobs that have been completed the Program Review**

**Discussion:** Mr. Cormier reported that the students and teachers have done numerous electrical repairs and wired new equipment throughout the school. Mr. Bussiere is working on wiring the Habitat house job in Fitchburg. Mr. Thibeault rewired the Lunenburg Town hall break room. Mr. Bussiere also helped the Barre Police Department by working on their electrical service for purpose of siding the building.  
No action required

**Topic #5: Review exploratory results and the Annual Programmatic Review**

**Discussion:** Mr. Needham reported electrical enrolled 24 first choice students with 18 males and 6 females. The committee was very happy the enrollment is still very strong and that we are enrolling many non-traditional students as well. Dan Brew reviewed the Annual Programmatic Review with the members.  
No action required

**Topic #6: Discussion of "After Dark" Programs**

**a. Overview**

**b. Review the proposed tool and equipment list**

**c. Review the proposed budget**

**d. Answer Essential questions from DESE onsite visit document**

**e. Visit 270 Westminster, get input from Membership**

**Discussion:** The committee drove down and met at the new facility located at 270 Westminster Street, Fitchburg MA. Katy Whitaker, the school development coordinator and grant writer did an extensive review of the background leading to the new training facility and its purpose in bringing

in juniors & seniors from three of our sending districts to allow students access to training in Electrical & Carpentry to start, and potentially Plumbing in the near term. Mrs. Whitaker reviewed the budget process for the new facility and program and all the avenues in which funding would be achieved to both start and continue to fund the facility and the programs. The committee had numerous questions but expressed an overall very enthusiastic and excitement in this new program. The committee is thrilled that more students will have access to the trades which are currently hurting for new apprentices. The excitement was overwhelming throughout the night.

Mr. Cormier reviewed the essential DESE questions with the committee members and populated all their answers. Please see the onsite comment document attached to these minutes.

No action required

Meeting Adjourned at 8:20 pm

Respectfully submitted,

(your signature)

**PRINTED NAME: Daniel Brew**

**Department Liaison's Signature:**

A handwritten signature in black ink, appearing to read 'Daniel Brew', written over a horizontal line.

**Chairperson's Signature:**

A handwritten signature in black ink, appearing to read 'Daniel Brew', written over a horizontal line.



Montachusett Regional Vocational Technical School  
Program Advisory Committee Meeting  
Wednesday, February 8, 2023  
6:00 p.m.

AGENDA

- Program:** Engineering Technology
- Secretary:** Emily Turner
- Attendance:** Joe Ciras - Business Owner, Mechanical Engineer  
Susan Benoit - Columbia Tech  
Lisa Trombetta - DRS Leonardo  
Brian Broomfield - Broomfield  
Rob Labier - Broomfield
- Non-Voting Members  
Dean Lepkowski, Engineering Technology Instructor Teacher  
Emily Turner, Engineering Technology Instructor Teacher

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

**Discussion:** Started at 6:55 pm, after dinner. Mr. Lepkowski opened the meeting with introductions and welcomed everyone back to our second in-person dinner and meeting.

- I. Introduction of new members
- II. Attendance and update contact info

The attendance sign-in sheet was passed around; after completion was collected by the Advisory Committee Chairperson.

**Topic #2: Program Advisory Committee Recruitment**

**Discussion:** Mr. Lepkowski delivered a description of Advisory Boards responsibilities to all in attendance. Recruitment for the advisory committee was reviewed and the addition of two new members from Broomfield, in attendance, was highlighted. It was discussed the ET continues to work to expand our connections with local organization in partnership for co-op opportunities and to continue to expand our advisory committee. At this time 4 of the 5 members in attendance have joined within the past this school year, and each have at least one Co-Op student from ET placed with them.

**Topic #3: Review of SY 2023-2024 Budget**

**Discussion:** Mr. Lepkowski distributed the 5-year plan that was discussed and updated during the Fall meeting. The current state of the shop HVAC unit was reviewed, as this has been an on-going discussion for the advisory committee. At the current time it was shared that the unit is not performing as expected and the Facilities Director has been notified numerous times, by both shop instructors and the Vocational

Director. The discussion then identified that the ET has been working through a proposal to leadership for a potential grant, this discussion was captured under Topic #5.

**Topic #4: Review Exploratory Results**

**Discussion:**

Reviewed the overall pre-exploratory and exploratory processes. Exploratory results and final the placement of students was then reviewed. A recap of the current student population was then completed. Data available in the tables below:

Placement Choice	Students
1	10
2	1
3	2
4+	2

Table 4.1 First Year Placement Results for Current Class

(This represents actual students placed not total of students who selected engineering as 2<sup>nd</sup> or 3<sup>rd</sup> choice)

YOG	Male	Female	Total Students
2023	11	3	14
2024	11	4	15
2025	11	5	16
2026	13	2	15

Table 4.2 Student Population by Gender as Identified in PowerSchool

In review of the results it was identified that ET anticipates filling the one remaining spot within the year. At this time 2 students had voiced interest to guidance in shifting shops, these students had scored 98 to 100 during exploratory. The discussion also covered the shop capacity, currently 16, and we see an increase in popularity, additional staff support may need to be considered.

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

**Discussion:** Mr. Lepkowski distributed the 5-year plan was that was discussed and updated during the Fall meeting. During this review it was identified, the ET has been working through a proposal to leadership for a potential grant. Areas of exploration for this proposal discussed included but were not limited to: TQ platform, Amatrol Ignite, Industry 4.0, Drones, planes/cars for aerodynamics work. This plan includes investigation into expanding our IRC offerings to include INDUSTRY 4.0, IGNITE Certs,

Festo Certs, and various CAD programs. Mr. Ciras proposed including the color 3-D printer from the 5-year plan into this. It was then discussed that had quite a bit of success with making the capabilities available to the students with an Ender Pro home based 3-D printer model. Along these lines we are investigating including kit based learning systems for mechanical fundamentals, and expansion of student access to 3-D printing/Laser cutting/prototyping capabilities.

With the amount of potential options, Ms. Trombetta, recommended we included all things we are looking for with priorities applied to each. Additionally, both members from Broomfield asked if any of these proposed purchases included troubleshooting activities, and recommended we work to ensure inclusion of this into the program and learning.

During this discussion it was noted that the frameworks revisions have not been released and that we are unsure of when they will be available. While we do not believe the revision will significantly impact specific equipment requirements, confirmation of this remains an open item. The state website currently has outdated information that addresses revisions that should be completed by October 2022, ET is not included in this set of revisions.

**Topic #6: Review and Discuss Perkins V Survey Results from Fall Advisory Meeting**  
**a. Discuss potential improvements**  
**b. Areas that scored lower than expected, and why**

**Discussion:** Not much participation across the shops.

**Topic #7: Complete Program Review**

**Discussion:** To support review of the entire program, Mr. Lepkowski distributed a list of daily responsibilities of the ET instructors. This list was generated by the former department liaison. In review of this, and discussion of the freshman placement, Mr. Broomfield asked about support for the students on IEPs/504s, and voiced the priority this should be for our students to ensure vocational success. It was identified that during the pre-explore and explore process, no in shop support was observed to students. This discussion expanded to included questions such as what % of students in ET have IEP/504? does this % align with other shops? what % of the students with academic support have vocational support? Answers to these questions were not available.

The discussion then transitioned to an overall classroom discussion and the opportunity to better support our students by adding additional teacher support, in the form of a 3<sup>rd</sup> instructor, a ½ day support specialist, or more emotional support.

**Topic #8: Discuss Community/Municipal/District Projects**

**Discussion:** No discussion.

**Topic #9: Coop Numbers**

**Discussion:** A review of the current coop placement was conducted. Locations include but are not limited to: DRS Leonardo, Columbia Tech, Broomfield, Mack, Micron, Nypro and Starets.

YOG	Coop (Out of School)	In School	Students
2023	6	8	14
2024	3	12	15

There are more students eligible that are working to place. At this time all Junior placements have been student-driven. We have recently taken field trips to local companies to expand student understanding of what engineering is and the potential opportunities they have.

**Topic #10: New Business (Topics: grants received, donations received, new industry trends, new IRC's to offer students)**

**Discussion:** These topics were incorporated into other portions of the discussion.

Meeting Adjourned at approx. 8:05 pm

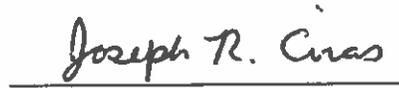
Respectfully submitted,

Department Liaison's Signature:



Dean Lepkowski

Chairperson's Signature:



Joseph Ciras

**Vocational Program Advisory Meeting Minutes**  
**February 8, 2023**  
**6:45 pm**

**Program:** Graphic Communications

**Secretary:** Katie Sullivan

**Attendance:** Laura Foley- Foley Designs  
Jason Etheridge-Technology Education Concepts  
Nate Erickson-MIT, Lincoln Labs  
Everett Sullivan-Baystate Apparel  
John Steiner-  
Josh Helie-Global Datebooks  
TJ Kellysawyer-Student  
Tancy Kellysawyer-Parent

Teachers (Non-Voting)  
Mr. Starr  
Mrs. Sullivan

**Topic #1:** **Welcome, Call to Order, Introduction of New Members, Attendance and Update Contact Information**

**Discussion:** Attendance for all members present was completed. Contact information was updated as needed.

**Topic #2:** **Program Advisory Committee Recruitment**  
**a. Review DESE Representation Requirements**

**Discussion:** Recruitment was discussed and members will be reaching out to appropriate trade related representatives. Tom Lamont, Painting Design Instructor from Blackstone Tech was present considering joining the committee.

**Topic #3:** **Review SY 2023-2024 Budget**

**Discussion:** Budget was presented by Mr. Starr.

**Topic #4:** **Review Exploratory Results**

**Discussion:** Explore numbers were presented by Ms. Sullivan. We had 33 first choice, 21 second choice and, 20 third choice.

**Topic #5: Review/Update 5 Year Plans**  
**a. Proposed New Equipment/Software/Technology Purchases (and approved by committee)**

**Discussion:** The Committee recommends the following equipment or supplies for our 5 year plan. Roland Vinyl Print/cut machine, Motion Capture Equipment, Gimbles for Photography, Scoring-cutting-perforation equipment, Billing Management software, Wide format printer.

**Topic #6: Review and Discuss Perkins V Survey Results from Fall Advisory Meeting**

**a. Discuss Potential Improvements**

**b. Areas That Scored Lower Than Expected, and why**

**Discussion:** We never received results.

**Topic #7: Complete the Program Review**

**Discussion:** Program review was completed.

**Topic #8: Discuss Community/Municipal/District Projects and Jobs that have been completed**

**Discussion:** As of this date we had completed 190 jobs for: District cities and towns, Monty Tech Staff, Individuals/Non profits in our communities.

**Topic #9: Coop Numbers**

**a. Companies hiring Coop Students**

**Discussion:** We have two students on Coop, Tim Ramsey, Senior at Minuteman Press in Fitchburg, and Aiden Crawford at Monty Tech Media Center.

**Topic #10: New Business (Topics: grants received, donations received, new industry trends, new IRC's to offer students)**

The Committee discussed the need for a better space to teach Photography. Senior Showcase will be on May 2<sup>nd</sup> in the PAC.

Meeting Adjourned at 9:00 pm

Respectfully submitted,

Dan Starr

(your signature)  
PRINTED NAME

Department Liaison's Signature: Dan Starr

Chairperson's Signature: [Signature]

**Vocational Program Advisory Meeting Minutes**  
**February 8, 2023**  
**6:45 pm**

**Program:** Health Occupations

**Secretary:** Heidi Williams

**Attendance:** (whomever is signing the membership form)  
Ex: John Doe – Monty Tech  
Joanne Brassard- Health Alliance Hospital  
Danielle Clowes- Health Alliance Hospital  
Nancy Flinkstrom- The Highlands  
Margaret Jaillet- Mount Wachusett Community College  
Peter MacDonald- Sunrise Senior Living  
Emily McNamara- Worcester State University/UMASS  
Amy Moorcroft-Sarsfield- Orthopedic Affiliates in Concord  
Kylie Nesperan- Student  
Missy Nesperan- Parent and CNA Heywood  
Linda Rodriguez- The Highlands  
Elaina Sarsfield- Student and Medical Assistant Leominster  
Medical Associates

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

**Topic #1:** **Welcome, Call to Order, Introduction of New Members, Attendance and Update Contact Information**

**Discussion:** Members updated contact information and signed in. No new members present tonight.

**Topic #2:** **Program Advisory Committee Recruitment**  
**a. Review DESE Representation Requirements**

**Discussion:** Discussed sign in sheet and the importance of acknowledging our diverse population served. Active recruitment happening in the community by the advisory committee members.

**Topic #3: Review SY 2023-2024 Budget**

**Discussion:** Budget has increased since the pandemic. Board members mentioned the challenge of obtaining medical supplies and the increase in cost when they can obtain the supplies.

Discussion about our beds being repaired and the price of the repairs related to the budget.. Members suggested letters to the company to encourage them to prioritize our beds.

**Topic #4: Review Exploratory Results**

**Discussion:** There were 27 Freshmen who chose Health Occupations as their first choice. Health Occupations was able to accept all 27 students in the program. The freshmen class in Health Occupations now has 24 girls and 3 boys. Discussed the potential effects of COVID-19 having an impact on students wanting to go into healthcare.

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

**a. Proposed New Equipment/Software/Technology Purchases (and approved by committee)**

**Discussion:** Members discussed prioritizing mechanical lift that is not functioning. Discussed potential reasons why the battery is not functioning including not being used during the summer and possible remedies to make the battery last longer.

Washer and dryer cannot always keep up with the amount of laundry we have, members encouraged commercial washer and dryer sets. Members suggested potential collaboration with other programs that use the machines.

**Topic #6: Review and Discuss Perkins V Survey Results from Fall Advisory Meeting**

**a. Discuss Potential Improvements**

**b. Areas That Scored Lower Than Expected, and why**

**Discussion:** Members discussed Perkins V Survey taking more students to increase workers we are putting into the healthcare industry. This led to a further discussion regarding current trends and uncovered shifts due to health care worker shortage. Question regarding covering all aspects of industry was reviewed and recent graduates feel there needs to be more exposure to electronic medical records and coding. Discussed resources for coding and the changes that were already made to improve understanding of electronic medical records and billing and coding.

**Topic #7: Complete the Program Review**

**Discussion:** Completed the review.

**Topic #8: Discuss Community/Municipal/District Projects and Jobs that have been completed**

**Discussion:** Affiliation at Alliance Health in Baldwinville for nurse assisting. Affiliation at Heywood, Arc, Neighborhood Pediatrics, Community Health Connections, Leominster Hospital for medical assisting. Discussed the new specialty offices at Leominster Hospital.

**Topic #9: Coop Numbers**  
**a. Companies hiring Coop Students**

**Discussion:** 19 Students on Coop—Heywood- (primary, spine clinic, cardiology, primary care, pediatrics), Leominster Cardiology, Athol Primary Care, Leominster Medical, Bladwinville nursing home and Hannaford Pharmacy. Most students are functioning as MA's. In depth conversation regarding students in the community and how to encourage students into long term care to support the needs of these facilities.

**Topic #10: New Business (Topics: grants received, donations received, new industry trends, new IRC's to offer students)**

New IRC's discussed. Discussed the required hours for each topic in the new frameworks.

Advisory members reached out to leaders in their field, specifically Alzheimers' Association, to help with the requirements for the dementia training requirements in the updated frameworks. Discussion regarding Hand in Hand training and the potential to add further certifications in the future. Advisory members recommended reviewing our current curriculum to look into new certifications from the topics we are already teaching. The advisory committee concurred that the current curriculum is hefty and they believe many of the new suggestions are already being taught.

Meeting Adjourned at 8:23pm.

Respectfully submitted,



**Heidi Willaims**

(your signature)  
PRINTED NAME

Department Liaison's Signature: Kiley B

Chairperson's Signature: Justin Rod

**Vocational Program Advisory Meeting Minutes**  
**February 8, 2023**  
**6:00 pm**

**Program:** House Carpentry

**Secretary:** Shane Brogan / Floyd Morrison / Brian Williams

**Attendance:** Committee Members Present

Junice Andujar - Carpenters Union Representative  
Paul Blanchard - Carpenters Union Representative  
Sharon Brown - Wentworth Institute of Technology  
David Boutwell - Boutwell Building Company  
Sarah Culgin - Town of Ashburnham - Building Commissioner  
Mark Dymek - KAMAB Construction  
Phil Esposito - self-employed contractor  
Mr. Eric Hebert - Advisory Chair - National Lumber  
Jeff Landry - self employed contractor  
Dominic Marabello - Marlborough Public Facilities  
Peter Maxfield - House Carpentry Instructor (retired)  
Andrew Pierce - Saint Gobain - Parent  
Harry Pierce - House Carpentry Student  
Harry Stone - H A Stone Construction

Teachers (Non-Voting)

Shane Brogan  
Floyd Morrison  
Brian Williams

**Topic #1: Welcome, Call to Order, Introduction of New Members, Attendance and Update Contact Information**

Mr. Morrison welcomed the advisory members and asked them to **PLEASE** check to make sure their email addresses are correct as this is how invitations will be sent moving forward. Mr. Morrison introduced new members in attendance, Sharon Brown, David Boutwell and Andrew Pierce and Harry Pierce.

**Topic #2: Review SY 2023-2024 Budget**

Mr. Morrison informed the Advisory committee that we have submitted our

budget for the 2023-2024 school year and that we do not expect any issues as it is pretty similar to years past and feel we are fortunate to have good equipment and the materials needed for our project based curriculum.

**Topic #3: Review/Update 5 Year Plans**

**a. Proposed New Equipment/Software/Technology Purchases (and approved by committee)**

Mr. Morrison informed the advisory members that as a department, we have had some discussions with our Vocational Director, Mr. Rege, and have brought forth some ideas for larger items to incorporate into our 5 year plan. These items are as follows:

1. Construction Equipment Simulator and Curriculum Package.
2. On Campus storage building to house equipment used for the house building program and provide additional shop space for upperclassmen to engage in advanced competency activities.

Mr. Morrison also initiated a conversation with the advisory board members about starting the process of working with Mr. Rege to add a fourth instructor to our dept. Mr. Morrison outlined to the board his vision as to how a 4th instructor could be properly utilized to increase the educational benefit to all the students in the House Carpentry program. The advisory members support the additional items to become part of our 5 year plan and also working to add an additional teacher to the program.

**Topic #4: Discuss Community/Municipal/District Projects and Jobs that have been completed and Shop Accomplishments**

Mr. Brogan shared with the advisory members the results of the exploratory process. For 31 Freshman, House Carpentry was their first choice this year, hence we are full at 18 students with the remainder on a waiting list. Additionally, for 17 Freshman it was their second choice and for 24 Freshman their third choice. Mr. Morrison and Mr. Williams along with all the advisory members congratulated Mr. Brogan on a job well done. Mr. Brogan also explained the collaboration effort with electrical and plumbing this year with the sophomore mock up projects.

Mr. Williams updated the advisory members as to the projects completed, by our upperclassmen since our fall meeting, which includes a weatherization project at the Barre Fire Station and a complete renovation of the break room at the Ritter Building for the Town of Lunenburg. Mr. Williams also let the board know that we finally have been able to begin our yearly house build, as Habitat for Humanity had the foundation ready

to go when we returned from Christmas break. Mr. Williams was pleased to report to the board that we are making good progress considering the time of year, and that so far the weather is cooperating.

**Topic #5: Discussion of “After Dark” Programs**

The House Carpentry instructors invited the Advisory Board members to begin the meeting at 270 Westminster Street, Fitchburg. 270 Westminster Street is an empty warehouse as of now, but with the help of the architectural firm of Lamero Pagano Associates, and the students in the construction trades, it will soon be a new training center for what is being known as “After Dark” carpentry and electrical programs. On the premises, Katy Whitaker, MT’s development coordinator, presented to the advisory members an overview of what we are proposing to do in the space. She covered the program ideas, who would benefit, got into some of the funding aspects and then went through some conceptual design ideas on how the space will be built out to serve the needs of the new programs. All the advisory members in attendance agreed that it will be a great space once the interior build out and renovations are complete. Once Ms. Whitaker had completed her presentation, the instructors and Advisory members then collaborated on the DESE essential questions for the onsite visit document. The following is a summary of the responses gathered for the individual Criterion associated with the document.

**Criterion 1: Student and Labor Market Demand:**

1. *What is the labor market outlook for graduates of this program?*
  - currently average age of carpenter’s is 50 years old and for every 5 carpenters that retire one person enters the trade.
  - current housing shortage can be blamed on a lack of skilled workforce to actually build homes.
2. *How do you see your role as a committee member?*
  - provide current trade experience
  - provide the instructional staff with changes in industry standards and technology and validate new skills being taught
  - provide the instructional staff with what our students need to know when they get out in the field ( ie read a tape measure, operate tools and machines safely, basic layout skills)
3. *What are the examples of committee members’ involvement in the development of the proposed program?*
  - reviewed site
  - provide input of needs current industry needs
4. *How will the PAC maintain and/or expand its membership over time?*
  - continue to invite industry professionals to become a part of the board

5. *How will the PAC maintain and/or expand the diversity of its members?*

- continue to welcome new members without discrimination

**Criterion 3: Location (Facilities) and Equipment:**

1. *What are the committee members' impressions of the existing facilities for this program?*

- complete confidence in LPA to design space to meet current building codes for education use
- GREAT!

2. *Are they adequate for the startup of the program?*

- yes the space provides a "blank canvas" to design into a space that provide an outstanding educational experience

3. *Will they be sufficient once the program is fully populated?*

- yes

4. *What are the committee members' impressions of the equipment for this program?*

- equipment list reviewed, consensus is that if we mirror existing tools and equipment that we have in the existing program that will work well

5. *Is it adequate for the startup of the program?*

- yes

6. *Will the equipment be sufficient to provide all students with the necessary skills to be employable in the field?*

- yes

7. *What are the committee member's impressions of the program's safety and health plan?*

- the existing Safety and Health plan falls under the overarching umbrella of OSHA Safety and Health Administration; the new program will follow the same.

8. *Are there any aspects of good safety practice in the field that are not addressed or addressed insufficiently?*

- no

**Criterion 4: Program of Study and Methods of Instruction:**

1. *Have you examined the applicable VTE Framework for the program?*

- yes

2. *In your estimation, does the Framework adequately represent the fundamental skills and knowledge necessary employment in the field?*

- yes

3. *Have you examined the Program of Study for the program? In your estimation, do the academic courses associated with the program align with the technical courses?*

- hard question to answer, as academic courses will be provided by sending districts, however the initial model allows for classroom time within the day where necessary

academic skills such as fundamentals of math and problem solving will be a part of the curriculum.

4. *Has the PAC reviewed the district's curriculum map and instruction to ensure that it is free of bias, and stereotyping based on race, color, sex, gender identity, religion, national origin, homelessness status, disability and sexual orientation?*
  - yes, reviewed MT document used for curriculum review
5. *What are some examples of rigorous content for students in this program (curriculum, projects etc.)?*
  - North Atlantic States Carpenters Training Fund curriculum
  - Modern Carpentry for related theory portion
  - access to existing, successful project based curriculum within the existing HC program.
6. *In what ways will students graduating from this program be prepared for transition to postsecondary education?*
  - existing relationship with North Atlantic States Carpenters Training Fund Curriculum Program will be adapted to this new program
7. *What are prospective work-based experiences that will be available to students in this program?*
  - community projects such as buddy benches, picnic tables and storage sheds
  - possible CO-OP opportunities
8. *Has the PAC begun to develop, or does the PAC intend to help develop, a range of work-based learning opportunities for students in the program?*
  - membership is quite satisfied with work-based projects that students in the existing program frequently complete, the membership feels these types of projects should be available within this new program as well.
9. *What state board/agency approvals, accreditation association approvals, and National Occupations Program Approval Standards (where applicable) as set forth in the Chapter 74 Manual for Vocational Technical Education Programs does the proposed program already have or is in the process of obtaining?*
  - OSHA 10 Construction Safety and Health Certification
  - HotWorks certification
  - First Aid and CPR certification
  - North Atlantic States Carpenters Training Fund
10. *In what way will students graduating from this program be prepared to enter jobs without further education?*
  - will hold OSHA 10 certification
  - will be able to operate tools and equipment safely in accordance with industry standards

- competent in ability to read a tape measure and perform basic carpentry layout procedures
- basic knowledge of building systems and components

11. *What advice would you give for students developing a career plan for this field?*

- carpenters union provides a good living wage and further education to build upon what you have learned in this program
- never stop learning
- learning can come from the obvious training and courses, but also from "on the job" as well

**Criterion 9: Expenditures(Financial Resources):**

12. *Are the current facilities and equipment sufficient to meet industry and OSHA standards?*

- based off all information presented, such as conceptual design sketch, progress made to date with design professionals and review of budgets for both build out and equipment procurement the board feels that once completed the 270 Westminster Street location will be sufficient for industry and OSHA standards

13. *What discussions has the committee had regarding future updates/improvements related to facilities or equipment?*

- board member inquired about lease details as it pertains to lease end and continuation of the program, Katy Whitaker was able to provide satisfactory information to alleviate concern.
- based off of current House Carpentry program and its instructors strategic replacement of tools and equipment to align with current industry standards and that the board meets twice a year the future of the program will have their support as well

Meeting Adjourned at 9:00 pm

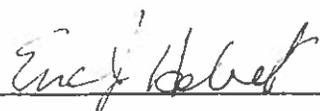
Respectfully submitted,

**Floyd E. Morrison III**

Department Liaison's Signature:



Chairperson's Signature:



**HVAC**  
Montachusett Regional Vocational Technical School  
Program Advisory Committee Meeting  
Wednesday, February 8, 2023  
6:00p.m.

**AGENDA**

- I. Welcome, Call to Order**
- II. Introduction of new members:**
  - Owen DeWitt 2024 presently a junior in the HVAC/BPM program
  - Jennifer DeWitt - Owen's mother
  - Glen Wojcik - Business / Industry Pioneer Valley Environmental
  - Ryan Barry - 2022 MT graduate of HVAC/BPM program working full time in the trade
- III. Attendance and update contact info**

Mr. Matt Barber - Merit Machine  
Mr. Rick McAllister - F.W. Webb  
Kaleb Vautour - Process Cooling / Alumni / College Student  
Kade Vautour - Teratherm / Alumni of program  
Mr. Peter Potenza- F.W. Webb  
Mr. Bill Stuessy - Retired HVAC and Property Maintenance  
Owen DeWitt - Current Junior HVAC and Prop Maint. Student  
Jennifer DeWitt - Parent, Owens Mother  
Ryan Barry - Pioneer Valley Environmental / Alumni of Program  
Glen Wojcik - President of Pioneer Valley Environmental

**Teachers (Non-Voting)**

Matt McGee -HVAC and Property Maintenance Instructor  
David Fiandaca- HVAC and Property Maintenance Instructor  
Gabriel Joseph's- HVAC and Property Maintenance Instructor

- I. Topic- PAC Recruitment**

Discussion: We discussed the importance of recruiting new members and welcomed our new members.

  - a. Review DESE representation requirements  
Discussion: We reviewed the DESE requirements to identify any areas where we needed to recruit new members
- II. Topic- Review SY 2023-2024 budget -**

Discussion: We reviewed the budget with the PAC. We are finding that consumables costs have increased upwards of 30% from last year's cost due to inflation. Representatives from F.W. Webb Reported a 7-10% average increase in costs per year on most materials. Equipment is up 15-30% in cost from last year, and PVC and copper pipe has increased 60% from last year.

### III. Topic- Review exploratory results

#### Pre-Exploratory Results:

- 371 students came through the HVAC and Property Maintenance program during the fall pre-exploratory program and were surveyed.

#### After surveying the students, we found that:

- 5 students came into the shop interested in exploring the HVAC and Property Maintenance shop, while
- 41 students were still undecided.

#### After the Pre exploratory program,

- Choice #1 21 Students,
- Choice #2 20 Students,
- Choice #3 12 Students,
- Total of all 12 choices 212

#### Exploratory Results

-The 162 students that explored the HVAC and Property Maintenance program were asked the following questions on a survey after grades had been completed:

#### -Freshman Exploratory Student Survey Results:

1. How would you rate your experience exploring the HVAC and Property Maintenance Program this week?

**31 -Students** The HVAC and Property Maintenance Program is now my top pick after exploring this shop

**54 - Students** The HVAC and Property Maintenance Program is one of my top 10 picks

**8 - Students** I decided this is not a shop that I would be interested in during my freshman year

**66 - Students** The HVAC and Property Maintenance program is one of my top 3 picks

2. **How would you rate the project you worked on this week?**

**4 - Students** I did not enjoy the project, it did not help me understand HVAC and Property Maintenance skills

**155- Students** I enjoyed the project; it helped me understand HVAC and Property Maintenance skills

3. **Would you recommend this shop to your friends?**

**152 - Students** Definitely, this shop was a lot of fun, everyone was friendly, I highly recommend

**7 - Students** Probably not, I don't think this is a shop that my friends would like

**Final Shop Placement:**

**18 1st choice picks**

Choice # 1 24 Students

Choice # 2 32 Students

Choice #3 21 Students

Choice #4 22 Students

Choice # 5 16 Students

Choice # 6 15 Students

Capacity 18 Total Students: 161

**IV. Topic- Review/ Update five-year plan**

Discussion: a. Proposed new equipment/ software/ technology purchases, should have advisory approval

**Software-**

- Propose new HVAC/R simulator software to enhance system understanding and provide advanced troubleshooting software . Glen Wojcik, President of Pioneer Valley Environmental recommended Interplay from Daiken and Goodman.
- Four new computers would be needed to operate troubleshooting software

- Energy Auditing software, Manual J and Manual D
- Equipment-
- Current sheet metal projects are basic and could be enhanced with new equipment. Now that the program has an instructor with a master sheet metal license, shop should purchase additional tools to enhance sheet metal fabrication training for HVAC equipment installation. Tools such as a combination Pittsburgh Machine with S-lock and drivestock former should be purchased.
  - Gas furnaces and boilers should be set up as student trainers. The addition of modern gas boilers would aid in the installation, service and maintenance experience the students receive. Rick McAllister suggested installing Ideal boilers. He suggested that students could do field trips to the Ideal facility for additional Ideal boiler training.
  - To facilitate new gas equipment, shop should install natural gas piping to the boiler and furnace work stations now that we have a full time instructor with a Master Gas Fitters license.
  - Matt Barber from Merit Machine recommended looking into the following lathe brand when we upgrade the older Jet Lathes : 13" x 50" New Clausing Colchester Lathe Variable Speed ([worldwidemachinetool.com](http://worldwidemachinetool.com))

**V. Topic- Review and discuss Perkins V Survey results from Fall Advisory Meeting**

a. Discuss potential improvements

Discussion: Since we had such a dismal response from the Fall Advisory requesting a digital copy of the perkins survey, we asked our advisory members to take the survey on paper during the meeting to discuss deficiencies. (The surveys are attached to these meeting minutes).

b. Areas that scored lower than expected, and why

All 10 of the surveys taken did not identify any areas that scored lower than expected.

**VI. Topic- Complete Program Review**

- Improved teacher workstation
- Improvements made in the HVAC section of the shop to enhance learning
- Participation in the VIP program

**VII. Topic- Discuss community/ municipal/ district projects and jobs that have been completed**

- Mr. Josephs took seniors to Ritter Building in Lunenburg to complete ventilation project
- Mr. Fiandaca brought students to Graphics to unpack and help set up new silk screening equipment.

**VIII. Topic- Coop Numbers- Six seniors and two juniors are currently on Co-op.**

a. Companies hiring Coop students

- Orange Oil
- Quality Company
- Vaughn HVAC
- Complete Heating and Air Conditioning
- Garlock Printing
- Huhtala Oil
- Brideau Energy
- Curtis Industries
- Opportunities now available with Dillon Boller Service, Larkin-Hathaway, Town of Townsend Municipal Water Department, Maser Packing in Leominster are looking for a Maintenance Mechanic, EZ Pack is also looking for a Maintenance Mechanic.

**IX. Topic- New Business**

Discussion: We are soliciting donations for a senior toolbag award to a top student.

i. Suggested topics

1. Grants received

- The house trainer for energy auditing, and other certifications was delivered on 2/7/23
- A final delivery date for the rest of the trainers purchased with the Capital skills grant has not been set. Mr. Rege is coordinating all deliveries and correspondence with the company at this point. The extra time it is taking for delivery of the trainers has worked out perfectly since we were able to paint the shop, and the electrical shop is currently wiring the room in preparation for the trainers.

2. Donations received

-Gabe Josephs from Josephs' Plumbing and Heating donated various fittings, and pipe to the shop to be used by students.

3. New Industry trends

- With the addition of the new trainers we are looking at doing more energy auditing for non profit organizations and buildings for our sending districts.

4. New IRCs (Industry Recommended Credentials) to offer students

Pete Potenza from F.W. Webb recommended looking into MassSave credentials for students to be able to install equipment for customers under the MA. Rebate Program.

We discussed the new energy auditing training module that students will now be able to take advantage of.

5. Both the Electrical and Plumbing programs have been doing work in our shop. Electrical is currently wiring the shop in preparation for the delivery of the trainers from Hampden Engineering. The plumbing shop put a new faucet in the mens bathroom, rebuilt the flush mechanism for the toilet in the mens bathroom, rebuilt the student hand wash sink, and put a new drain on the eye-wash station, and included a hose bib to fill mop buckets

6. Junior and Freshmen students will be going on a field trip for HVAC Career Day at the Best Western Royal Plaza in Marlborough, MA. The trip will take place on Tuesday, March 7, 2023.

7. Guest speaker Tim Hathaway of Larkin-Hathaway will be presenting in the PAC for all of our Seniors and Sophomores at 1:00 PM on February 9, 2023. Mr. Hathaway has already presented to our Junior class in January of 2023.

8. Storage Space:

Many members of the advisory meeting expressed concern about storage space. Many ideas were floated, including elevating the teacher work-station, but after discussion it was determined that it would not meet ADA requirements.

Storage space for Night school materials have been identified as a problem. We received recommendations from the Vocational Director as well as the masonry department to install a slab on which the storage conex could be placed. However, the plan was not approved by the Facilities Director and we have not had a follow-up conversation to resolve the problem.

Many advisory members were concerned that the trainers are not being used in a dedicated related room. The advisory board recommended a dedicated related room for the HVAC and Property Maintenance program. The trainers are designed to enhance the students classroom related experience.

9. Rick McAllister and Pete Potenza from F. W. Webb questioned teaching general mechanical skills, and precision measuring in the shop. The instructors along with past and present students on the committee agreed that those skills are valuable, and transferable skills in both the HVAC and Building and Property Maintenance fields.

Meeting Adjourned at 8 pm

Respectfully submitted,

(your signature)

PRINTED NAME

DAVID FRADACA

Department Liaison's Signature:

David Fradaca

Chairperson's Signature:

[Handwritten Signature]

**Vocational Program Advisory Meeting Minutes**  
**February 8, 2023**  
**6:45 pm**

**Program:** Information Technology

**Secretary:** Roger Bellerose

**Attendance:** (whomever is signing the membership form)

Raymond Albert – Assumption College

Mike Foley - VMware

Christopher Wilcox – Workers Credit Union

Catelyne Farrell – Work World of America

**Teachers** Richard Duncan – Instructor (non-voting)  
Roger Bellerose – Instructor (non-voting)

**Topic #1:** Welcome, Call to Order, Introduction of New Members, Attendance and Update Contact Information

**Discussion:** Catelyne Farrell – Work World of America

**Topic #2:** Program Advisory Committee Recruitment  
a. Review DESE Representation Requirements

**Discussion:** New Member: Catelyne Farrell – Work World of America  
When over DESE Representation Requirements

**Topic #3:** Review SY 2023-2024 Budget

**Discussion:** We went over 2023-2024 Budgets, prioritize Capital Equipment & Supplies/Materials with committee members

**Topic #4:** Review Exploratory Results

**Discussion:** 0 first choices, 4 second choices and 5 third choice

Topic #5: Review/Update 5 Year Plans  
a. Proposed New Equipment/Software/Technology Purchases (and approved by committee)

Discussion: Five Year Plan was shared with committee members. We told Members we would like to purchase Networking Equipment

Topic #6: Review and Discuss Perkins V Survey Results from Fall Advisory Meeting

a. Discuss Potential Improvements

b. Areas That Scored Lower Than Expected, and why

Discussion: Members looked over survey results. Most member did not remember doing Survey.

Topic #7: Complete the Program Review

Discussion: Mike Foley completed Program Review

Topic #8: Discuss Community/Municipal/District Projects and Jobs that have been completed

Discussion:

Topic #9: Coop Numbers

a. Companies hiring Coop Students

Discussion: 2 Senior – MT Tech Office

1 Junior – MT Tech Office (Pending)

Topic #10: New Business (Topics: grants received, donations received, new industry trends, new IRC's to offer students)  
No new business

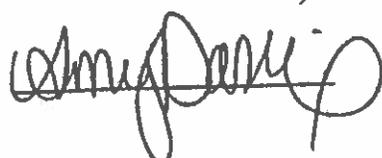
PRINTED NAME

Roger Bellerose

Department Liaison's Signature: Roger Bellerose



Chairperson's Signature:



**Vocational Program Advisory Meeting Minutes**  
**February 8, 2023**  
**6:45 pm**

**Program:** Plumbing

**Secretary:** Christopher Morrissette

**Attendance:** Mr. Adam Breen - Pioneer Valley Environmental, Ware  
Mr. Moises Cintron - Big Moes Plumbing and Heating, Fitchburg  
Mrs. Sonia Cintron - Big Moes Plumbing and Heating, Fitchburg  
Mr. Daryn Croteau - Decco, Inc  
Mr. Dominick Esposito - FW Webb  
Mr. Robert Janda - Janda Plumbing and Heating, Sterling  
Mr. Wayne Little - Parent / Guardian  
Mr. Lucas Richard - Student

**Teachers (Non-Voting)**

Mr. Kevin Martin  
Mrs. Melissa Blanchard  
Mr. Christopher Morrissette

**Topic #1: Welcome, Call to Order, Introduction of New Members, Attendance, and Update Contact Information**

**Discussion:**

- Mr. Kevin Martin brings the meeting to order and welcomes all attendees to the advisory meeting.
- Mr. Martin opens with an explanation of the need and importance of our Advisory Board to the Plumbing program and thanks all members in attendance for taking the time to join us this evening.
- Mr. Martin passes around the sign-in sheet to all attendees and asks all those in attendance to verify contact information and to change any information as necessary.
- Mr. Martin gives an overview of the program advisory meeting concerning topics to be covered.
- No further discussion.

**Topic #2: Program Advisory Committee Recruitment**

**a. Review DESE Representation Requirements**

**Discussion:**

- Mr. Martin addressed the Advisory board as to the importance of recruiting new members with a discussion as to what was needed to improve our advisory.
- Mr. Martin reviews with members the DESE member requirements and what member criteria are being looked for with recruitment.
- Members were asked to identify any possible new members for recruitment and to contact Mr. Martin with any potential members.

- Mr. Martin let the committee know that we could email applications for new members.
- Mr. Martin reminded members that we have recruitment notices that can be posted in supply houses to help recruit individuals that may want to give back to the trade. The committee agreed that this was a good idea and would help with the placement of invitations.
- No further discussion.

### **Topic #3: Review SY 2023-2024 Budget**

#### **Discussion:**

- Mr. Martin discusses with the committee the upcoming 2023-2024 budget. Mr. Martin explains that the current budget reflects an increase of close to five thousand dollars. The additional increase is due to the cost increase of materials and an additional technology learning software to be introduced to students.
- Mr. Martin discussed with the members how the budget typically works and reviewed the common items that can be found in the budget.
- No further discussion.

### **Topic #4: Review Exploratory Results**

#### **Discussion:**

- Mr. Martin opened the discussion with information on the recent Exploratory program completion then gave the floor to Mrs. Melissa Blanchard to address the success of this year's Exploratory.
- Mrs. Melissa Blanchard greeted the committee and updated attendees with exploratory results. The update consisted of the program receiving 15 first-choice requests for the plumbing program along with 2- second choice requests and 1- third choice request. Mrs. Blanchard explained to the committee that the program accepted all 18 students into the freshman class program. Mrs. Blanchard discussed how this number is lower than the year past, however this year we have now accepted three female students into the program which is a pleasant change from the year before.
- Mrs. Blanchard discussed how, even though the students have only been in the shop for a short period, one of the main struggles consistent with the students is the mathematical struggle, especially with fractions.
- Mrs. Sonia Cintron inquired as to whether the Covid pandemic may have affected these students with regards to being behind where students typically are in freshmen year. Mrs. Blanchard did agree that this was one of the age groups that could be behind due to all the online and remote learning.
- Mrs. Blanchard also commented on how the new freshmen seemed excited to be in the program.
- Members congratulated Mrs. Blanchard on the Exploratory success.
- No further discussion.

### **Topic #5: Review/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 concerning tools and tool repairs, materials, and equipment.
- Mr. Martin spoke to items on the list and asked for input on items such as:
  - The addition of the larger storage trailer for shop materials.
  - Plans to epoxy the shop floor.
  - Adding a software learning tool, Interplay Learning, to the upper-class curriculum.
- Mr. Martin spoke about how the items on the list get moved around as the order of importance changes.
- Mr. Adam Breen spoke about the addition of Interplay learning and stated that his company, Pioneer Valley Environmental, has recently begun using the same software as a teaching and learning tool for their employees. He finds it to be very helpful and easy to use.
- Mr. Martin reminded all members that if they wanted to see the 5-Year Plan, he would be happy to email copies to members.
- No further discussion.

**Topic #6: Review and Discuss Perkins V Survey Results from Fall Advisory Meeting****a. Discuss Potential Improvements****b. Areas That Scored Lower Than Expected, and why****Discussion:**

- Mr. Martin discussed what the Perkins Core Indicators were. He also explained 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 with each one explained the measurement, definitions, and required criteria.
- Mr. Martin discussed the Perkins Comprehensive Local Needs Assessment QR survey code which was provided to all members of the committee after the fall advisory meeting. He discussed the results with the members.
- Mrs. Sonia Cintron spoke to the survey and explained how the survey questions in some instances seemed a bit confusing as to what was being asked and how the scales provided misled how she answered a few of the questions.
- No further discussion.

**Topic #7: Complete the Program Review****Discussion:**

- Mr. Martin explained to the committee the rating assessment, the ten elements accessed, and what is required to meet proficiency. Mr. Martin discussed with the committee the elements in which the plumbing program did meet a rating of proficiency and discussed and explained elements that reflected a need for improvement.
- No further discussion.

**Topic #8: Discuss Community/Municipal/District Projects and Jobs that have been completed**

**Discussion:**

- Mr. Martin spoke to the members about the community service projects that students were working on in the program. He discussed the school work which is performed by students such as:
  - Working with the Dental program to finish the update/remodel within their shop/classrooms. This consisted of installing air and water valves for dental equipment, vacuum drainage installation, working with glass special waste fittings and installation, and installing single bowl stainless steel sinks with deck-mounted faucets for hand washing and equipment cleaning.
  - Installing backflow protection to the sanitizing stations in the Culinary program allowed students to work with Reduced Pressure Zone-type backflow preventers and learned how they are used to protect potable water systems.
  - An upcoming science lab remodels is to be performed in room 534.
  - The Habitat for Humanity project, located in Fitchburg, Massachusetts, will require the rough plumbing to be installed in early spring, and anticipate installing the finished plumbing in the fall.
  - Members were impressed with the outside work being performed and felt great relevancy between the out-of-school projects and the career field.
  - No further discussion.

**Topic #9: Coop Numbers**

**a. Companies hiring Coop Students**

**Discussion:**

- Mr. Martin spoke to the Cooperative Learning program and informed members of the number of students currently enrolled. He mentioned that the program currently had ten students taking part in Co-Op, 1-Junior student, and 9- Senior students with one Senior who will be participating in the next upcoming shop week.
- Mr. Wayne Little commented on the students and spoke about the importance of making sure eligible Co-Op students should be getting registered as apprentices as soon as possible. Mr. Martin assured members that we continually follow up with students concerning applying for their apprenticeships.
- Mr. Martin Discussed a recent trip to the Pipefitters Local 537 facility located in Dorchester Massachusetts, where a Senior student went through the application process for their apprenticeship program. While at the facility, seniors were also given a tour of the facility.
- No further discussion

**Topic #10: New Business (Topics: grants received, donations received, new industry trends, new IRCs to offer students)**

**Discussion:**

- Mr. Martin opened the floor to any new business. Mr. Little inquired about potential certifications for a gas appliance venting system called Ipex System 1738. Mr. Martin stated that the program will look into this certification.
- No further discussion.

Meeting Adjourned at 8:15 pm

Respectfully submitted,

Christopher Morrissette

Department Liaison's Signature: Kevin W. Martin

Chairperson's Signature: David J. Espath

# PPVocational Program Advisory Minutes

Feb. 8, 2023

Masonry;

Secretary Richard Demers

Attendance;

Tim Crory	Concrete Solutions
Dana Demers	Demers Bros. Masonry
Steve LaFreniere	Concrete Solutions
Tim Lavoie	Essex Tech.
Alex McIntosh	Stillman Landscape
Matt Palmer	Whittier Tech
Kyle Perna	Student
Matt Perna	Parent
Lily McKay	Student
Dave Petrucci	Silvio's Masonry
Iggy Silvera	Silvio's Masonry
Matt Proctor	M.Proctor Masonry

Topic #1 Call to Order

New member Matt Proctor and potential member Jon Palaima were introduced and explained what their companies do and specialize in.

Topic #2 Advisory recruitment and DESE requirements were explained and discussed

Topic #3 2023 – 2024 budget was read to members and compared to last years budget. Everyone noted that materiel costs have increased , explaining the increase in the budget.

Topic #4 Freshman Teacher Ben Robinson gave a report on Exploratory and it's results. Members agreed that the numbers looked good.

Topic #5 5 Year plan was reviewed. Members noted that the new loft stairways would be installed this year. New filters form the Airmax system were introduced and have since been ordered and installed.

Topic #6 Tim Lavoie from Essex Tech gave a report on Perkins Requirements. Members agreed more emphasis should be put towards gearing students for more real life experiences.

Topic # 7 The Program Review was discussed and filled out. Members were able to give opinions on the review which was voted on and approved.

Topic #8 Community Projects included a concrete pad in Phillipston, Scaffolding at the Habitat House. Future jobs include a Memorial Garden Wall in Sterling, Sidewalk repairs at Fitchburg High School. Dugout slabs in Fitchburg, and a block building at the Barre Transfer Station./

Topic #9 We currently have 2 seniors and 2 juniors on Co-op. They are the shop now because of weather, but will be going out as soon as weather allows.

Co-op companies include M. Proctor Masonry, Silvio's Masonry and potentially Lorraine Masonry

Topic #10 The Mass. Trowel Trades Competition will be held at Monty Tech on May 3<sup>rd</sup>. Local businesses have donated materials and will be recognized at the competition. Our freshman and juniors will be attending the N.E. Hardscape Show at the Big E on March 22. Tickets and bus have been donated.

Meeting Adjourned at 7:45 PM

Respectfully Submitted

Liaison



Chairperson



**Vocational Program Advisory Meeting Minutes**  
**February 8, 2023**  
**6:45 pm**

**Program:** Veterinary Science

**Secretary:** Lauren Shell

**Attendance:** Ms. Jennifer Bellrose  
Ms. Lauren Hare  
Ms. Cynthia Hare  
Dr. Eileen Mulcahy  
Ms. Tara Novak  
Ms. Veronica Olivera  
Mrs. Cynthia Prest  
Mr. Zachary Prest  
Ms. Linda Shea  
Ms. Victoria Silva-Olivera

Non-Voting Teachers (& other Non-Voting)

Dr. Elizabeth West, Dr. Lauren Shell, Dr. Jen Harakiewicz,  
Ms. Kylee Stout

**Topic #1: Welcome, Call to Order, Introduction of New Members, Attendance and Update Contact Information**

**Discussion:** Dr. West took the attendance for the meeting and opened with a welcome and thanks for attending. She requested all members to update their contact information.

**Topic #2: Program Advisory Committee Recruitment**  
**a. Review DESE Representation Requirements**

**Discussion:** Dr. West requested that anyone with an interest in the committee is welcome to reach out about joining, and that we are particularly looking to add those from linguistic minority communities. Dr. West explained that DESE requires PACs to adequately represent the diversity of our industries, and encouraged all current members to reach out to their colleagues. Dr. Mulcahy asked about inviting Tufts at Tech veterinary students and said she would encourage them to attend.

**Topic #3: Review SY 2023-2024 Budget**

**Discussion:** Dr. West outlined the budget and explained that the budget is still evolving as the needs of expanding the curriculum is taken into account, but that the general numbers have stabilized. The budget currently stands at \$16,700 for supplies/materials, but will increase to \$20,675 next year as many supplies have increased in cost. Capital equipment expenditures this year were budgeted at approximately \$4764, largely due to the purchase of a teaching anesthesia machine and vaporizer. Next year, capital expenditures are approximately \$4800, which is primarily aimed at improvements in the grooming salon. Textbooks were purchased this year, with the new edition of Veterinary Assisting.

**Topic #4: Review Exploratory Results**

**Discussion:** Dr. West presented the Exploratory results. We had 172 students explore Vet Sci. 27 students chose VS as their first choice, of which 20 were matriculated. This compares to 26 1st choice selections in 2022, 42 in 2021, and 35 in 2020.

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

**a. Proposed New Equipment/Software/Technology Purchases (and approved by committee)**

**Discussion:** Dr West reviewed the 5 yr plan and asked all committee members for input as to any additions or changes. Ms. Novak suggested considering the platinated cats as permanent model additions. She offered to show Dr West at MWCC, and stated that they have an approximate cost of \$1400 each.

**Topic #6: Review and Discuss Perkins V Survey Results from Fall Advisory Meeting**

**a. Discuss Potential Improvements**

**b. Areas That Scored Lower Than Expected, and why**

**Discussion:** Dr West reviewed the Perkins Survey results, which showed high marks in all but 2 categories. She discussed the need for a wider range of Advisory members, co-ops and experiences for students in the underrepresented areas of our industry. The areas scoring lower were "program is large enough to support a community learning environment" and "program covers all aspects of the industry". Dr West stressed how much curriculum time is spent on the diverse sub-industries of veterinary medicine. Dr. Mulcahy suggested the idea of a career awareness workshop, with speakers invited to participate in a day long forum covering multiple career possibilities. Ms. Novak discussed the MWCC plan to host a "job fair" and inviting all the local vocational schools, which MT would have a significant interest in attending/contributing. Ms. Shea suggested possible extra opportunities for students who are interested in grooming to attend the local expos to obtain certification (eg. grooming safety certification), specifically aimed at seniors with an interest in entering the field after graduation.

**Topic #7: Complete the Program Review**

**Discussion:** Dr. West presented the review to the committee and requested to complete it with the committee, eliciting comments and feedback as attached. It was discussed and all members agree that the committee is striving to increase diversity on the PAC, which is indicative of the industry in general as well. Ms. Novak responded for the committee, as the Chair, Ms. Drinkwater was absent.

**Topic #8: Discuss Community/Municipal/District Projects and Jobs that have been completed**

**Discussion:** Dr. Harackiewicz discussed the success of the Veterinary Clinic, which remains the largest community service project undertaken by the Vet Science students. Our clinic continues to flourish as the need in our community for subsidized veterinary care is overwhelming. Our client base continues to grow immensely. This school year, the clinic and students have been seeing patients 5 days/week, with increasing numbers of surgical cases.

The clinic continues to see appointments for Wellness and Urgent Care for animals from our sending communities. The partnerships with NEADS, VCA and Tufts continue to expand. Our junior and senior students are on the clinic floor as members of the team 3-5 days/week and spend the remainder of their vocational week focusing on didactic learning in the classroom. Sophomores have been joining them in the grooming salon since October, and now are beginning to take on clinical roles in the veterinary clinic.

**Topic #9: Coop Numbers**

**a. Companies hiring Coop Students**

**Discussion:** Dr. Shell discussed the co-op opportunities for students, outlining the 10 seniors out on co-op, 2 juniors out on co-op and 2 interviewing and the businesses involved. She stated there are 2 additional juniors completing paperwork and interviews with hopes of going out on co-op this spring. Corporate SA practice: approximately 5; private SA practice: approximately 4; Mixed animal practice: 1 student; SA specialty clinic: 1 student; Other: 1 student

**Topic #10: New Business (Topics: grants received, donations received, new industry trends, new IRC's to offer students)**

**Discussion:** Ms. Shea brought up the possibility of students volunteering with local purebred dog groups during their health certification days, particularly those involving cardiology and ophthalmology. She also indicated that local kennel clubs might consider having students with an interest in conformation showing be volunteers at local shows or events as a way to gain additional experience.

Meeting Adjourned at 8<sup>09</sup> pm

Respectfully submitted,

(your signature)  
Elizabeth West

Department Liaison's Signature: Elizabeth West

Chairperson's Signature: Julie Sturwald

**Vocational Program Advisory Meeting Minutes**  
**February 8, 2023**  
**6:45 pm**

**Program:** Welding/ Metal Fabrication

**Secretary:** Heather Gray

**Attendance:** Daniel Carter-Tim's Fabrication  
David Dowland- Worcester Tech. & Local 4 Pipefitter  
Devin Gulliver- Local 7 Capco Steel Erectors  
Richard Gates- Curtis Industries  
Marcus Cintron- Steel Fab. Inc  
Ronald Harris- Student  
Amy Hahn- Parent  
Noah Johnson-Student

Teachers (Non-Voting)  
Heather Gray- Teacher  
Timothy Wright- Teacher  
Seth Michaud- Teacher

**Topic #1: Welcome, Call to Order, Introduction of New Members,  
Attendance and Update Contact Information**

**Discussion:** Committee was greeted with appreciation of their attendance to the February Advisory Committee Meeting. No new members were present, and committee was asked to sign in and verify their contact information.

**Topic #2: Program Advisory Committee Recruitment**  
**a. Review DESE Representation Requirements**

**Discussion:** Committee members were offered the Advisory Committee Letter of Intent forms and asked 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 #3: Review SY 2023-2024 Budget**

**Discussion:** The committee was given a copy of the 2023-2024 Welding and Metal Fabrication budget. Due to the inflation increases, the welding supplies and materials increased by approximately 8%. Other items that were placed in the proposed budget included shop office renovations and outdoor storage/ classroom renovations.

**Topic #4: Review Exploratory Results**

**Discussion:** The committee was pleased to hear the welding and metal fabrication filled with 16 first choice students. The committee was given a copy of the programs overall results and was happy to see that 143 students had chosen welding/ metal fabrication as their 1-6th choice.

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

**a. Proposed New Equipment/Software/Technology Purchases (and approved by committee)**

**Discussion:** The committee was given a copy of the 2023-2028 5-year plan. There were no new suggestions offered by the committee since the October Advisory Meeting.

**Topic #6: Review and Discuss Perkins V Survey Results from Fall Advisory Meeting**

**a. Discuss Potential Improvements**

**b. Areas That Scored Lower Than Expected, and why**

**Discussion:** The committee was presented with a copy of the original explanation and questions of the Perkins V Career and Technical Education Program Checklist and the responses of these survey questions. Based on overall rating averages, four areas scored below a four.

The first question reviewed was "The program has no fewer than 6 students in each grade." After reviewing the number scores, two people rated it as a one or strongly disagree. It was addressed as a possible misunderstanding of the question, since our program has not had class sizes fewer than 6 since 2001.

The second question reviewed was “program covers all aspects of the industry that students are preparing to enter”. This average rating was a 3.8, the discussion started with the difficulty of covering all aspects of the trade when there are so many avenues we can take as a program. It was suggested to be mindful that we do not spend too much time on one particular area of the trade. This committee member has found this to be an issue with other schools they have hired students from in the past and present.

The third question reviewed was “Program supports the development of knowledge of all aspects an industry, including management and entrepreneurship knowledge and skills”. The teachers agree this is something we do not spend much time on because this topic could be an entire class on its own. It was suggested that we could incorporate lessons on generating bill of materials, which is already in place with the grade 10, 11, and 12. It was also suggested that we have a guest speaker come in and talk to the students about the basics of owning a business.

The last question that was reviewed was “Program supports the development of knowledge of all aspects an industry, including technology”. It was discussed as a whole that technology is somewhat limited in our trade, but we do provide as much relevant technology as possible to key areas of our industry needs. The topic of robotic welders came into play, where it was agreed amongst teachers and committee members that welding robotics are very technology specific to each brand and type of robot, and training should be administered by the company.

**Topic #7: Complete the Program Review**

**Discussion:** The Annual Programmatic Review was given to Devin Gulliver the welding/metal fabrication chairperson to review and sign.

**Topic #8: Discuss Community/Municipal/District Projects and Jobs that have been completed**

**Discussion:** It was shared with the committee that the welding and metal fabrication program have completed numerous small projects and repairs for the school and community. The senior class has been involved with a bridge competition project with a group of engineering students from WPI. This is the 2<sup>nd</sup> year our program has been involved with this competition. Fortunately, the bridge was assembled earlier that day and the committee members were able to see it in person.

**Topic #9: Coop Numbers**

**a. Companies hiring Coop Students**

**Discussion:** The committee was pleased to hear that the welding and metal fabrication program has 9 out of 15 seniors and 1 out of 16 juniors participating in the Co-op program. It was mentioned that three junior students are pending, based on the completion of paperwork and one student just had an interview with a possible employer, so hopefully they will be out on Co-op soon.

The companies that are involved in our Co-op program are: Tim's Fabricators, Wright's Welding, Curtis Industries, Geo Search, Cianbro, Steel Fab, Space Age Electronics, possibly Kadant and Kelly Welding.

**Topic #10: New Business (Topics: grants received, donations received, new industry trends, new IRC's to offer students)**

**Discussion:** The committee was advised that a combination of 10 students, of juniors and seniors will be participating in the NOTCH Pipe Welding Competition this spring. The welding and metal fabrication program purchased a new spot welder this winter due to our older Miller spot welder broke beyond repair. Rick Gates from Curtis Industries offered to donate a large quantity of aluminum tubing to our program for student practice. This is a generous offer that the welding and metal fabrication program are pleased to accept.

Meeting Adjourned at 7:45 pm

Respectfully submitted,



**Heather Gray**

Department Liaison's Signature: 

Chairperson's Signature: 