

Vocational Program Advisory Meeting Minutes
February 10, 2021
6 pm

Program: Automotive Collision Repair and Refinishing Technology

Secretary: Peter Gallant

Attendance: Mr. Michael Nault from D&G Auto Body Supply

Mr. Justin Blaisdell from Car Star of Fitchburg

Non-Voting Teachers (& other Non-Voting)

Mr. Peter Gallant – Monty Tech Instructor

Mr. David Lelievre - Monty Tech Instructor

Mr. Michael Forhan - Monty Tech Instructor

Topic #1: **Attendance & update members' personal information**
Discussion: All members present up-dated their personal information

Topic #2: **Review 2021-2022 budgets, prioritize Capital equipment &**
supplies/materials
Discussion: The advisory board suggests we add to update our measuring system for the frame machine onto our 5-year plan. Training for the instructors would also be needed as this update in technology in the industry.

Topic #3: **Complete Programmatic Review**
Discussion: The programmatic review was completed and the only areas we did not have a yes checked were: #10 - Adequate space for instruction and #12 - Adequate facilities for both male and female, as we only have a male bathroom in the shop.

Topic #4:

Discussion:

Exploratory Results

The board was very happy to see the amount of interest we have in the shop and that we filled with 17 first choices. Our fill number is 16 this year due to Covid-19, but we were told that we would be going back to 18 next school year. This is the fifth year we have filled with 1st choices.

Topic #5:

Discussion:

Review of student certification/credentials

The board was pleased that we added more certification programs like S/p2 safety credentials to accommodate our online learning platform.

Topic #6:

Discussion:

**Program Improvement/Community Services Projects
(Current/Future)**

This year we added more online certification programs to our curriculum. We did not have any community service projects with Covid-19.

Topic #7:

Discussion:

Discuss the Perkins Core Indicators

The Perkins Core Indicators were discussed and we told the board we can get them a copy of the core indicators if that wanted to read into it more.

Topic #8:
Discussion:

Curriculum Update (Remote Learning & Hybrid Schedule)

This year we added more online certificate programs to our curriculum. The Hybrid schedule was explained to the board and they were concerned about Wednesdays and being able to social distance on those days. The overcrowding in the shop is amplified on Wednesday's, as we are trying to social distance.

Topic #9:
Discussion:

Program Advisory Updates

Program updates this year were mostly online curriculum and textbooks. We did reinstate the mailbox project, as we are doing less live work and this project touches on many aspects of repairing a vehicle.

Topic #10:
Discussion:

Other

The board asked if we were able to socially distance in the shop and how it is possible with the number of students we have. The board wants to know if the administration does not think the shop being overcrowded is a safety issue. The board feels the overcrowded issue in the shop is a big safety concern and it is falling on deaf ears. They are getting frustrated that the issue has not even been addressed and what steps are they supposed to take from this point. They asked about talking to the school committee directly about the issue.

Meeting Adjourned at 6:30 pm

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "K. L. L.", written in black ink.

PRINTED NAME

Department Liaison's Signature:

A handwritten signature in cursive script, appearing to read "D. L.", written in black ink and underlined.

Chairperson's Signature: Justin Blaisdell 3/1/2021

Vocational Program Advisory Meeting Minutes
February 10, 2021
6 pm

Program: Automotive Technology

Secretary: Matthew La Rose

Attendance: Mr. Ron Alger (Worcester Tech), Mr. Robert Bolivar (Mass Bay Community College), Mr. Steve Lelito (Retired Auto Tech Instructor), Mr. Paul Wagner (Retired Automotive Instructor)

Non-Voting Teachers (& other Non-Voting)
David Hobbs, Matthew La Rose, George Russell

Topic #1: **Attendance & update members personal information**

Discussion: Attendance was taken and discussions were held regarding the membership. It was noted that having Zoom meetings as opposed to in-person meetings has had a very large impact on attendance.

Topic #2: **Review 2021-2022 budgets, prioritize Capital equipment & supplies/materials**

Discussion: The membership reviewed the budget as submitted, Capital Equipment was discussed as well as supplies and materials. The major items of capital equipment that were discussed were: Alignment machine and alignment rack, tire changing machine, and balancer.

Topic #3: **Complete Programmatic Review**

Discussion: The membership reviewed the Annual Programmatic Review and submitted their responses accordingly. It appears that the program is in very good standing based on the review.

Topic #4:	Exploratory Results
Discussion:	Mr. Russell addressed the membership on the incoming freshman class. Remote learning has had an enormous impact on the ability to truly show the freshman what the shop has to offer. Several of the committee members stated that that was the case for them as well. We all understand the impact of Covid but its true depth came to light during our discussions.
Topic #5:	Review of student certification/credentials
Discussion:	We discussed the certifications that we currently have and the up and coming certifications that will be available once all of the equipment is received and we are trained on it. Currently, we offer ASE Student certifications and OSHA Career Safe Online Automotive General Industry 10-hour course.
Topic #6:	Program Improvement/Community Services Projects (Current/Future)
Discussion:	Our program improvement discussions revolved around the grant that we received and all the curriculum development we'll need to work on. Within that discussion, the members expressed concern over how much new content we should introduce this year. The concerns grew as we reflected on the training that has already been missed due to Covid. In reality, almost every class is, at a minimum of, half a year behind as it stands. The freshman class last year received one week of actual hands-on training when in they truly needed that time to be live. This also impacted every class above them because they too have lost out on shop and "live" vehicle work.
Topic #7:	Discuss the Perkins Core Indicators
Discussion:	The committee discussed the Seven Core indicators as listed in the documentation that was provided to us.

Topic #8:**Curriculum Update (Remote Learning & Hybrid Schedule)****Discussion:**

The membership expressed concern over how much new content we should introduce this year. The concerns grew as we reflected on the training that has already been missed due to Covid. In reality, almost every class is, at a minimum of, a half a year behind as it stands. The freshman class last year received one week of actual hands-on training when in they truly needed that time to be live. This also impacted every class above them because they too have lost out on shop and "live" vehicle work. We discussed the integration of Zoom, Electude, EdPuzzle, and Google Classroom into our daily lessons.

Topic #9:**Program Advisory Updates****Discussion:**

Program Advisory Updates were covered several times over within the aforementioned topic areas.

Topic #10:**Other****Discussion:**

Meeting Adjourned at ___7___pm

Respectfully submitted,

(your signature)

PRINTED NAME

Department Liaison's Signature:



Chairperson's Signature:



Vocational Program Advisory Meeting Minutes

February 10, 2021

6:00 pm

Program: ***BUSINESS TECHNOLOGY***

Secretary: Angela Ikonen, Business Technology Liaison

Elmer Eubanks	Mount Wachusett Community College
Carley LaBrecque	The Velvet Goose
Neiva LaBrecque	Research Results
Shawn Linehan	Workers' Credit Union
David Moura	Parent of Jonathan Moura, Class of 2021
Jonathan Moura	Student, Class of 2021
Katie Trinque	Workers' Credit Union, Monty Tech – <i>Chairperson</i>
Jennifer Williams	Workers' Credit Union

Teachers: Non-Voting

Angela Ikonen	Business Technology Instructor / Liaison
Elba I. Guzman	Business Technology Instructor

Absent:

Chris Adshade	Hypnotherapy Consultants
Deborah Buckley	eMarketing4us
Michael Davis	New York Life, Financial Services Professional
Jennifer Dymek	City of Gardner, Treasurer / Collector
Nancy Forgione	Sterling Municipal Light
Tina Landry	Keller Williams Real Estate
Dylan A. MacLean	Foster-Healey Real Estate
Patricia Smart	Regional Homecare
Kris Singer	City of Gardner, Administrative Coordinator
Juha Valikangas	Deluxe Corp.
Sara Welch	R. J. Welch Plumbing & Heating

Topic #1: **Attendance & Update Members Personal Information**

Discussion:

- Welcoming, Attendance and Introductions were made.
- Agenda was briefly overviewed and discussed.
- Membership Form was updated.

Topic #2: **Review 2021-2022 Budgets, Prioritize Capital Equipment & Supplies/Material**

Discussion:

- Projects and assignments are reflecting the Business Technology Frameworks and crossover to some of the Marketing Frameworks.
- Many consumables are used throughout all four years.

Topic #3: **Complete Programmatic Review**

Discussion:

- It was explained that this is a self-evaluation that each program / advisory completes.
- This is required from DESE each year.
- It was discussed, reviewed, and signed by our Chairperson.

Topic #4: *Exploratory Results*

Discussion:

- 11 freshmen in Business Technology (4 male, 7 female) – 17 Maximum Seats
 - 9 – 1st Choice
 - 1 – 2nd Choice
 - 1 – 4th Choice
- This was a very different year for all of us.
- Due to COVID-19 and social distancing, we were not able to take 20 freshmen as in other years. Our desks and computers were reconfigured to only accommodate a maximum of 17 incoming freshmen.
- It has been extremely difficult and challenging to “sell” our program when the students are only physically there 3 out of 5 days.
- Considering the circumstances, we are happy with our numbers.
- Juniors are usually VERY active with engaging in the exploratory process. We were unable to have this feature.
- Mrs. Guzman did an amazing job of adapting to the exploratory process “hybrid” model. It has been a very challenging road.

Topic #5: *Review of Student Certification/Credentials*

Discussion:

- Student certifications / credentials were discussed.
- Customer Service
- Financial Literacy Certificate (EverFi)
- IC3 (Internet and Computing Core Certification)
- MOS Certification (Excel, PowerPoint, Word)
- OSHA Career Safe Online General Industry 10 Hour
- OSHA Career Safe Online Interview Skills Training
- Quickbooks Online Accountant Training

Topic #6: *Program Improvements/Community Service Projects (Current & Future)*

Discussion:

- Business Technology maintains the Community Service Database for all shops.
- Thank you to Workers Credit Union for the purchase and donation of: a cash box, an electric pencil sharpener.
- Cash Box: since the Gear House School Store is not open at this time, this cash box is being used in the Business Technology shop for monies from sales of safety glasses, Chromebook chargers, and whatever items may be sold from the store through shop.
- Electric Pencil Sharpener: this allows the sharpening of our pencils by avoiding a “high-touch” surface of the manual sharpener.
- Adobe Photoshop, is needed to be re-installed.
- Rearranging of desks and computers to allow for proper social distancing.

Topic #7: *Discuss the Perkins Core Indicators*

Discussion:

- The Perkins Core Indicators were discussed and an explanation was given as described by Mr. Browne.
- It was described in our words as a “report card” in order to receive Perkins Funds.
- There are 7 “Perkins Core Indicators” as a means to measure growth in approved Chapter 74 programs across the Commonwealth.
- Administrators review this data on an annual basis.
- If growth is not met at a certain level, the District is required to submit Improvement Plans and Annual Reports to highlight new activities and/or initiatives that might address achievement gap.

Topic #8: *Curriculum Update (Remote Learning & Hybrid Schedule)*

Discussion:

- Many consumables are used throughout all four years.

- More and more of the Business Technology curriculum is being accessed online to allow for remote learning across the board.
- Google Classroom, all day, every day.
- Marketing Dynamics, new this year.
- Math for Financial Literacy, new this year.
- Soft Skills for the Workplace, new this year.
- Some Textbooks are staying home, while others go back and forth.
- Remote learning was discussed. Our weekly schedule regarding our daily Zoom meetings, Google Classroom, and remote curriculum were also discussed. Committee members were given a day-in-the-life scenario.
- The Committee was informed that due to the ever-changing technology, Mrs. Guzman and Mrs. Ikonen are constantly mapping curriculum with new educational materials that are being implemented.

Topic #9: Program Advisory Updates

Discussion:

- The instructors in Business Technology have incorporated several of the Marketing competency areas into the curriculum.
- Unfortunately, the 2021 Massachusetts School Bank Association Spring Conference has been canceled this year, due to COVID-19.

Topic #10: Other

Discussion:

- Co-Operative Education (2 Seniors / February – Possibly 2 Juniors)
- Monty Tech Athletic Department (1 Junior / Possibly 1 Senior)
- Sterling Municipal Light, Sterling (1 Senior)
- Workers' Credit Union, Monty Tech Branch (1 Senior / Possibly 1 Junior)

We are extremely happy and excited about our participation in the Co-Op Program. We have been working very hard trying to find new sites for our students to work at and to further educate the community about the Co-Operative Education Program.

- Field Trips
 - Fitchburg Court House (Looking into the possibility of a Zoom tour.)
 - WCU (Possible Zoom Tour)
 - We are looking into any virtual field trips / tours that companies would be open to doing.
- Guest Speakers
 - Looking into possible Zoom speakers.

Prior to COVID-19, Mrs. Ikonen was communicating with a few different guest speakers such as: Manager of Group Sales & HC Memberships of the WORCESTER RAILERS HC, General Manager of the Worcester Bravehearts, and Event Planning/Sales at Mechanics Hall. Mrs. Ikonen is working to get them in as a virtual / Zoom presentation.

Meeting Adjourned at 7:00 p.m.

Respectfully submitted,



**Angela Ikonen
Business Technology Instructor / Liaison**



**Katie Trinke, Supervisor
Workers' Credit Union
Business Technology Chairperson**

Vocational Program Advisory Meeting Minutes
February 10, 2021
6 pm

Program: Cabinetmaking

Secretary: Joe Bulger

Attendance: Zachary Cormier Quality Home Solutions
Amy Putney Glenwood Kitchens

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

Topic #1: Attendance & update members personal information

Discussion:

Mr. Dion thanked Amy and Zach for attending the meeting via Zoom. Attendance was taken and both members were asked if any changes needed to be made to their personal information? Mr. Cormier asked to correct his email address, Mr. Dion updated it on the attendance sheet.

Topic #2: Review 2021-2022 budgets, prioritize Capital equipment & supplies/materials

Discussion:

The Cabinetmaking budget was submitted for the 2021-2022 school year. Mr. Dion informed the advisory due to the early closure on March 15th from Covid, the Cabinetmaking department had more inventory leftover than years past. With a twenty three percent increase in lumber and other consumables, we managed to submit a budget of \$594.61 less than last year. The bulk of our supplies and materials are lumber, finishing materials, and maintenance of the equipment.

As for prioritizing capital equipment, the 5 year plan was reviewed. During the October advisory meeting it was discussed by the instructors that the laptops being used in the smart room for Alphacam are no longer available. The instructors and the committee strongly agreed as a whole if prioritizing capital equipment is needed at this time, the laptops for Alphacam should be the only consideration for newly purchased equipment. The plan and pricing for the laptops was submitted to the technology department by our business manager Tammy Crocket.

5-year Plan

2020-2021	A minimum of 9 Individual Laptops for Alphacam
2021-2022	2 Northfield Jointers (each 26,312.50) \$52,625.00
2022-2023	Epilog Laser 18,000.00
2023-2024	Shop Make-Over (Paint, floor refinish, improved shop lay-out)

2024-2025 5 Axis CNC \$200-280,000

Topic #3: Complete Programmatic Review

Discussion:

The annual programmatic review was read for everyone to hear by Mr. Dion. After each individual item was read, Mr. Dion asked the committee if there were any concerns or comments with the item. No further discussion was needed.

Topic #4: Exploratory Results

Discussion:

Mr. Bailey discussed the Freshman exploratory numbers with the committee. Cabinetmaking did very well with the freshman numbers considering the time restrictions due to Covid. Total of 143 students came through explore, only 27 students didn't pick the shop as one of their 6 choices. 17-firsts, 21-second, and 17-third choices. The explore needed to be altered to make sure it could be completed in three days. The drawer box and finishing had to be eliminated due to the loss of time, however, we did manage to incorporate the CNC into the schedule. Students had the opportunity to CNC a design of their choice on their top. Mr. Bailey commented that students did seem to take an interest in the CNC and felt it helped attract more student interest in cabinetmaking. Cabinetmaking hopes to include the CNC with future Freshman explores.

Topic #5: Review of student certification/credentials

Discussion:

Current certifications students are receiving while in the Cabinetmaking program with Monty Tech are as follows;

- Freshman receiving their 10HR OSHA Career Safe online General Industry.
- Sophomores are taking OSHA Construction 10HR here in school with certified OSHA instructors.
- Safety Tests as Freshman - All incoming freshmen take a safety test on every piece of equipment, pneumatic tools, and hand tools before operating equipment.
- Safety Test as Upperclassmen - All returning Cabinetmaking students completely review each one of the safety tests they took as freshman. Each student is required to date and sign off on each test in the safety packet before they are allowed to use any of the equipment or go out on Co-op at the beginning of each year.

**Topic #6: Program Improvement/Community Services Projects
(Current/Future)**

Discussion:

Prior to Covid, the Riverside Arches were constructed and installed last year but the copper roofs still need to be installed. We are in contact with the town of Barre and hoping to return this spring to install the two copper roofs that will be fabricated by the Welding/Metal fabrication students. Equipment, staging, students, and their instructors will be needed to finish the two Arches. Also, before the closure the students were working on the Fitchburg Fire Departments kitchen. Mr. Bulger did manage to bring out a small group of students to install one of the three runs of cabinets. The other two runs of cabinets and countertops are still ongoing.

We were asked to uncrate the 400 Superintendent's dinner gifts to be sold as individual items to raise money for the student scholarship fund. Unfortunately, due to Covid the dinner will not take place this spring. Other projects that have been completed and ongoing are carts for the student meal plan, auto tech tool crib makeover, countertops for the front office printing room, and a new work and storage area for the IT department.

Topic #7: Discuss the Perkins Core Indicators

Discussion:

Mr. Dion read and discussed each of the 7 Perkin Core Indicators to the committee and how they are primarily a way for the State to measure growth in approved Chapter 74 Vocational programs. The district can then write specific grants that can better fund programs in need of updating small equipment, student certifications, professional development for staff, and other areas that could lead to advancement in technical education.

Topic #8: Curriculum Update (Remote Learning & Hybrid Schedule)

Discussion:

As discussed in October, schedules have stayed consistent. Also mentioned in October's advisory meeting was how remote learning was a bit of a challenge starting out the school year. All of the instructors have been doing their best to become more and more comfortable with Zoom and assigning full remote work. The platforms that seem to be working best are Modern Cabinetmaking online textbook, Nearpod, Amatrol, and Google Sketchup.

Nearpod is an online platform teachers can use to set up their lessons and easily add powerpoint presentations, youtube videos, open ended questions, etc. Helps to keep the kids a little more engaged and at the same time creates a report you can use to see if students are participating in the online class activities.

Mr. Dion started to use Amatrol with students. It's an online learning system purchased by the district originally requested by Mr. Lepkowski for the students in engineering. Once Mr. Lepkowski started using it with students, he felt other shops would find it useful as well. Cabinetmaking has been using Amatrol with the safety sections and basics of CNC coding it has to offer. There are many other sections that may be useful but still going through the fifty plus sections of to find what we can use that relates to cabinetmaking.

Mr. Bulger introduced Google Sketchup to the Juniors and Senior students. Fortunately, with all students having a chromebook, they can easily access the online platform sketchup has offered free to schools. It's limited to only certain features but still allows the students to draw and create some very nice designs. Once the students learned the basic features they have been able to draw their home kitchens, personal projects, and other pieces of furniture assigned to them. Some students have taken more liking to it than others but everyone agreed it was nice to have a break from standard writing assignments and research papers.

Topic #9: Program Advisory Updates

Discussion:

The committee was informed that one of our newer hired maintenance staff Josh Machonis has been taking the initiative to spruce up our shop when time permits. Josh painted all the walls around the entire room on both the HC's side and ours. It has really made a difference in the appearance and brightness of the shop. Really looks good!

Unfortunately, Cabinetmaking has been getting water in the air lines causing problems with finishing and the need to replace inline air filters more frequently than usual. After trying to troubleshoot the problem the best we could in our area, we started working with Mr. Gormly (director of facilities at MT). Mr. Gormly immediately called the company who services our compressors at the school and asked for them to service the heater. Several weeks later we were still having problems with water in the lines. Mr. Gormley called them back immediately to have them change out the heater all together. It was much appreciated and it has seemed to resolve the water issue all together.

Topic #10: Other

Discussion:

No other discussion was brought up about Cabinetmaking at this time. However, Ms. Putney and Mr. Cormier expressed how they both tremendously missed the two dinners put on by Monty Tech for advisory. All of us instructors thanked them for coming and hoped to see everyone back next year in the cafe.

Meeting Adjourned at 6:51 pm

Respectfully submitted,



(your signature)

PRINTED NAME

Michael Dion

Department Liaison's Signature:



Chairperson's Signature: _____



Vocational Program Advisory Meeting Minutes
February 10, 2021
6 pm

Program: Cadd Drafting and Design

Secretary: Jesse Veinotte

Attendance: Anthony Celularo, Mechanical Coordinator
Scott Dzik, Architect
Kayla Sadowski, junior student representative
Rebecca Sadowski, Parent representative
Jeremy Watson, Designer
Christina Bazelmans, Architect
Michael Robichaud, Liaison
Jesse Veinotte, instructor

Topic #1: **Attendance & update members personal information**
Discussion: Attendance was about half of “in person” meetings in the past.

Topic #2: **Review 2021-2022 budgets, prioritize Capital equipment & supplies/materials**
Discussion: Reviewed current budget and 5 year plans. Discussed the cost of different Cadd certifications, Currently cost about \$4,000.00 per year for all students to get their 5 certifications.
Explained 5 year plans for more recent members and how the school budgets for higher cost items.
Discussed the need for new chairs for students. Will sample some new chairs after vacation and make a decision.
Mentioned that price of consumables would be greater due to having 3 new 3D printers, a laser engraving machine and a CNC carving machine.

Topic #3: **Complete Programmatic Review**
Discussion: The review was completed with a “yes” response on all area except for #10 Adequate space for instruction. The shop was not designed for 36 students and work areas for modeling of designs. The new “Fab Lab” is located in a storage area without proper ventilation and space for more than 4 students.
#12 Adequate facilities for both male and female students. The shop does not have restrooms for any students, one sink for the entire shop.

Topic #4:	Exploratory Results
Discussion:	Mr Veinette spoke about the freshman exploratory going very well and the results were 17 first choice students and 1 second choice student to fill the quota for the trade at 18 students. Last year the first choice students were only 13 and the class filled with just 16 students.
Topic #5:	Review of student certification/credentials
Discussion:	Students did not get to complete their certifications in Cadd programs last year due to the pandemic and are preparing to take them now. The certification company gave us a credit for tests not administered. Students did complete their OSHA "Careersafe" 10 hour certificate.
Topic #6:	Program Improvement/Community Services Projects (Current/Future)
Discussion:	The Cadd Drafting and Design shop is currently working on a project for the town of Lunenburg for the town manager to create a useful space from the retired school building property. A community park was proposed as well as other ideas.
Topic #7:	Discuss the Perkins Core Indicators
Discussion:	The Perkins core indicators were reviewed with the members and the results were shared with them. The school results for graduation, academics and technical skills all scored very high. The Cadd certifications were discussed and the results were provided for the past few years.
Topic #8:	Curriculum Update (Remote Learning & Hybrid Schedule)
Discussion:	Discussion of the programs that we are using for remote learning. Teachers have tried many new approaches and software packages. Success was found using "Solid Professor" as a tutorial package for Autodesk programs as well as Solidworks. New programs have been launched to help with remote learning. We are now using "Onshape" for some projects and Fusion 360 for Chromebooks. Sketchup is also been useful for 2D imaging.
Topic #9:	Program Advisory Updates
Discussion:	Injection molding machine is being set up for training. We hope to use before end of school year.
Topic #10:	Other
Discussion:	Thanked all members for continued support and joining our Zoom

Meeting Adjourned at 7:20 pm

Respectfully submitted,

(your signature)

PRINTED NAME

Department Liaison's Signature: *Michael Robichaud*

Chairperson's Signature:

A handwritten signature in black ink, appearing to be "Scott McLean", written over a horizontal line.

Vocational Program Advisory Meeting Minutes
February 10, 2021
6 pm

Program: Cosmetology

Secretary: Stephanie Delphia

Attendance: Sam Barilone, Head to Toe Salon
Marianis Colon, Corner Salon
Sophia DiDonna, HK Enterprises

Non-Voting Teachers (& other Non-Voting)
Sarah Hawkins, Rituals Salon & Spa
Lisa DeNapoli, Monty Tech
Stephanie Delphia, Monty Tech
Jennifer James-Philbrick, Monty Tech

Topic #1: Attendance & update members personal information

Discussion: Lirazol Alie took attendance and documented it on her provided sheet as well as having the attendees say hello in the chat. Addresses of the attendees were confirmed and updated accordingly. A new attendee would like the membership information so she may be an advisory member. New attendee, Sarah Hawkins of Ritual Salon & Spa, Leominster.

Topic #2: Review 2021-2022 budgets, prioritize Capital equipment & supplies/materials

Discussion: Informed attendees that cosmetology has been ordering supplies as needed. From previous requests, cameras have been installed on all computers, as well as Cosmetology has been given cameras for each room to video curriculum as needed. Basic tools and supplies have been purchased. Cosmetology does not know the budget yet for 2021-2022. We are awaiting approval for the 2021-2022 budget.

Topic #3: Complete Programmatic Review

Discussion: Lirazol Alie discussed the Annual Programmatic Review with attendees. All items were checked off as yes except for number 10, Adequate Space is Available for Instruction; and number 11, Equipment Quality and Quantity is Sufficient and Meets Current Industry Standards. Some items such as blow dryers and irons have been ordered to meet quality and quantity standards for equipment specifically for the Freshman class.

Topic #4: Exploratory Results

Discussion: Stephanie Delphia discussed the exploratory results with the attendees informing them that out of 24 spots, 15 have been filled. From the 15 placements, (10) are first place placements, (1) is second place placement, (2) is third place placement, (1) is fourth place placement, and (1) is fifth place placement. Based on the previous four years additional students may be placed in cosmetology to fill available spots.

Topic #5: Review of student certification/credentials

Discussion: Lirazol Alie reviewed the certifications throughout the shops at Monty Tech. Lisa DeNapoli offered what certifications Cosmetology has to offer to our students. The certifications that have been received for Seniors include, Pravara - Color Theory, Barbicide - Covid. Lirazol Alie informed the attendees as to how many seniors have received their stateboard license, with 5 left to participate in the stateboards. Lisa DeNapoli informed the attendees that 5 seniors were participating in Co-Op to date. Marianis questioned how the students are obtaining hours in Cosmetology? Lirazol Alie explained to all attendees that Massachusetts Stateboard of Cosmetology are not penalizing Chapter 74 students due to hybrid or remote instruction.

Topic #6: Program Improvement/Community Services Projects (Current/Future)

Discussion: Lirazol Alie informed the attendees that due to Covid, there is not an opportunity to participate in community service. Attendee, Sarah Hawkins, offered suggestions for the spring to conduct a Community Spa day, outside, with tents, that could include manicures, haircutting, face painting. Lirazol Alie offered it could be a good opportunity to have all the students participate as a group.

Topic #7: Discuss the Perkins Core Indicators

Discussion: Lirazol Alie reviewed the Perkins Core Indicators with attendees to inform them of the growth in each of the approved 7 indicators in the approved Chapter 74 programs.

Topic #8: Curriculum Update (Remote Learning & Hybrid Schedule)

Discussion: All instructors informed the attendees how many students are remote vs hybrid within their class. For the sophomore class, six students are remote; junior class 5 students participate remotely, and the senior class has 5 seniors that are remote. Instructors

informed the attendees that curriculum is delivered, through different learning management systems, utilizing video creation of screencastify.

Topic #9: Program Advisory Updates

Discussion: Lirazol Alie updated the attendees on the following information:

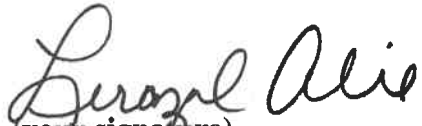
- Covid 19 Preparation includes: remote students kits purchased (6), haircutting simulations (36).
- In-take of Clients. At this time clients are not allowed onto the clinic floor. A hopeful spring to bring clientele in for services. At this time the clinic floor is taking staff only for basic services. The downside of not having clients is that students are not being able to work and learn how to communicate effectively with adults. Communication is an art and something that needs to be practiced continuously in order for effectiveness. Attendees wanted to know who was not allowing clientele into the school. Department of Education, Monty Tech, or Board of Health. Lirazol Alie that it was an administrative policy and at this time with no vaccines and numbers escalating it is a good policy to ensure the safety of students.
- Curriculum as of now for all students were reviewed by all instructors. Freshman and sophomore instructors are provided fun interactive opportunities utilizing games such as kahoot, scavenger hunts, and jamboard. Upperclassmen are providing interactive opportunities utilizing jamboard, breakout rooms, and polls from schoology.
- The clinic floor during Junior week students have been wearing face shields as well as masks as they have been working more on each other conducting chemical services. This is creating a good practice for the students to know for Covid and being industry ready.
- Lisa DeNapoli informed that she is utilizing Google meets to reach her students, as well as schoology for curriculum. Her most used method of instruction is providing structured videos through edpuzzle. Seniors are currently working on their Senior Project that hit strands 4, 5, and 6.
- Lirazol Alie informed the attendees that as of January 31, approximately, 8 juniors will be eligible to participate in the stateboards in April and May.
- Local skills competition - The competition was conducted with students documenting their skills via video as well as photographs and uploaded to a website that Lirazol Alie created. Judges were then provided with interactive rubrics from google forms for them to score the students in each category. Winners are headed to skills.

Topic #10: Other

Discussion: Lirazol alie addressed donation inquiries as well as thanked those that made color donations and perm rod donations. Lirazol thanked the attendees for volunteering their time for this meeting as well as the local skills competition.

Meeting Adjourned at 7:44 pm

Respectfully submitted,


(your signature)

Lirazol Alie

Department Liaison's Signature:



Chairperson's Signature:

(Absent)

**Vocational Program Advisory Meeting Minutes
February 10, 2021
6 pm**

Program: Culinary Arts

Secretary: Nancy Despres

Attendance: Rebecca King – Quinsigamond Community College
Henry Tessman – Great Wolf Lodge

Michael Banks – Monty Tech
Nancy Despres – Monty Tech
Paul Gosselin – Monty Tech

Topic #1: Attendance & update members personal information
Discussion: Members information was updated.

Topic #2: Review 2021-2022 budgets, prioritize Capital equipment &
supplies/materials
Discussion:

The budget, capital equipment and supplies and materials were reviewed with our committee. At the top of the list are: updating the boys locker room, replacing many broken lockers and having an epoxy finish put on the store room floor. Equipment items in need of replacement are a mixer and the reel oven.

Also, the air conditioning unit in the bakery decorating room has not been connected therefore it is not operational at this time. This has been an ongoing issue for several years now.

Topic #3: Complete Programmatic Review
Discussion: The programmatic review was completed by the committee. The only areas of concern were the lack of diversity on our committee and not all segments of our industry are represented.

Topic #4: Exploratory Results

- Discussion:** The freshman class filled with 24 students. Overall, 14 students picked Culinary Arts for 1st choice, 22 students chose Culinary Arts for their second choice and 33 chose Culinary Arts for their third choice.
- Topic #5:** **Review of student certification/credentials**
Discussion: Freshman students will receive their 10 hour OSHA training this semester. Junior students are currently working toward their Serve Safe certification and Sophomores received their Allergen Training through the Massachusetts Restaurant Association.
- Topic #6:** **Program Improvement/Community Services Projects (Current/Future)**
Discussion: The culinary arts students are working on a fund raiser for the Monty Tech Foundation. They are preparing Valentine cookie and chocolate boxes for over 200 orders.
We have also been donating baked goods to Our Father's House when we have items to donate.
- Topic #7:** **Discuss the Perkins Core Indicators**
Discussion: The 7 Perkins Core Indicators were explained and discussed with the committee.
- Topic #8:** **Curriculum Update (Remote Learning & Hybrid Schedule)**
Discussion: The shop and related class schedule was explained to the committee. We explained how we teach both in person and remote learners on a daily basis. It was also noted that Culinary Arts only has 3 teachers this school year, which has created an increase in work for all instructors along with handling students in person and remote. The committee feels next school year there should not be "remote learning only" students, that the in-person learning is invaluable.
- Topic #9:** **Program Advisory Updates**
Discussion: The culinary shop will be receiving a new fryolater, 12 burner range and a new POS restaurant computer system. These items were funded through grant money.
- Topic #10:** **Other**

Discussion:

The Advisory committee is concerned over the fact that Culinary only has 3 instructors this school year and 24 Freshmen students were enrolled. It was explained to them that we are provided a substitute teacher on Wednesday when we have 2 grades in the shop at one time which can total 49 students. They are concerned with how the restaurant will be able to run at the capacity in which it has in the past with only 3 instructors. We explained that without a 4th instructor the functions of the restaurant would have to be drastically scaled back. The opinion of the committee is that a 4th instructor needs to be put into the shop or the numbers of students should be reduced. They would also be disappointed to see us have to scale back on the operations of our restaurant. This would mean a smaller daily menu, having to limit the amount of customers we serve and also limit what we would be able to service for school functions.

Meeting Adjourned at ____ 6:40pm ____ pm

Respectfully submitted,

Nancy Despres
Nancy Despres
(your signature)
PRINTED NAME

Department Liaison's Signature:

M. Banks

Chairperson's Signature:

Rebecca King

Vocational Program Advisory Meeting Minutes
February 10, 2021
6 pm

Program: Dental Assisting

Secretary: Tracie Wright

Attendance: Chloe Higgins-Student
Danielle Higgins-Parent
Kaitlyn Geise-Community Health Connections
Brian McDowell-Brian McDowell, DDS
Peter Billia-Community Health Connections
Heather Torres- Community Health Connections
Cythia Cadoret-MWCC
Maria Laford- Community Health Connections
Lynn Alicea-Hudson Dental Care
Marjorie Rapose-Appleseed Dental
Wendy Lashua- Community Health Connections

Michelle Salvanelli-Teacher
Tracie Wright-Teacher

Topic #1: **Attendance & update members personal information**
Discussion: Attendance was taken and member information updated if needed.

Topic #2: **Review 2021-2022 budgets, prioritize Capital equipment & supplies/materials**

Discussion: Budget submitted for next year. Michelle said it is pretty much the same. Michelle shared the document. Explained that it can be flexible as to which materials we order in what quantities. Discussed amalgam and keeping it in the curriculum.

Cindy asked what kind of film we use. Currently we are using digital and film but that is being phased out at this point. Some offices have discontinued film. Dr. Rapose suggests we should stop using it. It currently still needs to be taught until it is phased out of the Dental Assisting National Board Exam.

PPE has increased exponentially in cost. Cindy asked if we get Cares Act money that may be acceptable for use on PPE. Michelle will look into it. Cindy also got funding for air purifiers and EPA type of control like high speed suction. Cindy said we can use her as a contact for this information.

Topic #3: Complete Programmatic Review

Discussion: Michelle read the review and the members and recorded the responses.
No questions or concerns.

Topic #4: Exploratory Results

Discussion: 15 First choice and 1 second choice. This is the ideal situation so everyone who chose dental is able to be in dental.

Topic #5: Review of student certification/credentials

Discussion: 15 Seniors are signed up for RHS, 16 Sophomores for ICE. We gave the students the choice to take the exam and they all opted to take it. If they didn't take it, they would still be certified, but only in Massachusetts. Seniors are taking it on their own. Sophomores can take it online at school.

Topic #6: Program Improvement/Community Services Projects (Current/Future)

Discussion: None at this time due to COVID.

Topic #7: Discuss the Perkins Core Indicators

Discussion: Michelle explained the Core Indicators to the members. No questions from members.

Topic #8: Curriculum Update (Remote Learning & Hybrid Schedule)

Discussion: Explained the new 2 day remote, 3 day in person model. Wednesdays have 2 grades in. Tracie explained that due to the schedule and quarantining, the students will be behind in skills and some knowledge. Members were completely understanding.

Topic #9: Program Advisory Updates

Discussion: Let members know they can spread the word to others who may be interested in joining the committee.

Topic #10: Other

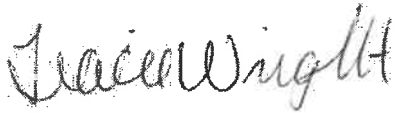
Discussion: The students attended the Yankee Dental Convention online this year. No one knows what the new normal will be like in the future.

Dr. McDowell announced that the Wachusett District Dental Society will be sponsoring a free COVID infection control update on March 25th. This is required for relicensure.

Cindy will be submitting a proposal for updates and requests a partnership with the Monty Tech students. This would allow MT students to visit the MWCC campus and learn how the panoramic x-ray machine works.

Meeting Adjourned at 7:59 pm

Respectfully submitted,



Tracie Wright

Department Liaison's Signature: Michelle Salmon

Chairperson's Signature: _____

Topic #10:

Other

Discussion:

The students attended the Yankee Dental Convention online this year. No one knows what the new normal will be like in the future.

Dr. McDowell announced that the Wachusett District Dental Society will be sponsoring a free COVID infection control update on March 25th. This is required for relicensure.

Cindy will be submitting a proposal for updates and requests a partnership with the Monty Tech students. This would allow MT students to visit the MWCC campus and learn how the panoramic x-ray machine works.

Meeting Adjourned at 7:59 pm

Respectfully submitted,

Tracie Wright

Department Liaison's Signature: _____

Chairperson's Signature:

 bps.

Vocational Program Advisory Meeting Minutes
February 10, 2021
6 pm

Program: Early Childhood Education

Secretary: Kelly Booth

Attendance: Cecile Tousignant - Child Tool's Consulting
Allison Dumas- Monty Tech Preschool
Kassidy Jones- Monty Tech Preschool
Mark Brillon- Assistant Site Coordinator - Guild of St. Agnes
Heidi LeBlanc- Parent Counselor- Child Care Resources
Roberta LeBlanc -Birdies Family Child Care
Andi MacMillan-MOC Child Care and Head Start
Maria Paulino -Busy Bees Preschool
Julie Foshay- MOC Child Care and Head Start
Susan Whittier-Parent
Sarah Whittier-Student

Non-Voting Teachers (& other Non-Voting)
Karla Bodreau
Kelly Booth

Topic #1: **Attendance & update members personal information**

Discussion: Introduction/Attendance took place. Kassidy Jones was added as an advisory member from Monty Tech Preschool.

Topic #2: **Review 2021-2022 budgets, prioritize Capital equipment & supplies/materials**

Discussion: Karla shared the ECE budget, going over supplies, virtual additions we want to add to our classroom and materials. For example Teachstone videos to demonstrate teacher/student interactions. Since we can't currently utilize the preschool. She talked about how we now have the online and the updated version of Working With Young Children textbook.

Advisory members did not have any suggestions for things to be added to the budget at this time.

Topic #3: Complete Programmatic Review

Discussion: Karla reviewed questions and went over the diversity we have on our advisory board.

Advisory members did not have any questions. All members agreed yes to all questions.

Topic #4: Exploratory Results

Discussion: Karla talked about how we just finished up with our last group of explore with the freshmen. She talked about how different explore was this year due to COVID. Karla shared exploratory results 10 first choice, 2 second choice, 1 third choice, 1 fourth choice and 1 sixth choice. The numbers are lower than in previous years, however understandable under the circumstances. Students were not allowed in the preschool which helps to sell the program. We are hopeful that things will get better. Kelly talked about how we had 3 sophomores explore our shop this year and one decided to stay bringing number's up to 15.

Topic #5: Review of student certification/credentials

Discussion: Karla reviewed the certifications that our students are eligible to receive. OSHA, DEEC teacher certification, First Aid CPR/AED and CDA-Child Development Associate. Cecile suggested that we have our students take different training. Some on the EEC website and others are the Essentials Training. Kelly talked about having all the juniors take the Strong Start COVID training to be prepared for what the regulations will look like when out working in childcare centers. Maria talked about different trainings that she has had her staff take that covers many different areas and allow them to get their training hours in. She was unsure and would let us know what they are.

Karla went over how complicated it has been trying to get our juniors out on affiliation. It is a working progress but at this time we are still unsure if we will even be able to send them out this year. We talked about the juniors school schedule and how we may only be able to get them out two days a week because of the in person learning and remote learning. Maria stated that she wants a student if and when it may happen. Karla said we will do the best we can!!

**Topic #6: Program Improvement/Community Services Projects
(Current/Future)**

Discussion: Karla stated that due to COVID we have been unable to do any community service projects. She talked about maybe doing a diaper drive again and donating the diapers safely to the Gardner VNA. We will still need to get this cleared by administration but if we can do it we would like to. Karla asked if anyone had any other ideas and Cecile said she would think about it and get back to us via email. Maria talked about how she will be doing

a spring planting project at her center. She invited us to join with some of our students and volunteer our time to help. Maria said she would send us more information about it as the time gets closer. The project will be done outside, COVID safe for all volunteers that could help.

Topic #7: Discuss the Perkins Core Indicators

Discussion: Karla shared the Perkins Core Indicators and explained how we need to meet all the criteria to receive the grant. She offered to email out the information to anyone who was interested in taking a closer look.

Topic #8: Curriculum Update (Remote Learning & Hybrid Schedule)

Discussion: Karla went over what the students' schedules look like when we are in our hybrid model learning. Kelly and Karla talked about the different ways they are teaching. Karla talked about different training she has been doing with her students and Kelly talked about how her sophomores are loving the hands-on learning days. Kelly also shared that she took videos of the children in the preschool classroom and shared it with her students to do observations. She stated that it's what is working to give our students real life experience at this time.

Sarah Whittier (junior) shared one of the assignments that Kelly gave them the week before. She talked about how nervous she was at first presenting in front of her peers but also knows that this is what we need to do to get the skills that are needed to be successful in a classroom.

Cecile suggested that Kelly take a look at the preschool guidelines to help create lesson plans or assignments for her students. There are lesson plan ideas in there.

Topic #9: Program Advisory Updates

Discussion: Maria asked if we were watching the EEC Commissioners meeting. Karla said she has seen them coming through her email. Maria suggested we watch them so that we can hear the changes that are being made. She talked about how payments are still frozen and that licensing requirements are staying the same as of right now.

Topic #10: Other

Discussion: With the new COVID regulations Karla and Kelly wanted to check in with our board members to see how things were going. Kelly asked Maria how she likes working in the infant room. She said she loves it. Maria said she loves watching the babies grow and how cute and lovable they are. Kelly and Karla then asked each board member how things were going for them out in the working field. Andy talked about how things are going well at MOC, Roberta and Heidi each stated that things are also going well. Everyone seems to be getting used to the new normal. Heidi talked about missing her clients in person meetings. Allison and Kassidy said things are going well for them and that they are learning new things everyday. Mark talked about liking his new position and stated that things were going well for him as well.

Meeting Adjourned at 6:45pm

Respectfully submitted,

A handwritten signature in black ink, appearing to be a stylized 'K' followed by a flourish.

(your signature)

PRINTED NAME

Department Liaison's Signature: Karla M. Brodeur

Chairperson's Signature: [Handwritten Signature]

Vocational Program Advisory Meeting Minutes
February 10, 2021
6 pm

Program: Electrical

Secretary: Mr. Cormier Liaison

Attendance: **Advisory Members Present** (Remote ZOOM meeting)
Michael Bellabarba (Needham Electric Supply)
Kenneth Johnson (Griffin Electric Safety Dept.)
Lisa Connors (Klein Tools Rep)
Michael Cormier (Unitel Organized Labor)
Brian Lewis (Interstate Electrical)
Sean Walsh (current junior student)

Teachers

Paul Cormier
John Bussiere
Alex Thibeault

Absent

Mark Drake (Griffin Electric)
Tabitha Jennison (Sean Walsh's Parent)
Michael Marini (Synergy Electric)
Andre Martin (AMH Electric)
Travis Pelletier (ABS Automation)
Robert Thrasher (Interstate Electric)
Keith Barns (KMB Electric)
John Burke (Needham Electric)
John Griffin (Applewood Controls)
Robert Hagan (Needham Electric Supply)

Topic #1: **Attendance & update member's personal information /New chair nomination**

Discussion:

Motion to nominate Michael Bellabarba as chair. Seconded by Lisa Connors. So moved unanimous. Our chair from September could not make the meeting so we nominated a new chair for this February meeting.

All member information was checked for accuracy.

No Action required

Topic #2:
supplies/materials
Discussion:

Review 2021-2022 budgets, prioritize Capital equipment &

Budget was reviewed. No concerns or changes required from last school year. The electrical budget is still sufficient. Brian Lewis proposed that we add work gloves to the budget because it is now an industry requirement. The gloves protect the workers from both chemicals and normal abuse to the hands from all the various things you touch during a normal working day.

{Side note; Mr. Cormier obtained quotes after the advisory meeting. An average cost of \$15 a pair times 100 students would equate to approximately \$1500 a year to supply one pair to the electrical students. We do not know if that will survive the year, until we try it once}

Mr Lewis made the motion to add the gloves to the budget seconded by Ken Johnson.
Motion Carried

Topic #3:
Discussion:

Complete Programmatic Review

Each line item of the Programmatic Review was talked about and reviewed by the committee. No concerns were raised.

No Action required

Topic #4:
Discussion:

Exploratory Results

Mr. Thibeault went over the results of exploratory with the committee which were exceptional as the committee noted. Mr. Thibeault drew 35 first choice students into the program of which we could accept 24 into the electrical shop. A brief discussion on the 24 ensued but there was no action taken.

Topic #5:
Discussion:

Review of student certification/credentials

A general discussion over the licensing hours and OSHA certifications ensued.

No action required

- Topic #6:** **Program Improvement/Community Services Projects (Current/Future)**
Discussion: Mr. Cormier went over the school wide projects which are going well and Mr. Bussiere talked about the houses finished in Ashburnham, the new house in Athol being built mostly by Habitat and the garage in Lunenburg.
No action required
- Topic #7:** **Discuss the Perkins Core Indicators**
Discussion: Mr. Cormier went through the indicators with a focus on Postsecondary placement and Work based learning.
No action required
- Topic #8:** **Curriculum Update (Remote Learning & Hybrid Schedule)**
Discussion: The shop teachers all talked about how well the Hybrid schedule has worked after taking a month or two to adjust. All the teachers agreed it was the best thing we did for the students was the Hybrid schedule but we are hoping to be back to normal by fourth quarter but are prepared to continue in Hybrid to the end of the year if required. The committee asked about PPE and the teachers said it is a non-issue since the start of the year, we have had everything required to stay safe and as a whole the students have adapted very well to the use of PPE and social distancing.

We also talked about how we do remote training and what that looked like ironically our meeting was a demonstration and Mr. Cormier demonstrated how some of it was done for the committee who were impressed.
- Topic #9:** **Program Advisory Updates**
Discussion: No action required; the committee is still strong but we are always looking for industry members.
- Topic #10:** **Other**
Discussion: None

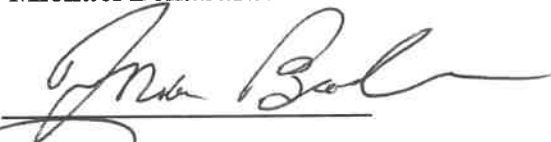
Meeting Adjourned at ____7:15____pm

Respectfully submitted,

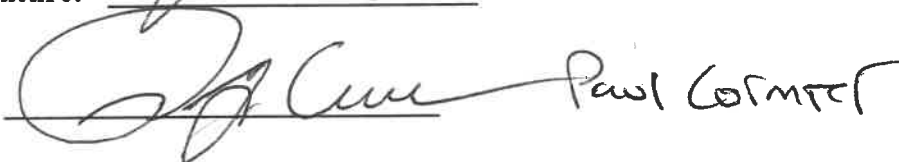
(your signature)
PRINTED NAME

Michael Bellabarba

Department Liaison's Signature:

A handwritten signature in cursive script, appearing to read "John Bal", written over a horizontal line.

Chairperson's Signature:

A handwritten signature in cursive script, appearing to read "Paul Cormier", written over a horizontal line.

Vocational Program Advisory Meeting Minutes
February 10, 2021
6 pm

Program: Engineering Technology

Secretary: Dennis Cormier

Attendance: Ms. Skylar Burch – MT Student Member
Ms. Elaine Cavanaugh – Civil Engineer
Mr. Garrett Cavanaugh – Sr. Software Engineer
Mr. Joseph Ciras – Business Owner, Mechanical Engineer
Dr. Allen Hoffman – Professor WPI

Non-Voting Members

Mr. Dean Leokowski – ET Instructor
Mrs. Christine Santry – ET Instructor
Mr. Dennis Cormier – ET Instructor

Topic #1: Attendance & update members personal information

Discussion: The committee members reviewed and updated personal information and email addresses. There was an agreement to leave members on the list for one more year since this year was unusual in nature. These were members that have not attended in a few sessions.

Topic #2: Review 2021-2022 budgets, prioritize Capital equipment & supplies/materials

Discussion: Vex Robotics V5 Super Kits upgrade bundles (\$8,000) and the Lynx Motion AL5D Robotic Arms (\$2,000) will be moved to next school year.

The committee agrees with this re-allocation of funds as the current PLTW curriculum did not include the V5 Super Kits.

Topic #3: Complete Programmatic Review

Discussion: The committee completed the Annual Programmatic Review, which is attached to these minutes.

Topic #4: Exploratory Results

Discussion: Engineering Technology had 13 first choice students and seven second choice students. The freshmen enrollment currently stands at 13 first choice students with the expectation that more students will be added as in past years.

Topic #5: Review of student certification/credentials

Discussion: The only certification in the Engineering Technology shop is the OSHA 10-hour certification. It was explained that the Engineering Technology students are eligible for college credit upon successful completion of the end of course exam for IED, POE, DE and CIM.

- Topic #6:** **Program Improvement/Community Services Projects**
Discussion: Mr. Lepkowski explained that he has added more hands-on content to the curriculum using the Amatrol Learning Management System. This system was purchased through the Skills Capital Grant last year.
- Topic #7:** **Discuss the Perkins Core Indicators**
Discussion: The committee was advised of the significance of the Perkins Core Indicators and the impact it has on applying for and receiving Perkins Grant funding. The Perkins Core Indicators are for the entire school population and are not broken out into the different trades. Engineering Technology historically has performed well about the Perkins Core Indicators.
- Topic #8:** **Curriculum Update (Remote Learning & Hybrid Schedule)**
Discussion: Mr. Lepkowski and Mrs. Santry explained how the hybrid schedule is working and that Engineering Technology is fortunate to have two well planned Learning Management Systems that are incorporated into this year's curriculum. PLTW has a remote version of the curriculum and we have also introduced the Amatrol LMS as explained previously. Dr. Hoffman suggested that the school should consider utilizing the remote portion of Hybrid Schedule for students that may not be able to attend in person.
- Topic #9:** **Program Advisory Updates**
Discussion: A discussion was held addressing the need to recruit new members for the advisory committee as well as the removal of those members that are not attending the meetings. We will leave the membership form as is until the first meeting of the next school year. We also discussed the need to pursue more co-op opportunities for our students.
- Topic #10:** **Other**
Discussion: The committee was informed of changes in the instructors in the Engineering Technology program next year.

Meeting Adjourned at 6:45 pm

Respectfully submitted,

Dennis E. Cormier
Dennis E. Cormier

Department Liaison's Signature: **Dennis E. Gormier**
Chairperson's Signature: Joseph R. Cinas

Vocational Program Advisory Meeting Minutes
February 10, 2021
6 pm

Program: Graphic Communications

Secretary: Daniel Starr

Attendance: Laura Foley- Foley Designs
Daniel Magennis-Parent Rep.
Keavney Magennis-Student Rep.
Everett Sullivan-Bay State Apparell
Zak Stoddard-Learning Express
Zak Sawtelle-

Teachers (Non-Voting)
Dan Starr
Katie Stocking

Topic #1: Attendance & update members personal information

Discussion: Attendance checked and updated as needed.

Topic #2: Review 2021-2022 budgets, prioritize Capital equipment & supplies/materials

Discussion: Mr. Starr explained the budget process and showed the committee how the budget is itemized. The Committee reviewed the budget and made recommendations. The Committee recommended the following equipment to be purchased. A high end DLSR Camera, High Res.Video Camera, Drawing tablets for all computers in the Lab, New Computers in the Lab, New Flash Dryer, Vinyl Print and Cut machine, Digital Press.

Topic #3: Complete Programmatic Review

Discussion: The Programmatic Review was completed.

Topic #4: Exploratory Results

Discussion: Ms. Stocking presented the explore numbers and explained how we conducted exploratory this year. Graphics had 25 first choice, 23 second choice and 22 third choice freshmen. Graphics accepts 22 freshmen.

Topic #5: Review of student certification/credentials

Discussion: Ms. Stocking explained that we are currently looking into funding for tests in the Adobe Suite. The plan in Graphics is to have all Seniors, in the program, test to be Adobe Certified Associates. All Graphics Students earn certificates in OSHA's Career Safe.

Topic #6: Program Improvement/Community Services Projects (Current/Future)

Discussion: As of this date Graphics has completed 16 jobs for non-profits in the district. This number is extremely low due to the Pandemic. This number is usually in the hundreds at this time of year.

Topic #7: Discuss the Perkins Core Indicators

Discussion: Mr. Starr led a discussion on the Perkins Core Indicators. He explained what Perkins is and how the numbers are tabulated. He also discussed how Monty Tech is affected by these numbers.

Topic #8: Curriculum Update (Remote Learning & Hybrid Schedule)

Discussion: Ms. Stocking introduced our remote learning and the hybrid plan. She discussed the challenges and how we, as a department, worked out our plan so that all students were included.

Topic #9: Program Advisory Updates

Discussion: The Graphic Communications Instructors are working on recruiting a professional Photographer and Web Designer for the Committee.

Topic #10: Other

Discussion: The Committee recommends that we keep the extra room we have this year. The Massachusetts Curriculum Frameworks, for Graphic Communications, include Photography and Video Production. The additional room could be utilized and properly set up to allow for a Photo and Video Lab.

Meeting Adjourned at 7 pm

Respectfully submitted,

Daniel Starr

Department Liaison's Signature:



Chairperson's Signature:



Vocational Program Advisory Meeting Minutes
February 10, 2021
6 pm

Program: Health Occupations

Secretary: Kamally Cintron

Attendance: Drew Doyle- Parent- Soleo Health
Penelope Doyle-Student
Nancy Flinkstrom- The Highlands
Margaret Jaillet- Mount Wachusett Community College
Amy Moorcroft-Sarsfield- Parent and TAK Medical Group
Elaina Sarsfield- Student
Linda Rodriguez- The Highlands

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

Topic #1: **Attendance & update members personal information**
Discussion: Attendance taken

Topic #2: **Review 2021-2022 budgets, prioritize Capital equipment & supplies/materials**
Discussion: Grant for LPN- Tablet, New sim software, new manikins and Geri chairs
Equipment from grant will be in our shared space
Reviewed 5 year plan
No other ideas from the members for 5 year plan at this time

Topic #3: **Complete Programmatic Review**
Discussion: Completed Questions

Topic #4: **Exploratory Results**
Discussion: 37 First Choice
17 Second Choice
9 Third Choice
We admitted 29 students into the freshmen class which will start February 22nd.

Topic #5:	Review of student certification/credentials
Discussion:	<p>OSHA Career Safe Online Health Care 10 Hour</p> <p>First Aid</p> <p>Basic Life Support through American Heart Association</p> <p>Nursing Assisting Certification</p> <p>Home Health Aide</p> <p>Medical Assisting Certification</p> <p>Emergency Medical Technician</p> <p>Medical Terminology (through Dean Vaughn)</p> <p>Alzheimer's Association Certification on Person Centered Dementia Care</p> <p>Members agree that all these certifications increase employability</p>
Topic #6:	Program Improvement/Community Services Projects (Current/Future)
Discussion:	<p>Able to start Home Health Aide with seniors after their MA exam on Friday (2/12).</p> <p>Members will keep our students in mind for community service Projects, but may have to wait until after pandemic due to COVID policies at facilities.</p>
Topic #7:	Discuss the Perkins Core Indicators
Discussion:	<p>The state has defined 7 Perkins Core Indicators as a means to measure Growth in approved Chapter 74 programs across the Commonwealth. (Four-Year Graduation Rate, Academic Proficiency in Reading/Language Arts, Academic Proficiency in Mathematics, Academic Proficiency in Science, Postsecondary Placement, Non-traditional Program Enrollment, Program Quality-Participated in Work-Based Learning)</p>
Topic #8:	Curriculum Update (Remote Learning & Hybrid Schedule)
Discussion:	<p>NHA soft skills program for seniors</p> <p>Applied Educational Systems program for Freshmen starting (Already doing AES for Sophomores and Juniors)</p>
Topic #9:	Program Advisory Updates
Discussion:	<p>No updates at this time. Encouraged members to spread the word about our advisory program.</p>
Topic #10:	Other
Discussion:	<p>Check in on COVID protocols</p>

Meeting Adjourned at __7__pm

Respectfully submitted,

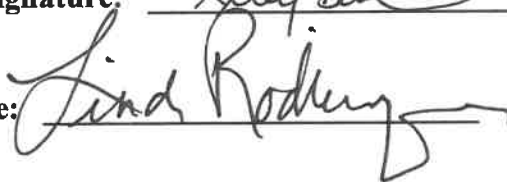


Kiley Boivin

Department Liaison's Signature:



Chairperson's Signature:



Vocational Program Advisory Meeting Minutes
February 10, 2021
6 pm

Program: House Carpentry

Secretary: Floyd Morrison

Attendance: David Cormier - Business/Industry
Chuck Pierce - Business/Industry

Non-Voting Teachers (& other Non-Voting)
Shane Brogan
Peter Maxfield
Floyd Morrison

Topic #1: Attendance & update members personal information

Discussion:

The HC instructors thanked members for attending the virtual meeting and for their continued professional support of our program. Mr. Morrison also asked the attending members if any changes to their personal information that we have on file were needed. Committee members reported that no changes were necessary.

Topic #2: Review 2021-2022 budgets, prioritize Capital equipment & supplies/materials

Discussion:

Mr. Morrison informed the committee that the department has completed the 21-22 school year budget and, as our industry members are well aware, our budget numbers are significantly higher than in previous years due to the Covid 19 pandemics multiple effects on the commodities market. Mr. Morrison informed the committee members that under our capital equipment portion of the budget we have listed a second construction trailer, with the same specifications as the one we purchased last year and one replacement passenger van as both of our current vans are starting to deteriorate rapidly. The HC instructors also let the committee know that as common practice in the shop, building materials are used and repurposed at least one to two times before they are deemed disposable.

Topic #3: Complete Programmatic Review

Discussion:

The Programmatic Review was completed and accepted by the board.

Topic #4:

Exploratory Results

Discussion:

Mr. Brogan was pleased to inform the committee members that his Freshman Exploratory program proved successful with HC filling with 18 students total. 12 - 1st choice, 5 - 2nd choice and 1- 4th choice student. Mr. Morrison and Mr. Maxfield along with the board members congratulated Mr. Brogan on a job well done, especially this year with dealing with the effects of the Covid 19 pandemic

Topic #5:

Review of student certification/credentials

Discussion:

Mr. Morrison reviewed the current student certifications/credentials for the HC program, with the board and added that the entire junior class has additionally completed their "Hot Works" certification.

Topic #6:

**Program Improvement/Community Services Projects
(Current/Future)**

Discussion:

Mr. Maxfield updated the committee members that the Junior and Senior students completed the Habitat for Humanity residence in Ashburnham in early December. We are currently completing a 24' x 24' garage for our friends in the Town of Lunenburg Cemetery Dept. This is a concrete block wall structure that was completed by our Masonry dept. prior to last springs shut down. Our work includes setting the roof trusses, installing the roof covering materials along with installing a maintenance free vinyl siding and aluminum trim on the facias, soffits and gable ends. The expectation is to be completed in Lunenburg sometime in early March. From there the intention is to assist Habitat for Humanity on a single family residence in Athol, Ma for the remainder of the school year.

Topic #7:

Discuss the Perkins Core Indicators

Discussion:

Mr. Morrison reviewed the Perkins Core Indicator data with the committee members. The committee members were pleased with the high percentages of growth MT continues to exhibit across all 7 Indicators.

Topic #8:

Curriculum Update (Remote Learning & Hybrid Schedule)

Discussion:

The committee members were interested to hear all that we are doing as a department to continue to deliver the highest level of instruction possible to the students in our program as we continue to progress on through the school year under our Hybrid Schedule and intermittent Fully Remote periods. The committee members expressed their appreciation for all we are doing, as a department, to ensure the educational process continues during these difficult times.

Topic #9:

Program Advisory Updates

Discussion:

Mr. Maxfield informed the board members of his intention to retire at the end of this school year. Mr. Morrison expressed to the board how enjoyable the last 9 years have been working with him. Mr. Brogan echoed his sentiments. Mr. Morrison and Mr. Brogan noted that we will be sure to add Mr. Maxfield on to the advisory board as a new member next fall!

Topic #10:

Other

Discussion:

The HC instructors once again, thanked the committee members for the continued support of our program and for attending the meeting.

Meeting Adjourned at 7pm

Respectfully submitted,

Floyd E. Morrison

Department Liaison's Signature:



Chairperson's Signature:



**"Vocational Program Advisory Meeting Minutes
February 10, 2021
6 pm**

Program: HVAC/ Property Maintenance

Secretary: Christopher Morrisette

Attendance: (Whoever is here from your committee that signed the membership form with their company.)

Mr. Matt Barber - Merit Machine
Mr. Rick McAllister - FW Webb
Mr. Peter Potenza - FW Webb
Kristie Barry-Parent
Shawn Barry-Parent

Non-Voting Teachers (& other Non-Voting)
Christopher Morrisette
Matt McGee
Brendan Curran

Topic #1: Attendance & update members personal information

Discussion:

- Greetings by all those in attendance. Mr. Brendan Curran welcomed all to the meeting.
- We welcomed old and new members.
- We asked all new members to fill out the advisory signup sheet.

Topic #2: Review 2021-2022 budgets, prioritize Capital equipment & supplies/materials

Discussion:

- The 2021-2022 budget was shared on a zoom screen. The complete budget was reviewed prioritizing capital equipment for property maintenance program.

Topic #3: Complete Programmatic Review

Discussion:

- We reviewed the 2021-2022 program for the HVAC & PM shop there appeared to be no changes and no changes were recommended.

Topic #4: Exploratory Results

Discussion:

- We reviewed the exploratory results from our entrance and exit surveys.

Below is the HVAC and Property Maintenance exploratory data:

- Hybrid School year 3days in shop, 2 days online, One day with Juniors, Survey taken online

Pre-Exploratory Results:

- This year 358 students came through the HVAC and Property Maintenance
- 7 students came into the shop interested in exploring the HVAC and Property Maintenance shop.
- 68 students were still undecided.

Exploratory Results

- 151 students that explored the HVAC and Property Maintenance program

Freshman Exploratory Student Survey Results:

- **7 Students** The HVAC & PM is now my **Top #1** pick after exploring this shop
- **39 Students** The HVAC & PM is one of my **Top 3** picks
- **87 Students** The HVAC & PM is one of my **Top 10** picks
- **11 Students** I decided this is **not** a shop for me..
- **All** students enjoyed the project
- **123 Students** Recommend to Friends, 21 did not.

Final Freshman Exploratory Results:

- **Total New Freshman in shop - 10 students**

Pick #	# of Students
1	9
2	16
3	20
4	24
5	19
6	24

Topic #5: Review of student certification/credentials

Discussion:

- All Seniors of class 2021 and Juniors of class 2022 have passed the **EPA 608** license exam.
- All Seniors of class 2021 and Sophomores of Class 2023 have passed the **OSHA 10** hour general construction. All Juniors class of 2022 have either passed or are expected to pass before the end of the year.
- **NEW** All Juniors and Seniors now have **Hot Works** certificates.

**Topic #6: Program Improvement/Community Services Projects
(Current/Future)**

Discussion:

- The Habitat for Humanity's homes in Ashburnham have been completed.
- We expect to start soon on the Athol home project.

Topic #7: Discuss the Perkins Core Indicators

Discussion:

- We discussed all of the points in the Perkins Core indicators. There was a consensus that the program is doing a good job meeting all or most of the Indicators. There was some discussion on how we could improve our program in regards to the Perkins Core Indicators.

Topic #8: Curriculum Update (Remote Learning & Hybrid Schedule)

Discussion:

- The Hybrid and Remote learning process was described. There were many questions regarding the hows and whys of Hybrid/Remote Learning. The advisory was impressed with our ability to adapt to these changes and that we were able to maintain curriculum whether in or out of the classroom.
- We discussed the programs' use of Schoology as our method of delivery remote learning in either Hybrid or Full remote.
- The advisory asked how we were using schoology and why we were using it. We told them that we were using it for curriculum delivery and conferences and we thought it was the best that the school had to offer as an online learning platform.

Topic #9: Program Advisory Updates

Discussion:

- We need more diversity on the Advisory Committee.

Topic #10: Other

Discussion:

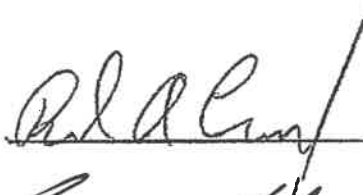
- Peter Potenza recommended looking into adding Air Purification Systems into the curriculum. He added that with the state of the pandemic, air purification has been a large demand in the industry.
- Matt Barber recommended adding and updating the welding area of the curriculum to include Tig welding.
- Matt Barber suggested looking into replacing older machinery in the shop and updating to newer and more current industry standard equipment as needed.
- Kristie Barry inquired about lost hours in the shop based on being hybrid learning. Matt McGee discussed how the administration is working hard to overcome these challenges. Mr. McGee shared with the board information with regard to the article that appeared in the **Wall Street Journal** in an interview with Dr. Harritty which showcased Monty Tech and challenges being met towards educating during the pandemic.

Meeting Adjourned at 7:05 pm

Respectfully submitted,

(your signature)
PRINTED NAME

Department Liaison's Signature:



Chairperson's Signature:



Vocational Program Advisory Meeting Minutes
February 10, 2021
6 pm

Program: Information Technology

Secretary: Roger Bellerose (Instructor)

Attendance: Kevin Motte – Arc of Opportunity
Brady Chen – Fitchburg State University
Mike Foley – VMWARE
Joseph Taubert – College Student
Sandra Taubert – UMass Medical Center
Amy Davis – Parent
Aidan Davis – Student
Andrew LeBlanc – Leominster Credit Union
Benjamin Chapman – Umass Memorial Health Center
Raymond Albert – Assumption College
Richard Duncan – Instructor (non-voting)
Roger Bellerose – Instructor (non-voting)

Topic #1: Attendance & update members personal information
Discussion: Members updated their personal information and email addresses.

Topic #2: Review 2021-2022 budgets, prioritize Capital equipment & supplies/materials
Discussion: Reviewed the Budget proposal with committee members. Committee Members would like to setup a meeting with Thomas Browne and James Hachey to discuss why Money is not set aside to purchase updated Cisco routers and switches for the information Technology Department. These Items have been on the budget request for the past five years.

Topic #3: Complete Programmatic Review
Discussion: Review was completed. Kevin Motta completed the Programmatic Review.

Topic #4: Exploratory Results
Discussion: Informed committee members that we got 5 first choice freshmen. For a total of 7 students

- Topic #5:** **Review of student certification/credentials**
Discussion: As a group, members reviewed the student certifications/credentials. Committee seemed pleased with the explanation.
- Topic #6:** **Program Improvement/Community Services Projects**
 (Current/Future)
Discussion: The students continue operating the school Help Desk and repair devices for the public. We currently have 2 seniors on co-op and juniors are in the process of applying for 2 available co-op jobs. Our CyberPatriot team qualified for the Gold Tier but did not advance to the Finals. They are currently competing in CyberStart America, an online CTF competition.
- Topic #7:** **Discuss the Perkins Core Indicators**
Discussion: We talked as a group how the Perkins Grant money is used and we shared a chart given by Mr. Hachey. Committee seemed pleased with the explanation.
- Topic #8:** **Curriculum Update (Remote Learning & Hybrid Schedule)**
Discussion: We explained to committee how the Hybrid and remote learning worked here at Montytech
- Topic #9:** **Program Advisory Updates**
Discussion: We did talk to the committee about future updates
- Topic #10:** **Other**
Discussion: New – Due to DNS/Firewall issues, exploratory students cannot access the IT web server from outside the school to show their website projects to their parents or guidance. This is still a problem for the whole department and current Freshmen Class, when I upload their new website projects at the end of term 4 of the 2019-2020 school years. We have talked with Donnie Kitzmiller many times over the course of the year and also submitted the problem into the School Dude system. We have an additional problem with the color printer in Information Technology which is possibly due to a switch miss-configuration.
- The above issue has been resolved. The parents and students can now view their website projects that are done in shop. The Tech Office worked with the network provider to resolve the issue.**

Revisited – regarding the noise between the two classrooms: The Vocational Office is hoping to install the glass door on Mr. Bellerose's side of the shop in the coming years. It will remain on our 5 Year Plan.

Revisited – regarding the temperature in the IT storage/server room: Facilities Maintenance cut an opening in the storage room door and installed a vent. We will monitor the temperature to see if there is an improvement.

Revisited – regarding the Lab area: The Electrical trade is working with the IT staff and the Tech Office on a plan for the data and power drops. A Work Order has been submitted and the Electrical staff will schedule it.

Meeting Adjourned at 8:00 pm

Respectfully submitted,



(Your signature)
Roger Bellerose

Department Liaison's Signature:



Chairperson's Signature:



2/26/21

Vocational Program Advisory Meeting Minutes
February 10, 2021
6 pm

Program: Advanced Manufacturing

Secretary: Mr. Kevin Killay

Attendance:	Mr. Dan Rocheleau	RTD
	Mr. Joe Quinn	Fitchburg Welding
	Mr. Chris Muldoon	NyproMold
	Mr. Andrew Prochnow	Precision Optics
	Mr. Chris Muldoon	NyproMold
	Mr. Jack Carrignan	Student
	Mr. Bill Boudreau	parent
	Mrs. Nia Carignan	parent
	Mr. James Holston	Simonds
	Ms. Danielle Weston	Precision Optics
	Mr. David Bourgault	NyproMold

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

Topic #1: Attendance & update members personal information
Discussion: Members updated their information.

Topic #2: Review 2021-2022 budgets, prioritize Capital equipment & supplies/materials

Discussion: The new Frameworks for Advanced Manufacturing were discussed as well as the addition of several necessary pieces of equipment to fulfill the competencies in the new frameworks. The Advisory committee was concerned that we will need more CNC equipment as well as a laptop cart to teach the new frameworks. We are working with administration to address these issues and we are excited for the new learning opportunities.

Topic #3: Complete Programmatic Review
Discussion: The programmatic review was completed with input from all advisory members.

Topic #4: Exploratory Results

Discussion: We were very pleased to announce that Advanced Manufacturing filled with a class of 16 new freshmen.

Topic #5: Review of student certification/credentials

Discussion: We discussed the AMI and PMI stackable credential program through NC3 as well as our MACWIC level 1 certification and the OSHA 10 hour certification.

**Topic #6: Program Improvement/Community Services Projects
(Current/Future)**

Discussion: Advanced manufacturing continues to assist local communities and the Monty Tech community in repairing, designing and creating a variety of projects.

Topic #7: Discuss the Perkins Core Indicators

Discussion: We discussed the Perkins Core Indicators. The committee found this to be an exciting topic.

Topic #8: Curriculum Update (Remote Learning & Hybrid Schedule)

Discussion: We discussed the alignment of the new Advanced Manufacturing frameworks and how they will impact the grade levels.

Topic #9: Other

Discussion: We discussed the success of the new exploratory program that Mr. White created and we expressed the excitement we share with having a new group of freshmen in the program.

Meeting Adjourned at 6:45 pm

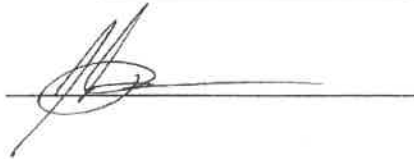
Respectfully submitted,

Kevin Killay

Department Liaison's Signature:

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

Chairperson's Signature:

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

Vocational Program Advisory Minutes

2/10/21

Masonry

Secretary, Richard Demers

Non- voting Members,

Richard Demers

Jacob Proctor

Ben Robinson

Attendance;

Melanie Cruz	Parent
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Anastelli Cruz	Student
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Tony McIntosh	Parent, Keefe Tech. Vocational Director
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Alex McIntosh	Student
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Kristian Serafin	Student
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Topic #1 All information for new members was checked and found to be correct

Topic #2 Review 2021-2022 budgets and Capital equipment, supplies, and Materials.

Tool crib was changed to shelves for better storage. The proposed roof area outside the shop was discussed, to keep stock out of the elements. Our new concrete slab for outside learning was explained to members.

Topic #3 Complete Programmatic Review.

The Review was read to the members then discussed to see if any changes were Required. All members agreed that the Review was acceptable as is.

Topic #4 Exploratory Results.

We received 5 first pick students, and 3 more were assigned to the shop.

There was a discussion about the exploratory program and how to update it.

Topic #5 Student Certifications.

All freshman complete 10 hr. Career Safe On-line

All Sophomores receive 10 Hr. O.S.H.A. Construction Card, now required for most Construction jobs.

Topic #6 Program Improvement and Community Service Projects

Our new outdoor classroom concept was discussed. Outside projects include tile work at the Habitat House in Ashburnham. Future work to include a brick and block garden retaining wall at the Fay Club in Fitchburg, a block concession stand and storage building for Westminster Little League, sidewalk repairs at the Hubbardston Senior Center and at Coggs Hall Park in Fitchburg.

Topic #7 Discuss Perkins Core Indicators.

Tony McIntosh is the Vocational Director at Keefe Tech. He explained what Perkins is and how it affects Vocational Schools.

Topic #8 Curriculum Update [remote learning and hybrid learning]

All members agreed that is difficult to teach a hands on trade with remote Learning. Everyone agreed it is not ideal but we are making the best of it. We also are having our own Mass. Trowel Trades Competition within the shop So that students can still compete.

Topic #9 Program Advisory Updates.

Two students and their parents were added to the Advisory. We didn't have a great turnout but we believe it is because everything is virtual and most members would rather meet in person.

Meeting Adjourned at 6:45 P.M.

Respectfully Submitted *Richard Derner*

Liaison. *Billy Des* 2/23/21

Chairperson

James Cury 2/23/21

Vocational Program Advisory Meeting Minutes
February 10, 2021
6 pm

Program: PLUMBING

Secretary: Jeffery Briggs

Attendance: Mr. Dominick J. Esposito - F.W. Webb Plumbing Sales
Mr. Tom Wiinikainen - Plumbing Inspector, Town of
Westminster Mr. Isiac Paulino - Junior Plumbing Student
Ms. Joni Paulino - Parent

Teachers (Non-Voting)

Ms. Melissa Blanchard - Instructor
Mr. Jeff Briggs - Instructor
Mr. Kevin Martin, Instructor

Absent: Mr. Brian A. Allard - Assabet Valley Plumbing Instructor
Mrs. Donna White - O.G. Croteau
Mr. John P. Chartrand - U.A Local 4 Plumbers and Pipefitters
Mr. Angus Nolan - General Contractor
Mr. Micah Bolduc - Plumbing
Contractor Mr. Justin LeCuyer - Licensed Plumber
Mr. Adam Sahlberg - Parent, Sahlberg Plumbing
Mr. Thomas Sahlberg - Plumbing Apprentice
Mr. Jeremy Pierce - Plumbing Contractor
Mr. Joshua Miner - Plumbing Contractor
Mr. Michael Carey - Post-Secondary Education
Mr. Robert J. Janda - Janda Plumbing and Heating, Athol

Topic #1: Attendance & update members personal information

Discussion: Mr. Dominick J. Esposito, Mr. Tom Wiinikainen, Mr. Isiac Paulino, Ms. Joni Paulino attended the Advisory Meeting. Attending members were asked if there were any updates to their personal information. Attending members were asked to e-mail Kevin Martin with any updates.

Topic #2: Review 2021-2022 budgets, prioritize Capital equipment & supplies/materials

Discussion: Mr. Martin started the discussion by mentioning that the shop was able to cut back on supplies due to the reduced days students are in the shop to help with budget constraints. The committee was asked if they had any input on the budget and if anything on the 5-year plan should be re-prioritized. The committee felt that the current budget and plan was satisfactory.

Topic #3: Complete Programmatic Review

Discussion: The Programmatic Review was completed with the committee. One aspect of the review where the committee thought was lacking, was the space in the shop. given the current climate, space is even more limited than previously. It is very difficult to give each student their own personal learning environment, especially on Wednesdays when the shop is full with both grade levels. The other topic questioned by the committee was the current status of the building that is supposed to be built for shop storage. They showed concern for time spent vs progress on the project.

Topic #4: Exploratory Results

Discussion: Mrs. Blanchard discussed the Exploratory results with the committee. The Advisory Committee was pleased to hear that the program acquired 16 first choice students along with one 4th choice and one 6th choice student. Mrs. Blanchard shared her concerns that we had a slightly smaller freshmen enrollment and that the remote learning might affect numbers. Also, according to her survey that she gives each exploratory student, the results showed that a lot of students were hoping for Veterinary Science. Overall, the committee was pleased with the number of first-choice enrollment into the plumbing program.

Topic #5: Review of student certification/credentials

Discussion: Mr. Martin spoke about the credentials the students can attain through the program. Mr. Martin explained that Freshmen and Sophomore students are trained in General OSHA and Construction 10 OSHA. Students are also certified in Hot Work as certified in Mega Press Gas piping, although due to the epidemic, the seniors will not receive Mega Press training this year. Students are also granted a Tier 1 or Tier 2 certificate when they graduate from the program. Plumbing students are also given 1700 hours towards licensure, the equivalent of 1-year work experience.

Topic #6: Program Improvement/Community Services Projects (Current/Future)

Discussion: Mr. Martin Spoke about the current projects that are planned with Habitat for Humanity. We informed the committee that the future Habitat for Humanity house in Athol is underway and it is expected that the plumbers would be in there in late April.

Topic #7: Discuss the Perkins Core Indicators

Discussion: We reviewed the Perkins Core Indicators with the committee. We reminded the committee what each indicator was and informed the committee that the school is meeting the Ch74 requirements and we are not on a needs improvement plan.

Topic #8: Curriculum Update (Remote Learning & Hybrid Schedule) Discussion:

The committee began the discussion on the current learning climate and talked about the hybrid schedule that the school has implemented. the committee had positive comments on the 3 day/2 day schedule and was happy to hear that the students were given as many opportunities as possible to be in the shop getting hands-on learning. We asked our student member, Isiac, what he thought of the remote learning and hybrid schedule. Isiac said that most of the time, remote learning is okay and that it's difficult to be on the computer all the time. Isiac also shared that he likes the Schoology platform the best when it comes to organizing and completing his work.

Topic #9: Program Advisory Updates

Discussion: We discussed advisory updates with the committee and mentioned that we are always looking for new members. We let the committee know that we are doing well in meeting diversity and asked that they try and help bring in new members. We noted that we can provide recruitment notices and membership letters for new members.

Topic #10: Other

Discussion:

Meeting Adjourned at ____7:10_pm

Respectfully submitted,



Jeffrey Briggs

Department Liaison's Signature:



Chairperson's Signature: Dominick J Esposito III

Vocational Program Advisory Meeting Minutes
February 10, 2021
6:00 pm

Program: Veterinary Science

Secretary: Dr. Lauren Shell

Attendance: Dr. Michelle Bianco
Ms. Cara Casamasima
Ms. Elizabeth Conner
Ms. Alicia Gonzalez
Ms. Veronica Guay
Mrs. Jacqueline Marble
Ms. Roda Motta
Dr. Eileen Mulcahy
Ms. Tara Novak
Ms. Linda Shea
Ms. Morgan Sylvester
Ms. Melony Sylvester
Ms. Logan Watkins

Non-Voting Teachers (& other Non-Voting)

Dr. Christine Schlupf, Dr. Lauren Shell, Dr. Kayla Sample, Ms.
Laurice Russell

Topic #1: Update members personal information & add email address

Discussion: Dr. Schlupf took the attendance for the meeting and opened with a welcome and thanks for attending.

Topic #2: Review 2020-2021 Budgets, prioritize Capital Equipment & Supplies/Materials

Discussion: Dr. Schlupf outlined the budget and explained that the budget is still evolving as the needs of increasing student numbers (juniors and seniors) are being taken into account. This year has been unique in terms of a large reduction in hands-on

supplies, due to the inadvisability of certain types of activities, like respiratory swabbing or physical contact. The budget currently stands at 18,082 for supplies/materials. Capital equipment expenditures are expected to be approximately \$800, mostly for upgrades to the current microscopes and pill counters. Additional input was requested from the committee as to possible future capital expenditures. Dr. Bianco suggested possibly adding Tonopens to the equipment, while Ms. Casamasima and Ms. Gonzalez suggested a move toward hands free radiology (sandbags and wedges).

Topic #3: Complete Programmatic Review

Discussion: Dr. Schlupf presented the review to the committee and requested Dr. Bianco to complete it with the committee, eliciting comments and feedback as attached. Dr. Bianco did so, and noted that the only lacking areas were those due to the lack of externships, coop and graduates. It was noted that Dr. Schlupf has obtained her professional teaching license in Animal Science this winter. Dr Shell continues to progress toward her preliminary teaching license.

Topic #4: Exploratory Results

Discussion: Dr. Schlupf presented the Exploratory results. We had 176 students explore Vet Sci. 42 students chose VS as their first choice, of which 22 were matriculated. This compares to 35 1st choice selections in 2019, and 34 in 2018.

Topic #5: Review of student certifications/credential

Discussion: Dr. Schlupf outlined that freshmen will do the OSHA 10 hr (Healthcare) course, and are expected to finish it by the end of March. Juniors will be taking the Fear Free Level 1 certification this spring. Dr Shell outlined the plan for the Juniors and Seniors to take the Recover Initiative Pet CPR and First Aid course by the end of the year.

**Topic #6: Program Improvement/Community Services Projects
(Current/Future)**

Discussion: Dr. Sample 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, we have already surpassed the number of appointments seen in the 2019-2020 school

year, despite multiple COVID quarantine closures, and the loss of our Grooming Salon, also due to COVID.

The clinic is currently open five days per week despite the school hybrid model, which has juniors and seniors working remotely each Monday and Tuesday. Mondays are currently dedicated to facilitating our partnership with various organizations and clinics including NEADS, VCA, and Tufts at Tech. Tuesdays are our surgical day with the remainder of the week reserved for a mix of Wellness, Urgent Care, or Emergency appointments. Our junior and senior students join us on the clinical floor each Wednesday and spend the remainder of their vocational week as part of our clinical team.

We are immensely thankful for the many partnerships developing since our opening. Our partnership with Tufts University is becoming more robust. We now have one or two veterinary students per week who join us for a clinical rotation. These veterinary students also serve as mentors to our high school students, providing additional support, and presenting to our students during case rounds. As of this month, we have begun hosting Becker student externs on Tuesdays as they complete their competencies. Additionally, we are excited to begin a new relationship with NEADS, a service dog organization based in Princeton, Massachusetts. This relationship allows us to once again collaborate with VCA by providing the use of our facility for NEADS surgical procedures with mentees overseen by our Area Medical Director, Dr. Patricia Dettlinger.

Dr. Bianco asked how many calls are coming in, and Ms. Russell answered that although she couldn't speak to exact percentages, we are fully booked for wellness procedures and visits through the end of the year. A discussion ensued about the pricing of particular items for clients between Drs. Bianco and Sample. Ms. Guay then asked about the constraints limiting clinic in terms of serving more clients, to which Dr. Sample answered that teaching takes up a great deal of time, and limits the number of clients that can be seen. She suggested that increasing the client numbers would require additional staff. Dr. Bianco then offered to host an acupuncture workshop for interested students.

Topic #7: Discuss the Perkins Core Indicators

Discussion: Dr. Schlupf introduced the core indicators for Perkins Grant monies, explaining the 6 primary areas which are assessed on a school wide basis. We have 95 % student retention rate, and a high proportion of our Juniors and Seniors are hoping to go on to postsecondary education. There is 1 senior completing a Co-op this year. We have a MOU with Becker, resulting in 13 credit hours for any of our seniors

who matriculate at Becker College. We are in the process of determining if there are any available credits at MWCC. Ms. Guay added that MWCC is excited about their forthcoming proposal to offer 12 credit hours, with competency examinations.

Topic #8: Curriculum Updates

Discussion: Dr. Schlupf presented on the remote and hybrid learning with the freshmen Explore. 1 week was entirely remote, 1 week had a single in person day, and the rest have had 3 in person days (remainder remote). Overall, the students did very well with the curriculum switch and Dr Schlupf has decided to continue using much of the material developed this year in the future. The sophomores' anatomy units have taken longer than originally planned, due in part to the hybrid schedule and the difficulty of establishing concepts remotely. However, Dr Schlupf has no concerns that the sophomores will be able to complete their entire curriculum this year, as the 4th quarter is entirely soft skills, which we have already begun to discuss during remote sessions.

Dr. Shell is also using a flipped classroom approach, having the students use their remote time to learn new material or review old material, and then using the three days in the classroom for solidifying this information through hands-on learning and project time. The Juniors and Seniors have gone into depth about wellness vaccines and preventive care. The Seniors have moved onto animal first aid and Pharmacology (which they missed much of last year), and the Juniors are moving onto surgical and anesthetic assisting. Medical math is also a large focal point for both groups. We are also starting a senior/sophomore mentoring program. Our students are doing very well with their hands-on skills despite limited opportunities for hands-on learning. Ms. Gonzalez also suggested having students do a unit on disaster planning.

Developing Co-op relationships with area local clinics during COVID has proven challenging, and we continue to work on finding suitable placements for as many students as possible. We are grateful to VCA for their work to expand the number of students in their area hospitals. This is particularly beneficial during COVID as students on Co-op spend their entire vocational week participating in hands-on learning. With our juniors also ready to go out into the workplace, we are excited to be able to offer consistent support to area hospitals rather than the alternating week schedule offered last year and further improve our student exposure and experience in the clinic setting. Ms. Gonzalez spoke about how successful the senior in co-op at her hospital has been, encouraging others to consider the co-op potential.

Topic #9: Program Advisory Updates

Discussion: We welcome Ms. Tara Novak, the new MWCC Veterinary Technology department chair, Ms. Cara Casamasima, regional operational director for VCA, Ms. Alicia Gonzalez, Assistant Hospital Manager at VCA Lancaster and Ms. Roda Motta, the new Director of the Vet Tech program at Becker. Dr. Schlupf 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. We will also be saying goodbye to Ms. Morgan Sylvester and her parent, Ms. Melony Sylvester. We wish them the very best of luck as Morgan pursues her career path at

Meeting Adjourned at __7:16__pm

Respectfully submitted,

Christine Schlupf DVM

Department Liaison's Signature:



Chairperson's Signature:



Vocational Program Advisory Meeting Minutes
February 10, 2021
6 pm

Program: Welding / Metal Fabrication

Secretary: Darrell Goodall, Heather Gray and Tim Wright

Attendance: Ronald Wright > Wrights Welding > Chair Person
David Dowland > Plumber & Pipefitters Local 4
Mary Roth -Dupuis > Parent
Mary Roth- Dupuis > Student

Non-Voting Teachers (& other Non-Voting)
Darrell Goodall
Heather Gray
Timothy Wright

Topic #1: Attendance & update member's personal information

Discussion: All present members reviewed and updated personal information.

Topic #2: Review 2021-2022 budgets, prioritize Capital equipment & supplies/materials

Discussion: Presented the Committee members for the proposed budget request for the 2021-2022 school year. Budget discussions included the proposed cost of supplies and materials, and addressed their concerns about which pieces of equipment that they believe are in need of replacement. Committee members expressed which pieces of equipment they felt should take priority in order to stay current with today's industry standards.

Topic #3: Complete Programmatic Review

Discussion: Completed the programmatic review with advisory members, there were no changes or concerns.

Topic #4: Exploratory Results

Discussion: Committee members were presented with the Exploratory Results. Committee members were pleased to see that we filled again with all first choice students and continue to attract non-traditional students into our program again this year.

Topic #5: Review of student certification/credentials

Discussion: Presented Committee members with the school wide certification /credentials for review. Asked the committee members if they could forward any information that we could introduce to our students that would promote or expand additional job opportunities to our students.

**Topic # Program Improvement/Community Services Projects
(Current/Future)**

Discussion: Presented Committee Members with information pertaining to the upcoming Community Service projects our program is involved with so far this year. Explained to committee members that due to Covid concerns that we have focused on completing in-house projects only. Our program improvements included modifying and adding additional work stations, installing partitions between each work station in order to comply with regulations.

Topic #7: Discuss the Perkins Core Indicators

Discussion: The information we presented to the committee members I believed has enlightened all the committee members to the challenges that we face for not only our school district but other vocational schools throughout the state. Presented our committee with the Perkins Core Indicators and how our school measures up to these indicators. The committee felt that our school is doing an outstanding job after seeing the performance level ratings. It was also mentioned to the committee that the performance level for non-traditional by gender performance level does not apply or reflect our departments overall rating because we do very well with non-traditional enrollment and job placement.

Topic #8: Curriculum Update (Remote Learning & Hybrid Schedule)

Discussion: Instructors all agree by having a hybrid schedule is by far much more beneficial way of introducing our performance based competencies for student's attainment within our program than having 5 days of remote learning.

Topic #9: Program Advisory Updates

Discussion: Committee members were asked to recommend or refer names of any company that would be interested in joining our advisory committee.

Topic #10: Other

Discussion: Mentioned to the committee members how Monty Tech is applying for the Skills Capital Grant Program which will award grants for the purchase and installation of equipment and related renovations were necessary. Our program has been selected to hopefully receive this grant due to our continued high student enrollment and student interest in career opportunities our program offers. Presented committee members with information on equipment we are looking into purchasing with this grant which will promote career opportunities in high-skilled and high demand areas. Committee members expressed their options for equipment recommendations and will support us in our decisions.

Meeting Adjourned at 7:30pm

Respectfully submitted, Darrell Goodall

Department Liaison's Signature: Darrell Goodall

Chairperson's Signature: Ronald Wright