

Vocational Program Advisory Meeting Minutes
February 12, 2025
6:45 pm

Program: Advanced Manufacturing

Secretary: Mr. Kevin Killay

Attendance:	Mr. Andrew Therrien	Universal Machine
	Mr. Andrew Prochnow	Precision Optics
	Mr. Dan Rocheleau	RTD
	Mr. Patrick White	RTD
	Mr. Bret Gargulinski	Student
	Mr. Matthew Gargulinski	parent
	Mr. James Clinton	Starrett

Teachers (Non-Voting)
Mr. Ryan Swift
Mr. Jason Tremblay

Topic #1: Welcome, Call to Order
Discussion: Members updated their information.

Topic #2: Introduction of New Members
Discussion: We had no new members to introduce.

Topic #3: Attendance and Update Contact Information
Discussion: Attendance was taken and we updated contact information.

Topic #4: PAC Recruitment
a. Review DESE Representation Requirements
Discussion: The advisory committee was presented with the DESE criteria for diversity on the advisory board and a discussion followed.

Topic #5: Review SY 2025-2026 Requested Budget
Discussion:

The budget for the year was discussed and we spoke about some of the aging CNC machines that should be replaced.

Topic #6: Review Exploratory Results

Discussion:

Advanced Manufacturing had 7 new freshmen join the program.

Topic #7: Review/Update Five-Year Plan (as needed)

a. Proposed New Equipment/Software/Technology Purchases

Discussion:

We discussed replacing the three aging CNC Milling machines with modern machines.

Topic #8: Review and Discuss Perkins V Survey Results From Fall Advisory Meeting

a. Discuss Potential Improvements

b. Areas that Scored Lower than Expected, and Why

Discussion:

The Perkins results were discussed. We discussed the need for more participation to get a better understanding of the issues. We also discussed where the Perkins funds come from and the concern for the future.

Topic #9: Complete Programmatic Review

Discussion:

Mr. Rocheleau led the committee in completing the programmatic review. Instructors answered questions where necessary.

Topic #10: Co-op Numbers

a. Companies hiring Coop Students

Discussion: We currently have 14 seniors and there will be 8 juniors out on COOP!

Meeting Adjourned at 7.45 pm

Respectfully submitted,

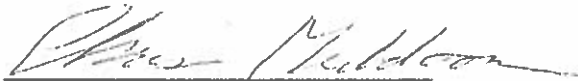


Kevin Killay

Department Liaison's Signature: _____



Chairperson's Signature: _____



Vocational Program Advisory Meeting Minutes
February 12, 2025
6:45 pm

Program: Automotive Collision Repair and Refinishing

Secretary: Peter Gallant

Attendance:

Mr. Michael Nault from D&G Auto Body Supply
Mr. Keith Brown - Como's Inc
Mr. Michael Como – Como's Inc
Mr. Henry Baker from Bakers Towing
Mrs. Carol Baker from Bakers Towing
Mr. Michael Robichaud – Nashoba Valley Technical High School
Mr. Justin Blaisdell from Car Star of Fitchburg
Mr. Corey Blaisdell from Car Star of Fitchburg
Mr. Connor Barry from Car Star of Fitchburg
Mr. Phillipe Simoes - Premier Auto Body
Miss. Abigail Tupper - Former student
Mr. Michael Williams - West Fitchburg Auto Body
Mr. Brendan Morrison - West Fitchburg Auto Body

Teachers (Non-Voting)

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

Topic #1: Welcome, Call to Order

Discussion: All members were welcomed to the meeting. The meeting was called to order, all present signed in, and attendance was taken.

Topic #2: Introduction of New Members

Discussion: The three new members were introduced to the board, Corey Blaisdell from Car Star, Connor Barry, a former student and Car Star Painter, and Phillippe Simoes owner of Premier Auto Body in Fitchburg.

Topic #3: Attendance and Update Contact Information

Discussion: All members were asked to check their information and make corrections, or update any incorrect information.

Topic #4: PAC Recruitment

a. Review DESE Representation Requirements

Discussion: All advisory members were encouraged to recruit new members to the advisory board. DESE representation requirements were discussed and we checked all boxes other than Organized Labor, as we do not have a union.

Topic #5: Review SY 2025-2026 Requested Budget

Discussion: The budget was reviewed with the board, and they were pleased that the budget is still able to support the large number of students we have in the shop.

Topic #6: Review Exploratory Results

Discussion: The board was very happy to see the amount of interest we have in the shop and that we had 17 first choices and 1 second choice.

Topic #7: Review/Update Five-Year Plan (as needed)

a. Proposed New Equipment/Software/Technology Purchases

Discussion: The Five-year plan was reviewed and we discussed adding detail lighting to the detail bay to be able to see paint imperfections better. We also discussed a glue tab-pulling system to pull dents. They also recommended a plotter and printer to wrap vehicles. This is the newest technology in the industry and is in high demand, which creates more

employment opportunities for our students. The board is very excited to see that the new spray booth is contracted out and the work will begin as soon as school gets out.

Topic #8: Review and Discuss Perkins V Survey Results From Fall Advisory Meeting

a. Discuss Potential Improvements

b. Areas that Scored Lower than Expected, and Why

Discussion: The Perkins Survey was discussed and we thought we needed more participation as a group to get better data. Overall the survey results were good. Some respondents found some of the questions misleading, an example is: The program is large enough to support a community learning environment with peers. The program has no fewer than 6 students in each grade. Is this question asking if the shop is big enough or if we have enough students?

Topic #9: Complete Programmatic Review

Discussion: The program assessment was reviewed with the board and overall the board feels the shop did very well.

Topic #10: Co-op Numbers

a. Companies hiring Coop Students

Discussion: This year we have some of the best Co-op numbers we have ever had. We have 7 out of 15 Seniors out on Co-op. Our Junior class has 3 out of 18 out on co-op, and 2 more ready to go.

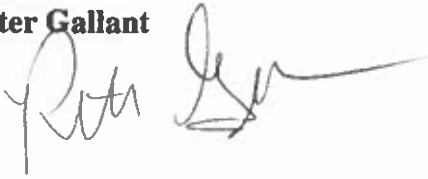
Topic #11: Additional Items per Chair and Facilitator

Discussion: We discussed the possibility of changing our paint line when we get the new spray booth. We also discussed night school starting our shop, and how it is part of the grant we received with the spray booth.

Meeting Adjourned at 8:30 pm

Respectfully submitted,

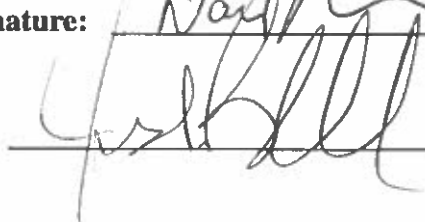
Peter Gallant

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Department Liaison's Signature:

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Chairperson's Signature:

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Vocational Program Advisory Meeting Minutes
February 12, 2025
6:45 pm

Program: Automotive Technology

Secretary: Matt La Rose

Attendance: Mr. Robert Bolivar (Mass Bay College), Mr John Huck (Milton Caterpillar), Mr. James Kane (Bouchards Auto Group), Laney Kozak (Salvadore Auto), Mr. Matthew Kozak (Owner Kozak Auto Brokers), Mr. Aaren Mierzejewski (Milton Caterpillar), Mr. Scott Patacchiola (ECOAUTO), Mr. John Pignataro (Mount Wachusett College), Ms. Kristin Sweeney (Mount Wachusett College), Mr. Robert Swartz (Rob's Dyno Service), Mr. Jason Terho (Jay's Automotive) Mr. Lucas Terho (Jay's Automotive), Ms. Lidsey Torkkel, Mr. John Viola (Viola's Fitchburg Tire), Mr. Paul Wagner (Nashoba Tech), Jeremy Wurlitzer (ECOAUTO)

Teachers: Matt La Rose, George Russell, Jacob Coleman

Topic #1: Welcome, Call to Order

Discussion: Welcomed and thanked all in attendance for their time, support, and input.

Topic #2: Introduction of New Members

Discussion: There were several new members in attendance. Robert Swartz, a Monty Tech graduate and business owner. Kristin Sweeney, Dean of Mount Wachusett Community College, was also in attendance.

Topic #3: Attendance and Update Contact Information

Discussion: The Contact list was reviewed and all members present reviewed their information and introduced themselves to the new members.

Topic #4: PAC Recruitment

a. Review DESE Representation Requirements

Discussion: The membership discussed the representation requirements and if any members may be able to help meet the committee requirements.

Topic #5: Review SY 2025-2026 Requested Budget

Discussion: The membership was shown the budget and discussions were held. They had questions about the shop floor and interjected that the cost to epoxy the floor may have increased beyond the represented amount.

Topic #6: Review Exploratory Results

Discussion: Mr. Coleman presented the exploratory numbers to the committee. He stated that all twenty available class seats were filled and that nineteen of those seats are occupied by students who chose the shop within their top three choices.

Topic #7: Review/Update Five-Year Plan (as needed)

a. Proposed New Equipment/Software/Technology Purchases

Discussion: Committee members were all given a copy of the five-year plan and discussions ensued. Several pieces of equipment came to the table. A new tire blancer brand, model, and related cost was the first piece of equipment covered. Quotes are being obtained to ensure that the cost represented in the plan continues to be accurate. The second item covered was what four-channel Lab Scope the industry is gravitating towards. The lab scope manufactured by PICO came out on top. The other items discussed were painting the shop floor and replacing some of the shop benches as the bases are starting to show signs of rotting.

Topic #8: Review and Discuss Perkins V Survey Results From Fall Advisory Meeting

a. Discuss Potential Improvements

b. Areas that Scored Lower than Expected, and Why

Discussion: The membership was pleased to see that the Automotive Technology committee had the second most responses. They were also pleased by the overall ratings. Observing that every area was a five and that the lowest percentage in category 5 was a 72.3%. An additional conversation took place about articulation agreements and what is required to obtain them.

Topic #9: Complete Programmatic Review

Discussion: James Kane, the advisory chair, led the review. All elements were rated as yes. Item 10 was almost a no as there are classes held on the shop floor and it makes learning in a quiet environment all but impossible.

Topic #10: Co-op Numbers

a. Companies hiring Coop Students

Discussion: Currently there are five seniors on Co-Op. There are a couple of juniors that are possibly going out by term four. The committee was pleased to hear that there are more jobs available than can currently be filled. The industry demand is high and that equates to strong employment opportunities. A thank you was given to the members that are currently employing our students.

Topic #11: Additional Items per Chair and Facilitator

Discussion: During this time, discussions were held about the repair order program that we are currently preparing to transition to. As well as current activities to obtain a grant to purchase hybrid and/or full electric vehicle trainers to keep up with the current trend in electric propulsion.

Meeting Adjourned at 8:15pm

Respectfully submitted,

MATT LA ROSE

(your signature)

PRINTED NAME

Department Liaison's Signature:

Matt Tolson

Chairperson's Signature:

Jim Hume

Vocational Program Advisory Meeting Minutes

February 12, 2025

7:00 p.m.

Program: ***BUSINESS TECHNOLOGY***

Secretary: Angela Ikonen, Business Technology Liaison

Chris Adshade	Hypnotherapy Consultants / School of Continuing Education
Magela Correa	Compliance Officer II, Human Rights Coordinator, DDS Templeton Community Services – <i>Chairperson</i>
Andrew Gibbs	Director of Human Resources & Compliance
Neiva LaBrecque	Research Results
Elizabeth Malouin	Student, Class of 2026
Lisa Malouin	Parent of Elizabeth Malouin

Teachers: Non-Voting

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

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

Discussion:

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

Topic #2: ***Program Advisory Committee Recruitment (PAC)***

a. Review DESE Representation Requirements

Discussion:

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

Topic #3: ***Review SY 2025-2026 Requested Budget***

Discussion:

- ❖ Discussion took place regarding the requested budget.
- ❖ New Laminator
- ❖ Paper Cutters
- ❖ Cordless Glue Guns

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

Discussion:

- 10 freshmen in Business Technology
 - 1st 5
 - 2nd 14
 - 3rd 28
 - 4th 21
 - 5th 20
 - 6th 23
- Ms. Brassard spoke regarding the exploratory process and how well it was received.
- Each week has been very busy with full groups.
- Out of the 173 students that explored BT, only 62 (36%) students did not choose BT.

- 111 (65%) out of the 173 students chose BT in their top 6 picks.
- It was discussed that this seemed to be more of a construction interest year for shop choices, as the hard trades did very well.

Topic #5: **Review / Update Five-Year Plans**
a. Proposed New Equipment / Software / Technology Purchases

Discussion:

- ❖ Canva Pro -- With Canva Pro students will be able to create and collaborate at a different level. Students can create and personalize their own designs from scratch, or choose from thousands of high-quality, educational templates with premium features.
- ❖ Editing Software -- Ability to edit commercials created for marketing and advertising purposes.

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

Discussion:

- ❖ Mrs. Ikonen distributed a copy of the Perkins V Career and Technical Education Survey 2024.
- ❖ There were 14 questions that were reviewed and discussed.
- ❖ The committee commented that it would have been beneficial to see individual trade results rather than aggregate results.

Topic #7: **Complete Programmatic Review**

Discussion:

- ❖ Required from DESE for each Advisory program to complete each year.
- ❖ Discussion and review took place.
- ❖ The Chairperson agreed and signed the Annual Programmatic Review.

Topic #8: **Co-Op Numbers**

a. Companies hiring Co-Op Students

- ❖ Seniors on Co-Op at the following sites:
 - GVC Construction, Inc., Lunenburg
 - Monty Tech Athletic Department
 - Monty Tech Co-Op Education Office
 - Monty Tech LPN Office
- ❖ Juniors on Co-Op at the following sites:
 - Bread of Life Church, Westminster
 - Bright Future Financials, Fitchburg
 - Gardner Family Medicine
 - Monty Tech Business Office
 - Monty Tech Student Support Office Intern (Unpaid)
- ❖ After April Vacation, the following will be open for interviews:
 - Monty Tech Co-Op Coordinator's Assistant
 - Monty Tech LPN Program Office Assistant

Meeting Adjourned at 8:00 p.m.

Respectfully submitted,



Angela Ikonen
Business Technology Instructor / Liaison



Magela Correa
DDS Templeton Community Services
Business Technology Chairperson

Vocational Program Advisory Meeting Minutes
February 12, 2025
6:45 pm

Program: Cabinetmaking

Secretary: Nicholas Bailey

Attendance:

Mr. Chris Alsdorf	Blessington Corp.
Ms. Vicky Bailey	Maki Building Supply
Mr. Joseph Melanson	Woodmeister
Mr. Brandon Paul	Woodmeister
Mr. Mike Pandescio	Sterling Surfaces
Ms. Amy Putney	Glenwood Kitchens
Mr. Mario Rodas	Rodas Finish and Trim
Mr. Simon Hoover	
Mr. Steve Cornett	Platt Builders

Teachers (Non-Voting)

Nicholas Bailey Joseph Bulger Michael Dion

Topic #1: Welcome, Call to Order

Discussion: Joe Bulger asked Nick Bailey to be the secretary for this evening's meeting and Mike Pandescio to remain the chairperson which each accepted.

Topic #2: Introduction of New Members

Discussion: Steve Cornett from Platt Builders was introduced. Steve mentioned that he owned a small custom cabinet business before joining Platt last year.

Topic #3: Attendance and Update Contact Information

Discussion: Joe Bulger thanked everyone that returned for the second meeting of the school year. He also asked everyone to please make sure that their information was updated for future correspondence.

Topic #4: PAC Recruitment

a. Review DESE Representation Requirements

Discussion: Joe Bulger stated that the cabinetmaking frameworks are open for public comment on the DESE website under Career Technical Education Frameworks. Please take the time to look at them and add comments if you see any changes that should be made. Nick Bailey added that it seemed at one point the state thought that the cabinetmaking trade was in decline, but our shop is not in danger of being shut down. He also mentioned that many other shops that have had revisions have seen cuts to the amount of framework standards.

Topic #5: Review SY 2025-2026 Requested Budget

Discussion: It was brought to the attention of the committee that of the \$58,297 budget \$2800 has been spent so far. It was asked if anyone had seen actual price hikes since the last meeting and no one noted any real change.

Topic #6: Review Exploratory Results

Discussion: Nick Bailey was given the floor as he is the freshman instructor. This year was the lowest number of first choices that us three instructors have known. There were; Eleven first choices, two second choices, one third choice, one fourth, and three students that weren't able to get into their choices and were placed with us.

Topic #7: Review/Update Five-Year Plan (as needed)

a. Proposed New Equipment/Software/Technology Purchases

Discussion:	2024-2025	Heavy Duty Van capable of towing the cabinetmaking trailer \$28,000
	2025-2026	42" 2 Head Timesaver \$32,000
	2026-2027	Three additional laptops, sign software and training
	2027-2029	Shop Make-Over (Paint, floor refinish, improved shop lay-out)
	2029-2030	24" Planer (for underclassman) \$22,475

The committee was informed that we discovered a credit with Akins Machinery that would allow us to purchase a 20" Planer that would serve our purpose. Therefore, we could check it off the list and add something else. A five axis cnc was discussed by the committee.

Topic #8: Review and Discuss Perkins V Survey Results From Fall Advisory Meeting

a. Discuss Potential Improvements

b. Areas that Scored Lower than Expected, and Why

Discussion: Nine out of ten members filled out the Perkins V Survey at the last meeting. After reviewing the outcomes, the members thought we could work on more career planning with our students. We talked about working with the kids to show them the many various opportunities they could follow with the knowledge they attain here in school.

Topic #9: Complete Programmatic Review

Discussion: Mike Pandescio completed and signed the Programmatic Review. Steve Platt asked how the students earned their OSHA card and we explained that it is taught right here on the premises by a certified instructor.

Topic #10: Co-op Numbers

a. Companies hiring Coop Students

Discussion: It was noted that we have; Eleven Seniors on co-op and two more that are interviewing with two different employers. We also have six Juniors on co-op the very first week that they were eligible. We also have three more interested in going out in the immediate future. Steve Cornett stated that Platt Builders hired their first co-op student, a senior, and are very pleased with her skill and knowledge.

Topic #11: Additional Items per Chair and Facilitator

Discussion: The committee commented that they were happy with the instructors introducing some new curriculum to help diversify the students' experience level.

Meeting Adjourned at 8:00 pm


Respectfully submitted,

(your signature)

PRINTED NAME

Joseph Bulger

Department Liaison's Signature:



Chairperson's Signature:



Vocational Program Advisory Meeting Minutes
February 12, 2025
6:45 pm

Program: CAD/Drafting and Design

Secretary: Jesse Veinotte

Attendance: (whomever is signing the membership form)
Ex: John Doe – Monty Tech
Cory Dupuis
Derek Peirce
Brendon Martinez
John Mulhall
Kaleb Peirce
Cecilia Hall
Joshua Hall
Matthew Wilder
Anthony Cellularo (not in attendance, but Chairperson)

Teachers (Non-Voting)
Jesse Veinotte
Stephanie Kirsch

Topic #1: Welcome, Call to Order

Discussion: No information needed. All attendants are appreciated and mostly represent our shop with all industries.

Topic #2: Introduction of New Members

Discussion: Matt Wilder, Construction Management

Topic #3: Attendance and Update Contact Information

Discussion: No new updates for contact information

Topic #4: PAC Recruitment

a. Review DESE Representation Requirements

Discussion: Post-secondary representative needed

Topic #5: Review SY 2025-2026 Requested Budget

Discussion: Discussed proposed budget, no accepted budget distributed yet

Topic #6: Review Exploratory Results

Discussion: Exploratory results were better than last year. 10 first choice students

Topic #7: Review/Update Five-Year Plan (as needed)

a. Proposed New Equipment/Software/Technology Purchases

Discussion: Renovation of shop discussed with members, many good suggestions and good support of plans. Venting needed in fabrication lab to make sure interior air quality is acceptable. Laser engraver suggested for next year. Some items on 5 year plan may not be needed, new laser engraver is important to order next year. Desks are purchased this year to replace drafting machines, no need for a new B size printer, laptops were purchased, resin printing is a technology that has toxic chemicals and we won't need those machines.

Topic #8: Review and Discuss Perkins V Survey Results From Fall Advisory Meeting

a. Discuss Potential Improvements

b. Areas that Scored Lower than Expected, and Why

Discussion: Discussed updating exploratory projects, quantity over quality

Topic #9: Complete Programmatic Review

Discussion: Some items received a No answer:

- All segments of the industry are represented: post-secondary and interior design not represented at this time
- Adequate space available for instruction: renovation plans are underway
- Equipment quality and quantity: ventilation of fabrication lab needed for student and staff safety

Topic #10: Co-op Numbers

a. Companies hiring Coop Students

Discussion: 5 students currently working. BAE Systems, Ricky's Signs and Graphics,
D&G Graphics, Nypro Mold, Central Steel Supply

Topic #11: Additional Items per Chair and Facilitator

Discussion:

Meeting Adjourned at ____8____pm

Respectfully submitted,

(your signature)

PRINTED NAME

Department Liaison's Signature:



Anthony Celularo

Digitally signed by Anthony Celularo
DN: C=US, E=ACelularo@dsi.us,
O=Dynamic Systems Inc., CN=Anthony
Celularo
Date: 2025.03.04 19:27:47-05'07

Chairperson's Signature:

Vocational Program Advisory Meeting Minutes
February 12, 2025
4:00 pm

Program: Cosmetology

Secretary: Stephanie Delphia

Attendance: Heidi Ash

Shannon Dumont

Jennifer Nyc-Shear Expression Hair Design

Haleigh Nyc -Shear Expression Hair Design/Monty Tech Student

Taasha Contois- Super Cuts

Teachers: Lirazol Alic, Stephanie Delphia, Jennifer James, Carrie Shepard

Topic #1: Welcome, Call to Order

Discussion: Lirazol Alic went over the agenda that was provided by Administration.

Topic #2: Introduction of New Members

Discussion: There were no new members to introduce.

Topic #3: Attendance and Update Contact Information

Discussion: Information was updated accordingly.

Topic #4: PAC Recruitment

a. Review DESE Representation Requirements

Discussion: Discussion on what is missing from the representation. Shannon Dumont indicated she is considered secondary as she is an educator in secondary education.

Topic #5: Review SY 2025-2026 Requested Budget

Discussion: Lirazol Alic reviewed the requested budget. Lirazol also advised that budgetary requests are up in the air due to DESE and federal funds available.

Topic #6: Review Exploratory Results

Discussion: Reflection of Covid in the Beauty Industry

Lirazol Alic reviewed the exploratory results. All 24 spots are filled.

Heidi: Past exploratory numbers seem to reflect COVID-19 and its effect on the beauty industry. There has been an increase in exploratory numbers over the past two years.

Taesha: COVID-19 resulted in people becoming more interested in beauty techniques.

Topic #7: Review/Update Five-Year Plan (as needed)

a. Proposed New Equipment/Software/Technology Purchases

Discussion: Toured Department. Administration, provided additional storage space under stairs near PAC. Dayana Carlson also provided totes to store items in new storage space. This space has provided some additional moving space on the clinic floor.

Taesha: Although movement has been made from administration on storage and safety. Space on the clinic floor is still not OSHA safe.

Lirazol Alie also informs advisory that pedicure rolling carts were acquired through Perkins.

Shannon: Manikins are no longer above the stations. Large Dispense is organized.

Topic #8: Review and Discuss Perkins V Survey Results From Fall Advisory Meeting

a. Discuss Potential Improvements

b. Areas that Scored Lower than Expected, and Why

Discussion: Lirazol informed the advisory that overall, we have been considered Proficient or above. One exception is in Secondary representation. Shannon Dumont indicates she is a representative of Secondary Education.

Topic #9: Complete Programmatic Review

Discussion: Programmatic review was handed to Chairperson for her to review and self-evaluate the technical area of Cosmetology. Notes were taken and the chairperson signed the document.

Topic #10: Co-op Numbers

a. Companies hiring Coop Students

Discussion: Current Industry, Best Practices

Lirazol Alie opens discussion with number for cooperative education.

Taesha: It has been challenging keeping franchises staffed. Overall, Monty Tech students are best trained prior to ready for industry. Monty Tech students tend to train very quickly once she employs them for coop.

She has received other students from other schools and their readiness for work on the floor may be delayed or the student may be terminated based on their lack of foundational skills. One hurdle is what is appropriate vs what is not appropriate at this age group. As a manager she constantly has to remind not only Co-op students but Staff about appropriate conversations in the salon.

Shannon: The interview panels for students that were done in the past should continue. This is very important and beneficial to students to practice their interview skills. There is now more of a focus on the importance of scalp care in the industry by providing clients with a scalp analysis and information on scalp health. Proficiency with services and being aware of the time it takes to complete a service when out in the industry should be a priority for students. Having a retail class to encourage other avenues of making a profit in the industry would be beneficial for students.

Topic #11: Additional Items per Chair and Facilitator

Discussion: New curriculum with Milady's 14th Edition Textbook and Milady's Foundation Textbook, Guest Speakers proved to be the most effective for this advisory. The inclusion of dietary needs, how to work with disability clients created a review of the new textbook.

Shannon: The Foundation textbook provides information on important topics such as non-verbal communication, self-care, healthy eating, and proper ergonomics. It also addresses important information such as communication skills, interviews, and appropriate conversation.

Shannon: Offered to come in and be a motivational speaker for students and discuss business practices.

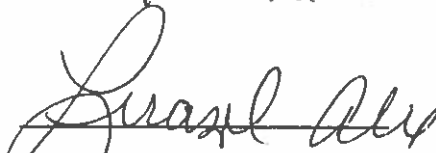
Taisha: Offered to come in and provide a hands-on demonstration on Men's haircuts with techniques used by Supercuts.

Meeting Adjourned at _5:45_pm

(your signature)
PRINTED NAME

Heidi M. Ash Lirazol Alie

Department Liaison's Signature:



Chairperson's Signature:



Vocational Program Advisory Meeting Minutes
February 12, 2025
6:45 pm

Program: Culinary Arts

Secretary: Nancy Despres

Attendance:

Andrew Bluestein – Emma's Café
Rebecca King – Templeton Café and Pub
Evan Martin – Double Tree Hotel Boston
Ashley Donnelly – Quinsigamond Community College
Maureen Young – Parent Representative
Meghan young – Student Representative

Nancy Despres- CA Instructor
Sean Lowe – CA Instructor
Adam Taylor – CA Instructor

Topic #1: Welcome, Call to Order

Discussion: Everyone was welcomed to our meeting and they were thanked for their participation and support of the Culinary Arts program.

Topic #2: Introduction of New Members

Discussion: All members introduced themselves and gave a brief background of their careers in culinary/hospitality field. We have one new member, Ashley Donnelly from QCC.

Topic #3: Attendance and Update Contact Information

Discussion: All attendees signed and updated the membership form.

Topic #4: PAC Recruitment

a. Review DESE Representation Requirements

Discussion: Our members were informed that we are always happy to have new industry professionals join our committee and to please forward any names of interested parties.

Topic #5: Review SY 2025-2026 Requested Budget

Discussion: The budget was reviewed with the committee. No further discussion took place on this topic.

Topic #6: Review Exploratory Results

Discussion: Culinary Arts had positive exploratory results. We currently have 20 students enrolled in the Freshmen class.

The results were:

1st choice – 15 students

2nd choice – 16 students

3rd choice – 18 students

4th choice – 20 students

5th choice – 25 students

6th choice – 25 students

Topic #7: Review/Update Five-Year Plan (as needed)

a. Proposed New Equipment/Software/Technology Purchases

Discussion: The 5 year plan was reviewed. Equipment at the top of the list includes:

2 door stainless steel refrigerator

4 compartment prep sink with work table

Hobart dishwasher with stainless steel tables

Baxtor rack oven

Topic #8: Review and Discuss Perkins V Survey Results From Fall Advisory Meeting

a. Discuss Potential Improvements

b. Areas that Scored Lower than Expected, and Why

Discussion: The results of the Perkins survey were discussed, each member had the opportunity to review the results. The committee agreed that the Culinary program is meeting all the requirements.

Topic #9: Complete Programmatic Review

Discussion: The programmatic review was completed by the committee. Each question was answered with a positive response.

Topic #10: Co-op Numbers

a. Companies hiring Coop Students

Discussion: Culinary Arts currently has six senior students on co-op. Our committee had a discussion about the positive vs. negative impacts of co-op on our shop. Due to the large number of students out on co-op, we have had to decrease the amount of reservations we can accept, discontinue offering take-out and offer a limited menu on A weeks.

Topic #11: Additional Items per Chair and Facilitator

Discussion: The Culinary Juniors will be visiting Johnson and Wales University on March 10th to tour the school.

The committee was informed of new equipment that has come in since our last meeting, (from grant funds). The equipment has not been fully installed at this point and waiting for completion in order to be used. This includes a new pot washing machine, blast chiller, rational tilting skillet, fryolator and char broiler.

Meeting Adjourned at ____ 7:50 ____ pm

Respectfully submitted,

Nancy Despres

Nancy Despres

Department Liaison's Signature: *Nancy Despres*

Chairperson's Signature: *Marianne*

**Vocational Program Advisory Meeting Minutes
February 12, 2025
6:45 pm**

Program: Dental Assisting

Secretary: Tracie Wright

Attendance: Andrea Dickhaut - 4 Practice Solutions
Dr. Brian McDowell, President-Private Practice
Maria Laford-Community Health Connections
Nicole Guertin-Community Health Connections
Tammera Reynolds-Ultradent
Wendy Lashua-Community Health Connections
Celia Scullane-Nashoba Dental
Amy Wilder-parent
Ben Wilder-student
Dr. Benjamin Canary-Canary Rowe Orthodontics
Jennifer Mullaney-Community Health Center of Franklin County

Teachers (Non-Voting)
Tracie Wright
Michelle Salvaneli

Topic #1: Welcome, Call to Order

Discussion: Meeting called to order at 7:05pm.

Topic #2: Introduction of New Members

Discussion: Members introduced.

Topic #3: Attendance and Update Contact Information

Discussion: Took attendance and had members update contact information.

Topic #4: PAC Recruitment

a. Review DESE Representation Requirements

Discussion: Reviewed DESE Representation Requirements with members. Asked members to let us know if they knew anyone else who may be interested.

Topic #5: Review SY 2025-2026 Requested Budget

Discussion: Reviewed budget with the members. Michelle shared the budget with members and how it is applied to the program.

Topic #6: Review Exploratory Results

Discussion: Discussed exploratory results. 16 first choice Freshmen have chosen dental assisting this year. 19 total first choice. 129 total students explored dental as one of their choices with only 46 who explored but did not choose dental at all.

Topic #7: Review/Update Five-Year Plan (as needed)

a. Proposed New Equipment/Software/Technology Purchases

Discussion: Reviewed the 5 year plan with members and solicited input. We are still seeking a donated digital impression scanner. Tracie spoke to Dandy at Yankee Dental about a donation. Discussed the need to replace air compressor parts as the old air compressor parts are deteriorating. Discussed obtaining ortho cameras for intraoral photos. Celia had recommendations for inexpensive options.

Topic #8: Review and Discuss Perkins V Survey Results From Fall Advisory Meeting

a. Discuss Potential Improvements

b. Areas that Scored Lower than Expected, and Why

Discussion: Discussed results from the fall meeting. Ratings were pretty high and little room for improvement for our area.

Topic #9: Complete Programmatic Review

Discussion: Dr. McDowell completed the Programmatic Review with the members.

Topic #10: Co-op Numbers

a. Companies hiring Coop Students

Discussion: Currently there are 10 seniors on co-op and 6 juniors on co-op. Companies currently hiring co-op students include:

Ashburnham Dental
Twin City Dental
Reddy Family Dental
Walker Orthodontics
Lahair/Gallager
Wilson Orthodontics
Watkin and Associates

Big Smiles Little Smiles
Franklin County CHC
Dental Arts
A Mother's Touch
Nashoba Valley Dental

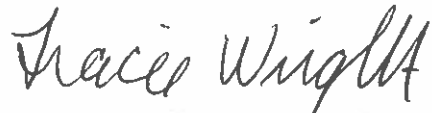
Topic #11: Additional Items per Chair and Facilitator

Discussion: Sophomores, Juniors and Seniors attended the Yankee Dental Convention and the Student Day activities. Fundraising paid for the coach bus and \$20 for each student to have lunch there as well as a Dental Assisting shop sweatshirt.

Members are concerned about the MA law that the students cannot perform assisting duties until they are 18. This leaves a gap for some after they graduate. This is a state law that we have no control over. We will be discussing this at the annual dental assisting instructor meeting in April.

Meeting Adjourned at ___7:45___pm

Respectfully submitted,



Tracie Wright

Department Liaison's Signature: 

Chairperson's Signature: 

Vocational Program Advisory Meeting Minutes
February 12, 2025
6:45 pm

Program: Early Childhood Education

Secretary: AnneMarie Cataldo

Attendance: AnneMarie Cataldo- CDA PD Specialist
Holly Dube- Klever Kids Preschool
Allison Dube- Klever Kids Preschool
Julie Foshay- MOC Child Care and Head Start Services
Emily Haenisch- Blossoming Buds Preschool
Roberta LeBlanc- Birdies Family Child Care
Andi MacMillan-MOC Head Start
Mellisa Maguy- Student
Amy Maguy- Parent
Nahiomy Miller- Busy Bees Preschool
Carlee Mills- MWCC
Maria Paulino- Busy Bees Preschool
Andreina Perez- Busy Bees Preschool
Maureen Provost- MWCC
Cara Schutz- MOC Head Start
Cecile Tousignant- Child Tools Consulting

Teachers (Non-Voting)

Kelly Booth
Karla Boudreau

Absent:

Mark Brillon- MWCC
Heather Bussell- Children's Garden Nursery School
Allison Dumas- MT Preschool
Kassidy Jones- MT Preschool
Stalyn Quinones- Little Explorers Daycare
Cris Siler- MOC Child Care and Head Start Services
Lindsey Page-Little Explorers Daycare
Megan Small-Parent
Makayla Small- Student

Topic #1: Welcome, Call to Order

Discussion: Karla welcomed the committee and thanked them for attending.

Topic #2: Introduction of New Members

Discussion: Karla introduced new member Andreina Perez from Busy Bees Preschool.

Topic #3: Attendance and Update Contact Information

Discussion: Attendance was taken and contact information updated.

Topic #4: PAC Recruitment

a. Review DESE Representation Requirements

Discussion: Karla asked members to give names of anyone else that might be able to serve on our committee

Topic #5: Review SY 2025-2026 Requested Budget

Discussion: Karla reviewed the requested budget. AnneMarie asked if the professional development line item could be used for students as well.

Topic #6: Review Exploratory Results

Discussion: Karla shared that 135 students chose early childhood in their top 6 choices. They took in 10 first choice, 2 second choice, one transferred in and another was going to be transferring in after vacation for a total of 14.

Topic #7: Review/Update Five-Year Plan (as needed)

a. Proposed New Equipment/Software/Technology Purchases

Discussion: There were no comments on the review of the five year plan.

Topic #8: Review and Discuss Perkins V Survey Results From Fall Advisory Meeting

a. Discuss Potential Improvements

b. Areas that Scored Lower than Expected, and Why

Discussion: There were no comments on the Perkins Survey Results

Topic #9: Complete Programmatic Review

Discussion: Nahiomy (chairperson) read the programmatic review and the committee responded.

Topic #10: Co-op Numbers

a. Companies hiring Coop Students

Discussion: Seniors started the year with 7 out on co-op and 2 on affiliation. Since then 2 students have been removed from co-op bringing co-op numbers to 5. For the first time ever, there are 7 juniors on co-op and 2 on affiliation.

Karla and Kelly are grateful to Head Start who have graciously taken in our 9 sophomores on Tuesdays and Thursdays. All 9 juniors went to Head Start on Tuesdays and Thursdays during semester 1.

Cecile commented that the CPPI grant that Fitchburg is working on may be able to help next year. (Commonwealth Preschool Partnership Initiative has three priorities: (I) Expansion and Access to Quality Preschool; (II) Building Locally Aligned Quality; and (III) Equitable Access to Special Education and Inclusion)

Topic #11: Additional Items per Chair and Facilitator

Discussion: Karla shared that the sophomores, juniors and seniors would be taking a field trip to the Eric Carle Museum in March and she hoped to take some students to the MAAEYC Conference in April although it is at the end of April vacation.

ECE Students chose to do a SnapRaise fundraiser this year. Karla and Kelly reported that it is a successful fundraiser that will benefit the students in field trips, scholarships and other shop activities.

Karla announced that the students would be selling Sally Spry Memorial Scholarship raffle tickets once again. Sally Spry was a former ECE instructor who was the victim of domestic violence. One senior is awarded a scholarship in her name.

Preschool Playground

Allison Dumas, preschool director, had shared an email regarding the plans for the future playground for the preschool program. Members expressed concerns and had questions:

- Nahiomy asked if a meeting could be held for anyone with further questions since Allison was not present to answer herself. Maria agreed about a meeting.
- Maria asked if we could get a licensor to be on the committee. She also requested that we ask a state representative to join.
- Maria would like to discuss about the aesthetics and educational purpose of the playground
- Cecile felt that the image did not look preschool appropriate and looked "massive" and said it looked like the size of a community structure rather than for a center.
- Nahiomy had looked on the vendor website and had concerns about what she saw.
- Members discussed the proposed plans and Nahiomy said that it was a lot of money and questioned if that was the best way to use the money.
- Maria feels the plans are not appropriate for this age group and based on what she saw on the vendor website it is for ages 8-12.
- Emily Haenisch asked if they would be following up with the department of early education and care regulations for playgrounds.
- Cecile wanted to ask Mr. Browne if they are spending down profit. She asked why the high school classroom is a separate program from the preschool. She said she finds that "offensive." "It's like telling electrical to watch connections from the window."
- She mentioned reaching out to get a licensor to join the advisory committee.
- Maureen suggested that a licensor be consulted to make sure the play yard meets the regulations. She stated that it would benefit us for safety reasons.
- Kelly asked if it was possible to donate the play structure. Maureen did not believe it could be donated according to regulations
- Maureen questioned the playground regulations for a public school vs. DEEC. Are they different?
- Student Mellisa Maguy asked why switch sand to wood chips. Her center got rid of them due to splinters etc.
- Parent Amy Maguy asked if this would be coming out of early childhood education budget

Other:

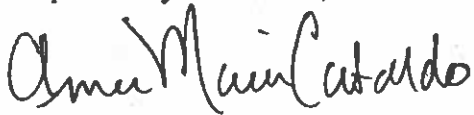
Karla and Kelly said Head Start has been working out extremely well. Students have felt welcomed and needed. They have been acquiring necessary skills and experience. Freshmen will be visiting the Fitchburg and Leominster sites this year to see first hand what they will be doing next year.

Karla learned of an outdoor preschool program in Paxton that she is hoping to collaborate with and Carlee replied that she is in contact with the director and will connect them. Carlee also mentioned the Village School and can connect us with a Montessori school.

Emily mentioned looking into Together for Kids and their consultation and training services.

Meeting Adjourned at 8:10 pm

Respectfully submitted,

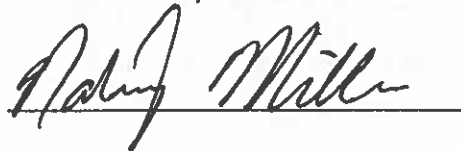


AnneMarie Cataldo

Department Liaison's Signature:



Chairperson's Signature:



Vocational Program Advisory Meeting Minutes
February 12, 2025
6:45 pm

Program: Electrical

Secretary: John Bussiere

Attendance: Michael Bellabarba (MT Graduate Wesco Electric Supply)
Skyler Castaner (MT Graduate Wesco Electric Supply)
Russell Conway (Favulli Electric)
Mark Drake (Griffin Electric)
Jason Dupuis (Piper Electric)
Matthew Hare (Electrician for Worcester State College)
Kenneth Johnson (Safety Officer Griffin Electric) New Member
Robert Marshall (Foreman Griffin Electric) New Member
Andre Martin (AMH Electric)

Absent: Michael Cormier (Unitel)
John Griffin (MT Graduate Applewood Controls)
Nicholas Lanciani (Pierce Heating & Cooling)
Michael Marini (Synergy Electric)
Joshua Page (MT Graduate owner JP Electric)
Robert Thrasher (Griffin Electric)
Todd Whitney (Whitney Electric current student parent)
Ryan Whitney (current student)

Teachers Present from the electrical program

Paul Cormier (Liaison)
John Bussiere (Secretary)
Robert Needham
Dan Brew
John Whyte MVP
James Morrison MVP

Topic #1: Welcome, Call to Order

Discussion: Mr. Cormier welcomed and thanked all the members who attended
And talked about the importance and requirements for the committee.
No action required

Topic #2: Introduction of New Members

Discussion: Skyler Castaner who is a Monty Tech graduate joined the committee.
Skyler joins us a sales representative for Wesco Electrical Supply.
No Action Required

Topic #3: Attendance and Update Contact Information

Discussion: The attendance sheet was passed around and each member was asked to update their information and check off any types of representation that applied.

No Action Required

Topic #4: PAC Recruitment

a. Review DESE Representation Requirements

Discussion: A discussion about the importance of the committee and asking the members to reach out to people they may know who can add trade knowledge to the committee. Mr. Whyte talked about the MVP program and the need to reach out to companies who may have Spanish speaking employers and or employees to assist in the hiring of MVP students with minor language barriers. Excellent students but seeking such employers will be a big help in employment upon graduation and or once the students are coop eligible. Mr. Cormier stated that the state agreed that MVP students who meet certain requirements may be eligible for coop halfway through their senior year. Mr. Cormier stated that having worked with the new MVP students over the past couple months, feels they will be ready for the workforce despite having less hours upon graduation then currently enrolled Monty Tech electrical students.

No Action Required

Topic #5: Review SY 2025-2026 Requested Budget

Discussion: Mr. Cormier put the budget up on the screen and went over most line items. Mr. Cormier feels the budget is sufficient at this time and does not see any concerns with next year. There has not been any discussion of budget cuts, and generally there is not much impact on shop supplies either way. Questions were asked about how MVP fits into the budget. Mr. Cormier stated that for at least this year, all the funds have already been taken care of through a combination of grants & other funds, and the MVP program is very well supplied with everything they need for at least the first year and a half which includes next school year. The program may need some inexpensive stock that Mr. Cormier does not feel will be a concern to obtain as needed. The administration has not denied anything the program needs and over time MVP will have their own liaison and budget once everything is in place. Mr. Cormier stated it is a work in progress, and everything is falling into place slowly but surely. Mr. Cormier stated the MVP program is a huge asset to the electrical trade in desperate need of new recruits. Mr. Cormier stated the administration is working on an outreach to the electrical community on the MVP program as it unfolds.

No Action Required

Topic #6: Review Exploratory Results

Discussion: Mr. Needham went over the exploratory results and said electrical filled with 24 first choice students and there is currently a waiting list of over ten students. The committee said that there is still a shortage of electrical workers and the fact recruiting is going well is a good problem to have.
No Action Required

Topic #7: Review/Update Five-Year Plan (as needed)

a. Proposed New Equipment/Software/Technology Purchases

Discussion: Mr. Cormier put the five-year plan on the screen. Everyone agreed the plan is still current. Mr. Cormier said the window blinds are as old as the school and should be the number one priority on the five-year plan. Mr. Bellabarba motioned to move the blinds to number one, seconded by Mr. Drake. The vote was unanimous to accept the five-year plan.

Topic #8: Review and Discuss Perkins V Survey Results from Fall Advisory Meeting

a. Discuss Potential Improvements

b. Areas that Scored Lower than Expected, and Why

Discussion: Mr. Cormier reviewed all items on the survey and thanked the members for completing the survey. The committee did not see where improvements and or any low scores to address.
No Action Required

Topic #9: Complete Programmatic Review

Discussion: Mr. Bellabarba went through each item on the Programmatic Review. There are no concerns currently.
No Action Required

Topic #10: Co-op Numbers

a. Companies hiring Coop Students

Discussion: Mr. Cormier went through coop numbers. All but five seniors are on coop and as of the meeting nine juniors were signed out. Mr. Cormier reported there is still a high demand for students in the workforce.
No Action Required

Topic #11: Additional Items per Chair and Facilitator

Discussion: None currently.

Meeting Adjourned at 8 pm

Respectfully submitted,

(your signature)

PRINTED NAME

Department Liaison's Signature:

A handwritten signature in black ink, appearing to be "J. H. Lee", written over a horizontal line.

Chairperson's Signature:

A handwritten signature in black ink, appearing to be "R. B. Bell", written over a horizontal line.

Vocational Program Advisory Meeting Minutes

February 12, 2025

6:45 pm

Program: Engineering Technology

Secretary: Josh Gikis

Attendance: Joe Ciras-Mechanical Engineer-Ranor
Lisa Trombetta-DRS Leonardo
Brian Broomfield- Broomfield
Rob Labier-Broomfield
Rich Ikonen-Parent
Kelsey Ikonen-Student
Melony Letarte - Parent
Waylon Letarte - Student
Jacob Khedekar - Graduating Senior Student

Teachers (non-voting members):

Emily Turner - Engineering Technology Instructor

Josh Gikis - Engineering Technology Instructor

Topic #2: Introduction of New Members

II. Introductions

Industry Partners

Mrs. Susan Benior
Mr. Brian Broomfield
Mr. Joseph Ciras
Mr. Robert Labier
Mr. Dean Lepkowski
Mr. Andrew Morin*
Ms. Lisa Trombetta

Student & Parent Partners

Mr. Richard Ikonen &
Kelsey Ikonen - YOG2026
Mrs. Melony Letarte &
Waylon Letarte - YOG2026
Jacob Khedekar - YOG2025

Engineering Technology Instructors

Emily Turner
Josh Gikis

Discussion:

N/A

Topic #3: Attendance and Update Contact Information

Discussion:

N/A

Topic #4: PAC Recruitment

a. Review DESE Representation Requirements

V. Review SY 2025 - 2026 Requested Budget

Engineering Technology FY25 Department Budget	
Department Totals	
Supplies	\$17,700.00
Equipment over 5K	\$0.00
Equipment under 5K	\$6,000.00
Textbooks	\$0.00
Technology Software	\$6,950.00
Technology Hardware	\$0.00
Library Reference	\$0.00
Furnishing	\$3,600.00
Contracted Services	\$4,500.00
Equipment	\$4,500.00
Professional Development	\$6,520.00
College Courses	\$0.00
AV	\$0.00
Building Improvements	\$0.00
Total:	\$49,770.00

	APPROVED	EXPENSED
	FY15 BUDGET	FY15 BUDGET
FY15 BUDGET	11,771	13,088
FY16 BUDGET	15,778	4,097
FY17 BUDGET	14,500	16,739
FY18 BUDGET	11,080	15,577
FY19 BUDGET	10,754	13,136
FY20 BUDGET	10,050	12,479
FY21 BUDGET	n/a	25,729
FY22 BUDGET	n/a	7,345
FY23 BUDGET	16,700	15,313
FY24 BUDGET	17,200	

GRANT AWARDED

Computer Hardware?
Spaces for Inspiration?
Equipment?/New Technology?

Discussion:

N/A

Joe was concerned of the longevity of Desktop^①

Dean suggests going to laptops would open up the functionality. Of the workspace.

Joe is concerned how SolidWorks or other programs would be on computers (networked/stand alone)

We are considering an overhaul of the physical space, creating more of a maker space.

Dean is suggesting utilizing Shops in the school to make cabinets etc. Instead of outsourcing.

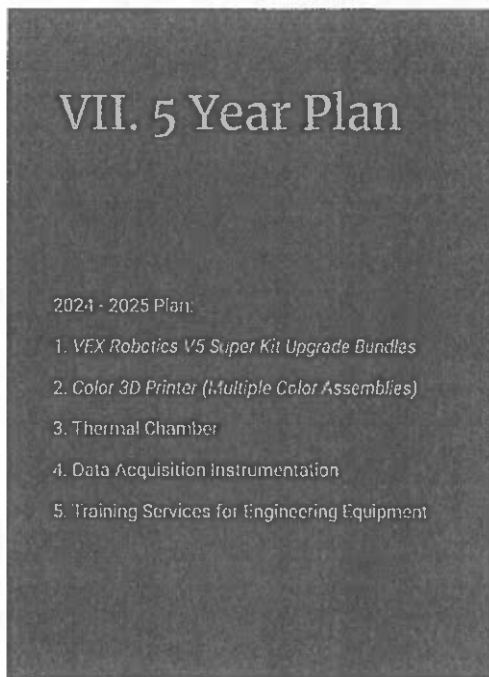
Topic #6: Review Exploratory Results

① MODIFIED FROM LAPTOP TO DESKTOP
DURING REVIEW BY CHAIR PERSON. ② 2025

Discussion:

Waylon is curious about having polo's. He suggests the Old Navy apparel.

Topic #7: Review/Update Five-Year Plan (as needed)



a. Proposed New Equipment/Software/Technology Purchases

Discussion:

N/A

Topic #8: Review and Discuss Perkins V Survey Results From Fall Advisory Meeting

a. Discuss Potential Improvements

b. Areas that Scored Lower than Expected, and Why

IX.i. Industry Recognized Credentials

	Currently Offered	Future Plans
2023 - 2024	 <p>OSHA General Industry 10-hour Training</p>	 <p>SACA Certifications</p>
2024 - 2025	 	 

Discussion - Industry Recognized Credentials

Offered Credentials:






Advisory Input:



Other Certificates:



Taken Jan 31, 2025





Other Areas?

Discussion:

Dean discussed how SACA certification has grown and will become a great third party certificate for students to utilize after school (industry/academics)

Topic #11: Additional Items per Chair and Facilitator

Discussion:

Emily/Josh: Suggest that potential COOP partnerships keep an open mind when thinking about taking on COOP students. Offering students opportunities outside of Engineering topics (i.e Maintenance/Facilities/ Quality ect). Students are looking forward to an experience of being employed! They are eager and ambitious.

Meeting Adjourned at 7:51 pm

Respectfully submitted,

Department Liaison's Signature:



E. TURNER 30 MAR 25

Joseph R. Cinas

2025-03-05

Chairperson's Signature: _____

VOCATIONAL PROGRAM ADVISORY MEETING MINUTES

February 12, 2025 | 6:45 pm

Program: Graphic Communications

Teachers: Katie Sullivan, Monique Guthrie, Dan Starr

Ry Hallisey, Emily Keane, Everett Sullivan, Nathan Erickson, Jason Etheridge, Laura Foley, Matt McGee, Nicolle Soares, Shannon Tufts, John Wood, Katie Wilkinson.

Topic #1:

- Welcome, Call to Order, Sign/Take Attendance

Topic #2:

- Introduction of New Members

Intros and industry background. Welcoming new members and invitation for new representatives.

Topic #3:

- Attendance and update contact information

Done and done.

Topic #4:

- PAC Recruitment
 - Review DESE Representation Requirements

Topic #5:

- Review SY 2025-2026 Requested Budget

KS- Review of why we have a large material request. Heat press side by side will be expensive and we are also getting new cameras. We put in for new furniture in both labs. This includes ergonomic furniture - These are the bulk of the expenses for next year.

MM- How many Cintiq's do you have.

KS- 13 and we ordered 13 more.

LF - Why not lease.

KS- Not cost effective.

MM- They are very reliable.

KS- Questions?

MM- Are there DSLR Cameras?

KS- Yes and we intend to work with those for now.

MM- Are you interested in mirrorless?

KS- The mirrorless are great but impose risks for students handling them

KS- Photo studio is still in the 5 year plan. We will meet with Brian Williams after vacation on that.
We are working on getting Mac Studios in both labs but it is not reflected in the budget as it comes out of a separate budget.

ES- Having a Mac product is essential for designing. Even non mac monitors are not up to standard.

EK- Not having macs is an issue as it is the industry standard.

MM- Let the minutes reflect that this is of most importance.

KW- Do not settle for less than Macs. That's what they will see in industry and that's what we will see in college.

ES- We are happy to write a letter on that for the kids to show the need for these computers.

KS- The only non-macs are the Dell Laptops on the shop

MM- The pcs are sometimes in industry but they (macs) have better workflow and specs and are just as easy to interface with as Dells.

RH- Working in IT I can vouch for that.

EM- Workflow in industry working with both it is frustrating to go back and forth between the Dells and Macs.

KS- We asked for the 3 Mac laptops for the shop floor as well. The Dells will just be for take home for students.

Topic #6:

- Review Exploratory Results

KS- Last year we had a dip and did not fill or have all first choices. That was uncommon. We typically have a waiting list of 5-10 students. This year we have 20 first choice students.

NS- I really like the students and their work is so good.

KS- We do want to rework our Explore and get them off of the computer more with more hands-on content.

RM- What about adding a UX design project?

KS- That would be really cool and we do get into doing a phone background in pre-explore.

MM- Sticker idea is really awesome.

EK- Anything they can take home is a win.

MM- Back to the boot shops why do people think that you can't make money in this industry?

KS- Lack of understanding and oftentimes parents thinking this shop is more related to arts. Also with the rise of Ai there is misinformation.

MM- That is wild as there is a low barrier for entrepreneurship. Less credentials and more access to jobs in industry right away.

KS- Something good is our exit survey and it showcases what students like through explore and why they chose us.

MG- We discuss salaries with the students and what places alumni go on to work.

Topic #7:

- Review/Update Five-Year Plan (as needed)
 - Proposed New Equipment/Software/Technology Purchases

RM & RH- Do you use figma? The layout features are great on it.

MM- UX and UI Figma is huge.

RH- UI Designers at Warner Bros. use it.

MM- You can output HTML 5

RM- It is great for prototyping and web development.

MM- I am always looking at AI in this industry and we should come up with a shop policy on AI. It is not going away. Firefly is a big one. It may even end up flagged so we are seeing it is being marked.

RM- You can mark yourself as a creator with new

KW- I design in canva and it's great as a creator for templates and it is great for designers. You have to not only learn how to make templates and how to interface with clients. I listened to a podcast called "How I Built This" and it is not a graphic design killer, it is a way to make design more accessible.

RM- You can even lock the visuals that you want to maintain integrity.

MM- Teaching them to sell themselves is the big thing. Showing them how to pitch their work is the larger component that will set them apart from Fiver and Upwork.

RM & ES- Make sure the screen type is up to standard.

ES- Pantone and color matching is just not the same.

ES- Getting Willflex Rio or Monarch would be really good if you want to expand screen printing.

KS- We want to have a digital job board.

Topic #8:

- Review and Discuss Perkins V Survey Results From Fall Advisory Meeting
 - Discuss Potential Improvements
 - Areas that Scored Lower than Expected, and Why

KS- We are aligned with labor market demands.

ES- The fives are well earned.

Topic #9:

- Complete Programmatic Review
- Combining frameworks
 - New name: **Graphic Design and Visual Communications**
 - <https://macte.ns4ed.com/graphic-design-and-visual-communications/>

ES- Do you talk about large format printing. What can be created?

What are the limitations and how to work with DPI.

Tan- Do you work with vinyl and do you make vinyl signs?

KS- Yes and no. Yes we have a cricut and show them how to use it but that overlaps with CAD so we send signs and larger formats to CAD.

Topic #10:

- Co-op Numbers:
 - 3 seniors on co-op currently
 - 1 junior on co-op currently
 - Companies hiring Co-op Students
 - One-sheet on our students

KS- We talked in our last meeting having a handout for students to get them out on co-op. We have that handout now that students can bring with them to go out on co-op and you guys can also take one and look at it as well.

MM- Interview skills and resume skills need to be pushed. The younger generation has trouble interfacing with clients and career building. Are there skills being taught for students in the school.

KS- Yes they have a class on building skills.

MM- I have better luck with Monty Tech students than college students.

MM- The other thing about co-op is, is there any opportunity for remote working? That is the best opportunity for students and many designers work from home.

KS- We would run into issues legally with a student being home and at school.

RM- What if we have a co-work space?

MM- I love having a MT student because they are moldable, have taste and are dedicated to the industry.

KS- Is there a kind of credential that they can get and leave with?
Thoughts are can they use a company laptop to create content and get an industry credential. The intellectual property is the most in question.

Topic #11:

- Additional Items per Chair and Facilitator

ES- The Laptops could really be company provided.

KS- Transportation inequity is huge for Co-op kids. If you can't go if you don't have a car then that is not equitable.

Closed meeting at 8:30pm

Respectfully submitted,

(your signature)
PRINTED NAME

Department Liaison's Signature: 

Chairperson's Signature: Racanne L Mullet

Vocational Program Advisory Meeting Minutes
February 12, 2025
6:45 pm

Program: Health Occupations

Secretary: Kendra Alix

Attendance: Kassandra Blake
Joanne Brassard
Danielle Clowes
Bierka Diaz
Nancy Flinkstrom
Peter J. MacDonald
Kylee-ann McAllister
Emily McNamara
Amy Moocrosft-Sarsfield
Surey Myles
Kylie Nesperan
Missy Nesperan
Shannon Proctor
Linda Rodriguez
Jenn Vautour

Teachers (Non-Voting)
Kamally Cintron
Kiley Boivin
Kendra Alix
John Darling

Topic #1: Welcome, Call to Order

Discussion: Done by Kamally Cintron

Topic #2: Introduction of New Members

Discussion: New Members recognized and introduced

Topic #3: Attendance and Update Contact Information

Discussion: Membership form given to members to update.

Topic #4: PAC Recruitment
a. Review DESE Representation Requirements

Discussion: Reviewed and discussed with members.

Topic #5: Review SY 2025-2026 Requested Budget

Discussion: Budget reviewed and accepted by all members of the board.

Topic #6: Review Exploratory Results

Discussion: 142 students in total explored
35 first choice- 29 students enrolled
17 second choice
11 third choice
6 fourth choice
9 fifth choice
21 sixth choice

Topic #7: Review/Update Five-Year Plan (as needed)

a. Proposed New Equipment/Software/Technology Purchases

Discussion: Washer/dryer
Vital sign monitors
Blood draw chair for phlebotomy
Bladder scanner
Vein finder
Holter monitor

Topic #8: Review and Discuss Perkins V Survey Results From Fall Advisory Meeting

a. Discuss Potential Improvements

b. Areas that Scored Lower than Expected, and Why

Discussion: Perkins V Survey results discussed.

Topic #9: Complete Programmatic Review

Discussion: Completed and signed by chairperson- Linda Rodriguez

Topic #10: Co-op Numbers
a. Companies hiring Coop Students
Discussion: 25 Senior students out on Co-Op
2 Senior Students on Affiliation

Medical Assisting

Heywood Medical Group (Primary care and Specialty Offices) (12)
Family Medical (2)
Gardner Family Medicine (1)

CNA

Heywood Med/Surg CNA (2)
Leominster Hosp. CNA Med/Surg (4)
Highland's/Life Care (2)
Heywood Wakefield Commons (1)
Fitchburg Health Care CNA (1)

Affiliation (MA)

Leominster CHC (1)
Fitchburg CHC (1)

Topic #11: Additional Items per Chair and Facilitator
Discussion: Discussed updated Sophomore curriculum to add affiliation.
We also discussed with members that our 17 Seniors that took the NHA exam passed. As well our 13 Juniors that took the CNA exam passed.

Meeting Adjourned at _8:10____pm

Respectfully submitted

(your signature)

PRINTED NAME

Kamally Cintron

Department Liaison's Signature:

Kamally Cintron

Chairperson's Signature:

Luis Rodry

Vocational Program Advisory Meeting Minutes
February 12, 2025
6:45 pm

Program: House Carpentry

Secretary: Floyd Morrison

Attendance: Committee Members Present

David Boutwell	Boutwell Building
Sarah Culgin	Town of Ashburnham / Building Commissioner
Phil Esposito	Retired Contractor
Eric Hebert	Advisory Chair / Building Material Sales / Maki Corp.
Lee Laflamme	Elite Construction Design
Jeff Landry	JA Landry Carpentry
Dominic Marabello	City of Marlborough Public Facilities
Daniel Pfeifle	Hutter Construction
Andrew Pierce	Parent
Harry Pierce	Student

Teachers (Non-Voting)

Shane Brogan
Chris Dumas
Matthew Giusti
Floyd Morrison
Jake Olson

Topic #s1-3: Welcome, Call to Order, Introduction of New Members, Attendance and Update Contact Information

Mr. Morrison called the meeting to order at 6:45 pm and welcomed the advisory members and asked them to **PLEASE** check to make sure their email addresses are correct as this is how the invitations are sent out. Mr. Morrison proudly welcomed Daniel Pfeifle as a new member of the HC Advisory. Daniel is a 2024 graduate of Monty Tech House Carpentry and is currently employed as a commercial carpenter with Hutter Construction based in New Ipswich, NH. Mr. Morrison also thanked current HC senior Harrison Pierce and his father Andrew Pierce for being our student / parent members for the past three years and also for attending every meeting during that time.

Topic #4: PAC Recruitment

a. Review DESE Representation Requirements

Mr. Morrison shared with the committee members that even though the past few meetings have seen decreased attendance, the advisory as a whole, is still composed of members with the various backgrounds and disciplines that continue to satisfy the DESE requirements for an Advisory board. Mr. Morrison also invited the board members to reach out if they have professionals they would like to add to the membership and he would be happy to contact them and extend an invitation to join us for a meeting to see if being a member is something they would like to do.

Topic #5: Review SY 2025 - 2026 Requested Budget

Mr. Morrison informed the committee members that we have submitted our budget for the 2025 - 2026 school year. As in previous years, Mr. Morrison reminded the committee that House Carpentry has always had the tools and materials needed to deliver the project based curriculum to the students. Mr. Williams, our Vocational Director, stopped into the meeting at the time of this discussion and shared with the committee members that what is being seen on the news of the Federal Dept. of Education being dismantled, what may happen is that the grants that were previously funded at that level may end up being distributed to the states as a whole in what is known as Block Grants.

Topic #6: Review Exploratory Results

Mr. Brogan shared with the committee members the results of the Freshman Exploratory process. 18 students chose HC as their first choice which puts the new Freshman class at capacity. Additional data shows that out of the 180 students who spent a week exploring our program, 162 of them chose our shop as one of their top 6 choices. The committee members and instructors congratulated Mr. Brogan on another successful Exploratory run.

Topic #7: Review/Update 5 Year Plans

a. Proposed New Equipment/Software/Technology Purchases

Mr. Morrison informed the committee members that he is able to remove the Construction Equipment Training Simulators from the 5 Year Plan as the district has secured a grant that will provide the funding for the Simulators. Mr. Brogan is collaborating with Mr. Robinson (MT Masonry Instructor) to compare and contrast some different pieces of equipment

and are arranging an on site demonstration of the equipment before a purchase is made

Topic #8: Review and discuss Perkins V Survey results from Fall Advisory Meeting

- a. Discuss potential improvements**
- b. Areas that scored lower than expected, and why**

Mr. Morrison shared the results of the Perkins V Survey that the committee members completed after the fall meeting. Mr. Morrison was pleased to inform the committee members that all seven members that were in attendance in the fall, completed the survey. The results of the survey are of the entire Monty Tech Advisory as a whole and not individual program advisory results, but nonetheless, the survey shows the majority of the members rating our programs at the highest levels.

Topic #9: Complete Programmatic Review

The annual programmatic review was completed by the committee members and is included with these meeting minutes. All items are considered to be favorable with the exception of question #10 of adequate space is available for instruction.

Topic #10: Co-Op Numbers

- a. Companies hiring Coop Students**

Mr. Morrison shared with the committee members that there are currently 9 Seniors and 2 Juniors out on Co-Op. Mr. Morrison expects another 4 Juniors to be out shortly as their eligibility just opened up at the end of Quarter 2. Mr. Morrison stated that for the most part, once we get students out on Co-Op, they tend to stay with that employer up to and beyond graduation. Mr. Morrison also noted that as of recently, we have had a student or two end up back in the shop with us for a few days or a week with this being no fault of their own, most of the times it is that the employer is short on work for that week. Which he is not surprised by as all signs are pointing to a bit of a slow down in the construction trades.

Topic #11: Additional Items per Chair and Facilitator

Mr. Morrison informed the committee members that House Carpentry

continues to push ahead on the 270 Westminster Street, MVP Academy, project with acoustical ceilings, commercial interior door installation and exterior entrance work being completed at this time. Additionally, HC freshman and juniors will be attending the JLC Live trade show in Rhode Island in March.

Mr. Brogan informed the committee members that the raffle for the first shed of the "reborn" shed building program ran throughout the fall and the winning ticket was pulled at the MT Thanksgiving Eve football game. Mr. Brogan added that the Sophomore students will build a second shed this spring, that we hope to raffle in a similar fashion to the first. Additionally, Mr. Brogan stated that he is also working out the details for the sophomores to build a shed for the Thomas Prince school as well.

The meeting concluded with a brief conversation of getting back to building houses with the upperclassmen and that currently, Habitat for Humanity does not have any available lots for us. Mr. Morrison is going to reach out to a few agencies that House Carpentry has been involved with, in the past, and see what other opportunities may be out there.

Meeting Adjourned at 7:45 pm

Respectfully submitted,

Floyd E. Morrison III

Department Liaison's Signature: 

Chairperson's Signature: 



Vocational Program Advisory Meeting Minutes
February 12, 2025
6:00 pm

Program: HVAC and Property Maintenance

Secretary: Gabe Josephs, Matt McGee

Attendance:

Dr. Wayne Whitfield, Fitchburg State University, Chair of
Engineering / Technology Department
Mr. Matt Barber - Merit Machine
Mr. Ryan Barry - Pioneer Valley Environmental
Mr. Brendan Curran- UMass Medical Refrigeration Tech.
Mr. Owen DeWitt - Process Cooling
Mr. Chris Fuller - Student Parent
Mr. Dylan Fuller - Junior Student
Mr. Rick McAllister - F.W. Webb
Mr John Mullaney- American Refrigeration
Mr. Peter Potenza- F.W. Webb
Mr. Bill Stuessy - Retired HVAC and Property Maintenance
Mr. Kaleb Vautour - Process Cooling / Alumni / College Student

Teachers (Non-Voting)

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

Topic # 1: Welcome , Call to order

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

Topic #2: Introduction of new members

Discussion: We welcomed Dylan Fullers (Junior HVAC and Prop. Maint. student) Father, Chris Fuller to the advisory board.

Topic # 3: Attendance and update contact information

Discussion: The attendance list was passed around for everyone to sign

Topic #4: PAC Recruitment

- a. Review DESE representation requirements

Discussion: We reviewed the DESE representative requirements, and determined all requirements have been met. We are always looking to recruit new members.

Topic # 5: Review SY 2025-2026 requested budget

Discussion: We discussed that there were no requested changes to the budget, however, it looks as though our budget was reduced for the year. This is because some money has been allocated for furniture/work benches and the remainder for consumables and tool replacement.

Topic #6: Review exploratory results

Pre-Exploratory Results:

This year **355** students came through the HVAC and Property Maintenance program during the fall pre-exploratory program and were surveyed (10 students were absent). After surveying the students that came into the shop during pre-exploratory, we found that **9** students came into the shop interested in exploring the HVAC and Property Maintenance shop, while **39** students were still undecided.

The following data was provided by the Vocational office after the Pre-exploratory program,

Choice #1 **15** Students,

Choice #2 **22** Students,

Choice #3 **21** Students,

The total of all of the choices was not provided this year.

Exploratory Results

The **158** students that explored the HVAC and Property Maintenance program were asked the following questions on a survey that was administered on the last day of the exploratory program after grades had been given: (1 student was absent on the last class meeting to take the survey)

Freshman Exploratory Student Survey Results: Student Responses for exploratory 1, 2, 3, 4, 5, 6, 7, 8, 9

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

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

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

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

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

How would you rate the project you worked on this week?

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

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

Would you recommend this shop to your friends?

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

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

HVAC & Property Maint numbers provided by the guidance department:

1) 25

2) 21

3) 32

4) 24

5) 17

6) 15

Student explored but did not choose= 24

Capacity: 18

Total Students: 158

Final Number of students that selected the HVAC and Property Maint. Shop

25 - 1st choice

21 - 2nd choice

32 - 3rd choice

Final Number: 18 1st picks with a waiting list.

Topic #7: Review/update five-year plan

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

Discussion: We went over the five year plan. No issues were expressed but Pete Potenza from F.W. Webb brought up the need to get new A2L equipment as refrigerant changes began to take effect this year.

Shop: HVAC/Prop. Maint.			Five Year Plan						
Liaison Name	Item Description	Rational/ Justification	Year Added to Docu ment	Estimat ed Cost (update d Yearly)	SY24	SY25	SY26	SY27	SY28
Gabe Josephs	Equipment Rigging	Hire a summer rigging company to move equipment	2023	\$15,00 0	X				
Gabe Josephs	Grind - Clean Epoxy Floor	Grind Clean Epoxy Floor (Summer)	2023	40000	X				
Gabe Josephs	Outside storage	Pour concrete pad, slide in to storage trailers for storage	2023	10000	X				
Gabe Josephs	Sheetmetal Equipment	Replace Box and Pan Brakes, and equipment	2024	5000	X				
Gabe Josephs	Tool Crib Organization	New Cabinet storage	2024	10000	X				
Gabe Josephs	Add BPM Van	New BPM van for site work	2023	50000		X			
Gabe Josephs	HVAC Sim Program	Online training for Electrical controls	2023	5000		X			
Gabe Josephs	Replace BPMTrailer	New BPM trailer for site work	2023	10000		X			
Gabe Josephs	Gas Storage Cabinet	Outdoor storage of gas cylinders	2023	4000		X			
Gabe Josephs	Flammable Storage	Weather proof Storage of Flammables	2023	4000		X			
Gabe Josephs	Student benches	Replace student workbenches	2023	4000		X			
Gabe Josephs	Gas Welding Vent	Update air quality for gas welding	2023	8000			X		
Gabe Josephs	Boilers /Furnaces	Replace cycle out boilers, furnaces	2023	6000				X	

Gabe Josephs	Heat Pumps	Replace/cycle out heat pumps	2023	6000					X
Gabe Josephs	Replacement Lathe	Replace one old with current model	2023	15000					X

Topic #8: Perkins V Survey

- a. Discuss potential improvements

Discussion: Results of all of the survey questions were overwhelmingly a 5 which is considered excellent

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

Discussion: None of the areas scored lower than expected

Topic #9: Complete programmatic review

Discussion: We completed the programmatic review

Topic # 10: Coop Numbers

- a. Companies hiring Coop students- Mart, TerraTherm, Brideau Energy, Maki, Haffner's Oil, UMASS Leominster Hospital Facilities Dept., Monty Tech Grad and Cont. Ed student helper for evening classes.

Discussion: In the senior class, there are 5 students on co-op. Junior class, 3 students on co-op and 6 interviewing for jobs. We currently have 18 Freshman, 18 Sophomores, 17 Juniors, and 16 Senior students in the program.

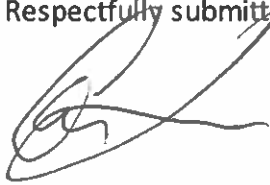
Topic #11: Additional Items/New Business

- a. Hampden Engineering representatives came to our shop on Jan 16, 2025. The tech from Hampden Engineering "Tyler Bode", and the sales rep "Matthew DeLurzie" determined that the basic refrigeration trainer had a faulty reversing valve that needed to be replaced. They also notified the Vocational Director that they realize that the cooling tower for the Industrial Refrigeration trainer still needs to be installed for us to use the trainer efficiently in the shop.
- b. Recently two Sophomore students that originally chose the HVAC and Property Maintenance shop as a second choice were called into guidance, and asked if they wanted to transfer out to their original 1st choice shop. We are happy to report that all of the students declined the offer, and chose to stay in our program.

- c. The vocational director has collaborated with all the vocational instructors looking for input on students that transfer into different shops during the sophomore year. At this time, no policy exists for students transferring into a shop and the administration hopes to propose a new policy in the near future.
- d. We did 8 VIP nights this year and saw over 90 students, which should help with next year's numbers.
- e. Outside jobs have gone very well. In October, we completed the startup of the recent Habitat house in Fitchburg and attended the ribbon cutting ceremony. In November, we got all the heating systems operating at the new MVP building. Today, we're finishing up the ventilations systems and will soon begin finish work. At the American legion, we're nearly done and should be starting up the second VRF system in the upcoming weeks.
- f. Other projects in the cue - 1st congregational church in Westminster energy audit, finish painting and trim work at the Templeton gazebo, a ventilation system for CAD/Drafting, a ventilation system for the block house, and a new oil furnace at the American Legion in Baldwinville.
- g. We continued to discuss the need for a 4th instructor. We have more work each year than we can handle and the program would benefit greatly from running two outside jobs.
- h. We discussed the positive impact the Education Foundation fund has had on our students, especially this year. We discussed that some of our students are facing challenging family situations such as homelessness etc. and the foundation has helped our students in a myriad of positive ways.

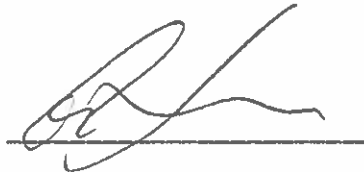
Meeting Adjourned at ____8__pm

Respectfully submitted,

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

Gabriel Josephs

Department Liaison's Signature:

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

Chairperson's Signature:

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

Vocational Program Advisory Meeting Minutes
February 12, 2025
7:00 pm

Program: Information Technology

Secretary: Richard Duncan

Attendance: Catelyne Farrell – WilliamsMarston
Dr. Raymond Albert – Assumption University
Brian Bidleman – Raytheon Technologies
Matthew Campbell – Dartmouth Hitchcock Medical Center
Brady Chen – Fitchburg State University
Michael Chinchar – eClinicalWorks
Alexander Commodore – Raytheon Technologies
Robert Sylvester – parent – Machado Consulting, Inc.
Ryan Sylvester – student – Machado Consulting, Inc. (co-op)
Dave Faucher – Aubuchon Company
Mike Foley – VMware, Inc.

Teachers (Non-Voting)
Richard Duncan
Tynan Hollyer

Topic #1: Welcome, Call to Order

Discussion: The meeting began at 7:00pm.

Topic #2: Introduction of New Members

Discussion: All members introduced themselves, along with the new members, so that members could be acquainted with everyone's professional background. The new members are Bryan Bidleman (MT alumnus), Matt Campbell, Michael Chinchar, and Alex Commodore (MT/IT alumnus).

Topic #3: Attendance and Update Contact Information

Discussion: The attendance sheet was passed around for all members to update and sign.

Topic #4: PAC Recruitment

a. Review DESE Representation Requirements

Discussion: All members were reminded of the DESE representation requirements and urged to fill out the representation categories appropriately.

Topic #5: Review SY 2025-2026 Requested Budget

Discussion: The IT SY 2025-2026 requested budget was reviewed. The budget categories (S&M, Hardware, Software, Furniture, etc.) were explained along with the requested amounts and their justification.

Topic #6: Review Exploratory Results

Discussion: The IT trade recruited 7 new freshmen. Six (6) were 1st choices and one (1) was a 3rd choice.

Topic #7: Review/Update Five-Year Plan (as needed)

a. Proposed New Equipment/Software/Technology Purchases

Discussion: Mr. Hollyer is scheduled to receive new laptops and desks/docking stations for his lecture area within the shop during the summer. This new equipment will provide students the flexibility to use the laptops for lectures as well as lab work.

Topic #8: Review and Discuss Perkins V Survey Results from Fall Advisory Meeting

a. Discuss Potential Improvements

b. Areas that Scored Lower than Expected, and Why

Discussion: The survey results were shared with all members for review but since the survey data was not separated out by shop, it was difficult to determine which data applied to our specific trade.

Topic #9: Complete Programmatic Review

Discussion: The Programmatic Review was completed by our chairperson. The IT staff will review the results and improve any areas that are deficient.

Topic #10: Co-op Numbers

a. Companies hiring Coop Students

Discussion: There are 4 seniors currently on co-op with 1 more pending and there is 1 junior on co-op. The companies that have hired our students:

- Monty Tech Technology Office (1 senior, 1 junior)
- Monty Tech Development Office (1 senior)
- Machado Consulting, Inc. (1 senior)
- L.S. Starrett Co. (1 senior)
- Vytex Laser Systems (1 senior - pending)

Members were tasked with identifying additional co-op opportunities for our students.

Topic #11: Additional Items per Chair and Facilitator

Discussion: Members discussed areas of research and improvement for the following:

1. Cybersecurity – use of a program such as STIG Viewer to teach students best practices for cybersecurity compliance.
2. Project Management – use of a program such as TRELLO to teach students team management skills.
3. Artificial Intelligence (AI) – use of a program such as ChatGPT to assist students with programming tasks.

Meeting Adjourned at 8:30 pm

Respectfully submitted,



(your signature)

PRINTED NAME: Richard Duncan

Department Liaison's Signature:



Chairperson's Signature:



Vocational Program Advisory Minutes

February 12 2025

Masonry

Attendance;

Dave Brooks

Contemporary Design

Tim Crory

Concrete Solutions

Dave Croteau

Stoneyard

Jennifer Kugel

Parent

Wyatte Kugel-MacKay

Student

Alex Macintosh

work force

Ben Morse

A. J. Jandris

John Poirier

Proctor Masonry

Matt Proctor

Proctor Masonry

Ryan Wilgus

Student

Angel Wilgus

Parent

Non voting teachers

Richard Demers

Jake Proctor

Topic #1

Meeting was called to order at 6:45 PM

Topic #2

No new members were in attendance

Topic #3

All contact information was verified

Topic#4

DESE Representation Requirements were reviewed

Topic #5

2025-2026 Budget was introduced and reviewed by members. All agreed that the budget was reasonable,

Topic #6

Exploratory Results were discussed. Members agreed that 13 first picks was very Acceptable. Exploratory Process was explained to members that weren't familiar with them it and that it is very difficult to teach that many students in the allotted room.

Topic#7

Five-Year Plan was reviewed. Members were very concerned that nothing on the plan had yet to be addressed. Some of the items have been on the list for a considerable amount of time, and they wanted to know why. They were told that we would make more of an effort to find out.

Member Tim Crory introduced a new masonry saw that is completely dust free and would cut through an 8" block with a 16" cut. All members agreed that this

would be a great tool for the shop to acquire, and that it is becoming the industry standard.

Topic #8

Perkins Survey was discussed, the results were positive. 12 members took the survey helping the shop going forward in the future.

Topic #9

Programmatic Review was reviewed. The only concern was question 10, members felt that is not enough space in the shop for the number of students

Topic #10

Currently there are 5 seniors and 4 juniors on co-op. Some are back in the shop for the winter but will be going back out as soon as the weather breaks.

CO-OP companies;

M. Proctor Masonry

Contemporary Design

Landscape Artisan

Sterling Masonry

Chimney Specialist

Stillman Landscaping

Premier Concrete

Mossy Rock Masonry

Topic#11

There was more discussion about the lack of movement on the 5 year.

Meeting adjourned at 8:20 PM

Liaison:

Richard Durr

Chairperson

John Croy

Vocational Program Advisory Meeting Minutes
February 12, 2025
6:45 pm

Program: Plumbing

Secretary: Jeffrey Briggs

Attendance: Mr. Thomas Sahlberg - Sahlberg Plumbing and Water Treatment, Ashby
Mr. Todd Constatine Jr. - Student
Mr. Todd Constatine Sr. - Parent
Mr. Abraham White - TDW Plumbing and Heating, Athol
Mr. Daryn Croteau - Project Manager, DECCO Mechanical
Mr. Robert Janda - Plumbing Inspector, Sterling, MA
Mr. Jeremy Pierce - Owner / Master Plumber, Pierce PL & HVAC
Mr. Jacob Harris - Journeyman Plumber, Pierce PL & HVAC

Teachers (Non-Voting)

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

Topic #1: Welcome, Call to Order

Discussion:

- The meeting was called to order at 6:50. We welcomed and thanked the committee for attending. We acknowledged and thanked Abe White for the reamer donation

Topic #2: Introduction of New Members

Discussion:

- There were no new members.

Topic #3: Attendance and Update Contact Information

Discussion:

- The attendance sheet was passed around and the committee updated their information.

Topic #4: PAC Recruitment

a. Review DESE Representation Requirements

Discussion:

- We thanked the committee for all their continued work and support. We reminded the committee to continue to search for new members and have them contact us for membership.
- We spoke with the committee about the member composition categories and also the types of representation that the committee is always looking to receive for membership.
- We noted to the committee that we are currently represented in all categories.

Topic #5: Review SY 2025-2026 Requested Budget

Discussion:

- We reviewed the budget with the committee
- We offered to the committee to email a copy of the budget.

Topic #6: Review Exploratory Results

Discussion:

- Mrs. Blanchard spoke about the exploratory results and noted that there were 12 1st choice students at the beginning of exploratory and there were 31 1st choice students at the end of exploratory.
- Mrs. Blanchard informed the committee that we took in 18 1st choice students.
- Jacob Harris from Pierce Plumbing asked about exploratory and Mr. Morrisette discussed the exploratory process and how the grading and tie breaking works.

Topic #7: Review/Update Five-Year Plan (as needed)

a. Proposed New Equipment/Software/Technology Purchases

Discussion:

We reviewed and updated the 5-year plan with the committee.

We let the committee know that we would be replacing an antiquated Ridgid #300 power vise by end of the year.

We offered to the committee to email a copy of the updated 5 year plan.

Topic #8: Review and Discuss Perkins V Survey Results from Fall Advisory Meeting

a. Discuss Potential Improvements

b. Areas that Scored Lower than Expected, and Why

Discussion:

- We discussed with the results of the Perkins survey with the committee and noted that students are afforded the opportunity of many industry related trainings and certifications including: General OSHA, Construction 10 OSHA, Hot Work, Mega Press, Tier 1, and Tier 2.
- The committee was discussing the basic general skills of a good employee as Mr. Brian Williams, the Vocational Coordinator, entered the meeting. Mr. Williams inquired to the committee as to how they handle cell phone use on the job. The committee had a few notable responses such as: The employer/licensed plumber being the only one on the job with a cell phone, use of phone on employee's time, and walkie talkies instead of phones.

Topic #9: Complete Programmatic Review

Discussion:

- We discussed and completed with the committee, the Annual Programmatic Review. The majority of the items on the review were met.
- Two items on the review were not met:
 - All segments of industry represented on the Advisory Board.
 - The Advisory Board does not have an apprentice represented.
 - Adequate space is not available for instruction.
 - There is a lack of a dedicated classroom or adequate classroom space, classroom changes every year, noisy in the shop during morning lessons.

Topic #10: Co-op Numbers

a. Companies hiring Coop Students

Discussion:

- We shared our co-op status with the committee and noted that we have 9 seniors, currently 2 juniors, 4 after this week, participating in co-op.
- We asked the committee to keep a lookout for other co-op opportunities.

Topic #11: Additional Items per Chair and Facilitator

Discussion:

The committee noted investigating Peabody Plumbing Supply and Leominster Plumbing Supply as options for budget planning.

Meeting Adjourned at __8:15__pm

Respectfully submitted,



Jeffrey Briggs,
Secretary

Department Liaison's Signature:



Chairperson's Signature:



Vocational Program Advisory Meeting Minutes
February 12, 2025
6:45 pm

Program: Veterinary Science

Secretary: Dr Lauren Shell

Attendance: Ms. Tara Novak CVT
Ms. Linda Shea
Ms. Victoria Silva-Olivera
Mr. Jose Silva
Ms. Kristina Carbone
Ms. Gianna Carbone
Dr. Lily Rogers
Dr. Sara Tobias

Non-Voting Teachers (& other Non-Voting)
Dr. Elizabeth West, Dr. Lauren Shell, Dr. Jen Harakiewicz,
Ms. Katie Heikkila, Ms. Angela Leak CVT

Topic #1: Welcome, Call to Order

Discussion: Dr. West opened with a welcome and thanks for attending.

Topic #2: Introduction of New Members

Discussion: Dr. West introduced Dr. Sara Tobias, the USDA Animal Care veterinarian for Northern New England. Dr. Tobias brings a wealth of experience as both a government and laboratory animal veterinarian.

Topic #3: Attendance and Update Contact Information

Discussion: Dr. West encouraged all members to update their contact information and to sign in on the attendance list.

Topic #4: PAC Recruitment

a. Review DESE Representation Requirements

Discussion: Dr. West reviewed the DESE requirements for representation, noting that the Committee continues to look to increase numbers from linguistic minorities, co-op placements and industry partners.

Topic #5: Review SY 2025-2026 Requested Budget

Discussion: Dr. West outlined the budget, which currently stands at \$18,701 for supplies/materials, and a total of \$27,532. Capital equipment expenditures for next year are budgeted at approximately \$1500, largely due to the purchase of an additional electric grooming table for the clinic. Professional development and college course reimbursement continues at approximately \$4800 for staff.

Topic #6: Review Exploratory Results

Discussion: Dr. West presented the Exploratory results. We had 147 students explore Vet Sci, down from 171, likely due to fluctuating student interest. 27 students chose VS as their first choice, of which 20 were matriculated. This compares to 25 in 2024, 27 1st in 2023, and 26 in 2022. 85 students numbered VS in their top 6.

Topic #7: Review/Update Five-Year Plan (as needed)

a. Proposed New Equipment/Software/Technology Purchases

Discussion: Dr. West reviewed the 5 yr plan and asked all committee members for input as to any additions or changes. Mrs. Carbone asked about the supply of stethoscopes for the purposes of teaching, Dr. West, Dr. Harackiewicz, and Dr. Shell discussed the current supply and use of half a dozen stethoscopes for learning to find and hear a heartbeat, and record a heart rate. Dr. Rogers asked about our Recover CPR course, Dr. West talked about how seniors are required to certify for Recover, and our partnership with VCA and their BLS training that has occurred annually at the Monty Tech Vet Clinic. Dr. Rogers talked about leading a CPR lab for seniors.

Topic #8: Review and Discuss Perkins V Survey Results From Fall Advisory Meeting

a. Discuss Potential Improvements

b. Areas that Scored Lower than Expected, and Why

Discussion: Dr. West reviewed the Perkins Survey results, which showed high marks in all categories. She discussed the need for a wider range of Advisory members, co-ops and experiences for students in the underrepresented areas of our industry. Dr West stressed how much curriculum time is spent on the diverse sub-industries of veterinary medicine. She also thanked the members who completed the survey.

Topic #9: Complete Programmatic Review

Discussion: Mrs. Carbone presented the review to the committee and requested to complete it with the committee, eliciting comments and feedback as attached. It was discussed and all members agree that the committee is striving to increase diversity on the PAC, which is indicative of the industry in general as well.

Topic #10: Co-op Numbers

a. Companies hiring Coop Students


Discussion: Dr West reported the expansion of co-op numbers to 14 seniors, with 3 seniors still interested in going out. There has been an increase in the number of sites to 13. Dr West introduced the affiliation program, which currently has 1 student at Central Animal Hospital, and hopes to place another in March. Dr. Shell discussed the current junior plans for co-op. Mrs. Carbone asked about the general timeline for students to go from reaching out to a co-op site to being hired and starting co-op, and Dr. West and Dr. Shell agreed that the average time is approximately 6 weeks.

Topic #13: Additional Items per Chair and Facilitator

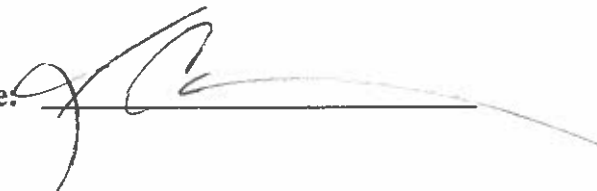
Discussion: Junior student Gianna Carbone discussed her classmates' desire to look into more sites for co-op, including possible sites for dog training, shelters, and exotics facilities.

Meeting Adjourned at 7:48pm

Respectfully submitted,


(your signature)
PRINTED NAME Kristina Carbone

Department Liaison's Signature: _____

Chairperson's Signature:  _____

Vocational Program Advisory Meeting Minutes
February 12, 2025
6:45 pm

Program: Welding and Metal Fabrication

Secretary: Heather Gray

Attendance:

David Dowland: Local 4 Pipefitters & Worcester Tech.
Devin Gulliver: Local 37 Iron Workers
William Hanley: Steel Fab Inc.
Noah Johnson: Student and Tim's Fabricators (Co-op)
Richard Nelson: Randolph & Baldwin
Marcus Cintron: Steel Fab Inc.
Phillip Mailhiot: Steel Fab Inc.

Teachers (Non-Voting)
Timothy Wright
Seth Michaud

Topic #1: Welcome, Call to Order

Discussion: Committee was welcomed and thanked for their time and participation to our Advisory Committee.

Topic #2: Introduction of New Members

Discussion: Reintroduced two new members to our committee: William Hanley a 2019 alumni representing Steel Fab. Inc, and Richard Nelson a 2002 alumni representing Randolph & Baldwin.

Topic #3: Attendance and Update Contact Information

Discussion: Committee members were asked to sign in, check each representation that best fits, and update contact information.

Topic #4: PAC Recruitment

a. Review DESE Representation Requirements

Discussion: It was discussed that the committee is always looking for new recruits to join our Advisory Committee but more specifically looking for non-traditional, racial/ linguistic minority, or a person with disabilities.

Topic #5: Review SY 2025-2026 Requested Budget

Discussion: Committee members were shown the department totals for the proposed budget for the 2026 school year. The comparison from the 2025 to the 2026 budget in Welding Supplies and Materials increased by 5% due to the nature of metal price variances.

Topic #6: Review Exploratory Results

Discussion: The committee member were please and slightly disappointed in the freshman exploratory results. While we did fill the program with 1st, 2nd, and 3rd choices but we did break our 7 year streak of all 1st choice students.

Topic #7: Review/Update Five-Year Plan (as needed)

a. Proposed New Equipment/Software/Technology Purchases

Discussion: After the Fall Advisory meeting, the Multimatic welding machines were listed as next years proposed purchase for the five-year plan. As mentioned in the last meeting, the committee would like to see the curriculum change in freshman to begin GMAW welding on light gauge metal.

Topic #8: Review and Discuss Perkins V Survey Results From Fall Advisory Meeting

a. Discuss Potential Improvements

b. Areas that Scored Lower than Expected, and Why

Discussion: The Perkins V survey discussion was limited to the nature that no advisory members completed the survey. It was discussed the importance of why we need to complete this survey in order to receive additional funding for program IRCs.

Topic #9: Complete Programmatic Review

Discussion: The Advisory chair was given the programmic review to complete.

Topic #10: Co-op Numbers

a. Companies hiring Coop Students

Discussion: The committee was impressed with the amount of students placed on Co-op. At this time there are 13 out of 17 senior students employed and 2 junior students. It was expressed that this is the greatest number of students to date out on Co-op.

Topic #11: Additional Items per Chair and Facilitator

Discussion: Additional items that were mentioned to the advisory committee were:

- All junior students passed and earned the Hot Work Certificate.
- The Welding and Metal Fabrication program was nominated by Airgas for a \$10,000 Grant.
- Freshman/ sophomore teacher, Seth Michaud recently obtained his Preliminary Teaching License
- Update on the 270 building project and pictures of completed work, which included: 2 staircases with hand rails, 24 sections of guardrails for upper mezzanine, 6-13 foot roof support columns, and 2-9 by 12 foot structural frames for concrete deck entrance.
The remaining items to be made include: 3 guardrails and 3 handrails for the staircases leading to the mezzanines.

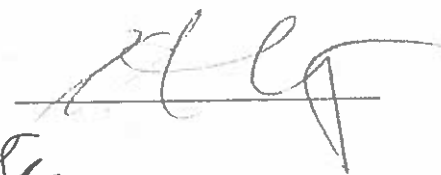
The committee members were impressed with the amount of work the students had completed, especially with a skeleton crew of seniors (3) and a rotation of 5 juniors on the opposing week.

Meeting Adjourned at 8 pm

Respectfully submitted,

Heather Gray

Department Liaison's Signature:

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

Chairperson's Signature:

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