

Vocational Program Advisory Meeting Minutes
February 7, 2024
6:45 pm

Program: Advanced Manufacturing

Secretary: Mr. Kevin Killay

Attendance:

Mr. Andrew Therrien	Universal Machine
Mr. Joe Quinn	Fitchburg Welding
Mr. Justin Bertrand	Universal Machine
Mr. Ty Hurtle	NyproMold
Mr. Arik Huntoon	Student
Mr. Eric Huntoon	parent
Mr. James Clinton	Starrett

Teachers
Mr. Jay Blauser
Mr. Ryan Swift

Topic #1: Welcome, Call to Order

Discussion: Members updated their information.

Topic #2: Introduction of New Members

Discussion:

Mr. Ryan Swift was introduced as our new instructor.

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 2024-2025 Requested Budget

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

Topic #6: Review Exploratory Results

Discussion: Advanced Manufacturing had 12 new freshmen join the program.

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

a. Proposed New Equipment/Software/Technology Purchases

Discussion: The updated five-year plan was presented and approved.

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 information was presented. Technology has been a big issue for us this year and we have seen a negative impact on our program with students waiting a long time for tech issues to be resolved.

Topic #9: Review Vocational Program Assessment (wasn't available for last PAC Meeting)

Discussion: We reviewed the data from the Program assessment.

Topic #10: Complete Programmatic Review

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

Topic #11: Discuss New Framework, Essential IRCs, etc.

Discussion: The development of the new frameworks was discussed.

Topic #12: Co-op Numbers

a. Companies hiring Coop Students

Discussion: 14 of the 15 senior students are on COOP and 4 of the juniors will be out next week. We have a lengthy list of companies anticipating COOP students.

Meeting Adjourned at _8:00____pm

Respectfully submitted,



Kevin Killay

Department Liaison's Signature:



Chairperson's Signature:

Vocational Program Advisory Meeting Minutes
February 7, 2024
6:45 pm

Program: Automotive Collision Repair and Refinishing Technology

Secretary: Peter Gallant

Attendance: Mr. Michael Nault from D&G Auto Body Supply
Mr. Justin Blaisdell from Car Star of Fitchburg
Mr. Keith Brown from Como's Auto Body Inc – Former Student
Mr. Michael Como from Como's Auto Body Inc – Former Student
Mr. Michael Robichaud from Nashoba VTIS – Former Student
Mr. Henry Baker from Bakers Towing
Mrs. Carol Baker from Bakers Towing
Ms. Abigail Tupper – Former Student
Mr. Bill Weaver – Coca-Cola
Mr. Scott Piepiora – West Fitchburg Auto Body – Former Student
Mr. Michael Williams – West Fitchburg Auto Body
Mr. Brendan Morrison – CJ's Auto Body – Former Student
Mr. Sergio Carrion – American Auto Body – Former Student

Non-Voting Teachers (& other Non-Voting)

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

Topic #1: Welcome, Call to Order

Discussion: Everyone was welcomed and the meeting was called to order.

Topic #2: Introduction of New Members

Discussion: All new members were introduced.

Topic #3: Attendance and Update Contact Information

Discussion: Attendance was taken and all members that were present updated their personal 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 2024-2025 Requested Budget

Discussion: The budget was reviewed with the board was pleased that budgets are 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 with 23 first choices. Our fill number is 18, leaving 5 students on a waiting list.

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. 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 stated that if we get the new spray booth outside “it will be game changer for the shop”. The new booth would add extremely valuable floor space to a very over-crowded shop.

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

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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: Program is large enough to support a community learning environment with peers. 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: **Review Vocational Program Assessment (wasn't available for last PAC Meeting)**

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

Topic #10: **Complete Programmatic Review**

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

Topic #11: **Discuss New Framework, Essential IRCs, etc.**

Discussion: We reviewed the new Frameworks and the board thought a few additional items could be put in, but for the most part was pretty good.

Topic #12: **Co-op Numbers**
a. Companies hiring Coop Students

Discussion: We have two Seniors on co-op and two working on going out. We have one Junior on co-op and three others very close to going out.

Topic #13: **Additional Items per Chair and Facilitator**

Discussion: I-CAR \$25,000.00 tool grant is fantastic news and will help update tools in the shop.


Meeting Adjourned at 8:40 pm

Respectfully submitted,

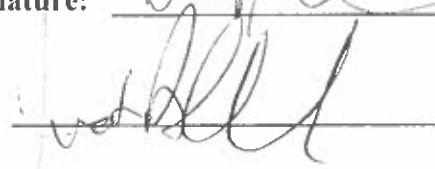
(your signature)

PRINTED NAME

Department Liaison's Signature:

A handwritten signature in dark ink, appearing to be "Daryl K.", written over a horizontal line.

Chairperson's Signature:

A handwritten signature in dark ink, appearing to be "J. Hall", written over a horizontal line.

Vocational Program Advisory Meeting Minutes
February 7, 2024
6:45 pm

Program: Automotive Technology

Secretary: Matthew La Rose

Attendance: Mr. Ron Alger (Worcester Tech), Ms. Natasha Allen , Mr. James Kane (Bouchards Auto Group), Laney Kozak (Automotive Technology Student), Mr. Matthew Kozak (Owner Kozak Auto Brokers), Mr. Scott Patacchiola (ECOAUTO), Mr. Charles Pearson (Pearson Consulting), (Mr. Steve Salvatore (Salvadore Auto Group), Mr. Jason Turho (Jay's Automotive) Mr. Lucas Terho (Jay's Automotive), Mr. Paul Wagner (Nashoba Tech), Jeremy Wurlitzer (ECOAUTO)

Teachers: Mr. Matt La Rose, Mr. George Russell, Mr. Andrew Theobald.

Topic #1: Welcome, Call to Order

Discussion: Members were directed from the shop area into the classroom area and the meeting ensued.

Topic #2: Introduction of New Members

Discussion: We introduced a former member who has returned as an advisory member, Mr. Steven Salvatore owner of the Salvatore Auto Group. We also introduced a new member, who is a former student and graduate of our program, Mr. Jeremy Wurlitzer. A third new member was introduced Ms. Natasha Allen and she is employed at Bouchard Honda.

Topic #3: Attendance and Update Contact Information

Discussion: We distributed the attendance roster and the membership reviewed their data as well as filling out the appropriate Composition and Representation categories. Several new members were added to our committee.

Topic #4: PAC Recruitment

a. Review DESE Representation Requirements

Discussion: The membership discussed our current state of the advisory committee. It was determined that with the recent membership additions have allowed us to become completely compliant with the PAC requirements.

Topic #5: Review SY 2024-2025 Requested Budget

Discussion: The budget was reviewed and accepted by the membership.

Topic #6: Review Exploratory Results

Discussion: We discussed our sixteen incoming freshman class members. The membership also discussed the departure of one of our instructors at a key recruitment period and the impact of two instructors for the entire four classes. The membership held discussions on the recent hurdles they are are facing at their schools.

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

a. Proposed New Equipment/Software/Technology Purchases

Discussion: The committee reviewed the 5 year plan and provided input on our selections. Discussions involved equipment changes in industry and how the push for full electric is impacting equipment needs. The five year plan was accepted as submitted.

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: Members discussed the survey and found that the program had scored very well in all categories. The committee was pleased to see the rankings.

Topic #9: Review Vocational Program Assessment (wasn't available for last PAC Meeting)

Discussion: We reviewed the program assessment and the membership made note of two areas that ranked needs improvement. During that discussion the committee felt that elements 2 and 5 are very difficult to obtain a Proficient rating. Some of the membership stated that they would have difficulty meeting those expectations in their own educational facilities.

Topic #10: Complete Programmatic Review

Discussion: Mr. James Kane addressed the committee and discussed the twenty three areas of the review and collected the responses after discussion of each topic. The membership asked several questions about question ten and wanted to know if the instructors were given access to the classroom area again. In the past the shop had full use of the classroom attached to the shop. Over the years the use of the classroom was slowly diminished and eventually no time was allocated any time for classroom use. Over the last few years the instructors are forced into teaching in the shop area itself. It makes for a difficult learning environment when the noise of shop equipment is prevalent. Their concern is that the noise may impact students that have special educational classroom requirements that call for an environment without distractions.

Topic #11: Discuss New Framework, Essential IRCs, etc.

Discussion: Framework discussions were held and how much it aligns with the ASE Youth Education Foundations core curriculum. The state has not updated the Automotive Technology strand, therefore new topics were not discussed.

Topic #12: Co-op Numbers

a. Companies hiring Coop Students

Discussion: The membership was informed that there are seven seniors out on Co-Op. The junior class just became eligible for Co-Op and as of the meeting there were no juniors out as of the date of the meeting. The committee stated that the need for technicians is staggering and that there is an severe industry shortage.

Topic #13: Additional Items per Chair and Facilitator

Discussion: The membership began discussions about the loss of one of our instructors. They asked how difficult it was to work with the students with only two instructors and if it impacted shop safety. Long standing members brought up the fact that the shop has been operating with only three instructors when there were four instructors for many years. They brought up their concern for the overall safety in the shop. They asked about teacher duties and how often all three instructors are on the shop floor. With a related period and one prep period for each instructor that equates to four periods a day with two instructors and up to 40 students. The membership said they were very concerned about student safety especially considering that cars are in motion throughout the day and that instructors can not be everywhere at once.

Meeting Adjourned at 7:45pm

Respectfully submitted,

Matthew LaRose

Department Liaison's Signature:



Chairperson's Signature:



Vocational Program Advisory Meeting Minutes

February 7, 2024

6:45 p.m.

Program: ***BUSINESS TECHNOLOGY***

Secretary: Angela Ikonen, Business Technology Liaison

Magela Correa	Department of Developmental Services – <i>Chairperson</i>
Brittany Haley	Leominster Credit Union
Carley LeBrecque	Self Employed
Neiva LaBrecque	Research Results
Elizabeth Malouin	Student, Class of 2026
Lisa Malouin	Parent of Elizabeth Malouin
Juha Valikangas	Entegris

Teachers: Non-Voting

Brittany Brassard, Business Technology Instructor

Angela Ikonen, Business Technology Instructor / Liaison

Topic #1: ***Welcome, Call to Order, Attendance, Update Contact Information***

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.
- ❖ 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 2024-2025 Requested Budget***

Discussion:

- ❖ Discussion took place regarding the requested budget.

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

Discussion:

- 22 freshmen in Business Technology (14 male, 8 female)

▪ 1 st	23	▪ 4 th	29
▪ 2 nd	20	▪ 5 th	17
▪ 3 rd	24	▪ 6 th	14
- Ms. Brassard spoke regarding exploratory.
- Each week has been very busy with full groups.

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

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

Discussion:

- ❖ There were 17 categories.
- ❖ Nine categories, we scored 100%
- ❖ Two categories, we scored 97%
- ❖ Six categories, we scored 94%

Topic #7: *Review Vocational Program Assessment*

Discussion:

- ❖ Discussion focused on Element #5 (Trends/Direction of Program/Projection).
- ❖ We are determined to get out of "Needs Improvement" and into "Proficient".

Topic #8: *Complete Programmatic Review*

Discussion:

- ❖ Required from DESE for each Advisory program to complete each year.
- ❖ Discussion and review took place.

Topic #9: *Co-Op Numbers*

a. Companies hiring Co-Op Students

- ❖ Seniors on Co-Op at the following sites:
 - Alario & Associates, Leominster
 - Bread of Life Church, Westminster
 - P.J. Keating, A CRH Co., Lunenburg
 - Monty Tech Athletic Department
 - Monty Tech Business Office
 - Monty Tech Media Department
 - NyproMold Inc., Clinton
 - Tricia Vorderstrasse, MD Family Practice, Gardner
- ❖ Juniors became eligible after 2nd quarter grades.
- ❖ At this time, there are 3 pending interviews with the following:
 - Monty Tech Athletic Department Assistant
 - Monty Tech Co-Op Coordinator's Assistant
 - Monty Tech LPN Program Office Assistant

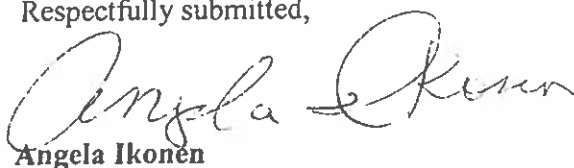
Topic #11: *Additional Items per Chair and Facilitator*

Discussion:

- ❖ Career Fair – Wednesday, February 14 at Memorial Middle School
- ❖ Open House – Thursday, March 7
- ❖ Donors Choose Wish List

Meeting Adjourned at 8:00 p.m.

Respectfully submitted,



Angela Ikonen
Business Technology Instructor / Liaison



Magela Correa
Department of Developmental Services
Business Technology Chairperson

Vocational Program Advisory Meeting Minutes
February 7, 2024
6:45 pm

Program: Cabinetmaking

Secretary: Joe Bulger

Attendance:

Mike Pandiscio - Sterling Surfaces
Amy Putney - Glenwood Kitchens
Brandon Paul - Woodmeister Corp.
Benjamin Schmidt - Student
Frank Schmidt - Parent of Student

Teachers (Non-Voting)
Michael Dion
Joe Bulger

Topic #1: Welcome, Call to Order

Discussion:

Mr. Dion made a motion to start the meeting at 7:21 and welcomed everyone for coming. Mr Pandiscio from Sterling Surfaces 2nd.

Topic #2: Introduction of New Members

Discussion:

Mr. Dion welcomed and introduced Brandon Paul from Woodmeister. Informed everyone Brendon is a graduate of cabinetmaking and went to Keene State for his bachelor degree. He is currently working at Woodmeister and has enjoyed returning to the trade. Brandon filled out an advisory member letter of intent form and would like to become a permanent member.

Topic #3: Attendance and Update Contact Information

Discussion:

Mr. Dion asked everyone present to please sign and update the attendance sheet if necessary. No further discussion was needed.

Topic #4: PAC Recruitment

a. Review DESE Representation Requirements

Discussion:

Mr. Dion reminded everyone of the requirements and asked for everyone's help in continuing to recruit members throughout the year. Once again addressed that even though our committee does not consist of a person with disabilities, Cabinetmaking still meets the requirement due to several members within our PAC having many years of experience being ADA compliant within their companies.

Topic #5: Review SY 2024-2025 Requested Budget

Discussion:

Cabinetmaking's budget submitted for the 2024-2025 school year was \$58,297.41 down by \$3,652.08 from last year. Once again one of the largest consumable items used is the Eastern White Pine devoted primarily to the freshman explore and underclassman projects. With a cost of \$19,520.00 it makes up for 33 percent of the total budget. Most other consumables have leveled off since Covid, but like everything, inflation is still up.

Cabinetmaking keeps material in inventory for live jobs that are requested from the public and municipalities making it more efficient to produce work faster for students to complete. Once jobs are completed, invoices are written to recoup the cost of material used. Cabinetmaking has collected over \$7,000.00 year to date.

Topic #6: Review Exploratory Results

Discussion:

Mr. Bailey wasn't present to go over the Freshman explore numbers but we were still able to report the shop filled with 17 first choices and 1 second. Overall the freshman explore did very well with positive interest.

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

a. Proposed New Equipment/Software/Technology Purchases

Discussion:

Committee agreed to keep the five year plan as is with the recent update after receiving the generous donations from an anonymous donor. Brandon Paul made a comment about their company purchasing a new Martin shaper. Mr. Dion asked how they liked it, so far so good and that some of the Martin equipment built for the cabinet making industry is of very high standard.

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. Dion read off the results and also handed them out for everyone to review. We only had a total of 4 responses but we were rated with a 5 in all areas with the exception of a few marked with a 4. However, one was marked as a 2 under: Program is large enough to support a community learning environment with peers. Program has no fewer than 6 students in each grade. The committee believes that this question may have been miss understood. The beginning of the question asks if the program is large enough to support a community learning environment, while the second part of the question asks if the program has fewer than 6 students in each grade. Cabinetmaking is hurting for space but at the moment, Cabinetmaking has a total of 18 students in each grade level. Unfortunately, Victoria Bailey was not here to comment for her reason of a 2.

Topic #9: Review Vocational Program Assessment (wasn't available for last PAC Meeting)

Discussion:

Mr. Dion handed out the Vocational Program for the committee to review. Cabinetmaking scored either proficient or exemplary in all elements of the assessment. Committee agreed, no further discussion was necessary.

Topic #10: Complete Programmatic Review

Discussion:

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

Topic #11: Discuss New Framework, Essential IRCs, etc.

Discussion:

Mike Pandiscio stated they may do an onsite training for forklift hoisting. Brandon Paul stated that he took a train the trainer course for hoisting and he is the trainer and safety officer at Woodmeister. Students would have to be 18 years of age and with a hoisting license it would need to be renewed every three years.

Topic #12: Co-op Numbers

a. Companies hiring Coop Students

Discussion:

Co-op numbers have stayed consistent over the last few years with 8 seniors currently out and 2 more expecting to head out soon. For juniors, there are 2 out now and another 3 are hoping to start over February vacation.

Co-op sites hiring are Sterling Surfaces, 9-Points, Maki, Woodmeister, Blessington, Triumph, and Wide Angle Design. Amy Putney from Glenwood said business is good but their workforce is rather stable at the moment and there has not been a need for a co-op student at the moment.

Topic #13: Additional Items per Chair and Facilitator

Discussion:

Tech issues have been problematic this year. Computers work and stop working after losing their network license to Alphacam. Tech office has been helpful as possible but unfortunately, the issue keeps happening. The instructors have noticed the biggest change in problems after the school wide data breach.

Meeting Adjourned at _8:08_pm

Respectfully submitted,

Michael Dion
PRINTED NAME

Department Liaison's Signature:

M. Dion

Chairperson's Signature:

Vocational Program Advisory Meeting Minutes
February 7, 2024
6:45 pm

Program: Cad Drafting and Design

Secretary: Jesse Veinotte

Attendance: Emmanuelle Cook - Student on Co-op
Anthony Celularo- BIM Coordinator, Phoenix Contracting
Diethmar Fajardo- Mechanical Engineer, Prime Metals
Brendon Martinez- BIM Coordinator
John Mulhall- Civil Engineer
Cian Quinn, Student on Co-op
Jared Quinn, Parent of student (Cian Quinn)
Nicholas Varieur - Tyco Simplex Gorrell
Steven varieur - Space Age Technologies

Teachers: Michael Robichaud, Jesse Veinotte

Topic #1: Welcome, Call to Order

Discussion: Meeting started by 6:30 after another great meal.
Shop tour for member and new attendees

Topic #2: Introduction of New Members

Discussion: Two new members were introduced and gave a short preview of their experiences

Topic #3: Attendance and Update Contact Information

Discussion: Attendance sheet was signed and categories were explained

Topic #4: PAC Recruitment

a. Review DESE Representation Requirements

Discussion: The criteria for new members was discussed and new member form were submitted to the members to attain new members

Topic #5: Review SY 2024-2025 Requested Budget

Discussion: The 5 year plan was discussed and we reported on the new printers that we received as well as the 3 new 3D printers that are being used in the trade. Informed the members of the new Roland print/cut machine to replace the 20 year old cutting machine. Discussion of other items waiting to receive (chairs)

Topic #6: Review Exploratory Results

Discussion: Reviewed and discussed lower freshman numbers this year. Some updates next year to increase enrollment: changes to format for Pre-explore, create a video of student projects and activities, junior students involved in group projects and mentoring and updating projects.

Technology issues need to be resolved for better freshman experiences.

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

a. Proposed New Equipment/Software/Technology Purchases

Discussion: Proposed new equipment/ software and technology

Discussed new furniture, venting for Metal printing 3D printer and hand held scanners and measuring devices used in industry

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 reviewed and choices were made after discussion of topics. A larger space is needed for our class size and equipment needs. Venting of Fab Lab needs to be addressed. Technology issues need to be fixed in a timely manner

Topic #9: Review Vocational Program Assessment (wasn't available for last PAC Meeting)

Discussion

The Vocational Program Assessment results were discussed and areas were addressed. The only area that needs to be addressed is the Advisory member classifications and our 2 new members help improve that category ratings.

Hopefully the new Freshman Explore modifications will attract more students next year.

Topic #10: Complete Programmatic Review

Discussion: Programmatic review areas were discussed and members reached an agreement on all topics.

Topic #11: Discuss New Framework, Essential IRCs, etc.

Discussion: Frameworks in our trade area have not changed as of late

Topic #12: Co-op Numbers

a. Companies hiring Coop Students

Discussion: We currently have 4 seniors out on Co-op and 1 Junior student. Companies hiring our students are Starrett Tools, Hood distribution, Alpha 7 Engineering, Continental Woodcraft, Central Mass Real Estate

Topic #13: Additional Items per Chair and Facilitator

Discussion: a. consider purchasing new CNC tabletop machines to teach for job placement.

b. Collaboration with the House carpentry program and Habitat for Humanity in the house building and design

c. Teach the area of Topographical Grading Plans and Survey information to prep for Civil Engineering job placement

d. Advisory member to visit school as guest speakers to talk about their careers and possible field trips to their current projects

e. Consider purchase of Existing Condition Scanner for building models using the *Trimble software* program.

f. Technology issues are ongoing throughout the year: Virtual Reality goggles not working due to software being eliminated and not reinstalled, Printer drivers not being correctly installed, CPU performance issues, Laptops out of date, Smart board not connected to teacher CPU, and missing software on various computers.

g. Consider using *BlueBeam* software for 3D PDF interaction, *Revisto* software for BIM technologies

Meeting Adjourned at 7:45pm

Respectfully submitted,
Michael Robichaud

PRINTED NAME



Department Liaison's Signature: Michael Robichaud

Chairperson's Signature: _____

Vocational Program Advisory Meeting Minutes
February 7, 2024
6:45 pm

Program: Cosmetology

Secretary: Stephanie Delphia

Attendance: Members: Marianis Colon
Heidi Ash
Shannon Demont
Sarah Jacobs

Teachers: Lirazol Alie
Stephanie Delphia
Jennifer James - Philbrick
Carrie Shepard

Topic #1: Welcome, Call to Order

Discussion: Review the agenda for the February Advisory meeting. Lirazol Alie provided the "To Do List" for the chairperson and members.

Topic #2: Introduction of New Members

Discussion: All members were current members.

Topic #3: Attendance and Update Contact Information

Discussion: Sarah Jacobs filled out the form as she was not listed on the attendance sheet.

Topic #4: PAC Recruitment

a. Review DESE Representation Requirements

Discussion: Lirazol introduced DESE representation as to what is missing from our committee: Person with Disabilities, Non-traditional by Gender, Organization Labor, and Post Secondary. Shannon Dumont is now an educator and can now fulfill the requirements of a post-secondary educator.

Topic #5: Review SY 2024-2025 Requested Budget

Discussion: 6:59

Marianis Colon questions, "What is the donation process?" Marianis would like to bring in donations. Shannon Dumont is thanked for her multiple contributions and continues to commit to donating to the school from her vendors who offer free merchandise and tools. Lirazol reviewed next year's budget.

Topic #6: Review Exploratory Results

Discussion: Exploratory results were shared, and Sarah Jacobs asked what has changed since she was there, namely that there was a loss of first-choice students. The instructors clarified how the numbers are improving with the increase of six first-choice students from 2022 to the current year.

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

a. Proposed New Equipment/Software/Technology Purchases

Discussion: Lirazol updated the advisory committee on the design of our program. Lirazol indicated that the department has a shared Google sheet for pertinent information that each instructor would like for their areas. Marianis Colon asked, "Have we started creating a wish list for the shop renovations?" Shannon asked, "How many students do we currently have for the space redesign, and is it going to change?" Lirazol responded that our number request will not go down as we have asked. However, it should not also go up based on the lack of space.

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

a. Discuss Potential Improvements - Lirazol discussed the Perkins survey and the overall rating was Proficient.

b. Areas that Scored Lower than Expected, and Why

Discussion: Shannon Dumont indicated, "The survey that went out was not specific to the provided rubric." Lirazol went over the survey and spoke about the areas that need improvement.

Discussion on what needs to be improved in cosmetology to receive proficient:

Trends/Direction of Program recruitment will need to receive 24 first-choice 9th graders and maintain that status through senior year.

Topic #9: Review Vocational Program Assessment (wasn't available for last PAC Meeting)

Discussion:

Shannon- Guest Experience should be necessary to student practice. Are there opportunities for student training on Guest Experience and what clients value during their experience in the salon? It's not just about the service itself but the experience during the service. It should be a memorable experience for the client. Examples include providing a hand massage, scalp massage with shampoo, aroma therapy with essential oils, etc. Students could follow up with feedback/reviews from the clients.

How many students are on Co-op?

Marianis- Are students taking clients every day? Would there be an improvement if students had clients in their chairs?

Topic #10: Complete Programmatic Review

Discussion: Marianis Colon filled out and signed the form.

Topic #11: Discuss New Framework, Essential IRCs, etc.

Discussion: Lirazol indicated that there is nothing new within our frameworks and that it is currently still in draft form. She provided the link to the committee.

Topic #12: Co-op Numbers

a. Companies hiring Coop Students

Discussion: Currently, six of the 14 licensed students are on co-op. Five students have experienced externships. Great Clips and Rituals Salon has been a great contributor to Cosmetology in both providing opportunities for employment and participating in the Job Shadowing Program.

Topic #13: Additional Items per Chair and Facilitator

Discussion: Sarah Jacobs - Back to the topic "Needs Improvement."

Are students participating in the Barbicide Certification?

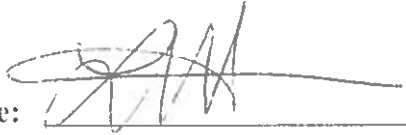
Heidi- I've been hearing about the Vocational Lottery System and their admission policies. Diversity is important. You want students who want to be here, and how are they screening students?

The committee had more discussion on Capital Planning for approval for \$40k as to when the new design would be ready.

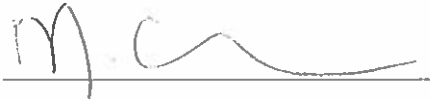
Respectfully submitted.

Lirazol Alie

Department Liaison's Signature:

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

Chairperson's Signature:

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

Vocational Program Advisory Meeting Minutes
February 7, 2024
6:45 pm

Program: Culinary Arts

Secretary: Nancy Despres

Attendance: Evan Martin – Executive Chef DoubleTree Hotel Boston
Rebecca King – Crossroads Pub Templeton
Zack Connors – Manager Gardner Ale House
Meghan Young – Student Representative

Michael Banks
Nancy Despres
Sean Lowe
Adam Taylor

Topic #1: **Welcome, Call to Order**

Discussion: We started our meeting by thanking everyone in attendance and letting them know that we appreciate their support of our program.

Topic #2: **Introduction of New Members**

Discussion: Everyone introduced themselves and gave a brief overview of their jobs.

Topic #3: **Attendance and Update Contact Information**

Discussion: Everyone confirmed their contact information and signed the attendance form.

Topic #4: **PAC Recruitment**

a. Review DESE Representation Requirements

Discussion: We asked our committee members to please forward contact information of anyone who would be interested in joining our Advisory Committee.

Topic #5: Review SY 2024-2025 Requested Budget

Discussion: The budget for 2024-2025 school year was reviewed with our Advisory committee.

Topic #6: Review Exploratory Results

Discussion: Exploratory results were reviewed with the committee, 9 students chose Culinary as their first choice, 10 students chose it as second choice, 14 chose it as third choice. Fourteen students are currently enrolled in the Culinary freshmen class.

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

a. Proposed New Equipment/Software/Technology Purchases

Discussion: The five-year plan was reviewed. Items noted on the plan include a new pot washing machine, a new rationale oven and a fryolater for gluten free items.

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 results were reviewed. The committee felt the results were accurate and positive. There were no areas of concern.

Topic #9: Review Vocational Program Assessment (wasn't available for last PAC Meeting)

Discussion: The Vocational Program Assessment was reviewed with the committee. The two areas of needs improvement both are due to Culinary Arts not filling with 1st, 2nd and 3rd choice students for the past 3 years. A conversation continued on this topic, with the main point being that the restaurant industry has been hurting since the pandemic and a lot of vocational schools are unfortunately seeing the same trend.

Topic #10: Complete Programmatic Review

Discussion: The Annual programmatic review was completed by the Advisory Committee. There were no areas of concern.

Topic #11: Discuss New Framework, Essential IRCs, etc.

Discussion: There has not been any update to the Culinary frameworks. Junior students are getting ready to take the Servsafe exam and will also take the Allergen Training course. Freshmen students will be starting the 10 hour OSHA training soon.

Topic #12: Co-op Numbers

a. Companies hiring Coop Students

Discussion: We currently have one Senior student on co-op at Blueprint Restaurant in Westminster.

Topic #13: Additional Items per Chair and Facilitator

Discussion: It was noted that we have a field trip planned in April to take the Junior class to visit Johnson and Wales University in Providence Rhode Island.

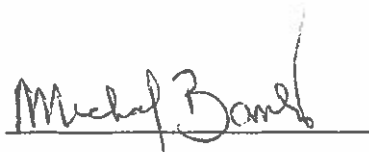
Meeting Adjourned at 7:45pm

Respectfully submitted,



Nancy Despres

Department Liaison's Signature:



Chairperson's Signature:



Vocational Program Advisory Meeting Minutes
February 7, 2024
6:45 pm

Program: Dental Assisting

Secretary: Tracie Wright

Attendance:

Kaitlyn Geise-Community Health Connections
Maria Laford-Community Health Connections
Nicole Guertin-Community Health Connections
Tammera Reynolds-Ultradent
Wendy Lashua-Community Health Connections
Amy Wilder-parent
Ben Wilder-student
Dr. Benjamin Canary-Canary Rowe Orthodontics
Dr. Brian McDowell-Private Practice
Jennifer Mullaney-Community Health Center of Franklin County
Cynthia Cadoret-MWCC
Lynn Alicia-Hygiene
Dr. Marjorie Rapose-Appleseed Dental

Teachers: Tracie Wright
Michelle Salvanelli

Topic #1: Welcome, Call to Order

Discussion: Meeting called to order at 7:04pm.

Topic #2: Introduction of New Members

Discussion: Introduction of new and old members.

Topic #3: Attendance and Update Contact Information

Discussion: Updated attendance and contact information for all members present.

Topic #4: PAC Recruitment

a. Review DESE Representation Requirements

Discussion: Reviewed requirements and asked members if they knew of anyone who may be interested.

Topic #5: Review SY 2024-2025 Requested Budget

Discussion: Michelle showed the budget requested for FY23/24 and the breakdown and compared it to our actual spending. For FY24/25 we expect to spend about \$67,250 in the upcoming year. Brian pointed out that it doesn't make sense to have 3 equipment categories. Michelle explained that we do not make these categories and are unsure why. Discussed possibly using the professional development for out of state PD.

Topic #6: Review Exploratory Results

Discussion: Michelle reviewed explore results with 11 first choice, 2 second choice, 2 third choice and 1 fourth choice. We filled our slots for freshmen.

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

a. Proposed New Equipment/Software/Technology Purchases

Discussion: Michelle showed the group the current 5 year plan. Ben asked if the shop would get a finished update by updating the lab and the cabinets on the back wall of room 109 as well as making 16 workstations for 109. Michelle has put in for the workstations and will look into getting the cabinets updated to match the rest of the shop.

Tammera mentioned that Itero may donate or rent to own a digital impression scanner. She can get us more information on that.

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: Michelle showed the survey to the group and discussed the ratings.

Cynthia asked about the articulation for hygiene program and is concerned that our existing articulation agreement may be expired. Michelle will look into it.

Asked the group if they have any recommendations for improvement in any areas. They had no recommendations.

Topic #9: Review Vocational Program Assessment (wasn't available for last PAC Meeting)

Discussion: Michelle showed the group the assessment and went over all of the ratings. Only one area of needs improvement due to not having all first and second choice students. Michelle explained that it's really not predictable how many students will choose the shop. This is an anomaly for dental. All other standards are proficient and exemplary.

Topic #10: Complete Programmatic Review

Discussion: Had the group complete the review. Brian went over each part with the group as a whole.

Topic #11: Discuss New Framework, Essential IRCs, etc.

Discussion: Brian mentioned he had seen the new frameworks and wrote a detailed letter to the state on how they should revise them to exclude the excessive equipment.

New industry standards have formally trained students register with the state of MA as dental assistants. Michelle assists the students with completion of this during senior year.

New IRC would be from CDC in Infection Control and it is free. All sophomores have completed this program and juniors will complete it this semester.

BORID is still struggling with the state about having graduates licensed before the age of 18 when they have already graduated.

Topic #12: Co-op Numbers

a. Companies hiring Coop Students


Discussion: Currently there is one junior on co-op. For seniors we have 10 on co-op.

Topic #13: Additional Items per Chair and Facilitator

Discussion: Brian motioned to adjourn the meeting, seconded by Kaitlyn.

Meeting Adjourned at __8:09__pm

Respectfully submitted,



Tracie Wright

Department Liaison's Signature: Michelle Salvendy

Chairperson's Signature: Brian PPS

Vocational Program Advisory Meeting Minutes
February 7, 2024
6:45 pm

Program: Early Childhood Education

Secretary: AnneMarie Cataldo

Attendance: AnneMarie Cataldo- CDA PD Specialist
Stalyn Quinones- Little Explorers Daycare
Holly Dube- Klever Kids Preschool
Allyson Dube- Klever Kids Preschool
Julie Foshay- MOC Head Start
Emily Haenisch- Blossoming Buds Preschool
Megan Hisman- Busy Bees Preschool
Roberta LeBlanc- Birdies Family Child Care
Andi MacMillan-MOC Head Start
Amy Maguy- Parent
Carlee Mills- MWCC
Lindsey Page-Little Explorers Daycare
Maria Paulino- Busy Bees Preschool
Maureen Provost- MWCC
Cara Shutz- MOC Head Start
Cecile Tousignant- Child Tools Consulting

Teachers (Non-Voting)
Kelly Booth
Karla Boudreau

Topic #1: Welcome, Call to Order

Discussion: Karla passed around an attendance sheet.

Topic #2: Introduction of New Members

Discussion: Megan Hisman and Allyson Dube attended. New member forms will be submitted.

Topic #3: Attendance and Update Contact Information

Discussion: Karla passed around an attendance sheet.

Topic #4: PAC Recruitment

a. Review DESE Representation Requirements

Discussion: Karla mentioned that we need to meet a variety of criteria for committee members and was interested in suggestions for new members.

Topic #5: Review SY 2024-2025 Requested Budget

Discussion: Karla shared the SY 23-24 budget and compared it to the proposed SY24-25 budget. Items for SY24-25 included new texts, replacing some real care babies. Professional development was dropped due to Kelly Booth obtaining her Master's degree. Cecile T asked how the budget compares to other programs. Karla said it was difficult to compare to other programs since the materials and equipment are so different.

Topic #6: Review Exploratory Results

Discussion: Karla reviewed the explore results. 9 new freshmen enrolled in the program (6 first choice, 1 second choice and 1 third) Maureen P. asked how it was compared to last year. Karla expressed that last year there were 12 first choices and 1 third choice however the third choice student and two others have transferred out leaving 10 first choice students. She mentioned the rumor is that other shops that usually fill didn't this year. The hard trades did fill. This may be due to a higher percentage of males in the freshmen class. There are too many variables to consider.

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

a. Proposed New Equipment/Software/Technology Purchases

Discussion: Karla included a third vocational instructor to primarily work in the preschool with the high school students to allow more exposure for the 9th and 10th grade students to work in the preschool. Having a vocational instructor would help with the administrative mandate that three preschool staff have to be in the room for our students to be in there. Having this teacher would allow our students to continue to be in the room when the number of staff drops to 2. Cecile T. added it would also lower the burden of the preschool teachers so that they could focus on the preschoolers. Many committee members voiced their approval and the need for a third teacher to be used in this manner.

Real care babies will need to start being replaced as some continue to have some issues.

An infant/toddler program is still on the five year plan in hopes that we might some day get it. Cara S. asked if placing students who come to Head Start in Infant/Toddler rooms would help them gain infant/toddler DEEC certification. Karla said it might and she would look into it. At this point seniors have the option of doing infant/toddler hours. If they work with infants and toddlers senior year then they would work toward their infant/toddler CDA.

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: Committee went through the survey and reviewed areas that had 3's or lower. # 16. Program supports the development of knowledge of all aspects in industry, including management and entrepreneurship knowledge and skills, was discussed. AnneMarie mentioned that entrepreneurship is not a goal upon graduation. Students need a lot more training and education to become directors. Carlee M. said that maybe we need to start weaving information about family childcare into the curriculum.

Topic #9: Review Vocational Program Assessment (wasn't available for last PAC Meeting)

Discussion: Karla reviewed the program assessment. We were proficient and exemplary in all but the trends/direction of program projections. Karla believed that we would be moved to proficient since we took in all first, second and third choices this year.

Topic #10: Complete Programmatic Review

Discussion: The programmatic review was read and members said yes to all questions.

Topic #11: Discuss New Framework, Essential IRCs, etc.

Discussion: Karla mentioned that the ECE frameworks were last revised in 2014. The new CTE frameworks are currently starting to be developed however ECE is not included at this time.

Karla mentioned that our students work toward the DEEC preschool and possibly infant/toddler teacher certification and get first aid/cpr certified. Students also work toward the CDA credential.

Topic #12: Co-op Numbers

a. Companies hiring Co-op Students

Discussion: Karla stated that 11 students are on co-op (10 seniors and 1 junior). Four students are currently on externship (3 seniors and 1 junior) and nine juniors are on affiliation. Ten sophomores started this week going to Head Start two days a week.

Topic #13: Additional Items per Chair and Facilitator

Discussion: Karla discussed the changes that have been made to the program. She was informed at a meeting with the vocational director and preschool director that the high school program is separate from the preschool program. There must be three teachers in the room to send high school students in. Maria P. asked, "so the preschool is being run like a business and not as a lab school with the opportunity

for students to grow?" She continued with, "if this is what the administration wants, then the center should be licensed."

Karla expressed that she struggles with the separation of the ECE program and preschool. The school looks at the preschool as a service to the community and ECE students can only go in when there are 3 teachers. Cara S. asked if it was an age thing and what was the reasoning. Karla said the vocational director made the decision and his only given explanation was that he was uncomfortable with the numbers. Maureen asked if the administration is trying to eliminate the program. Cecile T. said, "if that is the case, then we need to voice our opinion on why this shop is needed. Why are changes being made to the program without consulting the advisory committee and vocational instructors."

With this turn of events, Kelly said that the students going to Head Start are truly embracing this new experience. They feel valued and supported. Mellisa M. stated that they feel like they are teachers and not just "big friends." She said that in the Monty Tech Preschool we felt like we were someone to "play" with the children and not be a teacher. Mellisa M. explained how being at Head Start has helped her to get on co-op but being in the MT Preschool is a good first step.

Maureen P. from MWCC said that college students going into their preschool were introduced as teachers. Cara S. stated the students at Head Start are empowered by staff to take on roles as a teacher.

Karla mentioned, now that students are going to Head Start we are considering mandating that the students apply and go through the process of the CDA, as they will all have well over the minimum required hours. In the past, depending on attendance and if a student is on affiliation vs. externship or co-op they may not have had enough hours.

Roberta reiterated that if the preschool is going to be separate from the program that it needs to be licensed.

Karla included that freshmen will be going on 3 field trips to Head Start to shadow and become familiar with them and that at this time the preschool is only being used on B week.

Several members thanked and expressed their pleasure with the instructors for their creative thinking to arrange the much needed hands-on training for the ECE students in spite of the latest changes.

As for community service, Karla and freshmen will be preparing a mock baby shower to benefit MOC Head Start. Donations of diapers and wipes will be collected.

The committee was asked to give suggestions for field trips. Some things that have been done are MAAEYC conferences, however they are only held on weekends now which limits the students. The Eric Carle museum is still a consideration but other field trip ideas would be welcome.

Kelly is now on the Policy council for Head Start.

Meeting Adjourned at 8:20pm

Respectfully submitted,



PRINTED NAME: Anne Marie Cataldo

Department Liaison's Signature:



Chairperson's Signature:



Vocational Program Advisory Meeting Minutes
February 7, 2024
6:45 pm

Program: Electrical

Secretary: John Bussiere

Attendance: Michael Bellabarba (MT Graduate Needham Electric Supply)
John Burke (Needham Electric)
Michael Cormier (Unitel Organized Labor)
Mark Drake (Griffin Electric)
Jason Dupuis (DMH Electric)
Jessica Fontaine (Student)
Steve Fontaine (Parent)
John Griffin (MT Graduate Applewood Controls)
Andre Martin (AMH Electric)

Absent: Kenneth Babineau (MT Grad New Horizons Technology)
Lisa Connors (Klein Tools Rep)
Matthew Hare (Electrician for Worcester State College)
Nicholas Lanciani
Michael Marini (Synergy Electric)
Joshua Page (MT Graduate owner JP Electric)
Rafael Perez (Perez Electric retired)
Robert Thrasher (Griffin Electric)
David Tully (Interstate Electric) New member

Teachers

Paul Cormier (Liaison)
John Bussiere (Secretary)
Robert Needham
Dan Brew

Topic #1: Welcome, Call to Order

Discussion: Prior to the meeting beginning, the PAC members toured the shop and looked at the curriculum in place. They were very impressed with all we do in the shop and ARM lab. Motion by Mr. Burke to make Michael Bellabarba acting chair since Jason Dupuis was unable to attend and was voted chair in the fall. Seconded by Mr. Drake. Motion passed

Topic #2: Introduction of New Members

Discussion: No new members present; no action required.

Topic #3: Attendance and Update Contact Information

Discussion: Mr. Cormier explained the attendance process and passed the attendance sheet around and also discussed the importance of the advisory committee and that although we have a formal agenda to guide us, that one of the primary goals is to look at our curriculum and advise us on current trends in the trade and inform us if the PAC feels there are items we should be teaching that we are currently lacking in. The members felt that we have a very solid teaching program in place. No action required.

Topic #4: PAC Recruitment

a. Review DESE Representation Requirements

Discussion: Mr. Cormier went over the requirements and explained the value of the PAC and the need to be constantly adding members that are currently active in the trade in various ways from day to day electricians, foreman, estimators, sales representatives and any others that may add value to the committee. No action required.

Topic #5: Review SY 2024-2025 Requested Budget

Discussion: Mr. Cormier put the electrical budget in excel format on the screen and went over the budget and explained the process, especially how supplies and materials were broken down which is our primary requirement each school year. Mr. Cormier stated the budget is still adequate and that the shop always seems to have what is needed. Mr. Cormier talked about the budget at 270 Westminster street and how that would work in conjunction with the current program. Mr. Cormier stated that the business manager recently asked all departments to order just what they really need to get by for the remainder of the year due to some possible budgeting concerns at the state level. The business manager will keep us informed. Mr. Cormier stated at this point in the school year it is not an issue as we receive our primary supplies at the beginning of the school year and it should not be of any concern. No action taken or required.

Topic #6: Review Exploratory Results

Discussion: Mr. Needham the current freshman instructor went over the freshman shop placement after exploratory. Mr. Needham stated we drew in 24 first choice students and that they all seem very happy and doing very well through the first couple of weeks in their new trade. Mr. Needham is planning on having Klein tools come in and do their annual presentation to the freshman students on proper use of hand tools and to once again offer the student a huge discount on purchasing Klein hand tools which are considered the best hand tools in the electrical trade. A few members commented on how great it was to have a large draw into the freshman class and are happy that the electrical shop will add an additional 20

students to the program with the 270 Westminster street project under way. No action taken or 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 and started a discussion. After discussion Mr. Martin made a motion to remove one item and add two new items. The new items are replacing the original window blinds in the shop and ARM lab with either new blinds or window screens and to purchase electrical meter mains to add to the electrical service projects which is a big thing in the trade right now. Motion seconded by Mr. Drake. Motion passed.

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 went over the survey results and discussed member concerns. There were no major concerns after discussion. No action required

Topic #9: Review Vocational Program Assessment (wasn't available for last PAC Meeting)

Discussion: Mr. Bellabarba went through the assessment with the members. No action required.

Topic #10: Complete Programmatic Review

Discussion: Mr. Bellabarba reviewed the assessment with the members. No action required.

Topic #11: Discuss New Framework, Essential IRCs, etc.

Discussion: Mr. Cormier put the new frameworks on the screen and did a quick review of the history and changes and that our program is in alignment with any new requirements. No action required

Topic #12: Co-op Numbers

a. Companies hiring Coop Students

Discussion: Mr. Cormier went over the coop numbers with the members. Coop is very strong currently. Most seniors are on Coop and currently six juniors will be out and many more have been doing interviews. Mr. Cormier talked about the fact that we have a lot of partners in the trade that employ our students. Many members were impressed with the number of students on Coop. No action required.

Topic #13: Additional Items per Chair and Facilitator

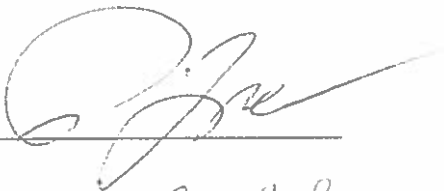
Discussion: None at this time, no action required.

Meeting Adjourned at 8:00 pm

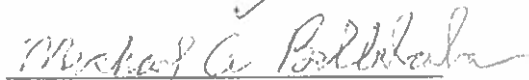
Respectfully submitted,

(your signature)
PRINTED NAME

Department Liaison's Signature:

A handwritten signature in cursive script, appearing to be "J. J. J.", written over a horizontal line.

Chairperson's Signature:

A handwritten signature in cursive script, appearing to be "Michael A. Boldt", written over a horizontal line.



Montachusett Regional Vocational Technical School
Program Advisory Committee Meeting
Wednesday, February 7, 2024
6:00 p.m.

AGENDA

Program: Engineering Technology

Facilitator: Emily Turner
Secretary: Josh Gikis

Attendance: Joe Ciras - Business Owner, Mechanical Engineer
Susan Benoit - Columbia Tech
Brian Broomfield - Broomfield
Rob Labier - Broomfield
Dean Lepkowski - Ed Tech Products
Richard Daniels - Raytheon/Parent
Matthew Daniels - Student YOG2026
Melony Letarte - Parent
Waylon Letarte - Student YOG2026
Kelsey Ikonen - Student YOG2026

Non-Voting Members
Emily Turner - Engineering Technology Instructor
Josh Gikis - Engineering Technology Instructor

Topic #1 - #3: Welcome, Call to Order, Sign/Take Attendance

Discussion: Ms. Turner opened the meeting, at 7:14 pm, with introductions of advisory board members old and new. The transition of engineering technology instructors from Mr. Lepkowski to Mr. Gikis was discussed, and Mr. Lepkowski assumed the role of advisory member. Attendance was taken and the sign in sheet was passed out to all members. Note: Technical difficulty occurred with SMART board, prepared slide show was reviewed but not visually presented.

Topic #4: PAC Recruitment

Discussion: DESE representation requirements were reviewed. Additionally, Ms. Turner reviewed the role and the importance of the Advisory Committee. This discussion reiterated excitement that Mr. Lepkowski agreed to join the committee.

Topic #5: Review of SY 2023-2024 Budget

Discussion: Ms. Turner reviewed the submitted SY 2024 - 2025. Strategy for this year was to increase all categories slightly and then track transitions and required re-allocations as the instructors and overall program shifts.

Topic #6: Review Exploratory Results

Discussion:

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

Placement Choice	Students
1	12
2	1
3	1
4	1

Table 4.1 First Year Placement Results for Current Class

(this represents actual students placed not total of students who selected engineering as 2nd or 3rd choice)

YOG	Male	Female	Total Students
2027	12	3	15
2026	13	2	15
2025	11	5	16
2024	11	4	15
2023	11	3	14

Table 4.2 Student Population by Gender as Identified in PowerSchool

In review of the results it was identified that ET may fill the remaining slot between current and the end of sophomore year. The discussion also covered the shop capacity, currently 16, and we see an increase in popularity, additional staff support may need to be considered.

Topic #7: Review/Update 5 Year Plans

Discussion: This conversation reiterated the conversation from the Fall meeting as documented as follows: Mr. Lepkowski distributed the 5-year plan that was discussed and updated during the Fall meeting. During this review it was identified, the ET has been working through a proposal to leadership for a potential grant. Areas of exploration for this proposal discussed included but were not limited to: TQ platform, Amatrol Ignite, Industry 4.0, Drones, planes/cars for aerodynamics work. This plan includes investigation into expanding our IRC offerings to include INDUSTRY 4.0, IGNITE Certs, Festo Certs, and various CAD programs. Mr. Ciras proposed including the color 3-D printer from the 5-year plan into this. It was then discussed that we have had quite a bit of success with making the capabilities available to the students with an Ender Pro home based 3-D printer model. Along these lines we are investigating including kit based learning systems for mechanical fundamentals, and expansion of student access to 3-D printing/Laser cutting/prototyping capabilities.

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

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

Topic #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: Ms. Turner thanked the 5 participants for their participation in the survey. The motivation behind it and the importance was reiterated.

Topic #9 & #10: Review Program Assessment & Complete Program Review

Discussion: To support review of the entire program, Ms. Turner moved through each category and the results identified as documented in the table below:

1. Health and Safety	Exemplary
2. Recruitment/Exploratory	Needs Improvement
3. Curriculum/Sequential Instruction	Proficient
4. Job Market for Trade	Proficient
5. Trends/Direction of Program/Projections	Needs Improvement
6. Advisory Committee	Needs Improvement
7. Budget and Planning	Exemplary
8. Staff Credentials	Proficient
9. Annual Self-Assessment	Proficient
10. Student Licenses of Certifications	Proficient

Table 9.1 Program Assessment Results

It was identified that during the pre-explore and explore process, no in shop support was observed to students. This discussion expanded to included questions such as what % of students in ET have IEP/504? does this % align with other shops? what % of the students with academic support have vocational support? Answers to these questions were not available.

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

Topic #11: Discuss New Frameworks

Discussion: Ms. Turner identified updates and revisions have not been posted.

Topic #12: Coop Numbers

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

School Year	21-22	22-23	23-24
COOP (Sr. Full Year)	5	4	8
COOP (Sr. 1/2 Year)	0	4	TBD
COOP (Jr. 1/2 Year)	0	0	TBD

Table 12.1 CO-OP Placement YOY

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

Topic #13: Additional Items per Chair and Facilitator

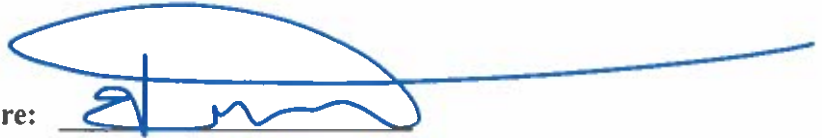
Discussion: These topics were incorporated into other portions of the discussion, but noteworthy topics include:

- VEX Robotics will need to be sorted/inventoried to make sure there are adequate parts. Person suggested that certain components are low and need to ensure students have proper equipment for their project
- Advisement of having a third Engineering Instructor
 - Could offer a Related Class for those on Academic Week
 - Extra set of eyes for safety
 - The need for a person with more electrical/electronic background. With the push of electrification of ALL things the demand for competent Electrical/Electronic Technicians/Engineers will rise.
 - A committee member mentioned that the students should have a teacher with a Electrical/Electronics background similar to what Mr. Dean Lepkowski offered
 - Ensure students have full attention
 - When a teacher needs to leave the classroom there are always two people in the shop
 - Material/Inventory management
 - Help drive our co-op outreach and increase student opportunities after graduation
- Shop visits to our Committee Members place of employment and other companies that would allow students to see real world application

Meeting Adjourned at approx. 8:05 pm

Respectfully submitted,

Department Liaison's Signature:



Emily Turner

Chairperson's Signature:



Joseph Ciras

Vocational Program Advisory Meeting Minutes
February 7, 2024
6:45 pm

Program: Graphic Communications

Secretary: Brian Bean

Attendance: Laura Foley- Foley Designs
Raeanne Mullet-Sitka Designs
Shannon Tufts-Maki
John Wood-Konica Minolta

Teachers (Non-Voting)
Mr. Bean
Mr. Starr
Mrs. Sullivan
John Steiner Vocational Specialist

Topic #1: Welcome, Call to Order

Discussion: Mr Starr opened the meeting.

Topic #2: Introduction of New Members

Discussion: John Wood was introduced as a new member representing the print production industry.

Topic #3: Attendance and Update Contact Information

Discussion: Attendance and contacts were updated as needed.

Topic #4: PAC Recruitment

a. Review DESE Representation Requirements

Discussion: Ms. Sullivan lead a discussion on the recruitment and requirements for our trade area.

Topic #5: Review SY 2024-2025 Requested Budget

Discussion: Mr. Starr presented the proposed budget for 2024-2025.

Topic #6: Review Exploratory Results

Discussion: Mr. Bean shared our results. We had 16 first choice students. Graphics took a total of 19 Freshmen.

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

a. Proposed New Equipment/Software/Technology Purchases

Discussion: The committee recommended the following equipment. 2 new Canon D90 cameras, 20 drawing tablets, cut/crease/score/perf machine, Roland 60" Versaprint printer.

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 committee reviewed and discussed the scores and potential improvements.

Topic #9: Review Vocational Program Assessment (wasn't available for last PAC Meeting)

Discussion: Mr. Bean lead a discussion on the need for basic certifications on Fiery & Adobe Photoshop/Indesign/Illustrator. Also, should Graphics look into LinkedIn and Fiver certifications?

Topic #10: Complete Programmatic Review

Discussion: Mr. Bean lead a discussion and review on the Programmatic review.

Topic #11: Discuss New Framework, Essential IRCs, etc.

Discussion: There are no new Frameworks at this time.

Topic #12: Co-op Numbers

a. Companies hiring Coop Students

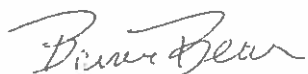
Discussion: Graphics has 3 students on CO-OP at this time. We have one Senior and two Juniors working in the Monty Tech Media Center.

Topic #13: Additional Items per Chair and Facilitator

Discussion: The Committee again noted that we need space for the photography equipment. The equipment is presently on the production floor and is getting dirty and dusty. There is also the concern with someone taking equipment because it is easily accessible. The equipment also blocks the exit when the students do not put it away after using it. The Committee feels that we should look into sharing a room, or reconfiguring the current space in Graphics.

Meeting Adjourned at 8:30 pm

Respectfully submitted,



(your signature)

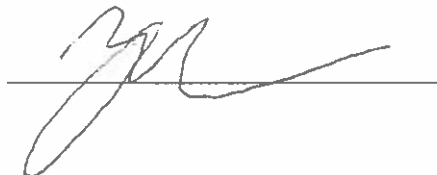
PRINTED NAME

Brian Bean

Department Liaison's Signature:



Chairperson's Signature:



Vocational Program Advisory Meeting Minutes
February 7, 2024
6:45 pm

Program: Health Occupations

Secretary: Kiley Boivin

Attendance: (whomever is signing the membership form)
Ex: John Doe – Monty Tech
Kylee-ann McAllister- Student
Emily McNamara- Worcester State Nursing Student
Amy Moorcroft-Sarsfield- Orthopedic Affiliates
Sureya Myles- Community Health Connections
Linda Rodriguez- The Highlands
Paula Tassone- Gardner Family Medicine
Jenn Vautour- Parent
Elsa Barbosa- Community Health Connections
Gianina Vazquez- Community Health Connections
Shannon Proctor- Community Health Connections
Bierka Diaz- Community Health Connections

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

Topic #1: Welcome, Call to Order

Discussion: Welcome Back.
Mrs. Cintron introduced herself and Mrs. Boivin.
Mrs. Cintron teaches Freshmen and Seniors Medical Assisting.
Mrs. Boivin teaches Sophomores and Juniors Nurse Assisting.
Mr. Darling teaches CNA to Freshmen and Medical Assisting but could not make it tonight.
Mrs. Williams teaches Sophomores and Juniors Medical Assisting but could not make it tonight.

Topic #2: Introduction of New Members

Discussion: Introduction of all members and welcomed new members from Community Health Connections.

Topic #3: Attendance and Update Contact Information

Discussion: Attendance sheet explained and contact information updated.

Topic #4: PAC Recruitment

a. Review DESE Representation Requirements

Discussion: Currently our advisory board requires Post secondary recruitment.

Topic #5: Review SY 2024-2025 Requested Budget

Discussion: Our 2025 budget is \$39,000. Received donations from Community Health Connections including personal protection equipment; gowns, gloves, face shields, bouffants, etc. This donation came out to approximately \$36,000

Topic #6: Review Exploratory Results

Discussion: Exploratory process was explained. There were 35 Freshmen who chose Health Occupations as their first choice. Health Occupations was able to accept 28 students in the program. The freshmen class in Health Occupations now has 23 girls and 5 boys.

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

a. Proposed New Equipment/Software/Technology Purchases

Discussion: Washer and dryer to be replaced with industrial sized.

Vital monitors need to be replaced due to being outdated.

Color printer need new, many diagrams and learning needs to be in color to differentiate anatomical parts.

Stand up manual scale so that the students can learn different types of scales that they may encounter in industry.

Autoclave needs to be replaced due to not being able to use our autoclave.

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 from fall advisory meeting. Members do not see how any improvements may be made at this time. No lower than expected scores.

Topic #9: Review Vocational Program Assessment (wasn't available for last PAC Meeting)

Discussion: Vocational Program Assessment reviewed.

Topic #10: Complete Programmatic Review

Discussion: Programmatic review was read aloud and completed with committee members.

Topic #11: Discuss New Framework, Essential IRCs, etc.

Discussion: All Students obtain OSHA 10 hours.
All students obtain CPR for Health Care Provider from American Heart Association
All students obtain First Aid from American Heart Association
All students obtain Certified Clinical Medical Assistant
Offer Certified Phlebotomy Technician
All students obtain Dementia Certification
All students are offered Home Health Aid (HHA)
Sureya states, "This program is really expansive, I'm not sure if you could add anymore."

Topic #12: Co-op Numbers

a. Companies hiring Coop Students

Discussion: 26 students on coop- Heywood-(primary, spine clinic, cardiology, pediatrics, orthopedics, employee health, urgent care, Med surg floor), Athol primary care, The Highlands Nursing home, Family Medical and Maternity Care, Ashburnham family medicine, Heywood wakefield commons, River Court nursing home.

Topic #13: Additional Items per Chair and Facilitator

Discussion: Sureya recommended having a skills checklist to send to medical offices for Medical Assisting students, to be sure the students are getting a diverse learning experience.

Members suggest speaking to UMass for access to the EPIC program for medical records.

Meeting Adjourned at 8:15pm

Respectfully submitted,



Kiley Boivin

Department Liaison's Signature: Kamally Ciri

Chairperson's Signature: Julie Roddy

Vocational Program Advisory Meeting Minutes
February 7, 2024
6:00 pm

Program: House Carpentry

Secretary: Shane Brogan / Floyd Morrison / Brian Williams

Attendance: Committee Members Present

Junice Andujar - Carpenters Union Representative
Keith Butler - Carpenters Union Representative
Mr. Eric Hebert - Advisory Chair - National Lumber
Ms. Charlotte Hobby - Project Manager - TG Gallagher
Mr. Adam Knipe - Knipe Construction
Dominic Marabello - Marlborough Public Facilities
Peter Maxfield - House Carpentry Instructor (retired)
Andrew Pierce - Saint Gobain - Parent
Harry Pierce - House Carpentry Student
Carolyn Pitisci - past graduate

Teachers (Non-Voting)

Shane Brogan
Floyd Morrison
Brian Williams

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

Mr. Morrison called the meeting to order at 7:01pm 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 introduced Adam Knipe of Knipe Construction who is a new CO-OP employer that currently has a senior HC student on the payroll. Mr. Morrison informed the committee members that he invited another CO-OP employer to join the committee as well, but that individual has deferred until next fall, due to some family obligations at this time. Mr. Morrison shared with the members that he is really happy with what the senior CO-OP student is involved with at Knipe Construction and hopes that Mr. Knipe will consider a Junior student to add to his team. Mr. Knipe said he would keep that in mind as he sees how the workload develops for spring.

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

Mr. Morrison shared with the committee members that although we had a small turnout this evening, the various backgrounds and disciplines of the current membership satisfies 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 assist in the process.

Topic #5: Review SY 2024-2025 Requested Budget

Mr. Morrison informed the committee members that we have submitted our budget for the 2024 - 2025 school year. Mr. Morrison shared that as part of the requested budget the HC instructors have added a smartboard and tablets for the shop, primarily to aid in the implementation of the newly adopted North Atlantic States Carpenters Training Fund curriculum. Additionally, they have included a line item for narrower pipe staging; to be used by the sophomores on their project structures. This narrower staging will free up some desperately needed shop space for additional curriculum projects.

Topic #6: Review Exploratory Results

Mr. Brogan shared with the committee members the results of the Freshman Exploratory process. 31 students ended up choosing HC as their first choice which means we have filled our 18 slots with the remaining 13 students being able to be on the waiting list. Additionally, HC was the second choice of 34 students and a third choice for 30 students. The committee members along with Mr. Morrison and Mr. Williams congratulated Mr. Brogan on another year of great Freshman numbers.

Topic #7: Review/Update 5 Year Plans
a. Proposed New Equipment/Software/Technology Purchases

Mr. Morrison informed the committee members that as part of the minutes for last fall's Advisory meeting that the 5 year plan is now updated and includes a Const. Equip. Training Simulator, a material handling lift, and a new building, somewhere on campus, for the House Carpentry program.

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 **WAS** to be completed by the committee members after the fall meeting. While the results of the survey were favorable with a majority of the members rating our program at the highest level, Mr. Morrison stated he was a bit disappointed that only 8 of the 14 members in attendance at the fall meeting took the time to complete the survey and reiterated the importance of these surveys to the program and school as a whole.

Topic #9: Review Vocational Program Assessment

Mr. Morrison reviewed the vocational program assessment with the committee members. The committee members were pleased that our program has a proficient to exemplary rating in all aspects of the assessment. The only category that the program has a rating of needs improvement in is focused on exploratory recruitment and with the good work Mr. Brogan is doing that will more than likely change to proficient next year if the current trends as talked about earlier continue.

Topic #10: 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 #11: Discuss New Framework, Essential IRC's, etc.

Mr. Morrison shared with the committee members that at the end of the fall meeting, Lee Laflamme of Elite Construction and Design informed us of an IRC called "Stop the Bleed" that she felt may be one that we can offer to our students. Mr. Morrison is pleased to announce that both Mr. Williams and himself were able to attend a recent professional development training about this IRC and because of Mr. Morrison's OSHA trainer certification and the completion of an additional course will be able to administer the training for this credential to the HC students.

Topic #12: Co-Op Numbers
a. Companies hiring Coop Students

Mr. Morrison shared with the committee members that there are currently 7 seniors out on Co-Op. With the Junior class just meeting the timeline for eligibility to join the program we have 1 out and 2 additional students going through the process to be out as well. Mr. Morrison also noted that

some of our employment partners who have seniors are interested in a junior for the opposite week and also that some conversations have been had between the students and the employers about staying on full time after graduation in May.

Topic #13: Additional Items per Chair and Facilitator

Mr. Morrison informed the committee members that once again this year HC freshman and juniors will be attending the JLC Live trade show in Rhode Island in March. He also noted that the MVP academy project is fully permitted and work by all disciplines is underway. Mr. Williams added that he has been accepted to proctor the "hands on" portion of the Vocational Licensure process for Carpentry. The testing will take place at Monty Tech with a potential start date sometime this spring. Finally Mr. Brogan added that he is helping out with the CTI evening program by signing up to teach the Carpentry course and that it is going well.

Meeting Adjourned at 7:52 pm

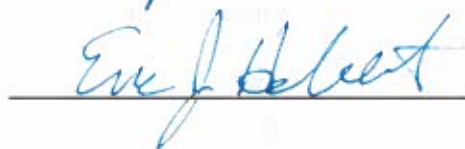
Respectfully submitted,

Floyd E. Morrison III

Department Liaison's Signature:

A handwritten signature in blue ink, appearing to be "F. Morrison", written over a horizontal line.

Chairperson's Signature:

A handwritten signature in blue ink, appearing to be "Eric J. Helbert", written over a horizontal line.

Vocational Program Advisory Meeting Minutes
February 7, 2024
6:45 pm

Program: HVAC and Property Maintenance

Secretary: Gabriel Josephs /Matt McGee/ David Fiandaca

Attendance: Mr. Matt Barber - Merit Machine
Mr. Ryan Barry - Pioneer Valley Environmental
Mrs. Jennifer DeWitt - Student Parent
Mr. Owen DeWitt - HVAC/PM Senior
Mr. David Doucet - Process Cooling
Mr. Rick McAllister - F.W. Webb
Kaleb Vautour - Process Cooling / Alumni / College Student
Kade Vautour - TerraTherm
Mr. Peter Potenza- F.W. Webb
Mr. Bill Stuessy - Retired HVAC and Property Maintenance
Mr. John Mullaney- American Refrigeration
Mr. Brendan Curran- UMASS Medical School Ref. Tech.
Dr. Wayne Whitfield -Fitchburg State, Eng/Tech Dept.

Teachers (Non-Voting)

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

Topic #1: Welcome, Call to Order
Discussion:

Topic #2: Introduction of New Members
Discussion: New members are Diethmar Fajardo and Matthew Belk but neither were in attendance

Topic #3: Attendance and Update Contact Information
Discussion: Attendance passed around for signatures and confirmation of information

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

Discussion: Reviewed the DESE requirements with the group. We have a diverse group that checks nearly all boxes but we are always seeking new members.

Topic #5: Review SY 2024-2025 Requested Budget

Discussion: No requested changes to budget for the following year, however, since we have 19 new freshmen, we should request additional money for the 2025-2026 school year for increased consumable use.

Topic #6: Review Exploratory Results

Discussion:

Pre-Exploratory Results:

This year 366 students came through the HVAC and Property Maintenance program during the fall pre-exploratory program and were surveyed. 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 53 students were still undecided. The following data was provided by the Vocational office after the Pre-exploratory program, Choice #1 7 Students, Choice #2 16 Students, Choice #3 20 Students, The total of all of the choices was not provided this year.

Exploratory Results

The 162 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: (5 students were absent on the last class meeting to take the surveys)

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

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

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

83 - 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?

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

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

Final Data provided by the administration:

- 19 Students have been assigned to the shop (Shop Capacity is 18 students)
 - 14 students were 1st picks
 - 5 students were 2nd picks
- 14 first choice, 24 second, 36 third, 20 fourth, 23 fifth and 15 sixth
- 132 students listed the shop as their top 6 choice out of 162 students that explored
- 74 students listed the shop as one of their top 3 choices, 78 students earned a 100% score for the exploratory assessment

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

a. Proposed New Equipment/Software/Technology Purchases

Discussion: New sheet metal equipment pricing received from 3 vendors since pricing exceeds \$10,000. We are looking to use \$11,000 in grant money this year for this purchase.

- New equipment to include- Pittsburgh machine with flanger, s-lock and drive machine, crimper/beader, cleat notcher.

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

Topic #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: Reviewed areas where minor improvements could be made and how we are already addressing concerns such as increasing effort for career planning.

Topic #9: Review Vocational Program Assessment (wasn't available for last PAC Meeting)

Discussion: Our overall Vocational Program Assessment was rated as proficient. Reviewed with the group and signed by the chairperson.

Topic #10: Complete Programmatic Review

Discussion: Reviewed with group and signed by chairperson

The group spoke at length about how we do not have adequate space for the number of students that we now have in the shop. Additional storage space, and a related room would satisfy the State requirements.

Topic #11: Discuss New Framework, Essential IRCs, etc.

Discussion:

- Results from new exams offered to seniors this year as a pilot
 - 6 of 11 seniors passed the R410a exam
 - 9 of 11 seniors passed the Indoor Air Quality exam
- Results from junior exams this year
 - 18 of 18 passed the Universal EPA exam
 - 18 of 18 pass the Hot Works exam
- 19 New Freshman Students are taking the OSHA 10 General Industry Exam next week

- 18 Sophomore Students are taking the OSHA 10 Construction Exam during the second full week of March

Mass Save Energy Audit Licensure Update:

- We've partnered with the Earth Forward Group to offer Building Performance Institute energy auditing licensure training. This training and licensure is required to perform energy auditing through the Mass Save program in Massachusetts. The training will be offered in our shop using the energy auditing equipment we received through the MA. Capital Skills grant we were awarded last year. We are the first school in Massachusetts to offer this training and licensure on the dates listed below, and is being funded through Massachusetts utility companies.

Junior Training Schedule

3/18: GPRO Fundamentals of Building Green
 3/19: BPI Building Science Principles (Day 1)
 3/20: BPI Building Science Principles (Day 2)
 3/21: BPI Healthy Housing Principles (Day 1)
 3/22: BPI Healthy Housing Principles (Day 2)

Sophomore / Senior Training Schedule

4/29: GPRO Fundamentals of Building Green
 4/30: BPI Building Science Principles (Day 1)
 5/1: BPI Building Science Principles (Day 2)
 5/2: BPI Healthy Housing Principles (Day 1)
 5/3: BPI Healthy Housing Principles (Day 2)

Topic #12: Co-op Numbers

a. Companies hiring Coop Students

Discussion:

Seniors- split between building and property maintenance (3) and HVAC (4)

- Curtis Industries, West Boylston (1 SR)
- Mart, Fitchburg (2 SR)
- TerraTherm, Gardner (1 JR/1 SR)
- Orange Oil Co., Orange (1 SR)
- Northern Climate, Leominster (1 SR)
- Process Cooling, Leominster (1 SR)
- Quality Companies, Leominster (1 SR)
- Brideau Oil, Fitchburg (1 JR)

Juniors- 5 of 18 are ready to go on co-op, 2 will be placed next shop week

Topic #13: Additional Items per Chair and Facilitator

Discussion:

Where do we stand on Hampden trainers?

Hampden Engineering Trainer Updates:

- On Thursday, Jan. 4 2024 Hampden Engineering delivered the Donated Geothermal Trainer, and picked up the solar hot water trainer. The Solar hot water trainer was delivered last year and was defective.

Items that still need to be done/provided by Hampden Engineering-

- Provide/install sequencer valve on hydraulic trainer
- Provide/install hand operated control valve on pneumatic trainer
- Provide/install double operating piston on pneumatic trainer
- Donate cooling tower for commercial refrigeration unit (working on a solution per Mike Flynn at previous visit)
- Re-Deliver defective/repared solar hot water trainer

The plan is to resume training for Matt, Gabe and Dave once all the trainers are fully operational. We are still waiting for all the parts for the pneumatic trainer, the hydraulic trainer, and the defective solar hot water trainer.. The training date is still to be determined.

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

Where do we stand on getting a dedicated related room?

- This was discussed at length and Ryan Rege was asked directly how we can address this need for more space for the HVAC/PM shop. Ryan's answer is that since the school is operating at or near capacity, there are no available rooms for dedicated related rooms. Some of the other shops use available classrooms for related as well. This is an ongoing issue that would require a lot of planning and effort to rectify.

Where do we stand on articulation agreements?

- Ryan Rege explained that articulation agreements need to be updated yearly, and the contact person on the administrative team to work on this is the Assistant Principal Katy Schmidt.

Meeting Adjourned at 8 pm

Respectfully submitted,

Gabriel Josephs

(your signature)

PRINTED NAME

Department Liaison's Signature:

[Signature]

Chairperson's Signature:

[Signature]

Vocational Program Advisory Meeting Minutes
February 7, 2024
6:45 pm

Program: Information Technology

Secretary: Richard Duncan

Attendance: Brady Chen – Fitchburg State University
Catelyne Farrell – Work World
Mike Foley – VMware, Inc.
Andrew LeBlanc – Leominster Credit Union
Robert Sylvester – Parent
Ryan Sylvester – Student
Tina Wilson – Mount Wachusett Community College

Teachers (Non-Voting)
Richard Duncan
Tynan Hollyer

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

Discussion: Attendance was taken. Some members forgot to sign the attendance form.

Topic #2: Introduction of New Members

Discussion: Professor Tina Wilson from Mount Wachusett Community College introduced herself.

Topic #3: Attendance and Update Contact Information

Discussion: The parent and student members wrote their info on the attendance form, though they should have been pre-printed since they were at the October meeting. I will confirm that their forms are on record.

Topic #4: PAC Recruitment

a. Review DESE Representation Requirements

Discussion: DESE representation requirements were reviewed and members were asked to mark the form accordingly.

Topic #5: Review SY 2024-2025 Requested Budget

Discussion: The budget was reviewed. One major item, the Cisco networking bundle of routers and switches, will be purchased due to some recent funding being allocated. The liaison will follow up with Mr. Rege.

Topic #6: Review Exploratory Results

Discussion: Our Exploratory numbers improved significantly from last year! We have 10 first choices, one second choice and one third choice, for a total of 12 freshmen.

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

a. Proposed New Equipment/Software/Technology Purchases

Discussion: The only significant item in the 5 Year Plan that will need to be addressed soon is the student computers in Mr. Hollyer's area. We will be discussing that with the Tech Office.

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: Four members submitted the survey. No category received consistently low marks from all respondents. The one category that received two low marks dealt with the low recruitment from previous years.

Topic #9: Review Vocational Program Assessment (wasn't available for last PAC Meeting)

Discussion: Items marked "Unsatisfactory" or "Needs Improvement" mostly dealt with freshmen recruiting from previous years. We expect our rating to improve based on this year's improved results.

Topic #10: Complete Programmatic Review

Discussion: The Programmatic Review was completed and signed by the Chairperson. Two items were marked as "No" since some segments cannot be represented because they do not apply to the IT trade: Registered Apprentice Program and Organization[sic] Labor. The item about "Adequate Facilities" does not apply since we do not have a restroom inside the shop.

Topic #11: Discuss New Framework, Essential IRCs, etc.

Discussion: The 2022 proposed Frameworks for Information Support Services & Networking and Programming & Web Development were reviewed. There were several new IRC's that the instructors will need to incorporate into the curriculum.

Topic #12: Co-op Numbers

a. Companies hiring Coop Students

Discussion: We currently have 5 students on Co-op: 3 seniors and 2 juniors. The companies are: Monty Tech Technology Office(2), L.S. Starrett, LUK, Inc., and Machado Consulting, Inc.

Topic #13: Additional Items per Chair and Facilitator

Discussion: Members were informed of the Open House on March 7 and the Annual Job Fair on May 2.

Meeting Adjourned at: 8:00pm

Respectfully submitted,

Richard Duncan

(your signature)

PRINTED NAME – Richard Duncan

Department Liaison's Signature:

Richard Duncan

Chairperson's Signature:

Catelyne Farrell

Vocational Program Advisory Meeting Minutes

Feb. 7 2024

Masonry

Richard Demers

Attendance:

Chris Boucher

Boucher Property Services

Jamison Shipley

Shipley Land Services

Tim Crory

A. Jandris Block

James Landry

Kiwi Chimney

Alex McIntosh

Legrand Masonry

Lily McKay

Busy Bee Landscapes

Kyle Pernaa

Student

Matt Pernaa

Parent

Nick Pirro

Quality Masonry Supply

Ryan Wilgus

Student

Angel Wilgus

Parent

Teachers:

Ben Robinson

Jake Proctor

Richard Demers

Topic #1

Meeting was called to order at 7:00 PM

Topic #2

No new members attended

Topic#3

Attendance was taken and any new contact information was recorded.

Topic #4

PAC Recruitment

New members were recruited this year. All required categories have been filled.

Topic #5

Budget Requests

All members reviewed the proposed 2024-2025 Budget and agreed the increase was due to larger numbers of students entering the program.

Topic #6

Exploratory Results.

Explore teacher Mr. Robinson explained the exploratory process and how many students participated. 13 students picked Masonry as their first pick. 19 students were placed in the shop 6 of these were second picks.

Topic #7

Five Year Plan

Members reviewed the Five Year Plan. It was noted that the proposed outside roofed area has been on the plan for several years but has not been acted upon. The air max filtration system is old and should be replaced. Questions also arose about the age and condition of the shop Skid steer

Topic #8

Perkins Review

All categories were Exemplary or Proficient except Recruitment which needs improvement. This is a result of low numbers from three years ago. That has been addressed and the numbers are back up.

Topic #9

Program Assessment

Members were shown copies of the Vocational Assessment and agreed that there is not adequate space for the number of students. More updated equipment is needed such as dust containment saws and grinders. All other categories were adequate

Topic # 10

Programmatic Review

Was introduced to the members all agreed with the results and it was accepted

Topic #11

New Frameworks

Members were very concerned about the Frameworks being changed, they feel as though it works well the way it is and should not be simplified as it contains all things relevant to the trade.

Topic #12

CO-OP Numbers

Currently four seniors are on CO-OP and two Juniors. More Juniors have pending interviews. It was noted that due to the nature of masonry numbers go down in the winter but pick up again in the spring.

CO-OP companies include;

Proctor Masonry

Silvio's Masonry

Contemporary Design

Legrand Masonry

Signature Remodeling and Tile

Topic #13

Members from Proctor Masonry made everyone aware of a trade show being put on by Techo-Bloc. All Juniors and Freshman are going to attend on Feb .16 2024

Meeting Adjourned at 8:30 PM

Liaison

Chairperson

Vocational Program Advisory Meeting Minutes
February 7, 2024
6:45 pm

Program: PLUMBING

Secretary: Mr. Jeffrey Briggs

Attendance:

- Mr. Robert Janda – Sterling Plumbing Inspector
- Mr. Moises Cintron - Big Moes Plumbing and Heating, Fitchburg
- Mrs. Sonia Cintron - Big Moes Plumbing and Heating, Fitchburg
- Mr. Daryn Croteau - Project Manager, DECCO Mechanical
- Mr. John Chartrand – Post Secondary/Organized Labor trainer / Union Plumber

Teachers (Non-Voting)

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

Topic #1: Welcome, Call to Order

Discussion:

- Mr. Kevin Martin called the meeting to order and welcomed the attendees to the meeting.
- The committee is informed of the necessary and important role the Advisory Board has to the success of the Plumbing program.

Topic #2: Introduction of New Members

Discussion:

- There are new members on the committee.
- John Chartrand is a past member and has rejoined the committee.
-

Topic #3: Attendance and Update Contact Information

Discussion:

- The attendance roster was passed around and signed by attendees.

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

Discussion:

- We noted to the committee that we are always looking for members and if the members could reach out to contacts for new membership.
- It was explained to the committee that no shows are removed from membership.

The committee was informed that mailers are no longer sent out, only emails for all information.

Topic #5: Review SY 2024-2025 Requested Budget

Discussion:

- No questions about budget.
- We revisited the use of Interplay Learning and noted that is working well with the seniors and that we are looking forward to adding all students next year.
- It was mentioned to the committee that this is a large expense for the budget.

Topic #6: Review Exploratory Results

Discussion:

- Mrs. Blanchard shared the exploratory results with the committee.
- Mrs. Blanchard noted that only 5 students picked plumbing as their first choice for pre-exploratory.
- At the end of the pre-exploratory process, 28 students picked plumbing as their 1st choice.
- We took in 20. 19 male students and 1 female student

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

a. Proposed New Equipment/Software/Technology Purchases

Discussion:

- It was noted to the committee that the instructors discuss and finalize the Five-Year each Fall.
- Next year's 5-Year Plan was submitted after the first advisory meeting.
- We informed the committee that the program replaced an old threading machine with a Ridged 300. We chose the 300 model over the 535 model as they are more common on the job.
- Added to the 5-Year Plan were additional sets off Interplay Learning.

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 committee about the survey sent out last fall.

- The committee had filled out the survey and thought it was more user friendly this time. The committee showed an overall positive response.
- It was noted to the committee that the survey is a necessity to get Perkins grant money.

Topic #9: Review Vocational Program Assessment (wasn't available for last PAC Meeting)

Discussion:

- It was explained to the committee that the results of the Vocational Program Assessment are based on results of the previous year.
- It was noted to the committee members that we must score proficient in at least 8 out of the 10 categories with no more than 2 needs improvement.
- The committee reviewed the three areas of needs improvement and shared concerns for trends with what students are interested in. They stated that it is unfair to be punished for student trends.

Topic #10: Complete Programmatic Review

Discussion:

- We reviewed and completed the programmatic review with the committee.
- The Committee noted on the review that the program does not have adequate space for instruction and adequate male and female facilities.

Topic #11: Discuss New Framework, Essential IRCs, etc.

Discussion:

- We shared with the committee the industry recognized credentials the program offers which includes: 2 years of related theory, 1700 hours of on-the-job training, Hot work certification, OSHA 10, General OSHA, and Mega Press certification.
- We shared with the committee that there will be new Frameworks to be instated in the fall.

Topic #12: Co-op Numbers

a. Companies hiring Coop Students

Discussion:

- We shared with the committee our current Coop numbers.
- Currently, we have 9 out of the 16 seniors on coop, 1 more on their way, and 2 more ready to start the process.
- We also noted to the committee that our Juniors are starting to pursue coop employment as of the 3rd quarter.

Topic #13: Additional Items per Chair and Facilitator

Discussion:

- no additional items

Meeting Adjourned at 8:00 pm.

Respectfully submitted,

Jeffrey Briggs

Department Liaison's Signature:

A handwritten signature in dark ink, appearing to be "J. Briggs", written over a horizontal line.

Chairperson's Signature:

A handwritten signature in dark ink, reading "Dominick J. Esposito AAA", written over a horizontal line.

Vocational Program Advisory Meeting Minutes
February 7, 2024
6:45 pm

Program: Veterinary Science

Secretary: Dr Lauren Shell

Attendance: Ms. Tara Novak CVT
Mrs. Cynthia Prest
Mr. Zachary Prest
Ms. Linda Shea
Ms. Victoria Silva-Olivera
Ms. Kristina Carbone
Ms. Gianna Carbone
Dr. Margaret Delano
Ms. Tania Torres

Non-Voting Teachers (& other Non-Voting)
Dr. Elizabeth West, Dr. Lauren Shell, Dr. Jen Harakiewicz,
Ms. Kylee Stout, Ms. Katie Heikkila, Ms. Lexi McNamara RVT

Topic #1: Welcome, Call to Order

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

Topic #2: Introduction of New Members

Discussion: There were no new members to introduce.

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 2024-2025 Requested Budget

Discussion: Dr. West outlined the budget, which currently stands at \$20,675 for supplies/materials, but will decrease to \$18,092 next year as the student number has now been capped at 20 for 3 years. Capital equipment expenditures for next year are budgeted at approximately \$4748, largely due to the purchase of a cryoprobe for the clinic. Professional development and college course reimbursement continues at approximately \$6000 for staff.

Topic #6: Review Exploratory Results

Discussion: Dr. West presented the Exploratory results. We had 171 students explore Vet Sci. 25 students chose VS as their first choice, of which 20 were matriculated. This compares to 27 1st choice selections in 2023, 26 in 2022, and 42 in 2021.

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. Gianna Carbone, the sophomore representative, recommends adding slip leads, in-ear thermometers, Littmann stethoscope, and possibly injection pads based on the skills they are learning in the classroom. Dr. West also spoke to adding suture pads as well based on the new DESE frameworks. Linda Shea also brought up the possible addition of Tonopens, which the committee discussed and agreed was a skill geared more toward the veterinary technician as opposed to the veterinary assistant. Kylee Stout discussed the increased use of a therapeutic laser for companion animals during post-surgical healing. Katie Heikkila brought up wanting to look into a bathing system for the grooming salon, which might also be a clinic investment.

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. The areas scoring lower were “program covers all aspects of the industry” and “program has regular evaluation using performance outcomes and *comprehensive local needs assessments*”

where the results are used to make program improvements. Dr West stressed how much curriculum time is spent on the diverse sub-industries of veterinary medicine.

Topic #9: Review Vocational Program Assessment (wasn't available for last PAC Meeting)

Discussion: Dr. West talked through the vocational program assessment, the veterinary science shop achieved exemplary in all but 2 categories: co-op availability and lack of diversity in the program advisory committee membership.

Topic #10: Complete Programmatic Review

Discussion: Dr. Shell 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 #11: Discuss New Framework, Essential IRCs, etc.

Discussion: Drs West and Shell opened the discussion concerning the new framework as put forth by DESE. They re-introduced members to the website, pointing out the change from previous versions to the new Standards. They went through the IRCs, equipment list and examples provided. Dr West pointed out the inclusion of laboratory and large animals within the standards, and the resulting breadth of material to be covered. As the second comment period has just ended on January 19th, DESE has not yet released a final list, and the timeline for that is unknown. Dr. West will email the committee members a link to the new frameworks.

Topic #12: Co-op Numbers

a. Companies hiring Coop Students

Discussion: Dr West reported the expansion of co-op numbers to 12 seniors, with 1 additional senior in the paperwork process. There has been an increase in the number of sites to 10. Dr Shell discussed the current junior plans for co-op.

Topic #13: Additional Items per Chair and Facilitator

Discussion: Sophomore 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 8:15 pm

Respectfully submitted,



(your signature)

PRINTED NAME Kristina Carbone

Department Liaison's Signature: 

Chairperson's Signature: 

Vocational Program Advisory Meeting Minutes
February 7, 2024
6:45 pm

Program: Welding/ Metal Fabrication

Secretary: Heather Gray

Attendance: Marcus Cintron
David Dowland
Devin Gulliver
Ronald Harris
Noah Johnson
Pierre Groleau

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

Topic #1: Welcome, Call to Order

Discussion: Committee was welcomed and thanked for their support of the Welding and Metal Fabrication Advisory Committee. Members were presented with an opportunity of an upcoming Career Fair at the Memorial Middle School in Fitchburg.

Topic #2: Introduction of New Members

Discussion: There were no new members in attendance.

Topic #3: Attendance and Update Contact Information

Discussion: Members were asked to sign in for attendance and to check any representation that best describes themselves or the industry they represent.

Topic #4: PAC Recruitment

a. Review DESE Representation Requirements

Discussion: Committee members were encouraged to recruit any new people they might find interested in joining our committee. The Welding and Metal Fabrication Advisory Committee is always seeking new members especially those who are racial minority, non-traditional, and with disabilities.

Topic #5: Review SY 2024-2025 Requested Budget

Discussion: Committee members were presented with a copy of the proposed budget for the 2024- 2025 school year. Due to the rising prices in metals and consumable parts, the overall budget increased by 13% from last year's budget. It was also noted that we propose to purchase a new generator welder and a 2 foot finger brake, which are both items on the 5 year plan.

Topic #6: Review Exploratory Results

Discussion: The committee was presented with a copy of the Freshman Exploratory results from the 2023-2024 school year. It was commended that Seth Michaud and Timothy Wright did an excellent job drawing in 29 first choice students, while accepting 17 students into the Welding and Metal Fabrication program.

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

a. Proposed New Equipment/Software/Technology Purchases

Discussion: The five year plan was reviewed and asked for any suggestions that would benefit the program. It was suggested by one of the student committee members to investigate a new sandblaster, for the one in the program is in constant repair. Another member suggested a mechanized Oxy-fuel Cutting torch for pipe beveling. Heather Gray also mentioned that a robotic welder might be something in consideration after a recent trip to the ACTE conference in Phoenix, AZ.

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 committee was presented with a copy of the Perkins V Survey results for the Welding and Metal Fabrication program. Most the survey questions were answered in the rating of 4 and 5, two questions was categorized as a 3. These Topics include Management, Entrepreneurship, and Technology skills. While it was mentioned that a new Career Readiness class has been launched to the grade 10 and 11 students during their shop time. It was suggested that Monty Tech may incorporate management and entrepreneurship skills in a similar class for the grade 12 students.

The technology in the welding and metal fabrication trade realistically has limited technological advancements. Nevertheless, the Welding and Metal Fabrication program has the most technological advanced state-of-the-art welding machines, thanks to the Skills Capital Grant in 2020. Other technologies in the program include the CNC plasma tables plus design software, unfortunately the incorporation of these software applications have been made troublesome due to limited technological support at Monty Tech. These reoccurring troubles make it challenging to incorporate more new technologies such as a robotic welding arm.

Topic #9: Review Vocational Program Assessment (wasn't available for last PAC Meeting)

Discussion: The Vocational Program Assessment was not received therefore it was not reviewed with committee.

Topic #10: Complete Programmatic Review

Discussion: The Annual Programmatic Review was evaluated as a committee. One concern found by the committee was the limited amount of classroom space for conducting related theory during the student's shop hours. The shop itself is too noisy during operation hours therefore it is not a conducive learning environment. As of recently, teachers and students are utilizing the cafeteria or the smart room/library for shop related theory classroom space. The teachers advised that it would be beneficial to have quiet classroom similar to the past. Nevertheless, due to the limited amount of space in the school the possibility for our own classroom is slim.

Another discussion from the Annual Programmatic Review is the adequate bathroom facilities. The bathroom facilities in the welding/ metal fabrication program were recently converted into a one occupancy- all people facility. This trend was short lived and all students are now required to use the hall room bathrooms. Students were found to be using the shop bathroom for excessive amounts of time creating an on-going line for the restroom and taking away from on-time learning, along with student's vaping in the private facility. The teacher's inquired about a vaping sensor to the Dean's of Students but due to the cost of each sensor, it is not in the cards at this moment.

Topic #11: Discuss New Framework, Essential IRCs, etc.

Discussion: The committee was presented with a copy of the NOCTI Metal Fabrication and Joining Technologies frameworks. It was advised that the IRC for a welding certification in the 3G and 4G will be a requirement for the students. NOCTI has not made it clear on the time line or teacher credentials for administering the certification test. The committee is in disapproval of this new IRC for not all students are competent in passing a welding certification test nor is it necessary for job placement. The teachers are concerned for the amount of time it will take away from other beneficial curriculum due to preparation for the weld tests.

Topic #13: Additional Items per Chair and Facilitator

Discussion: Other topics of discussion included, Seth Michaud completing and starting new college course for his professional teaching license. Heather Gray recently went to ACTE conference in AZ. She sought out new curriculum for soft skills development, entrepreneurship skills, and a robotic welding arm. Tim Wright will be hosting the NOTCH Pipe Welding competition with the Grade 12 and 11 students this Spring.

Monty Tech will also be hosting the DESE/ NOCTI Welding Practical Licensure test for teachers, Heather Gray will be proctoring this exam starting April 6.

Meeting Adjourned at ____ 8 ____ pm

Respectfully submitted,


Heather Gray

Department Liaison's Signature:



Chairperson's Signature:

