

**Essex Technical High School
Hathorne, MA 01937**

Program Advisory Committee Meeting Minutes

Program: Cosmetology

Date: 10/18/17

Members Present: Cassia Gilroy, Marilyn Bessom, Sandra Cerra, Kathy Champlain, Catherine Curcuro, Annmarie Lewis, Kim Russell, Carly D'Orlando, Laurie D'Orlando

Program Facilitator: Cassia Gilroy

Committee Chair: Alex Panos (not present)

General Advisory Committee Representative: Sandra Cerra

Subject: Review of Spring minutes

Discussion: Overview of minutes

Subject: Tour of the shop

Discussion: They said the following;

- Every area is clean, neat and orderly
- Safety looks good
- Up to date equipment. No new equipment needed at this time
- Nice large spaces for students
- Covers all aspects of Cosmetology
- Annual Programmatic review checklist was completed

Subject: Advisory Board Makeup

Discussion:

- The role of the advisory board and the importance of having a strong board.
- Advisory Board members that are needed in Cosmetology. We always struggle finding a member to fill the disability category.

Subject: Recruitment of Trade Specific Substitute Teachers

Discussion:

- We talked about the importance of having substitutes that can fill the place of the teacher, and keep the students learning the curriculum.
- AnnMarie has signed up for sub list via Don Gibson.
- Discussion on the two new substitutes added for this year.

Subject: Program Curriculum Update

Discussion:

- Student numbers per grade level
- Freshman exploratory review
- Need for additional teacher(s)
- Introduction to Milady Curriculum
- Introduced CTE Quality Assessment Tool
- NEASC
- Frameworks
- Introduced SkillsPlus Competency tracking
- Pearson Vue meeting with State Board 10/24/17

Subject: Other

Discussion:

- Suggestions for field trips. Hairlines, Coastal Enterprises Shrewsbury-Continuing Education
- Men's haircutting. Lack of confidence for new students. Ways to improve this area

Meeting ended at 8:35pm