

**Essex Technical High School
565 Maple Street
Hathorne, Ma. 01937**

Program Advisory Committee Minutes

Program: Masonry & Tile Setting

Date: October 17, 2017

Instructors: Dave Collins (facilitator) Tim Lavoie

Members Present: Committee Chairperson: Daniel Hagan

Student: Natalia Knowles

Parents: Mr. Knowles

Industry Members: Chuck Clark, Corey Paullette, Jason Foster, Lee Gastonguay

Organized Labor: Don Ducharme

Principal: Brad Morgan

CTE Coordinator: Kathleen Holman

West Academy Associate Principal: Don Gibson

General Advisory Member: John Belko (Absent)

Subject: Minutes - The committee reviewed the minutes from the last advisory board meeting on 3/1/17. The minutes were accepted as presented.

Subject: Advisory Committee Make-up- There was a brief explanation and discussion about the makeup of the committee as per the guidelines set forth by the Department of Elementary and Secondary Education. Our committee is a very diverse group and we represent all areas set forth in the state guidelines. Although some members could not make this meeting. As discussion continued the Membership form was filled out and signed by the committee chair.

Subject: Annual Programmatic Review: The form was discussed and filled out by committee members as they toured around the CTE Area.

Subject: Bias Review Checklist: This form was explained and completed by our committee in attendance.

Subject: Freshmen/Sophomore – Tim Lavoie explained to the committee that the sophomores have been doing well this year in both the shop and related curriculum. OSHA 10 Hour certification has been completed by all sophomores. The Open House project was under construction in the shop, which is a lighthouse this year.

Subject: Update Members Contact Information- Members were asked to look over the contact list and update any information as needed. Two new members were present and filled out information sheets.

Subject: Student Enrollment/Placement/Non-Traditional- We have 4 students on Co-op placement from our senior class. We currently have 6 females enrolled in the program. with a total enrollment of 37 students, the Freshmen are not permanently placed in shops yet.

Subject: Junior/Senior – Mr. Collins informed the committee about the projects his classes have been working on this year in the shop and on the campus. The Juniors have been constructing an outdoor fireplace. Also adding to an outdoor patio and Kitchen area with pizza oven. He also informed the committee about the current campus projects including footings for a solar panel array, a concrete slab at the cow barn, and a slab for an emergency box outside. Some discussion followed.

Subject: Budget/New Equipment/Frameworks Overview: The committee was satisfied with the curriculum our program has to properly prepare our students for the trade. They also agree that the curriculum is current and progressive. They also were impressed by the amount of diverse projects our students work on in a given year to advance their trade knowledge and make them employable. Upcoming equipment purchases would be a new dust free dry/cut 14” saw, a new floor cleaning machine, as well as new scaffolding plank which have been budgeted for this year. The biggest long term items to consider updating in the next 5 years are the 2- 20” Diamond blade wet saws, new pallet jacks, and a forklift.

Subject: Food for Future Meetings- The committee explained their appreciation that the school had such an awesome array of food before the meeting. They were so happy that the school reacted to the input from our last meeting for a recommendation for food to be supplied for the guests of the Advisory Committees.

Subject: Adjournment – The meeting adjourned at 7:45 PM.