

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

Program Advisory Committee Minutes

Program: Masonry & Tile Setting

Date: April 5, 2018

Instructors: Dave Collins (facilitator) Tim Lavoie

Members Present: Committee Chairperson: Daniel Hagan (Absent)

Student: Natalia Knowles, Lexie Spiewak

Parents: Chris Spiewak, Pamela Dibello

Industry Members: Chuck Clark, Corey Poullette, Jason Foster

Organized Labor: Don Ducharme (Absent), Jon Costa (Absent)

Principal: Brad Morgan

CTE Coordinator: Kathleen Holman

Subject: Minutes - The committee reviewed the minutes from the last advisory board meeting on 10/17/17. 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: 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 Freshmen students are now placed into programs, Masonry has 13 students 7-Female and 6-Male. The shop has a total enrollment of 49 students, 13-Female and 36-Males

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

Subject: Student Co-op/Placement- We have 4 students on Co-op placement from our Senior class and 1 from the Junior class.

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. He also informed the committee about some upcoming off-campus projects. 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. New equipment purchases this year have been a dust free dry/cut 14” saw, a new floor cleaning machine, as well as new scaffolding plank, and walking decks. 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- The committee explained their appreciation that the school had such an awesome array of food before the meeting. They were all full and content. A big thank you to our Culinary Department.

Subject: Adjournment – The meeting adjourned at 8:10 PM.