

Essex Technical High School
562 Maple Street
Hathorne, Ma. 01937

Program Advisory Committee Minutes

Program: Sustainable Horticulture **Date:** October 17, 2017

Members Present:

Instructors: Martha Verrington

Industry Members: Jack Domiracki, Pat Riccardi

General Advisory Committee Representatives: Jillian Brown, Emily Brown

Administration: Jen Skane stepped in to greet our members

Subject: Minutes

Minutes Advisory board reviewed and discussed minute of the Spring 2017 Advisory Group meeting.

Subject: Advisory Board Membership Makeup

Program Advisory Committee Member Information Forms were filled out by new members. The Chairperson will continue to be Chris Grant. Attendance was taken.

Subject: Bias Review Checklist

Directions for the bias review checklist were read and confirmed by the members of the committee. Textbooks and other teaching materials were presented to the committee and they checked these materials for compliance.

Subject: NIOSH Safety Checklist

The annual NIOSH Safety Checklist was reviewed and checked for compliance within the shop. There were a few points that stood out:

- Laminated emergency phone numbers should be posted at all phones
- No formal safety plan in place
- Fire alarm and fire drill information should also be posted in Spanish

Subject: Tour of the Greenhouse and Teaching Space

The committee took a tour of the shop and greenhouse to see the current crops and how the shop was looking.

Subject: Adjournment

Meeting was adjourned at 8:15 PM