

**OFFICE OF THE SUPERINTENDENT OF SCHOOLS**  
**Peterborough, New Hampshire**  
**CONTOOCCOOK VALLEY SCHOOL DISTRICT**  
**Applied Technology Center (ATC) Committee**

**May 11, 2017**

**SAU Office**  
**6:00 PM**

**Minutes**

**Committee Members:**

- Dick Dunning
- Jim Fredrickson
- David Martz
- Stephan Morrissey
- Pierce Rigrod

**Committee Members Present:** Dick Dunning, Jim Fredrickson, Stephan Morrissey

**Others Present:** Kimberly Saunders, Gib West, Dave Dewitt, John Reitnauer, Rich Cahoon, Ed Juengst, John Jordan (SAC)

**Stephan Morrissey called the meeting to order at 6:04 p.m.**

**1. Accept Minutes of April 13, 2017**

**Dick Dunning moved to accept the minutes of April 13, 2017. Jim Fredrickson second. Unanimous.**

**2. Review of current programing and costs**

ATC information was shared which included enrollment information, budget per program, Perkins Grant funding, establishment of new programs, and proposed new programming (fire science, health sciences, electrician, and plumbing and water supply services) (see attached).

Enrollment figures reflect juniors and seniors in levels courses. Introduction classes are not reported. Information is available on the ConVal High School ATC site as well as the Department of Education site.

What would it take to offer an electrical program or plumbing program at ConVal? Information on how to establish a new program was shared and reviewed step by step (see attached packet). The steps include applying to the NH DOE, establishing a Program Advisory Committee, and working to enroll students.

TASC time is used to help generate an interest in students for them to sign up. On Freshmen Night, the ATC has a table so that parents and students can learn more about ATC offerings.

What would the credentials for an individual be to teach an electrician course? A master electrician with an Alt Plan would be the aim. The Alt Plan component was defined in terms of what it would look like to pursue.

### **3. Status, time line and expected costs for proposed enhancements to current programs**

The local budget per program is approximately \$33,000. Perkins Grant Funding totals \$94,000. Staffing is not included in these figures. The \$94,000 goes toward equipment and material costs. Fire Science is taught by outside firefighters who are contracted.

Next year, Firefighter I will be offered first semester and an EMT course second semester.

A letter of intent is due by October 1<sup>st</sup>. Confirmation occurs in April for acceptance of program. The course would begin the following year (year two).

Is consideration of retro-fitting space now being asked?

### **4. Discussion of proposed future program**

John Reitnauer spoke about three programs – health science. The program is strong and one of the best in the State. The program currently has space.

Electrical and Plumbing programs were the second and third discussed. There is great demand for these positions.

Rich Cahoon asked if there is anything we can do sooner? The timelines are so far out. Is there an opportunity to add things on our own outside of Perkins funding? Confirmed.

New facility requirements for both the electrician and plumbing programs will require new facilities consisting of classroom and laboratory space. Ceiling height is critical.

Renting space was noted as a possibility across the street. Kimberly Saunders will look into warehouse space cost for health science, electrical, and plumbing.

How can the board help John Reitnauer move forward? Researching lease information for space. Visiting other CTE's that have started similar programs to gain information would be helpful.

Is direction to further health science being asked? Yes, key milestones, including budget information is being asked.

### **5. Develop committee mission statement**

### **6. Other**

### **7. Non-Public Session: RSA 91-A:3,II (If Needed)**

**Jim Fredrickson moved to enter into non-public session at 7:04 p.m. in accordance with RSA 91-A:3,II. at 7:06 p.m.**

**Jim Fredrickson moved to exit non-public at 7:12 p.m. Second. Unanimous.**

**Dick Dunning moved to adjourn at 7:12 p.m. Jim Fredrickson second. Unanimous.**

Respectfully submitted,

Brenda Marschok

ATC Sub-Committee

May 11, 2017

ATC Enrollment

School Year	Enrollment	Completers
2013-14	275	59
2014-15	226	31
2015-16	356	83
2016-17	320	Approx. 91
2017-18	453 requests	

Local Budget per Program

Program	Local Budget	Accounts
Photo/Video	\$5282	Repair/Maintenance and Supplies
Graphic Design	\$3663	Repair/Maintenance and Supplies
Business Education	\$7956	Repair/Maintenance and Supplies
Engineering/Manufacturing	\$10,307	Repair/Maintenance, Supplies, Software and Furniture
Careers in Education	\$3063	Books, Replacement Equipment and Supplies
Computer Networking/Programming and Software Development	\$2894	Supplies
Total Budget	\$33,165	

Fire Science/Firefighter 1 – 2016-17 Perkins Grant: \$11,025 - Repair/Maintenance, Supplies and Instructors

Region 14 Perkins Grant Funding

2013-14	\$72,302.96
2014-15	\$85,934.55
2015-16	\$79,034.22
2016-17	\$94,396.93
2017-18 (anticipated)	\$94,000.00

### Establishment of New Programs

The following pages summarize the potential addition of new programs. The first, Fire Science, was added during the 2016-2017 school year. The remaining three pages propose adding programs in the areas of Health Sciences, Electrician, and Plumbing and Water Supply Services. The addition of a program requires a specific, three-step process.

#### **Step One: Apply for NH DOE program approval**

- Regional Advisory Committee recommends addition of a new program based on:
  - Community need
  - Employment trends from information solicited and gathered from
    - Department of Education
    - Department of Labor
    - New Hampshire Economic Development Council
  - Potential enrollment
  - Capacity for the program (facility considerations, community capacity)
- Program proposal plan discussed with principal and assistant superintendent;
- New program proposal presented to the Education Committee of the School Board;
- Ensure the District has adequate financial resources to enable program to meet current industry and OSHA regulations.
- Letter of Intent of a new program submitted to the DOE;
- Secure Industry Certification, Dual Credit and Articulation Agreements;
- Establishment of a Program Advisory Committee;
- Complete and submit application to the DOE by agreed due date.

**Step Two: PAC reviews and approves program**, including facility, equipment, materials and resources, and curriculum

- Identify/hire instructors
- Develop curriculum
- Renovate/build program space (Electrician and Plumbing programs only)
- Purchase equipment and materials
- Secure post-secondary articulation agreements (Running Start/Dual College Credit or certificate programs)

#### **Step Three: Enroll students**

- Work with school counseling to identify and enroll students in program courses

This report recommends beginning this process in 2019 for the Health Sciences program, 2022 for the Electrician program, and 2025 for the Plumbing and Water Supply Services program.

Proposed New Programming  
Fire Science

In the spring of 2016, the Mascenic School District decided that it was no longer able to offer a Fire Science Program. In response to a request from the Monadnock Area Fire Chiefs Association, members of the Peterborough Fire Department, the State Fire Academy and the ATC Director worked together to prepare and present a proposal to the Educational committee of the ConVal School Board. After receiving School Board approval to move forward, the ATC Director sought NH Department of Education (DOE) permission to begin the detailed application process. During this process, members of the newly formed Fire Science Program Advisory Committee and the ATC Director collaboratively completed the application and delivered it to the DOE before its specified deadline. The DOE approved the new program in May 2016. The program began January 23<sup>rd</sup> 2017 at the beginning of CVHS's second semester.

Median Income NH	Median Income US	DOE Application	Perkins Funded	CV District Funding
Firefighter: \$42,450 EMT: \$32,925	Firefighter: \$44,770 EMT: \$32,670	Spring 2016	2016-17 SY 2017-18 SY	2018-19 SY

Because the ConVal School District will begin funding the Fire Science Program in the 2018-2019 school year for approximately \$24,000, a timeline for the addition of new CTE programming should be carefully considered. This program is housed in current ATC space.

Proposed New Programming  
Health Sciences

Employment opportunities in the areas of health care will see significant increases by the year 2022. According to the *New Hampshire Employment Projections by Industry and Occupation: Base year 2012 to projected year 2022* report (Hassan, Copadis, & Demay, 2014), the health care and social assistance sector is expected to add 30% of all new jobs.

Currently Con Val offers the following Health Professions and Related Services (program code 519999) courses: Anatomy and Physiology 1 and 2, LNA, and EMT. Based on the success of these courses and the data presented above, the Regional Advisory Committee should explore completing the DOE application for Health Professions and Related Services (program code 519999). If Region 14 were to have this approval we could offer any of the following: Nursing, Clinical Laboratory Technician, Dental Hygiene; Dietetic Technician and others.

Median Income NH	Median Income US	DOE Application	Perkins Funded	CV District Funding
LNA: \$27,206 RN: \$64,570	LNA: \$26,915 RN: \$67,490	6/30/19	2019-20 SY 2020-21 SY	2021-22 SY

Definite start up costs for a new Health Science Program are not available because current directors came in to their positions and are not able to identify start up costs. However, the Salem Technology Center Health Science program has an annual budget of approximately \$4000. As of the 2016-17 school year, Salem employs two certified instructors whose combined salaries total \$124,500. Current ATC space would be used to house this program.

Proposed New Programming  
Electrician

According to the *New Hampshire Employment Projections by Industry and Occupation: Base year 2012 to projected year 2022* report (Hassan, Copadis, & Demay, 2014), employment in construction is expected to grow by 17.7%. Within the construction sector, specialty trade contractor employment will increase by 19%. Based on this data, the Regional Advisory Committee should explore the possibility of adding the following Career and Technical Education program: Electrician (program code 460302). This program would complement the current Building/Construction Trades program. Definite start up costs for a new Electrician Program are not available because current directors came in to their positions and are not able to identify start up costs. Current building space is not available to house this program.

Median Income NH	Median Income US	DOE Application	Perkins Funded	CV District Funding
\$55,590	\$55,590	6/30/22	2022-23 SY 2023-24 SY	2024-25 SY



Proposed New Programming  
Plumbing and Water Supply Services

According to the *New Hampshire Employment Projections by Industry and Occupation: Base year 2012 to projected year 2022* report (Hassan, Copadis, & DeMay, 2014), employment in construction is expected to grow by 17.7%. Within the construction sector, specialty trade contractor employment will increase by 19%. Based on this data, the Regional Advisory Committee should explore the possibility of adding the following Career and Technical Education program: Plumbing and Water Supply Services (program code 460599). This program would complement the current Building/Construction Trades program. According to the Director of the Claremont CTE Center, start up costs for supplies and equipment for a plumbing program would be approximately \$250,000 with an annual budget of \$8000-\$12,000 and would enroll 15-20 students in grades 11 and 12. Current building space is not available to house this program.

Median Income NH	Median Income US	DOE Application	Perkins Funded	CV District Funding
\$53,040	\$50,620	6/30/25	2025-26 SY 2026-27 SY	2027-28 SY

## References

Hassan, M.W., Copadis, G.N., DeMay, B.R. (2014, June). *New Hampshire Employment Projections by Industry and Occupation: Base year 2012 to projected year 2022*. New Hampshire Employment Security Economic & Labor Market Information Bureau. Retrieved from [www.nh.gov/nhes/elmi/projections.htm](http://www.nh.gov/nhes/elmi/projections.htm)



## New Facility Requirements

Both the Electrician and Plumbing programs will require new facilities consisting of classroom and laboratory space. Common design considerations are as follows.

### Classrooms

Each trade and industrial program requires access to classroom space sufficient for anticipated student enrollments. Safety glass windows provide a clear view of the laboratory area while providing acoustical insulation of the classroom from the laboratory noise. Control of natural light is necessary to permit the use of television and other audiovisual media. Classroom lighting needs to consider the needs of students with visual disabilities, as well as the use of media.

Tables and chairs are preferable to traditional student desks because of their flexibility in meeting a variety of instructional needs and strategies. Computer workstations with Internet access are an integral part of classroom instruction.

### Laboratories

Trade and industrial laboratories are custom designed for specific classes or programs and provide a simulated-work environment for the practical applications of instruction and skills practice, effectively and safely. The unique purposes and nature of instruction in the specific program determine the floor area; however, a minimum of 100 ft<sup>2</sup> per student, exclusive of storage and other support areas, is a good planning figure. Therefore, a class of 15 would require a minimum of 1500 ft<sup>2</sup> of space for students. Ceiling heights will range from 12'0" to 14'0" depending on the square footage of the laboratory. Each laboratory should have a communications system, including a telephone, for informational and emergency use.

### References

Texas A&M University Instructional Materials Service. (2001). *Trade and Industrial Education Facilities Guidelines*. Retrieved from [http://www.txeducationalexcellence.com/docs2/90775\\_tifacil.pdf](http://www.txeducationalexcellence.com/docs2/90775_tifacil.pdf)