

CONTOOCCOOK VALLEY SCHOOL DISTRICT
Office of the Superintendent of Schools
106 Hancock Road, Peterborough, NH 03458-1197

ATC COMMITTEE
September 13, 2018
SAU Boardroom
7:00 PM

Minutes

Committee Members: Richard Dunning, Jim Fredrickson, Stephan Morrissey (Chair), Kristen Reilly, Pierce Rigrod, and Jerome Wilson

Present: Stephan Morrissey, Jerome Wilson, Myron Steere, Michelle Voto, Jen Kiley, Gib West, Dr. Ann Forrest

Strategic Plan Action Steps Aligned to the Applied Technology Center (ATC)

1.4.3 The School District will review the present ATC offerings in relation to workforce projections and make appropriate programmatic changes.

1.4.4 The School District will collaborate with other community organizations and businesses to provide extended learning opportunities.

2.2.3 The School District will create local internships related to Applied Technology career paths.

2.3.2 The School District will create partnerships with local businesses.

Stephan Morrissey called the meeting to order at 7:00 p.m.

7:00 Approval of August 9, 2018 Minutes

Jerome Wilson moved to approve the minutes of August 9, 2018. Stephan Morrissey second. Unanimous.

7:05 Introductions

- Meet Jennifer Kiley, New Director of the ATC

Jennifer Kiley was introduced as the new Director of the ATC. Ms. Kiley said that she is pleased to be working alongside Ms. Voto. She reported that so far, data is being reviewed to inform decision making and education.

Stephan Morrissey spoke about the intent to keep the ATC moving forward and its identity in the ConVal community. Expanding the presence was also cited as a goal.

7:15 Update on Partnership with Nashua Community College (NCC)

Lucille Jordan (President) and Robyn H. Griswold (Vice President of Academic Affairs) from Nashua Community College (NCC) visited ConVal High School on Monday,

September 10th to tour the school and meet with staff from the SAU and the high school.

Discussion about NCC offering programs at ConVal High School after school is the focus, in particular, offering five possible programs—Paralegal, Teacher Education, Health Sciences, Business, and Manufacturing. Courses would run in eight week cycles with the ability to complete a degree in two years. These programs and courses would be open to the larger community. The district would be given a certain number of seats for high school students. These would be dual enrollment courses for students.

NCC will work with ConVal High School to review and coordinate these courses to develop pathways that map out how students could progress through a particular program.

In addition, offering ConVal teachers the right of first refusal, if qualified, to teach the courses offered on site. NCC will be attending the high school's faculty meeting on September 26th to review the requirements and application.

Lucille Jordan and Robyn Griswold described a "soft start" in January—likely starting with liberal arts course (e.g., English course, math course).

Michelle Voto said that it is very possible for a student to leave ConVal with a 30 credit certificate in manufacturing or other program. A community member could certainly receive an Associate's Degree in two years.

The important piece is to communicate this opportunity to the public to allow the minimum paid subscription for a class to run and allow students to enroll after that at no cost.

Capturing the students that intend to go off to college in June but don't actually attend in September was mentioned. Letting those students know of NCC at ConVal could be of value.

7:30 Current Student Enrollment in ATC Courses

Enrollment data for both the Fall and Spring Semester for CTE courses was shared (see attached). The enrollments reflect CV students only and not receiving students with the exception of the LNA course, which is run by the Red Cross.

Communication with students will occur to bring their awareness about the time commitment involved and what the end result will mean for them.

Gib West suggested looking at the trends and variances with certain classes; Computer Systems and Networking have 18 students enrolled in semester I and 3 students in semester II. Other elements should be shared to best represent the figures.

7:40 Update on the State's Monitoring Report

The State Monitoring Report is not yet available. Once received, it will be emailed to the ATC Committee members first for their review. The feedback will be critical in planning next steps. This will be a focus of the next ATC meeting. It was suggested that the next ATC Committee meet actually be replaced to attend the PAC meeting on October 17th. Confirmed. An official invitation will be sent to this committee.

Future programming plans were asked. Michelle Voto said that having NCC on board is the caveat; they are able to enhance career pathways and are open to the community.

Discussion took place about VLACS coursework. VLACS is not ATC programming. Students who participate in VLACS are doing so in a separate "school" with a teacher from that school.

The State Report will provide information about structures in place.

Jen Kiley spoke about the Program Advisory Committees (PACS). They are in place to make sure that students will be able to pass through programs into work place environments or higher education.

A PAC Night agenda was shared for the upcoming October 17th meeting from 7-9 in the ATC.

Looking at the alignment with the curriculum that we deliver at ConVal with state competencies will be reviewed. To be a completer of a program, students have to be 90% competent.

7:50 Update on the Manufacturing Program

Jen Kiley reported that electricity is needed for the milling machine. Once the science room renovation is complete, the electrical work will be complete.

Ms. Kiley reported that representatives from industry were invited to speak with students about their trade. Ways for industry to engage with students took place along with a Q &A. Seventeen students were present. Industry reps rotated to meet with students about the work that they are doing in class and what their post grad plans are. Students were able to make connections when sharing their plans and how they might apply to manufacturing i.e. legal, pre-med.

Making use of our gym to benefit manufacturers, local residents, and students to conduct a job fair was suggested.

Jen Kiley said that their goal is to make the students career and college ready.

8:00 Other

None.

Ann Forrest reported that two SAU Administrators have been assigned to sub-committee meetings. Ann and Kimberly will take the lead at the ATC Committee meetings. Any communication should work through Stephan Morrey as committee chair and on to Ann Forrest.

Jerome Wilson motioned to adjourn at 7:58 p.m. Stephan Morrissey second. Unanimous.

Respectfully submitted,

Brenda Marschok



Class Capacity versus SY 18-19 Enrollment

Fall Semester / **Spring Semester**

Program	Class Capacity	SY 18-19 Enrollment
LNA	8	Quarter 1 – 6 Quarter 2 – 7 Quarter 3 – 6 Quarter 4 – 1
Graphic Arts	18	Graphic Design I – 17, 14 (two sections), 16 Graphic Design II – 12 Graphic Design III – 3 Website Design - 16
Business	23	Business & Personal Law – 20, 21 Business Management – 17 Entrepreneurship – 16 Principles of Business - 11
Engineering	18	Engineering & Design I – 18, 18 Engineering & Design II – 11, 15 Engineering & Design III – 1, 4, 1 (three sections), 2 Engineering & Design IV - 4
Teacher Education, Multiple Levels	12	Teacher Education I – 12 (year long class) Teacher Education II – 6 (year long class)
Manufacturing	15	Manufacturing - 17
Extended Learning Opportunities	15	Average of 11, Average of 13
Digital Photo and Video	20	Digital Photo and Video I – 20, 20 & 120 (three sections), 20 Digital Photo and Video II – 20, 11 (two sections)
Computer Programming	18	Computer Programming I – 18 Computer Programming II - 9
Computer Systems and Networking	18	Computer Networking I – 18 Computer Networking II - 3
Building Trades		We send 5 students. Conant has 16.
Fire Science & EMT		9, 6



Program Advisory Committee Night

Thursday, October 17, 2018

7-9 PM in the Applied Technology Center Atrium

7:00-7:15 – Guests arrive and mingle while enjoying the dessert buffet and student artwork in the atrium.

7:15-7:45 – CTE student ambassadors lead guests on tour of CTE spaces in building.

7:45-8:00 – Guests reconvene in library for short presentation summarizing what a Program Advisory Committee (PAC) is and what it does from ATC Director, Jennifer Kiley.

8:00-9:00 – PACs meet in program space for individual program meetings. Possible topics include:

- Discussion of monitoring report from NHDOE regarding April 2018 site visit;
- Analysis of trends in Perkins Performance Information data;
- Alignment of curriculum with state competencies; and
- Discussion of recent industry and postsecondary trends.



What Can My Business or Organization Do to Help CTE @Conval?

- Volunteer to be on the Regional Advisory Committee or a Program Advisory Committee.
 - We are looking for industry expertise to help our programs to improve and to increase the work readiness of their students.

- Volunteer to:
 - Come into a classroom as a guest speaker to share your expertise;
 - Offer work-based learning opportunities to students, such as a job shadow or internship;
 - Chaperone a program field trip; or
 - Connect students with others in your professional network.

- Donate your unneeded supplies or equipment.
 - Often, equipment that your company is replacing may still have useful life for students.
 - Do you have a surplus of scrap metal or building supplies? CTE programs can always use these!
 - If you're not sure if items you're considering donating would be useful, please ask; more likely than not, they will be gratefully accepted!

- Support a Career and Technical Student Organization (CTSO).
 - Did you know NH has a CTSO for almost every career field? All of them depend on industry support, whether as part of a leadership board, student mentoring, or participation in community events.
 - Go to <http://nh-cte.org/student-organizations/> to connect with the CTSO affiliated with your industry.

Interested? Please contact Jennifer Kiley @371-0310 or jkiley@conval.edu!





Region 14 Applied Technology Center

Manufacturing Program

[Meet and Greet with Industry Representative – September 6, 2018](#)

We welcomed representatives from BAE Systems, Monadnock Papermill, NH Ball Bearings, Millipore Sigma, Hitchner, and NH Manufacturing Extension Partnership.

[Monadnock Ledger Story](#)

Tuesday, October 18 – Jen and Abe will tour the Jaffrey Millipore Sigma Plant with Joe Salvaneschi and Kate Stanbury to discuss partnership opportunities.

Manufacturing class signed up to do tours during NH Manufacturing Month in October.