

MINUTES OF MEETING

PCTA General Advisory Committee

Date: October 21, 2010

PCTA Room 206

Month-Day-Year

Location

Recorder:

Gail Degnan

Name	Representing	Present	Advisory
Robert Baldwin	RB Homes		Carpentry
Frank Bianco	Commercial Electric		Electric
Bill Bryan	Gilbane Building Company	X	General
Andrew Cortes	Building Futures	X	General
Patty Doyle	RDW Group		Graphics
John Dufresne	Expert Automotive Technology	X	Automotive
Steve Flowers	All Metals Co		HVAC
Elizabeth Jardine	MPR Associates, Inc		HVAC
Suzanne Mancini	RISD	X	Cosmetology
Ann Rathbun	Newport Harbor Hotel		Culinary
Robert Ricci	Workforce Solutions Providence/Cranston		General
Jeanette Scarcella	Johnson & Wales		Culinary
Michael Traficante	New England Laborer's Charter School		Gen. Construction
Ramone Torres	PCTA	X	Ex Officio
Paul Vorro	Providence Teachers Union	X	General
Peter Woodberry	CCRI	X	General
Gail Degnan	Building Futures	X	Staff

No.	Discussion/Decision/Action	Action by	Due Date
1	Overview: PCTA Funding and Financials		
	<p>Mr. Torres distributed in hard copy the Title 1 Budget Packet from 2006 Perkins Act. (July 1, 2010 - June 30, 2011).</p> <p>Budget Summary – Overall programmatic budget to run the school (support 425 students and staff - does not include salaries, utilities, rent)</p> <p>- Extended Day Budget implications - Ramon stated that the needed funding may be gone or the amount will be much lower. Technical Teachers work 7:30-3:30, as do Technical Assistants, and Special Ed. (65% of Perkins funds should be spent directly on students; right now PCTA only spends 29% directly on students because of the extended day costs.)</p> <p>Title I Budget Packet total: \$147,000 – This allocation is to improve student achievement - afterschool activities, tutoring, make up classes. Also included are purchased</p>		

	<p>services, which are comprised of consultant fees to run afterschool programs (theater club, video production club, etc.) Each program area is allocated approximately \$5000 from Title I to supplement other Perkins allocations under different sections, to purchase supplies for repairs, etc.</p> <p>Machinery warranties/preventative maintenance needs to be added into the budget moving forward.</p> <p>Perkins Allocations - Denotes the Perkins percentage allocated to each program district wide.</p>		
2	<p>Update: Professional Development Progress</p> <p>No update provided.</p>	R. Torres	11-18-10
3	<p>Program Advisory Reports: Work Plan and Timeline</p>		
	<p>AUTOMOTIVE John Dufresne reported for the Automotive Program Advisory - This advisory will be meeting on Tuesday, October 26th. Membership for this advisory will be on the Agenda.</p> <p>GRAPHIC DESIGN Bill Bryan reported that the Graphic Design Program Advisory will also meet next Tuesday, October 26th. The pre-existing Graphic Design advisory group will meet with the Program Advisory as constituted in accordance with the approved bylaws. It was reported that an instructor from Johnson & Wales University is very interested in participating on the Committee.</p> <p>COSMETOLOGY Suzanne Mancini reported that this Advisory Committee has not officially met, but she did meet with the instructor, Mr. Monteiro and had a productive conversation, leading to a big vision for the future of the program, divided into three major categories: Design, Retail, Image Big Vision – broadening and expanding on linkages to other program and career areas. - 1500 hours is required for the Cosmetology Certification. Currently, there is no correlation between Fashion and Cosmetology. Fashion/Cosmetology can include: - <u>Fashion Design</u> -drawing, sewing, etc. linked to the theater capacity at PCTA - <u>Fashion Retail</u> - Johnson & Wales, URI, CCRI, linking the buying, store management, window design elements of retail careers. -Fashion Editorial - Very exciting (blogs, looking to streets, etc.) provides a communications linkage with the program.</p>		

	<p>- <u>Image</u> (broadly defined) can fall under this program area, as the skills needed are cross cutting for many careers and a known need for the students to be successful.</p> <p>-An image lab can incorporate:</p> <ul style="list-style-type: none"> - Home economics - Life training, imaging training - Social skills, manners, conducting yourself <p>Bill mentioned utilizing the back area of the Cosmetology lab space as a "Fashion" program area.</p> <p>- Suzanne suggested utilizing the TV studio and having the students do a news broadcast, which would not only incorporate the graphic design/media arts, TV studio, but it would engage the Cosmetology in the area of hair, makeup and eventually fashion. The students need to take pride in their school. They would also have to speak, communicate, practicing the essentials of conducting themselves.</p> <p>- Peter Monteiro, Instructor, stated to Suzanne that the “core curriculum - program curriculum” linkage has not been successful.</p> <p>Andrew asked Suzanne about the membership composition, and offered assistance in recruiting more members if needed for the new focus of the program. Ideal candidates could be from the retail and editorial industries. Becky is from GoLocalProv and Marc is from Marc Allen (program advisory members.) Andrew offered to network for Suzanne, if it becomes needed</p> <p>- Getting the PCTA store open and up and running is another goal of the advisory. Selling designs made by students, etc.</p> <p>- A discussion ensued about getting the students involved in decision making. One of the seats that has not been filled on the General Advisory Committee is from a student/alumni. This person could become the point person for developing a Student Leadership Body. Current students know how to communicate with their peers effectively and in a way that adults will not.</p>		
4	Discussion: Post-Secondary Sub-Committee	All	11.18.10
	Andrew reported that he sent out a thank you letter to the members of the Nellie Mae Grant Committee. Many of the people who were involved during the planning process through the committee are from the post-secondary		

	<p>community. It was suggested that a Post-Secondary Sub-Committee be created, (either ad hoc or standing committee) to keep these people engaged. Some people very interested are Matt Bodah, Deb Rosen, Bob Delaney, Rocco Rainone. The majority thought this type of a sub-committee would be beneficial. These members can be a resource to each of the program committees. It would also mean having another member on the General Advisory Committee, if there is a vote for a post-secondary sub-committee to be standing, and not ad-hoc.</p> <p>Suzanne mentioned that placement could be one of the responsibilities of this committee. Many of the Cosmetology students are working at Burger King because a lack of outreach and support from guidance.</p> <p>Post-Secondary/Transition Committee - Should this be a combined committee or 2 different committees? It was discussed and determined that this should be created as a joint committee and moving forward could separate into 2 committees as warranted. Since a quorum was not present, needed for a vote, this will be addressed at the next meeting.</p>		
5	Discussion: Programs of Study Development		
	<p>Bill reported on cross-walking between Programs of Study requirements and the core academic curriculum. In order to establish a program of study, post secondary alignment (articulation agreements, apprenticeship, element of advanced credit, etc.) must be formally documented, curriculum development demonstrated (issue of the integration of curriculum), all of which is accomplished through the integration of CTE and Academic curriculum. These Programs of Study need to be developed in each of these career pathways offered at PCTA.</p> <p>At the previous meeting, it was suggested that Math be the first subject to be integrated across all CTE areas. Elizabeth Jardine had previously informed Bill that generally it will take 2 years to integrate any academic curriculum area, such as Math. They should not integrate another subject until Math is completely incorporated. After the first two subjects have been integrated, the school can begin to overlap subjects. It will likely take approximately 5-6 years to successfully integrate all core subjects.</p> <p>Another critical piece is the Internships/Mentoring requirements. Currently there are 3 programs that have industry certification associated with them - Automotive, Cosmetology and Graphics. The various construction trades</p>		

	<p>are following the NCCR curricula to receive some level of industry certification, but are not recognized by the industry. CCRI does recognize NCCR certification, but building trade apprenticeship programs do not.</p> <p>Peter mentioned the Bridges Program utilized through CCRI which is Math, Reading and Writing testing for high school students to give them an idea if they are college ready. He suggested utilizing this test as a barometer early enough (Junior year) to make changes to help the students become college ready. Paul stated that it may be difficult to change the way the core curriculum is implemented because the teachers need to follow standards established by the District.</p> <p>Andrew brought up the subject of the School Improvement Team (SIT) member. Given that Mary is no longer with PCTA and cannot sit on the General Advisory, identifying a new SIT member for the Committee needs to be put on the General Advisory Work plan and will be on the next steps for the next meeting.</p> <p>It was discussed labor market information needs to guide decisions around Programs of Study, so we need to compile some projected labor and data. Andrew suggested utilizing the Bureau of Labor Statistics, along with the LMI division of RI DLT for gathering this information. Gail will research projected labor needs in the CTE areas offered at PCTA, and compile some information for the next meeting. Peter stated that Paul Harrington with Northeastern may have this information already compiled and he will reach out to him for this information.</p>		
6	Discussion: Process for the General Advisory Draft Work Plan		
	<p>Andrew stated that after the discussion from this meeting, there are topics to be added to the General Advisory Work Plan. However, the majority of the overarching General Advisory plan will be informed by the individual Program Advisory work plans. He will continue to revise the work plan as it is developed, and provide a draft at a future General Advisory meeting.</p>		
7	Next Steps		
	<p>Post secondary/Transition Committee discussion at the next meeting with a quorum – so far, it seems that we will recommend a standing committee.</p> <p>School Improvement Team Member to be identified for consideration, along with a student member.</p> <p>Creation of a Programs of Study Ad Hoc Committee - this</p>		

	<p>could provide an idealized process for our Program Chairs. Gathering Labor Market Information regarding the CTE areas to provide at the next meeting. Gathering Student Enrollment and Retention data for PCTA Reports from Program Advisory meetings held by the next meeting regarding the development of work plans.</p>		
<p style="text-align: center;">Next Meeting <u>Thursday, November 18, 2010 @ 8:30 a.m. @ PCTA</u></p>			