



Lynn Vocational Technical Institute

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Robert Buontempo, Principal/Director

Emily Spinucci, Assistant Director
Fred Gallo, Assistant Director

School Council / General Advisory Committee Minutes October 11, 2017

- A light dinner was provided by our Culinary Arts program. The meeting began at 5:05PM. The minutes from March 8th 2017 were read with no further discussion.
- **Title 1:** Mr. Buontempo shared information to the group on Title 1, its purpose and some of the uses by the school and district. He shared a Parent's guide to Title 1 which gave an overview of how parents might get involved with Title 1.
- **Website:** Mr. Buontempo updated members on the continued efforts to make improvements to the LVTI website. He wants the website to be the go-to place for information. He informed the group that the new Programming and Web Design Instructor has been in contact with the city's webmaster and plans to work with him and her students to improve usability and assure that it is updated regularly. A new web club has been established.
- **Student Enrollment:** Total enrollment has been steadily increasing. Mr. Buontempo confirmed about 970 students in 2017-18 with 275 freshmen from 350 applicants. With transitions between the schools leading up to opening, most of the applicants have been accepted. He plans to re-visit our recruiting strategy to make sure it stays fresh and current. Recent recruitment changes have attracted a wider range of students and led to increased applications.
- **NEASC:** Ms. Spinucci updated the group on LVTI's NEASC accreditation visit from October 25th through October 28th 2016. She informed the members that LVTI was awarded continued Accreditation via NEASC's voting process in April, 2017. She further informed them of our providing feedback to NEASC for accuracy in the report and that we have not received the final document. Some recommendations have already been addressed. LVTI will need to address their remaining recommendations.
- **Technical Programs:** Bonnie Carr updated the council members on the status of Technical programs Ms. Carr spoke about Engineering Chapter 74 approval Information Technology and Networking and the 75K grant awarded to expand Health Technology offerings in EKG and Phlebotomy. LVTI is awaiting a decision on another State Capital Grant to create an HVAC Program. An engineering firm has designed plans for HVAC.
- **Co-Op:** Bonnie Carr informed the members of the status of students on Co-Op jobs and internships this year.
- **Perkins:** Mr. Buontempo shared information on LVTI's 2017-18 Perkins approved funding expenditures of \$258,588.00. He mentioned the need for PAC committee input and that the technical areas should be projecting 2-3 years out. He explained LVTI requests need to be submitted by March 1st 2018 to provide time for clarification if necessary.
- **Adult Learning / Late Afternoon program:** Offering students from other high schools an opportunity to pick up a skill and a certificate where possible. Brian O'Connell is coordinating it. Initial response is strong.
- **MCAS and Support:** Ms. McFarlane gave a general overview of MCAS results and updated the members on MCAS Academy on Saturday and the District Extended Learning Time of testing math student after each unit and offering remediation.
- **Vocational Math:** Ms. McFarlane updated members on the progress of LVTI's Vocational Math Initiative led by Mark Duchane. Pre and Post testing showed significant growth across all technical programs. Technical teachers see the value to their trade and programs and are taking more ownership to reinforce basics and to be able to apply math to practical problems and to improve student testing results.

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- **ELL Department:** District's decision to not replace the ESL Department head who resigned. Teachers became part of the regular content areas this year because of our lower ESL students. Concerns across the board about District's two year and out of ESL class policy as some students are struggling more than others in the Regular Ed setting Part of the in-service PD is to review Re-Tell Strategies with the faculty to help differentiate material.
 - **Online Learning Lab:** Through the Title 1 Grant, The District is continuing the after school APEX / Technology Support to students who need to spend time on credit recovery or need access to online learning.
 - **Student Engagement/Formative Assessments/Inclusion:** Mr. Buontempo informed the group of the ongoing school wide goal of increasing student engagement in classes and an increased focus on Formative Assessments / teachers checking for understanding at key points in the lesson to assure that students are learning. All DH's are being requested to give feedback in these areas with follow up expectations for future visits. This will assure that teachers reflect on teaching practices and make adjustments as needed. In-service PD will include training to strengthen the inclusion model.
 - **Other:** Mr. Buontempo gave a brief overview of a district initiative called Keys to Literacy that can be used to frame student comprehension in reading and writing. Keys uses a specific Top Down Web Organizer and Two Column notes format that can be used across all content areas.
 - **Commendations and Recommendations:** Mr. Buontempo asked for committee recommendations and concerns as well as commendations. Shannon Molea asked if LVTI reaches out to the middle schools to promote our grade 8 Open House. Ms. Spinucci commented that we do have the middle schools send a ConnectEd call prior to the event and also that our guidance department has been proactive in attending middle school lunches to disseminate information. Kelly Papageorgiou made suggestions around emails and timeliness in getting information out to parents. She recommended that we send out messages on a regular basis to keep parents informed of in school happenings. Pam MacDonald said that she uses an electronic calendar. Mr. Buontempo said that he wants to see events regularly updated on our website in the future. Student Meghan Molea asked about having teachers mentor other teachers to improve their effectiveness in engaging students. Mr. Buontempo said that mentoring is part of the new teacher process where veteran teachers are assigned to observe and be observed to offer feedback as part of the process. He also explained that administrator have been doing teacher observations collaboratively and making recommendations to improve student engagement.
 - Meeting adjourned 6:15PM

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