Meeting Date: January 22, 1998
Location: NHTI Cafeteria Function Room

I. Meeting Purpose:
Scheduled meeting for the NH PLTW Leadership Team.

II. Present
- Richard Ayers
- Charles Clough
- William Johnson
- F. Donald Jones
- Paul Leather
- Arthur LeBlanc
- Edward Miller
- William Simonton
- Roy Torbett
- Val Zanchuk

III. Agenda
1. Welcome & Overview
2. Review of Regional Leadership Team Responsibilities
3. Teacher Training Model
4. Future Directions for New Hampshire
5. Team Meeting Schedule
6. Other

IV. Summary of Topics and Decisions/Conclusions

Topic 1: Welcome and Overview
Decisions/Conclusions: Each member introduced himself and described his background.

Topic 2: Review of Regional Leadership Team Responsibilities
Decisions/Conclusions: The list of responsibilities was reviewed.

Topic 3: Teacher Training Model
Decisions/Conclusions: Currently, high school teachers attend a one semester sabbatical to upgrade their skills and knowledge. A summer intensive model is being designed to reduce cost and expand capacity.

Topic 4: Future Directions for New Hampshire
Decisions/Conclusions: Many school districts are interested. Currently, only two schools per year can be funded. The team might seek foundation aid, grants or business support to expand more rapidly.

Topic 5: Team Meeting Schedule
Decisions/Conclusions: The next meeting will be on March 18, 12:00 noon at NHTI. Lunch will be served.

Agenda
1. Meet with High School Teachers Currently at NHTI (Donna Scribner and Will Renault)
2. Set Goals for PLTW in New Hampshire
3. Marketing PLTW
4. School Visits
5. Expanding Resource Base
6. Other

Topic 6. Other
Other ideas include:
1. Expansion to middle school
2. PLTW summer camp
3. "Teacher in the Workplace Fellowship" - Dept. of Ed. to train teachers
4. Integration into St. Paul's School Advanced Studies Program
5. Add Technical Writing to the curriculum
6. Ask industry to bring technology to middle and high schools to generate interest

WGS/rp
Meeting Date: March 18, 1998
Location: NHTI Cafeteria Function Room

I. Meeting Purpose:

Scheduled meeting for the NH PLTW Leadership Team.

II. Present

X. Richard Ayers
X. Charles Clough
X. William Johnson
X. F. Donald Jones
X. Paul Leather
X. Arthur LeBlanc
X. Edward Miller
X. William Simonton
___ Roy Torbett
___ Val Zanchuk

III. Agenda

1. Meet with PLTW High School Teachers Currently at NHTI (Donna Scribner and Will Renaud)
2. Set Goals for PLTW in New Hampshire
3. Marketing
4. School Visits
5. Other

IV. Summary of Topics and Decisions/Conclusions

Topic 1: Meet with PLTW High School Teachers Currently at NHTI (Donna Scribner and Will Renaud)

Decisions/Conclusions: Dr. Simonton introduced Donna Scribner and Will Renaud. Donna informed the group that she was from the Math Department at John Stark High School. She is impressed with NHTI and reported that the school is producing high caliber people. She distributed a copy of a draft application for students who are interested in PLTW. She will use the application to screen students since she is expecting many applicants. Donald Jones, Superintendent for John Stark, reported that they are thoroughly committed to this project. They are looking at a number of options for space needs.

Dr. Simonton introduced Will Renaud from Hopkinton High School. Will is concerned about attracting enough students to keep the program going. Hopkinton has a total of 450 students (Junior and Senior High School). He is actively advertising the program. Hopkinton has two options for space needs. They could use existing space in their Tech Ed area as well as the wood shop. Also, new construction is going up and they may be able to utilize some of that space. Hopkinton is thinking of preparing a summer program for junior high students which would be a precursor to Project Lead The Way.

It was suggested that perhaps Donna and Will could each write a summary report after their training at NHTI is complete.

Discussion turned to funding and equipment purchases. Donald Jones stated that he had a call in to Dick Blais and he will coordinate a visit along with John Stark to work on this issue.

Topic 2: Set Goals for PLTW in New Hampshire

Decisions/Conclusions:

➢ Support superintendents and teachers when they run into problems.
➢ Start Advisory Boards at all participating schools.
➢ Develop informational material and meetings to promote PLTW.

Topic 3: Marketing PLTW

Decisions/Conclusions: After discussion, it was decided there are many ways to market PLTW. We must make sure that the first year is a success. The Advisory Boards at each school can get this information out to business and industry. Press releases regarding the program at John Stark and Hopkinton should be developed.

Topic 4: School Visits

Decisions/Conclusions: Dr. Simonton reported that he is receiving calls from many school districts. He has received calls from Nashua, Merrimack, Milford, and Bow among others. He also reported that he does not have enough time to handle all of the high school visits. He informed the group that he has sent a letter to PLTW asking for an assistant, who would be paid a reasonable stipend, to visit interested high schools.
Next year interested schools will be able to visit John Stark and Hopkinton. They would be able to see the program first-hand, and have their questions answered. Ed Miller suggested that group meetings could be held at NHTI for interested schools, rather than going to individual schools. Another suggestion was to have members of the Project Lead The Way New Hampshire Advisory Board make some visits.

**Topic 5: Other**

- In the future, PLTW Advisory Board meetings should take place at John Stark and Hopkington, as well as at NHTI.

- PLTW Summer Camps (two-week intensive teacher training programs) will be much less expensive than the one-half year sabbaticals.

- Approach New Hampshire Charitable Foundation or Professional Societies (i.e., Professional Engineering Association) for funding. A press release regarding the program could possibly generate funding.

- Dr. Simonton asked members of the Advisory Board for resumes so that a press release can be generated regarding their appointment.

The next meeting will be on Wednesday, May 13, 12:00 noon in the Cafeteria Function Room.

/rp
PROJECT LEAD THE WAY
NEW HAMPSHIRE LEADERSHIP TEAM

MINUTES

Meeting Date: May 13, 1998
Location: NHTI Cafeteria Function Room

I. Meeting Purpose:

Scheduled meeting for the NH PLTW Leadership Team.

II. Present

___ Richard Ayers
___ Charles Clough
X William Johnson
X F. Donald Jones
X Paul Leather
X Arthur LeBlanc
X Edward Miller
X William Simonton
X John Pokoski for Roy Torbett
X Val Zanchuk

III. Agenda

1. Project Lead The Way Video
2. June 3-4 Meeting
3. Update of April 29, 1998 National Meeting
4. Superintendents' Reports
5. Plans for 1998-1999 Team
6. Other

IV. Summary of Topics and Decisions/Conclusions

Topic 1: Project Lead The Way Video

Decisions/Conclusions: Dr. Simonton informed the group that a new video had been produced by Project Lead The Way. After viewing the video, the group voiced their observations and concerns. Mr. Johnson indicated that he would like to run the video on the public access channel in Weare. The group as a whole felt that more information was needed in future videos, i.e., the video showed only a narrow part of engineering technology. Engineering is not strictly manufacturing; electrical, electronic, industrial, and chemical engineering were not discussed in the video. Perhaps a generic leader would enhance the video; society needs a variety of engineers. They felt that having students involved in the video was a good idea. They also expressed their opinion that the video is a good marketing tool for high school students; however, it implies that Project Lead The Way is strictly a "hands-on" program, which it is not (much math is involved). Perhaps a "hand-on" program could be a spin-off of PLTW. It was suggested that the video be shown to the Guidance Association of New Hampshire and local PTAs. The major consensus of the group was that the video needs fine tuning.

Topic 2: June 3-4 Meeting

Decisions/Conclusions:

Dr. Simonton announced that the May visit to PLTW schools in New York has been cancelled. The next scheduled visit is planned for June 3-4. There will be a dinner meeting on the evening of June 3 and a visit to two participating high schools on June 4. PLTW will pick up the cost of the dinner and hotel room, however, you must pay for your own travel to Albany, NY. If any members of the team are interested in attending, please contact Kathryn Dufour at PLTW as well as Dr. Simonton.

Topic 3: Update of April 29, 1998 National Meeting

Decisions/Conclusions: Dr. Simonton announced that Ken Ford has been hired as the National Director of Curriculum and Training for PLTW (see attached announcement). Her also announced that PLTW will be implementing summer training for instructors. The training will be held at RIT. PLTW may eventually have to drop the 50/50 contribution program due to costs, but the foundation will continue to provide training, as well as curriculum development and national leadership.
**Topic 4: Superintendents' Reports**

**Decisions/Conclusions:** Don Jones and Ed Miller (on behalf of Dick Ayers) gave a summary of their districts. Don Jones reported that a new building for PLTW was narrowly defeated, therefore, John Stark plans to utilize a double-size classroom. The rooms will be retrofitted with equipment when the academic year ends in June. He indicated that students and instructors are going forward “110%”. Ed Miller reported that things are moving along well. Hopkinton is renovating existing rooms to house PLTW and retrofitting with equipment will take place. He reported that 34 students have signed up to take Design Production, eight for Principles of Engineering, two for Digital Electronics, and eight for Computer Aided Design. He reported that there is strong support from the district board and money is in their budget to move forward.

**Topic 5: Plans for 1998-1999 Team**

**Decisions/Conclusions:** Dr. Simonton queried the group as to how often they felt this team should meet. It was the consensus of the group that the goals/objectives of the team need to be established prior to setting any type of meeting schedule. Some suggested goals/objectives include fund raising, implementing an internship program, etc. It was decided that the goals/objectives of this team will be decided at the next meeting.

**Topic 6: Other**

- The suggestion was made that a brochure be printed about PLTW in order to raise the awareness level of New Hampshire business/industry.

- Another suggestion was to have NHTI Engineering Technology students work as mentors with PLTW high school students.

The next meeting will be on Wednesday, June 10, 12:00 noon in the Cafeteria Function Room.

/rp
Meeting Date: June 10, 1998
Location: NHIT Cafeteria Function Room

I. Meeting Purpose:
Scheduled meeting for the NH PLTW Leadership Team.

II. Present
X Richard Ayers
X Charles Clough
X William Johnson
X F. Donald Jones
X Paul Leather
X Arthur LeBlanc
X Edward Miller
X William Simonton
___ Roy Torbett
X Val Zanchuk

III. Agenda
1. Project Lead The Way
2. Schools Interested
4. Other

IV. Summary of Topics and Decisions/Conclusions

Topic 1: Project Lead The Way Video
Decisions/Conclusions: Dr. Simonton showed the new video. After viewing the video, the group voiced their approval of this new edition.

Topic 2: School Interested
Decisions/Conclusions: Dr. Simonton announced that the schools participating in the Fall of 1998 are Hopkinton, John Stark and Milford.

Applications have been received for the Fall of 1999 from: Merrimack Valley (including a signed contract); Kearsage; Bow; Nashua; Fall Mt.; Merrimack; and West.

Topic 3: Plans for the 1998-1999 Leadership Team

Decisions/Conclusions: Bill Johnson has spoken to the BIA about PLTW including the Postsecondary connection and funding. Industry wants to be involved. The question is how do you make them feel a part of the program?

Ed Miller provided a handout of “options for local leadership consideration”. Bill Simonton also distributed the “goals” list, and the group worked at combining both lists.

Charles Clough asked how many schools they should involve in 1999 and who should be the ones to push this. The PLTW leadership team’s role is to support local school districts. Industry’s involvement should not be to change curriculum but to support it.

Val Zanchuk noted that there is a difference between the School-To-Work program and PLTW, which is working with an already established curriculum. There is a need to bring the program to the attention of the media.

Richard Ayers suggested that they should sell the concept as “...a good value for the dollars.”

Bill Johnson mentioned that the BIA should be involved and that we should find a way to let them be in charge of a piece of it. He suggested that he and Bill Simonton meet with Katharin Enequess soon to explain the program to her and discuss BIA involvement.

Ed Miller suggested four subcommittees:
1. Financial, Scholarships, etc.
2. Publicity, Communications
3. Industry Relations, etc.
4. Recruiting, goal-setting
A discussion followed indicating that the roles of committees should be spelled out before the leadership team. Bill Simonton suggested a strategic plan including a matrix to define goals, success indicators, time lines, who will do what, etc.

Charles Clough asked about teacher training. Dr. Simonton noted that faculty will be taking courses in two week blocks this summer in Rochester.

Paul Leather stated that Keene State College is redefining its curriculum to be modeled after industry. Keene teaches technical education. These teachers are in high demand in school. Bill Simonton will call Bob Simoneau, Department Head of Keene State, prior to our next meeting.

Bill Johnson felt it was important to develop a one page handout for industry to describe the program. Bill Simonton has a two-page handout that he will send out with the minutes.

Dick Ayers volunteered to contact Concord High School to encourage their involvement.

The next meeting will be Wednesday, July 8, 1998, at 12:00 noon, in the Cafeteria Function Room. This meeting will be dedicated to developing a strategic plan.
PROJECT LEAD THE WAY
NEW HAMPSHIRE LEADERSHIP TEAM

MINUTES

Meeting Date: July 8, 1998
Location: NHTI Cafeteria Function Room

I. Meeting Purpose:

Scheduled meeting for the NH PLTW Leadership Team.

II. Present

- Richard Ayers
- Charles Clough
- William Johnson
- F. Donald Jones
- Paul Leather
- Arthur LeBlanc
- Edward Miller
- William Simonton
- Roy Torbett
- Val Zarchuk
- Bob Simoneau

III. Agenda

2. Other

IV. Summary of Topics and Decisions/Conclusions

Topic 1: Goals/Objectives for 1998-99

Decisions/Conclusions: The group reviewed the proposed list of goals which was distributed prior to the meeting. Bill Johnson indicated that he would be interested in working on Marketing as well as Business/Industry Liaison. After reviewing the list, the group decided that numbers 3, 9, 10 and 11 would all fall under the heading of Marketing, and that a heading for Business/Industry Liaison needs to be added. The group also indicated that Fund Raising should be a goal.

The question was posed, "Why are we doing all of this?" Dick Ayers suggested, "Establish a process by which all New Hampshire high school students can be made aware of Project Lead The Way and have the opportunity to participate in one or more programs offered by Project Lead The Way if they so choose," and Ed Miller proposed that we are seeking to "Expose every student in New Hampshire with the opportunity to participate in Project Lead The Way Programs." The proposed list of goals for 1998-99 is a way in which this goal can be accomplished. It was suggested that a presentation of 15-20 minutes be created which can be used by members of the Leadership Team to bring to various organizations to market PLTW.

The question was raised, "How do we sell this (PLTW) to corporations?" It was suggested that we explain to corporations that they would have the benefit of the knowledge of participating students after they graduate. It needs to be explained that PLTW has very specific expectations, is a very structured program, and is on a voluntary basis. The comment was made that most businesses involved in "high tech" recognize this kind of effort (PLTW) will be beneficial to the country as a whole. It was also suggested that when the program is being marketed, a team should make the presentation, i.e. a PLTW Leadership Team member, a participating school member, a student who has taken at least one PLTW course, etc.

Prior to the next meeting, Bill Johnson will submit a proposed marketing plan. Dick Ayers and Ed Miller will draft a document which can be used to track students after they graduate as well as a letter to parents. Dr. Simonton will restructure the 98-99 Goals/Objectives table.

- Topic 2: Other

- It was suggested that Cathy Eneguess of the BIA be invited to the August meeting, as well as the September meeting when Richard Blais and Ken Ford of PLTW may be joining us.

- Dick Ayers suggested we invite Advisory Teams from Hopkinton and John Stark for a later afternoon/early evening brainstorming session. He indicated that Hopkinton would be willing to host the meeting.

The next meeting will be held on Wednesday, August 12 at 8:30 a.m. in the Cafeteria Function Room.

/rp
Meeting Date: August 12, 1998  
Location: NHTI Cafeteria Function Room

I. Meeting Purpose:

Scheduled meeting for the NH PLTW Leadership Team.

II. Present

- Richard Ayers
- Charles Clough
- William Clough
- F. Donald Jones
- Paul Leather
- Arthur LeBlanc
- Edward Miller
- William Simonton
- Tony Torbett
- Val Zanchuk
- Bob Simoneau

III. Agenda

1. 1998-2000 Strategic Objectives
2. Marketing Plan
3. Student Tracking
4. Other

IV. Summary of Topics and Decisions/Conclusions

Topic 1: Goals/Objectives for 1998-2000

Decisions/Conclusions: A draft copy of the Goals/Objectives for 1998-2000 was distributed prior to the meeting. Some of the timelines and key leaders were designated. The remaining information will be completed at the next meeting when more members are present.

Topic 2: Marketing Plan

Decisions/Conclusions: Bill Johnson distributed a draft Marketing Plan (attached). He gave an overview of the draft. Web Page: Dr. Simonton will speak with Dexter Howe regarding linking PLTW with our Web site. Statistics: Dick Ayers indicated at the last meeting that he would be willing to work on tracking students. Presentations: Bill Johnson will work on creating a presentation. Videos: Dr. Simonton indicated that if needed, Deb Smith (NHTI) can make extra copies of the PLTW videos. Who to Team with: Don Jones will check with the NH Superintendents Association to see if we can get on their end of year meeting agenda; Roy Torbett and Bob Simoneau are on our committee creating a link to their institutions; Dr. Simonton and Bill Johnson will be meeting with Kathy Eneguess (BIA); Dr. Simonton and Bill Johnson will work with NH High Tech Council; Bill Johnson and Val Zanchuk will work with Manufacturers and/or Industry.

The next meeting will be held on Thursday, September 17, at 12:00 noon in the Cafeteria Function Room. Lunch will be provided.

/rp
PROJECT LEAD THE WAY
NEW HAMPSHIRE LEADERSHIP TEAM

MINUTES

Meeting Date: September 17, 1998
Location: NHTI Cafeteria Function Room

I. Meeting Purpose:

Scheduled meeting for the NH PLTW Leadership Team.

II. Present

X Richard Ayers
X Charles Clough
X William Johnson
X F. Donald Jones
Paul Leather
Arthur LeBlanc
Edward Miller
William Simonton
John Pokoski
Val Zanchuk
Bob Simoneau
Erling Mostue

III. Agenda

1. Approval of the Minutes of the August 12 Meeting
2. Updates—Nashua-Kearsarge, BIA Meeting (Networking), National Meeting
3. Strategic Plan
4. Student Tracking
5. Other

IV. Summary of Topics and Decisions/Conclusions

Topic 1: Design of Experiments

Decisions/Conclusions: Erling Mostue of Mostue Educational Services, Inc. of Contoocook, outlined his Design of Experiments (DOX) project which teaches students in the 10th and 11th grades skills they need to know but often don't, such as critical thinking and problem solving, and how this could be integrated with PLTW.

Topic 2: National Meeting

Decisions/Conclusions: Bill Simonton summarized the national meeting he attended in New York. In the future Project Lead The Way will support: curriculum; teacher training; and access to computer software. Training will be in three parts: pre-core; summer training; continuing education for teachers. The Charitable Venture Foundation will fund the teacher training. Private sponsorship is needed and funding should not depend on state money.

Topic 3. Update on Enrollment

Decisions/Conclusions: Hopkinton's class is full as is the section at John Stark. Nashua is very interested for next year and is waiting to visit in New York. Kearsarge is in the decision-making process.

Topic 4. Marketing Plan/Strategic Plan

Decisions/Conclusions: Bill Johnson provided handouts that he prepared. Dick Ayers will work with Erling Mostue to create a document outlining the common goals of DOX and PLTW.

Topic 5. Student Tracking

Decisions/Conclusions: Dick Ayers will report on this at the next meeting.

The next meeting will be held on Monday, October 19, at 12:00 noon in the Cafeteria Function Room. Lunch will be provided.
PROJECT LEAD THE WAY
NEW HAMPSHIRE LEADERSHIP TEAM
MINUTES

Meeting Date: October 19, 1998
Location: NHTE Cafeteria Function Room

I. Meeting Purpose:

Scheduled meeting for the NH PLTW Leadership Team.

II. Present

-X Richard Ayers
-X Charles Clough
-X William Johnson
-X F. Donald Jones
-X Paul Leather
-X Arthur LeBlanc
-X Edward Miller
-X Roy Torbett
-X Val Zanchuk
-X Bob Simoneau
-X Erling Mostue
-X Elizabeth McCoy
-X William Simonton

III. Agenda

1. Approval of the Minutes of the September 17 Meeting
2. Reports from Schools – Milford, John Stark, Hopkinton
3. Marketing Plan
4. Student Tracking
5. Other

IV. Summary of Topics and Decisions/Conclusions

Topic 1: Approval of the Minutes of the September 17 Meeting

Decisions/Conclusions: The minutes were approved as written.

Topic 2: Reports from Schools – Milford, John Stark, Hopkinton

Decisions/Conclusions: Elizabeth McCoy reported that all is going well at Milford. Milford recently held an Open House. Over 500 people attended and the PLTW Program received much enthusiasm. She was unsure of the number of students taking courses this semester. Bill Johnson reported that PLTW is going well at John Stark. He indicated that his daughter (9th grade) is enrolled in the program. She and the other students are very impressed with the program. There are some physical plant issues at John Stark. Dick Ayers reported that grades 9 through 12 are participating at Hopkinton and students really like the program. Dick Ayers also suggested that the next meeting be held at Hopkinton so that the Leadership Team could see the program first-hand.

Topic 3. Marketing Plan

Decisions/Conclusions: Copies of a proposed PowerPoint presentation were distributed. This item will be discussed further at the next meeting.

Topic 4. Tracking Students

Decisions/Conclusions: Dick Ayers suggested that a sub-committee of the Leadership Team be created to put a plan together for tracking students. More information regarding this matter will be available at the next meeting. There were questions regarding what information should be tracked. Dr. Simonot suggested that these questions be presented at the next meeting when Dick Blais from PLTW National Headquarters will be present.

Topic 5. Other

- Superintendents from schools which will be starting PLTW in the fall of 1999 need to be contacted regarding becoming members of the Leadership Team.
- Governor Shaheen needs to be involved. Perhaps we can get a photo op or invite her to one of our meetings.
- There was a discussion regarding Progress in Education (PINE), Design of Experiments (DOE), Teacher in Workplace (T IW), and Project Lead The Way (PLTW). This item will be discussed further at a future meeting.

The next meeting will be held on Monday, November 16, at 11:30 a.m. at Hopkinton High School.

/rp
PROJECT LEAD THE WAY
NEW HAMPSHIRE LEADERSHIP TEAM

MINUTES

Meeting Date: November 16, 1998
Location: Hopkinton High School

I. Meeting Purpose:
Scheduled meeting for the NH PLTW Leadership Team.

II. Present

X Richard Ayers
X Charles Clough
X William Johnson
X F. Donald Jones
X Paul Leather
X Arthur LeBlanc
X Edward Miller
X Roy Torbett
X Val Zanchuk
X Bob Simoneau
X Erling Mostue
X Elizabeth McCoy
X William Simonton

Also in attendance: Richard Blais, Philip Bell, Ralph Minichiello, Sandra Burney

Dick Ayers welcomed the group to Hopkinton High School. Sandra Burney conducted a tour of the high school including the Project Lead The Way lab. After the tour and lunch, Dr. Simonton gave background information and an overview of Project Lead The Way. He stated that the current focus is to make Project Lead The Way successful in New Hampshire. He thanked all of the members of the New Hampshire Leadership Team for the work they have done so far. He then introduced Dick Blais, National Director for Project Lead The Way.

Highlights of Dick Blais’ report:

- New Hampshire has one of the most active Leadership Teams.
- The PLTW foundation has a ten year commitment of $2,000,000 per year. This money will be used to sustain partnerships, maintain standards, practices and improvements, and to support participating schools with training and curriculum upgrades.
- There will no longer be matching funds for equipment. Perhaps participating schools could get partners/sponsors. The participating school could inform potential sponsors that the program is already in place and has proven results.
- The Southern Region Education Board was looking for a pre-engineering curriculum, and they chose Project Lead The Way.
- The State of California has adopted the PLTW curriculum with 10 to 12 pilot schools coming on line for September 1999.
- Explanation of the teacher training program which will be used in the future (summer institutes versus semester sabbaticals). A video was shown on the summer institute training program.
- A counselor training session is also available. There is much higher enrollment at schools where counselors have been trained.
- PLTW would like to become accredited whereby when a school signs on and agrees to the standards and the teacher has gone through training. The students would be eligible to receive
credit from Rochester Institute of Technology upon successfully completing the PLTW coursework. Students would pay tuition to RIT for this service.

- Dick Blais would like a letter of commitment that interested schools could sign which would state that they are prepared to sign on with PLTW as soon as their school has money to purchase the necessary equipment. This would not commit the school district in the event that they are unable to come up with funding.

The next meeting will be on Tuesday, December 15, at 12:00 noon in the Cafeteria Function Room of Little Hall. Items to be discussed include Student Tracking, Teacher Training, Strategic Goals and Marketing.

/rp
PROJECT LEAD THE WAY
NEW HAMPSHIRE LEADERSHIP TEAM

MINUTES

Meeting Date: December 15, 1998
Location: New Hampshire Technical Institute

I. Meeting Purpose:

Scheduled meeting for the NH PLTW Leadership Team.

II. Present

[X] Richard Ayers ✓
[ ] Charles Clough ✓
[X] William Johnson ✓
[X] F. Donald Jones ✓
[ ] Paul Leather
[X] Arthur LeBlanc ✓
[X] Edward Miller ✓
[X] Roy Torbett ✓
[X] Val Zanchuk ✓
[ ] Bob Simoneau ✓
[X] Erling Mostue ✓
[X] Elizabeth McCoy ✓
[X] Ralph Minichiello ✓
[X] Jean Richards ✓
[X] William Simonton ✓

III. Agenda

1. Student Tracking
2. Teacher Training
3. Marketing
4. Other

Topic 1: Student Tracking

Decisions/Conclusions: Copies of a proposed tracking system were distributed at the last meeting. Ed Miller and Dick Ayers have been working on this proposal. A letter from the NH Leadership Team should be sent to all PLTW participants with copies of an agreement for students and parents to sign regarding release of information to PLTW. A questionnaire needs to be created. Suggestions for the questionnaire should be submitted to Dick Ayers before January 20, 1999. It was the consensus of the group that data collection should be school based. Dick Ayers will modify the form, the letter and create a questionnaire which he will send to Randi Provencal to be distributed prior to the next meeting.

Topic 2: Teacher Training

Decisions/Conclusions: After discussion, it was the consensus of the group that one of the most profitable instruments for teacher training would be for the New Hampshire PLTW teachers to meet periodically during the school year.

Topic 3: Marketing

A copy of a proposed marketing plan was distributed at the last meeting. Bill Johnson asked that input be sent to him and he will update the information. Ed Miller suggested marketing PLTW to remote areas in New Hampshire. After discussion, it was noted that the state is already split into five regions (superintendents regions). Perhaps members of this team could visit these districts. Bill Johnson reported that he is creating a three panel brochure for NH PLTW. The suggestion was made to have a NH PLTW video. The consensus of the group was to work with the superintendents and to promote PLTW to industry by explaining how PLTW will give them
the skilled workers they will be looking for. At the next meeting a decision will be made as to which regions to target. A subcommittee will be put together to visit targeted areas.

**Topic 4: Other**

- Contact Paul Leather to inquire about potential funding for administrative help for NH PLTW. If an administrative person is hired, an office could be set up at NHTI or one of the participating high schools.

- Dr. Simonton distributed copies of Regional Leadership Team Goals and Partnership roles.

The next meeting will be on Wednesday, January 27, at 12:00 noon in the Cafeteria Function Room of Little Hall.

/rp