PROJECT LEAD THE WAY
NEW HAMPSHIRE LEADERSHIP TEAM

MINUTES

Meeting Date: March 10, 1999
Location: New Hampshire Technical Institute

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
× John Pokoski for Roy Torbett
___ Val Zanchuk
___ Erling Mostue
× Elizabeth McCoy
× Ralph Minichielo
___ Jean Richards
___ Jim Gorman for Philip Bell
× Rosie Walker-Bois
× William Simonton

III. Agenda

1. Status Report from Hopkinton, John Stark, Milford, Bow, Merrimack Valley and Kearsarge
2. College Credit for PLTW Courses
3. Student Tracking
4. Summer Training
5. Recruiting New Schools
6. Other

Topic 1: Status Reports from Hopkinton, John Stark, Milford, Bow, Merrimack Valley and Kearsarge

Decisions/Conclusions: Jim Gorman reported that Merrimack Valley High School hosted an informational open house regarding PLTW. Seventy-eight (78) students signed up to start PLTW in September 1999.

Dick Ayers reported that Hopkinton will be hiring another one-half time person to assist Will Renauld. Two Hopkinton students are working with NHTI on this year's Tour de Sol.

Ralph Minichielo reported that Bow's PLTW instructor met with eighth grade teachers to screen students to participate in the project. Twenty-two percent (22%) of eligible students have signed up to participate (30 students).

Betty McCoy reported that students at Milford are very involved. She indicated that a spin-off for PLTW for Milford students is the First New Hampshire competition. She also reported that two teachers will be trained this summer.

Topic 2: College Credit for PLTW Courses

Decisions/Conclusions: This item was tabled until the next meeting.

Topic 3: Student Tracking

Decisions/Conclusions: Dick Ayers reported that students from Hopkinton had completed the student tracking questionnaires. He delivered a copy of all of the questionnaires to Dr. Simonton. Nan Travers, NHTI's Director of Research and Grants, will be invited to the next meeting to discuss questionnaires and student tracking. The issue of gender was discussed. How can schools get information regarding women in engineering to female students.
Dick Ayers reported that a woman from Vermont Technical College in Randolph has been invited to Hopkinton to discuss women in math and science. After discussion, it was decided that other PLTW schools should be invited.

**Topic 4: Summer Training**

**Decisions/Conclusions:** Dr. Simonton reported the need to have PLTW training in New Hampshire. The consensus was to support training teachers in New Hampshire. PLTW instructors could be flown to New Hampshire. If necessary, we could apply for a grant in order to pay for training in New Hampshire. It is too late to plan local training this summer.

**Topic 5: Recruiting New Schools**

**Decisions/Conclusions:** Rosie Walker-Bois stated that in addition to looking at new schools, we need to work with the schools that are on board now. She reported that she visited John Stark. She also indicated that we need a back up plan in case a certified instructor decides to leave one of the schools. Other faculty members at the high schools need to be familiar with the PLTW courses. She emphasized that students taking PLTW courses should receive credit for the courses they have completed. She suggested that a mentoring program be put in place utilizing local companies as well as the Engineering Department at UNH. The mentors would be able to support the teachers who are now teaching PLTW courses.

Ms. Walker-Bois explained the changes in the School-to-Work and Tech Prep legislation.

**Topic 6: Other**

- John Pokoski reported that he spoke to the UNH Executive Committee regarding a PLTW Open House. He indicated that the best time to hold the open house would be in October on the same day as the regular UNH Open House. Dick Ayers asked if the UNH faculty would be familiar with PLTW. John Pokoski indicated that the faculty members would be briefed. Betty McCoy suggested that demonstrations should be spin-offs of what the students have been working on at the high school level. John Pokoski stated that graduate students will be available on that day. Dick Ayers indicated that the program would have to conclude by 1:30 p.m. in order to get students back to their high schools by the end of the school day. Dick Ayers suggested that if UNH faculty were interested in mentoring a high school, they could meet with the high school faculty on that day. If it works out well, perhaps it could be an annual event and would be mandatory for all PLTW students. John Pokoski needs the number of students that will be attending by the next meeting.

The next meeting will be on Wednesday, April 21, at 12:00 noon in the Cafeteria Function Room of Little Hall.

/rp
Meeting Date: April 21, 1999
Location: New Hampshire Technical Institute

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 John Pokoski
X Roy Torbett
X Val Zanchuk
X Erling Mostue
X Elizabeth McCoy
X Ralph Minichiello
X Jean Richards
X Chris Giny for Philip Bell
X Rosie Walker-Bois
X William Simonton

Also in Attendance: Nan Travers, NHTI

III. Agenda

1. Status Report from Merrimack Valley, Hopkinton, Milford, John Stark and Bow
2. Tech Prep Grant
3. NHTI Learning Lab
4. Student Tracking Survey
5. Other

Topic 1: Status Reports from Merrimack Valley, Hopkinton, Milford, John Stark, and Bow

Decisions/Conclusions: Chris Ginty reported that Merrimack Valley High has 182 students signed up to start PLTW in September 1999.

Dick Ayers reported that Hopkinton will be hiring another one-half time person to assist Will Renaudl. He also reported that more students signed up for Fall 1999 than did for Fall 1998. He stated that his district is putting together a handbook to attract female middle school students. He will bring a copy of the handbook to the next meeting.

Betty McCoy reported two instructors from Milford will be trained at RIT this summer. She indicated that the training becomes very expensive and hopes that local training will be an option in the future.

Don Jones reported that at John Stark all classes are full for the Fall of 1999. He stated that PLTW is the most talked about program at the school.

Ralph Minichiello reported that Bow will have 36 students participate in the program starting in the Fall of 1999. He also spoke of the expense of training instructors and hopes local training will be an option in the future.

Topic 2: Tech Prep Grant

Decisions/Conclusions: Rosie Walker-Bois reported that there are five regions in the state doing Tech Prep. Each of the five regions is specializing in a technical field; our region is focused around Manufacturing and Engineering. Ms. Walker-Bois distributed copies of and gave an explanation of the Tech Prep Partnership Plan for FY 2000. Ms. Walker-Bois will continue PLTW outreach to include high school visits. The New Hampshire Community Technical College System has been allocated $103,000 in Tech Prep monies. We are looking to have $60,000 of that money dedicated to PLTW and Cisco.

Topic 3: NHTI Learning Lab

Decisions/Conclusions: Dr. Simonton reported that he is trying to have $10,000 of the Tech Prep monies set aside to build a PLTW Lab at NHTI. This lab could be used for teacher training in the future. Perhaps this lab could be used as a "regional" training center for PLTW in addition to RIT.
Topic 4: Student Tracking Survey

Decisions/Conclusions: Nan Travers, NHTI's Director of Research/Grants was at the meeting to discuss student tracking. She distributed copies of a draft survey. She asked the group for input as to how to modify the survey. After discussion, it was decided that Ms. Travers would make proposed changes to the survey and bring it back to the next meeting for further discussion.

Topic 5: Other

➢ Dr. Simonton announced that Dick Blais and Ken Ford from National Project Lead The Way will be in New Hampshire May 12 and 13.

➢ John Pokoski asked that if participating schools are interested having a UNH faculty mentor, they should submit to him a contact name.

The next meeting will be on Wednesday, May 12, at 12:00 noon in the Cafeteria Function Room of Little Hall.
PROJECT LEAD THE WAY
NEW HAMPSHIRE LEADERSHIP TEAM

MINUTES

Meeting Date: May 12, 1999
Location: New Hampshire Technical Institute

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 John Pokoski
X Roy Torbett
X Val Zanchuk
X Erling Mostue
X Elizabeth McCoy
X Ralph Minichiello
X Jean Richards
X Jim Gorman for Philip Bell
X Rosie Walker-Bois
X William Simonton

Also in Attendance: Richard Blais (PLTW)
Ken Ford (PLTW)
Nan Travers (NHTI)

III. Agenda

1. Report from Dick Blais and Ken Ford
2. Career Open House - UNH
3. Student Tracking Survey
4. Middle School Curriculum
5. End of Year Dinner Meeting/99-00 Goals
6. Other

Topic 1: Report from Dick Blais and Ken Ford

Decisions/Conclusions: Dick Blais described the growth of Project Lead The Way nationally and observed that at this point 100 schools are on board. Ken Ford described improvements in the curriculum and talked about the importance of maintaining quality training for PLTW. He also spoke about continuing professional education and announced that a full-time continuing education instructor will be hired in the immediate future.

Topic 2: Career Open House - UNH

Decisions/Conclusions: Jon Pokoski distributed copies of a proposed schedule for the PLTW visit. He announced that that the Career Open House is tentatively scheduled for November 5.

Topic 3: Student Tracking Survey

Decisions/Conclusions: Nan Travers distributed copies of the updated survey. She described this latest version of the Student Tracking Survey and the Leadership Team agreed to use the survey as it affects this year's students.

Topic 4: Middle School Curriculum

Decisions/Conclusions: Ken Ford described the middle school curriculum and advised that it is available to be implemented at this time as a one year program that could be offered in the 6th, 7th, or 8th grades.

Topic 5: End of Year Dinner Meeting/99-00 Goals

It was decided to have a year end dinner meeting. The the New Hampshire Leadership Team for Project Lead The Way will host the current and future teachers. This dinner meeting will be held on Tuesday, June 22nd. The business meeting will begin at 5:00 p.m. with dinner following at 6:00 p.m. During the business meeting, goals for 1999-2000 will be established.

WGS/rp
PROJECT LEAD THE WAY
NEW HAMPSHIRE LEADERSHIP TEAM

MINUTES

Meeting Date: September 20, 1999
Location: New Hampshire Technical Institute

I. Meeting Purpose:

Scheduled meeting for the NH PLTW Leadership Team.

II. Present

X Richard Ayers
X Charles Clough
___ William Johnson
X F. Donald Jones
___ Paul Leather
___ Arthur LeBlanc
___ Edward Miller
X John Pokoski
___ Roy Torbett
___ Val Zanchuk
X Erling Mostue
X Elizabeth McCoy
X Ralph Minichiello
X Jean Richards
X Jim Gorman
___ Jim Leon
X William Simonton

III. Agenda

1. Welcome and Overview of National Status of PLTW
2. Report from Schools
3. UNH Open House

Topic 1: Welcome and Overview of National Status of PLTW

Decisions/Conclusions: Dr. Simonton reported that he attended a National Project Lead The Way meeting earlier in the month. He will send each member of the New Hampshire Leadership Team a package of material which he received. He reported that the issue of local training was addressed. Regarding local teacher training, RIT needs to keep tabs on the quality of training. Ideally, we would be able to train faculty at NHTI. He stated that there are now approximately 115 schools nationwide participating in PLTW.

Topic 2: Report from Schools

Decisions/Conclusions: Dick Ayers reported the enrollment is stable at Hopkinton. Approximately 45 students are participating of which 20 are in their second year. They have added a 2/5ths position. He stated that Hopkinton has received positive feedback from students who have graduated who have received waivers from college for their PLTW classes. Don Jones reported that 85 students are participating at John Stark compared to 56 last year. He stated that they are team teaching with PLTW and regular faculty. Feedback has been excellent from students as well as parents. Betty McCoy reported 20 students are participating at Milford. Two teachers attended training this past summer. One of these instructors may become a trainer next year. All sections are nearly full. Jean Richards reported that 33 students are participating at Keansagge. Everything is going well. Ralph Minichiello reported that 36 students are participating at Bow. He stated that there is only one PLTW instructor, which could pose a problem should the teacher leave. Jim Gorman reported that 118 students are participating at Merrimack Valley. They had 159 requests for the program. Seventy-nine incoming freshmen applied. They are running six sections with 20 students per section. They will look at building another lab for next year.
Topic 3: UNH Open House

Decisions/Conclusions: John Pokoski distributed a proposed schedule for the visit to UNH. He reported that they can handle a total of 90 to 100 people (this includes students, faculty, superintendents, etc.). Each school will report final numbers of students who will attend at the October meeting. It was suggested that perhaps a UNH student who has gone through PLTW attend the Open House. It was also suggested that a guidance counselor from each school attend. Plans will be finalized at the next meeting.

Topic 4: Goals 1999-2000

Decisions/Conclusions: This item will be discussed in detail at a future meeting. The goals need to be turned into a planning guide.

The next meeting will be on Tuesday, October 19 at 12:00 noon.
PROJECT LEAD THE WAY
NEW HAMPSHIRE LEADERSHIP TEAM

MINUTES

Meeting Date: October 19, 1999
Location: New Hampshire Technical Institute

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 John Pokoski
X Roy Torbett
X Val Zanchuk
X Erling Mostue
X Elizabeth McCoy
X Ralph Minichiello
X Jean Richards
X Jim Gorman
X Jim Leon
X William Simonton

III. Agenda

1. Introduction of Jim Leon
2. Status Report
3. Report from Schools
4. UNH Open House
5. PLTW Administrator/Faculty Gathering
6. Other

Topic 1: Introduction of Jim Leon

Decisions/Conclusions: Dr. Simonton introduced Jim Leon, who is the new School-to-Work/Tech Prep person. Jim is planning to visit every high school in the region (18). The schools he has visited so far are very interested in Project Lead The Way.

Topic 2: Status Report

Decisions/Conclusions: Dr. Simonton reported that the visit with the Governor on September 23rd was very successful. The meeting brought everyone to the “same page” regarding PLTW. Dick Blais met with the state vocational directors on the same day. Dick Ayers hosted a State Board of Education meeting at Hopkinton High School. At that meeting the Governor made a statement regarding the State becoming involved with PLTW and having all schools in New Hampshire Involved. Paul Leather stated that we need to get the word out about PLTW to the State Department of Education and the Governor’s Office. There was discussion regarding contacting the US Department of Education for additional funds in order to incorporate PLTW across New Hampshire. Also discussed was the level of monetary involvement and support of businesses to PLTW. This is something we are pursuing. The Governor has asked that PLTW be presented at the Workforce Opportunity Council (perhaps with Dick Blais and Dr. Simonton). Dr. Simonton distributed copies of minutes from the National Oversight Committee. He gave an overview of the meeting. Dr. Simonton reported that many schools have an interest in joining PLTW next year, however, nothing concrete yet.

Topic 3: Report from Schools

Decisions/Conclusions: Jean Richards reported that Kearsarge is moving forward nicely. Their PLTW instructor has been asked to become a trainer for the Digital course. Ralph Minichiello reported that things are going well at Bow. Two teachers are interested in
going to training next summer. He reported that the principal presented their budget and asked for a third class for PLTW. The program is growing fast. Don Jones reported that more teachers are interested in becoming PLTW instructors at John Stark. Betty McCoy reported that the interest is very high at Milford. Dick Ayers reported that things are going well at Hopkinton. Will Renauld has been asked to become a trainer. Jim Gorman reported that 24 out of the 60 PLTW students are female at Merrimack Valley. He reported that the parents who attended their teacher conference night were very impressed with the program. Merrimack Valley will be sending another person to be trained and another PLTW lab is in the budget. He suggested the next PLTW meeting be held in the current PLTW lab at Merrimack Valley.

**Topic 4: UNH Open House**

**Decisions/Conclusions:** John Pokoski distributed copies of the schedule for the day plus a map of the campus. He reiterated the fact that they can accommodate 100 people. Jean Richards reported that 23 students from Kearsarge were interested in attending, Ralph Minichiello reported 23 students, Don Jones reported 15, Betty McCoy reported 10, Dick Ayers reported 18, and Jim Gorman reported as many as 30. Dr. Simonton suggested doing an open house at NHTI in the spring of 2000. Paul Leather suggested that the UNH Open House be video taped to be used as a PR tool.

**Topic 5: PLTW Administrator/Faculty Gathering**

Jim Leon reported that during his visits to high schools, principals have shown interest in meeting with PLTW administrators/faculty. He will put together a tentative agenda and bring it to the next meeting.

The next meeting will be on Tuesday, November 23 at 12:00 noon at Merrimack Valley High School.

/rp