

Pursuant to Massachusetts General Law Chapter 74, Section 6, and the Massachusetts 603 CMR 4.00: Vocational Technical Education Regulations, the Keefe Regional Technical School District Committee appoints Program Advisory Committees for each of the technical programs under its control, and appoints all members of the General Advisory Committee.

The responsibility of Program Advisory Committees is to advise, assist, and support school personnel in order to improve the planning, operation, and evaluation in its program area. For additional information please see [Massachusetts Career/Vocational Technical Education Advisory Committee Guide](#).

New members are always welcome. Please contact Tony McIntosh, Director of Career and Technical Education, at tmcintosh@jpkcefeh.org if you are interested in serving on one of the following Program Advisory Committees:

- Automotive Technology
- Carpentry
- Cosmetology
- Culinary Arts
- Dental Assisting
- Design and Visual Communications
- Early Childhood Education
- Electrical
- Health Assisting
- Heating, Ventilation, Air Conditioning, and Refrigeration (HVAC/R)
- Horticulture and Landscape Management
- Information Technology
- Legal and Protective Services
- Metal Fabrication
- Plumbing
- Programming and Web Development

The Keefe Regional Technical School Program Advisory Committees meet twice during each school year, with one meeting being held in the fall and the other held in the spring.

- Program faculty prepare a meeting agenda.
- Attendance is taken by having members review, update, and sign the Program Advisory Committee roster for each program.
- Program faculty prepare and submit meeting minutes.
- Fall Program Advisory Committee Regular Agenda Items:
 - Program Enrollment
 - Review of Program-Specific Perkins Indicators
 - Five Year Equipment Plan Development
 - Program Curriculum Review
 - Other Topics as Needed
- Spring Program Advisory Committee Regular Agenda Items:
 - Grade 9 Program Enrollment
 - Five Year Equipment Plan Review
 - Student Leadership Organization Updates
 - Other Topics as Needed

The Chairperson from each of the Program Advisory Committees serves as a representative to the General Advisory Committee. The General Advisory Committee holds one meeting per school year. This meeting takes place at the end of January, or the beginning of February, each school year and is held as a joint meeting with the members of the District Committee.