

**Technical College High School**  
**Program Area**  
Occupational Advisory Committee  
October 31, 2011

**MINUTES**

---

The meeting was called to order at 2:45 p.m. Those members in attendance were:

- Jacqueline Butcher-Jones - TCHS Cosmetology Instructor
- Betty Filippone - Betty Filippone Beauty Salon
- Danielle Sheffield - Parent member
- Kaleigh Szulkowski - Jillian Grace Salon
- Tara Miller - Jillian Grace Salon
- Veronica Horn - Curry Salon
- Nayeli Macazaga - Jackie Hines Barber Shop
- Anne Weber - CCIU Literacy Specialist
- Danielle LaBarge - Smart Style
- Delilah Giles - Styleology

Members of this committee not in attendance were:

- Jillian Tuskworth - Jillian Grace Salon
- Char Coll - Haircuttery
- Deborah McDonough - CAT Brandywine
- Debbie Neatock - CAT Pickering

**APPROVAL OF MINUTES** - Approved as printed

**UNFINISHED BUSINESS** - NONE

**NEW BUSINESS**

- Enrollment for the 2011 - 2012 school year - 41 students (17 am / 24 pm)  
2- males (1 - am Oxford & 1- pm Avon Grove)
- Non-traditional student enrollment concerns - peer pressure, undecided due to maturity level, stereotyping, college bound, parent pressure fear of sexuality issues.
  - Offer barbering program - male oriented
  - Change name of program "Hair Design"
  - Male guest speakers for career day at TCHS

NOTE: Barbering program to open at TCHS Brandywine Campus in 2012

- 2012 Milady Standard Cosmetology Curriculum
  - NO Changes to curriculum “state mandated curriculum”
  - Continue collaboration of cosmetology curriculum and learning guides

**Motion - Betty Filippone**  
**Seconded - Delilah Giles**  
**Unanimously approved**

- Cosmetology Kits should be paid prior to first day of school - no kit, no hours.
  - Theory only, not permitted to participate in lab
  - Payment plan over the summer ?
  - At least half of the kit must be paid if considering payment plan
- New State Board Test Agency - Pearson Vue as of July 2011
- Student support services - ADA & ELL
  - Introduction of Mrs. Weber - Reading Literacy Specialist, discussed reading strategies for NOCTI & state board exams
  - Committee expressed concern about e-books - not all students have access to a computer or the internet
  - ESL and LD students need to highlight and make notes in margin of text as a learning strategy.
  - Cosmetology teacher must be included as a team member for IEP's & 504's.
- Visually impaired students - **safety concerns injury to self and others**
  - The sending school should make certain student has aide if needed.
  - Equal Access right understood and upheld
  - **State board accommodations - extended time & reader only**
- Transfer of hours to private schools a concern for students enrolled only one or two years in the cosmetology program - private schools not accepting all hours accrued only a percentage based on test average.
- Instructional Assistant - possesses a Delaware cosmetology license not Pennsylvania as per Mrs. Manco.
  - IA's license does not permit her to practice in Pennsylvania.
  - IA should not perform ANY cos related services at TCHS. It's Illegal and may result in fine or suspended school license as well as jeopardize Mrs. Butcher-

Jones' license (state law)

- Mrs. Butcher-Jones is not permitted to verify teaching hours for Mrs. Manco in Pennsylvania. TCHS is registered for the cosmetologist curriculum only. (consult with state attorney)

NOTE: Tara Miller possesses both Pennsylvania and Delaware licenses

- Former graduates expressed concern that while they were enrolled at TCHS, the IA relayed incorrect information to students. IA was learning from Mrs. Butcher and asked students to demonstrate procedures.

*NOTE: IA has not worked in the field for many years and does not possess relevant skills for today's marketplace.*

- Bilingual Instructional Assistant needed in cosmetology due to student population and students need help with language acquisition. -

**Motion - Nayeli Macazaga**  
**Seconded - Kaleigh Szulkowski**  
**unanimously approved**

- Equipment - students must be aware of all equipment being used in salons ( see attached sheets)
  - Create PowerPoint of equipment - dangers in the spa /salon
  - High end salons using measuring scales
  - Color processor machine suggested

**Motion - Tara Miller**  
**Seconded - Veronica Horn**  
**Unanimously approved**

- Materials - Tara Miller former Redken Educator noted Redken color is harsh and compromised the hair's integrity.
  - Research color lines used in area salons
  - High end salons are using Wella & Matrix haircolor
  - Various activities suggested
  - Mural & posters

**Motion - Danielle LaBarge**  
**Seconded - Veronica Horn**  
**Unanimously approved**

- Job Shadow and co-op
  - salon owners and stylist will continue to support TCHS cosmetology students
  - students should visit four different types of salons

- Evaluation form needed to give constructive criticism to student.
  
- Recruitment / Marketing of Cosmetology
  - Teacher should visit schools and businesses to find out what is attracting students so they are not your competition.
  - Publicize statistics, income, employers of graduates
  
- TAP Initiative
  - supports skills required in the workplace

#### **MISCELLANEOUS ITEMS**

- OAC members will complete evaluation forms throughout year when they visit school
- OAC members will continue to support teachers - visit classrooms, workshops & awards

**DATE OF NEXT MEETING:** Monday

#### **ADJOURNMENT:**

The meeting was adjourned at 4:30 p.m.

Minutes submitted by: \_\_\_\_\_