

To Whom It May Concern:

I am delighted to provide this letter of recommendation for Mr. Donald Jarvis for the position of Vice President of Region 1 for ACTE. I have worked with Mr. Jarvis for several years in his role of Vocational Education as the Dean of Students of Graduate and Continuing Education. I have found Mr. Jarvis to be a strong leader as well as an outstanding communicator and planner. Don is a very competent professional with a solid background in career and technical education. He is intelligent, energetic, willing to learn and work hard to achieve and succeed in all things he undertakes.

Don is consistent in his demands and expectations and always thoroughly prepared and available. He is particularly strong in his knowledge of Career and Technical Education licensure. Don has earned the respect of the Instructors that he teaches, and colleagues by consistently demonstrating competence in educational leadership. Don's commitment to program development has been shown through designing and setting up online curriculum for Westfield State University. He has developed syllabi's and curriculum that follows DESE Standards and Competences.

It is with the utmost confidence that I endorse Mr. Jarvis for the position Vice President of Region 1 for ACTE. I am certain he will provide your district with the same quality of leadership he has displayed at Westfield State University. I would be happy to answer any further questions you might have about Mr. Jarvis. Please feel free to contact me.

Sincerely,

Dr. Kim Tobin
Interim VP of Administration and Finance.



June 13,2018

Dear ACTE

It is my great pleasure to enthusiastically recommend Don Jarvis as your next Superintendent. Don has been Principal/Director of LPVEC's Career and Technical Education Center (CTEC) for the past 10 years; he has been a part of my leadership team since I arrived as Executive Director three years ago. While it may not be in my own best interest to do so, I cannot help but give him a rave review. His knowledge, vision, fiscal ability, relationships, and heart will be major assets to your organization, as they have been for mine.

Don brings a wealth of knowledge to his role as a vocational education leader. While his title is principal/director, he is the person in charge of our entire career/technical operation, since as executive director I oversee a variety of Collaborative programs, not just CTEC. During his time at CTEC, he has upgraded all of our programs to Ch. 74-approved status. In the past few years he has developed and gained state approval for new programs in Machine Technology and Early Childhood Education. He works closely with our special education and curriculum directors to continually improve our student support and teacher evaluation processes, with a particular emphasis on engaging all types of students. In addition to his leadership role at CTEC, he also teaches curriculum courses to future vocational educators in the licensure program at Westfield State University.

Don has the vision to look beyond how things currently are, to see where the school needs to go to move forward. As noted above, he added two new shops based on regional employment trends and input from our member districts. At the same time, he recognized that future enrollments would not support the permanent addition of two more shops, so he planned the merging of two existing shops, Graphics and Design/Visual Communications, into a new, forward-looking Graphics & Visual Design program, and he phased out a dwindling Fashion Technology program. As a result, CTEC will maintain 11 robust programs, each with multiple instructors and positive student demand.

Don has demonstrated strong ability with budgets and fundraising. In the past two years alone, he has worked to bring in over \$900,000 in new grant funding to support capital costs for our new Machine Technology and Graphics & Visual Design programs. He is skilled at budget development and at utilizing Perkins and other grant funds strategically to make every dollar count.

LOWER PIONEER VALLEY EDUCATIONAL COLLABORATIVE
174 BRUSH HILL AVENUE, WEST SPRINGFIELD, MA 01089 PHONE 413-735-2200 FAX 413-735-2280

SERVING AGAWAM•EAST LONGMEADOW•HAMPDEN-WILBRAHAM•LONGMEADOW•LUDLOW•SOUTHWICK-TOLLAND-GRANVILLE•WEST SPRINGFIELD

In his years in the field, Don has developed an extensive network of relationships with other leaders from education, government, and industry, and this network will be particularly useful to him and to you in his role as superintendent. Don knows all the players at the state Department of Elementary & Secondary Education. His ability to network professionally with our Regional Employment Board and our legislative delegation have been instrumental in CTEC receiving capital grant funding and new industry advisors. As president of the Massachusetts Vocational Association, he has helped to develop the next generation of voc ed leaders by providing leadership and professional development opportunities to classroom educators across the state. He is also an active member of the MA Association of Vocational Administrators (MAVA), where he has a wide range of colleagues to share ideas and strategies with.

Finally, Don simply loves career and technical education. His enthusiasm is contagious. His heart is huge. His passion and knowledge of the field make him a particularly effective advocate and administrator.

Smith Vocational faces some significant challenges going forward in terms of its identity, structure, and sustainability. Business-as-usual will not be sufficient to guide the school through its next generation. Like Smith, CTEC is unique compared to most regional vocational schools in the state, and Don is experienced at navigating that uniqueness, which offers both opportunities and challenges. His grasp of the fundamental core of vocational education and his vision and creativity at adapting to challenging contexts seems to me to be a perfect fit for your next leader.

As I indicated above, it will be a loss to my organization if he leaves, but I know he has wanted a superintendent role for some time. I am very confident that you will end up thanking me for recommending him.

If you have any questions or would like to discuss this further, please don't hesitate to contact me at achurchill@lpvec.org or (413) 735-2200.

Sincerely,

Andrew M. Churchill
Executive Director

MAVA

Massachusetts Association of Vocational Administrators

www.mava.us

MAVA Field Office
C/o Greater New Bedford Regional
Vocational Technical High School
1121 Ashley Boulevard
New Bedford, MA 02745

David J. Ferreira
Executive Director
Tel. (508) 998-4608
Fax (508) 998-4609
dferreira@gnbvt.edu

June 13, 2018

Dear ACTE:

It is with sincere pleasure that I offer this letter of recommendation for Donald Jarvis an applicant for the position of Vice President Region 1 at ACTE.

During his tenure as Principal Director at Lower Pioneer Valley Career and Technical Education Center, I have had the pleasure of working with Mr. Jarvis on a number of projects and have participated with him at many meetings. As such, I have grown to admire his administrative expertise and management style.

As Executive Director of the Massachusetts Association of Vocational Administrators, I have had the opportunity to observe directly his leadership and communication skills. Serving on the MAVA Board of Directors, he has been able to most effectively represent the needs of students attending Lower Pioneer Valley and has been successful in developing strategies to insure the continued achievement of all vocational technical students across the Commonwealth. In addition, he currently serves as a dedicated member of our M.G.L. Chapter 74 Oversight Committee.

One of Mr. Jarvis' strongest attributes is his dedication. He is totally committed to quality education and believes in the highest standards of achievement. He is devoted to his responsibilities and maintains the highest goals for himself and his school. His broad range of experience and innate intelligence insures the accomplishment of any goal.

Mr. Jarvis has also served in numerous leadership positions in the Massachusetts Vocational Association (MVA) and is currently the Executive Director. Having been a member of MVA for many years, I can attest to his ability to think as a visionary and develop correspondingly effective strategic plans.

It has been a pleasure interacting with Mr. Jarvis. He has the ability to articulate issues and communicate in a most effective manner. He is very organized and is careful to identify and address potential problems and solutions. Integrity, compassion, assertiveness, and dedication form the foundation of support in leading a school community to excellence. Mr. Jarvis exemplifies these traits and, as such, has the requisite attributes for successful leadership.

It is my professional judgment that Mr. Jarvis has the necessary leadership, organizational, and managerial skills to be a superior superintendent/director. He possesses the necessary knowledge, experience, and communication skills to maintain the high standards and quality education at Smith Vocational and Agricultural High School.

It is because of the above noted qualities and attributes, as well as Mr. Jarvis' character and professionalism that I recommend him most highly. In addition, I remain available, in person or by telephone, to discuss his qualifications and accomplishments in further detail.

Sincerely,

A handwritten signature in black ink that reads "David J. Ferreira". The signature is written in a cursive style with a large, stylized initial "D".

David J. Ferreira
MAVA Executive Director

To Whom It May Concern:

I highly recommend Mr. Donald Jarvis for the position of Vice President of Region 1 at the Association of Career and Technical Education (ACTE) . I have worked with Mr. Jarvis as a colleague and as his supervisor for approximately eleven years. In my interactions with Mr. Jarvis, both professional and personal, I have consistently found him to be focused, thorough, professional, and dedicated.

Prior to taking the position of Executive Director at the Lower Pioneer Valley Educational Collaborative, I was a high school administrator in one of the member towns. It was in this role that I initially met Mr. Jarvis. At the time Mr. Jarvis was a teacher in the Career and Technical Education Center. He willingly took on additional leadership responsibilities in his role as teacher. Whenever I needed information on a student or recommendations on how to ensure the academic and social success of one of the high school students, Mr. Jarvis provided insightful and relevant suggestions. Mr. Jarvis' acumen in the arena of vocational education and student development was extremely beneficial when I became principal of the high school. Don regularly demonstrated that he had a solid theoretical understanding of his discipline that was balanced by a deep practical understanding of student development.

When I accepted the position as Executive Director of the LPVEC, Mr. Jarvis was a head teacher in the Career and Technical Education Center. I quickly assessed his commitment, intelligence, and assiduousness. At the end of my first year, the position of Director of Occupational Education became available. Mr. Jarvis was my first choice for the position. I knew that he had the innate talent and willingness to develop his knowledge further and that he could create the conditions for continuous improvement at CTEC.

During his tenure as the Director of Occupational Education for the LPVEC, Don has refined his communication skills. He has demonstrated that he is confident enough to invite dissent, strong enough not to win every argument, and wise enough to listen – and hear – what others are saying. His competent communication skills reflect his overall ethical character. Don communicates effectively with staff and stakeholders, as well as his colleagues on the leadership team. His collaborative style and intellectual capacity have made him instrumental in our budget development process and the fiscal management of our organization. The LPVEC is the only Collaborative in the Commonwealth and one of a handful of districts to have received a National Meritorious

Budget Award from the Association of School Business Officials. Don has been instrumental in helping the Collaborative attain this award more than once.

In addition to his skills in communication and finance, Don is an accomplished educational leader. He has worked effectively with our technology team to ensure that his staff and students have access to and competence in 21st century technologies and skills. He strives to be at the forefront of technical education and innovation. His campus was selected as the site for the West Springfield Innovation School. Don's campus was selected for a variety of reasons including Don's sound knowledge of best practices in teaching and learning, his positive relationships with town officials and community members, and his ability to build consensus and make careful, ethical, and informed decisions.

I am happy to recommend Mr. Jarvis for the position of Vice President of Region 1. I believe any institution fortunate enough to hire Mr. Jarvis will benefit greatly. Should you have any questions about Mr. Jarvis' qualifications, please do not hesitate to contact me at (413) 735-2200.

Sincerely,

Anne McKenzie, Ed.D
Executive Director, LPVEC



June 13,2018

Dear ACTE

It is my great pleasure to enthusiastically recommend Don Jarvis as your next Superintendent. Don has been Principal/Director of LPVEC's Career and Technical Education Center (CTEC) for the past 10 years; he has been a part of my leadership team since I arrived as Executive Director three years ago. While it may not be in my own best interest to do so, I cannot help but give him a rave review. His knowledge, vision, fiscal ability, relationships, and heart will be major assets to your organization, as they have been for mine.

Don brings a wealth of knowledge to his role as a vocational education leader. While his title is principal/director, he is the person in charge of our entire career/technical operation, since as executive director I oversee a variety of Collaborative programs, not just CTEC. During his time at CTEC, he has upgraded all of our programs to Ch. 74-approved status. In the past few years he has developed and gained state approval for new programs in Machine Technology and Early Childhood Education. He works closely with our special education and curriculum directors to continually improve our student support and teacher evaluation processes, with a particular emphasis on engaging all types of students. In addition to his leadership role at CTEC, he also teaches curriculum courses to future vocational educators in the licensure program at Westfield State University.

Don has the vision to look beyond how things currently are, to see where the school needs to go to move forward. As noted above, he added two new shops based on regional employment trends and input from our member districts. At the same time, he recognized that future enrollments would not support the permanent addition of two more shops, so he planned the merging of two existing shops, Graphics and Design/Visual Communications, into a new, forward-looking Graphics & Visual Design program, and he phased out a dwindling Fashion Technology program. As a result, CTEC will maintain 11 robust programs, each with multiple instructors and positive student demand.

Don has demonstrated strong ability with budgets and fundraising. In the past two years alone, he has worked to bring in over \$900,000 in new grant funding to support capital costs for our new Machine Technology and Graphics & Visual Design programs. He is skilled at budget development and at utilizing Perkins and other grant funds strategically to make every dollar count.

LOWER PIONEER VALLEY EDUCATIONAL COLLABORATIVE
174 BRUSH HILL AVENUE, WEST SPRINGFIELD, MA 01089 PHONE 413-735-2200 FAX 413-735-2280

SERVING AGAWAM•EAST LONGMEADOW•HAMPDEN-WILBRAHAM•LONGMEADOW•LUDLOW•SOUTHWICK-TOLLAND-GRANVILLE•WEST SPRINGFIELD

In his years in the field, Don has developed an extensive network of relationships with other leaders from education, government, and industry, and this network will be particularly useful to him and to you in his role as superintendent. Don knows all the players at the state Department of Elementary & Secondary Education. His ability to network professionally with our Regional Employment Board and our legislative delegation have been instrumental in CTEC receiving capital grant funding and new industry advisors. As president of the Massachusetts Vocational Association, he has helped to develop the next generation of voc ed leaders by providing leadership and professional development opportunities to classroom educators across the state. He is also an active member of the MA Association of Vocational Administrators (MAVA), where he has a wide range of colleagues to share ideas and strategies with.

Finally, Don simply loves career and technical education. His enthusiasm is contagious. His heart is huge. His passion and knowledge of the field make him a particularly effective advocate and administrator.

Smith Vocational faces some significant challenges going forward in terms of its identity, structure, and sustainability. Business-as-usual will not be sufficient to guide the school through its next generation. Like Smith, CTEC is unique compared to most regional vocational schools in the state, and Don is experienced at navigating that uniqueness, which offers both opportunities and challenges. His grasp of the fundamental core of vocational education and his vision and creativity at adapting to challenging contexts seems to me to be a perfect fit for your next leader.

As I indicated above, it will be a loss to my organization if he leaves, but I know he has wanted a superintendent role for some time. I am very confident that you will end up thanking me for recommending him.

If you have any questions or would like to discuss this further, please don't hesitate to contact me at achurchill@lpvec.org or (413) 735-2200.

Sincerely,

Andrew M. Churchill
Executive Director