

**GREATER LAWRENCE TECHNICAL SCHOOL**  
**57 River Road, Andover, Massachusetts 01810**

**PROGRAM ADVISORY COMMITTEE**  
**MEETING MINUTES**  
**November 17, 2022**

The Greater Lawrence Technical School Program Advisory Committee meeting was held on November 17, 2022, at Greater Lawrence Technical School.

*The following members were in attendance:*

<b>Facilitator:</b> Mark Laderoute	<b>CTE Program:</b> Advanced Manufacturing
<b>Recorder:</b> Chris Waterworth	
<b>Materials Manager:</b> Chris Waterworth	
<b>Dialogue Monitor:</b> Don Ouellette	
<b>Timekeeper:</b> Don Ouellette	
<b>Faculty Present</b>	
Mark Laderoute	Grade 10 Advanced Manufacturing Teacher/Lead
Don Ouellette	Grade 12 Advanced Manufacturing Teacher
Chris Waterworth	Grade 11 Advanced Manufacturing Teacher
<b>Advisors Present</b>	<b>Name of Business / Population Represented</b>
Tim Stauble	Straumann
Doug Fogg	Straumann
Mike Marion	M.E. Engineering
Dan Joaquin(Program Chair)	Tecomet
Rich Kunze	Southwest Industries
Scott Payette	
Ryan Ouellette	Vulcan
Katie Giron	Straumann

<b>Agenda Item #1: Call to Order</b> a. Welcome/Introductions
<b>Status report:</b> Mr. Joaquin called the meeting to order at 5:58 PM.
<b>Agenda Item #2 Verification of committee members' contact information, phone numbers, and emails.</b> a. Please verify the e-mail address for each member. b. Please distribute and collect information sheets for new members and members with pending paperwork. (Please return the paperwork to Sue Ouellette.) c. Per DESE recommendations, Program Advisory Boards must be a diverse representation of the communities. Members should respond to the <a href="#">Google Form</a> (Share link with all members) documenting their attendance and whether they are able to represent the diverse perspectives of our community.

**Status Report:**

- a. Email Addresses have been verified for each member.
- b. Facilitator asked for outstanding forms; three members returned the paperwork.
- c. Facilitator asked for members to complete google form.

**REPORT OF OLD BUSINESS****Agenda Item #3: Minutes**

- a. Review minutes from the last advisory meeting, and voice comments, questions, or concerns (Minutes are posted on the GLTS website).
- b. Solicit a motion to approve minutes, 2<sup>ND</sup> the motion.

**Status Report:**

- a. No changes needed

**Recommendation:** The committee recommended that the minutes from April be approved.

**Motion:** Mr. Joaquin moved to approve the minutes of April 28, 2022.

**2ND:** Mr. Stauble

**Vote:** Unanimous

**NEW BUSINESS****Agenda Item #4: CTE Program Facilities Review**

- a. **Review shop facilities and equipment (Tour Shop).**
  - i. Does the current shop design meet current industry standards?
    1. Are there any safety concerns?
      - a. If so, what improvements could be made?
        - i. What are the estimated associated costs to complete the improvements?
    2. Are there any repairs needed to the existing infrastructure?
      - a. If so, what improvements could be made?
        - i. What are the estimated associated costs to complete the improvements?
    3. Are there any shop area spaces that need to be redesigned for improved layout and/or functionality?
      - a. If so, what improvements could be made?
        - i. What are the estimated associated costs to complete the improvements?
    4. Are there any storage issues?
      - a. If so, what improvements could be made?
        - i. What are the estimated associated costs to complete the improvements?
    5. Are there any cosmetic renovations or improvements needed to ensure our program is reflective of the current industry styles, trends, and standards?
      - a. If so, what improvements could be made?
        - i. What are the estimated associated costs to complete the improvements?
- a. **Review shop facilities and equipment.**
  - i. Does the current shop design meet current industry standards?
    1. Safety concerns:
      - a. None
      - i. N/A

2. Repairs:
  - a. HAAS machinery
    - i. Doug Fogg inquired about service history on HAAS machines. Are we experiencing more service calls? Mark Laderoute indicated that there was a slight increase in issues. Dave Joaquin suggested having a preventive maintenance program for the HAAS machines. Doug would like us to maintain what we have and place the cost of P/M into our budget.
3. Layout / Functionality:
  - a. Is Matercam updated?
    - i. 2023 Mastercam will be on the VDI by December.
  - b. How are we doing with tooling? Anything needed?
    - i. We are in good shape
    - ii. From the April meeting we have purchased the following: drill index for the second shop, all new parallels, collets, etc.
  - c. Optical comparator
    - i. Possibility of a donation from Tecomet.
  - d. Rich Kunze asked if wire EDM or sinker EDM needed?
    - i. Too much of a specialty job.
  - e. Rich Kunze asked if we need Swiss screw machines?
    - i. Doug Fogg indicated that the basic skills are more needed than specialty skills.
  - f. Ryan Ouellette asked if we were thinking about metal 3D printing.
    - i. At this time, the cost is very high for metal 3D printing.
    - ii. It is also considered a specialty field.
4. Storage:
  - a. How is storage for the new shop?
    - i. Mr. Ouellette does not see a big problem with storage, but there is some traveling back and forth to the main shop.
    - ii. Usually Mr. Ouellette needs drills, so he is building up inventory.
5. Cosmetic Renovations:
  - a. Nothing needed
    - i. Nothing needed

**Recommendations:** It was recommended by the board that the shop maintain its current course with regard to maintenance of machines

**Motion:** Dave Joaquin

**2nd Motion:** Tim Stauble

**Vote:** Motion Carried

**Recommendations:** It was recommended by the board that we purchase an optical comparator.

**Motion:** Tim Stauble

**2nd Motion:** Ryan Oullette

**Vote:** Motion Carried

**Agenda Item #5: (FALL ONLY) Reviewing Proposed Budget for the upcoming school year (SY23/24):**

**a. Review SY23/24 DRAFT Budget**

- i. Review Spring Minutes and Proposed Department Budget (for SY23/24) Is the proposed budget inclusive of equipment and supplies recommended by the Advisory Program Committee at the last Advisory meeting? What edits should be made?

**Status Report:**

- a. Mr. Laderoute proposed a budget of \$87,668
  - i. General Supplies - \$29,419
  - ii. Textbooks - \$924
  - iii. Software/Site Licenses - \$9,300
  - iv. Repair and Maintenance - \$13,500
  - v. Other - \$7,000
  - vi. Equipment - \$24,285
  - vii. Hardware - \$3,240

**Recommendations:** It was recommended by the board that we buy two Samsung 86" smart TV sets for related classrooms.

**Motion:** Dave Joaquin

**2nd Motion:** Katie Giron

**Vote:** Motion Carried

**Recommendations:** It was recommended by the board that we accept the budget as presented by Mr. Laderoute

**Motion:** Tim Stauble

**2nd Motion:** Doug Fogg

**Vote:** Motion Carried

**Agenda Item #5 (SPRING ONLY) Prepare Budget for the upcoming school year (SY23/24)**

- a. Is the program equipped with equipment and supplies that will support preparing students for entry into the industry?
- b. What tools and/or equipment are cost-prohibitive to repair and should be replaced?
- c. What tools and/or equipment should be replaced within the next 5 years?
  - i. If yes, is there a specific manufacturer or model that we should request for equipment recommended?

**Status Report:**

- a. N/A
- b. N/A
- c. N/A
- d. N/A

**Recommendations:** N/A

**Motion:** N/A

**2nd Motion:** N/A

**Vote:** N/A

**Agenda Item #6: Curriculum**

- a. What are new and emerging trends in the industry?
- b. Is there new technology or techniques that we should be teaching our students?
- c. Are there any additional certifications that are valuable for students to have in the Industry?

**Status Report:**

- a. GDT, SPC, soft skills, dressing for interviews.
- b. Statistical Process Control would be a good skill for the students to have, at a basic level.
  - i. CPK
  - ii. What SPC does
  - iii. SPC software
  - iv. Instruments tied to the software

- v. Electronic micrometers
- vi. Paper control charts
- vii. Run Straumann sleeves and record information
- c. Besides OSHA 10, there are no recommended certifications.

**Recommendations:** It was recommended that we teach paper control charts by running several Straumann sleeves and recording the information.

**Motion:** Doug Fogg

**2nd Motion:** Dave Joaquin

**Vote:** Motion Carried

**Recommendations:** It was recommended that we put at least 2 periods of related theory in academic week and remove it from the shop completely. It is essential to their learning.

**Motion:** Dave Joaquin

**2nd Motion:** Tim Stauble

**Vote:** Motion Carried

#### **Agenda Item #7: Cooperative Education/Industry Trends**

1. Review current GLTS Co-Op placements.
  - a. What patterns and trends do you notice in the data related to the program placements?  
(GLTS Coop Report)
2. Have you hired any of our students (coop or recent grads) and if so, what are their strengths and what skills/understandings are they lacking?
3. What should we be doing as teachers to help our students be prepared to be successful at your company and/or in our industry?

#### **Status Report:**

1. Numbers are fine. Good to see the non-traditional students at 61%. Dave Joaquin wants more female co-op employees.
2. Dave Joaquin said that a recent graduate is doing great. Tim Stauble mentioned that both toolroom co-ops are doing great, are on time and work hard. Doug Fogg mentioned that his 4 new graduates worked out well. Mike Marion hired one from night school, and has worked out well for the past two years.
3. Soft skills, get students to be motivated, basic measuring skills, blueprint reading, and basic set up skills.
4. Mr. Stauble suggested that the school switch back to week on/week off shop and Co-op instead of the Wednesday through Tuesday schedule. Mr. Joaquin and Mr. Fogg agreed, as it makes it difficult for companies to track what students are working on. The current schedule is in conflict with the business model of Monday through Friday. Being a vocational school, the trade is very important.

**Recommendations:** no recommendations

#### **Agenda Item #8: (FALL ONLY) Elect Advisory Chair:**

- a. The General Advisory Meeting will take place on January 17, 2023 at 5 pm.
- b. Are there any nominations for the Program Advisory Chair for the 2022-2023 school year (take nominations)?

#### **Status Report:**

- a. Dave Joaquin is amenable to staying on for another year until he retires. He suggested that Doug Fogg replace him next year.
- b. Dave Joaquin was the only member nominated.

**Recommendations:** It was recommended by the board that Dave Joaquin stay on as the chair.

**Motion:** Doug Fogg

**2nd Motion:** Ryan Ouellette

**Vote:** Motion carried

#### **Agenda Item #9: 5 Year Strategic Plan**

GLTS is in the process of developing a 5 year strategic plan for the school. Please provide insights on the following:

1. What is the future of the industry and job outlook? (5 years, 10 years)
  - a. Increasing need for machinists due to reshoring work in the industries. Wages are increasing in manufacturing.
2. Is there new technology/equipment that we should be looking at or investing in?
3. How is the integrating environmentally sustainable practices? In what ways will we need to consider these as we expand and adapt practices? (Ex- New bays for electric cars)

#### **Status Report:**

1. Increasing need for machinists due to reshoring work in the industries. Wages are increasing in manufacturing.
2. Digital measuring equipment(Keyence, Microview)
3. Tim Stauble that we are doing fine with environmental compliance through recycling metals and proper disposal of chemicals. No recommendations.

**Recommendations:** It was recommended by the board that we purchase at least 2 to 3 optical measuring devices, such as Microview.

**Motion:** Tim Stauble

**2nd Motion:** Katie Giron

**Vote:** Motion Carried

**Recommendations:** It was recommended by the board that we have a climate controlled shop(68-70 degrees by ISO standards.

**Motion:** Dave Joaquin

**2nd Motion:** Katie Giron

**Vote:** Motion Carried

#### **Agenda Item #10: Recommended edits to Career Trees**

#### **Status Report:**

Strike Civil/Structural Engineer from the career tree. It is not part of our career pathways.

Add Estimator and Applications Engineer at the professional level

Changes:

- Tool and Die Maker to Apprentice Tool and Die Maker at the entry level.
- Mold Maker to Apprentice Mold Maker at the entry level.
- CNC installer to Apprentice CNC installer at the entry level.

**Recommendations:** It was recommended by the board that the above changes be made to the Career Tree for Advanced Manufacturing

**Motion:** Rich Kunze  
**2nd Motion:** Katie Giron  
**Vote:** Motion Carried

**ADJOURNMENT** at 7:30 PM.

**Motion:** Mr. Joaquin moved to adjourn.

**2<sup>ND</sup>:** Mr. Doug Fogg

**VOTE:** Unanimous

Next Meeting: April 13, 2023

Respectfully Submitted: Chris Waterworth