

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

PROGRAM ADVISORY COMMITTEE
MEETING MINUTES

November 17, 2022

A meeting of the Greater Lawrence Technical School Program Advisory Committee was held on Thursday, November 17, 2022, at Greater Lawrence Technical School.

The following members were in attendance:

Facilitator: Walter Murphy	CTE Program: Automotive Collision
Recorder: Mike Ouellette	
Materials Manager: Jay Massey	
Dialogue Monitor: Mike Ouellette	
Timekeeper: Jay Massey	
Faculty Present	
Jay Massey	Auto Body Instructor
Walter Murphy	Auto Body Instructor
Mike Ouellette	Auto Body Instructor
Advisors Present	Name of Business
Dave Doyle	Diamond Autobody
Manuel Malave	Essex Technical High School
Sophia Cormier	Brush Strokes Design
Bob Levy	Don Kennit Paint supply
Guest Present	
Paul Ouellette	Woodworth Motors
Jason Ouellette	Kustra's Autobody

Agenda Item #1: Call to Order a. Welcome/Introductions
Agenda Item #2 Verification of committee members' contact information, phone numbers and emails. 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 Google Form (Share link with all members) documenting their attendance and whether they are able to represent the diverse perspectives of our community.
Status Report: a. Please verify the e-mail address for each member. 2 guests, Paul Ouellette and Jason Ouellette, signed on to join advisory board. Walter Murphy reviewed. b. Please distribute and collect information sheets for new members and members with pending paperwork. (Please return the paperwork to Sue Ouellette.) Papers were distributed and information was recorded. c. Per DESE recommendations, Program Advisory Boards must be a diverse representation of the communities. Members should respond to the Google Form (Share link with all members)

documenting their attendance and whether they are able to represent the diverse perspectives of our community.
All information verified.

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, 2ND the motion.

Status Report:

Minutes were reviewed.

Recommendations:

Motion: No Motion at this time. Not enough members for a vote

2ND

Vote:

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?

Status Report:

- a. **Review shop facilities and equipment (Tour Shop).**
 - i. Does the current shop design meet current industry standards?

Shop is in the process of installing welding stations not sure of when it will be completed

 1. Are there any safety concerns?

No

 - a. If so, what improvements could be made?

- i. What are the estimated associated costs to complete the improvements?
We do not have access to that info
- 2. Are there any repairs needed to the existing infrastructure?
All repairs are started but not complete
 - a. If so, what improvements could be made?
We had PPG come down and evaluate the shop lay-out we are waiting for the recommendations from them
 - i. What are the estimated associated costs to complete the improvements?
No info on that. Building maintenance would have that information.
- 3. Are there any shop area spaces that need to be redesigned for improved layout and/or functionality?
Yes we are in the process of relocating some equipment for additional space
 - a. If so, what improvements could be made?
Moving some equipment
 - i. What are the estimated associated costs to complete the improvements? None
- 4. Are there any storage issues?
No
 - a. If so, what improvements could be made?
 - i. What are the estimated associated costs to complete the improvements?
- 6. 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?
We could use some new frame measuring equipment
 - i. What are the estimated associated costs to complete the improvements? A quote was giving to our supervisor

Recommendation: None at this time

Motion: No Motion at this time. Not enough members for a vote

2ND:

Vote:

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. 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?

Recommendations: The committee members in attendance felt the budget was appropriate.

Motion: No Motion at this time. Not enough members for a vote

2ND:

Vote:

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. What are new and emerging trends in the industry?
 - i. Purchased I-Car program and are in the process of implementing curriculum. Walter Murphy stated based on new freshman program that sophmores are not ready. Building curriculum to speed up learning. Tool identification is a challenge.
- b. Is there new technology or techniques that we should be teaching our students?
 - i. No, we are up to date.
- c. Are there any additional certifications that are valuable for students to have in the Industry?
 - i. I-CAR would be a certification the students can use. Dave Doyle requested we look into night courses for MA appraisers license. Students can take class beforehand and once they reach 18 can apply with state to be tested and licensed.

Recommendations:**Motion:** No Motion at this time. Not enough members for a vote.**2ND:****Vote:****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. Review current GLTS Co-Op placements.

<p>co/op placement is good and getting better</p> <p>a. What patterns and trends do you notice in the data related to the program placements? (GLTS Coop Report)</p> <p>Student drivers license is the biggest obstacle we face in placing students.</p> <p>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? No.</p> <p>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?</p> <p>Utilize the I car curriculum this will help student get points to their certification</p> <p>Recommendation.</p> <p>Motion: No Motion at this time. Not enough members for a vote.</p> <p>2nd:</p> <p>Vote:</p>
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<p>Agenda Item #8: (FALL ONLY) Elect Advisory Chair:</p> <p>a. The General Advisory Meeting will take place on January 17, 2023 at 5 pm.</p> <p>b. Are there any nominations for the Program Advisory Chair for the 2022-2023 school year (take nominations)?</p>
<p>Status Report: N/A</p> <p>Recommendations:</p> <p>Motion: No Motion at this time. Not enough members for a vote.</p> <p>2nd Motion:</p> <p>Vote:</p>

<p>Agenda Item #9: 5 Year Strategic Plan</p> <p>GLTS is in the process of developing a 5-year strategic plan for the school. Please provide insights on the following:</p> <ul style="list-style-type: none"> • What is the future of the industry and job outlook? (5years, 10 years) • Is there new technology/equipment that we should be looking at or investing in? • 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)
<p>Status Report:</p> <ul style="list-style-type: none"> • What is the future of the industry and job outlook? (5 years, 10 years) <ul style="list-style-type: none"> a. Increasing need for machinists due to reshoring work in the industries. Wages are increasing in manufacturing. • Is there new technology/equipment that we should be looking at or investing in? <ul style="list-style-type: none"> New frame equipment. • 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) <ul style="list-style-type: none"> New area dedicated to aluminum repair. <p>Recommendations: Future need is to look at adding bays for electric and aluminum cars.</p> <p>Motion: No Motion at this time. Not enough members for a vote.</p> <p>2ND:</p> <p>Vote:</p>

Agenda Item #10: Other (Programs to add any additional agenda items. For example, ask advisory members to provide feedback or recommended edits to Career Trees, or website content shared at previous Lead Teacher meeting).

Status Report: Career tree was spot on the members liked the way it was presented.

Recommendations: None

Motion: No Motion at this time. Not enough members for a vote.

2ND:

Vote:

ADJOURNMENT

Motion: Manny Malave

2ND: Sophia Cormier

Vote: Unanimous

Next Meeting: April 13, 2023

Respectfully Submitted: Michael Ouellette