

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

PROGRAM ADVISORY COMMITTEE
MEETING MINUTES
November 16, 2023

The Greater Lawrence Technical School Program Advisory Committee meeting was held on November 16, 2023, at Greater Lawrence Technical School.

The following members were in attendance:

Facilitator: Tom Naderi	CTE Program: Automation & Robotics
Recorder: Al Chase	
Materials Manager:	
Dialogue Monitor:	
Timekeeper: Tina Collins	
Faculty Present	
Tom Naderi	Senior Instructor
Tina Collins	Freshman Instructor
Al Chase	Sophomore/Junior Instructor
Advisors Present	Name of Business / Population Represented
Jenn Stevens	Retired / Chairperson
Steve Bedrosian	MITRE Corp.
Rick Brooks	TECHPRODUCTS.COM
John Cianciolo	Process Improvement & Tech
Frank Pechinsky	Raytheon Company
Chris Macrina	AET Labs Technology
Dave Packard	DMG MORI-USA
Guest Present	
Raahil Parikh	Andover High School

Raj Kontham	Andover High School
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Agenda Item #1: Call to Order

- a. Welcome/Introductions

Status report:

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. - Verified by Tom Naderi.
- 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. - Verified by Tom Naderi
- b. Please distribute and collect information sheets for new members and members with pending paperwork.
- 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.

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 motion to approve the minutes

Status Report:

- a. Reviewed minutes

Recommendation:

Motion: Rick Brooks made a motion to accept the minutes.

2ND: Jenn Stephens

Vote: All members present approved, but there were not enough members present for a quorum.

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
 - 2. Repairs:
 - a. None
 - 3. Layout / Functionality:
 - a. Frank Pechinsky asked where the large mechatronics unit would go. Jenn Stevens commented that the unit could be disassembled into smaller units that could be worked on. Frank Pechinsky said that it would be a great idea to place the mech unit in the small 6034 room adjacent to the hallway which currently contains some equipment, including a band saw and a stress analyzer. Tom Naderi asked if we could “wall off” the door leading to the hallway, and Jenn Stevens mentioned that it was a safety hazard, as there must be a means to exit the room. Rick Brooks suggested that we could put a large window in the room for people to view the machine from the hallway, but Jenn Stevens suggested that the window might become a safety concern, as it might distract people operating the mechatronics unit. Tina Collins suggested that we could put blinds on a window to close them when there was a concern. Steve Bedrosian asked about the lighting needs of that room and if we could add electrical drops. Rick Brooks made a motion to move the mechatronics unit into this area. Jenn Stevens suggested that the motion include removing the table currently in the middle of the room, and Rick agreed. Steve Bedrosian asked if there would be enough room to move around the table. Tina Collins

measured the area and reported that there would be about three and one-half feet on either side. Jenn Stevens added that the mechatronics unit was sensitive to dirt. The motion to move the mechatronics unit to that room was voted on and approved by all 6 board members.

- b. Steve Bedrosian mentioned that soldering areas in room 6035 should contain static resistant mats, as that was industry standard and students should be aware of it. Tina Collins said that the tables did not have proper electrical grounds and that most of the current students were freshman, many of whom would not choose the robotics shop. Steve asked if students were wearing safety glasses when soldering, and Tina Collins said that they were wearing them.
- c. Tom Naderi asked what should happen to his area, the back left side of room 6034, as it was now an engineering area but would be converted to robotics the next year. Jenn Stevens asked if it should be made into a robot room by moving all of the robots into it. She mentioned that it might be subject to new state standards.

4. Storage:

- a. Jenn Stephens recommended getting more storage cabinets. Frank Pechinsky recommended updating the tables to include wheels so that they may easily be moved around.

5. Cosmetic Renovations:

- a. None

Recommendations: It was recommended that the mechatronics unit be moved into the small 6034 area adjacent to the hallway. Also that the table currently in the middle of the room be removed

Motion: Rick Brooks motioned to accept the recommendations

2nd Motion: Jenn Stephens

Vote: Motion agreed to unanimously by members present, but there were not enough members present for an official vote.

Agenda Item #5: (FALL ONLY) Reviewing the Budget for the upcoming school year and 5 year outlook for equipment needs (SY24/25):

a. Review SY23/24 Budget

- i. Review Spring Minutes and Department Budget (for SY24/25). Consider the trajectory of your industry over the next 5 years when answering the following questions:
- ii. Can you outline the specific types of equipment you/your company plans to invest in over the next 5 years?
 - 1. What will the benefits be of investing in these items?
 - 2. Will any existing pieces of equipment be phased out with the implementation of new equipment?
 - 3. Are there ways we can align our equipment needs with environmentally friendly/sustainable practices?
- iii. How important do you view preventative maintenance for the equipment you plan to purchase?
 - 1. Do you have a suggestion for how we budget preventative maintenance/repair costs for new and existing equipment?
 - 2. Are there specific preventative maintenance contracts we should consider, and what key features should we look for?

Status Report:

- i. Review Spring Minutes and Department Budget (for SY24/25). Consider the trajectory of your industry over the next 5 years when answering the following questions:
- ii. Can you outline the specific types of equipment you/your company plans to invest in over the next 5 years? This was not discussed at the meeting
 1. What will the benefits be of investing in these items? This was not discussed.
 2. Will any existing pieces of equipment be phased out with the implementation of new equipment? This was not discussed.
 3. Are there ways we can align our equipment needs with environmentally friendly/sustainable practices? This was not discussed.
- iii. How important do you view preventative maintenance for the equipment you plan to purchase? This was not discussed. This was not discussed.
 1. Do you have a suggestion for how we budget preventative maintenance/repair costs for new and existing equipment? This was not discussed.
 3. Are there specific preventative maintenance contracts we should consider, and what key features should we look for? This was not discussed.

Tom Naderi said that the 24/25 budget had not been finalized yet. Rick Brooks asked if we had items to buy for 24/25. Tina Collins said that we had just had our first budget meeting, so we hadn't reached that step. Rick Brooks asked if we were using all of the money allocated in the 23/24 budget. He also asked when the deadline was to use it. Tina Collins said that we had a number of parts requests that we were submitting and that we needed to use the money. Tom Naderi said that the deadline to use the money would be in May of 2024.

Recommendations: No recommendations

Motion: Not enough members for a quorum

2nd Motion:

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. (Record Discussion)
- b. (Record Discussion)
- c. (Record Discussion)
- d. (Record Discussion)

Recommendations: (Example: "It was recommended by the board that....")

Motion: (Name of Board Member)

2nd Motion: (Name of Board Member)

Vote: (Motion Carried or Motion Failed)

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. No discussion
- b. Is there new technology or techniques that we should be teaching our students?
 - i. NOCTI and SOC Certifications
- c. Are there any additional certifications that are valuable for students to have in the industry?

Recommendations: The budget should include money for teacher certifications. NOCTI and SOC certifications that could pass on to the students.

That administration give teachers the time to get training.

Motion: Not enough members for a quorum

2nd Motion:

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 graduates) 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.
 - i. What patterns and trends do you notice in the data related to the program placements?
([GLTS Coop Report](#))

Not discussed.

2. Have you hired any of our students (coop or recent graduates) and if so, what are their strengths and what skills/understandings are they lacking?

Tom Naderi stated that we don't have any senior robotics students and that none of the Juniors were as yet certified to go on co-op. Al Chase stated that juniors wouldn't be eligible to work until February of 2024.

Rick Brooks asked if we had any contacts for co-op jobs. Jenn Stevens mentioned the company Insulet as a company that had hired some of her students.

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?

Recommendations: None

Motion: Not enough members for a quorum

2nd Motion:

Vote:

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

- a. The General Advisory Meeting will take place on January 16, 2024.
- b. Are there any nominations for the Program Advisory Chair for the 2023-2024 school year (take nominations)?

Status Report:

- a. As there is not enough members for a quorum, Jenn Stephens will remain as the chair.

Recommendations: None

Motion: Not enough members for a quorum

2nd Motion:

Vote:

Agenda Item #9: Comprehensive Local Needs Assessment (CLNA) Review

GLTS completes a CLNA every two years for each career area. This process allows departments to review and identify their needs and potential root causes. In reviewing the CLNA, please provide insights on the following:

- A. What improvements can be made to ensure support for all students, including students identified as non-traditional or special populations?
- B. Is the program curriculum aligned to workforce/career needs?
 - a. What changes could the department make to ensure students are employable for entry-level positions?
- C. Is the department layout adequate to support the learning needs of all students?
 - a. Is there adequate room for all students to practice skills to proficiency?
 - b. Are the equipment needs and educational material needs being met?

Status Report:

- A. What improvements can be made to ensure support for all students, including students identified as non-traditional or special populations?
- B. Is the program curriculum aligned to workforce/career needs?
 - a. What changes could the department make to ensure students are employable for entry-level positions?
- C. Is the department layout adequate to support the learning needs of all students?
 - a. Is there adequate room for all students to practice skills to proficiency?
 - b. Are the equipment needs and educational material needs being met?

Rick Brooks asked if we had any online learning. Tina Collins mentioned Spanish, Text to Speech, and the new Sonic Board, among others.

Recommendations: None

Motion: Not enough members for a quorum

2nd Motion:

Vote:

Agenda Item #10: Other (Programs to add any additional agenda items.)

Status Report: None

Recommendations: Jenn Stephens recommended that the fall meeting minutes be mailed to advisory board members for review so that we wouldn't have to review them at the spring meeting. Rick stated that the heater fan noise was loud and recommended that we might get a quieter heater.

Motion: Not enough members for a quorum

2nd Motion:

Vote:

ADJOURNMENT at 7:30 PM.

Motion: Rick Brooks made a motion to adjourn

2ND: Jenn Stephens

VOTE: Approved unanimously.

Next Meeting: April 11, 2024

Respectfully Submitted: Al Chase