

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:

Facilitator: Ron Driskill	CTE Program: Automation & Robotics
Recorder: Tina Collins	
Materials Manager:	
Dialogue Monitor:	
Timekeeper:	
Faculty Present	
Ron Driskill	CTE Coordinator
Alfred Chase	Junior Instructor
Tom Naderi	Sophomore/Senior Instructor
Tina Collins	Freshman Instructor
Advisors Present	Name of Business / Population Represented
Jenn Stephens-retired	Chairperson, retired instructor and industry consultant
Robert Hennessey	Sophomore at GLTS
Kathleen Leonard	Parent
Dave Birnbach	MIT
David Packard	DMG MORRI
Frank Pechinsky	Raytheon
Kathleen Leonard	Parent
Rick Brooks	TecEd Products
Steve Bedrosian	Mitre
John Cianciolo	Straumann Manufacturing

Guest Present	

Agenda Item #1: Call to Order a. Welcome/Introductions
Status report: Ron Driskill called the meeting to order
Agenda Item #2 Verification of committee members' contact information, phone numbers, and emails. a. Please verify the e-mail address for each member. -Completed b. Please distribute and collect information sheets for new members and members with pending paperwork. (Please return the paperwork to Sue Ouellette.)-no new members 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. -completed hardcopy
Status Report: a. Email Addressed has been verified for each member. b. Facilitator asked for outstanding forms c. Facilitator asked for members to complete hard copy 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 ND the motion.
Status Report: a. Reviewed minutes b. Solicit a motion to approve minutes, 2 ND the motion. Recommendation: The facilitator recapped the conversation and made a motion to approve. Motion: Jenn moved to approve the minutes of November, 4, 2021. (Example) 2ND: John Ciancolo Vote: Not enough members for voting.

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 improvement 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. Recommended for 2 emergency stops for room 6035 and several plugs
 - b. Around eye wash have a taped zone
 - c. Around band saw have a taped zone and clear space
 - d. Where are students putting backpacks in related room? Add hooks on the bottom of the table?
 - e. Related room not handicapped accessible
 - Repairs:
 - a. None
 - 3. Layout / Functionality:
 - a. Move the cabinet to open the window so the Exploratory can see what is happening in the main shop area
 - b. Defer to team about adding power drops to the main area
 - 4. Storage:
 - a. Freshmen cleared out tool crib last year
 - b. Try to donate equipment to other schools
 - c. Check to see if a “marketplace” for equipment GLTS no longer needs- D. Birnbaum
 - 5. Cosmetic Renovations:
 - a. Lighting is excellent except not good for robots

Recommendations: No discussion at this time

Motion: Not enough members for voting.

2nd Motion:

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. No discussion as there were not enough members for a full discussion.

Recommendations: No recommendations at this time

Motion: Not enough members for voting.

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. Any extracurricular high school opportunities or workshops at colleges?

Recommendations: No discussion at this time

Motion: Not enough members for voting.

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 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:

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 - 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?

Recommendations: No discussion at this time

Motion: Not enough members for voting.

2nd Motion:

Vote:

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)? ([Second, discussion, any opposed, all those in favor?](#))

Status Report:

- a. Jenn has done an excellent job and it is suggested that she continue
- b. No other nominations.

Recommendations: It was recommended by the board that Jenn Stephens continue as chairperson

Motion: Jenn Stephens

2nd Motion: Dave Bedrosian

Vote: Not enough members at this time so chair person to remain the same.

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:

- 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)

Status Report: Universal robots like the UR5e are huge in the biotechnology automation space-DB

Recommendations: No discussion at this time

Motion: Not enough members for voting.

2nd Motion:

Vote:

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: Add any career paths to the Career tree? Please look at the tree and make suggestions for any improvements or additions.

Recommendations: No discussion at this time

Motion: Not enough members for voting.

2nd Motion:

Vote:

ADJOURNMENT at 7:30 PM.

Motion: Jenn. Stephens made motion to adjourn.

2ND: Kathleen Leonard

VOTE: Not enough members to vote

Next Meeting: April 13, 2023

Respectfully Submitted: Tina Collins