

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: Shaun Cohan	CTE Program: Carpentry
Recorder: Bret Marciano	
Materials Manager: Shaun Cohan	
Dialogue Monitor: John Chester	
Timekeeper: Peter Magee	
Faculty Present	
Bret Marciano Grade 12	
Peter Magee Grade 11	
Shaun Cohan Grade 10	
John Chester Grade 9	
Advisors Present	Name of Business / Population Represented
Rick Bienvenue	State of Massachusetts
Brad Jones	Jones Co.
Bob Williams	Star Construction
Guest Present	

Agenda Item #1: Call to Order a. Welcome/Introductions
Status report: Bret Marciano called the meeting to order at 5:39 PM.

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 can represent the diverse perspectives of our community.

Status Report:

- a. Email Addresses have been verified for each member.
- b. No new members or pending paperwork.
- c. The facilitator asked for members to complete a 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, 2ND the motion.

Status Report:

- a. Shaun Cohan asked if there were any changes to contact information, to which everyone on the board replied "no." Bret Marciano also provided board members with the link to the google forms regarding DESE's diversity requirements

Recommendation: Shaun Cohan recapped the conversation and made a motion to approve.

Motion: Rick B. November 17th, 2022

2ND: Brad Jones

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?

Status Report:

a. **Review shop facilities and equipment.**

- i. Does the current shop design meet current industry standards?
 - 1. Safety concerns:
 - a. Rick B. spoke of the need for dust collection and how our current systems may be updated.
 - 2. Layout / Functionality
 - a. Brad Jones student needs per square footage. Rick B. Possible addition to Carpentry Shop? Rick expressed concern about the Carpentry department shop consolidation and whether or not that would be detrimental to student learning.
 - 3. Storage:
 - a. Peter Magee spoke of the new staging and safety equipment we recently purchased. Rick asked about building a secure outdoor storage area at the back of the shop.

Recommendations: It was recommended by the board that the Carpentry department collaboratively works on a plan for the physical location of the shop to serve our student's needs, update the dust collection, add sound panels and investigate outdoor secured storage.

Motion: Rick B.

2nd Motion: Brad Jones

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. Rick B. asked how we determine what we need for consumables. Shaun C. stated that we try to keep ahead of our anticipated needs. Bob Williams asked if we use all the same brands of consumable type tools. Peter stated that we're using Hilti and Milwaukee brand tools. Bob W. asked if we were in immediate need of any new tools? Peter said that we need to continue to add/update our hand and power tools. Peter Magee spoke of the grade 11's new trailer, and how he and the students were outfitting it. Brad Jones asked how it was being towed, to which Peter replied by the School Maintenance Department's Truck. Bob W. also asked about getting the trailer lettered with the school's logo. Bob W. asked about fall protection, to which Shaun replied that we have and will continue to add as needed.

Recommendations: It was recommended by the board that we continue to add/update our hand and power tools, as well as safety equipment. Look into getting the new trailer wrapped with the school's logo and a vehicle to tow the trailer.

Motion: Brad Jones

2nd Motion: Rick B.

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. (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. Shaun Cohan asked the group if there is any new curriculum we should be teaching the students? Bob W. spoke of the insulated SIP wall panels, which requires a larger framing gun. He also spoke of building homes that had a tight envelope. Rick B. spoke of Firestopping. He stated that Firestopping is becoming more and more prevalent, and it is probably going to become a construction specialization, and could offer great employment opportunities for students.
- b. Rick B. spoke of Podium type buildings, heavy timber, and LAM construction. He also spoke about charred timber beams, and their fire resilience.
- c. Rick B. spoke about Hilti Firestopping, and OSHA 10. Shaun Cohan stated that students are required to receive their OSHA 10 before working on off campus projects in Grades 11/12. Peter Magee also spoke of a ladder selection certification which sophomores do as well. Brad Jones asked about how much experience students get with ladders. Peter Magee stated that it depends on the project which the school is providing. Bob W. asked about wall brackets and student usage. Peter replied that he used them on a building last year, but we do not use them frequently.

Recommendations: Recommended to investigate having the students properly trained in fire-stopping.

Motion: Rick Brooks

2nd Motion: Bob Williams

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 skills/understandings are they lacking?
3. What should we do as teachers to help our students be prepared to succeed at your company and/or in our industry?

Status Report:

1. Bret Marciano spoke of the Co-op program, and he currently has nine placements. He also spoke of how he meets with the students on Co-op during their academic week. Peter M. spoke of how the Junior class has a significant interest in Co-op, and he has started mock interviews with them. Bob W. spoke of how he has difficulty hiring students on opposite weeks, which creates staffing issues for him, as it can be difficult to manage workloads. Rick B. stated that Wednesday through Tuesday is problematic as it doesn't coincide with the traditional work week.
2. Brad Jones spoke of a student he hired from GLTS for Co-op a few years ago, and he is still working for him. He said the young man was an asset and a hard worker.
3. Bob W. spoke of a NARI seminar that held mock interviews for students, which he felt was beneficial for them. Rick B. also mentioned that he felt like there is a disconnect in social skills with students today, and soft skills should be continued to be taught in the classroom.

Recommendations: It was recommended by the board that the Carpentry Dept. continues to work on soft/communication skills with students to help them transition into the workforce

Motion: Bob Williams

2nd Motion: Rick Brooks

Vote: Motion Carried

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. Shaun Cohan spoke about electing a new advisory chair, and a vice chair and if there were any willing candidates. Rick B. expressed concern as there were so many members missing, it would be difficult to elect a Vice Chair. Brad Jones expressed interest and was unanimously elected the new Advisory board Chairman

Recommendations: It was recommended by the board that Brad Jones be elected as the new Advisory Board Chair.

Motion: Rick Brooks

2nd Motion: Bob Williams

Vote: Motion Carried

Agenda Item #9: 5-Year Strategic Plan

GLTS is 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? (5 years, 10 years)
- Is there new technology/equipment that we should be looking at or investing in?
- How is 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: Shaun Cohan asked if there was anything that we should be planning for in the next 5 years? Rick B. suggested that as a group we should look into the addition. Rick B. and Bob W. both stated the importance of the outside homebuilding program, and what we can do to continue it. It promotes communication and real world experience.

Recommendations: It was recommended by the board to look that the Carpentry Dept. look into building an addition, and look into continuing the off campus projects as it is outstanding source of technical and real world experience for the students

Motion: Rick B.

2nd Motion: Bob W.

Vote: Motion Carried

Agenda Item #10: Outside Projects

Status Report: Peter Magee spoke of the current projects for the Juniors which is going to be a set of dormers on an existing on campus building, and Bret Marciano showed some photos of the current Senior Project which is shingling a barn framed by Peter and grade 11 students last year. Bob W. asked what kind of shingles we were using, and Bret M. stated that they were dipped, SBC white cedar. Bob W. also asked if we ever get into drywall work, to which John Chester replied that he and Shaun C. both do some with grades 9 and 10.

Recommendations: It was recommended by the board that we continue to work collaboratively as a group to provide our students with the best education possible.

Motion: Rick Brooks

2nd Motion: Brad Jones

Vote: Motion Carried

ADJOURNMENT at 7:06 PM.

Motion: Rick B. moved to adjourn.

2ND: Bob Williams

VOTE: Unanimous

Next Meeting: April 13, 2023,

Respectfully Submitted: Bret Marciano