

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: Peter Leonard	CTE Program: Landscape Construction
Recorder: James Strickland	
Materials Manager: Peter Leonard	
Dialogue Monitor: Tom Paulsen	
Timekeeper: James Griffin	
Faculty Present	
Peter Leonard	Landscape Construction Instructor
James Griffin	Landscape Construction Instructor
James Strickland	Landscape Construction Instructor
Tom Paulsen	Landscape Construction Instructor
Advisors Present	Name of Business / Population Represented
Mark Casey	Finch Turf
Wayne LaCroix	Andover Country Club
Joshua Lowe	Lowe's Landscaping
Mark Michaud	General Lawn Care
Kaela Robinson	The Trustees of Reservations
Frank Slegers	University of Massachusetts - Amherst
Guest Present	
Rachely Martinez	Student Representative

Agenda Item #1: Call to Order

- a. Welcome/Introductions

Status report: Peter Leonard called the meeting to order at 5:45 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 with pending paperwork for new members and members. (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. Email addresses have been verified for each member.
- b. Peter Leonard asked for any outstanding forms.
- c. Peter Leonard 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. Minutes from the spring meeting were reviewed.
- b. No questions or concerns were voiced.

Recommendation: Approve the minutes from April 13, 2023.

Motion: Mark Michaud

2ND: Josh Lowe

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. Peter Leonard led members on a tour of the relocated shop space and discussed the use of garage bays and plans for the use of the barn when completed. Tom Paulsen led members on a tour of the relocated freshman shop space. Plans for the new shop building were discussed.

- i. Does the current shop design meet current industry standards?
 1. Safety concerns:
 - a. No discussion
 2. Repairs:
 - a. No discussion
 3. Layout / Functionality:
 - a. Student Rachely Martinez stated that the current shop space is very limited, and there is no space to do shop work during the winter. Especially with all three grade levels in one room at a time.
 - b. Richard Gonsalves mentioned the school will break ground for the new landscaping building this week.
 - c. Wayne LaCroix mentioned it is not a good message to students to have a new building being constructed for aviation, which doesn't have any students yet, while landscaping doesn't have any shop space.
 4. Storage:
 - a. Mark Casey stated that having space/shelter for any equipment is very necessary to keep them in working condition. It is imperative to keep all machines out of adverse weather conditions.
 5. Cosmetic Renovations:
 - a. Frank Slegers stated that the new shop building should have a dedicated outdoor space directly adjacent to the building for students to utilize for work during the warmer months.

1st Recommendation: In the interest of time/space for students, independent contractors shall expedite the construction of the new building.

2nd Recommendation: Once the barn is ready, it shall be used for landscaping equipment storage and a learning space only during the spring/fall.

3rd Recommendation: To recapture greenspace, the school should convert approximately 150'x20' of parking lot pavement adjacent to the new building into a dedicated outdoor workspace for students.

Motion: Mark Casey

2nd Motion: Josh Lowe

Vote: Unanimous

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 five 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 five 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. Can we 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 suggest 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:

- a. Peter Leonard reviewed next year's budget.

Recommendations: It was recommended by the board to approve the budget as presented.

Motion: Mark Michaud

2nd Motion: Josh Lowe

Vote: Unanimous

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 valuable for students to have in the industry?

Status Report:

- a. Peter Leonard reviewed the curriculum for each grade level.
- b. Wayne LaCroix mentioned that Hunter irrigation modules would be good for teachers to take.

Recommendations: No recommendations made

Motion: None needed at this time.

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. Wayne LaCroix mentioned irrigation would be good to introduce to students.
 - i. Splicing
 - ii. Wiring control boxes
2. Frank Slegers mentioned students should be familiar with battery-powered tools.

Recommendations: No recommendations made

Motion: None needed at this time.

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. The board discussed possible electees.

Recommendations: The board recommended electing Josh Lowe as Advisory Chair.

Motion: Wayne LaCroix

2nd Motion: Mark Michaud

Vote: Unanimous

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: The board discussed the shop space as the most important thing that needs to be improved for student learning.

Recommendations: It was recommended by the board to ensure that the new building is prioritized by the school, to supply adequate space for students, that promotes learning.

Motion: Mark Casey

2nd Motion: Josh Lowe

Vote: Unanimous

Agenda Item #10: Other

Status Report:

- 1. Peter Leonard mentioned that the trip to the national FFA convention was very eye opening to the students that attended. It allowed students to be exposed to many different things.
- 2. Rachelly Martinez mentioned that a lot of students have an issue with their shop uniforms and would like to change the colors of the shirts.

1st Recommendation: The board recommended that the shop take at least six students to the national FFA convention every year.

2nd Recommendation: The board recommended the shop return to the previous shop uniforms.

Motion: Wayne LaCroix

2nd Motion: Kaela Robinson

Vote: Unanimous

ADJOURNMENT at 7:39 PM.

Motion: Mark Michuad moved to adjourn.

2ND: Josh Lowe

VOTE: Unanimous

Next Meeting: April 11, 2024

Respectfully Submitted: James Strickland