

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

PROGRAM ADVISORY COMMITTEE
MEETING MINUTES
November 4, 2021

The Greater Lawrence Technical School Program Advisory Committee meeting was held on November 4, 2021, virtually through Greater Lawrence Technical School.

The following members were in attendance:

Facilitator: Mark Laderoute	CTE Program: Advanced Manufacturing
Recorder: Chris Waterworth	
Materials Manager: Chris Waterworth	
Dialogue Monitor: Debbie Bettencourt	
Timekeeper: Don Ouellette	
Faculty Present	
Debbie Bettencourt	
Mark Laderoute	
Don Ouellette	
Chris Waterworth	
Advisors Present	Name of Business / Population Represented
David Joaquin	Tecomet (Chairman)
David Michaud	Watts Water Technology
Douglas Fogg	Straumann
Tim Stauble	Straumann

Agenda Item #1: Call to Order a. Welcome/Introductions
Status report: Mr. Joaquin called the meeting to order at 5:20
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. Solicit representation for all representative populations listed on the Program Advisory membership forms.
Status Report: a. Email Addressed has been verified for each member. b. There were no outstanding forms. c. Facilitator asked for members to review representative populations. No union shops represented.

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 April 2021 meeting were reviewed.
- b. The facilitator recapped the conversation and made a motion to approve.

Recommendation: The facilitator recapped the conversation and made a motion to approve.

Motion: Mr. Joaquin moved to approve the minutes of April 6, 2021.

2ND: Mr. Michaud seconded

Vote: Motion passed

NEW BUSINESS

Agenda Item #4: CTE Program Facilities Review

a. Discuss shop facilities and equipment.

- i. Update advisory board on the progress and response to previous recommendations..
- ii. Considering the impact of the Pandemic on the Industry and workspaces, please share how the industry has adapted to meet the current safety guidelines and standards.
 1. Have day-to-day operations changed?
 - a. Are there any operational adjustments that GLTS should consider implementing?

a. Discuss shop facilities and equipment.

- i. Update provided on previous recommendations.
 1. It was recommended by the board that the CMM be enclosed and air conditioning installed.
 - a) The recommendation has not been implemented. The Grade 12 program may be moving to a separate shop. Mr. Joaquin agreed that we should proceed with an advanced shop for upper grades.
- ii. Industry practices in response to the Pandemic.
 1. Day-to-Day Operations:
 - a. Any major changes at your company?
 - i. No changes at Tecomet since last meeting. 37% vaccinated.
 - ii. Straumann has relaxed protocols. Masks are optional. Looking into encouraging vaccinations, but not mandatory. Production is back fully, but not office workers. 77% vaccinated.
 - iii. Watts' corporate HQ had very few people at the height of the pandemic. Tried odd/even days. Now 3 days of collaboration at the office, 2 days are focus days at home (if able to do so).
 2. Physical Layout:
 - a. Any major changes at your company?
 - i. No changes since last meeting
 3. Tools and Supplies:
 - a. Any major changes at your company?
 - i. Supply issues from MSC- cutting tools/grades of inserts

Recommendations: It was recommended by the board that we continue to follow COVID-19 school guidance and protocols.

Motion: Douglas Fogg
2nd Motion: Tim Stauble
Vote: Motion Carried

Agenda Item #5: (FALL ONLY) Reviewing Proposed Budget for the upcoming school year (SY22/23):

a. Review SY21/22 Budget

- i. Review Spring Minutes and Proposed Department Budget (for SY21/22) Is the proposed budget for FY22/23 budget inclusive of equipment and supplies recommended by the Advisory Program Committee at the last Advisory meeting?

Status Report:

- a. Proposed budget of \$93,000
 - i. Added \$16,300 for supplying a separate senior shop. Bandsaws(2), belt sander, etc.
 - ii. No change in supplies, textbooks, repairs, equipment, hardware, software, metals, cutting tools
- b. Doug Fogg asked about the number of students in the shop
 - i. 24 students are now accepted each year into the shop
 - ii. We are reaching capacity soon.
 - iii. Maximum 12 students per teacher in the shop.
 - iv. Exploratory is sometimes up to 14 at a time

Recommendations:

- It was recommended by the board that we hire an additional instructor for teaching related classes, due to the increase in program size.
 - **Motion:** David Joaquin
 - **2nd Motion:** Tim Stauble
 - **Vote:** Motion Carried
- It was recommended by the board that we increase our budget in relation to program growth
 - **Motion:** Doug Fogg
 - **2nd Motion:** Tim Stauble
 - **Vote:** Motion Carried
- It was recommended by the board that we hire a paraprofessional to assist in the shop, due to the increase in program size and to keep students safe.
 - **Motion:** Tim Stauble
 - **2nd Motion:** Dave Joaquin
 - **Vote:** Motion Carried

Agenda Item #5 (SPRING ONLY) Prepare Budget for the upcoming school year (SY22/23)

- 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. Is there any new technology or techniques that we should be teaching our students?
- b. Are there any additional certifications that are valuable for students to have in the Industry?

Status Report:

- a. New technology or techniques
 - i. Optical comparator or IView for checking parts quickly. Forms, angles, distances and threads. Used in all departments at Tecomet.
 - ii. Straumann donated a smart scope to GLTS. We should explore this option since vision systems are becoming more available in industry.
 - iii. Thread forms. Buttress, ACME, NPT pipe threads, NFJ threads (with a root radius for locking)
- b. No certifications.

Recommendations:

- It was recommended that we purchase some type of visual inspection equipment(optical comparator) to train the students
 - **Motion:** Doug Fogg
 - **2nd Motion:** David Joaquin
 - **Vote:** Motion Carried
- It was recommended that we purchase 2 to 3 microscopes for checking surfaces, deburring and cutting tool edge inspection
 - **Motion:** David Joaquin
 - **2nd Motion:** Dave Michaud
 - **Vote:** Motion Carried
- It was recommended that we teach SPC to see process variation
 - **Motion:** Doug Fogg
 - **2nd Motion:** Dave Joaquin
 - **Vote:** Motion Carried

Agenda Item #7: Cooperative Education/Industry Trends

1. In thinking about recent and/or new hires at your company or in your industry, what are the skills they are lacking?
2. What is your biggest challenge when hiring new employees?
3. What skills are essential for new hires at your company/in your industry?
4. 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?
5. What should we be doing as teachers to help our students be prepared to be successful at your company and/or in our industry?
6. What other companies in your industry can we partner with to place our students on Coop?

Status Report:

1. Common sense, soft skills (punctuality, communication, responsibility)
2. Nobody available
3. Employability skills, basic machining skills, basic cutting tools, hand tools, PPE, measuring.
4. Students are tentative at the beginning. Overall skills for machining are good.

5. Status quo is fine.
6. Nothing comes to mind

Recommendations: None

Comments from Doug Fogg for the record: "Keep up the good work. Keep recruiting great students!"

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

1. The General Advisory Meeting will take place on (TBD) at 5 pm.
2. Are there any nominations for the Program Advisory Chair for the 2021-2022 school year (take nominations)?
3. All those in favor?

Status Report:

1. No idea when the next meeting will be
2. Dave Michaud recommended Dave Joaquin for chairman.
3. Unanimous

Recommendations: Mr. Joaquin was nominated to be the Program Advisory Chair for the 2021-2022 school year.

Motion: Dave Michaud

2nd Motion: Doug Fogg

Vote: Motion Carried

Agenda Item #9: 5 Year Strategic Plan

GLTS will be looking at creating a 5-year strategic plan for the school. We would like you to consider the following for the program:

1. What is the future of the industry and job outlook? (5years, 10 years)
2. Is there new technology/equipment that we should be looking at or investing in?
3. Will the industry be sustainable in its current practices, or will we need to expand for future industry trends?
4. Superintendent Lavoie shared that he is looking to gain insight from our Advisory Members about the impact climate change is having on their industries.

Status Report:

1. Future of industry and job outlook over the next 5 to 10 years
 - a. Outlook is excellent. Not enough young people are going into the trade. The trade should keep growing. Wages will be very competitive. Companies need to become training facilities for their employees.
2. New technology that we should invest in
 - a. No new technology
3. Is program expansion needed?
 - a. Expand the shop to include a new area for upperclassmen.
4. Climate change impact on local industries
 - a. Straumann corporate wants the company to become greener. Cutting down on hazardous chemicals, increasing recycling efforts.
 - b. New coolant system for filtering and recycling. Using vegetable oil in screw machines.

Recommendations:

- It was recommended that we expand the shop, keep up with technology and maximize recycling efforts to stay green (chips, coolant, etc.)
 - **Motion:** Dave Joaquin
 - **2nd Motion:** Doug Fogg
 - **Vote:** Motion Carried
- It was recommended that we use laptops instead of chromebooks for CAD/CAM to meet minimum industry requirements. Chromebooks do not have the available function keys or graphics power.
 - **Motion:** Tim Stauble
 - **2nd Motion:** Doug Fogg
 - **Vote:** Motion Carried
- It was recommended that we replace hard drives with solid state drives on our laptops.
 - **Motion:** David Joaquin
 - **2nd Motion:** Tim Stauble
 - **Vote:** Motion Carried

ADJOURNMENT at 7:05PM.

Motion: Mr. Stauble moved to adjourn.

2ND: Mr. Fogg seconded

VOTE: Unanimous

Next Meeting: [April 28, 2022](#)

Respectfully Submitted: Christopher E. Waterworth