

**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, at Greater Lawrence Technical School.

*The following members were in attendance:*

<b>Facilitator:</b> W Murphy	<b>CTE Program:</b> Automotive Collision Repair & Refinishing
<b>Recorder</b> Steve Desgroseillers	
<b>Materials Manager:</b> Steve Desgroseillers	
<b>Dialogue Monitor:</b> M Malave	
<b>Timekeeper:</b> M Malave	
<b>Faculty Present</b>	
W Murphy	Instructor
M Malave	Instructor
Steve Desgroseillers	Instructor
<b>Advisors Present</b>	<b>Name of Business / Population Represented</b>
Chairperson Bob Levy	Don Kennetts
David Doyle	River St auto collision
Keith Burdin	Burden Auto Detailing
Sophia Cormier	Stripe Designs
Reynaldo Duran	All Auto Body Inc
<b>Guest Present</b>	
Tom Hatem	Community

<p><b>Agenda Item #1: Call to Order</b></p> <p>a. Welcome/Introductions</p>
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**Status report:** Mr. Murphy called the meeting to order at 5:30 PM.

**Agenda Item #2 Verification of committee members' contact information, phone numbers, and emails.**

- a. Please verify the e-mail address for each member. **all Email was verified**
- b. Please distribute and collect information sheets for new members and members with pending paperwork. Please return the paperwork to Sue Ouellette. **No paperwork was passed out**
- c. Solicit representation for all **representative populations** listed on the Program Advisory membership forms.

**Status Report:**

- a. Email Addresses have been verified for each member.
  - Email was verified still the same
- b. Facilitator asked for members to review representative populations. Union representation was updated.

**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<sup>ND</sup> the motion.

**Status Report:**

- a. The minutes from the last minutes were reviewed.
- b. Motion solicited

**Recommendation:** Mr. Murphy reviewed the minutes unfortunately with no parent or student representation.

**Motion:** David Doyle moved to approve the minutes of April 15, 2021.

**2nd** Sophia Cormier

**Vote** Unanimous

**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?

**Discuss shop facilities and equipment.**

- i. Update advisory board on the progress and response to previous recommendations.
  1. Update advisory board on the progress and response to previous recommendations. Recommendations mentioned where wash bays, electric car bays and aluminum bays David Doyle made the Recommendation.

- 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?

Considering the impact of the Pandemic on the Industry and workspaces, the impact on student learning is something each instructor has to adjust to we are working on trying to catch the students up with the hands-on skills and related instruction. **Mr. Murphy**- Currently we are scaffolding our current curriculum with the new framework. Day to day operations have changed because the students are so far behind on the hands-on part of the trade.

**Sophia Cormier**- Made a recommendation of a full-time related instructor to do all the related work this will help ensure all shop instructors have a prep period

**Second** the recommendation Reynaldo Duran

**Vote** was Unanimous

- a. **Discuss shop facilities and equipment.**
  - iii. Update provided on previous recommendations.
- b. **Review shop facilities and equipment.**
  - i. **Does the current shop design meet current industry standards?** (Are there any safety concerns, repairs needed, is the layout of the facility functional, is there adequate storage, are there any cosmetic renovations required

No Existing safety concerns

The shop storage and all equipment are stored safely

The shop floor was recently fixed and painted, and a new machine was purchased to maintain the floor and clean it of any dirt and contaminants.

Renovations of one of the spray booths unit:

1. Review of the shop floor, the welding station currently got four welding machines, and the shop was approved to start looking for additional good quality equipment. This is currently in the process. We are hoping to expand the welding station to accommodate more students since structure repair is big in the industry.
2. Physical Layout: Shop floor space is becoming a concern we currently have all 4 grades in shop at the same time
3. Tools and Supplies New Toolboxes and tools have been recently added on to the shop

**Recommendations:** No Recommendations

**Motion:** None needed at this time

**2nd Motion:**

**Vote:**

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

- a. **Review SY22/23 Budget**
  - i. Review Proposed Department Budget (for SY22/23) Is the proposed budget for SY22/23 budget inclusive of equipment and supplies recommended by the Advisory Program Committee at the last Advisory meeting?

**Status Report:**

- a. (Record Discussion) Budget was reviewed, and no recommendations were suggested

**Recommendations:** Nothing at this time

**Motion:** None at this time

**2nd Motion:**

**Vote:**

**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 discussion was started by David Doyle no new recommendations were suggested at this time.

- a. Looking to incorporate the I-car curriculum to the students. We are currently searching for a better way to improve the way the lessons are taught in a related setting.
- b. No discussion at this time
- c. New curriculum

**Recommendations:** ICar has been purchased and implemented into the Automotive Collision as it is recognized as the standard for the industry”. A motion was addressed at this time

**Motion:** David Doyle

**2nd Motion:** Bob Levy

**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. In thinking about recent and/or new hires at your company or in your industry, what are the skills they are lacking? No discussion at this time
2. What is your biggest challenge when hiring new employees? License /transportation
3. What skills are essential for new hires at your company/in your industry? No discussion at this time
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? No discussion at this time.
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? A call was made to Adamsons Industries for hiring co/op students.
6. What other companies in your industry can we partner with to place our students on Coop? All was discussed but no recommendations were made at this time.

**Recommendations:** None at this time nothing was discussed at this time.

**Motion:** None at this time.

**2nd Motion:**

**Vote:**

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

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

**Status Report:**

- a. No nominations for advisory chair at this time

**Recommendations:** no recommendations

**Motion:** None needed at this time

**2nd Motion:**

**Vote:**

**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:

- 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?
- Will the industry be sustainable in its current practices or will we need to expand for future industry trends? (Ex- New bays for electric cars)

**Status Report:** The future is looking very good for the next 5 to 10 years with the job rate growing faster than the have expected highly skilled techs are in high demand and looks like it will continue that way.

- Is there new technology/equipment that we should be looking at or investing in? With the electric cars on the rise, the future will need skilled techs to service them, a new curriculum will be needed to fill this void and instructors will also need to stay updated on this new technology.
- Will the industry be sustainable in its current practices, or will we need to expand for future industry trends? (Ex- New bays for electric cars) Definitely will need to expand as most of the electric cars will need dedicated bays and with the aluminum on the rise, we will also need dedicated staples to reduce cross contamination.

**Recommendations:** None at this time

**Motion:** None at this time

**2nd Motion:**

**Vote:**

**ADJOURNMENT** at 7:05 PM. Reynaldo Duran

**Motion:** Keith Burden

**2<sup>ND</sup>:** Sophia Cormier

**VOTE:** Unanimous

Next Meeting: April 28, 2022

Respectfully Submitted: Walter Murphy