

**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> Shaun Cohan	<b>CTE Program:</b> Carpentry
<b>Recorder:</b> Bret Marciano	
<b>Materials Manager:</b> Shaun Cohan	
<b>Dialogue Monitor:</b> John Chester	
<b>Timekeeper:</b> Peter Magee	
<b>Faculty Present</b>	
Bret Marciano	Grade 12
John Chester	Grade 9
Peter Magee	Grade 11
Shaun Cohan	Grade 10
<b>Advisors Present</b>	<b>Name of Business / Population Represented</b>
Rick Bienvenue	State of MA (Office of Public Safety and Inspections)
Darren Crosse	Centimark Corp, Billerica, MA
Bob Williams	Star Construction (Pro New England)
Christopher Galatis	Carpenters Local 339
Danny Melo	DRM Solutions LLC
Peter Soares	Pete's Construction
Bill Chase	Hi-Tech Window and Siding
<b>Guest Present</b>	

**Agenda Item #1: Call to Order**

- a. Welcome/Introductions

**Status report:** Shaun Cohan called the Zoom meeting to order at 6:00 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. Solicit representation for all **representative populations** listed on the Program Advisory membership forms.

**Status Report:**

- a. Email addresses have been verified for each member.
- 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 April 7th 2021 meeting, and voice comments, questions, or concerns (Minutes are posted on the GLTS website).
- b. The link for the webpage was shared with members through the zoom chat.

**Status Report:**

- a. Minutes from the April 7th 2021 meeting were reviewed
- b. Motion to accept the minutes
- c. Members want to make sure the items from previous meetings, such as the trailer are prioritized.

**Motion:** Rick Bienvenue moved to approve the minutes of April 7, 2021.

**2ND:** Bob Williams

**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?

- a. **Discuss shop facilities and equipment.**

- i. Shaun Cohan stated we are still waiting on getting a new air filtration system and a jobsite trailer.
  - 1. Recommendations: Rick Bienvenue wants to stay on task for the items the advisory board has asked for in prior sessions.
  - 2. Shaun Cohan asked if there are any new tools or supplies the school should consider buying?  
Rick Bienvenue asked that the school still consider all the recommendations on the trailer and air filter systems. Rick Motioned to continue what we talked about pertaining to the trailer and air filters in the spring meeting. Bob Williams 2nd the motion. Peter Soares asked why the trailer has been on hold for 3 plus years. Bob Williams motioned for the trailer to be a priority. Peter Soares 2nd.
  
- iii. 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?
      - i. Darren Crosse said vaccinated employees are being requested at their job sites.
      - ii. Bob Williams requests his employees to be vaccinated.
      - iii. Bob Williams asked if there were any recent Covid 19 outbreaks. Shaun Cohan replied that there have been a few here and there but nothing major.

**Motion:** Rick Bienvenue

**2nd Motion:** Bob Williams

**Vote:** Unanimous

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

**a. Review SY21/22 Budget**

- a. 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:**

Bob Williams asked if the tool cribs are stocked? Shaun informed the group that the school has purchased Hilti battery power tools, and Milwaukee power tools as well. Shaun Cohan also stated that he would like to purchase backup tools in order to keep ahead of breakdowns, such as an extra power miter saw. Bob Williams expressed concern about a lack of hand tool experience in the trade. Bob also asked about how students are acquiring hand tools. Shaun Cohan stated that students are given a tool list and begin purchasing tools Freshman year and continue to purchase more during Sophomore year. Bob stated that the quality of tools should be a consideration, and that old tools are often better than some of the newer units for sale and are also less expensive. Rick asked if we can get the school to buy the tools similar to how they get chromebooks and they pay the school back. Peter was uncertain as to how it would work out. Shaun stated he will investigate it. Bob also asked if we are using Sawstop brand table saws, to which Shaun replied that all grades have access to Sawstop saws.

**Recommendations:** Motion was made to continue to update the student hand and power tools in all grade levels.

**Motion:** Bob Williams

**2nd Motion:** Rick Bienvenue

**Vote:** Unanimous

**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. Peter Soares stated that over the 2021 Summer he hired a recent GLTS graduate and was surprised when the new hire were unable to properly read a tape measure, and also a general lack of work ethic. Bob Williams also stated that he has experienced a similar lack of skill but is more concerned with interest in carpentry for new hires. Bob also stated that Peter Soares may have to lower his expectations of recent graduates, as they are still quite young. Rick Bienvenue asked if GLTS offered an after dark program offered like Greater Lowell Tech. Shaun Cohan explained GLTS offers After Dark programs, however not for Carpentry. The After Dark program is a partnership with Lawrence High school and their students interested in learning a trade. Bob Williams asked if there should be a basic skills test prior to students heading on Co-op, which would provide a feedback loop. Chris (local 339) Spoke about the test that is needed to join the Union. A basic understanding of tools, workplace environment, and safety.  
Apprenticeship program has evaluations at the end of every week. Shaun Cohan asked should we make an assessment before Co-op placement? Rick Bienvenue and Bill Chase made a motion to look into it more.

**Recommendations:** make a motion to work on some type of assessment to help the students evaluate themselves for Co-Op readiness.

**Motion:** Rick Bienvenue

**2nd Motion:** Darren Crosse

**Vote:** Unanimous

**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. See above (agenda item #6)
2. Peter Soares stated we should constantly reach out to Contractors in the area to see if they need help.
3. No discussion at this time.
4. No discussion at this time.
5. No discussion at this time.
6. Bill Chase said that he will investigate partnering with local building product manufacturers such as Lansing about certifications that students can obtain to further their careers

**Recommendations:** Partner with local building product manufacturers such as Lansing about certifications

**Motion:** Peter Soares

**2nd Motion:** Bill Chase

**Vote:** Unanimous

**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. Meeting will take place January 2022 (TBD)
- b. Peter Soares was nominated for chair.
- c. All in favor.

**Recommendations:**

**Motion:** Bob Williams

**2nd Motion:** Rick Bienvenue

**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:

- 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)

- We are looking for insight on whether climate change will have an impact on our industry?

**Status Report:** Shaun Cohan asked the group what they thought about the sustainability of the carpentry field would be for the next 5-10 years, and if there is anything that we should be looking into for the future of our program. Bob Williams expressed that CNC milling and automation may play a bigger role in carpentry in the future, but it will be difficult to replace a skilled set of hands. He also spoke in regard to smart homes, and integration with technology. Rick Bienvenue mentioned that in the coming years there will be a move from the current IRC energy codes to the DOE energy codes, and that may be worth looking into. Bob Williams also mentioned that he believes in the future waste from construction will need to be sorted and re-used, rather than just disposed of.

**Recommendations:** None at this time

**Motion:** None needed at this time.

**2nd Motion:**

**Vote:**

**ADJOURNMENT** at 7:30 PM.

**Motion:** Bob Williams

**2<sup>ND</sup>:** Rick Bienvenue

**VOTE:** Unanimous

Next Meeting: Spring 2022

Respectfully Submitted: Bret Maricano