

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:

Facilitator: Scott Donald	CTE Program: Electrical
Recorder: Paul Caron	
Materials Manager: Robert DeSario	
Dialogue Monitor: Scott Donald	
Timekeeper: Robert DeSario	
Faculty Present	
Robert DeSario	
Charlie Kennedy	
James Gangi	
Paul Caron	
Advisors Present	Name of Business / Population Represented
(Chairperson)	
Jeremiah Spanks (Vice Chairperson)	Parent/Electrical supply manager / Community
Barry Williams	Electrical Contractor / Business Industry
Dan Cuddy	Electrical Inspector Methuen / Community
Paul Kennedy	Electrical Inspector Andover /Community
Beverly Kennedy	Kennedy Seminars /Community
Anil Navkal	Andover Green Advisory Board /Community
Steve Pitman	Parent
Jessica Pitman	Parent
Guest Present	
Winston Almanzar	Fire alarm consultant Former GLTS Electrical student Business Industry
Dorothy Martian	GLTS Electrical Student

Agenda Item #1: Call to Order
a. Welcome/Introductions
Status report: Mr. Donald welcomed everyone to the Zoom Meeting and introduced the Pittman family to the group. We all talked for a few minutes and got caught up. Mr. Scott Donald called the meeting to order at 5:30 PM.
Mr. Donald briefly explained the documentation he sent out by email to everyone, including the agenda, last spring's minutes, budget information, etc.

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. Mr. Donald asked those present if there were any changes in their contact information to record. Everyone was good and we moved on.

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. Mr. Donald and Mr. Charles Kennedy reviewed the minutes from the Spring Advisory Meeting 2021, and we had some discussion about the items.
- b. Motion Solicited

Recommendation: Scott Donald recapped the conversation and made a motion to approve.

Motion: Paul Kennedy to approve the Fall minutes.

2ND: Barry William

Vote: Unanimous

NEW BUSINESS

Agenda Item #4: CTE Program Facilities Review

- a. **Discuss shop facilities and equipment.**
 - i. **Update provided on previous recommendations**
 - ii. **Industry practices in response to the Pandemic**
 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 provided on previous recommendations.**

Scott Donald made up dates on progress towards previous recommendations. He explained the status of the man lift, threading equipment and other items recommended by the committee. We also discussed the success of the low voltage program. Rob DeSario showed pictures of the new shop and how it is designed. He discussed what the students are learning in exploratory. He also talked about the expansion plan for the program. Scott Donald updated the committee on the night school program, number of students enrolled at each level and instructors teaching in the program
- ii. **Industry practices in response to the Pandemic**

Scott Donald and Charles Kennedy discussed the impact of the pandemic on our students and the electrical industry as a whole. They discussed what we were doing to

help students get caught up with their hands-on skills. Such changes in the shop curriculum students will be prepared for co-op and job placement.

1. Scott Donald discussed the changes in the vocational schedule and the adaptations we have made as a program to accommodate the schedule changes.
2. Physical Layout:
 - a. Scott Donald Discussed how the shop booths were laid out and provided adequate spacing for students. Scott Donald and Jim Gangi discussed restructuring of the JR. shop area to accommodate more MC work, adding a metal stud area. We also discussed what type of new work material/equipment the shop would need to stay current with industry standards for MC installations. This would help enhance some of the skills the students would need to go out on co-op.
3. Tools and Supplies:
 - a. We had a discussion as to what supplies the school was providing for tools and safety supplies to help keep students safe during the pandemic. Scott stated that the school was providing masks and hand sanitizer.

Recommendations: Paul Kennedy recommended we look into enhancing/restructuring the JR shop area by adding an area of adding additional metal studs for MC skill development.

Motion: Jeremiah Spanks to accept

2nd Motion: Bev Kennedy

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:

- i. Mr. Donald spoke about our budget for next school year and how we did not have a final budget number for the 22/23 school year. Mr. Donald explained that once the final budget was given to the electrical program that tools and equipment previously approved would be ordered if feasible. Mr. Donald reviewed the items previously endorsed by the Advisory Board, and the ordering of these items was in process.

After much discussion on the topic, the Board Members agreed that it made no sense to propose new items to purchase, until we have a budget number for the 22/23 school year. We will review and discuss this in the spring meeting.

Recommendations: It was recommended by the board that we continue these discussions in the spring regarding all topics regarding budget.

Motion: Anil Navkal Motion to accept

2nd Motion: Dan Cuddy

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. We had a lengthy discussion about what has happened with students being remote for a good portion of the school year. Charlie Kennedy talked about how it was extremely important for students especially in the JR and SR shops to improve their hands-on skills so they would be ready for co-op and jobs in the electrical industry. The Instructors and Board Members had dialogue about the specific hands-on skills students would need and how to prepare them with the hands-on skills they missed due to virtual learning during the pandemic.
- b. Scott Donald discussed the need for established rituals and routines and how important this is now more than ever. Due to so much in-school learning missed, students need these rituals and routines to help build positive employability skills and good life habits.

Recommendations: All board members recommended adjusting curriculum around to help the students develop the hands-on skills required to have success out on co-op and to gain entry into a full-time apprenticeship in the electrical industry.

Motion: Barry Williams motion to accept

2nd Motion: Paul Kennedy

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. Charlie Kennedy reported to the group that we currently have 14 of the 26 students working co-op. Charlie mentioned that the 14 co-op students are spread out between 8 different electrical

contractors. Charlie talked about some of the challenges faced by students working during Covid and how both he and Mr. Maiella have stayed in touch with the students and the Contractor companies during this time. Charlie meets once a week with the students during their Academic week to maintain communication. Charlie spoke of some possible ideas for sending Juniors out on Co-op this year, and how we hope to find a way to get them as prepared as possible before they may go out on Co-op. Board members expressed concerns about safety and preparedness, due primarily to the amount of hands-on shop time they're missing. We spoke of some ideas being worked on to get the Juniors better prepared.

2. Charlie discussed the importance of all JR. and Sr. students gaining hands-on skills lost due to the pandemic. He stated that this is necessary for our students not only to gain hands-on skills and the confidence in themselves and their abilities to be prepared for co-op.
3. Charlie explained that all JR and Sr students have had the opportunity to receive OSHA 10 construction training. This is a requirement for co-op placement.
4. No discussion at this time.
5. No discussion at this time.
6. No discussion at this time.

Recommendations: The board recommended that Charlie continue to develop relationships with contractors in the local area.

Motion: : Barry Williams Motion to accept

2nd Motion: Dan Cuddy

Vote: Motion Carried

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. January 18, 2022
- b. The board recommended that we elect John Thompson as the chairperson and Jeremiah Spanks as vice chairperson
- c. All in favor

Recommendations:

Motion: Bev Kennedy motion to accept

2nd Motion: Paul Kennedy

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)

Status Report: Rob DeSario discussed the future plans on expanding the low voltage program developing curriculum for the tenth-grade group. He discussed the need for a second teacher and developing curriculum to meet industry demands in the area of low voltage electrical systems.

Recommendations: The board recommends that we meet with industry experts in the area of low voltage systems to find the industry needs. This will help prepare our students for a successful future in the low voltage field.

Motion: Anil Navkal motion to accept

2nd Motion: Jeremiah Spanks

Vote: Motion Carried

ADJOURNMENT at 6:57 PM. Scott Donald made a recommendation to adjourn the fall electrical program advisory committee meeting.

Motion: Jeremiah Spanks moved to adjourn.

2ND: Paul Kennedy

VOTE: Unanimous

Next Meeting: April 28, 2022

Respectfully Submitted: Paul Caron