

GREATER LAWRENCE TECHNICAL SCHOOL

57 River Road, Andover, Massachusetts 01810

GENERAL ADVISORY COMMITTEE

MEETING MINUTES

January 8, 2019

A meeting of the Greater Lawrence Technical School General Advisory Committee was held on Thursday, January 8, 2019, at Greater Lawrence Technical School.

The following members were in attendance:

Facilitator: John Lavoie	Superintendent-Director
Recorder: Lauren Jones & Tony McIntosh	
Timekeeper:	
Academy Supervisors Present	
Tony McIntosh	
Lauren Jones	
Advisors Present	Program/Type of Representation
Senay Abbay	STEAM Innovation (EPE)-Industry Teradyne
Francisco Brea	Organized Labor/Rapid Response Specialist MA AFL/CIO
Andrew Ciala	STEAM Innovation (BIO)-Research Assistant Harvard
Al Croteau	Automotive Tech-Community
David Joaquin	Machint Tool - Industry-Tecomet
Donald Johnson	Metal Fab - Industry Gilchrist Metal Fab
Barbara Lagergren	HVAC-Apprenticeship program postsecondary Ed
Robert Levy	Autobody-Industry Don Kennetts Paint Inc
Michael Lewis	Culinary - Industry-Cafe Services
David Martineau	Plumbing - Industry-Bell/Simons Supply
Thomas Pelusi	Graphics-Industry-A.L.Larsen
Rose Scott	Business Tech- Industry LAER Realty Partners
Peter Soares	Carpentry-Industry-Pete's Construction
Russell Stott	Landscaping/Hort - Industry-Sustainability & Grounds Phillips Acad.
Jay Termini	IT-postsecondary Ed-NECCO
Advisors Absent	
Sabrina Boggio	Business Tech- Industry
Martha Forero	Dental-Industry - Community Outreach Coord
Jeanne Molloy	Health-Industry-Methuen Public Schools
Eulalia Sierra	Cosmetology-Industry-laly's House of Beauty
John Thompson	Electricity -Community-Electrical contractor
Lead Teachers/Department Rep	
Brian Borders	Carpentry
Dianne Doucette	Dental
Mary Gallant	Health & Medical Assisting
Charlie Kennedy	Electricity

Thomas HAtem	Autobody
Mark Ladeeroute	Machine Tool
Daniel Loughlin	Plumbing
Colleen Moran	IT
Mike Ouellette	Automotive Tech
Cecilia Smith	Cosmetology
Scott Stewart	Culinary
Davd Thompson	Metal Fab
Richard Zaker	HVAC
Kate Keyes	Business Tech
Administrators/School Committee Members	
Robert Maiella	Cooperative Ed Coordinator
Frank Rossi	No. Andover
Leo Lamontagne	Lawrence
Barbara Grondine	Methuen
Marilyn Fitzgerald	Andover
Elizabeth Freedman	Asst. Superintendent/Principal
John Lavoie	Superintendent Director

Agenda Item #1 CALL TO ORDER and Report of Superintendent

- a. Welcome
 - i. At 5:10 Superintendent Lavoie welcomed all of the guests and invited them to enjoy the meal prepared by the Culinary Arts students.
- b. Overview of School Initiatives
- c. Present School Status
 - i. Enrollment numbers
 - ii. New Programs- Expanding Vocational Education Access
 - iii. Update on Budget Approval Process for FY20
 - iv. Grants
 - v. Facilities
 - vi. Cooperative Education-Robert Maiella Cooperative Director

- a. At 5:10 Superintendent Lavoie welcomed all of the guests and invited them to enjoy the meal prepared by the Culinary Arts students.
- b. At 5:40 Superintendent Lavoie updated all of the attendees on a variety of school-wide initiatives, curriculum changes, phase two of the sports field renovations and potential new Chapter 74 programs.
 - i. Superintendent Lavoie shared that enrollment numbers continue to increase as they have been for the last five or six years. Current student enrollment is 1,652 students.
 - ii. Superintendent Lavoie updated the attendees about the STEAM Innovation program at the school. He shared that an innovation instructional format is being utilized that will help students to make better connections between their career area and academic content. Superintendent Lavoie explained that the program continues to grow and additional program supports are being provided by MIT and AFFOA. He hopes that the program and these connections will help to connect students with current and future jobs in the STEM industry.
 - iii. Superintendent Lavoie updated the attendees on the current status of the FY2020 budget. He explained that all of the departments have submitted their budget requests at this time, and that he and the Business Manager have

started the process of meeting with all of the supervisors and administrators to finalize the budget requests for next year. Superintendent Lavoie shared that he is planning to spend the next month finalizing a draft budget to be presented to the District Committee for approval.

- iv. Superintendent Lavoie shared that the school is currently in the process of expending a \$500,000 Capital Skills Grant that was received to support advanced manufacturing at the school. He explained that the majority of the grant was earmarked for purchases in the Machine Tool Technology program, but that is also included equipment for Metal Fabrication and Engineering. Superintendent Lavoie explained that the Metal Fabrication equipment has been delivered, and the District Committee needed to approve two of the large machine tool purchases. Greater Lawrence Technical School has recently received a grant for \$125,000 to support the expansion of the Health Assisting and Medical Assisting programs. This grant will help to expand the program and create additional student seats in a popular program.
- v. Superintendent Lavoie reported that the new Biotechnology lab space has been completed. He recognized the efforts of the plumbing and electrical students that helped make the project possible. Superintendent Lavoie shared that the Discipline Office has been relocated to the front of the building and that this has allowed the Special Education Department to move into the space vacated by the Discipline Office. Superintendent Lavoie shared that additional moves are planned for next year, and that this will move the school towards completing the current five-year building use plan.
- vi. Rob Maiella was introduced as the new Cooperative Education Coordinator. Rob is a former Automotive Technology instructor. Mr. Maiella introduced himself to the attendees and shared his past trade-related and education experience. Superintendent Lavoie shared that Mr. Maiella was an active member of the cooperative education committee, and is building on this experience as he transitions into his new role. Mr. Maiella reported that there are currently 116 students on coop, and that this is up slightly from this time last school year.

Agenda Item #2 APPROVAL OF MINUTES from the January 18, 2018 meeting.

Superintendent Lavoie asked the attendees to review the minutes for the last meeting. A motion was made and seconded, and the meeting minutes were unanimously accepted.

MOTION: Don Johnson

2nd :

VOTE: Unanimous

Agenda Item #3 PROGRAM ADVISORY COMMITTEE PRESENTATIONS

Individual Program Chairpersons and Lead Teachers reported out about budgetary and equipment needs for the upcoming school year.

- a. Introduction of the School Committee members. Members took turns introducing themselves to the General Advisory Committee.
- b. Graphics: car wrap wide format equipment, digital cameras, and two new video cameras. To help move the program towards digital communications. Adobe certification for students.
- c. Health Careers: Adding medical assisting track to the program. Real life simulators and follow current industry trend. Mechanical lift needed for the program, modernization of equipment.

- d. IT: Safety equipment, two class D fire extinguishers, new chairs needed, three new servers requested. Starting a networking portion of the program. AC needed for room 1059. Numerous networking switches and power supplies needed. Comp TIA training for certification. Asking for 10 initial vouchers. A new focus on programming coming to the program. Juniors will be given a choice of focus between ISSN (networking) and programming/web-development. Will be implemented next year.
- e. Machine Tech: Afternoon program with Lawrence High, looking forward to students entering the workforce. CAD / CAM laptops needed to support the program growth. Laptops carts needed for the program. Automatic collet closers are recommended for the lathes in the shop area.
- f. Culinary Arts: Combi oven being requested. Currently being used in industry. Preventative maintenance budget to help students understand how this impacts productivity. New awning recommended for the Four Winds Restaurant. Increase in students being placed on coop.
- g. Cosmetology: Equipment needs include updating sinks to meet current industry trends. Would also improve the learning environment. Need to upgrade workstations and chairs. Looking into a mentoring program to have students work with local salons to understand the steps needed to enter the career area.
- h. Business Tech: Program informed that the shop would be closing. As such no budget recommendations were made. The group will meet and provide an updated budget request in the next 30 days. Instructor thanked the District Committee for continued support.
- i. Auto Tech: Need additional tire machine to support the increasing number of students in the program. Program looking into supporting local Boy Scouts as they work to complete a related merit badge.
- j. Auto Body: Need to update equipment to stay current. Aluminum and silicon bronze welding equipment. Electronic scanning and diagnostic equipment needed. Additional instructor requested to make up for retired staff number. Student enrollment justifies this request. Mr. Hatem thanked all of the alumni in attendance for their continued support.
- k. Organized Labor Report: Representative Franciso Brea. works with business and industry to support displaced workers in the local communities.
- l. Carpentry: New shop trailer requested for the outside program. Looking at a 12 or 14-foot trailer with ladder racks. Materials needed for additional in house projects and extended learning opportunities. Outside home building project has not started on time, this has caused delays in delivering the program curriculum.
- m. Electrical: Purchase a generator and associated transfer equipment. The industry is seeing more demand for auxiliary power and standby power sources. Looking to expand the program curriculum and introduce this equipment.
- n. HVAC/R: Program has experienced growth. Need to focus on the electrical portion of the program, additional equipment needed to braze larger materials. More space and equipment is needed to continue growing the program. Hot Works Certification needed in the industry. Looking to add this certificate to the program. Asking for arc flash safety equipment to show the students how this is being used in industry. Life skills focus needed for the program. Looking at introducing additional refrigerants to the program, i.e CO2
- o. Landscape: Year two of the program. Looking at recruiting additional students to the program. The school has added a masonry element to the program. This is a lucrative aspect

of the industry for students to pursue. Need additional resources including a greenhouse. This is essential for community collaboration and program planning. PAC looking for a completion date for the greenhouse. Year three would look at an additional staff member.

- p. Metal Fabrication: Major renovations in the last three years. Equipment has been updated. Program moving towards AWS SENSE curriculum, this is a notional recognized credential. New CNC plasma cutter has been ordered and delivered. Currently working to finalize electrical connections of the machine. Program looking for updated equipment to support the grade 9 students and instructor. The program is looking to become one of the best in the state. The program is currently down one instructor, team working well together. Resurgence in Machine Tech and Metal Fab industry is driving the need for additional workers. Need to look at adding a 4th teacher.
- q. Plumbing: Equipment has been purchased over the past few years. The program needs new tools and equipment to be repaired. Looking to add generator installation to the program. New pipefitting techniques and gas fitting techniques need to be introduced to the program. Heating equipment is changing. Recommendation to cross train with the HVAC program moving forward. Additional students have received licensure.
- r. Biotech: Thank you to all the career areas that helped to build the new lab space. Liquid nitrogen freezer, fluorescent microscope, luminescent plate reader.
- s. EPE: Equipment requests include a 3D printer for metal, table saw, and a laser cutting machine. Request to implement an alternative approach to coop. Can the school entertain additional ideas?
- t. Dental: three new dental chairs, a sensor, and a dryer are requested. Department has already met with Superintendent Lavoie and Grant Coordinator to plan for purchases.

Agenda Item #5 Closing Remarks

Superintendent Lavoie thanked attendees for continued support. Acknowledged a variety of requests. Different ways to fund requests. Capital Skills Grants being utilized to meet many of the recent and current needs. GLTS Capital Fund is being accessed to help address larger budget items. The operational budget and Perkins funds are used to fill in the gaps and address the purchasing of smaller pieces of equipment. The school has hired a consultant to solicit equipment and funding from area business and industries. The school has unfunded needs and this innovative approach could help to alleviate this issue. Recognition of Culinary Arts students working at the event.

ADJOURNMENT: Mr. Lavoie adjourned the meeting at 6:40 PM

Next Meeting: January 2020

Respectfully Submitted:

Recorder: Lauren Jones & Tony McIntosh