

**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 April 5, 2021, at Greater Lawrence Technical School.

*The following members were in attendance:*

<b>Facilitator:</b> Peter Leonard	<b>CTE Program:</b> Landscape Construction
<b>Recorder:</b> JT Strickland	
<b>Materials Manager:</b>	
<b>Dialogue Monitor:</b> Thomas Paulson	
<b>Timekeeper:</b> James Griffin	
<b>Faculty Present</b>	
Peter Leonard	Instructor
James Griffin	Instructor
JT Strickland	Instructor
Thomas Paulson	Instructor
<b>Advisors Present</b>	<b>Name of Business</b>
Wayne LaCroix	Andover Country Club Golf Course Superintendent
Joshua Lowe	Lowes Landscaping Services LLC Owner
Lesly Melendez	Groundwork Lawrence
Michael Konjoian	Konjoian Greenhouses
Mark Michaud	General Lawn Care Owner
<b>Guest Present</b>	

<b>Agenda Item #1: Call to Order</b> a. Welcome/Introductions
<b>Status report:</b> Mr. Leonard called the meeting to order at 6:06 PM.
<b>Agenda Item #2 Verification of committee members' contact information, phone numbers, and emails.</b> 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 <b>representative populations</b> listed on the Program Advisory membership forms.
<b>Status Report:</b>

- a. Email addresses have been verified for each member.
- b. Facilitator asked for any outstanding forms from all members.
- c. Facilitator asked for members to review representative populations.

**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.

**Recommendation:** Approve minutes.

**Motion:** Mark Michaud moved to approve the minutes of April 14, 2021.

**2ND:** Lesly Melendez

**Vote:** Unanimous. Motion carried.

**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?
    - 2. Physical layout:
    - 3. Tools and Supplies

- a. **Discuss shop facilities and equipment.**
  - i. Update provided on previous recommendations.
    - 1. Greenhouse
      - a) Basket lines need to be finished and installed.
      - b) Industrial door was delivered but still needs to be installed.
      - c) A new shade curtain system was ordered because the current system is not functional.
      - d) Controller and circulation fan need to be completed.
    - 2. Dust system is installed but not functional without extension cords. Needs to be hard wired.
    - 3. The floor and exclusion zones have not been painted. Needs to be completed for safety reasons.
    - 4. Carpentry materials have been removed from the shop area.
    - 5. A slop sink is needed for heavier materials and things other than just washing hands.
    - 6. The storage closet should be demolished and rebuilt in a better configuration for bulk material items.
    - 7. The loft area needs GFI outlets and lights so the area can be better utilized for lessons.
    - 8. An air circulation system is needed in the shop so that the loft area doesn't get too hot during lessons.
    - 9. A dedicated vehicle for the shop is needed for transportation and material pick up.

- ii. Industry practices in response to the Pandemic.
  - 1. Day-to-Day Operations:
    - a. Employees must be screened and tested before coming into work. No operational adjustments were recommended.
  - 2. Physical Layout:
    - a. None made.
  - 3. Tools and Supplies:
    - a. KN95 masks have been used to protect employees.

**Recommendations:** It was recommended by the board that all greenhouse work is addressed first so that the project is completed. A dedicated vehicle and environmental needs for the shop should be the next priority. All other needs should be addressed as solutions become available.

**Motion:** Lesly Melendez

**2nd Motion:** Joshua Lowe

**Vote:** Unanimous. 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. Spring minutes and proposed budget were reviewed.
- b. The department would like to add a skid steer simulator to implement at the sophomore level. The simulator will allow students to practice skid stir operations in a safe environment before entering live equipment.

**Recommendations:** To approve the whole proposed budget, with the skid steer simulator addition.

**Motion:** Lesly Melendez

**2nd Motion:** Wayne LaCroix

**Vote:** Unanimous. 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. Turf units and equipment maintenance. The board would like to implement high end mower operation and maintenance.
  - ii. Irrigation. Demand is growing fast in this area.
  - iii. Floriculture. Plant production and design.
- b. Additional Certifications
  - i. Small engines certification (being implemented in current curriculum).
  - ii. Stihl training
  - iii. Additional ICPI (being implemented in current curriculum).
- c. A Stockbridge articulation agreement is being coordinated.

**Recommendations:** It was recommended that the curriculum, as presented, is approved with additions of equipment maintenance and basic irrigation design.

**Motion:** Lesly Melendez

**2nd Motion:** Joshua Lowe

**Vote:** Unanimous. 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. Most new hires lack a knowledgeable background.
2. It is hard to find qualified landscaping help.
3. Workers should have a knowledgeable background, preferably with related experience.
4. It has been a positive experience with students hired in coop positions. The biggest challenges were due to lack of shop experience, resulting from time missed during COVID.
5. Teach students to be well rounded workers.

**Recommendations:** It was recommended by the board that the department gear its curriculum to produce well rounded workers with related experience in the field.

**Motion:** Joshua Lowe

**2nd Motion:** Wayne LaCroix

**Vote:** Unanimous. 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. TBD
- b. Wayne LaCroix nominated Russell Stott
- c. All were in favor of this nomination.

**Recommendations:** It was recommended by the board that Russell Stott be named the advisory chair.

**Motion:** Wayne LaCroix

**2nd Motion:** Mark Michaud

**Vote:** Unanimous. Motion Carried

**ADJOURNMENT** at 7:30 PM.

**Motion:** Lesly Melendez moved to adjourn.

**2<sup>ND</sup>:** Mark Michaud

**VOTE:** Unanimous

Next Meeting: April 28, 2022

Respectfully Submitted: JT Strickland