

GREATER LAWRENCE TECHNICAL SCHOOL
57 River Road, Andover, Massachusetts 01810

PROGRAM ADVISORY COMMITTEE
MEETING MINUTES
November 19, 2024

The Greater Lawrence Technical School Program Advisory Committee meeting was held on October 24, 2024, at Greater Lawrence Technical School.

The following members were in attendance:

Facilitator: Mark Evans	CTE Program: Information Technology & Programming & Web Design
Recorder: Shaun Toomey	
Materials Manager: Mark Evans	
Dialogue Monitor: Shaun Toomey	
Timekeeper: Jose Volquez	
Faculty Present	
Shaun Toomey,	Grade 9 instructor
Mark Evans	Grade 10/11 Instructor
Jose Volquez	Grade 12 Instructor
Advisors Present	Name of Business / Population Represented
Eric Giesecke	Harvard Extension School of Software Design
Guest Present	
Griffin LeCleric	MIT Lincoln Labs

Agenda Item #1: Call to Order a. Welcome/Introductions
Status report: Mr. Evans Welcomed all and made introductions at 5:00pm

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. Per DESE recommendations, Program Advisory Boards must be a diverse representation of the communities. Members should respond to the [Google Form](#) (Share link with all members) documenting their attendance and whether they are able to represent the diverse perspectives of our community.

Status Report:

- a. Guest Information Verified
- b. Information was distributed and an email was sent to join board after the meeting.
- c. Members were directed to open the google form and fill out the appropriate information.

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. Minutes Reviewed
- b. No Quorum -No vote

Recommendation: Recommended to agree on Minutes

Motion: No Quorum No Vote

2ND:

Vote:

NEW BUSINESS

Agenda Item #4: CTE Program Facilities Review

- a. **Review shop facilities and equipment (Tour Shop).**
 - i. Does the current shop design meet current industry standards?
 1. Are there any safety concerns?
 - a. If so, what improvements could be made?
 - i. What are the estimated associated costs to complete the improvements?
 2. Are there any repairs needed to the existing infrastructure?
 - a. If so, what improvements could be made?
 - i. What are the estimated associated costs to complete the improvements?
 3. Are there any shop area spaces that need to be redesigned for improved layout and/or functionality?
 - a. If so, what improvements could be made?
 - i. What are the estimated associated costs to complete the improvements?

4. Are there any storage issues?
 - a. If so, what improvements could be made?
 - i. What are the estimated associated costs to complete the improvements?
5. Are there any cosmetic renovations or improvements needed to ensure our program is reflective of the current industry styles, trends, and standards?
 - a. If so, what improvements could be made?
 - i. What are the estimated associated costs to complete the improvements?
6. Are there any emerging equipment needs or facility upgrades necessary to align with industry standards for environmental sustainability?
 - a. If so, what improvements could be made?
 - i. What are the estimated associated costs to complete the improvements?

Status Report:

a. Review shop facilities and equipment.

- i. Does the current shop design meet current industry standards?
 1. Safety concerns:
 - a. None
 - i. Reviewed Safety log, no Injuries
 2. Repairs:
 - a. Power and AC for server room
 - i. Power is coming as well as AC. WE have been waiting on IT and Electrical since January
 3. Layout / Functionality:
 - a. Find Better Tables and benches for shop layout,
 - i. Getting new tables from Lance in maintenance
 4. Storage:
 - a. 4th Teacher room has been converted to a lab
 - i. Lab is currently being organized. All tools to go in lab and be checked out daily
 5. Cosmetic Renovations:
 - a. None
 - i. None

Recommendations: Continue pursuing AC and Power

Motion: Not enough members for a quorum

2nd Motion:

Vote:

Agenda Item #5: (FALL ONLY) Reviewing the Budget for the upcoming school year and 5 year outlook for equipment needs (SY25/26):

a. Review SY25/26 Budget

- i. Review Spring Minutes and Department Budget (for SY25/26). Consider the trajectory of your industry over the next 5 years when answering the following questions:
- ii. Can you outline the specific types of equipment you/your company plans to invest in over the next 5 years?
 1. What will the benefits be of investing in these items?
 2. Will any existing pieces of equipment be phased out with the implementation of new equipment?

3. Are there ways we can align our equipment needs with environmentally friendly/sustainable practices?
- iii. How important do you view preventative maintenance for the equipment you plan to purchase?
 1. Do you have a suggestion for how we budget preventative maintenance/repair costs for new and existing equipment?
 2. Are there specific preventative maintenance contracts we should consider, and what key features should we look for?

Status Report:

- a. Budget agreed upon. Adding more current hardware and new software needs to be a priority. If we do not keep up with technology, we will be putting our students behind.

Recommendations: Add additional resources for computer hardware and cutting-edge software. Adobe, VR Equipment, AR Equipment need to be added to the budget.

Motion: Not enough members for a quorum

2nd Motion:

Vote:

Agenda Item #5 (SPRING ONLY) Prepare Budget for the upcoming school year (SY26/27)

- 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. What are new and emerging trends in the industry?
- b. Is there new technology or techniques that we should be teaching our students?
- c. When reviewing the [Industry Recognized Credentials](#) provided by DESE, please identify which certifications are required, desired, or particularly valuable for students to possess in their respective industries. This will help ensure that students are earning credentials that align with industry standards and enhance their employability.

Status Report:

- a. VR, AR and cloud services are the current trends in the IT Field. These technologies are becoming important skills that students will need.

- b. Technology is rapidly changing in the tech sector. It is recommended that our department push towards Cloud services and start training on AZure and AWS as well as certifications.
- c. Test Out, CompTia, AWS Certifications as well as Azure Certifications should be offered to students. These skills are in High demand.

Recommendations: Recommended to add Azure and AWS to our curriculum Department. Include new emerging technologies to round out the program.

Motion: Not enough members for a quorum

2nd Motion:

Vote:

Agenda Item #7: Cooperative Education/Industry Trends

1. Review current GLTS Co-Op placements.
 - a. What patterns and trends do you notice in the data related to the program placements?
([GLTS Coop Report](#))
2. Have you hired any of our students (coop or recent graduates) and if so, what are their strengths and what skills/understandings are they lacking?
3. What should we be doing as teachers to help our students be prepared to be successful at your company and/or in our industry?

Status Report:

1. IT has low Co-op numbers due to needing more companies to partner with.
2. Creating new relationships with local businesses is key and needs to be further development

Recommendations: Keep building relationships, fix the skills gap that currently exists. Make introductions to various tech companies in the area. For partnerships with businesses in the community

Motion: Not enough members for a quorum

2nd Motion:

Vote:

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

- a. The General Advisory Meeting will take place on January 14, 2025.
- b. Are there any nominations for the Program Advisory Chair for the 2024-2025 school year (take nominations)? ([Second, discussion, any opposed, all those in favor?](#))

Status Report:

- a. Mark Evans will be attending the Meeting on January 14th.
- b. We will be scheduling a meeting before January 14th to discuss and vote on a new chairperson.

Recommendations:

Motion: Not enough members for a quorum

2nd Motion:

Vote:

Agenda Item #9: Other (Programs to add any additional agenda items.)

Status Report: ([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)

ADJOURNMENT at 5:35pm

Motion: Not enough members for a quorum

2ND:

VOTE:

Next Meeting: April 8, 2025

Respectfully Submitted: Shaun Toomey