

**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> David Thompson	<b>CTE Program:</b> Metal Fabrication
<b>Recorder:</b> David Thompson	
<b>Materials Manager:</b> Jorge Polanco	
<b>Dialogue Monitor:</b> Stephanie Dececca	
<b>Timekeeper:</b> Brian Howe	
<b>Faculty Present</b>	
David Thompson	Gr 12 Instructor/Lead Teacher
Brian Howe	Gr 11 Instructor
Stephanie Dececca	Gr 10 Instructor
Jorge Polanco	Gr 9 Instructor
<b>Advisors Present</b>	<b>Name of Business / Population Represented</b>
Don Johnson (Chairman)	Gilchrist Metal Fabricating
Jason Vining	Salem Metals
Tyler Dagati	Local 537 Pipefitters
Joel Anzani	Trillium Flow Technologies
Ryan Manzi	SL Chasse Steel
Bob Lavoie	Lavoie Welding and Fabrication
<b>Guest Present</b>	
Neil Rose	Lawrence Pumps (Retired)
Juhminoir Fulcar	Columbia Construction
Eric Wright	Big Dog Welding

<b>Agenda Item #1: Call to Order</b>
a. Welcome/Introductions
<b>Status report:</b> Dave Thompson called the meeting to order at 5:45 PM.
<ul style="list-style-type: none"> <li>● Introduction of our new instructor, Brian Howe</li> <li>● Introduction of guests and potential new board members</li> </ul>

**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 and phone numbers have been verified for each member.
- b. Facilitator asked for members to review representative populations, all populations are represented.

**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). [2021 Spring Advisory Minutes](#)
- b. Solicit a motion to approve minutes, 2<sup>ND</sup> the motion.

**Status Report:**

- a. Dave Thompson shared the Spring 2021 minutes, and the board conducted a review.

**Recommendation:** No recommendations at this time

**Motion:** Jason Vining motioned to accept the minutes of April 28, 2020.

**2ND:** Don Johnson

**Vote:** Unanimous to accept the minutes.

**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?

**Status Report:**

- a. **Discuss shop facilities and equipment.**
  - i. Update provided on previous recommendations.
    1. **Spring Recommendations:** The board agrees that upgrading the power shear and iron worker due to age and safety is a good idea. The board also agrees that purchasing a waterjet system, 2 larger capacity GTAW machines and a vertical bandsaw would increase capacity and education rigor aligned with the new blueprint/CAD/CNC curriculum.
      - a) Metal Fab was awarded a \$220,000 grant to purchase the following based on the board recommendations
        - (1) Standard model AS250-8 Hydraulic Shear \$73,100.00
        - (2) GEKA Hydracrop 55S Ironworker \$20,950
        - (3) Swiftjet water jet \$92,000

\*\*Looking a reallocating \$33,950 grant funds for Miller Syncrowave 350's or Milling machines

b) Purchased a JET 14" Throat capacity variable speed band saw  
\$5,409.60

2. Industry practices in response to the Pandemic.
  - a. Day-to-Day Operations: Continued mask use. Mask breaks as warranted.
  - b. Extra benches and plexiglass have been removed from the shop.
  
2. Physical Layout:
  - a. The metal fab instructional team decided the old tool crib/storage area (150 sq ft.) would be better used as educational floor space.
    - i. This was brought to administration, and we have been given permission to proceed with the demo of the tool crib.
  
3. Tools and Supplies:
  - a. We are going to request more budget money to support the new "Manufacturing and machining" curriculum.
  
4. Fibre laser cutter:
  - a. This has been a 3-year fight with "Full Spectrum Laser". We have come to the conclusion that it is a lost cause. We are getting rid of it. What price point should we put on it for auction purposes? The laser hardware drive is in need of repair.
  - b. Do we replace the laser with a newer one from a different company? Or are we ok without one?

**Recommendations:** Joel Anziani recommended looking into Miller Dynasty weld machines instead of Syncrowave 350's. Don Johnson seconded this recommended. Don asked to send the Spec sheet on laser to get a baseline for sale price. No reason to replace laser as the programming for laser is similar to other NC equipment (G code) considering we have waterjet and plasma

**Motion:** Joel Anziani motioned to accept the facilities review and board recommendations.

**2nd Motion:** Don Johnson

**Vote:** Unanimous to accept the facility review

**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? [2021/2022 Proposed Budget Request](#)

**Status Report:**

- a. Dave Thompson shared the proposed 2022/2023 budget request.

**Recommendations:**

**Motion:** Jason Vining motioned to accept the 22/23 budget request.

**2nd Motion:** Ryan Manzi

**Vote:** Unanimous to accept the budget proposal

**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. Began implementation of increased blueprint and drawing curriculum at grades 9 and 10.
- b. Planning of implementing CAD and CNC operation training at the grades 11 and 12.

**Recommendations:** No recommendations at this time

**Motion:** Ryan Manzi motioned to accept the Curriculum report

**2nd Motion:** Tyler Dagati

**Vote:** Unanimous to accept the curriculum review

**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:**

- 13 of 26 eligible students have been placed.
  - 5 students currently scheduled for interviews
  - Several students have decided they are “not ready” and would like more time in the shop before they are placed.
- Brought back Metaltronics. They are under new leadership, so we decided to give them another try.

**Recommendations:** None at this time

**Motion:** Don Johnson motioned to accept the Co-op report

**2nd Motion:** Jason Vining

**Vote:** Unanimous to accept the co-op report

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

- 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:**

- b. Don Johnson nominated Jason Vining as the new Advisory Chairman
  - i. Jason Vining accepted the nomination

**Recommendations:** Don Johnson nominated Jason Vining as the new Advisory Chairman

**Motion:** Bob Lavoie motioned to appoint Jason Vining as the new Advisory Chairman

**2nd Motion:** Don Johnson

**Vote:** Unanimous to appoint Jason Vining as the new Advisory Chairman

**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?
- Has climate change had an impact on your industries?

**Status Report:**

**Recommendations:** Inverter weld machines (Joel, Don), VR welding simulators for related (Neil, Don)

**Motion:** Joel Anziani motioned to accept the 5-year strategic plan report and recommendations.

**2nd Motion:** Ryan Manzi

**Vote:** Unanimous

**ADJOURNMENT** Dave Thompson asked for a motion to adjourn the meeting at 7:00 PM.

**Motion:** Don Johnson motioned to adjourn the meeting at 7:00 PM

**2<sup>ND</sup>:** Jason Vining

**VOTE:** Unanimous to adjourn

Next Meeting: April 28, 2022

Respectfully Submitted: David Thompson