

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

PROGRAM ADVISORY COMMITTEE
MEETING MINUTES
November 17, 2022

The Greater Lawrence Technical School Program Advisory Committee meeting was held on November 17, 2022, at Greater Lawrence Technical School.

The following members were in attendance:

Facilitator: David Thompson	CTE Program: Metal Fabrication
Recorder: Stephanie Dicecca	
Materials Manager: Jorge Polanco	
Dialogue Monitor: Brian Howe	
Timekeeper: Brian Howe	
Faculty Present	
David Thompson	Lead instructor; Gr. 11/12 Welding and Fabrication
Brian Howe	Gr. 11/12 Manufacturing & Fabrication Instructor
Stephanie Dicecca	Gr. 10 Instructor
Jorge Polanco	Gr. 9 Instructor
Advisors Present	Name of Business / Population Represented
Jason Vining	Salem Metals
Joel Anziani	Granite State Manufacturing
Eric Wright	Big Dog Welding
Bob Lavoie	Lavoie Welding and Fabrication
Guest Present	

Agenda Item #1: Call to Order a. Welcome/Introductions
Status report: Dave Thompson called the meeting to order at 5:30 PM.

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 can represent our community's diverse perspectives.

Status Report:

- a. Email Addressed have been verified for each member.
- b. Phone numbers were also recorded as several members prefer to be texted.

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). [Spring 2022 minutes \(April28\)](#)
- b. Solicit a motion to approve minutes, 2ND the motion.

Status Report:

- a. Dave Thompson shared the Spring 2021 minutes, and the board conducted a review
 - i. 2 Outstanding issues from the April minutes were brought up. Jason Vining expressed concern about why our ventilation has not been finished and why the laser is still in the shop, taking up valuable space.
 - ii. Jason is planning on writing an email about the safety concerns he has with the ventilation.

Recommendation: Jason Vining recommended that we try and expedite the removal/sale of the laser.

Motion: Bob Lavoie moved to approve the minutes of April 28, 2022

2ND: Eric Wright

Vote: Unanimous

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?

a. Review shop facilities and equipment.

- i. Does the current shop design meet current industry standards?
 - 1. Safety concerns:
 - i. The board was not happy about the lack of progress on our new ventilation system. They were highly unimpressed with the 1 short run of duct work that has been put in place near the garage door.
 - i. The board would like to see this project receive higher priority seeing as this has been a major safety concern for the last 2.5 years.
 - ii. It was explained that having the company work around the students is very difficult and we heard there is supposed to be work done during “down time” such as Thanksgiving and Holiday recesses.
 - ii. Safety rails are put up around the waterjet.
 - iii. Safety lines on the floor should be a priority. We have a link for the proper line tape.
 - i. We finally have all the new equipment in place. We would like to move forward with this project.
 - 2. Layout / Functionality:
 - a. The board approved of the current layout of the shop. However the laser is still a concern as it takes up valuable floor space.
 - b. Bob Lavoie mentioned he would like to see a separate shielding gas manifold for Argon in the freshmen welding area.

Recommendations: It was recommended by Bob Lavoie to install a separate shielding gas manifold for Argon in the freshmen welding area.

Motion: Jason Vining

2nd Motion: Joel Anziani

Vote: Unanimous

Agenda Item #5:

a. Review SY23/24 DRAFT Budget

- i. Review Spring Minutes and Proposed Department Budget (for SY23/24). Is the proposed budget inclusive of equipment and supplies recommended by the Advisory Program Committee at the last Advisory meeting? What edits should be made?
- ii. [SY23/24 Budget Request](#)

Status Report: Dave Thompson shared the 23/24 Budget Request

Recommendations: It was recommended by the board that we look into the FS Lincoln Program to get affordable weld wire (\$1 per pound)

Motion: Bob Lavoie motioned to accept the 23/24 budget request

2nd Motion: Joel Anziani

Vote: Unanimous

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. Are there any additional certifications that are valuable for students to have in the Industry?

Status Report:

- a. Grade 11 & 12 CNC programming has begun.
 - i. Grades 11 & 12 will start to change between Brian Howe & Dave Thompson

Recommendations: None

Motion: Eric Wright

2nd Motion: Bob Lavoie

Vote: Motion Carried

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 grads) 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. 9 of 23 (39%) eligible students are placed.
 - i. 3 students are ineligible
 - ii. 1 student chose to return back to shop to learn the updated curriculum
 - iii. Several students do not want to participate in co-op for various reasons.
2. There has been negative feedback from employers on the new schedule.

Recommendations: None

Motion: Jason Vining

2nd Motion: Bob Lavoie

Vote: Motion Carried

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

- a. The General Advisory Meeting will take place on January 17, 2023 at 5 pm.
- b. Are there any nominations for the Program Advisory Chair for the 2022-2023 school year (take nominations)?

Status Report: Eric Wright nominated Jason Vining to continue as our Advisory Chair. Jason accepted the nomination.

Recommendations: Eric Wright nominated Jason Vining to continue as our Advisory Chair. Jason accepted the nomination.

Motion: Bob Lavoie

2nd Motion: Joel Anziazni

Vote: Unanimous

Agenda Item #9: 5 Year Strategic Plan

GLTS is in the process of developing a 5 year strategic plan for the school. Please provide insights on the following:

- 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?
- How is the integrating environmentally sustainable practices? In what ways will we need to consider these as we expand and adapt practices? (Ex- New bays for electric cars)

Status Report: We appear to be following industry trends well. We will continue to build our career area into the best it can be.

Recommendations: None

Motion: Jason Vining

2nd Motion: Eric Wright

Vote: Unanimous

ADJOURNMENT Dave Thompson asked for a motion to adjourn at 7:30 PM.

Motion: Joel Anziani moved to adjourn.

2ND: Bob Lavoie

VOTE: Unanimous

Next Meeting: April 13, 2023.

Respectfully Submitted: Stephanie Dicecca / Dave Thompson