

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

**PROGRAM ADVISORY COMMITTEE**  
**MEETING MINUTES**  
**November 16, 2023**

The Greater Lawrence Technical School Program Advisory Committee meeting was held on November 16, 2023, at Greater Lawrence Technical School.

*The following members were in attendance:*

<b>Facilitator:</b> David Thompson	<b>CTE Program:</b> Metal Fabrication & Joining Technology
<b>Recorder:</b> Stephanie Dicecca	
<b>Materials Manager:</b> Jorge Polanco	
<b>Dialogue Monitor:</b> Brian Howe	
<b>Timekeeper:</b> Brian Howe	
<b>Faculty Present</b>	
David Thompson	Lead & Instructor Grade 11/12
Stephanie Dicecca	Grade 10 Instructor
Jorge Polanco	Grade 9 Instructor
Brian Howe	Grade 11/12 Instructor
Keith Gaillard	Special Education Instructor
<b>Advisors Present</b>	<b>Name of Business / Population Represented</b>
Jason Vining	Chairperson. Salem Metals
Bob Lavoie	Lavoie Welding and Fabrication
Neil Rose	Lawrence Pumps/Flowserve
Joel Anziani	Joel Fabrications
Eric Wright	Big Dog Welding
Ryan Manzi	SL Chasse Steel
Tyler D'Agati	J.C. Cannistraro Local 537

<b>Guest Present</b>	
Sam Wilmot	ARCO Welding Supply
Ieuan Smith	Student
Mr. Smith	Parent
Bill Caron	Retired Instructor

<p><b>Agenda Item #1: Call to Order</b></p> <p>a. Welcome/Introductions</p>
<p><b>Status report:</b> Dave Thompson called the meeting to order at 5:43PM.</p>
<p><b>Agenda Item #2 Verification of committee members’ contact information, phone numbers, and emails.</b></p> <p>a. Please verify the e-mail address for each member.</p> <p>b. Please distribute and collect information sheets for new members and members with pending paperwork. (Please return the paperwork to Sue Ouellette.)</p> <p>c. Per DESE recommendations, Program Advisory Boards must be a diverse representation of the communities. Members should respond to the <a href="#">Google Form</a> (Share link with all members) documenting their attendance and whether they are able to represent the diverse perspectives of our community.</p>
<p><b>Status Report:</b></p> <p>a. Email Addressed has been verified for each member.</p> <p>b. Cell phone numbers have been verified for each member.</p>

**REPORT OF OLD BUSINESS**

<p><b>Agenda Item #3: Minutes</b></p> <p>a. Review minutes from the last advisory meeting, and voice comments, questions, or concerns (Minutes are posted on the GLTS website).</p> <p>b. Solicit a motion to approve minutes, 2<sup>ND</sup> the motion.</p>
<p>a. Dave Thompson shared the Spring 2023 minutes, and the board conducted a review.</p> <ul style="list-style-type: none"> <li>● Ventilation system update: the ventilation system is fully functional except for a return system. The contractor is waiting on an exterior louver. Thank you to the board for helping to push administration on the importance!</li> <li>● Safety lines on floor update: The board is happy to see our floor marked with safety lines, however there are some issues. The floor tape is not the appropriate color for indicating “walking aisles” compared to no entry zones and operational areas. Also, the tape has traction which results in tripping hazards.</li> </ul>
<p><b>Recommendation:</b> Dave Thompson recapped the conversation and solicited a motion to approve the spring minutes</p> <p><b>Motion:</b> Bob Lavoie moved to approve the minutes of April 13, 2023.</p>

**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?

**. Review shop facilities and equipment.**

- i. Does the current shop design meet current industry standards?
  1. Safety concerns:
    - a. Fire extinguisher inspection was brought up and looking at the tags they are up to date.
    - b. Completion of the vent system return.
    - c. A couple ventilation power indicator lights are out.
    - d. Went over electrical upgrades done to eliminate extension cord tripping hazards.
  2. Repairs:
    - a. The board was pleased to see the Geka ironworker has finally been powered up after being in the shop for almost year.
    - b. The Swift Cut plasma table is in need of repair. Swiftcut customer service has been very “hit or miss” with assistance. Is it worth repairing?
  3. Layout / Functionality:
    - a. Board is very happy with the layout and functionality of our shop.
  4. Storage:

a. The board liked that we knocked the remaining tool crib down to improve educational space. We are no longer able to use the electrical rooms for storage. This greatly reduced our storage capacity. The board asked that we bring this up to our administration.

5. Cosmetic Renovations:

- a. The board is happy with the cosmetics of the shop.
- b. Student design and waterjet cut signage and color coordination was commended.
- c. Board liked the labeling of toolbox drawers and cabinets.

6. Equipment

- a. The shop has moved to all Milwaukee cordless power tools in order to streamline batteries and charging stations.
- b. The board discussed Water Jet vs Plasma and if we needed both systems.

**Recommendations:** It was recommended by the board that we brainstorm ways to increase storage for student projects and equipment that is not used every day. Possibly an outside building.

**Motion:** Jason Vining

**2nd Motion:** Tyler D'Agati

**Vote:** Motion Carried

**Agenda Item #5: (FALL ONLY) Reviewing the Budget for the upcoming school year and 5 year outlook for equipment needs (SY24/25):**

**a. Review SY23/24 Budget**

- i. Review Spring Minutes and Department Budget (for SY24/25). 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:**

The board was very pleased with the shop's proposed budget increase. With the creation of more curriculum for our Manufacturing fabrication and the maintenance of the new equipment the proper funding is important. Questions were asked about the afterdark program benefiting from our budget. Dave explained that the program is grant funded and operates accordingly.

**Recommendations:** None at this time.

**Motion:** Jason Vining made a motion to accept the 24/25 budget

**2nd Motion:** Eric Wright

**Vote:** Motion Carried

**Agenda Item #5 (SPRING ONLY) Prepare Budget for the upcoming school year (SY23/24)**

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

**Status Report:**

- a. New "Integrated Related" was well received. Neil Rose was a big proponent for hands on related.
- b. The board loves the Trak mill curriculum and the added skill gained by our students.
- c. Bob Lavoie commented that he fully supports how Brian is incorporating multiple machines and processes in his assignments. This will create a more well-rounded employee.

**Recommendations:** The board recommended keeping on the path we are on to create well rounded students.

**Motion:** Bob Lavoie

**2nd Motion:** Neil Rose

**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 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. Dave Thompson shared the current Co-op placement report and also informed the board of 3

more seniors who have recently been scheduled for interviews. Co-op numbers are healthy and the board was happy to hear this.

2. Neil Rose asked if co-op numbers have bounced back since COVID. The answer was yes as evident in the co-op report.
3. Jason Vining asked what effects the new schedule (Wednesday-Tuesday) has had on Co-op. It was reported back that we had lost a couple of companies due to the schedule. However, we have also gained several companies at the same time.

**Recommendations:** None at this time

**Motion:** Neil Rose motioned to accept the co-op report.

**2nd Motion:** Eric Wright

**Vote:** Motion Carried

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

- a. The General Advisory Meeting will take place on January 16, 2024.
- b. Are there any nominations for the Program Advisory Chair for the 2023-2024 school year (take nominations)? (Second, discussion, any opposed, all those in favor?)

**Status Report:**

- a. Neil Rose nominated Jason Vining for Chairman. Jason accepted the nomination.

**Recommendations:** It was recommended that Jason Vining continue as our Advisory Chair

**Motion:** Bob Lavoie

**2nd Motion:** Joel Anziani

**Vote:** Motion Carried

**Agenda Item #9: Comprehensive Local Needs Assessment (CLNA) Review**

GLTS completes a CLNA every two years for each career area. This process allows departments to review and identify their needs and potential root causes. In reviewing the CLNA, please provide insights on the following:

- A. What improvements can be made to ensure support for all students, including students identified as non-traditional or special populations?
- B. Is the program curricula aligned to workforce/career needs?
  - a. What changes could the department make to ensure students are employable for entry-level positions?
- C. Is the department layout adequate to support the learning needs of all students?
  - a. Is there adequate room for all students to practice skills to proficiency?
  - b. Are the equipment needs and educational material needs being met?

**Status Report:** Dave shared the CLNA and the board believes that the shop is properly aligned with local industry needs.

**Recommendations:** The board recommended we continue developing our curriculum as it stands.

**Motion:** Jason Vining

**2nd Motion:** Joel Anziani

**Vote:** Motion Carried

**Agenda Item #10: Other (Programs to add any additional agenda items. )**

**Status Report:**

**Recommendations:**

**Motion:**

**2nd Motion:**

**Vote:**

**ADJOURNMENT** at 7:30 PM.

**Motion:** Neil Rose

**2<sup>ND</sup>:** Bob Lavoie

**VOTE:** Unanimous

Next Meeting: April 11, 2024

Respectfully Submitted: Stephanie Dicecca & David Thompson