

GLTS

Greater Lawrence Technical School

General Advisory Committee Meeting

MINUTES

January 17, 2023

1. CALL TO ORDER (5:00 - 5:05)

Superintendent. Lavoie called the meeting to order at 5:00 pm.

2. SCHOOL COMMITTEE INTRODUCTIONS (5:05 - 5:10)

Superintendent Lavoie introduced all Greater Lawrence School Committee members:

Leo Lamontagne, Chairperson-Lawrence

Zoila Disla-Lawrence

Marilyn Fitzgerald-Andover

Thomas Hatem-Methuen

Vivian Marmol-Lawrence

Francisco Surillo-Methuen

3. APPROVAL OF MINUTES (5:05 - 5:10)

Motion: Jen Stephens motioned to approve the Minutes of January 18, 2022, as submitted.

2nd: Tom Hatem

Vote: Members voted unanimously to adopt the minutes from January 18, 2022.

4. REPORT OF THE SUPERINTENDENT-DIRECTOR (5:15 - 5:30)

a. Welcome

- i. Superintendent Lavoie addressed all members. and thanked them for their continued support and contributions to the programs at Greater Lawrence.

b. Introduction of CTE Administrative Team

Superintendent Lavoie introduced the Administrative Team:

Lauren Jones, Director of Career and Technical Education

Lindsay Gangi, CTE Coordinator

Ron Driskill, CTE Coordinator

Rich Gonsalvez, CTE Coordinator

c. Overview of School Initiatives

- i. Superintendent Lavoie shared that several important initiatives have been done this year that impact the school culture-new schedule. CTE teachers have prep every day. First time in the history of the school. Big difference in allowing our teachers to have quality instruction and be prepared for the students every day. This allows us to have extra support for the students in terms of WIN block to support students who need extra help or want to experience advanced programming or creative opportunities. Additionally, GLTS has three new

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instructional coaches. Critical to have coaches with this expertise to help our staff as they become comfortable with these new instructional strategies. Review curriculum to include new initiatives. Increasing SEL lessons, UDL, developing and reviewing all assessments. Critical dive into the curriculum- not changing projects but improving and adding these strategies to improve the quality of instruction. We will see a huge increase in students' performance in terms of readiness for industry or post-secondary education.

d. Present School Status

i. Enrollment Numbers

- i. Superintendent Lavoie presented that last year we had approximately 1600 apply to GLTS; we took in 440 freshmen, giving us 1700 students, our largest enrollment. We are looking to continue with that projection to achieve 2000. What will drive enrollment is our new programs.

ii. New Programs

- i. Superintendent Lavoie shared that GLTS has submitted three new applications for Programming, Early Childhood Education, and Aviation. We have indications that positive feedback from DESE has given us confidence that we will begin the programs in September 2023. We will also be increasing numbers in our four after-dark programs, and we will increase that to a total number of six.

iii. Grants

- i. Superintendent Lavoie noted that GLTS received a Capital Skills grant of \$500,000 for Environmental Science and supporting new equipment in Robotics. Additionally, GLTS was awarded 4 million to put three small additions to the school for the three new programs. More space for shops and classroom space is needed to ensure space for new students coming in. Additionally, there are private grants for \$400,000 and \$50,000 that are going toward CTE for equipment. GLTS continues to obtain funding for CTE programs, allowing us to meet the needs of PAC recommendations and grow new programs.

iv. Cooperative Education (Robert Maiella, Cooperative Coordinator)

- i. Robert Maiella presented that the cooperative education program has grown tremendously; the report was prepared on Jan 11th with 185 students on Coop. Last January, we had 138; that's approximately 50 more. The new schedule has not had a negative impact on the program. This is the most we've had in the history of the school. Those with the highest placement are Medical Assisting, Health Assisting, and Plumbing. Rob Maiella expects this to continue and grow even more.

5. PROGRAM ADVISORY COMMITTEE PRESENTATIONS (5:15 - 5:30)

a. Program Status Report from each Shop Chairperson Advisor

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Advanced Manufacturing (**Mark Laderoute**, Lead Teacher)

Chairperson David Joaquin proposed a question to Superintendent Lavoie referencing the earlier report of 1160 students who were left wanting to attend GLTS. Mr. Joaquin asked Superintendent Lavoie if he had addressed this with the state to perhaps build another vocational school. Superintendent Lavoie shared that he is in constant contact with the state for more access for our school- We have asked to build additions and have not been successful until this grant recently. Have after-dark and evening programs with the goal of increasing access to our programs.

Mr. Joaquin thanked Superintendent Lavoie and shared with the committee the following recommendations:

Reviewing Proposed Budget for proposed SY23/24:

It was recommended that:

- 2 Samsung 86” smart TV sets for related classrooms be purchased.

It was further recommended that:

- We accept the budget as presented by Mr. Laderoute.

Reviewing the Curriculum:

It was recommended that:

- The department teaches paper control charts by running several Straumann sleeves and recording the information.

It was further recommended that:

- At least two periods of related theory in the academic week and remove it from the shop completely. It is essential to their learning.

Planning for the next five years:

It was recommended by the board that:

- at least 2 to 3 optical measuring devices, such as Microview, be purchased.

It was further recommended that:

- The shop is a climate-controlled shop (68-70 degrees) by ISO standards.
- It was also recommended that:
 - 4-5 CNC machines be purchased.
 - A dedicated advanced shop for upperclassman students.

Automation & Robotics (**Tom Naderi**, Lead Teacher)

Chairperson Jen Stephens reported to the Committee that the advisory did a review of the shop and the facilities in room 6035.

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- They felt the new shutoffs should be placed in the shop so that all the dangerous machinery could be shut down.
- We also recommend that the area around the eyewash have tape on the floor to indicate that the eyewash should be clear at all times.
- In the related room, the bandsaw should have a taped zone for the operator. In that room, the committee felt that room was too small. Right now, it is not ADA-compliant. They don't have room to operate around the table and the table itself is too tall.
- Also, Chairperson Jen Stephens shared that it was essential that the window in between the classrooms be open so that freshmen could see while maintaining the privacy of student data.
- Additionally, Chairperson Stephens shared that there is excessive equipment in 6035 which limits what new equipment can be added. It is recommended that the equipment be reviewed and, if not used, be donated. The lighting for robots needs specific lighting. This is not an urgent item because the vision robots will not be taught for several years.
- Finally, after careful consideration and discussion regarding the proposed budget for SY23/24, the Advisory Board does not recommend any new equipment at this time and recommends the proposed budget be accepted.

Auto Collision (**Walter Murphy**, Lead Teacher)

Mr. Murphy introduced Chairperson Robert Levy, who reported to the Committee that PPG came and is in the process of making recommendations for a better flow in the shop. It is not a current body shop that we want our students to get into right now.

The revisions recommended and discussed with PPG, the Department, and the Department CTE Coordinator include:

- Removing the car lift from its current spot and relocated in an area more conducive for its use.
- Further recommendations include completing the air duct system and electricity to the mig welders.

Reviewing Proposed Budget for proposed SY23/24:

The board recommended that:

- The budget was appropriate for the upcoming year and approved. No additional equipment or proposals are needed at this time.

Auto Technology (**Mike Ouellette**, Lead Teacher)

Mike Ouellette shared on behalf of Chairperson Al Croteau that the facility recommendations are for the new addition for E.V as follows:

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In reference to the Automotive Technology Program Facilities, the board recommended the department purchase the following items:

- High Voltage testing tools, Scan tools, insulated high tools and safety equipment. Lift. Level 1 and Level 2 charging stations, EV lab scope, high voltage battery lift. Class 0 high voltage lineman's gloves with leather protectors.
- 1. Cat III DVOM- Fluke 87 or similar
- 2. Cat III test lead and probes (all electrical test equipment should be Cat III rated)
- 3. High Voltage safety signage
- 4. Insulation Tester - Fluke 1587 or similar
- 5. 2 pole tester - Pico TA466 or similar
- 6. Milliohm meter - Hioki RM3548 or similar
- 7. Hybrid Body Rescue Hook
- 8. Dedicate AC recovery machine R134 and 1234YF or combo.
- 9. Insulated hand tools (ratchets, sockets, extensions, screwdrivers, pliers etc.)
- 10. Aftermarket scan tool - Autel MS909EV (carbon and EV specifically)
- 11. Level-1 and Level-2 EVSE (electric vehicle charger)
- 12. EV Lab scope kit - PicoScope 4425A EV kit (advanced training)
- 13. HV battery lift table

Regarding the Proposed Budget for the upcoming school year (SY23/24), the board proposed the following recommendations:

- Tire lifting tool for heavy tires, cordless electric tools need to be replaced because of hard usage.
- Small engines for the Freshman program due to extensive use over the previous four years of use.
- Five more peg boards for electrical training. More access to curriculum at the same time
- Floor scrubber for the new Automotive Shop space.
- Cordless Electric tools need to be replaced because of hard usage.
- Dial caliper and micrometer kits need to be replaced.

Reviewing the Curriculum:

It is recommended that:

- ADAS driver assistance aids demonstration, acquires new Electude EV training vehicle.

Biotechnology (**Cherilee Lewis**, Lead Teacher)

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Chairperson Andrew Ciarla reported to the Committee that:

Reviewing Proposed Budget for the upcoming school year (SY23/24):

The board recommended including:

- Several microplate readers with a designated computer. This is in the new frameworks.
- Additional spectrophotometer
- Two digital camera attachments for the inverted microscopes
- An Oil less vacuum pump for aspirations in cell culture suite.

Reviewing the Curriculum:

It was recommended that the department to include:

- Biomanufacturing bags
- Cell culturing
- Certify students through GMP training.
- BASE exam with certification, an industry-recognized exam that is recognized within numerous states. This certification, along with the GMP certification, will assist in supporting students in COOP positions and employment opportunities.

Business Technology (**Angela Santana**, Lead Teacher)

Chairperson Lisa Cascio publicly thanked the Superintendent for his support for the program, sharing that recently the department purchased new computers for grade 11 to support Adobe, and additionally, Superintendent Lavoie supported the revisions to the classroom layout.

Reviewing the IT Program Facilities:

It is recommended by the board to:

- Eliminate the use of VDI as the primary operating system for the entire shop, all grade levels. Adding a 4th teacher was also recommended.

Reviewing the Proposed Budget for the upcoming school year (SY23/24):

It is recommended by the board to:

- Approve the budget as proposed

Carpentry (**Shaun Cohan**, Lead Teacher)

Chairperson Brad Jones reported to the Committee that:

Reviewing Carpentry Program Facilities:

It is recommended that:

- Investigate adding outdoor secured storage.
- Update the dust collection not working well enough for the health of the students.

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- Add sound panels to mitigate noise in the shop emitted by machinery.

Reviewing the Proposed Budget for the upcoming school year (SY23/24):

It is recommended that:

- Keep all current tools and safety equipment.
- Add the school's logo to the new trailers.

Planning for the next 5 years:

It is recommended that:

- Explore building an addition for future growth.
- Continue with off-campus projects.

Additionally, the committee discussed adding fire stopping and commercial work. There was talk about adding that into the curriculum or inviting outside employers into present.

Cosmetology (**Emely Bayron**, Lead Teacher)

Chairperson Elvira McCloskey reported to the Committee that when reviewing the Cosmetology Program Facilities:

It is recommended that:

- The wall is opened between the four stations that are separated by a wall on the Sophomore / Junior side and that the wires in the storage closet are removed or covered.

Reviewing the Proposed Budget for the upcoming school year (SY23/24):

It is recommended that:

- The budget proposal presented by the cosmetology department is approved.

It was further recommended that:

- Students get certified in lash extensions and incorporate hair color for men and root melting techniques into the cosmetology/barbering curriculum which is the newest trends in the industry.
- A variety of job opportunities are presented to potential co-op students and that soft skills are a large part of the curriculum, so the students can be exposed to the industry.

Planning for the next 5 years:

It is recommended that:

- The department researches heat lamp orbits for hair color processing.

Culinary (**Scott Stewart**, Lead Teacher)

Chairperson Michael Lewis reported to the Committee the Culinary arts advisory board would first like to commend the efforts of the facilities dept and superintendent for their

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diligence in renovating the dining room and Reggie Cafe through many construction and supply chain delays and changes. We are confident that when completed, it will be a showpiece of the school. We would also like to commend the teaching staff of the Culinary Arts Department for providing and delivering the same high standard of education through all the challenges of this construction project.

Once completed the board recommends that:

- The district then moves on to renovating our freshmen kitchen lab (formerly occupied by Trio Foodservice), including new industry standard foodservice equipment and reconstruction to increase line of sight issues for the instructor and for student safety.
- The board would also like to recommend that the school replace all walk-in refrigerators and freezers with new energy efficient and up to date models. It is our best estimate the GLTS over the long run, pays more to maintain them and in energy costs than it would to replace them.

Reviewing the CTE Program Facilities Review

It was recommended by the board that:

- The freshman kitchen have a major redesign for today's industry and student needs.
- That the walk-ins' refrigerators and freezers be replaced in the grade 9 and main kitchen area.

Reviewing the Proposed Budget for the upcoming school year (SY23/24):

It was recommended by the board that the budget is accepted as is.

Dental Assisting (**Allyson Ligor**, Lead Teacher)

Chairperson Julie Breen reported to the Committee that:

Reviewing the Dental Program Facilities:

It was recommended by the board that:

- The Assistina has a dedicated compression line in the contaminated section of the sterilization area.

Reviewing the Proposed Budget for the upcoming school year (SY23/24):

It was recommended by the board that:

- The maintenance budget will be increased to \$10,000 due to having a new dental unit in room 4015, a new radiology room, and inflation.

It was further recommended that:

- The Drufomat Scan Pressure Machine be purchased.
- The department create a GLTS Dental Radiology Completion Certificate to provide evidence for future employers to prove students have appropriate training.

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- The CODA policy is followed for safety. A 6:1 ratio should also be implemented when students are working in each other's mouths.
- The department add a 4th teacher, one for each grade level with 12 students each week for safety and proficiency of skills. Co-op employers report lack of skills in students which was determined to be caused by a large student to teacher ratio.

Additionally, The Board reiterated the need for the dental assisting program to hire another teacher. This would make it possible for teachers to spend more one-on-one time with each student at the dental chairs. This will increase student skills, communication, and confidence as well as maintain safety compliance. There should be one designated teacher for each grade level.

Planning for the next 5 years:

It was recommended by the board:

- To be prepared to have a milling machine within the dental assisting program within the next 5-10 years.

Electrical (**Scott Donald**, Lead Teacher)

Chairperson Jeremiah Spanks reported to the Committee that the following items be purchased: new code books, tools, and deep cut bandsaw. Telecommunication tools and upgrades are also needed.

Additionally, the committee recommended that certifications remain "in-house."

Reviewing Proposed Budget for the upcoming school year (SY23/24):

It was recommended that:

- The budget will be approved.

Reviewing the Curriculum:

It was recommended that:

- Water solenoids and electrical charging stations curriculum be added to the curriculum budget.
- Ram Set & Bixby Lift certifications are placed in the curriculum budget.

Environmental Science (**Danielle Ahern**, Lead Teacher)

On behalf of Lead Teacher Danielle Ahern, Ron Driskill, CTE Coordinator reported to the Committee that:

Reviewing the Environmental Science Program Facilities, it was recommended that:

- Department purchases a flammable cabinet and keeps the PAC up to date with future shop improvements and build outs as decisions are made.

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Reviewing Proposed Budget for the upcoming school year (SY23/24) it was recommended that the budget include:

- a. adding drone equipment and software
- b. adding similar equipment for new upper-level shop space.
- c. GIS software for both survey/GIS equipment and computer systems.

It was recommended that:

- The board approves the budget with updates as noted.

Health Assisting (**Sherry Abruzese**, Lead Teacher)

Chairperson Nicolas Triosi reported to the Committee that:

Reviewing the Health Assisting Program Facilities, it is recommended by the board that:

- The shop will be expanded to include a larger lab area for more space during skills demonstrations to make a safer environment for students.

Reviewing the Proposed Budget for the upcoming school year (SY23/24)

It is recommended by the board that:

- That the 23/24 school year budget be approved.

It was further recommended that:

- The department purchased added/updated supplies related to new and emerging health assisting trends in the industry. These trends consist of the Medical Records system. EHR go (virtual charting), purchase phlebotomy equipment, EKG, and dressing supplies to treat and care for wounds.

Planning for the next 5 years:

It was recommended by the board that the department:

- Prepare students for different settings other than nursing homes.
- Widen their scope from just elderly to include pediatrics.
- Keep numbers up in the shop because there's staffing shortages in many positions across healthcare. Exacerbated by pandemic.
- Connect with hospital/facility administrators and supply workers if extra/expired supplies can be donated to GLTS.

HVAC (**Chris Lynch**, Lead Teacher)

On behalf of Chairperson Ken Neilsen, Chris Lynch reported to the Committee that:

Reviewing the HVAC Program Facilities:

It is recommended by the board that:

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- The shop's physical size, including outdoor space and storage, will be increased. The shop space could accommodate new high efficiency equipment.

Reviewing Proposed Budget for the upcoming school year (SY23/24):

It is recommended by the board that:

- The proposed equipment budget will be increased by \$22,000 for communicating heat pump, ERV system, radiant heating, and addition of HFO equipment and service tools.

Reviewing the Curriculum:

It is recommended by the board that:

- Add HFO, VRF., zoom lock training and certifications to prepare students for co-op opportunities.

Planning for the next 5 years:

It is recommended by the board that:

- To increase the space to add the new technology listed to prepare students for the workforce.
- Purchase VRF, HFO equipment, ERV, and communicating heat pumps.

IT (Colleen Moran, Lead Teacher)

Chairperson Chris Meehan reported to the Committee that:

Reviewing the IT Program Facilities:

It is recommended by the board that:

That the multiple safety recommendations below be reviewed:

- Networking room- Loose cables, increased temperature, bolts protruding from the floor Temp is consistently too high.
- Networking jacks be completed.
- Adding additional tables to set up servers for collaboration and troubleshooting.

Reviewing the Proposed Budget for the upcoming school year (SY23/24):

It was recommended by the board that:

- All items outlined in the budget and recommended that we purchase them.
- The department purchases MAC computers/operating systems for student learning. Lot of MACs in the field and currently no training in the curriculum

It was further recommended that:

- that the networking labs created outside the Network+ curriculum be added back into the curriculum. to round out curriculum
- Students learn about Software as a service (Salesforce, Servicenow), field trips can be organized to visit companies' IT departments or have guest speakers visit our school. becoming more common to use the aforementioned software in industry

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Planning for the next 5 years:

It was recommended by the board to:

- Add more data science data analysis and visualization lessons.
- Provide working A/C in the server room.
- Purchase hardware for Networking labs where students can have close to a real-life troubleshooting server room environment in addition to the network switches.

Landscape Construction (**Peter Leonard**, Lead Teacher)

Chairperson Mark Michaud reported to the Committee that:

Reviewing the Landscape Construction Program Facilities:

It was recommended by the board that:

- The current shop space/footprint be kept as is and that additional space should be added.
- Detached storage facilities, such as the barn being constructed, should be solely used for equipment storage.
- The greenhouse space is not to be used for equipment storage.
- The replacement door and the iGrow control system, purchased in 2019, will be installed in the greenhouse.

Reviewing Proposed Budget for the upcoming school year (SY23/24):

It was recommended by the board that:

- The budget proposal for sy23/24 be approved.

Reviewing the Curriculum:

It was recommended by the board that:

- Having a separate enclosed classroom space or facility to house computer terminals and equipment simulators and to deliver related instruction for these units and that this space be dedicated solely for the landscaping shop's use.
- The instructors seek professional development opportunities to learn irrigation from manufacturers such as Toro, Hunter, or Krain.
- Research Dynascape as design software instead of Pro Landscape.

Medical Assisting (**Theresa Hurley**, Lead Teacher)

Chairperson Elizabeth Torres reported to the Committee that:

Reviewing the Medical Assisting Program Facilities:

It was recommended by the board that:

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- The department's space and storage will be expanded to be more conducive with learning in a safe manner. One that represents a clinic with draw curtains to simulate real life situations students may see- practice confidentiality.
- The EKG machine will be replaced with a more up to date machine and computer software that is used in the clinical setting. Prints from EKG includes leads and electrodes.

Reviewing the Proposed Budget for the upcoming school year (SY23/24):

It was recommended by the board that:

- Point of Care Testing (Flu, A1C, rapid strep, PT/INR, RSV) be added to laboratory testing, as well as any simulation equipment that aligns with mental health and pharmacology.

It was further recommended that:

- NHA (National Healthcare Association) programs for Medical Terminology, A&P, Personability, and Clinical SkillsBuilder are purchased for students starting in grade 10 to replace textbooks.
- The NHA exam prep and exam cost continue to be covered for seniors.
- Any equipment that can aid in simulation experiences for students be explored and purchased. Simulator dolls to build a realistic situation for the students can be used.

Planning for the next 5 years:

It was recommended by the board that the department:

- Explore additional certification, through NHA if possible, to increase student employability.

Metal Fabrication (David Thompson, Lead Teacher)

Chairperson Jason Vining reported to the Committee that:

Reviewing the Metal Fabrications Program Facilities:

It is recommended by the board that:

- The board recommended installing a separate shielding gas manifold for Argon in the freshmen welding area.
- Expediting the ventilation system completion is needed. Ventilation has been an issue the last couple of years.
- A laser machine is recommended to be removed or sold.
- Indicate safe walking paths using visual boundaries.
- Use of a program to obtain the best price for consumable items are recommended.

Reviewing Proposed Budget for the upcoming school year (SY23/24):

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It was recommended by the board that:

- Metal Fabrications investigates the FS Lincoln Program to get affordable weld wire (\$1 per pound).

Plumbing (Tyler Peters, Plumbing Instructor)

Chairperson James Quinlan reported to the Committee that:

Reviewing the Plumbing Program Facilities:

The board recommended that:

- Additional storage can be found to place appliances and fixtures for the shop.
- Need gas appliances- high efficiency appliances are dangerous if not installed correctly.

Reviewing Proposed Budget for the upcoming school year (SY23/24):

The board recommended that:

- Increasing the plumbing budget by \$58,000 due to price increases on plumbing material.

Reviewing the Curriculum:

The board recommended that:

- A heat pump water heater will be purchased.
- An area in the shop is designated for students to install and service live boilers and water heaters.
- That a gas line to the plumbing shop be installed. Propane (could teach how to convert propane-natural gas and natural gas-propane) Testing for licensure is more on the gas side.

Reviewing the Cooperative Education/Industry Trends

The board recommended that:

- The shop increases the area for the Junior and Senior students by constructing a modular wall made of unistrut.

6. **SUPERINTENDENT-DIRECTOR CLOSING REMARKS (6:00 - 6:10)**

Superintendent Lavoie addressed the committee chairs sharing that he wanted to thank them and confirming that all recommendations would be reviewed. At this time the District has developed a budget but would begin looking at Capital expenses which would include anything over \$25,000. Superintendent Lavoie noted that he would be scheduling a meeting next week to review any changes to shop spaces that came up in the report from several programs. The leadership team will discuss and develop a plan to implement the recommendations and as we accomplish, many of these PAC's will be updated. Superintendent Lavoie stated that many of the recommendations will either be implemented or scheduled prior to the Spring Advisory meeting so that PACs may anticipate an update at their next meeting.

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- 7. ADJOURNMENT (6:17)**
Superintendent Lavoie adjourned the meeting at 6:17 pm.

Next Meeting: January 2024

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