

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:	CTE Program: Plumbing
Recorder:	Alex Acevedo
Materials Manager:	Tyler Peters
Dialogue Monitor:	Tyler Peters
Timekeeper:	Mike Bloomer
Faculty Present	
Tyler Peters	Plumbing instructor
Mike Bloomer	Plumbing instructor
Alex Acevedo	Plumbing instructor
John O'Brien	Plumbing instructor
Advisors Present	Name of Business / Population Represented
Barry Lyons	Davenport Associates
Joseph Green	OSHA
James Quinlin	Methuen Plumbing inspector
Tony Saade	Parent
Maria Saade	Parent
Christie Wiley	Parent
Angelo Saade	Student
Guest Present	

Agenda Item #1: Call to Order

- a. Welcome/Introductions

Status report: Mr. Peters called the meeting to order at 5:33 PM. He thanked the members for being present. Mr. Peters stressed the importance of the advisory Board to success of the Plumbing Department.

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. No Changes in members email.

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. John O'Brien Reviewed minutes from last advisory meeting
- b. Members we made aware our storage issues from the last meeting are being resolved

Recommendation:

Motion: Mrs. Saade made a motion to accept the minutes from April 28th 2022

2ND: Mr. Lyons

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 improvement 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?

Status Report:

a. **Review shop facilities and equipment.**

- i. Does the current shop design meet current industry standards?
 - 1. Safety concerns:
 - a. A “No Climbing” sign is needed for the PVC pipe rack.
 - 2. Repairs: Mr.& Mrs. Saade noticed the railing entering the plumbing shop is loose.
 - 3. Layout / Functionality:
 - a. Mr. Green mentioned how in other schools they have a location for gas piping projects.
 - 4. Storage:
 - a. Mr. Quinlan mentioned that we should have more appliances available for the students. Mr. Peters brought up the fact that the plumbing department doesn’t have available space in the shop to place appliances in the shop.
 - 5. Cosmetic Renovations: None

Recommendations: It was recommended by Mr. Quinlan and Mr. & Mrs. Saade that we should have additional storage to place appliances and fixtures for the shop.

Motion: Mr. Green

2nd Motion: Mr. Quinlan

Vote: Unanimous

Agenda Item #5: (FALL ONLY) Reviewing Proposed Budget for the upcoming school year (SY23/24):

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?

Status Report:

- i. The plumbing budget has been exhausted materials were purchased to start the year.

Recommendations: Advisors recommended increasing the plumbing budget by \$58,000 because inflation and price increased on plumbing material.

Motion: Mr. Quinlan

2nd Motion: Mr. Green

Vote: Unanimous

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. Mr. Lyons recommended training on boilers as well as Heat pump water heaters.
- b. Mr. Quinlan explained these new heat pump water heaters are becoming more common and students should have training on them.

Recommendations: Purchase a heat pump water heater. Develop an area in the shop for students to install and service live boilers and water heaters

Motion: Mr. Lyons

2nd Motion: Mr. Saade

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. Currently we have 11 students out in co-op. In the coming weeks we are sending out 5 more students. They will be working for Avila plumbing and heating and FW Webb.

2. Due to covid our numbers are low in the field. We are raising our standards so that our numbers keep improving.
3. We need our students better prepared on working on gas pipes. Other schools has gas in their shops to life fire the appliances

Recommendations: The board members recommend installing a gas line into the plumbing shop. This would allow the students to run gas to the appliances see the operation of the appliance and learn to correctly and safely service the gas appliances.

Another recommendation is creating an area for the Junior and Senior students with a modular wall made out of unistrut. This would allow for the junior and senior students to install various plumbing systems in multiple configurations.

Motion: Mr. Quinlan,

2nd Motion: Mr. Saade

Vote: Unanimous

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)? (Second, discussion, any opposed, all those in favor?)

Status Report:

- a. Former plumbing board chairperson is not available any longer.

Recommendations: It was recommended by the board that Mr. Quinlan would be the best suitable person to represent the plumbing department as chairperson.

Motion: Mr. Saade

2nd Motion: Mr. Lyons

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: There continues to be a labor shortage in this industry. The outlook is to continue to produce quality apprentices.

Recommendations: None at this time

Motion: Not needed at this time

2nd Motion:

Vote:

Agenda Item #10: Other (Programs to add any additional agenda items. For example, ask advisory members to provide feedback or recommended edits to Career Trees, or website content shared at previous Lead Teacher meeting).

Status Report:

Recommendations: No recommendations at this time.

Motion: Not needed at this time

2nd Motion:

Vote:

ADJOURNMENT at 7:30 PM.

Motion: James Quinlan

2ND: Tony Saade

VOTE: Unanimous

Next Meeting: April 13, 2023

Respectfully Submitted: Alex Acevedo