

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:

Facilitator: Ken Henrick	CTE Program: Plumbing
Recorder: Ken Henrick	
Materials Manager: Ken Henrick	
Dialogue Monitor: Mike Capeless	
Timekeeper: Mike Capeless	
Faculty Present	
Ken Henrick	
Mike Capeless	
Advisors Present	Name of Business / Population Represented
David Martineau	Bell Simons Co
Joseph Greene	OSHA Department of Labor
Bienvenido Chalas	North Shore Mechanical
Christie Wiley	Parent
Guest Present	
Anne Martineau	Methuen Resident

<p>Agenda Item #1: Call to Order</p> <p>a. Welcome/Introductions</p>
<p>Status report: Mr. Henrick called the meeting to order at 5:30PM He thanked the members for being present. Mr. Henrick stressed the importance of the advisory board members to our program.</p>

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 Addressed has been verified for each member.
- b. Facilitator asked for outstanding forms; three members returned the paperwork.
- c. Facilitator asked for members to review representative populations. Union representation was updated.

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. Minutes from the spring advisory board meeting were reviewed.
- b. Mr. Henrick informed the board that the power tools and press guns have been purchased. and that 90% of the sophomore area has been completed. We are still waiting on fitting bins to be built.

Recommendation: Mr. Henrick made a motion to approve the spring meeting

Motion: Mrs. Willey moved to approve the minutes of April 15th, 2021

2ND: Mr. Greene

Vote: Unanimous

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?

- a. **Discuss shop facilities and equipment.**
 - i. Update provided on previous recommendations.
 1. Recommendations from the spring meeting have all been met with the exception of outside storage.
 - (1) Mrs. Wiley inquired about the storage and was concerned about proper outside storage for cast iron pipe and fittings.

- (2) Mr. Chalas recommended that we start brazing and silver solder with our students stating that there's a need the commercial piping
- ii. Industry practices in response to the Pandemic.
 - 1. Day-to-Day Operations:
Mr. Chalas explained that the Pandemic has not affected their company at all.
 - 2. Physical Layout: No discussion
 - 3. Tools and Supplies:
 - a. Mr. Martineau mentioned that the supply costs could only be guaranteed for only a week at a time. PEX and plastics are limited because of the oils needed to produce them.

Recommendations: It was recommended by Mr. Chalas to increase the supply budget by 50% to cover the cost of materials used.

Motion: Mr. Chalas

2nd Motion: Mr. Greene

Vote: Motion Carried

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?

Status Report:

- a. The Board would like to see the proposed budget adjusted to cover the increase in plastics, copper and steel materials.

Recommendations: It was recommended by the board that the budget should be increased to cover costs for their recommendations.

Motion: Mr. Greene

2nd Motion: Mrs. Wiley

Vote: Motion Carried

Agenda Item #5 (SPRING ONLY) Prepare Budget for the upcoming school year (SY22/23)

- 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. 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. The board would also like to see that silver solder and brazing techniques be implemented into the curriculum.
- b. Mr. Greene and I will set up a site visit out to Lupine Rd for an educational safety check.
- c. Mr. Henrick will investigate setting up a field trip to Viega in Nashua NH to certify our upper class.

Recommendations: It was recommended by Mr. Chalas to add brazing and silver solder to our curriculum for high pressure piping.

Motion: Mr. Chalas

2nd Motion: Mrs. Wiley

Vote: Motion Carried

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:

- 1. We plan on implementing brazing and silver soldering into our curriculum.
- 2. The shortage of licensed plumbers has hurt us in registering the apprentices coming out of school. This has affected the ability to place our students
- 3. With the pandemic and our students not being able to obtain a driver’s license has been an issue
- 4. We have had very good feedback from all employers about our co-op students.
- 5. Mr. Henrick Informed the board that GLT has implemented a night school division to include Tier 4 and a Tier 1 program. Hopefully next year we will be running all 5 Tiers.
- 6. We have also been issued a second grant for the state to run an Intro to Plumbing course.

Recommendations: It was recommended by the board that we adjust our curriculum to include high pressure soldering.

Motion: Mr. Chalas

2nd Motion: Mr. Greene

Vote: Motion Carried

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

- a. The General Advisory Meeting will take place on TBD at 5 pm.
- 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:

- a. The General Advisory Meeting will take place January 2022 at 5 pm.
- d. Mr. Chalas recommends David Martineau for Program Advisory Board Chairman for School year 2021-22
- b. All those in favor.
- c.

Recommendations: It was recommended by the board to approve Mr. Martineau for the Position.

Motion: Mr. Greene

2nd Motion: Mr. Chalas

Vote: Motion Carried

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?
- Will the industry be sustainable in its current practices or will we need to expand for future industry trends? (Ex- New bays for electric cars)

Status Report: Board recommended that we continue increasing our press technology. Stating the safety aspects of not using torches in confined spaces.

Recommendations: It was recommended by Mr. Chalas to continue to work on Press technology and Hot Works testing.

Motion: Mr. Greene

2nd Motion: Mrs. Wiley

Vote: Motion Carried

ADJOURNMENT at 6:48PM.

Motion: Mr. Martineau moved to adjourn.

2ND: Mr. Greene

VOTE: Unanimous

Next Meeting: April 28, 2022

Respectfully Submitted: K Henrick