

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

PROGRAM ADVISORY COMMITTEE
MEETING MINUTES
April 28, 2021

A meeting of the Greater Lawrence Technical School Program Advisory Committee was held on Wednesday, April 28, 2021, at Greater Lawrence Technical School.

The following members were in attendance:

Facilitator: David Thompson	CTE Program: Metal Fabrication
Recorder:	
Materials Manager:	
Dialogue Monitor:	
Timekeeper:	
Faculty Present	
David Thompson	Lead Instructor/Gr, 12
Stephanie Dececca	Gr. 11 Instructor
Neil Rose	Gr. 10 Instructor
Jorge Polanco	Gr. 9 Instructor
Advisors Present	Name of Business / Population Represented
Jason Vining	Salem Metals
Sean Flagg	Alfa Laval
Tyler Dagati	Local 537 Pipefitters
Joel Anzani	Trillium Flow Technologies
Ryan Manzi	SL Chasse Steel
Pam Valliere	Parent
Brady Valliere	Student
Zach Novak	Student

Agenda Item #1: Call to Order a. Welcome/Introductions
Status report: Dave Thompson called the meeting to order at 6:00 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. Per DESE PAC Guidelines, it is important that every effort has been made to ensure the membership of our Advisory Boards are inclusive and diverse. Review the composition populations listed on the Program Advisory membership forms. Ask members to sign-in using the Google Form (Share link with all members) and ask that they select any of the sub-groups they are able to represent.

- i. Persons of racial or linguistic minorities.
- ii. Persons are nontraditional by gender for the program.
- iii. Persons are well-equipped to represent the perspectives of persons with disabilities.

Status Report:

- a. Email Addresses have been verified for each member.
- b. 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 Program Fall Advisory meeting, and voice comments, questions, or concerns (Minutes are posted on the GLTS website). [Fall 2020 Minutes](#)
- b. Provide an update on action items from the previous meeting.
- c. Solicit a motion to approve minutes, 2ND the motion.

Status Report:

- a. Minutes from the Fall Program Advisory Board meeting were reviewed.
 - i. Dave Thompson read through the minutes. No questions were asked.
- b. Sean Flagg Solicited a motion to approve minutes,
- c.

Motion: Sean Flagg moved to approve the minutes of December 3, 2020.

2ND: Joel Anziani

Vote: Unanimous

NEW BUSINESS

Agenda Item #4: CTE Program Facilities Review

- a. Should we be looking at replacing any capital equipment (\$25,000 or more) within the next 5 years?
 - i. Upgrading power shear
 - ii. Upgrading iron worker
- b. Are there any new tools/equipment/facility updates and upgrades occurring in Industry that we should be aware of and consider to include?
 - i. Swiftjet Waterjet system
 - ii. Miller Syncrowave 350 (2)
 - iii. Vertical bandsaw

Status Report:

- a. **Review shop facilities and equipment.** Dave Thompson gave a facility review summary. Not much has changed due to Covid and just getting back to school.
 - i. **Does the current shop design meet current industry standards?** (Are there any safety concerns, repairs needed, is the layout of the facility functional, is there adequate storage, are there any cosmetic renovations required)
 1. Gas house has been fully constructed. Completion of cylinder racks and chains will be completed this summer.

2. Ventilation revamp/upgrade is scheduled for this summer.

- i. **Review facility and NIOSH Checklist Review**
What feedback or insights can the PAC provide? **N/A at this time**

Recommendations: The board agrees that upgrading the power shear and iron worker due to age and safety is a good idea. The board also agrees that purchasing a waterjet system, 2 larger capacity GTAW machines and a vertical bandsaw would increase capacity and education rigor aligned with the new blueprint/CAD/CNC curriculum.

Motion: Jason Vining moved to approve the facility review and upgrading of said equipment.

2nd Motion: Ryan Manzi

Vote: Unanimous

Agenda Item #5: Program Review

- a. **[Review Drafts of Program Information Sheets](#)**

Status Report:

- a. **Review proposed Program Information Sheet**
 - i. Dave Thompson shared the screen and presented the draft of the program information sheet.

Recommendations: None at this time

Motion: Sean Flagg moved to approve the draft of the program information sheet

2nd Motion: Tyler Dagati

Vote: Unanimous

Agenda Item #6 Equipment / Budget

Review Proposed Budget for FY21/22 & Prepare Budget for the upcoming school year (SY22/23)

- a. **Review Proposed FY21/22 Budget and begin Draft Budget for FY22/23.**
 - i. Review the Proposed Budget developed for the upcoming school year FY21/22. In thinking about our next budget (FY22/23), are there any new purchases we should plan for?
 - ii. Is the program equipped with equipment and supplies that will support preparing students for entry into the industry?
 - iii. What tools and/or equipment are cost-prohibitive to repair and should be replaced?
 - iv. 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. **Review Proposed FY20/21 Budget and begin Draft Budget for FY21/22**
 - i. Dave Thompson presented the proposed FY 21/22 budget and explained how and why it is the same as last year. No questions at this time.

Recommendations: None at this time

Motion: Jason Vining moved to approve the proposed FY 21/22 budget.

2nd Motion: Joel Anziani

Vote: Unanimous

Agenda Item #7: Curriculum

- a. Is there any new technology or techniques that we should be teaching our students?
 - a. How has the Industry evolved over the past year? Are there any new skills that are now required to be successful in the industry?

Status Report:

- a. Increasing blueprint and drawing curriculum at grades 9 and 10.
- b. Implementing CAD and CNC operation training at the junior level.

These curriculum changes are a direct result of instructor reshuffling and adding a new instructor.

Recommendations: The board agrees that increasing blueprint drawing/CAD and CNC will provide our students with important skills for our career area.

Motion: Tyler Dagati moved to approve the curriculum changes proposed

2nd Motion: Sean Flagg

Vote: Unanimous

Agenda Item #8: 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. 16 of 25 (65%) grade 12 students are placed on co-op

Recommendations: None at this time

Motion: Ryan Manzi made a motion to approve the Co-op report

2nd Motion: Joel Anziani

Vote: Unanimous

ADJOURNMENT Dave Thompson called for adjournment at 7:00 PM.

Motion: Joel Anziani moved to adjourn.

2ND: Tyler Dagati

VOTE: Unanimous

Next Meeting: TBD

Respectfully Submitted: Dave Thompson