

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

PROGRAM ADVISORY COMMITTEE
MEETING MINUTES
November 19, 2024

The Greater Lawrence Technical School Program Advisory Committee meeting was held on October 24, 2024, at Greater Lawrence Technical School.

The following members were in attendance:

Facilitator: Tina Collins	
Recorder: Alfred Chase	
Materials Manager:	
Dialogue Monitor:	
Timekeeper: Joseph Ruane	
Faculty Present	
Tina Collins	Junior and Senior Robotics and Automation Instructor
Joseph Ruane	Freshman Robotics and Automation Instructor
Alfred Chase	Sophomore Robotics and Automation Instructor
Advisors Present	Name of Business / Population Represented
Jenn Stevens	Retired / Chairperson
Steve Bedrosian	MITRE Corp.
Rick Brooks	Tech Ed Products
Chris Macrina	AET Labs Technology
Dean Lepkowski	Tech Ed Products
Robert Hennessey	Student Advisor
Guest Present	

Agenda Item #1: Call to Order

- a. Tina Collins called the meeting to order at 5:00 PM.

Status report: Tina Collins**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. Email Addresses have been verified for each member.
- b. No new members or pending paperwork
- c. Members were directed to open the google forms link to verify information

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. It was noted that the minutes were previously mailed. There were no questions or concerns.
- b. A motion was solicited, and a second was requested.

Recommendation:

Motion: Jenn Stevens made a motion to approve the previous minutes.

2ND: Kathleen Hennessey

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 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?
6. Are there any emerging equipment needs or facility upgrades necessary to align with industry standards for environmental sustainability?
 - 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. The suggestion was made that we need to move the safety sign advertising the eyewash safety station. The sign is still located at the former site of the eyewash station, and the suggestion was move it to the present site of the eyewash station.
 - i. It was agreed that the sign should be moved.
 2. Repairs:
 - a. It was noted that no repairs were needed.
 - i. No discussion took place.
 3. Layout / Functionality:
 - a. It was noted that the shop needs to add 220V outlets to all rooms within the shop for the night program.
 - i. It was agreed that they should be added.
 - b. The shop needs additional electrical drops and air drops.
 - i. It was agreed that they were needed.
 - c. The mentioned noise was made of the loud fan noise while in room 6036.
 - i. It was suggested that it might be reduced by installing 2 fans at half the volume each. It was then suggested that a decibel reading of the noise level be taken.
 - d. It was asked if there was enough space to get a hydraulic lift into room 6034.
 - i. It was agreed that there would be enough space.
 - e. Someone mentioned that the lighting in room 6034 wasn't good.
 - i. Another person disagreed with the lack of lighting, and that was the end of the discussion.
 - f. It was mentioned that room 6034 had some clutter that needed to be removed, and it was suggested that the room might then be able to have more shelving.

- i. A question was asked about what it would take to get some of the unused equipment removed from the shop. The answer was that the situation was complicated due to the nature of how the equipment was owned. Another suggestion was to have the kids dismantle and scrap the unwanted equipment. It was mentioned that the situation was complicated by funding.
 - g. The vision for how to use the front room was discussed.
 - i. One idea was to equip the room with computers and automation. The plan included having electrical and pneumatic connections coming from the wall. The lighting of the room was also discussed. One idea was to install halo lights.
- 4. Storage:
 - a. There was a suggestion to add shelves to the 6034 room.
 - i. It was said that the shelves could be added if some of the unused equipment were to be removed.
- 5. Cosmetic Renovations:
 - a. There was no discussion.
 - i. (Record Discussion)

Recommendations: It was recommended by the board that electrical and pneumatic drops as well as 220V outlets be added in all the rooms.

Motion: Jenn Stevens made a motion to add the electrical drops, the pneumatic drops, and the 220V outlets to all the rooms.

2nd Motion: Bobby Hennessey seconded the motion

Vote: The motion to approve was unanimous.

Recommendations: It was recommended by the board that the unused AFFOA equipment be removed from the shop.

Motion: Kathleen Hennessey made a motion to remove the AFFOA equipment.

2nd Motion: Jenn Stevens seconded the motion.

Vote: The motion to approve was unanimous.

Recommendations: It was recommended by the board that the sound level in room 6036 be improved.

Motion: Jenn Stevens made a motion to correct the sound level in room 6036 for better learning.

2nd Motion: Bobby Hennessey seconded the motion.

Vote: The motion to approve was unanimous.

Recommendations: The board recommended moving the eyewash sign from its current location to the location of the eyewash station.

Motion: Steve Bedrosian made a motion to move the eyewash station sign to the location of the eyewash station.

2nd Motion: Jenn Stevens seconded the motion.

Vote: The motion to approve was unanimous.

Recommendations: It was recommended by the board that a second set of lights be added to the room between 6034 and the hallway.

Motion: Rick Brooks made a motion to add a second set of lights to the room between 6034 and the hallway.

2nd Motion: Steve Bedrosian seconded the motion.

Vote: The motion to approve was unanimous.

Recommendations: It was recommended by the board that rolling workbenches be added to the shops.

Motion: Jenn Stevens made a motion to add rolling work benches for the shop and to have them equipped for electrical and pneumatic connections.

2nd Motion: Bobby Hennessey seconded the motion.

Vote: The motion to approve was unanimous.

Recommendations: It was recommended by the board that the shop get new chairs.

Motion: Bobby Hennessey made a motion for the shop to get new chairs.

2nd Motion: Rick Brooks seconded the motion.

Vote: The motion to approve was unanimous.

Agenda Item #5: (FALL ONLY) Reviewing the Budget for the upcoming school year and 5 year outlook for equipment needs (SY25/26):

a. Review SY23/24 Budget

- i. Review Spring Minutes and Department Budget (for SY25/26). 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:

- a. It was reported that the current school year's budget is \$72,881.

The 25/26 budget was completed.

Specific 25/26-year needs include the following:

- benches and chairs.
- fifteen desktop computers

All other supply needs from 23/24 are the same

Recommendations: There were no recommendations.

Motion: None Needed as there were no recommendations

2nd Motion:

Vote:

Agenda Item #5 (SPRING ONLY) Prepare Budget for the upcoming school year (SY26/27)

- 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. When reviewing the [Industry Recognized Credentials](#) provided by DESE, please identify which certifications are required, desired, or particularly valuable for students to possess in their respective industries. This will help ensure that students are earning credentials that align with industry standards and enhance their employability.

Status Report:

- a. It was mentioned that industry trends are going toward Artificial Intelligence. One member investigated ChatGPT.
- b. It was suggested that a virtual vision system might be obtained. It was thought that the lighting in the shop was not good enough to incorporate the system but that it might be a good idea for the future. Someone asked about Industry 4.0 material, but it was ruled out due to the estimated cost of \$150,000. It was mentioned that the school was looking into NOCTI certification for the FANUC robots. This would allow students to get trained and certified on FANUC robots.
- c. OSHA certification is required for all students in the shop.
NOCTI certification would be desired for students to work in the robotics industry.

Recommendations: It was recommended by the board that the school pursue NOCTI certification.

Motion: Jenn Stevens made a motion for the school to pursue NOCTI certification.

2nd Motion: Kathleen Hennessey seconded the motion

Vote: The motion was unanimously approved.

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. It was stated that the program currently has one student working for Straumann USA LLC in Andover, MA. However, it was noted that two more students may be placed at a company soon.

It was suggested that Insulet Corporation in Acton, Massachusetts might be a potential source of jobs. One board member had a connection at the company.

2. No students currently work at the employers of faculty members.
3. There was no discussion.

Recommendations: There were no recommendations.

Motion: There were no motions

2nd Motion:

Vote:

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

- a. The General Advisory Meeting will take place on January 14, 2025.
- b. Are there any nominations for the Program Advisory Chair for the 2024-2025 school year (take nominations)? (Second, discussion, any opposed, all those in favor?)

Status Report:

- a. It was noted that the General Advisory Meeting will take place on January 14, 2025.
- b. Nominations were solicited.

Recommendations: It was recommended by the board that Jenn Stevens be elected as chair.

Motion: Rick Brooks made a motion to elect Jenn Stevens for Chair

2nd Motion: Kathleen Hennessey seconded the motion

Vote: The vote to approve was unanimous.

Agenda Item #9: Other (Programs to add any additional agenda items.)

Status Report: There was a discussion about the recent changes to the Robotics and Automation state framework. It was suggested that the state framework was too heavy in electrical content. It was also mentioned that there was no provision for Human Machine Interface for Programmable Logic Controllers. It also stated that the frameworks didn't include anything on microcontrollers. Finally, it was noted that the frameworks were formed outside of Massachusetts.

Recommendations: There were no recommendations

Motion: There were no motions

2nd Motion:

Vote:

ADJOURNMENT at 7:00 PM.

Motion: Jenn Stevens moved to adjourn.

2ND: Steve Bedrosian

VOTE: Unanimous

Next Meeting: April 8, 2025

Respectfully Submitted: Al Chase