

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 November 19, 2024, at Greater Lawrence Technical School.

The following members were in attendance:

Facilitator: Patrick Holding	CTE Program: Plumbing
Recorder: Jean Gomez	
Materials Manager: Alexander Acevedo	
Dialogue Monitor: Patrick Holding	
Timekeeper: Jason Hull	
Faculty Present	
Patrick Holding	Instructor
Alex Acevedo	Instructor
Jason Hull	Instructor
Jean Gomez	Instructor
Advisors Present	Name of Business / Population Represented
James Quinlan	Methuen Inspector
Joe Deschamps	Joe Deschamps Plumbing & Heating
Joseph Green	US DOL/OSHA – Occupational Safety & Health Administration
David Martineau	Plumber
Angelo Saade	Student
Maria Saade	Parent
Thomas Sullivan	Plumber
Guest Present	
Nicholas Savvas	Lawrence Plumbing & Gas Inspector

Mike Magliaro	Andover Plumbing & Gas Inspector
Khalid Casanova	Student

<p>Agenda Item #1: Call to Order</p> <p>a. Welcome/Introductions</p>
<p>Status report: Mr. Holding called the meeting to order 5:05</p>
<p>Agenda Item #2 Verification of committee members' contact information, phone numbers, and emails.</p> <p>a. Please verify the e-mail address for each member.</p> <p>b. Please distribute and collect information sheets for new members and members with pending paperwork. (Please return the paperwork to Sue Ouellette.)</p> <p>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.</p>
<p>Status Report:</p> <p>a. Mr. Holding asked the members to respond to the Google Form</p> <p>b. All emails were verified correct</p> <p>c. Two guests were given the packet for new advisors.</p>

REPORT OF OLD BUSINESS

<p>Agenda Item #3: Minutes</p> <p>a. Review minutes from the last advisory meeting, and voice comments, questions, or concerns (Minutes are posted on the GLTS website).</p> <p>b. Solicit a motion to approve minutes, 2ND the motion.</p>
<p>Status Report:</p> <p>a. Discussed last year's meeting concerns</p> <p>b. Reviewed changes that were and were not done</p> <p>Recommendation: Mr. Holding asked for a motion to be made to accept the spring meeting minutes</p> <p>Motion: Mr. Quinlan</p> <p>2ND: Mr. Dechamps</p> <p>Vote: Unanimous</p>

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. Rebar caps for rod
 - i. Rebar caps should be installed to prevent any injuries
 2. Repairs:
 - a. Floor drains
 - i. Explore possibilities of installing a floor drain to remove excess water
 3. Layout / Functionality:
 - a. Move Acetylene tanks outside of the shop
 - i. Recommendations were made to move tanks of flammable materials outside.
 - ii. Mr. Gomez contacted Fire Prevention Lieutenant Ryan T. Beal. The Plumbing department was given the green light to move the acetylene tanks outside of the school building. Similar to what Metal Fab/HVAC have outside of their shop. Must be labeled with a proper flame sign.
 4. Storage:
 - a. Replace fire cabinet and create new storage for PVC fittings outside

- i. Fire cabinet need to be replaced
- ii. Cabinets are damaged and rusted away from excessive water damage due to the shop not having a proper drainage system.
- iii. The board was informed of our idea make a rack system for storing PVC fittings outside near the new storage shed allowing another hands on teaching area to be built for the juniors

5. Cosmetic Renovations:

Recommendations: It was recommended by the board to install rebar caps on the threaded rod ends in the junior area, it was recommended to investigate the possibilities of installing a new floor drain to remove the excess water not being collected by the current floor drains in the shop. It was recommended that we replace the flammable material storage cabinet. We discussed with the board our intentions to move the PVC storage area outside to make more room for the large junior class. It was recommended to move the flammable tank storage cage outside.

Motion: Mr. Green

2nd Motion: Mr. Dechamps

Vote: 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 SY25/26 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:

The board discussed the new technologies and equipment currently being used on the job sites. The board recommended that the program purchase more propress and megapress tools. The material used with these tools are expensive so the board recommended increasing next year's budget by \$40,000 to account for inflation and the excessive costs of material. These tools will continue to introduce the students to some of the new processes used in the plumbing trade.

Recommendations: The board made a recommendation to increase the plumbing budget by \$40,000 for next year to account for new tools and rising material costs

Motion: Mr. Quinlan

2nd Motion: Mr. Martineau

Vote: Unanimous

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. The board was shown the Industry Recognized Credentials
- b. The board agreed with the Industry Recognized Credentials recommended for the construction cluster
- c. The board inquired about students receiving OSHA 10 certifications while at GLTS

Recommendations: The board recommended continuing to promote a safe workspace for all students while they are engaging in activities in the plumbing shop.

Motion: Mr. Green

2nd Motion: Mr. Dechamps

Vote: Unanimous

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. Mr. Holding discussed the difficulties placing co-op students with employers this year

2. There was a conversation about different ways that some other technical schools operate their co-op programs
3. Joe Dechamps has several GLTS alumni working for him, but has no positions for this year's students
4. The election seems to have made some employers uneasy about hiring so far this year
5. An issue that comes up when talking to employers is accountability for the tools that were used and making sure they are returned to their proper home.
6. Board members also discussed the inappropriate way that their employees are dressing for work
7. Board members also recommended reaffirming to students how important it is to have a clean jobsite.

Recommendations: The board recommended continuing to try to reach potential employers in the hope that we can get more students placed. No motions were made on Agenda Item #7

Motion: No motion made at this time.

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. Mr. Quinlan was nominated to continue as Advisory Chair
- b. Mr. Quinlan accepted the nomination to continue as Advisory Chair

Recommendations: Mr. Holding discussed the Advisory Chair position and Mr. Quinlan was nominated

Motion: Mr. Dechamps

2nd Motion: Mr. Green

Vote: Unanimous

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

Status Report: (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)

ADJOURNMENT at 7:05

Motion: Mr. Quinlan

2ND: Mr. Martineau

VOTE: Unanimous

Next Meeting: April 8, 2025

Respectfully Submitted: Jean Gomez