

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: David Thompson	CTE Program: Metal Fabrication
Recorder: Stephanie Dicecca	
Materials Manager: Brian Howe	
Dialogue Monitor: Jorge Polanco	
Timekeeper: Jorge Polanco	
Faculty Present	
David Thompson	Gr. 12 Welding and Fabrication Instructor
Brian Howe	Gr. 11 & 12 Manufacturing Fabrication Instructor
Stephanie Dicecca	Gr. 10 Instructor
Jorge Polanco	Gr. 9 Instructor
Keith Gaillard	Special Education
Advisors Present	Name of Business / Population Represented
Joel Anziani	Joel Fabrications
Robert Lavoie	Lavoie Welding and Fabrication
Ryan Manzi	Tri State Ironworks
Shawn Morin	Coady's Towing (Parent)
Camdyn Morin	Student Representative
Guest Present	

Agenda Item #1: Call to Order

- a. Welcome/Introductions

Status report: Dave Thompson called the meeting to order at 5:15 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. 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 Addressed has been verified for each member.
- b. The facilitator asked for members to complete google form.

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. The Spring 24 Advisory minutes were presented by Dave Thompson and reviewed by the board.
 - i. Ventilation update was discussed; it is now fully functional.
 - ii. Last year the board recommended replacing/updating 5 welding machines. This Plan is underway, and the school purchased 1 Dynasty 400 to start.
 - iii. Power roll discussion is ongoing, but other shop concerns have taken priority. We are still a proponent of this machine.
 - iv. The CNC lathe donation is getting closer. Brian Howe visited Strauman to look at the machine. Very light use and in great shape, it will be a nice addition.
 - v. Curriculum is continuously updated, evidence is moving collaborative machining/welding joint projects.
 - vi. The cage has been removed at the recommendation of the board! This increased educational space a lot.
 - vii. Based on the board's recommendations, the Gorilla mills and Mag Drill have both been purchased.
 - viii. The new freshman toolbox has been ordered, awaiting delivery.

Recommendation: None at this time

Motion: Ryan Manzi moved to approve the minutes of April,11, 2024.

2ND: Joel Anziani

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?

a. Review shop facilities and equipment.

- i. Does the current shop design meet current industry standards?
 - 1. Safety concerns:
 - a. The damaged bottom garage door seal allows water, cold air and rodents to enter the shop.
 - 2. Repairs:
 - a. The board would like to see the bottom seal and the air gaps in the garage door repaired.
 - 3. Layout / Functionality:
 - a. The board loved the cage being gone, which allows more open space for shop activities.
 - 4. Storage:
 - a. The board would still like to see an exterior space for storage. Especially with not being able to use the electrical room anymore.
 - 5. Cosmetic Renovations:
 - a. None at this time

Recommendations: The board recommends that the garage doors' bottom seal is repaired. The board also recommends exterior storage space.

Motion: Robert Lavoie

2nd Motion: Shawn Morin

Vote: Motion Carried; 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:

- a. The SY25/26 Budget was reviewed.
 - i. The board liked the fact that the budget request showed an increase based on their recommendations. The increase of almost \$30,000 in supplies to support the expanded curriculum, the \$5,000 increase in repair/maintenance and the overall increase of roughly \$60,000 were all supported by the board.

Recommendations: The board recommended that the school board accept the SY 25/26 budget as written.

Motion: Bob Lavoie

2nd Motion: Joel Anziani

Vote: Motion Carried; unanimous

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 continued the discussion on implementing structural steel curriculum, this coincides with the rise in infrastructure jobs.
 - i. The idea of a ground anchor to support an “iron working tree” was discussed and Joel mentioned using threaded anchors for ease of removal. Bob mentioned possibly having 4 x 4 square tubing inserted into the concrete.

- ii. Orbital welding was again discussed with the possibility of adding that to the manufacturing side of the shop.
- b. The board went over the Industry Recognized credentials and checked off the appropriate boxes.

Recommendations: Bob Lavoie recommended a ground anchoring system to fabricate vertical iron working structures.

Motion: Bob Lavoie

2nd Motion: Ryan Manzi

Vote: Motion Carried unanimously

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. Dave Thompson presented the shop's co-op status. It is currently lower than expected. We are hoping for an uptick with the New Year
2. No students have been hired recently
3. Our curriculum is currently aligned with industry standards after our increase in blueprint reading.

Recommendations: None at this time

Motion: Joel Anziani

2nd Motion: Shawn Morin

Vote: Motion Carried; unanimous

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)?

Status Report:

- a. Joel Anziani was nominated as the new chairman by Ryan Manzi

Motion: Ryan Manzi

2nd Motion: Bob Lavoie

Vote: Motion Carried, unanimous

Agenda Item #9: Administration Increasing Student Numbers

Status Report: Dave Thompson reported that with the growing number of GLTS students, that Metal Fabrications class acceptance size would be growing from 24 to 28 students per year. An increase from 12 students to 14 per “week” at each grade.

With the increase in students, the shop will need to purchase some equipment to increase its resource capacity. 2 more Trak mills, another CNC waterjet or CNC plasma table will be needed for manufacturing.

Recommendations: The board recommends the purchasing of a 2 more Track mills and another CNC Plasma Table to accommodate more students for programming

Motion: Ryan Manzi

2nd Motion: Bob Lavoie

Vote: Motion Carried; unanimous

ADJOURNMENT at 6:35 PM.

Motion: Joel Anziani moved to adjourn.

2ND: Ryan Manzi

VOTE: Unanimous

Next Meeting: April 8, 2025

Respectfully Submitted: Stephanie Dicecca and David Thompson