

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: Peter Leonard	CTE Program: Landscape Construction
Recorder: James Strickland	
Materials Manager: Peter Leonard	
Dialogue Monitor: Tom Paulsen	
Timekeeper: James Griffin	
Faculty Present	
Peter Leonard	Landscape Construction & Horticulture Instructor
James Griffin	Landscape Construction & Horticulture Instructor
James Strickland	Landscape Construction & Horticulture Instructor
Tom Paulsen	Landscape Construction & Horticulture Instructor
Advisors Present	Name of Business / Population Represented
Joshua Lowe	Lowe's Landscaping
Kaela Robinson	The Trustees of Reservations
Mark Michaud	General Lawn Care
Wayne LaCroix	Andover Country Club
Mark Casey	Finch Turf
Rachely Martinez	Student Representative
Guest Present	
Heather Baker	Pleasant Valley

Agenda Item #1: Call to Order

- a. Welcome/Introductions

Status report: Peter Leonard called the meeting to order at 5:04 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. Peter Leonard asked for outstanding forms; three members returned the paperwork.
- c. Peter Leonard 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. Minutes from the spring meeting were reviewed.
- b. No questions or concerns were voiced.

Recommendation: Approve the minutes from April 11, 2024.

Motion: Mark Michaud

2ND: Josh Lowe

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. No discussion
 - 2. Repairs:
 - a. No discussion
 - 3. Layout / Functionality:
 - a. Rachely Martinez stated that the travel to and from the related room, down to the barn, is very time consuming and not conducive to learning.
 - b. Mark Michaud stated that the allotted space does not seem large enough to have three grade levels of shop projects in.
 - 4. Storage:
 - a. Mark Casey stated that it is important to have a space/shelter to store all equipment, to keep it in working condition.
 - 5. Cosmetic Renovations:
 - a. No discussion

1st Recommendation: The board recommends that the new construction building behind the greenhouse be a centralized learning space for the Landscaping and Horticulture department.

2nd Recommendation: This new construction building shall be commercially coded and able to house flammable fluids.

Motion: Wayne LaCroix

2nd Motion: Kaela Robinson

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:

- a. Peter Leonard reviewed items added to next year's budget, including a new tractor, two new mowers, and a masonry saw.
- b. Mark Casey mentioned looking into reel mowers for students to use as well.

Recommendations: No recommendations made.

Motion: None at this time.

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. Peter Leonard reviewed the curriculum for each grade level.
- b. Josh Lowe mentioned that it is important for students to be trained in how to operate the heavy machinery in the shop. This will give them a leg up in the workforce.

1st Recommendation: The board recommended that the decision to switch the freshman and sophomore instructors be reevaluated at the end of the school year, for beneficial results.

2nd Recommendation: The board recommends the curriculum covers the operation of hoisting machines at some point in the students' time in the shop.

3rd Recommendation: The board recommends that Driver's Ed be included in the students' curriculum, schoolwide, at no cost to the students.

Motion: Kaela Robinson

2nd Motion: Mark Casey

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. Kaela Robinson stated that she would be willing to do some collaborative work with our students off campus.
2. Heather Baker mentioned that she may have space for a couple of students for potential Co-Op positions.

Recommendations: No Recommendations made

Motion: None 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. Board members discussed options of potential nominations for advisory chair.

Recommendations: It was recommended that Wayne LaCroix be this year's Program Advisory Chair.

Motion: Mark Michaud

2nd Motion: Mark Casey
Vote: Unanimous

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

Status Report: No discussion

Recommendations: No recommendations

Motion:

2nd Motion:

Vote:

ADJOURNMENT at 6:36 PM

Motion: Mark Casey moved to adjourn.

2ND: Mark Michuad

VOTE: Unanimous

Next Meeting: April 8, 2025

Respectfully Submitted: James Strickland