

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: Danielle Ahern	CTE Program: Environmental Science
Recorder: Dana Nuenighoff	
Materials Manager:	
Dialogue Monitor:	
Timekeeper: Danielle Ahern	
Faculty Present	
Danielle Ahern	
Dana Nuenighoff	
Advisors Present	Name of Business / Population Represented
Karen Martin	Town of Andover
Sarah Scagliarini	Woodard & Curran
Jorge Hernandez	Groundwork Lawrence
Jeff Cary	Town of Andover
Dave Hislein	Army Corps of Engineers
Rich Niles	Woodard & Curran
Guest Present	
Nick Ferry	Department of Conservation & Recreation

<p>Agenda Item #1: Call to Order</p> <p>a. Welcome/Introductions</p>

Status report: Ahern called the meeting to order at 5:03pm

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 address and information has been verified for each member.
- b. Ahern asked for outstanding forms (none outstanding) and distributed paperwork to new member present.
- c. 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. Minutes Review - the minutes were shared in the meeting invited prior to the meeting for review. The minutes were also shared on the large tv in 6006 for review if members did not have time to review prior to the meeting.
- b. Action Items - no comments were made

Recommendation: No recommendations were discussed. The minutes were approved by members present.

Motion: No quorum to vote

2ND:

Vote:

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 fume hood and chemical storage was discussed again. Ahern provided an update that the fume hood has been ordered and should be delivered/installed over the holiday break.
 - b. Trip hazard and electrical outlet accessibility in 6003 were discussed.
 - c. Safety for wet floors was discussed, the need for more water/slip mats and/or a new flooring system were discussed due to the nature and use of water in the shop. The tiles surrounding the hydroponics and aquaponics are lifting due to water damage. The floor drain also does not function due to the lack of sloped floor.
 2. Repairs:
 - a. Floor repairs will be required eventually as water continues to be problematic in the shop space.
 3. Layout / Functionality:
 - a. Electrical access at each table in 6003. Suggested we partner with the electrical shop to create rechargeable outlets that then do not require access to an outlet during the day.
 - b. Additional space for a third instructor and fourth grade level was discussed when the program expands next year. A new shop space, including lab benches, chairs, equipment and instructor will be required.
 4. Storage:
 - a. Discussions for the wader rack were discussed. Carpentry is currently working on the wader rack which will free up storage space and create a more organized outdoor storage equipment space.
 5. Cosmetic Renovations:
 - a. Cosmetic renovations were not discussed.

Recommendations: The following were recommended by the board:

- fume hood and chemical storage be installed

- floor repairs be made to lifted tiles
- that a new flooring system and/or anti slip mats be installed within the shop space of 6006
- additional and separate shop space be added for 25/26 year to accommodate the fourth-grade level
- additional instructor be added for 25/26 year for fourth grade level
- electrical access be added to the lab benches in 6003

Motion: No quorum to vote

2nd Motion:

Vote:

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. Reviewed the budget for the 25/26 school year
- b. possible certifications for students
 - i. Drinking water certification. Possibly need to be 18. Karen will look into this and get back to the board with information.
 - ii. OIT (Operator in Training) certification. VSS (very small systems) drinking water & wastewater treatment
 - iii. Basic drinking water class–12-week course. Mass Waterworks after graduation most likely.
 - iv. Need to review costs of suggested programs
 - v. Plant/crop/forestry certifications
 - vi. Federal Aviation Certification if using drone for business–16 & driver’s license
 - vii. AP Environmental Science Testing
- c. With adding a new grade level, kept the equipment budget at the same as 24/25 school year
- d. It was suggested to create a larger consumable budget for the addition of a new grade
- e. How do we compare it to other programs?
- f. The total proposed budget is \$57,000. It was commented that it seemed bare bones.
 - i. What is the budget per student?
 - ii. Essex Tech’s Environmental Science budget in 2009 was \$80,000
- g. Will review budget and send out new budget for approval
- h. See revised budget [HERE](#)

Recommendations: It is recommended to accept the 25/26 budget as linked above.

Motion: No quorum to vote

2nd Motion:

Vote:

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. Talked about the possibility of a mission trip. Recommendations are always welcome
 - i. Work with a college.
- b. Installation of groundwater well for hydro and geological instruction. Well can also be used for sampling, lab skills, field work, etc.
- c. Instructor to be certified in wetland delineation by taking a professional development course which would benefit student instruction and learning.
- d. Student certifications are a big part of the curriculum and as we grow the program these certifications are becoming more important. Want students to graduate with industry credentials.

Some possible certifications for the juniors/seniors are:

- i. Drinking water certification. Possibly need to be age 18
- ii. OIT (Operator in Training) certification. VSS (very small systems) Drinking water & wastewater treatment
- iii. OSHA -40
- iv. Basic drinking water class-12-week course. Mass Waterworks
- v. Plant/crop certifications
- vi. Arbor certification-Tree health/cutting. Species ID
- vii. Pesticide applicator certification-possibly too high of an age requirement
- viii. Wetland Delineation
- ix. Organic Land Certification
- x. Federal Aviation Certification if using drone for business-16 & driver's license
- xi. AP Environmental Science Testing

Recommendations: The following items were recommended:

- install a groundwater well (drilled) for field and lab sampling as well as geo/hydro instruction
- certifications become a large part of the curriculum for the juniors/seniors so that they have skills when graduating and industry certifications that will set them apart from other employment candidates. It is recommended to include costs in the 25/26 budget for the students' certifications.
- professional development course for instructors in wetland delineation be approved.
- approve the possibility of an environmental mission trip for the seniors for 25/26 school year

Motion: No quorum to vote

2nd Motion:

Vote:

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. Need for field/infrastructure inspectors
2. DCR is looking into having students' shadow.
3. Mass Fish & Wildlife has a mentor program.
4. The Dept of Agriculture is putting together a mentor program.
5. EPA has a mentorship program.
6. We're looking for 4 co-op jobs. 2 in a lab, 1 with animals, 1 out in the field.
 - i. Equine Farms in the area were suggested to look at.
 - ii. Sarah said she might know lab possibilities
 - iii. Park services take internship

Recommendations: It was recommended that we reach out to local labs, veterinary clinics, city governments for possible coop opportunities. The board members will do the same.

Motion: No quorum to vote

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. Election of a board chair was discussed. Responsibilities include two meetings (fall/spring) per year and the additional general advisory board meeting in January where the recommendations discussed in the fall/spring meeting are presented to the school board.
- b. We did not have a quorum so we could not vote.

Recommendations: It was recommended to take some inactive members off the board list so that we have a quorum at future meetings and can vote.

Motion: No quorum to vote

2nd Motion:

Vote:

ADJOURNMENT at 6:31 PM.

Motion: Ahern closed the meeting at 6:32 PM

2ND:

VOTE:

Next Meeting: April 8, 2025

Respectfully Submitted: Ahern/Neuginhoff