

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: Scott Donald	CTE Program: Electrical
Recorder: Adam Theriault	
Materials Manager: Dave MacDonald	
Dialogue Monitor: Tim Lane	
Timekeeper: Adam Theriault	
Faculty Present	
Scott Donald	Sophomores Teacher
Timothy Lane	Seniors Teacher
David MacDonald	Juniors Teacher
Adam Theriault	Freshmen Teacher
Advisors Present	Name of Business / Population Represented
Chairperson Paul Kennedy	Andover Electrical Inspector
Vice Chairperson Louis DeVito	Nardone Electric
Bev Kennedy	Kennedy Seminars
Anil Navkal	Energize Andover Program
John Thompson	Electrical Inspector
Barry Williams	Professional Electrical Contractors
Al Veilleux	Electrical Student Parent and Contractor
Jennifer DeRoche	Electrical Student Parent and Westinghouse Electric
Zachary DeRoche	Senior GLTS Electrical Student

Jax Veilleux	Junior GLTS Electrical Student
Guest	

<p>Agenda Item #1: Call to Order</p> <p>a. Welcome/Introductions</p>
<p>Status report: Mr. Donald called the meeting to order at 5:15 PM.</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. Email Addresses have been verified for each member.</p> <p>b. N/A</p> <p>c. The facilitator asked for members to complete google form.</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. Adam Theriault reviews minutes from last meeting</p> <p>b. Motion made to approve minutes and second the motion.</p> <p>Recommendation: Mr. Donald recaps and requests motions.</p> <p>Motion: Mr. Williams moved to approve the minutes of April 11th, 2024.</p> <p>2ND: Mr. DeVito</p> <p>Vote: Unanimous</p>

NEW BUSINESS

<p>Agenda Item #4: CTE Program Facilities Review</p> <p>a. Review shop facilities and equipment (Tour Shop).</p> <p>i. Does the current shop design meet current industry standards?</p>
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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 recommendations at this time.
 - i. (Record Discussion)
 2. Repairs:
 - a. It was recommended by the committee to replace the aged wood panels and structural wood in the work booths throughout the shop. It has been there for many years and has far outlived its useful life.
 - i. The estimate for the cost of repairs is \$12,000.
 3. Layout / Functionality:
 - a. No Recommendations at this time.
 - i. (Record Discussion)
 4. Storage:
 - a. No Recommendations at this time.
 - i. (Record Discussion)
 5. Cosmetic Renovations:
 - a. No Recommendations at this time.
 - i. (Record Discussion)
 6. Equipment needs:
 - a. It was recommended by the committee to replace all the motor control equipment used by both seniors and juniors. The equipment would consist of motors, relays, stop/start stations, controllers.
 - i. The estimate for the cost of equipment is \$37,000.

Recommendations: Mr. Donald recapped the discussion and recommended that the electrical department purchase the materials needed to repair the booths and purchase equipment needed to replace the motor control equipment.

Motion: Mr. Williams

2nd Motion: Mr. Thompson

Vote: Motion Carried

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. Mr. Donald reviewed the upcoming budget by categories. Mr. Navkal asked if the funds were sufficient for the year and Mr. Donald answered in the affirmative. The committee reaffirmed the need for the workstations to be rebuilt and to purchase the motor control equipment needed.

Recommendations: It was recommended by the board to include the funds needed to repair the booths and purchase the recommended motor control equipment in addition to the budget submitted.

Motion: John Thompson

2nd Motion: Barry Williams

Vote: Motion carried

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 committee agreed the new and emerging trends in our industry were related to the low voltage side of the shop. They agree the subsystems of trade are rising.
- b. It was requested that all students learn cabling systems along with punch down techniques.
- c. It was determined by the committee that the credentials needed were OSHA 10 but now leaning toward OSHA 30. Also to fulfill their shop hours up to the 2000 that are allowed by the state for vocational students and not cut back as has happened this year. Desired standards were lead safe renovations.

Recommendations: It was recommended by the board to retain the low voltage training for all students, not just the low voltage side of the shop as well as returning to a schedule that fulfills the students fully allowable working hours, so they are more prepared for the workforce. Also to approve training on lead safe renovations.

Motion: Louis DeVito

2nd Motion: John Thompson

Vote: Motion Carried

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. The committee discussed how hiring in our field has been slow this year and foresee the same for another year before work picks up again.
2. The companies that hire our students agree our students have a strong desire to work, have a good basic knowledge of the trade and have the desired soft skills required. Every company expressed that they would teach our students what they need to know, they just desire our students to have good work ethics beyond a good knowledge of the trade.

3. It was recommended our students continue their soft skills along with the low voltage side of the shop to keep pace with the ever-changing field and return to a schedule that incorporates more shop hours to better prepare them for the trade.

Recommendations: It was recommended by the committee that the students continue their soft skills along with the low voltage side of the shop to keep pace with the ever changing field and return to a schedule that incorporates more shop hours to better prepare them for the trade

Motion: Anil Navkal

2nd Motion: Louis DeVito

Vote: Motion carried

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. Yes, it will.
- b. The committee moved to nominate Paul Kennedy as Chair and Louis DeVito as vice chair.

Recommendations: It was recommended by the committee that Paul Kennedy become Chair and Louis DeVito become Co-Chair.

Motion: Barry Williams

2nd Motion: Anil Navkal

Vote: Motion carried

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

Status Report: N/A

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 6:45 PM

Motion: Barry Williams

2ND: John Thompson

VOTE: Motion carried

Next Meeting: April 8, 2025

Respectfully Submitted: Adam Theriault