

GREATER LAWRENCE TECHNICAL SCHOOL
57 River Road, Andover, Massachusetts 01810
CARPENTRY
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: Shaun Cohan	Carpentry 10
Recorder: Eli Sprague	Carpentry 11
Materials Manager: John Chester	Carpentry 9
Dialogue Monitor: John Chester	Carpentry 9
Timekeeper: Andy Deluca	Carpentry 12
Faculty Present	
Shaun Cohan	Carpentry 9
John Chester	Carpentry 10
Andy DeLuca	Carpentry 12
Eli Sprague	Carpentry 11
Advisors Present	Name of Business / Population Represented
Brian Liverett	Carpenters Union
Yadielis Ayala	GLTS 11th grade student
Mark Torrisi	Jackson lumber
Thomas Kotas	GLTS 12th Grade Student
Bill Chase	Hi-Tech Building and Siding
Janet DeLuca	DeLuca Fencing
Jackie DeLuca	DeLuca Fencing
Guest Present	

Agenda Item #1: Call to Order

- a. Welcome/Introductions

Status report: Shaun Cohan called the meeting to order at 5:21 PM. Staff and advisory board introduced themselves.

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. No paperwork to be collected.
- 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 Have been reviewed with no further discussion or questions.

Recommendation: Approve the minutes from our Spring advisory meeting.

Motion: Brian Liverett moved to approve the minutes of April 11th, 2024.

2ND: Mark Torrasi

Vote: Motion Carried

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. More space is needed due to safety concerns
 - 2. Repairs: No repairs mentioned
 - 3. Layout / Functionality:
 - a. Provide forklift lumber access for Freshman shop through a garage door, instead of handled by hand and carried through the side exterior door.
 - 4. Storage:
 - a. Exterior covered and secured lumber/material storage.
 - b. New trailer
 - 5. Cosmetic Renovations:
 - More space for the shops.
 - 6. Equipment Needs:
 - CNC machines

Recommendations: It was recommended forklift lumber access for the 9th grade carpentry shop, more shop space, secured out of the weather lumber storage and CNC machines.

Motion: Bill Chase

2nd Motion: Mark Torrasi

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. Bill Chase brought up that the building world is moving towards the CNC side of things and recommended we start thinking about implementing that into our 5-year plan as well as increasing our carpentry budget for the CNC equipment and training.

Recommendations: It was recommended we start thinking about implementing CNC machines into our workspace and provide staff training

Motion: Bill Case

2nd Motion: Brian Liverett

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. Industry is moving towards more CNC and automated jobs
- b. Using more technology with apps to measure, design & daily timecards. for example: Hover app
- c. Upgrading from OSHA 10 to OSHA 30. Looking into Lead Safe RRP training

Recommendations: OSHA 30, trade-related technology apps, RRP Lead Safety course and CNC training.

Motion: Bill Chase

2nd Motion: Mark Torrisi

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. Look into commercial carpentry jobs, carpentry shops in addition to residential jobs
2. More emphasis on the importance of PPE on CO-OP and after graduation.
3. Continue to do off campus and outdoor projects to get students ready for the professional workforce.

Recommendations: It was recommended by the board that we continue to focus on getting more students on Co-Op, importance of PPE after graduation, continue off campus and outside projects

Motion: Brian Liverett

2nd Motion: Mark Torrisi

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. Shaun Cohan explained what the position would entail, but no one volunteered to fill the open position.

Recommendations: No recommendations at this time
Motion: No motion at this time
2nd Motion:
Vote:

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

Status Report: N/A

Recommendations:
Motion:
2nd Motion:
Vote:

ADJOURNMENT at 6:28 PM.

Motion: Bill Chase moved to adjourn.

2ND: Mark Torrisi

VOTE: Unanimous

Next Meeting: April 8, 2025

Respectfully Submitted: Eli Sprague