

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: Johnny Turner	CTE Program: Aviation
Recorder:	
Materials Manager:	
Dialogue Monitor:	
Timekeeper:	
Faculty Present	
Johnny Turner	Instructor
Advisors Present	Name of Business / Population Represented
Michael Miller	Director of Aviation Planning
Francisco Urena	Airport Manager
Tom Bear	Owner Air Bear Aviation
Guest Present	

Agenda Item #1: Call to Order a. Welcome/Introductions
Status report: Mr. Turner called the meeting to order at 5:00 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 outstanding forms; three members returned the paperwork.
- 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. Verified Email Addresses
- b. No forms required at this time

Recommendation: The facilitator recapped the conversation, but not enough members present to make a motion to approve.

Motion

2ND

Vote: Not enough members to 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. Mr. Bear suggested that in the 10th grade shop area that we install dividers between workstations because as the students are working they will be tempted to look over at what their classmates are doing and that could result in an accident, because of not paying attention to what they are doing. Which could lead to an accident.
 - i. I stated that I would inform my supervisors and that made perfect sense.
 - 2. Repairs:
 - a. No improvements currently
 - i. No discussion about repairs- in shop facilities currently.
 - 3. Layout / Functionality:
 - a. The board members love the space and set-ups of all our locations on campus. Also, they were super excited about the new hanger being built on campus, with all its potential in aiding the aviation program.
 - i. No further discussion on layout and functionality
 - 4. Storage:
 - a. No discussion on storage issues currently
 - i. No storage issues currently.
 - 5. Cosmetic Renovations:
 - a. No cosmetic renovations discussed
 - i. No cosmetic renovations needed at this time

Recommendations: That we install dividers between workstations in the 10th grade shop area for safety concerns.

Motion:

2nd Motion:

Vote: Not enough members to 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: As far as the budget is concerned, because this is a new shop, it is unlikely that we will have to invest in anything big because we already have purchased all of the big long term equipment. There will always be things needed along the way, but not too much to have to invest in as far as aviation goes.

Recommendation Mr. Urena suggested that we contact similar schools like Westfield to understand and implement their budget practices.

Motion:

2nd Motion:

Vote: Not enough members to 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. Some things discussed were to partner with IT as some way to get students to see the real life similarities between IT and Avionics.
- b. One way to do that is to get the students in the cockpit of a modern jet aircraft or updated cockpit of general aviation aircraft.
- c. [Industry Recognized Credentials](#) - Did not have one for Aviation New Program

Recommendations: To get the students in a modern aircraft cockpit, where they can see the similarities between both shops.

Motion:

2nd Motion:

Vote: Not enough members to 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. N/A - no students at this time as we are a new shop and waiting on DESE and FAA approval
2. N/A - no students at this time as we are a new shop and waiting on DESE and FAA approval
3. N/A - no students at this time as we are a new shop and waiting on DESE and FAA approval
4. N/A - no students at this time as we are a new shop and waiting on DESE and FAA approval
5. N/A - no students at this time as we are a new shop and waiting on DESE and FAA approval

Recommendations:

Motion: None needed 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. No discussion
- b. No discussions

Recommendations:

Motion: Not enough members at this time

2nd Motion:

Vote:

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

Status Report: So, with the aviation program being on hold again.

Recommendations: Try and get more board members, do a better job of getting the word out about the aviation program here in the local community, by making flyers and placing them in strategic locations in the local area. Also, because the aviation shop is on hold until the summer or the next school year. Try to get a waiver or talk to someone in the legislative arena about this long pause for the program.

Motion: Not enough members to vote

2nd Motion:

Vote:

ADJOURNMENT at 7:30 PM.

Motion: Mr. Urena

2ND: Mr. Miller

VOTE: Unanimous

Next Meeting: April 8, 2025

Respectfully Submitted: Johnny Turner