

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: Michael Ouellette	CTE Program: Automotive Technology
Recorder: Christopher Charles	
Materials Manager: Jason Jalbert	
Dialogue Monitor: James Braga	
Timekeeper: Michael Ouellette	
Faculty Present	
Michael Ouellette	Shop Instructor
Christopher Charles	Shop Instructor
James Braga	Shop Instructor
Jason Jalbert	Shop Instructor
Robert Maiella	Cooperative Education Coordinator
Advisors Present	Name of Business / Population Represented
Al Croteau	Chairperson
Matthew Lamontagne	Leo & Sons Automotive
Jeff LeClair	Subaru of New England Education Manager
Bob Lott	Manchester Community College
Charles McAllister, Jr.	Sutton Street Service
Al DeRosa	Subaru of New England
Dan Wood	Autofair Subaru
Chris Lasonde	Parent of Senior Automotive Student

Gavin Lasonde	Student
Mike Gervais	Gervais Ford
Daryl Glass	Atamian Honda
Guest Present	
Ray Dick	Parent of Junior Automotive Student
Michael Labreque	Parent of Junior Automotive Student
Jadiel Martinez	Student
Joshua Sanchez	Student
Ryan Juskiewicz	Student
Ashlley Quezada	Student
Diana Rosa	Student
Destiny Dozier	Student

<p>Agenda Item #1: Call to Order</p> <p>a. Welcome/Introductions 5:14 PM Advisory began</p>
<p>Status report: Mr. Ouellette called the meeting to order at 5:00pm.</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 Addressed has been verified for each member. (Example)</p> <p>b. The facilitator asked for outstanding forms; three members returned the paperwork. (Example)</p> <p>c. The facilitator asked for members to complete google form.</p>

REPORT OF OLD BUSINESS

<p>Agenda Item #3: Minutes</p>

- a. Review minutes from the last advisory meeting, and voice comments, questions, or concerns (Minutes are posted on the GLTS website).

Status Report:

- a. Moving the HVAC unit to the roof may be part of a new roof package with A/C.
- b. Scan Tool Updates every year in Budget
- c. Shop Design, with ventilation drops for the Hybrid section
- d. Obtaining more digital torque wrenches. 12 in budget
- e. No questions

Recommendation: Mr. Ouellette reviewed the minutes and made a motion to approve.

Motion: Matt Lamontagne moved to approve the minutes of April 11th, 2024.

2ND: Charles McAllister, Jr.

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:
No safety items of concern.
 2. Repairs:
No repair recommendations currently. The Alignment Rack Lift is over ten years old. Mention of an in-ground alignment rack is common in the industry.
 3. Layout / Functionality:
Concern Customer Pathways to Service Desk: no reasonable solution to this issue given the layout of the Automotive Shop.
Recommendation of 3 In-Ground lifts for a variety of lift types for service.
Recommendation of increase in Shop facility square footage given the increase in students accepted into the program.
 4. Storage:
No storage items of concern. Storage container outside needs a permanent ramp to enable access to the storage with a permanent concrete ramp and a stepper ramp to move things into and out of the container.
 5. Cosmetic Renovations:
Repair of the shop floor in areas where walls were removed.
 6. Emerging Technologies:
Replacing some lifts with In-Ground Lifts. We have experienced some recurring problems with some lifts.
ADAS technology training and the space needed to implement this technology training in the Automotive Technology Shop.

Recommendations: Expansion of Automotive Shop Facilities and additional in-ground lifts to expose students to alternative lifting technologies and increase shop areas (3). Storage container outside needs a permanent ramp to enable access to the storage with a permanent concrete ramp and a stepper ramp to move things into and out of the container.

Motion: Chip McAllister

2nd Motion: Al DeRosa

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. Budget has not been approved yet. Equipment needs can be an issue as a budget priority. The shop has three Electude Trainers, 4 more are needed. Excellent teaching tool. Scan tool equipment purchased to certify students in Scan tool training. Electronic torque wrenches with a torque wrench certification program for students.

Recommendations: Approve Budget for SY 25-26

Motion: Al Croteau Motioned to accept the budget as written and pursue a Scan Tool Certification Program for the students.

2nd Motion: Chip McAllister

Vote: Unanimous

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. Soft Skills Course for Interpersonal Skill Development (General Life Skills).
Introductory Lab Scope Lessons to help students with visual identification of electrical signals.
- b. Newer technology in lifting vehicles
- c. AC 609 Certification and OSHA 10. ASE Credentials as needed

Recommendations: Reverting to the old student schedule to regain Shop time lost in the Freshman and Sophomore classes.

Motion: Matt Lamontagne

2nd Motion: Chip MacAllister

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. Coop is working well. 17 of the 26 eligible students are on COOP. There are several that need their driver's license. Mr. Jalbert is a drivers' ed instructor, he helps students get their driving hours completed.
2. Students are doing well in their Co-op positions. Keep doing what you are doing.
3. Keep doing what you are doing already.

Recommendations: "School Bucks" program where Parents can deposit money starting Freshman year to fund their student's Driver's License cost when the time arrives. Dealership funds the Driver's License training to Co-Op students to help with employability and job assistance. Funding Licenses through internal competition.

Motion: Chris LaSonde

2nd Motion: Matt Lamontagne

Vote: Unanimous

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. Al Croteau will attend
- b. Al Croteau has volunteered to remain the Chairperson.

Recommendations: Al Croteau continues to be the Advisory Chair.

Motion: Chip MacAllister

2nd Motion: Jeff LeClair

Vote: Unanimous

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

Status Report: No recommendations for any other items

Recommendations:

Motion:
2nd Motion:
Vote:

ADJOURNMENT at 7:00 PM.

Motion: Al Croteau moved to adjourn.

2ND: Al DeRosa

VOTE: Unanimous

Next Meeting: April 8, 2025

Respectfully Submitted: Christopher Charles