

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: Manuel Malave | CTE Program: Automotive Collision shop |
| Recorder: Manuel Malave | |
| Materials Manager: Manuel Malave | |
| Dialogue Monitor: Manuel Malave | |
| Timekeeper: Jay Massey | |
| | |
| Faculty Present | |
| Jay Massey | Shop instructor |
| Manny Malave | Shop instructor |
| Richard Sauro | Shop instructor |
| | |
| Advisors Present | Name of Business / Population Represented |
| Bob Levy | Don Kennett Auto Body Supply/Advisory Chairperson |
| David Doyle | Shop Technician |
| Keith Burdin | Vehicle cleaning technician |
| Roy Bean | Shop Technician |
| | |
| Guest Present | |
| Joshua Twomey | All Auto Body Methuen Ma Technician |

Agenda Item #1: Call to Order

- a. Welcome/Introductions

Status report: Ms. Malave 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 Addresses have been verified for each member by Manuel Malave.
- b. Manuel Malave asked for members to review representative populations.

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:

- Minutes Review-There were no new concerns or questions.
- Action Items - None currently.
- Malave solicits motion to approve minutes. Second Dave Doyle

Recommendation: The facilitator should recap the conversation and make a motion to approve.

Motion: Manuel Malave moved to approve the minutes of November 19, 2024

2ND: Dave Doyle

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?

If so, what improvements could be made?

 - The shop is in need of more space to accommodate more students and equipment.
 - i. What are the estimated associated costs to complete the improvements?
 - Pending
 2. Are there any repairs needed to the existing infrastructure?

- The electricity for some of the shop equipment (welding machine) is getting updated to be able to use all four welders at the same time

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?
 - The shop needs more space to accommodate more students. Information is being gathered to find out the cost of a new spray booth. The cost will be determined soon.

If so, what improvements could be made?

 - i. What are the estimated associated costs to complete the improvements?
 4. Are there any storage issues?
 - The shop is in the process of buying a few more cabinets to organize the shop in a way that students can find tools and materials faster

If so, what improvements could be made?

 - i. What are the estimated associated costs to complete the improvements?
 - The estimate associated cost is around one thousand dollars
 5. Are there any cosmetic renovations or improvements needed to ensure our program is reflective of the current industry styles, trends, and standards?
 - Automotive Collision larger footprint to accommodate more students
 - Estimated associated costs to complete the improvements pending
 6. Are there any emerging equipment needs or facility upgrades necessary to align with industry standards for environmental sustainability?
 - To minimize the amount of dust generated when dry sanding electric vacuums can be purchased at a low cost. Less than five hundred dollars.

Status Report:

a. **Review shop facilities and equipment.**

- i. Does the current shop design meet current industry standards?
 1. Safety concerns:
 - After viewing the shop Reynaldo Duran recommended additional light by the welding stations. The welding station is currently working but not at its fullest. If more than three stations are working at the same time, the power shuts off.
 2. Repairs:
 - Spray booth # 4 and prep station # 1 needs repair. The prep station is currently out of service. Unit 4 the unit is turned on using the emergency shut off switch.
 3. Layout / Functionality:
 - Organizing the shop is the main priority, creating a shop inventory that illustrates the materials inside the cabinets will help with knowing what needs to be ordered weekly and help the students find what they need.
 4. Storage:
 - More storage is needed. Snap -on will provide a view on how to use the space provided at the shop.
 5. Cosmetic Renovations:
 - Not currently

Recommendations: It was recommended by Reynaldo Duran that more lighting is needed by the welding station to facilitate the welding process.

Motion: Reynaldo Duran

2nd Motion: Roy Bean

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:

- 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?
 - Not now
 2. Are there ways we can align our equipment needs with environmentally friendly/sustainable practices?
 - New Vehicle spray booth that allows the painting of hybrid automobile
- 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?
 - Preventive maintenance / repair: unit four as well as unit one is in need of repair, and maintenance.

Recommendations: Schedule an appointment to service both units

Motion: David Doyle

2nd Motion: Reynaldo Duran

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. The shop is moving in the right direction, we currently need more space to accommodate the equipment and organize the shop. It was addressed by one of the members at the meeting to investigate incorporating the program that is used at other schools. Gerry Berube field recovery supervisor insurance company to gather more information that will be instrumental for the use of the new frame machine. In the program they loan the school one or two drivable late model total loss vehicles for the school year. The targeted vehicles have the type of collision damage we may not normally see in customer work. Most predominantly, these targeted late model vehicles have challenging yet repairable unibody/frame damages. The schools are encouraged to complete whatever teachable operations will benefit the students. The vehicles are loaned at no cost to the school. Once you have completed the desired operations, we take the vehicles back and sell them through our normal salvage auction channel. So, no destructive work but every constructive work that you identify for teaching purposes.
- b. The shop will be updating the Auto Collision books with the new auto body technology 7 edition. Discussion by one of the members More information required buying parts.
- c. All four grades are currently waiting to get registered with the new I-car online curriculum. This will facilitate all four instructors with the proper requirements to teach related. Any Module that

is completed by the students, a certificate of completion is printed and can be used for their resume. OSHA 10 is also included. Looking for approval

Recommendations: It was recommended that I-Car be purchased and implemented into the Automotive Collision as it is recognized as the standard for the industry

Motion: Roy Bean

2nd Motion: Keith Burdin

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. Discussion on what can be done to increase the number of students in co-op
2. Contact some of the local body shop
3. List of body shops in all four descending communities.
4. advertisement
5. Reaching out to some of the alumni
6. 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?
Currently the shop has two seniors in the co-op. The numbers are expected to improve soon. The group of seniors are moving forward with the license status.
7. What should we be doing as teachers to help our students be prepared to be successful at your company and/or in our industry?
More communication/ Allow successful people stop by and talk to the future GLTS workforce.

Recommendations: List of body shop around the area / help from the co-op coordinator to place more students in co-op

Motion: David Doyle

2nd Motion: Roy Bean

Vote: Keith Burin

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) Advisory chairperson Bob Levy

Status Report:

- a. Discussed advisory chair position.
- b. Recommendation for Bob Levy to remain as chair.

Recommendations: Bob Levy recommended to remain as chair

Motion: Roy Bean

2nd Motion: David Doyle
Vote: Unanimous

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

Status Report: No Discussion at this time

Recommendations:

Motion:

2nd Motion:

Vote:

ADJOURNMENT at 6:55PM

Motion: Daniel Martineau

2ND: Keith Burdin

VOTE: Unanimous

Next Meeting: April 8, 2025, Meeting end at 6:55 pm
Respectfully Submitted: Manuel Malave