

**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 November 19, 2024, at Greater Lawrence Technical School.

*The following members were in attendance:*

<b>Facilitator:</b> Chris Waterworth	<b>CTE Program:</b> Advanced Manufacturing
<b>Recorder:</b> Chris Waterworth	
<b>Materials Manager:</b>	
<b>Dialogue Monitor:</b> Don Ouellette	
<b>Timekeeper:</b> Don Ouellette	
<b>Faculty Present</b>	
Don Ouellette	
Chris Waterworth	
<b>Advisors Present</b>	<b>Name of Business / Population Represented</b>
Doug Fogg (Chairperson)	Straumann
Tim Stauble	Straumann
Katy Giron	Magellan Aerospace
Ryan Ouellette	Vulcan Forms
David Michaud	Watts Water Technologies
John Sullivan	Jamlab
<b>Guests Present</b>	
Jordan Bettencourt	Ferro Ceramic Grinding
Jim Seiler	Trak Machine Tools
Filipe Ocampo	PG Gillette
Evelyn Taveras	PG Gillette

<p><b>Agenda Item #1: Call to Order</b></p> <p>a. Welcome/Introductions</p>
---

**Status report:** Mr. Fogg called the meeting to order at 5:35 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. No outstanding forms
- c. Facilitator asked for members to complete google form(completed).

**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, 2<sup>ND</sup> the motion.

**Status Report:**

- a. Nothing to discuss. Minutes are accurate.

**Recommendation:** It was recommended by the board that the minutes from the April 11, 2024 meeting be approved

**Motion:** Mr. Michaud

**2ND:** Mr. Fogg

**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. No safety concerns
  - 2. Repairs:
    - a. No repairs needed
  - 3. Layout / Functionality:
    - a. Air conditioning/moisture
      - i. The large shop needs air conditioning during the summer because machinery and tools are rusting badly
    - b. Manual machinery
      - i. Manual machining skills are considered to be fundamental to becoming a well rounded machinist. Our facility lacks manual machining.
    - c. Inspection equipment
      - i. Optical comparators are a vital component in many QC departments, especially with some of our advisors' facilities. Students would benefit from being trained on how to operate optical comparators.
  - 4. Storage:
    - a. No concerns
  - 5. Cosmetic Renovations:
    - a. No concerns

**Recommendations:** It was recommended by the board that we purchase at least 3 each manual lathes and manual mills and introduce manual milling and turning skills into our curriculum.

**Motion:** Doug Fogg

**2nd Motion:** Katy Giron

**Vote:** Motion carried

**Recommendations:** Procure an optical comparator

**Motion:** Doug Fogg

**2nd Motion:** Tim Stauble

**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. Keep the budget at the current level
- b. Preventive maintenance
- c. Teach calibration of machines
- d. Daily checks
- e. Machine assessments from Prototrak and Haas.

**Recommendations:** It was recommended by the board that we keep the budget at the current level.

**Motion:** Tim Stauble

**2nd Motion:** Katy Giron

**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?~~
- e. ~~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. Teach soft skills
  - i. Interviewing skills
  - ii. Keep phones away
  - iii. Being on time
  - iv. Dress code
- b. Teach conventional milling and turning
- c. Teach students how to use an optical comparator
- d. asq.org for training inspectors and machinists

**Recommendations:** It was recommended by the board that we teach soft skills, conventional machining, optical comparator and train for quality control certification.

**Motion:** Tim Stauble

**2nd Motion:** John Sullivan

**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. Slow start to the year for new co-op job placement
2. 11 out of 21 out on co-op
3. Some increase in interest in November

**Recommendations:** It was recommended by the board that we reach out to Arwood Machine for co-op opportunities as well as Vulcan Forms at Devens.

**Motion:** Ryan Ouellette

**2nd Motion:** Dave Michaud

**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)?

**Status Report:**

- a. Doug Fogg was recommended to serve as chairman
- b. Evelyn Taveras would like to join Doug during the General Advisory meeting

**Recommendations:** It was recommended by the board that Doug Fogg will serve as Chairman

**Motion:** Dave Michaud

**2nd Motion:** John Sullivan

**Vote:** Motion Carried

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

**Status Report:** No other agenda items mentioned

**Recommendations:** None

**Motion:** N/A

**2nd Motion:** N/A

**Vote:** N/A

**ADJOURNMENT** at 7:00 PM.

**Motion:** Mr. Fogg moved to adjourn.

**2<sup>ND</sup>:** Mr. Stauble

**VOTE:** Motion carried

Next Meeting: April 8, 2025

Respectfully Submitted: Chris Waterworth