

GREATER LAWRENCE TECHNICAL SCHOOL
57 River Road, Andover, Massachusetts 01810

PROGRAM ADVISORY COMMITTEE
MEETING MINUTES
April 7, 2026

A meeting of the Greater Lawrence Technical School Program Advisory Committee was held on Tuesday, April 7, 2026, at Greater Lawrence Technical School.

The following members were in attendance:

Facilitator: Manuel Malave	CTE Program: Automotive Collision
Recorder: Jay Massey	
Materials Manager: Manuel Malave	
Dialogue Monitor: Jessie Goodwin	
Timekeeper: David Doyle	
Faculty Present	
Manny Malave	Instructor
Jay Massey	Instructor
Jesse Goodwin	Instructor
David Doyle	Instructor
Advisors Present	Name of Business
Keith Burdin	Retired/ Community
Dan Martineau	Retired Teacher
Robert Levy	Don Kennett Inc
Roster Hernandez	R Designs Autobody
Guest Present	
Reynaldo Duran	
Sara Ruiz	Parent

Agenda Item #1: Call to Order

- a. Call to order 5:15pm

Status report:

Agenda Item #2 Verification of committee members' contact information, phone numbers and emails.

- a. Please verify the e-mail address for each member.
- b. Per DESE PAC Guidelines, it is important that every effort has been made to ensure the membership of our Advisory Boards are inclusive and diverse. Review the **composition populations** listed on the Program Advisory membership forms. Ask members to sign-in using the [Google Form](#) (Share link with all members) and ask that they select any of the sub-groups they are able to represent.
- i. Persons of racial or linguistic minorities.
- ii. Persons are nontraditional by gender for the program.
- iii. Persons are well-equipped to represent the perspectives of persons with disabilities.

Status Report:

- a. Email Addresses have been verified for each member.
- b. Facilitator asked for members to review representative populations. Union representation will be updated when the members fill out the Google form.

REPORT OF OLD BUSINESS**Agenda Item #3: Minutes**

- a. Review minutes from the Program Fall Advisory meeting, and voice comments, questions, or concerns (Minutes are posted on the GLTS website).
- b. Provide an update on action items from the previous meeting. The facilitator should recap the conversation ([Link to recommendations updates](#))
- c. Solicit a motion to approve minutes, 2ND the motion.

Status Report:

- a. Mr. Malave reviewed minutes from the Fall 2025 meeting. Updated the status of construction in the shop and future renovations.
- b. None at this time
- c. Dan Martineau motioned, Keith Burdin 2nd

Recommendation: Facilitator recapped conversation and made a recommendation for a motion.

Motion: Mr. Martineau moved to approve the minutes of April 7, 2026.

2ND: Mr. Keith Burdin

Vote: Unanimous

NEW BUSINESS**Agenda Item #4: CTE Program Facilities Review****a. CAPITAL EQUIPMENT PLANNING & INVESTMENT**

1. **Capital Equipment Replacement (5-Year Outlook)** Are there any major pieces of equipment (approximately \$25,000+) that we should plan to replace or upgrade within the next five years?
2. **Emerging Tools & Industry Upgrades** What new tools, equipment, or facility upgrades are becoming standard in your industry that we should consider incorporating into our program?

b. FACILITY DESIGN, FUNCTIONALITY & SAFETY

1. **Shop Design & Industry Alignment** Does our current shop layout and design reflect industry standards and real-world work environments?
2. **Safety, Repairs & Functionality** Are there any safety concerns, needed repairs, or workflow inefficiencies in the space (e.g., layout, storage, equipment placement) that we should address?
3. **Facility Conditions & Improvements** Are there any updates, cosmetic or structural, that would improve the learning environment or better reflect industry expectations?

c. COMPLIANCE & PROGRAM REVIEW (NIOSH + PROGRAM CHECKLISTS)

3. After reviewing the NIOSH and program-specific checklists, are there any areas where our facilities, equipment, or practices do not fully align with current standards?
 - a. [NIOSH Department Checklist Review](#) & [All Programs Checklist Review](#) (Each Program Lead should provide their PAC with a copy of the applicable NIOSH Checklist for review)

Status Report:

- a. Capital Equipment Planning & Investment
 1. Equipment replacement: None at this time
 2. Emerging tools & industry upgrades: Nitrogen welder.
- b. Facility Design, Functionality & safety

1. Shop design & industry alignment: Not at this time.
2. Safety, repairs & functionality: The following facility requirements and concerns were identified regarding the new addition and the current shop environment:
 - **Drainage Systems:** Inquiries were made regarding the inclusion of a floor drain in the new addition. It was noted that a drain is currently not included in the plans, prompting a request for clarification on the reasoning behind this omission.
 - **Access:** The group discussed the necessity of a **garage door** for the new addition. Current information indicates that a garage door is not part of the present design, which remains a point of concern for material transport.

General Shop Improvements

- **Lighting:** It was determined that the overall shop area requires **increased lighting** to improve visibility and safety for student work.
 - **Storage Solutions:** There is a significant need for additional **cabinets and storage units** to properly organize and secure shop supplies and equipment.
3. Facility conditions & improvements: More lighting. Air hoses for new frame machine location. The shop is under improvements and construction at this time. We are in the process of moving and changing the shop at this time.

c. Compliance & Program Review

3. Review NIOSH & program-specific checklist:
 1. What feedback or insights can the PAC provide? PAC did not provide any feedback at this time

Recommendations: It is recommended that the Nitrogen Welder be looked into for an upgrade. The inclusion of a floor drain in the new addition. Add a new garage door that is not in the present design. Increase the lighting for visibility and safety and additional cabinets and storage.

Motion: Mr. Martineau made a motion to approve the recommendations.

2ND: Mr. Burdin

Vote: Unanimous

Agenda Item #5 Equipment / Budget

Review Budget for FY26/27 & Prepare Budget for the upcoming school year (SY27/28)

- a. Review [Voc Budget FY 26/27](#) and begin Draft Budget for FY27/28.

Status Report:

- a. **Review of FY26/27 Budget and Draft Budget for FY27/28**
 - i. Technology & scanner.
 - ii. Appropriate Equipment: Camera setup for color matching.
 - iii. What tools and/or equipment replacement needs: Color matching camera for paint match. Drain for detail or wash bay area.
 - iv. 5 year outlook for tool/equipment replacement needs: New technology to keep up to industry standards at the time. 2 post lift. Equipment and safety measures for working on hybrid or electric vehicles. Battery lift for electric vehicle battery replacement.

Recommendations: It was recommended that the shop purchase a Color matching camera for paint match and install a drain for detail or wash bay area.

Motion: Mr. Martineau to accept the recommendations

2ND: Mr. Bob Levy

Vote: Unanimous

Agenda Item #6: Curriculum

- a. **Emerging Technology & Techniques:** What new technologies, tools, or techniques are gaining traction in the industry that students should be exposed to?

- b. **Industry Evolution (Past Year)** How has the industry changed over the past year, and what new or evolving skills are now essential for entry-level employees?
- c. **AI Integration & Readiness** What specific AI tools or applications are becoming essential in our industry, and what foundational skills do students need to use them effectively and ethically?
- d. **Curriculum Adaptation** How are emerging technologies, beyond AI (e.g., automation, sustainability practices), fundamentally changing job roles, and how quickly should our curriculum be adapted to address these new industry needs?
- e. **Outdated Skills & Equipment** Are there any tools, equipment, or skills that are becoming outdated or no longer widely used in your industry that we should consider reducing or phasing out?

Status Report:

- a. **Emerging Technology & Techniques:** Training, battery operated dent puller.
- b. **Industry Evolution (Past Year):** Scanning with scan tools. ADAS system for calibration
- c. **AI Integration & Readiness:** None at this time
- d. **Curriculum Adaptation: Pre and Post scans.** Different methods of repair in facilities was mentioned. Start to finish or shops that have assembly line style of repair where technicians specialized in one step in the process to fix a vehicle. Such as disassembly/reassembly, metal work, frame machine etc.
- e. **Outdated Skills & Equipment:** During CPT meetings, tools have been discussed and removed from shop this year. Outdated skills involve masking up parts on the vehicles. It was mentioned that shops are removing and installing parts such as door handles, belt moldings, mirrors and students should be trained on that.

Recommendations: It was recommendation for emerging technology & techniques that training be added for the operated dent puller. To include in the curriculum the detailed training on the removal & installation of parts such as door handles, belt moldings & mirrors.

Motion: Mr. Keith Burdin to accept the recommendations.

2ND: Mr. Dan Martineau

Vote: Unanimous

Agenda Item #7: Cooperative Education/Industry Trends

1. **HIRING & SKILL GAPS**
 - a. When hiring entry-level employees, what skill gaps do you most commonly see?
 - b. What are your biggest challenges when hiring new employees in your industry?
2. **TECHNICAL & PROFESSIONAL SKILLS**
 - a. What technical skills are essential for success in entry-level roles at your company?
 - b. What specific professional (“soft”) skills do you prioritize, and what distinguishes a strong candidate from an average one?
 - c. In the first 90 days, which professional skills most impact whether a new hire succeeds or struggles?
3. **PROGRAM ALIGNMENT & STUDENT PREPARATION**
 - a. If you have hired our co-op students or graduates, what are their strengths? Where do they need further development?
 - b. What should we be doing differently in our programs to better prepare students for success in your company/industry?
4. **FUTURE-FOCUSED & PROGRAM PRIORITIZATION**
 - a. As technologies (including AI) evolve, what new skills or competencies are becoming most important?
 - b. Which skills, tools, or processes are becoming less relevant or outdated? Where should we consider reducing emphasis to make room for higher-impact learning?
5. **PARTNERSHIP DEVELOPMENT**
 - a. What other companies or organizations would you recommend we partner with for co-op placement?

Status Report:**1. HIRING & SKILL GAPS**

- a. People who don't show up on time and people who are not fully engaged to learn
- b. Cell phone use, license, getting to work, motivation to learn.

2. TECHNICAL & PROFESSIONAL SKILLS

- a. Take a car apart and put it together. Removing parts, R and I.
- b. Being on time, be prepared, how fast they can pick up information. Most importantly they are willing to learn
- c. Motivation to learn

3. PROGRAM ALIGNMENT & STUDENT PREPARATION

- a. Showing up on time needs further development
- b. More of remove and install of parts on the vehicles such as headlights, mirrors, door handles, belt moldings etc.

4. FUTURE-FOCUSED & PROGRAM PRIORITIZATION

- a. Nothing mentioned at this time
- b. Masking up cars for paint instead of the proper way of removing and installing

5. PARTNERSHIP DEVELOPMENT

- a. April vacation- stop by shops.

Recommendations: Facilitator recapped the conversation and made a recommendation to accepted the discussion as recapped.

Motion: Mr. Keith Burdin to accept the discussion.

2ND: Mr. Bob Levy

Vote: Unanimous

Agenda Item #8: Other:**Status Report:**

Recommendations:

Motion:

2nd Motion:

Vote:

ADJOURNMENT

Recommendations: Facilitator made a recommendation for a motion to adjourn at 6:51pm

Motion: Keith Burdin

2ND: Mr. Hernandez

Vote: Unanimous

Next Meeting: October 2026

Respectfully Submitted: Jay Massey & Manny Malave