

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: David Thompson	CTE Program: Metal Fabrication
Recorder: Stephanie Dicecca	
Materials Manager: Jorge Polanco	
Dialogue Monitor: Brian Howe	
Timekeeper:	
Faculty Present	
David Thompson	Lead Teacher/ 12th Grade
Brian Howe	11 Grade
Stephanie Dicecca	10 Grade
Jorge Polanco	9th Grade
Keith Gaillard	Special Ed
Advisors Present	Name of Business
Joel Anziani	Joel Fabrications
Ryan Manzi	Tri State Ironworks
Bob Lavoie	Lavoie Welding
Tyler DiAgati	Local 537 Pipefitters - Cannistrarro
Jason Vining	Salem Metals
Camdyn Morin	Student (Coady's Towing)
Shaun Morin	Parent (Coady's Towing)
Guest Present	Name of Business
Daniel Ramirez	Co-op Student (MKS)
Kaylanee Mendoza	Local 537 Pipefitters - Cannistrarro
Matt Depippo	Galaxie Vacuum
Sam Wilmot	ARCO/Airgas

Agenda Item #1: Dave Thompson Called the meeting to Order at 5:15pm a. Welcome/Introductions
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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](#) 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. Dave Thompson presented the minutes on the TV and the board reviewed them.
- b. The board was surprised and very pleased to see that their recommendations of upgraded welding machines and upgraded press brake were already in the works.
- c. Dave Thompson solicited a motion to approve minutes

Recommendation: None at this time

Motion: Ryan Manzi moved to approve the minutes of 10-23-2025

2ND: Bob Lavoie

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](#)

Status Report:

- a. Capital Equipment Planning & Investment
1. Equipment replacement: The board was pleased that administration found the funds to purchase all new equipment that was part of a 5 year plan (15 weld machines and press brake modifications)
 2. Emerging tools & industry upgrades: Laser safety curtain system for press brakes has become commonplace and highly recommended.
- b. Facility Design, Functionality & safety
1. Shop design & industry alignment: The approves the current shop design and layout
 2. Safety, repairs & functionality: Jason recommends purchasing a Light Safety Curtain for our press brake. Salem Metals had a visit from OSHA and they informed Jason that all press brakes should have safety light curtains installed per the updated OSHA standards.
 3. Facility conditions & improvements: Jason Vining reminded us about the importance of updating the safety lines on the floor
- c. Compliance & Program Review
3. Review NIOSH & program-specific checklist:
 1. What feedback or insights can the PAC provide? Everything looks good currently.

Recommendations: It was recommended to purchase a Laser Safety Curtain for our press brake (Per OSHA update).

Motion: Jason Vining made a motion to accept the CTE Program Facilities Review as detailed.

2ND: Joel Anziani

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. The board approves of the purchases made.
 - ii. The board approves all equipment in the budget
 - iii. We have replaced the majority of our tools and equipment. We will continually replace worn/broken tools.
 - iv. With the addition of more students the board would like to see 3 more Trak mills purchased to support the curriculum

Recommendations: It was recommended to increase the gas budget from \$8300.00 to \$12,000 based on increased pricing. Dave Thompson gave a budget recap conversation and made a recommendation for a motion

Motion: Joel Anziani

2ND: Ryan Manzi

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:** None discussed
- b. **Industry Evolution (Past Year):** Discussion on AI and how it is affecting things such as CAD
- c. **AI Integration & Readiness:** For the most part AI has not found its way into our career areas except for in the CAD portion. Brian Howe has already started bridging the gap with entry level curriculum.
- d. **Curriculum Adaptation:** Our CAD curriculum already had AI components to it. Updated terminology and use of more complex AI will start to be brought in.
- e. **Outdated Skills & Equipment:** Our shop is currently up to date. However a discussion about the effectiveness of traditional related class vs integrated related was had. The board is not happy with the amount of shop time lost to the related classroom and grade 10 academics. Students today seem to learn more effectively in engaging areas such as the shop setting.

Recommendations: Jason would like to see a benchmark across local Tech schools in regards to the amount of time spent in a related classroom.

Motion: Shaun Morin made a motion to accept the curriculum discussion and recommendation as stated.

2ND: Tyler D'Agati

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. The largest skills gap are “soft skills” and blue print reading
- b. The biggest challenge is actually finding people with a solid work ethic. People that “want to work”

2. TECHNICAL & PROFESSIONAL SKILLS

- a. Being able to measure and reading measurements, proficient welding skills, proficient material handling skills, basic equipment operation and problem solving.
- b. Punctuality, time management, work ethic and responsibility.
- c. Punctuality, time management, effort, willingness to learn

3. PROGRAM ALIGNMENT & STUDENT PREPARATION

- a. Work ethic, welding skills are strengths. Reading blueprints needs improvement.
- b. We are currently on the right path with our curriculum and competency practices.

4. FUTURE-FOCUSED & PROGRAM PRIORITIZATION

- a. CNC Machine operation (water jet, laser, plasma, press brake)
- b. More fabrication based curriculum welding and lessen the volume of welding for certification

5. PARTNERSHIP DEVELOPMENT

- a. None at this time

Recommendations: It was recommended that the shop integrate more fabrication projects that combine welding and manufacturing.

Motion: Bob Lavoie made a motion to accept the Coop/Industry Trends as stated.

2ND: Ryan Manzi

Vote: Unanimous

ADJOURNMENT

Recommendations: Dave Thompson made a recommendation for a motion to adjourn

Motion: Jason Vining

2ND: Bob Lavoie

Vote: Unanimous

Next Meeting: October 2026

Respectfully Submitted: Dave Thompson and Stephanie Dicecca