

**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:*

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|-------------------------------------------|-------------------------------------------|
| <b>Facilitator:</b> Tina Collins          | <b>CTE Program:</b> Robotics & Automation |
| <b>Recorder:</b> Andrew String            |                                           |
| <b>Materials Manager:</b>                 |                                           |
| <b>Dialogue Monitor:</b>                  |                                           |
| <b>Timekeeper:</b> Joe Ruane              |                                           |
|                                           |                                           |
| <b>Faculty Present</b>                    |                                           |
| Tina Collins                              |                                           |
| Joe Ruane                                 |                                           |
| Andrew String                             |                                           |
| Don Ducharme (arrived 5:31PM briefly)     |                                           |
|                                           |                                           |
| <b>Advisors Present</b>                   | <b>Name of Business</b>                   |
| Jenn Stephens                             | Middlesex Community Instructor            |
| Dean Lepkowski (proxy for Rick Brooks)    | TechEd Products                           |
| Nolan Obrien (proxy for Chris Macrina)    | AET Labs                                  |
| Steve Bedrosian                           | Mitre Corporation                         |
| Frank Pechinsky                           | Raytheon                                  |
| Jaxon Jimenez                             | Robotics and Automation student           |
| Moses Jimenez (proxy for Felicia Oulette) | Robotics and Automation parent            |
|                                           |                                           |
| <b>Guest Present</b>                      |                                           |

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| <b>Agenda Item #1: Call to Order</b><br>a. Welcome/Introductions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Status Report:</b> Tina Collins called the meeting to order at 5:05PM<br><b>Agenda Item #2 Verification of committee members' contact information, phone numbers and emails.</b><br>a. Please verify the e-mail address for each member.<br>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 <b>composition populations</b> listed on the Program Advisory membership forms. Ask members to sign-in using the <a href="#">Google Form</a> (Share link with all members) and ask that they select any of the sub-groups they are able to represent.<br>i. Persons of racial or linguistic minorities.<br>ii. Persons who are nontraditional by gender for the program. |

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| iii. Persons who are well-equipped to represent the perspectives of persons with disabilities.                                                                                                                                                                                                 |
| <b>Status Report:</b> <ul style="list-style-type: none"> <li>a. Email Addresses have been verified for each member.</li> <li>b. Facilitator asked for members to review representative populations. Union representation will be updated when the members fill out the Google form.</li> </ul> |

### **REPORT OF OLD BUSINESS**

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| <b>Agenda Item #3: Minutes</b> <ul style="list-style-type: none"> <li>a. Review minutes from the Program Fall Advisory meeting, and voice comments, questions, or concerns (Minutes are posted on the GLTS website).</li> <li>b. Provide an update on action items from the previous meeting. The facilitator should recap the conversation (<a href="#">Link to recommendations updates</a>)</li> <li>c. Solicit a motion to approve minutes, 2<sup>ND</sup> the motion.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Status Report:</b> <ul style="list-style-type: none"> <li>a. Minutes Review: <ul style="list-style-type: none"> <li>i. Ms. Collins reviewed the previous minutes</li> <li>ii. Mr. Bedrosian asked about noise and heat in 6036 <ul style="list-style-type: none"> <li>1. Garage door scheduled to be replaced, facilities stated that the new garage door would negate the need for the loud heater.</li> </ul> </li> <li>iii. New computers are necessary to implement industry aligned shop curriculum <ul style="list-style-type: none"> <li>1. Mr. Bedrosian and Mr. Pechinsky asked how software licenses will be handled with new laptops.</li> </ul> </li> </ul> </li> <li>b. Action Items : <ul style="list-style-type: none"> <li>i. 220VAC outlets necessary for motor control curriculum</li> <li>ii. Removal of the AFOA equipment is necessary for shop space</li> <li>iii. Second set of lights necessary for instruction in 6036/6034</li> <li>iv. New benches and chairs for 6034/6035/6036 are necessary to implement industry aligned procedures and curriculum</li> </ul> </li> <li>c. Solicit a motion to approve minutes, solicit a 2<sup>ND</sup> motion.</li> </ul> <p><b>Recommendation:</b> Facilitator should recap the conversation and make a recommendation to approve.<br/> <b>Motion:</b> Ms. Stephens moved to approve the minutes of Fall Advisory board<br/> <b>2ND:</b> Mr. Pechinsky<br/> <b>Vote:</b> Unanimous</p> |

### **NEW BUSINESS**

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| <b>Agenda Item #4: CTE Program Facilities Review</b> <ul style="list-style-type: none"> <li>a. <b>CAPITAL EQUIPMENT PLANNING &amp; INVESTMENT.</b> <ul style="list-style-type: none"> <li>1. <b>Capital Equipment Replacement (5-Year Outlook)</b> Are there any major pieces of equipment (approximately \$25,000+) that we should plan to replace or upgrade within the next five years?</li> <li>2. <b>Emerging Tools &amp; Industry Upgrades</b> What new tools, equipment, or facility upgrades are becoming standard in your industry that we should consider incorporating into our program?</li> </ul> </li> <li>b. <b>FACILITY DESIGN, FUNCTIONALITY &amp; SAFETY</b> <ul style="list-style-type: none"> <li>1. <b>Shop Design &amp; Industry Alignment</b> Does our current shop layout and design reflect industry standards and real-world work environments?</li> <li>2. <b>Safety, Repairs &amp; Functionality</b> Are there any safety concerns, needed repairs, or workflow inefficiencies in the space (e.g., layout, storage, equipment placement) that we should address?</li> </ul> </li> </ul> |
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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:
    - a. Four AC/DC trainers needed to support program capacity and instruction
  2. Emerging tools & industry upgrades: (record discussion)
    - a. Ms. Stephens suggested smart factory capability to the mechatronics system.
    - b. Current industry trend is towards tablet-based collaborative robots (except in the auto industry that is entrenched in PLC).
    - c. Ms. Stephens suggested that a second collaborative robot would be an excellent addition considering industry trend towards collaboratives.
      - i. Group discussion on being robot manufacturer agnostic.
    - d. Group discussion: What pipeline can we start establishing for co-ops with respect to tablet-based collaborative robots?
- b. Facility Design, Functionality & safety
- a. Shop design & industry alignment: (record discussion)
    - a. Industry-standard benches and chairs (height, width, ESD considerations aligned with industry practice)
    - b. Discussion on 220V outlets to support motor controller curriculum/industry alignment
    - c. 6035 room equipment and features.
      - o Mr. Pechinsky asked how the electrical drops are working.
      - o Existing built-in desk units discussed as limiting flexibility
    - d. 6036 room equipment and features
      - o General discussion included:
        - i. Pneumatic capabilities (including hose management/reel systems)
        - ii. shelving and storage options
        - iii. hand tools and power tools (inventory and potential additions discussed)
        - iv. WiFi connectivity and performance (bandwidth/signal strength) across shop rooms
        - v. 3D printers
  - e. 6034 back room equipment and features
    - o Pneumatic capabilities (including hose management/reel systems)
    - o Discussion of 3D printers
    - o Electrical Static generator device for demonstration. Van de Graaff Generator.
  - f. 6034 front room
    - a. Highlighted layout on the floor for new benches.
    - b. Relocate large grey shelving unit to 6034 back room
    - c. Discussion of instructional technology needs (Smartboard for 6034 front)
- b. Safety, repairs & functionality: (record discussion)
- a. Safety:

- i. Need independent light switches between 6034 front room, 6034 back room, and 6036
- ii. 6034 front room and 6034 back room need independent room numbers/labels
- iii. 6034 front room needs a phone installed
- iv. All new benches must be properly ESD grounded
- v. Mr. Pechinsky recommended that the doors in 6034 front room need to open in the opposite direction (swing towards 6034 back)
- vi. Mr. Lepkowski, Ms. Stephens, and Mr. Pechinsky stated that the non-functional emergency buttons need to be removed from the shop. They are confusing and a hazard
- vii. Remove incorrect emergency eye wash and fire exit route signage
- viii. Lighting needs to be aligned to bench layout of 6034 front room, 6034 back room, and 6036. Discussion included potential use of indirect lighting to improve visibility and reduce glare
- ix. 6035 room equipment and features.
  - Lack of space for student belongings impacting walkway safety. Shelving needed in place of fixed bench-height shelving
- x. 6036 room equipment and features
  - Discussion of fire cabinet requirements (including size/footprint considerations)
  - Discussed laser ventilation
- xi. Lockboxes discussed—recommend one mounted in a central location with a secondary unit. Preference for digital combination locks with a keyed backup.

c. Facility conditions & improvements

- a. See discussion under Shop Design & Industry Alignment and Safety, Repairs & Functionality.

c. Compliance & Program Review

3. Review NIOSH & program-specific checklist:

- 1. What feedback or insights can the PAC provide? (record discussion)
  - 1. Reviewed the Robotics NIOSH list.
    - a) No items stood out that need to be addressed.

**Recommendations:**

- Remove built-in desks on the right side of 6035
- Remove 8' of the built-in desks (starting from the door) on the left side of 6035
- Purchase rolling shelves for student belongings
- Purchase four AC/DC trainers to support program capacity and instruction
- Purchase half-width fire cabinet.
- Purchase eight 3D printers
- Independent control of light switches needed for all shop spaces (6034 front/6034 back, 6036)
- Install a phone in 6034 front room
- Independent room numbers needed for 6034 front and 6034 back
- Light fixtures in all shop spaces need to align with the intended bench layout
- Indirect lights for 6034 front, 6034 back, & 6036
- Remove non-functioning emergency buttons
- Purchase hand tools
- Improve the WiFi bandwidth and signal strength

- Door between 6034 front and 6034 back needs to swing towards 6034 back so 6034 front can get 8 rows of benches
- Install two pneumatic reels for 6036
- Install two pneumatic reels for 6034 back room
- Install Smartboard in 6034 front.
- Purchase industry-aligned benches and chairs for the shop (all grades)
- Purchase two lockboxes with digital combination locks and keyed backup access.
- Move large grey shelving from 6034 front to 6034 back

**Motion:** Ms. Stephens made a motion to approve the recommendations.

**2ND:** Mr. Pechinsky

**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. Purchases (planned)
  1. Budget reviewed
  2. Field trips reviewed
  3. 4 x 3D printers for Exploratory
  4. Furniture, specifically benches and chairs
  5. 3 AC/DC trainers
- ii. Appropriate Equipment
- iii. What tools and/or equipment replacement needs
  1. PC laptops and a laptop cart to replace desktop PCs
- iv. 5 year outlook for tool/equipment replacement needs
  1. Should have smart factory mechatronics capability
  2. An additional collaborative robot would be an excellent addition

##### **Recommendations:**

- Purchase PC laptops and laptop cart to replace desktop PCs for shop (26/27)
- Purchase 3 AC/DC trainers (26/27)
- Purchase 8 x 3D printers (26/27)
- Purchase Furniture, specifically benches and chairs (26/27)
- Purchase 1 AC/DC trainer (27/28)
- Purchase Smart factory mechatronic capability (27/28)
- Purchase additional Collaborative robot (27/28)

**Motion:** Ms. Stephens made a motion to approve the budget as written.

**2ND:** Mr. Bedrosian

**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:**  
a. Robotics technicians are in high demand.
- b. **Industry Evolution (Past Year):**
- c. **AI Integration & Readiness:**  
a. The group reviewed the GLTS AI rules
- d. **Curriculum Adaptation:**  
a. The board suggested using a physical textbook to keep 4-year scope and sequence cohesive
- e. **Outdated Skills & Equipment:**  
a. Mr. Lepkowski voiced concern about what level students need to be exposed to: technicians are in high demand for robotics.

**Recommendations:**

- Physical textbooks to keep 4-year scope and sequence

**Motion:** Mr. Lepkowski motioned to accept the curriculum.

**2ND:** Ms. Stephens

**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. Mr. Lepkowski noted that robotics technicians are in high demand
2. **TECHNICAL & PROFESSIONAL SKILLS**  
a. Advisory members expressed support for maintaining the current curriculum and overall program vision, noting it effectively develops foundational electromechanical skills and the hands-on experience expected in entry-level roles, while also supporting students pursuing postsecondary engineering pathways.
3. **PROGRAM ALIGNMENT & STUDENT PREPARATION**

- a. Advisory members noted no major gaps and indicated students are well-prepared for entry-level expectations.
- 4. **FUTURE-FOCUSED & PROGRAM PRIORITIZATION**
  - a. Discussion reinforced continued emphasis on electromechanical fundamentals and hands-on learning as priorities moving forward.
- 5. **PARTNERSHIP DEVELOPMENT**
  - a. Starting partnership discussion with:
    - i. Mercury Systems
    - ii. RTX

**Recommendations:** Maintain current curriculum focus on electromechanical fundamentals with an emphasis on hands-on, applied learning, as this balance continues to effectively build technical skill and real-world competency.

**Motion:** Mr. Lepkowski made a motion to accept the recommendations.

**2ND:** Ms. Stephens

**Vote:** Unanimous

#### **Agenda Item #8: Other:**

##### **Status Report:**

**Recommendations:**

**Motion:**

**2ND:**

**Vote:**

#### **ADJOURNMENT**

**Recommendations:** Facilitator recommended for a motion to adjourn

**Motion:** Mr. Lepkowski

**2ND:** Mr. Pechinsky

**Vote:** Unanimous

**Next Meeting:** October 2026

**Respectfully Submitted:** Tina Collins and Andrew String