

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

PROGRAM ADVISORY COMMITTEE
MEETING MINUTES
November 17, 2022,

The Greater Lawrence Technical School Program Advisory Committee meeting was held on November 17, 2022, at Greater Lawrence Technical School.

The following members were in attendance:

Facilitator: Matt Bausemer	CTE Program: HVAC
Recorder: Austin Poirier	
Materials Manager: Joe Savino	
Dialogue Monitor: Chris Lynch	
Timekeeper: Chris Lynch	
Faculty Present	
Chris Lynch	HVAC Instructor
Matt Bausemer	HVAC Instructor
Joe Saviono	HVAC Instructor
Austin Poirier	HVAC Instructor
Advisors Present	Name of Business / Population Represented
Louis Delrosario	Student
Adam Incollingo	Student
Chris Incollingo	Parent
Andre Michaud	Ultra services inc.
Ken Nielsen	Accu-Aire Inc
Frank Ross	Homans associates
Guest Present	
Bob Reddish	Breen and Sullivan
David Muise	Breen and Sullivan
Chris Marulli	FW Webb Co.

Agenda Item #1: Call to Order a. Welcome/Introductions
Status report: Mr. Bausemer called the meeting to order @ 5:30 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. The facilitator asked for outstanding forms; one new member returned the paperwork for membership
- c. The facilitator asked for members to complete a google form.

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:

- a. Minutes from the last Advisory were read to the advisory board.
- b. **Everyone was generally excited about what we had accomplished and said the last meeting was the best Advisory they had attended.**

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

Motion: Ken Nielsen moved to approve the minutes of spring minutes.

2ND: Frank Ross

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?
 - 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?
 1. Are any cosmetic renovations or improvements needed to ensure our program reflects the current industry styles, trends, and standards?

Status Report:

- a. **Review shop facilities and equipment.**
 - i. Does the current shop design meet current industry standards?
 1. Safety concerns:
 - a. LOTO Station
 2. Repairs:
 - a. Water entering the wall by the gas lab and overhead door
 3. Layout / Functionality:
 - a. Mr. Ross indicated that more space would be needed to accommodate the HFO equipment entering the industry. Mr. Michaud agreed. Mr.

Michaud recommended replacing Ductless head heat pumps with ceiling cassettes which will save space.

4. Storage:

- a. Mr. Lynch explained that with the addition of new equipment and expanding the curriculum, the storage cabinets were relocated outside in the storage trailer. It was recommended by Mr. Ross, Mr. Nielsen, Mr. Reddish, Mr. Muise, and Mr. Marulli to provide adequate storage space for materials while looking at increasing the shop size.

5. Cosmetic Renovations:

- a. None at this time.

Recommendations: It was recommended by the board that storage space is needed along with larger shop space to accommodate new equipment and training space. Larger outside space to accommodate new HFO and VRF equipment.

Motion: Mr. Michaud

2nd Motion: Mr. Ross

Vote: Motion Carried

Agenda Item #5: (FALL ONLY) Reviewing Proposed Budget for the upcoming school year (SY23/24):

a. Review SY23/24 DRAFT Budget

- i. Review Spring Minutes and Proposed Department Budget (for SY23/24) Is the proposed budget inclusive of equipment and supplies recommended by the Advisory Program Committee at the last Advisory meeting? What edits should be made?

Status Report:

- a. Mr. Lynch Discussed the proposed budget for SY23/24. We have a proposed increase of \$10,000, mostly covering the increase in supply cost. The biggest adjustment in the budget is the proposed supply budget was increased by \$22,000, which includes the zoom lock tool, which was recommended by the advisory board last year. The equipment budget was decreased by \$10,000. And reduction cost in other areas. Mr. Ross indicated that the new HFO equipment would require new tools to service and repair. Existing vacuum pumps and gauges cannot be used.
- b. Mr. Lynch also discussed the new energy management system and VR training made possible by a grant and a new proposed lab space.

Recommendations: It was recommended by the board that the proposed equipment budget be increased to cover added equipment and tools to bring a higher level of training to our students. Equipment is Communicating heat pump, ERV system, radiant heating, and addition of HFO equipment and service tools.

Motion: Mr. Michaud

2nd Motion: Mr. Ross

Vote: Motion Carried

Agenda Item #5 (SPRING ONLY) Prepare Budget for the upcoming school year (SY23/24)

- 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. Are there any additional certifications that are valuable for students to have in the Industry?

Status Report:

- a. Discussion started with Mr. Ross updating the board on new trends in our industry. HFO (propane) is the new refrigerant, with some existing refrigerants being phased out.
- b. Teachers in the current HVAC program will need to be trained in new HFO refrigerants. Several supply houses will offer training.
- c. Mr. Michaud recommended a more comprehensive Lockout /Tagout with students having their tags and locks. Mr. Ross recommended adding VRF and ERF training and equipment, radiant heating and tekmar controls, and zoom LOK tool training. Mr. Nielsen agreed.
- d. Mr. Ross and Mr. Michaud recommended certifications and training in HFO refrigerants, LOTO, Soft skills for customer service, Hot works, and VRF training.

Recommendations: It was recommended that we purchase the equipment needed to prepare students for CO-OP opportunities and certifications.

Motion: Mr. Ross

2nd Motion: Mr. Michaud

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 grads) and if so, what are their strengths and skills/understandings are they lacking?
3. What should we do as teachers to help our students be prepared to succeed at your company and/or in our industry?

Status Report:

1. Mr. Nielsen and Breen and Sullivan have hired co-op students
2. Susan Almono spoke to employers about hiring after-dark students. Employers were receptive, and we spoke about the success we had had in the past.
3. Discussions of what employers are looking for in a co-op student were students learning empathy to customers, Multimeter, diagnostic skills, and exposure to new technology
4. Driver's license
5. Board has recommended equipment with new technology continue to be brought in.
6. Teachers need to work on communication skills and expectations with students

Recommendations: It was recommended by the board that we work towards getting the new technology in place to better prepare students to be better prepared for what is out in the industry now.

Motion: Mr. Nielsen

2nd Motion: Mr. Michaud

Vote: Motion Carried

Agenda Item #8: (FALL ONLY) Elect Advisory Chair:

- a. The General Advisory Meeting will take place on January 17, 2023, at 5 pm.
- b. Are there any nominations for the Program Advisory Chair for the 2022-2023 school year (take nominations)? (Second, discussion, any opposed, all those in favor?)

Status Report:

Mr. Ken Neilsen from Accuair Inc has stepped up to be the program advisory chair

Recommendations: It was recommended by the board to accept Mr. Neilson as the Chair

Motion: Mr. Ross

2nd Motion: Mr. Michaud

Vote: Motion Carried

Agenda Item #9: 5 Year Strategic Plan

GLTS is in the process of developing a 5-year strategic plan for the school. Please provide insights on the following:

- What is the industry's future and job outlook? (5 years, ten years)
- Is there new technology/equipment we should be looking at or investing in?
- How is integrating environmentally sustainable practices? In what ways will we need to consider these as we expand and adapt practices? (Ex- New bays for electric cars)

Status Report: The industry is changing to meet the needs of today's environmental changes. Efficient equipment and training will prepare students for industry. We should plan on having HFO equipment and curriculum within the next 1-2 years. Building automation, VFD, communicating systems, wi-fi thermostats, and IAQ should also be emphasized.

Recommendations: It was recommended by the board that we look at increasing the space to add the new technology needed to prepare students. Purchase VRF, HFO equipment, ERV, and communicating heat pumps.

Motion: Mr. Nielsen

2nd Motion: Mr. Ross

Vote: Motion Carried

Agenda Item #10: Other (Programs to add any additional agenda items. For example, ask advisory members to provide feedback or recommended edits to Career Trees, or website content shared at previous Lead Teacher meeting).

Status Report: None at this time

Recommendations:

Motion: None at this time

2nd Motion:

Vote:

ADJOURNMENT at 7:30 PM.

Motion: Mr. Neilsen moved to adjourn.

2ND: Mr. Ross
VOTE: Unanimous

Next Meeting: April 13, 2023,
Respectfully Submitted: Austin Poirier