

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

PROGRAM ADVISORY COMMITTEE
MEETING MINUTES
November 4, 2021

The Greater Lawrence Technical School Program Advisory Committee meeting was held on November 4, 2021, at Greater Lawrence Technical School.

The following members were in attendance:

Facilitator: Matthew Bausemer	CTE Program: HVAC/R
Recorder: Matthew Bausemer	
Materials Manager: Joseph Savino	
Dialogue Monitor: Christopher Lynch	
Timekeeper: Rich Gonsalves	
Faculty Present	
Matthew Bausemer	Instructor
Joseph Savino	Instructor
Christopher Lynch	Instructor
Richard Gonsalves	Instructor
Advisors Present	Name of Business / Population Represented
Ken Neilson	Accuraire
Guest Present	
Nicholas Metz	Breen and Sullivan
Andre Michaud	Suburban HVAC
Luis Del Rosario	Student
Lloyd Benjamin	Emerson Swan
Adam Incollingo	Student
Andrea Incollingo	Parent
Louis Del Rosario	Student

Agenda Item #1: Call to Order
a. Matthew Bausemer opens the meeting at 5:32 greeting each of the members over zoom.
Status report: Matthew Bausemer speaks about how excited the teachers are to be working at GLTS and to have an opportunity to work with such a well-rounded advisory.

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. Solicit representation for all **representative populations** listed on the Program Advisory membership forms.

Status Report:

- a. Email Addressed has been verified for each member we placed in the chat logs for zoom
- b. Facilitator talked about getting forms to new group members before the next meeting.
- c. Facilitator asked for members to review representative populations.

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. Review minutes from the last advisory meeting
- b. We talked about interplay software and how it didn't work as well as hoped and since it had a substantial cost per student, we have decided to not continue it this year.
- c. Test generator
- d. Employers want us to build work ethic into students and confidence
- e. We had a discussion about students lacking tools when they enter the workplace.
- f. We tried to use Gould to place
- g. Ken Neilson talked about things we should be focusing on for the skill competition.
- h. Solicit a motion to approve minutes, 2ND the motion.

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

Motion: Andre Michaud

2ND: Lloyd Benjamin

Vote: Unanimous motion carried

NEW BUSINESS

Agenda Item #4: CTE Program Facilities Review

- a. **Discuss shop facilities and equipment.**
 - i. Update advisory board on the progress and response to previous recommendations.
 - ii. Considering the impact of the Pandemic on the Industry and workspaces, please share how the industry has adapted to meet the current safety guidelines and standards.
 1. Have day-to-day operations changed?
 - a. Are there any operational adjustments that GLTS should consider implementing?
- a. **Discuss shop facilities and equipment.**
 - i. Update provided on previous recommendations.
 1. We are not in the shop this year. But using a remote camera Chris Lynch did a shop tour, so we could not in person but virtually.
 2. We spoke about each of the areas by grade level
 - a. The freshman area booths need to be rebuilt

- b. Sophomore students need more storage. We can make adjustments and build small storage under shelving in the sophomore area.
 - c. The storage container needs to have lights in it to be properly lit for safety.
 - d. Junior area has had a lot of equipment moved around and needs to have projects reinstalled.
 - e. Senior area needs to be upgraded. Mr. Gonsalves is working to build out the senior area to more accurately resemble the framework. Duct work, Heat Pumps
- ii. Industry practices in response to the Pandemic.
- 1. Day-to-Day Operations:
 - a. Merv. 18 filters
 - i. It is the new industry standard that people are willing to pay for
 - ii. UV lights have been mandated for hospitals
 - iii. I-waves
 - iv. Chemical treatments of evaporators
 - 2. Physical Layout:
 - a. Mask Mandated
 - i. Physical screens are still up
 - 3. Tools and Supplies:
 - a. PPE is in full effect, hand wipes,
 - i.

Recommendations: Meeting with Schnieder electric about building a controls lab. We have talked to them and will be putting a meeting together.

Motion: Nick Metz

2nd Motion: Ken Neilson

Vote: Motion Carried unanimous

Agenda Item #5: (FALL ONLY) Reviewing Proposed Budget for the upcoming school year (SY22/23):

Review SY21/22 Budget

- i. Review Spring Minutes and Proposed Department Budget (for SY21/22) Is the proposed budget for FY22/23 budget inclusive of equipment and supplies recommended by the Advisory Program Committee at the last Advisory meeting?

Status Report:

- a. The advisory has warned us that the cost for each item has gone up quite a bit with the price on stock going up 40-55 percent on everything. With multiple price increases over the course of the last year.
- b. The price of a pressure relief has gone from 27 dollars to 57 price increase.
- c. Andre Michaud has recommended last year's budget should be tripled if you want to do all the same projects.
- d. Anything that you buy right now, is adjusted by the price "per day" like market price on fish.
- e. We are going to need to get creative or the budget will be in shambles unless prices level off or lower.

Recommendations: It is recommended that last year's budget should be tripled if you want to do all the same projects.

Motion: Nick Metz

2nd Motion: Andre Michaud

Vote: Motion Carried

Agenda Item #5 (SPRING ONLY) Prepare Budget for the upcoming school year (SY22/23)

- 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. Is there any new technology or techniques that we should be teaching our students?
- b. Are there any additional certifications that are valuable for students to have in the Industry?

Status Report:

- a. Pro-press and megapress should have training.
- b. Zoom lock can be taught Ken Neilson
- c. Hotwords from NFPA

Recommendations: No recommendations at this time.

Motion: Nick Metz

2nd Motion: Andre Michaud

Vote: Motion Carried

Agenda Item #7: Cooperative Education/Industry Trends

1. In thinking about recent and/or new hires at your company or in your industry, what are the skills they are lacking?
2. What is your biggest challenge when hiring new employees?
3. What skills are essential for new hires at your company/in your industry?
4. Have you hired any of our students (coop or recent grads) and if so, what are their strengths and what skills/understandings are they lacking?
5. What should we be doing as teachers to help our students be prepared to be successful at your company and/or in our industry?
6. What other companies in your industry can we partner with to place our students on Coop?

Status Report:

1. Computers. Students need to be file storage and be able to move around in windows updating firmware, loading programming onto a thumb drive.
2. Having students who take initiative and don't need to be told step by step what to do.
3. Having students not be attached to their phone, or being able to use more than just an app.
4. No Discussion at this time
5. No Discussion at this time
6. No Discussion at this time

Recommendations: None at this time.

Motion: Andre Michaud
2nd Motion: Ken Neilson
Vote: Motion Carried

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

- a. The General Advisory Meeting will take place on January 18, 2022, at 5 pm.
- b. Are there any nominations for the Program Advisory Chair for the 2021-2022 school year (take nominations)?
- c. All those in favor?

Status Report:

- a. The General Advisory Meeting will take place on January 18, 2022, at 5 pm.
- b. Are there any nominations for the Program Advisory Chair for the 2021-2022 school year (take nominations)? No vote taken at this time. Only one advisory board member was at the meeting
- c. All those in favor? Yes

Recommendations: No Recommendations at this time

Motion: N/A

2nd Motion:

Vote:

Agenda Item #9: 5 Year Strategic Plan

GLTS will be looking at creating a 5-year strategic plan for the school. We would like you to consider the following for the program:

- What is the future of the industry and job outlook? (5years, 10 years)
- Is there new technology/equipment that we should be looking at or investing in?
- Will the industry be sustainable in its current practices, or will we need to expand for future industry trends? (Ex- New bays for electric cars)

Status Report:

GLTS will be looking at creating a 5-year strategic plan for the school. We would like you to consider the following for the program:

- The job outlook for the HVAC industry is very strong and finding quality people is getting harder and harder.
- We should be investing in Propress and Mega press, but you still need to know how to braze.

Recommendations: Grow the shop

Motion: Andre Michaud

2nd Motion: Ken Neilson

Vote: Motion Carried

ADJOURNMENT at 7:30 PM.

Motion: Nick Metz

2ND: Andre Michaud

VOTE: Unanimous

Next Meeting: April 28, 2022

Respectfully Submitted: Matthew Bausemer