

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

PROGRAM ADVISORY COMMITTEE
MEETING MINUTES
November 19, 2024

The Greater Lawrence Technical School Program Advisory Committee meeting was held on November 19, 2024, at Greater Lawrence Technical School.

The following members were in attendance:

| | |
|--------------------------------------|--|
| Facilitator: Joe Savino | CTE Program: HVAC/R |
| Recorder: Eric Rogers | |
| Materials Manager: Joe Savino | |
| Dialogue Monitor: Joe Savino | |
| Timekeeper: Austin Poirer | |
| | |
| Faculty Present | |
| Joe Savino | Grade 11 Instructor |
| Eric Rogers | Grade 9 Instructor |
| Chris Lynch | Grade 12 Instructor |
| Austin Poirer | Grade 10 Instructor |
| | |
| Advisors Present | Name of Business / Population Represented |
| Chris Brennan | Pipefitters Local 537 |
| Andre Michaud | Suburban HVAC |
| | |
| Guest Present | Local 537 |
| Adam Incolligno | Tremont HVAC |
| Andrew Potenza | Breen and Sullivan |

Agenda Item #1: Call to Order

- a. Welcome/Introductions

Status report: Mr. Savino Welcomed all members at 5:00 pm and made the introductions.

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; three members returned the paperwork. (Example)
- c. The facilitator asked for members to complete 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. Review minutes from the last advisory meeting, and voice comments, questions, or concerns (Minutes are posted on the GLTS website). minutes not available
- b. Solicit a motion to approve minutes, 2ND the motion.

Recommendation: Solicited a motion to approve minutes.

Motion: Not enough members for a Quorum

2nd Motion:

Vote:

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?
 - i. What are the estimated associated costs to complete the improvements?
4. Are there any storage issues?
 - a. If so, what improvements could be made?
 - i. What are the estimated associated costs to complete the improvements?
5. Are there any cosmetic renovations or improvements needed to ensure our program is reflective of the current industry styles, trends, and standards?
 - a. If so, what improvements could be made?
 - i. What are the estimated associated costs to complete the improvements?
6. Are there any emerging equipment needs or facility upgrades necessary to align with industry standards for environmental sustainability?
 - a. If so, what improvements could be made?
 - i. What are the estimated associated costs to complete the improvements?

Status Report:

a. **Review shop facilities and equipment.**

- i. Does the current shop design meet current industry standards?
 1. Safety concerns:
 - a. Need a larger shop because everything is too close to each other.
 - b. Working area is too crowded and raises safety concerns
 - c. The shop exhaust fan system is inoperable. Raises issues with air quality within the shop.
 2. Repairs:
 - a. Shop exhaust fans should be repaired.
 3. Layout / Functionality:
 - a. Get ceiling gridding installed to allow more space for equipment.
 - i. 10,000
 4. Storage:
 - a. Need more space to store supplies and equipment.
 5. Cosmetic Renovations:

Recommendations: It is recommended that the shop area be increased in size due to safety concerns.

It is recommended that there be a designed storage area.

It is recommended that the shop exhaust fan be repaired

It is recommended that a ceiling grid be installed to allow more space for equipment.

Motion: Not enough members for a Quorum

2nd Motion:

Vote:

Agenda Item #5: (FALL ONLY) Reviewing the Budget for the upcoming school year and 5 year outlook for equipment needs (SY25/26):

- a. **Review SY25/26 Budget**

- i. Review Spring Minutes and Department Budget (for SY25/26). Consider the trajectory of your industry over the next 5 years when answering the following questions:
- ii. Can you outline the specific types of equipment you/your company plans to invest in over the next 5 years?
 1. What will the benefits be of investing in these items?
 2. Will any existing pieces of equipment be phased out with the implementation of new equipment?
 3. Are there ways we can align our equipment needs with environmentally friendly/sustainable practices?
- iii. How important do you view preventative maintenance for the equipment you plan to purchase?
 1. Do you have a suggestion for how we budget preventative maintenance/repair costs for new and existing equipment?
 2. Are there specific preventative maintenance contracts we should consider, and what key features should we look for?

Status Report: The board members discussed the following:

1. What will the benefits be of investing in these items?
 - For students learning.
2. Will any existing pieces of equipment be phased out with the implementation of new equipment? No.

Recommendations:

Motion: Not enough members for a Quorum

2nd Motion:

Vote:

Agenda Item #5 (SPRING ONLY) Prepare Budget for the upcoming school year (SY26/27)

- 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: (Chris Brennan)

2nd Motion: (Adam Incolligno)

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. When reviewing the [Industry Recognized Credentials](#) provided by DESE, please identify which certifications are required, desired, or particularly valuable for students to possess in their respective industries. This will help ensure that students are earning credentials that align with industry standards and enhance their employability.

Status Report:

- a. New refrigerants and heat pump technology
- b. We cover A2L refrigerants, which are the latest refrigerants being used.
- c. EPA 608A, Hot works, OSHA 10

Recommendations: Recommend purchasing new A2L equipment

Motion: Not enough members for a Quorum

2nd Motion:

Vote:

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

Status Report:

1. Be realistic about the trade and the drawbacks of working in the trade
2. Learn to be without your phone
3. Ask questions often, no matter how dumb they may seem.
4. Develop soft skills
5. Take initiative to take the next step on a job
6. N/A
7. Have you hired any of our students (coop or recent graduates) and if so, what are their strengths and what skills/understandings are they lacking? Yes we currently have a student in the advisory that has just got his oil burner license and is working with installing and maintaining systems.

Recommendations:

Motion: Not enough members for a Quorum

2nd Motion:

Vote:

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

- a. The General Advisory Meeting will take place on January 14, 2025.
- a. Are there any nominations for the Program Advisory Chair for the 2024-2025 school year (take nominations)?

Status Report:

Recommendations: None at this time due to not enough members attending the meeting

Motion: Not enough members for a Quorum

2nd Motion:

Vote:

Agenda Item #9: Other (Programs to add any additional agenda items.)

Status Report: N/A

Recommendations:

Motion:

2nd Motion:

Vote:

ADJOURNMENT at 7:30 PM.

Mr. Savino suggested a move to adjourn the meeting

Motion: Andre Michaud moved to adjourn

2nd Motion: Chris Brennan

Vote: Unanimous

Next Meeting: April 8, 2025

Respectfully Submitted: Eric Rogers