

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 October 24, 2024, at Greater Lawrence Technical School.

The following members were in attendance:

Facilitator: Brooke Leavitt	CTE Program: Medical Assisting
Recorder: Rita Fazio	
Materials Manager: Sarah Coutu	
Dialogue Monitor: Tamie Harris	
Timekeeper: Tamie Harris	
Faculty Present	
Brooke Leavitt	11th-grade Instructor, Department Lead
Sarah Coutu	11th-grade Instructor
Rita Fazio	10th-grade Instructor
Tamie Harris	9th-grade Instructor
Absent: Audra Durkin	12th-grade Instructor
Advisors Present	Name of Business / Population Represented
Elizabeth Torres, RN	Chairperson Devoted Health - Utilization Management Nurse
Christen Fragala, MD	Family Practitioner/Westford Family Medicine/Lowell General Hospital
Linda Coke, RPh	Greater Lawrence Family Health Center Director of Pharmacy
Kathleen Welch-Hudson	Dean of Health Professions at NECC
Cynthia Gomez	RN @ Lahey 10th-grade GLTS parent

Madiely Jacobita	12th-grade student
Julissa Sanchez	12th-grade student
Eliana Reyes	11th-grade student
Absent: Holly Braid, Janine Bellitti, Izayah Sapon	

<p>Agenda Item #1: Call to Order</p> <p>a. Welcome/Introductions</p>
<p>Status report: Brooke Leavitt called the meeting to order at 5:23 PM.</p>
<p>Agenda Item #2 Verification of committee members’ contact information, phone numbers, and emails.</p> <p>a. Please verify the e-mail address for each member.</p> <p>b. Please distribute and collect information sheets for new members and members with pending paperwork. (Please return the paperwork to Sue Ouellette.)</p> <p>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.</p>
<p>Status Report:</p> <p>a. Email Addresses have been verified for each member.</p> <p>b. No new members present.</p> <p>c. The facilitator asked for members to complete google form.</p>

REPORT OF OLD BUSINESS

<p>Agenda Item #3: Minutes</p> <p>a. Review minutes from the last advisory meeting, and voice comments, questions, or concerns (Minutes are posted on the GLTS website).</p> <p>b. Solicit a motion to approve minutes, 2ND the motion.</p>
<p>Status Report:</p> <p>a. Board members individually reviewed minutes from spring Advisory Board Meeting.</p> <p>Recommendation: Brooke Leavitt ensured members reviewed the minutes; no comments, questions, or concerns voiced by members.</p> <p>Motion: Christen Fragala motioned to approve the minutes from April 11, 2024.</p> <p>2ND: Kathleen Welch-Hudson</p> <p>Vote: Unanimous</p>

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?

a. Review shop facilities and equipment.

- i. Does the current shop design meet current industry standards?
 1. Safety concerns:
 - a. Lab and Shop department Too small
 - i. Safety concerns with size and space given the large number of students per workstation in our lab. The shop has more students than past years, and the shop space is very small relative to needs. With regular class size (16), there are 4 students per workstation and a very small area. Ideally should be 2 per workstation
 2. Repairs:
 - a. No current repair needs
 3. Layout / Functionality:
 - a. The layout is LESS than ideal. Sophomore classroom is not in shop area
 - i. Sophomore class has less access to the lab, other students, and a less inclusive atmosphere. More difficult for teacher to prepare lessons and allow collaboration
 4. Storage:
 - a. Acceptable but can improve

- i. Storage has been improved as we have included more storage in the lab and a new sophomore classroom. Sophomore classroom continues to share storage space with the PHYSICS department though. Some Large expensive items continue to be stored in plain sight due to inability to store and secure in cabinets, etc.
- 5. Cosmetic Renovations:
 - a. No current needs. Sophomore classroom requires paint, etc. should they stay in that room in the future as classroom was not prepared for new teacher as previous teacher left in April of 2024 and classroom remained untouched.

Recommendations: All board members agree that the Medical Assisting Shop is less than desirable given the program’s high demand. As one of the more sought-after shops at GLTS, the members feel as though the space designated to Medical Assisting should reflect its demand. The board recommends a larger Lab space as well as the ENTIRE shop be together and not separated.

Motion: Christen Fragala

2nd Motion: Kathy Welch - Hudson

Vote: Motion carried

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:

- a. Unable to review SY25/26 Budget due to network issues.
 - i. Spring minutes referenced regarding Budget. All equipment requested in the past year has been approved. Textbooks (Hartman's Medical Assisting: The Basics, workbook and textbooks) purchased. Budget has allowed for all requests to be approved including NECC Early College courses and all equipment. There are more sophomores and juniors than previous years, which will require a larger budget for college courses, CCMA testing, etc.
 - ii. Specific types of equipment that PAC member’s / companies plan to invest in over the next 5 years: 1. Abbott ID Now POC Testing Machines - CLIA testing for Covid, RSV, flu, Strep - on one machine. 2. Retina View - tests for diabetic retinopathy. 3. MOBILITY equipment for inpatient settings.

Recommendations: At this time, it's recommended that the budget be sustained to support the current department needs (Supplies, Equipment, Curriculum Resources, Certifications, and Early College) in addition to the following equipment that would be useful for students to be able to familiarize themselves prior to entering the industry: Abbott ID Now machine for CLIA covid, rsv, flu, and strep testing, as well as the Retina View which tests for diabetic retinopathy.

Motion: Christen Fragala

2nd Motion: Elizabeth Torres

Vote: Motion carried

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: (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. 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. Curriculum Review by grade level:
 - i. Freshmen: Just finished 1 day exploratory and began 5 days exploratory. This will run for 8 weeks. Also teaching Junior/Senior related program on academic week. Sarah Coutu is helping to teach Junior Related. Senior related is focusing on NECO college course
 - ii. Sophomores: A&P (integumentary, skeletal, muscular), OSHA, EHR GO, Medical Terminology
 - iii. Juniors: Sarah Coutu joined as a junior teacher. Currently completing pharmacology. Reviewing body systems in Related. To begin Reproduction and Human growth, phlebotomy will begin clinical in January and begin CCMA review for exam in June. Typically, we went 3x/wk, but due to the large junior group this year we will need to do 2x/wk (2 sets of students) so- "Junior class" 4 days out per week.

- iv. Seniors: Early College Course at NECC
 - 1. Learning Strategies for Success in Healthcare Professions; occurring during Related Period
- b. Industry Recognized Credentials
 - i. 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.
 - 1. OSHA General Industry-10 hours - Required
 - 2. American Heart Association HeartSaver - Required
 - 3. Certified Clinical Medical Assistant (NHA) - Required
 - 4. Patient Care Technician
 - 5. Pharmacy Technician
 - 6. Certified Billing and Coding Specialist
 - ii. PAC members suggested the department look into Medical Interpretation certification for students as there is a high demand in the industry; would increase employability for students for coop and post-graduation.

Recommendations: Recommend pursuing other credentialing for Patient Care Technician and Pharmacy Technician. There has been a talk with NECO for the Pharmacy Technician program. Patient Care Tech can be done through NHA. Senior students will potentially be offered Patient Care Tech in collaboration with Health Assisting Seniors. This would be made available for non-coop students. The Advisory board strongly recommends looking into Medical Interpretation and possibly Certified Billing and Coding Specialist. NECO has an online program for coding/billing. As we will have 52 Seniors next year and it will be difficult to get them all into Co-op sites, offering other career pathways and certifications will be necessary to optimize learning and engagement.

Motion: Christen Fragala

2nd Motion: Linda Coke

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 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. All Senior students except 2 are out on Co-op
- 2. New sites:
 - i. Froggy's Play Center
 - ii. Krono's Health
 - iii. Tallman Eye Associates
 - iv. Merrimack Child Care Center
 - v. YMCA
 - vi. Spring Valley Behavioral Center
- 3. Established Sites:
 - i. Meyers Chiropractic
 - ii. CVS Pharmacy
 - iii. Joint and Mobility

Recommendations: PAC recommends looking into Adult Daycare facilities to expand coop sites for employment.

Motion: Elizabeth Torres

2nd Motion: Christen Fragala

Vote: Motion Carried

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

- a. The General Advisory Meeting will take place on January 14, 2025.
- b. Are there any nominations for the Program Advisory Chair for the 2024-2025 school year (take nominations)? Elizabeth Torres would like to continue on as Program Advisory Chair.

Status Report:

- a. Elizabeth Torres is remaining as our Program Advisory Chair

Recommendations: Unanimously agree to keep Elizabeth Torres as Chair

Motion: Christen Fragala

2nd Motion: Kathy Welch-Hudson

Vote: Motion Carried

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

Status Report: (Record Discussion)

Recommendations:

Motion: (Name of Board Member)

2nd Motion: (Name of Board Member)

Vote: (Motion Carried or Motion Failed)

ADJOURNMENT at 6:46 PM

Motion: Christen Fragala

2ND: Elizabeth Torres

VOTE: Unanimous

Next Meeting: April 8, 2025

Respectfully Submitted: Rita Fazio