

**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:*

<b>Facilitator:</b> Sherry Abruzese	<b>CTE Program:</b> Health Assisting
<b>Recorder:</b> Jillian Shannon	
<b>Materials Manager:</b> Christine Gray	
<b>Dialogue Monitor:</b> Christine Gray	
<b>Timekeeper:</b> Christine Gray	
<b>Faculty Present</b>	
Sherry Abruzese	
Jillian Shannon	
Christine Gray	
<b>Advisors Present</b>	<b>Name of Business / Population Represented</b>
Nicolas Troisi	Mass General Brigham Medical Laboratory
Amy Libby	Lahey Hospital & Medical Center/Parent
Angela Chamberlin	Special Educational Instructor for Adults /Disabilities/Parent
Ava Chamberlin	Student
Wilda Felipe	Mary Immaculate Finance/Parent
Julien Felipe	Student
Mary (Jae) Estevez	Student
Diosmery Ortiz	Student
Yanely Flete Polanco	Student

Alaysha Soto	Student
Lourie Estevez	Parent
Maria Gomez	Parent
Yajaira Ortiz	Parent
<b>Guest Present</b>	
Quintino Flete	Parent

<p><b>Agenda Item #1: Call to Order</b></p> <p>a. Welcome/Introductions</p>
<p><b>Status report:</b> Sherry Abruzese called the meeting to order at 5:05 PM.</p>
<p><b>Agenda Item #2 Verification of committee members' contact information, phone numbers, and emails.</b></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 <a href="#">Google Form</a> (Share link with all members) documenting their attendance and whether they are able to represent the diverse perspectives of our community.</p>
<p><b>Status Report:</b></p> <p>a. Email Addresses have been verified for each member. Everyone received a written invitation in the mail. Everyone received an updated change of date RSVP email.</p> <p>b. N/A - no outstanding forms required</p> <p>c. The facilitator asked for members to review representative populations. Board members scanned QR code and filled out a survey.</p>

**REPORT OF OLD BUSINESS**

<p><b>Agenda Item #3: Minutes</b></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, 2<sup>ND</sup> the motion.</p>
<p><b>Status Report:</b></p> <p>a. Minutes reviewed and no questions or concerns.</p> <p>b. Motion to approve the minutes was made.</p>

**Recommendation:** Facilitator recapped the conversation and made a motion to approve.

**Motion:** Angela Chamberlin moved to approve the minutes from April 11, 2024.

**2ND:**

**Vote:** Not enough members to 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: No, it does not meet current industry standards and there are some safety concerns noted.
    - a. More space and a bigger bed lab is needed for the increasing groups of students. May need a new facility to support more space needed (Elks Lodge or Barn)
      - i. Unknown
  2. Repairs: Yes, there are some repairs needed.
    - a. Will need a shower room to support student skills for getting ready for clinicals.

- i. Unknown
- 3. Layout / Functionality: Yes, some of the shop areas need to have the layout changed.
  - a. Over the summer we had a storage room made but there needs to be better organization in there. The lab tables that are currently in there are taking up a huge amount of space and need to be removed to provide adequate storage for the large supplies.
    - i. Maintenance department should be able to complete this task with limited costs
- 4. Storage: More storage for larger equipment in the storage room.
  - a. Please see above!
- 5. Cosmetic Renovations: Yes, there are cosmetic renovations that need to be done.
  - a. Painting and patching the walls in the lab where they removed large items from the walls. Maintaining a comfortable temperature throughout the day with accurate heat and AC. Getting new and more comfortable desks or lab tables with matching comfortable chairs.
    - i. Unknown
- 6. Emerging Equipment: Yes, it would be helpful to have some new equipment in relation to software and online modules.
  - a. De-escalation software/course for students to deal with aggressive patients, EMR software for the students to learn how to chart ADL's

**Recommendations:** It was recommended by the board that the Health Assisting shop needs much more space and a bigger lab to house new and updated hospital beds, that the tables in the new storage room be removed to accommodate the equipment that can't be stored in the lab, and to paint and patch walls where large objects were removed.

**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:**

- a. Spring Advisory Minutes reviewed. The Health Assisting Department budget for SY25/26 unable to be reviewed due to Wi-Fi not working.
  - i. Types of Equipment: disposable equipment, pregnant CPR manikin or breast overlay for current CPR manikins, more realistic manikins (elderly patients that look and feel older) updated hospital beds with different types of mattresses, updated textbooks with compatible workbooks, Lippincott Docucare for new EMR system
    - 1. Benefits: students need to know how to give CPR to different size patients including but not limited to pregnant women/bariatric patients
    - 2. Equipment phased out: inflexible manikins that don't allow ROM and dressing skills, younger looking manikins
    - 3. N/A
  - ii. Preventative maintenance: need spacers for all beds to prevent wall damage in the lab
    - 1. Budget for maintenance: N/A
    - 2. Contracts: N/A - might consider it once we find a company that can fix older equipment

**Recommendations:** It was recommended by the board to purchase more realistic mannequins and to purchase an EMR system for the students to chart on before they go out to clinical.

**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:** (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. New or Emerging Trends: Point of care testing (A1C, coumadin) - DCA vantage (McKesson)
- b. New Technology/ New Techniques: CGR and Glucometer downloads
- c. Certifications reviewed: most beneficial are OSHA - 10, Dementia, CPR and First Aid for HealthCare Professionals, and Home Health Aid
  - i. Pharmacy Technician might be something we could look into for one of the NECC dual enrollment courses

**Recommendations:** It was recommended by the board to continue with the certifications that we give the students and to purchase POCT items.

**Motion:** Not enough members for a quorum.

**2nd Motion:** Not enough members for a quorum.

**Vote:** Not enough members for a quorum.

**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. 18 out of 31 students = 58%
  - i. Little Sprouts (Daycare), Pitter Patter (Daycare), Andover Forest, Whittier Rehab, Brightview Assisted Living, Mary Immaculate
2. GLTS and Lahey Hospital just acquired a contract for Co-op, but they have not hired anyone yet due to a hiring freeze
3. Student Preparation for Success: interview skills, resume writing, and appropriate attire, situations on aggressive behaviors from children/adults (Safety Care is a de-escalation program)
  - i. Maybe investigate a resume writing workshop online or have someone come to the school and do it with the students

**Recommendations:** It was recommended by the board to continue to try and get students into Lahey Hospital with the new updated contract once the hiring freeze is lifted. It was also recommended by the board to include preparation skills for students looking for jobs in our curriculum, such as resume writing, interview skills, and appropriate dress code attire.

**Motion:** Not enough members for a quorum.

**2nd Motion:** Not enough members for a quorum.

**Vote:** Not enough members for a quorum.

**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)?

**Status Report:**

- a. General Advisory date discussed.

b. Nominations for Program Advisory Chair are for Nicolas Troisi.

**Recommendations:** It was recommended by the board to nominate Nicolas Troisi again for Program Advisory Chair.

**Motion:** Not enough members for a quorum.

**2nd Motion:**

**Vote:**

**Agenda Item #9:** Other

**Status Report: Separating HA Grades**

- It was mentioned to the Advisory Board Members that there is a possibility of the Health Assisting grades being separated in different buildings with another shop who has different needs than our own students
  - Advisory members were concerned with this because of the additional unnecessary costs to the shop, the need to create a secondary lab space and duplicate all equipment, and limited student collaboration.

**Recommendations:** It was recommended by the board that the Health Assisting shop grades should not be separated into different buildings as it will put strain on the teachers, minimize student collaboration, and it will increase the school budgets for the shop due to having to duplicate multiple large pieces of equipment.

**Motion:** Not enough members for a quorum.

**2nd Motion:**

**Vote:**

**ADJOURNMENT** at 7 PM.

**Motion:** Not enough members for a quorum.

**2nd Motion:**

**Vote:**

**Next Meeting:** April 8, 2025

**Respectfully Submitted:** Jillian Shannon