

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

PROGRAM ADVISORY COMMITTEE
MEETING MINUTES
October 21, 2024

The Greater Lawrence Technical School Program Advisory Committee meeting was held on October 21, 2024, at Greater Lawrence Technical School.

The following members were in attendance:

Facilitator: Emely Bayron	CTE Program: Cosmetology
Recorder: Meghan Campbell	
Materials Manager: Emely Bayron	
Dialogue Monitor: Samuel Pierre	
Timekeeper: Kellie Tavoularis	
Faculty Present	
Emely Bayron	11th-grade instructor
Samuel Pierre	12th-grade instructor
Meghan Campbell	9th-grade instructor
Kellie Tavoularis	10th-grade instructor
Advisors Present	Name of Business / Population Represented
Pamela Clark	Parent
Christopher Kishfy	Salon Invi / Business owner
Jesus Lajara	Industry / Owner
Alani Murphy	Salon Forza / Cosmetologist
Gracirae Rogers	Cosmetology student
Kate Sherry	Supercuts North Andover
Cecilia Smith	Cosmetologist / Former /instructor
Guest Present	
Jennifer Traverso	Salon Forza Owner

Joshua Suarez	Industry / Owner
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<p>Agenda Item #1: Call to Order</p> <p>a. Welcome/Introductions</p>
<p>Status report: Emely Bayron called the meeting to order at 4:40</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. Emely Bayron asked for outstanding forms; two new members filled out the paperwork.</p> <p>c. The facilitator asked for members to complete the Google form by scanning the QR Code.</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. Emely Bayron reviewed the minutes from the Spring advisory meeting with the meeting members.</p> <p>b. Action items were reviewed by Emely Bayron.</p> <ul style="list-style-type: none"> - Freshman blow dryers were replaced, manicure tables will be replaced, no room for new facial space, and sinks will eventually be replaced. - PSI tests are being ordered, students are allowed to get certifications once they get their Cosmetology license, and students are encouraged to set up their professional social media for self-marketing. <p>c. Brush cleaner with a UV light sink on the senior side will be purchased.</p> <ul style="list-style-type: none"> - Jennifer Traverso will get the name of the company that she used to purchase her brush cleaner from. <p>d. Students are being held accountable for dressing professionally and appropriately. They are encouraged to work with the money when clients enter the salon. Marketing is important. Utilizing social media to self-market. We know it's intimidating to talk with people but making it comfortable with communicating and making eye contact is very important.</p>

- Jennifer T. asked if some of the Freshman CTE Readiness class lessons would be pulled into the shop.

Recommendation: Brush cleaners will be purchased, manicure tables will be replaced within the next 2 years, a new facial room is not an option due to lack of space, we have had the space looked at to have a hand washing sink installed in our senior side, more work on soft skills are being incorporated into the shop.

Motion: Cecilia Smith motion to approve the minutes of April 1st, 2024.

2ND: Jesus Lajara

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?
 - 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. Jesus L. recommends bringing up the sinks again for the senior side
 - b. Jennifer T. believes that the related room needs to be changed around. It is too crowded. 20 kids at a time in the related room could be unsafe.
 - c. Cecilia S. There is too much clutter, and we need space for supplies.

- d. Kate S. Cabinets must be put in the related room to organize it better.
- 2. Repairs:
 - a. Cecilia S. There must be a door lock that allows access to the electrical components in the supply closet.
- 3. Layout / Functionality:
 - a. Kate S. Wondered if there could be better use of space where the reception area is.
- 4. Storage:
 - a. Kate S. Cabinets for the related room needs to happen.
Jennifer T. Possible shelving above the supply cabinets
- 5. Cosmetic Renovations:
 - a. Cecilia S. Stressed storage space to free up the clutter

Recommendations: The board recommended that the sink be installed on the senior side of the shop. We need to have cabinets in the related room to utilize the space better. A lock should be installed to keep the door closed and protect the electrical components in the shop.

Motion: Kate S.

2nd Motion: Alani M.

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 Report

- 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. Cecilia S. reminded us that manicure tables needed to be replaced. Also, certifications for lashes and hair extensions will be offered to students who have their Cosmetology license senior year.
- b. Jennifer T. Recommended that sinks be updated as they break or wear down. Also recommended new software to help the students with their financial wellness. The students need to understand how to track their numbers in their success in the industry.

Recommendations: The board recommended that we replace the sinks with plastic or porcelain as needed. It was also recommended that we invest in new software that the students can use to help with financial wellness. Two platforms are Salon Success and Qnity.

Motion: Christopher Kishfy

2nd Motion: Pamela Clark

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. Cecilia S. & Kate S. Asked to make sure the kids are doing a project on owning a business. Jennifer T. The programs will help the students with their projects. Having the kids understand the different ways that you can get paid in the salons. Students don't know that they can make enough money in this industry. In this industry, people don't know what they make—financial literacy.
- b. Chris K. stressed that students need to learn more fundamentals in the workplace. We should be taking it back to the fundamentals in school—that way, the students build their confidence. Jess: We do a lot of hair extension work. Eyelash extensions are more of a niche thing, and they are only for some.
- c. The senior students are currently obtaining the 10-hour OSHA Industry Certification, and the Juniors are in the process of obtaining it. Students will obtain their cosmetology license after completing their 1000 hours and passing the PSI cosmetology exam. During sophomore year students obtain the Barbicide certification for sanitation and disinfection. To enter the industry, the requirements to be cosmetology licensed. There currently are no industry desired certifications.

Recommendations: It was recommended by the board that we do projects with the students on owning their own business. We should be introducing financial literacy earlier than senior year to the students. In

school, we should be working on fundamentals with the students in order to build confidence. No certifications were recommended at this time.

Motion: Jesus Lajara

2nd Motion: Pamela Clark

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. No comments were made
2. Kate S. Stressed. Lack of soft skills. She is willing to work with the students and help them grow in the industry.
Jennifer T. said she had good luck with the students. She does notice that they lack “grit.” They need to understand that calling out affects the team. Former students are now part of the training system. Using former students to train helps people see someone who was once in the new hires' shoes. They need to have more professional experiences during school.” Sending students out to have services done to see a professional service done and understand how it runs helps them build their confidence.
3. Cecilia S. Taking the trips to get services done and having the students realize what they observed and write about their experiences could help.

Recommendations: It was recommended by the board that we take the students out to have services performed by professionals so they can see how they interact in the work field. Helping to build up the students' confidence and soft skills will make for better employees in our co-op program.

Motion: Joshua Suarez

2nd Motion: Jesus Lajara

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)?

Status Report:

- a. The roles of the advisory chair were clarified
- b. Kate Sherry asked what would be required of her if she decided to do it.
 - Emely Bayron clarified the date of the meeting in January. Kate replied, “I will do it “
 - No objections were made

Recommendations: Kate Sherry volunteered to be the Advisory Chair for Cosmetology. The board agreed with the decision to make Kate Sherry the Advisory Chair.

Motion: Cecilia Smith

2nd Motion: Pamela Clark

Vote: Motion Carried

Agenda Item #9: N/A

Status Report:

Recommendations:

Motion:

2nd Motion:

Vote:

ADJOURNMENT at 6:37 PM

Motion: Cecilia Smith moved to adjourn.

2ND: Pamela Clark

VOTE: Unanimous

Next Meeting: April 8, 2025

Respectfully Submitted: Meghan Campbell