

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

PROGRAM ADVISORY COMMITTEE
MEETING MINUTES
November 21, 2024

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

The following members were in attendance:

Facilitator: Angela Santana	CTE Program: Business Technology
Recorder: Angela Santana	
Materials Manager: Angela Santana	
Dialogue Monitor: Sacha Lu	
Timekeeper: Sacha Lu	
Faculty Present	
Sacha Lu	Business Technology Instructor
Angela Santana	Business Technology Lead Instructor
Advisors Present	Name of Business / Population Represented
Trevor Gearin	Lamacchia Realty, INC
Naisha Esmurria	College Student
Sonia Garcia	Lawrence Public Schools
Miguel Gomez	Parent / Shop Car Sales, LLC
Shawn Kelley	GitHub / Microsoft
Jayden Peña	Business Technology Student
Lillian Peña	Parent / Leidos Inc
Guest Present	

Agenda Item #1: Call to Order

- a. Welcome/Introductions

Status report: Mrs. Santana called the meeting to order at 5:37PM

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 Addresses have been verified for each member.
- b. The facilitator asked for outstanding forms; three members returned the paperwork.
- c. The facilitator collected updated information via email and updated the membership form manually.

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).
- b. Solicit a motion to approve minutes, 2ND the motion.

Recommendation: Facilitator asked if there were any questions and/or comments and then made a recommendation to approve.

Motion: Mr. Gearin moved to approve the minutes of April 11, 2024.

2ND: Mrs. Garcia

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. Green Screen should be hanged up
 - i. No cost
 2. Repairs:
 - a. Members observed that floors in room 1065 are not being cleaned properly. Members stated that the floors are industrial and if stripped, waxed and buffed properly with the existing machinery that the school has, there shouldn't be stained tiles.
 - i. No cost
 3. Layout / Functionality:
 - a. none
 - i. N/A
 4. Storage:
 - a. Need another room for 4th teacher
 - i. No Cost
 5. Cosmetic Renovations:
 - a. none
 - i. N/A

Recommendations:

Motion:

2ND Motion:

Vote: NO VOTES AT THIS TIME

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. Proposed SY 2025-2026 Business Technology budget was shared with members and they felt that budget was satisfactory and up-to-date with industry standards.

Recommendations:

Motion:

2ND:

Vote: NO VOTES AT THIS TIME

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. Members reviewed the soft skills recommended at the Spring Advisory (Punctuality, Customer Service, Professional Attire, Etiquette / Behavior) and stated that they should be woven in the curriculum. As well as:
 - i. LinkedIn Accounts
 - ii. Social Media Branding
- b. New Techniques / Training:
 - i. DISC Training - a behavioral self-assessment tool that measures four personality traits: dominance, influence, steadiness, and conscientiousness. It is utilized especially in sales when interacting with others, procurement and negotiations. Members feel that it can be a useful tool in assisting students when communicating with others. Mr. Gearin offered to provide the department with a trainer.
 - ii. Mr. Kelly recommended that the students and staff read the book “Surrounded by Idiots”. It can provide a better understanding of what DISC is and its usefulness.
- c. A printed copy of the list of Industry Recognized Credentials circulated to each member and they checked off the credentials that they felt would be most valuable for the students.

Recommendations:

Motion:

2ND:

Vote: NO VOTES AT THIS TIME

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 pattern was identified
2. No discussion
3. Incorporate more soft skills in the curriculum

Recommendations:

Motion:

2ND:

Vote: NO VOTES AT THIS TIME

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. No discussion
- b. Lisa Cascio

Recommendations:

Motion: Mr. Gearin moved to nominate Lisa Cascio as the Business Technology Advisory Chairperson

2nd Motion: Mrs. Garcia

Vote: Unanimous

Agenda Item #9: Other - CTE Numbers by Department

Status Report: Angela shared the CTE numbers for SY 2024-2025 and currently there are 68 students enrolled in Business Technology (Grade 10 = 20 students; Grade 11 = 21 students; Grade 12 = 27 students). Currently the Business Technology program has more students enrolled than Advanced Manufacturing, Automotive Collision Repair & Refinishing, Biotechnology, Cosmetology, Dental Assisting, Information Technology & Robotics & Automation. All the mentioned programs have 4 teachers each.

The freshmen numbers have not looked favorable but Business Technology more than makes up for it sophomore year - senior year. Business Technology received a senior transfer from Whittier this year as well as starting the school year with 8 students on the waitlist. The students were not able to transfer because we are being capped at 20 even though we have enough workstations and laptops to accommodate them all.

We have more than met our CTE numbers to have a fourth teacher. Angela stated that she is in the process of discussing the issue of not receiving a 4th teacher as well as receiving compensation for teaching two grade levels simultaneously. Angela will keep the members apprised if a letter needs to be written to the Superintendent and/or the School Committee or if either will be addressed in person.

Recommendations:

Motion:

2ND:

Vote: NO VOTES AT THIS TIME

ADJOURNMENT at 7:03 PM.

Motion: Mr. Kelley moved to adjourn the meeting.

2nd Motion: Mrs. Garcia

Vote: Unanimous

Next Meeting: April 8, 2025

Respectfully Submitted: Angela Santana