

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

PROGRAM ADVISORY COMMITTEE
MEETING MINUTES
October 24, 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: Scott Cummings	CTE Program: Biotechnology
Recorder: Melissa Tobin	
Materials Manager: Scott Cummings	
Dialogue Monitor: Mark Wholley	
Timekeeper: Melissa Tobin	
Faculty Present	
Scott Cummings	Shop Instructor
Melissa Tobin	Shop Instructor
Advisors Present	Name of Business / Population Represented
Andrew Ciarla	Pfizer
Renee Procopio-Melino	Pfizer
Elizabeth Villar	Pfizer
Mark Wholley	BioX
Norine Walker	
Nancy Burke	Charles River Labs
Guest Present	

<p>Agenda Item #1: Call to Order</p> <p>a. Welcome/Introductions Scott welcomed everyone and apologized for schedule challenges</p>

Status report: Mr. Cummings called the meeting to order at 5:00 PM and provided QR code for member sign in (Seconded by Mark Wholley)

Agenda Item #2 Verification of committee members' contact information, phone numbers, and emails.

- a. Please verify the e-mail address for each member. [ALL information was verified](#)
- 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. Facilitator asked for outstanding forms; one member returned the paperwork.
- c. 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. Revisited autoclave discussion from the spring. We acknowledge that we are buying table top autoclaves for each room as they were approved in the budget
 - i. We need 3 quotes for items over \$1000
 - ii. Need to order the DNA gel doc system and computers that are on the agenda, these were recommended in last meeting and approved.
 - iii. Recommended service on BSCs. Mark and Melissa discussed the life of the filters on the BSC and discovered that the filters may still be good to use (we were mistaken on the readouts)
- b. Discussed that budget for next year was sent to administration
- c. Reviewing that we talked about curriculum and discussed that new frameworks are on the horizon and that we will be discussing them shortly and sending them out

Recommendation: The facilitator should recap the conversation and make a motion to approve.

Motion: Mark Wholley moved to approve the minutes of April 11, Day, 2024.

2ND: Norine Seconded

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?

Status Report:

a. Review shop facilities and equipment.

- i. Does the current shop design meet current industry standards? Yes
 1. Safety concerns:
 - a. (None at this time)
 2. Repairs:
 - a. BSC instead of filters get them certified and balanced
 - b. Call -11 and have them do a service call on our -80 freezer
 3. Layout / Functionality:
 - a. Layout needs to be changed to allow for a 4th teacher.
 - i. Student numbers require us to hire a 4th teacher. This year all seniors were put in one week which made co-op very difficult as students didn't want to switch weeks. Therefore we need seniors and juniors split in two and on different weeks. This will make it necessary for a 4th teacher. We don't feel like we can teach effectively if we remain 3 person team.

- b. There are not enough chairs for all of the students during related we need to purchase more.
- 4. Storage:
 - a. There is a need for a large -20 freezer. The one that we have now is very small and overflowing with materials.
- 5. Cosmetic Renovations:
 - a. None needed

Recommendations: It was recommended by the board that we follow up again on purchasing the Gel Doc and Computer systems for analyzers.

Motion: Noreen Walker

2nd Motion: Mark Wholley

Vote: Motion Carried

Recommendations: It was recommended by the board that we hire a fourth teacher.

Motion: Noreen Walker

2nd Motion: Mark Wholley

Vote: Motion Carried

Recommendations: It was recommended by the board that we put a wall in room 6014 to separate them out so there is space for a 4th teacher.

Motion: Noreen Walker

2nd Motion: Andrew Ciarla

Vote: Motion Carried

Recommendations: It was recommended by the board that we purchase new biological safety cabinets.

Motion: Mark Wholley

2nd Motion: Norleen Walker

Vote: Motion Carried

Recommendations: It was recommended by the board that we have the -80 freezer serviced by an outside company.

Motion: Noreen Walker

2nd Motion: Andrew Ciarla

Vote: Motion Carried

Recommendations: It was recommended by the board that we purchase a -20 freezer.

Motion: Andrew Ciarla

2nd Motion: Norleen Walker

Vote: Motion Carried

Recommendations: It was recommended by the board that we purchase more chairs for the labs.

Motion: Andrew Ciarla

2nd Motion: Norleen Walker

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. We are still waiting for the Gel Doc system to be purchased which was recommended by the board during the spring 2023 meeting
- b. In the process of researching which computer systems would best suit our needs.

Recommendations: It was recommended by the board that we purchase two Bioreactor systems, instead of purchasing the BioLog Micro system

It was recommended by the board that we purchase the Gel Doc system and computer systems to work in conjunction with Gel Doc and Bioreactor systems.

Motion: Noreen Walker

2nd Motion: Mark Wholley

Vote: Motion Carried

Recommendations: It was recommended by the board that we purchase a -20 freezer.

Motion: Noreen Walker

2nd Motion: Mark Wholley

Vote: Motion Carried

Recommendations: It was recommended by the board that we purchase tabletop autoclaves for the classrooms.

Motion: Mark Wholley

2nd Motion: Norleen Walker

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. What are new and emerging trends in the industry?
 - a. The industry is trending towards using AI.
 - b. There will be a need for understanding bioinformatics and data analysis
 - c. Chrome books are not capable of processing these types of programs. We will need to have MacBooks or something equivalent that can handle the software needs.
 - d. New Frameworks are being rolled out but not yet approved by the state
 - e. There needs to be more field trips built into the school year for all grade levels.
Biotechnology is difficult to understand until you see it, especially biomanufacturing.
 - f. The Broad internship was discussed and everyone agreed that it was an important component to the shop experience and success.
- b. Is there new technology or techniques that we should be teaching our students?
 - a. Python and statistics programs are needed for the future this is the trend of the industry
 - b. There are new processes and techniques in the new frameworks, however they have not been approved. We will push off until frameworks are approved
- 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.

Recommendations: It was recommended the two bioreactors be purchased from our grant to support the integration of our new biomanufacturing frameworks

Motion: Mark Wholley

2nd Motion: Noreen Walker

Vote: Motion Carried

Recommendations: It was recommended by the board to purchase computer carts that have processing capable of running bioinformatic software as well as software for new equipment.

Motion: Mark Wholley

2nd Motion: Andrew Ciarla

Vote: Motion Carried

Recommendations: It was recommended by the board that the students complete the OSHA healthcare instead of the OSHA general industry.

Motion: Mark Wholley

2nd Motion: Noreen Walker

Vote: Motion Carried

Recommendations: It was recommended by the board that micro credentials are added to the budget for each student.

Motion: Andrew Ciarla

2nd Motion: Noreen Walker

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](#))
 - i. Co-op has been increasing significantly this school year.
 - ii. Types of co-op include: animal husbandry, pharmacy technicians, chemical lab technicians.
 - iii. Working in a vet hospital is a good way for students to get co-op as there is less regulation when dealing with animals so students do not need to be 18 years old which has been one of our biggest difficulties.
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?
 - a.

Status Report:

[Discussion was as follows:](#)

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](#))
 - i. Co-op has been increasing significantly this school year.
 - ii. Types of co-op include: animal husbandry, pharmacy technicians, chemical lab technicians.
 - iii. Working in a vet hospital is a good way for students to get co-op as there is less regulation when dealing with animals so students do not need to be 18 years old which has been one of our biggest difficulties.
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? NA
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?
 - a. Lab skills proficiency, understanding of GMP, employability skills.

Recommendations: It was recommended by the board that we pursue Veterinary hospitals for co-op.

Motion: Mark Wholley

2nd Motion: Noreen Walker

Vote: Motion Carried

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)? (Second, discussion, any opposed, all those in favor?)

Status Report:

Andrew has done a great job everyone agrees he can continue as chair.

Recommendations: It was recommended by the board that Andrew stay as the Advisory Board Chair.,

Motion: Norleen Walker

2nd Motion: (Mark Wholley

Vote: Motion Carried

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

Status Report:

Recommendations:

Motion:

2nd Motion:

Vote:

ADJOURNMENT at 7:00 PM.

Motion: Mr. Wholly moved to adjourn the meeting at 7:05 pm.

2ND: Andrew Ciarla

VOTE: Unanimous

Next Meeting: April 8, 2025

Respectfully Submitted: Melissa Tobin