

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:

Facilitator: Allyson Ligor	CTE Program: Dental Assisting
Recorder: Paul DiLuigi	
Materials Manager: Allyson Ligor	
Dialogue Monitor: Julianna Posada	
Timekeeper: Sandy Cuzzupe	
Faculty Present	
Allyson Ligor	Dental Assisting Teacher
Julianna Posada	Dental Assisting Teacher
Sandy Cuzzupe	Dental Assisting Teacher
Paul DiLuigi	Dental Assisting Teacher
Advisors Present	Name of Business / Population Represented
Ashley Brown	Henry Schein Sales Rep.
Debbie Deschene	Dental Assistant - Dr. Martha Morell Pediatric Dentistry
Martha Forero	Dental Hygienist - Andover Pediatric Dentistry
Katia Lugo	Parent
Kasandra Malave-Lugo	Student
Guest Present	
Samantha Nasella	Student
Heather Nasella	Parent

Agenda Item #1: Call to Order

- a. Welcome/Introductions

Status report: Ms. Deschene called the meeting to order at 5:10 PM.

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. All contact information including has been verified for each member.
- b. The facilitator distributed new member information sheets to Ms. Nasella, a potential new advisory board member and asked for outstanding forms from remaining members.
- c. The facilitator asked for members to complete the Google Form using the provided QR Code.

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. The minutes from the April 11, 2024, advisory meeting were reviewed by the facilitator. Members did not have any comments, questions or concerns regarding the report of old business.
- b. Allyson Ligor provided an update of the actions accomplished. The sink recommended at the Fall, 2023 meeting and recommended at the Spring, 2024 meeting was currently in the process of being installed in the Dental Assisting shop.
- c. Debbie Deschene solicited a motion to approve minutes, Ashley Brown solicited a 2nd motion.

Recommendation: The facilitator reconfirmed the members had no comments, questions or concerns regarding the Report of Old Business and solicited a recommendation to approve.

Motion: Ms. Deschene moved to approve the minutes of April 11, 2024.

2ND: Ms. Brown

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. Ashley Brown has concerns about safety standards and the student's ability to reach an eyewash station in the 10 second allotted time mandated by OSHA from a distance.
 - i. No new costs are associated with this concern, the new sink on the far wall of the Dental Assisting lab will include an eyewash station with its installation.
 - 2. Repairs:
 - a. Members noted that the wall mounted x-ray unit in the radiology room next to Room #4015 has a drifting arm that needs to be replaced. Ashley Brown informed the members that the x-ray unit is no longer in service and there is no replacement inventory available, the only option is to replace the unit.
 - b. Debbie Deschene recommends replacing all wall mounted x-ray units due to the inability to procure replacement parts.
 - c. Ashley Brown inquired when the wall mounted x-ray units will be calibrated. According to previous service, the optimal service interval for all x-ray units in question would be March 2025.

- i. The costs associated with a new wall mounted x-ray unit and installation are necessary; no repair is available.
 - ii. The costs associated with x-ray unit maintenance are necessary to maintain operational status of the units.
- 3. Layout / Functionality:
 - a. No layout / functionality concerns
 - i. Members did not make any observations, members have no current comment
- 4. Storage:
 - a. No storage concerns
 - i. Members did not observe any lack of storage or over storage, members have no current comment
- 5. Cosmetic Renovations:
 - a. No cosmetic renovation concerns
 - i. Members did not observe any cosmetic renovations that need to be completed, members have no current comment

Recommendations: It was recommended by the board that the new eyewash station being installed on the far wall of the Dental Assisting lab have an eyewash station to comply with OSHA standards. In regard to the wall mounted x-ray unit should be replaced in the future due to the lack of manufacturers parts inventory and the inability to procure replacement parts. All wall mounted x-ray units will be calibrated in March 2025. With the increase in repair and maintenance service costs, it was recommended by the board to increase the repairs and maintenance budget by \$2000. No layout, storage or cosmetic renovations are currently required.

Motion: Ms. Deschene made a motion to approve.

2nd Motion: Ms. Forero

Vote: Unanimous

Agenda Item #5: 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. Allyson Ligor reviewed the 2025 - 2026 total budget as well as the budget for each grade level. It was noted that there have been noticeable price increases across all segments of dentistry, consistent with inflation. Specifically, there have been price increases in Amazon products,

textbooks, Henry Schein repairs and evacuation filters. Dentrax support has also been added to the annual budget.

- b. Ashley Brown inquired if there were maintenance costs associated with the 3D printer.

Recommendations: It was recommended by the board that the annual budget be increased due to the cost increases consistently seen throughout the dental profession including the price of new equipment, technology, supplies cost increase and maintenance. The board also recognizes the need to replace the wall mounted x-ray units, a lack of available replacement parts inventory & discontinuation of the model of x-ray units.

Motion: Ms. Deschene made a motion to approve the budget.

2nd Motion: Ms. Forero

Vote: Unanimous

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. Allyson Ligor reported on a new program in association with Northern Essex Community College (NECC) where GLTS seniors have the opportunity to earn college credit through a collaborative program. Members inquired into the requirements, limitations, timing and costs associated with the program. NECC matriculates one cohort
- b. Members working in clinical practice recommend focusing on applications such as digital scanners as traditional alginate impressions are being used less frequently.
- c. Allyson Ligor reported that the current required certifications for the Dental Assisting program includes OSHA-10 Training and CPR at the Healthcare Provider Level. First-Aid is being added to align with current frameworks and students have the option to add infection control (DANBIN) and radiology health and safety (DANBRA).
- d. Debbie Deschene inquired if the program utilizes an intraoral scanner as there is an increasing need to teach dental assistants intraoral scanner procedures, techniques and the different types of technology associated with intraoral scanners. Her office is moving away from traditional alginate-based impressions, being replaced by intraoral scanner technology.

Recommendations: It was recommended by the board that the NECC/GLTS collaborative early college program be implemented to allow seniors the opportunity to earn college credit and enhance their collegiate experience. This will be done over the course of the Senior Dental Assisting students' year, including one cohort in the fall college semester and one cohort over the course of the spring college semester. It was also recommended to encourage all students to complete the DANB as part of their dental assisting training, this will enhance their employability upon graduation.

Motion: Ms. Deschene made a motion to approve.

2nd Motion: Ms. Brown

Vote: Unanimous

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. Allyson Ligor reviewed current GLTS Co-Op placements among GLTS seniors and reported on the current state of GLTS Dental Assisting juniors and seniors. Current metrics report a 100% Co-Op placement among seventeen (17) Senior Dental Assistant students at GLTS.
2. Debbie Deschene reports that there has been improvement in some areas which were addressed at past advisory board meetings. Communication efficiency has increased among Co-Op students, clear direction and instruction has improved.
3. Due to the change in lower class numbers the skills of each student have improved and are better than the adult students that come from community colleges. There are a few deficiencies which the Co-Op students are facing, students lack some of the skills needed to operate the intraoral scanners currently used at her office.

Recommendations: It was recommended by the board that the integration of more intraoral scanning training be added to the curriculum. It is a recommendation of the board to keep the number of students to 24 because since the class size is now lower along with the addition of another teacher, co-op sites have seen an increase in communication efficiency with patients and staff, along with overall improved clinical skills. Teachers should continue to reinforce four-handed dentistry as a primary focus. Specifically, the focus should include instrument passing from dental assistant to dentist and the identification of different dental instruments be reviewed.

Motion: Ms. Brown made a motion to approve.

2nd Motion: Ms. Deschene

Vote: Unanimous

Agenda Item #8: 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. Debbie Deschene nominates Julie Breen as the Program Advisory Chair for the 2024 - 2025 school year.
- b. Katia Lugo seconds the nomination.
- c. All members are in favor of the nomination, no opposed.

Recommendations: It was the unanimous recommendation of the board members that Julie Breen continue to serve as the Program Advisory Chair for the 2024 - 2025 school year.

Motion: Ms. Deschene made a motion to approve.

2nd Motion: Ms. Lugo

Vote: Unanimous

Agenda Item #9: Other

Status Report:

Recommendations:

Motion:

2nd Motion:

Vote:

ADJOURNMENT at 6:10 PM.

Motion: Mr. Deschene moved to adjourn.

2ND: Ms. Lugo

Vote: Unanimous

Next Meeting: April 8, 2025

Respectfully Submitted: Paul DiLuigi