

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

PROGRAM ADVISORY COMMITTEE
MEETING MINUTES
April 7, 2026

A meeting of the Greater Lawrence Technical School Program Advisory Committee was held on Tuesday, April 7, 2026, 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: Angela Santana	
Timekeeper: Sacha Lu	
Faculty Present	
Sacha Lu	Business Technology Instructor
Angela Santana	Business Technology Lead Instructor
Mayreni Villegas	Business Technology Instructor
Advisors Present	Name of Business
Lisa Cascio, Chairperson	GLTS Community
Brandor Castellanos Jimenez	Business Technology Student
Trevor Gearin	Lamacchia Realty, INC
Naisha Esmurria	Post-Secondary Business Student
Olga Estevez	Emotional Support / Suicide Prevention
Patricia Fernandez	Esperanza Academy
Shawn Kelley	AI and Data Partnerships
Arnaldo Marquez Frias	Business Technology Student
Jayden Peña	Business Technology Student
Guest Present	
Lillian Peña	

Agenda Item #1: Call to Order

- a. Welcome/Introductions

Status report:

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

- a. Please verify the e-mail address for each member.
- b. Per DESE PAC Guidelines, it is important that every effort has been made to ensure the membership of our Advisory Boards are inclusive and diverse. Review the **composition populations** listed on the Program Advisory membership forms. Ask members to sign-in using

the [Google Form](#) ([Share link with all members](#)) and ask that they select any of the sub-groups they are able to represent.

- i. Persons of racial or linguistic minorities.
- ii. Persons are nontraditional by gender for the program.
- iii. Persons are well-equipped to represent the perspectives of persons with disabilities.

Status Report:

- a. Email Addresses have been verified for each member.
- b. The facilitator asked for members to review representative populations. Union representation will be updated when the members fill out the Google form.

REPORT OF OLD BUSINESS

Agenda Item #3: Minutes

- a. Review minutes from the Program Fall Advisory meeting, and voice comments, questions, or concerns (Minutes are posted on the GLTS website).
- b. Provide an update on action items from the previous meeting. The facilitator should recap the conversation ([Link to recommendations updates](#))
- c. Solicit a motion to approve minutes, 2ND the motion.

Status Report:

- a. There was a verbal recap of the spring meeting with a little bit of an emphasis on why the green screens were not mounted
- b. A motion was Solicited

Recommendation: Angela Santana recapped the conversation and made a recommendation to approve.

Motion: Ms. Esmurria moved to approve the minutes of October 23, 2025.

2ND: Ms. Fernandez

Vote: Unanimous

NEW BUSINESS

Agenda Item #4: CTE Program Facilities Review

a. CAPITAL EQUIPMENT PLANNING & INVESTMENT

1. **Capital Equipment Replacement (5-Year Outlook)** Are there any major pieces of equipment (approximately \$25,000+) that we should plan to replace or upgrade within the next five years?
2. **Emerging Tools & Industry Upgrades** What new tools, equipment, or facility upgrades are becoming standard in your industry that we should consider incorporating into our program?

b. FACILITY DESIGN, FUNCTIONALITY & SAFETY

1. **Shop Design & Industry Alignment** Does our current shop layout and design reflect industry standards and real-world work environments?
2. **Safety, Repairs & Functionality** Are there any safety concerns, needed repairs, or workflow inefficiencies in the space (e.g., layout, storage, equipment placement) that we should address?
3. **Facility Conditions & Improvements** Are there any updates, cosmetic or structural, that would improve the learning environment or better reflect industry expectations?

c. COMPLIANCE & PROGRAM REVIEW (NIOSH + PROGRAM CHECKLISTS)

3. After reviewing the NIOSH and program-specific checklists, are there any areas where our facilities, equipment, or practices do not fully align with current standards?
 - a. [NIOSH Department Checklist Review](#) & [All Programs Checklist Review](#) (Each Program Lead should provide their PAC with a copy of the applicable NIOSH Checklist for review)

Status Report:

- a. Capital Equipment Planning & Investment
 1. Equipment replacement: Angela Santana explained that new laptops will be bought on a rotating basis, ensuring that all classrooms have laptops no more than three years old. The members also discussed maintaining consistency of equipment in each classroom.
 2. Emerging tools & industry upgrades: The members felt that the program was up-to-date with industry tools. Also, Shawn Kelley recommended that the department discuss with the Technology Department the possibility of adding a signal booster as well as increasing the bandwidth in Business Technology. Shawn also recommended testing the Wi-Fi via OOKLA.com or Speedtest@Google.com to evaluate connection speed and identify the source of connectivity issues. Lastly, the members feel that a Photo Booth is a great addition to Business Technology and can be used as a model for teaching students how to manage a business. It will also increase student creativity regarding marketing and personal branding.
- b. Facility Design, Functionality & safety
 1. Shop design & industry alignment: Angela Santana explained that next year the classrooms will have movable and foldable desks to ensure better movement.
 2. Safety, repairs & functionality: Overall, the members have no recommendations as they feel that the department is up-to-date with repairs and functionality, aside from having a room designated for maker space to decrease any congestion in the classrooms. Also, the quantity of equipment per classroom needs to be updated. Currently, the video camera and photo cameras are moved from room to room when needed, and teachers and students tend to utilize their own personal devices when recordings are needed for time-sensitive assignments.
 3. Facility conditions & improvements: The members have no recommendations as they feel that the department is up-to-date with facility conditions and improvements.
- c. Compliance & Program Review
 3. Review NIOSH & program-specific checklist:
 1. What feedback or insights can the PAC provide? The members feel that the NIOSH list is outdated and should be revised.

Recommendations:**Motion:****2ND:****Vote:** NO VOTES AT THIS TIME**Agenda Item #5 Equipment / Budget****Review Budget for FY26/27 & Prepare Budget for the upcoming school year (SY27/28)**

- a. Review [Voc Budget FY 26/27](#) and begin Draft Budget for FY27/28.

Status Report:

- a. Review of FY26/27 Budget and Draft Budget for FY27/28
 - i. Purchases - The members feel that all purchases have been appropriate.
 - ii. Appropriate Equipment - The members feel that every classroom should be equipped with the same equipment and that as wear and tear occurs that equipment should be replaced.
 - iii. What tools and/or equipment replacement needs - The Cricut machines are beginning to show signs of wear and tear, along with smaller equipment such as a label maker.
 - iv. 5 year outlook for tool/equipment replacement needs - The members agree that laptops should not be more than three years old.

Recommendations:**Motion:****2ND:****Vote:** NO VOTES AT THIS TIME

Commented [1]: Why are there no votes or recommendations on topics in the Agenda?

Commented [2]: Hi Allyson, we don't always vote unless we feel very strongly about a topic. We record our discussions and recommendations. For clarification, would you like us to vote on everything moving forward?

Commented [3]: should be a recommendation and votes noted

Agenda Item #6: Curriculum

- a. **Emerging Technology & Techniques:** What new technologies, tools, or techniques are gaining traction in the industry that students should be exposed to?
- b. **Industry Evolution (Past Year)** How has the industry changed over the past year, and what new or evolving skills are now essential for entry-level employees?
- c. **AI Integration & Readiness** What specific AI tools or applications are becoming essential in our industry, and what foundational skills do students need to use them effectively and ethically?
- d. **Curriculum Adaptation** How are emerging technologies, beyond AI (e.g., automation, sustainability practices), fundamentally changing job roles, and how quickly should our curriculum be adapted to address these new industry needs?
- e. **Outdated Skills & Equipment** Are there any tools, equipment, or skills that are becoming outdated or no longer widely used in your industry that we should consider reducing or phasing out?

Status Report:

- a. **Emerging Technology & Techniques:** The tool that members agreed that are gaining traction is the use of AI.
- b. **Industry Evolution (Past Year):** The increasing reliance on digital systems, cloud-based collaboration tools, data-driven decision-making, automation, and integrated business software.
- c. **AI Integration & Readiness:** The committee emphasized the importance of preparing students to use AI tools responsibly, ethically, and productively. Members recommended continued student exposure to AI-assisted platforms while reinforcing critical thinking, privacy awareness, and human oversight.
- d. **Curriculum Adaptation:** The committee reviewed the recently released Massachusetts DESE Business Technology Frameworks and agreed that the program is well-positioned to align with updated expectations. Members discussed continuing to strengthen instruction in areas such as digital literacy, Microsoft Office credentials, project management, entrepreneurship, finance, human resources, and emerging technologies. Advisory members supported ongoing curriculum updates to maintain workforce relevance.
- e. **Outdated Skills & Equipment: Here are some examples:**
 - a. Manual paper filing systems as a primary records method
 - b. Paper-only memos instead of digital communication workflows
 - c. Handwritten appointment books instead of shared calendars
 - d. In-person only meetings without virtual collaboration options
 - e. Manual inventory logs instead of spreadsheet/database tracking
 - f. Cash-only business simulations without digital payment methods
 - g. One-way advertising only (flyers/newspaper) without digital marketing strategy

Recommendations:**Motion:****2ND:****Vote:** NO VOTES AT THIS TIME

Agenda Item #7: Cooperative Education/Industry Trends

1. **HIRING & SKILL GAPS**
 - a. When hiring entry-level employees, what skill gaps do you most commonly see?
 - b. What are your biggest challenges when hiring new employees in your industry?
2. **TECHNICAL & PROFESSIONAL SKILLS**
 - a. What technical skills are essential for success in entry-level roles at your company?
 - b. What specific professional (“soft”) skills do you prioritize, and what distinguishes a strong candidate from an average one?
 - c. In the first 90 days, which professional skills most impact whether a new hire succeeds or struggles?
3. **PROGRAM ALIGNMENT & STUDENT PREPARATION**
 - a. If you have hired our co-op students or graduates, what are their strengths? Where do they need further development?
 - b. What should we be doing differently in our programs to better prepare students for success in your company/industry?
4. **FUTURE-FOCUSED & PROGRAM PRIORITIZATION**
 - a. As technologies (including AI) evolve, what new skills or competencies are becoming most important?
 - b. Which skills, tools, or processes are becoming less relevant or outdated? Where should we consider reducing emphasis to make room for higher-impact learning?
5. **PARTNERSHIP DEVELOPMENT**
 - a. What other companies or organizations would you recommend we partner with for co-op placement?

Status Report:

1. **HIRING & SKILL GAPS**
 - a. While students often have technical ability, the greatest barriers to COOP success are attendance, punctuality, communication, professionalism, adaptability, and workplace mindset.
2. **TECHNICAL & PROFESSIONAL SKILLS**
 - a. Basic proficiency in Microsoft Office, email, spreadsheets, digital communication tools, and data entry is essential.
3. **PROGRAM ALIGNMENT & STUDENT PREPARATION**
 - a. Students often bring enthusiasm and technology skills, while needing continued growth in confidence, communication, and workplace experience.
4. **FUTURE-FOCUSED & PROGRAM PRIORITIZATION**
 - a. AI literacy, problem-solving, data analysis, cybersecurity awareness, and adaptability are becoming increasingly important.
5. **PARTNERSHIP DEVELOPMENT**
 - a. It is recommended partnering with local healthcare offices, financial institutions, municipal departments, nonprofits, and technology-focused businesses.

Recommendations:**Motion:****2ND:****Vote:** NO VOTES AT THIS TIME**Agenda Item #8: Other: COOP Placement Update**

Status Report: Angela Santana provided an update on current Cooperative Education placements for Business Technology students. Members were informed that students continue to secure meaningful placements in both school-based and external business environments, including healthcare, retail, customer service, office administration, and automotive support. Current placements include Kronos

Health, PLLC, GLTS COOP Office, O'Reilly Auto Parts, Guidance Office, Automotive Department, Marathon Sales, Dentistry by Design, and Market Basket.

Members asked various questions regarding placement variety, student readiness, scheduling, and future expansion opportunities. The committee expressed satisfaction with the number of placements secured and the continued growth of the COOP program.

Recommendations:

Motion:

2ND:

Vote: NO VOTES AT THIS TIME

ADJOURNMENT

Recommendations: Angela Santana made a recommendation for a motion to adjourn

Motion: Mr. Gearin

2ND: Mr. Kelley

Vote: Unanimous

Next Meeting: October 2026

Respectfully Submitted: Angela Santana