

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

PROGRAM ADVISORY COMMITTEE
MEETING MINUTES
April 6, 2026

A meeting of the Greater Lawrence Technical School Program Advisory Committee was held on Monday, April 6, 2026, 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: Regan Spinazola	
Timekeeper: Kellie Tevoularis	
Faculty Present	
Emely Bayron	Junior Teacher
Meghan Campbell	Senior Lead Teacher
Kellie Tavoularis	Sophomore Teacher
Regan Spinazola	Freshman Teacher
Andrew Fonseca	Cafeteria aid
Katie Martinez	Cafeteria aid
Advisors Present	Name of Business
Gracirae Rogers	Cosmetology Student
Elvira McCloskey	A & E Lashes Minkys Certification
Kate Sherry	Supercuts N. Andover
Guest Present	
Anne-Marie Lalumieve	Esthetician - Mary Kay
Tyler Rutledge	Barber "The Professional Barbers of Lowell"

Agenda Item #1: Call to Order

a. Welcome/Introductions

Emely Bayron, call the meeting to order. It is 4:05 pm, the start of the Spring 2026 Advisory meeting. All board members introduced themselves.

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](#) or [QR Code](#) (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. All members completed the sign-in form on Google Forms.

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, [Fall 2025 Recommendations, and update](#)
- c. Solicit a motion to approve minutes, 2ND the motion.

Status Report:

- a. Minutes Review
Emely Bayron reviewed the minutes and asked for any questions or concerns.
- b. Action Items

Sink Replacement and Safety Upgrades

The advisory board discussed the condition and safety of the current salon sinks. It was noted that the existing 12 plastic sinks stain easily and, following inspection, replacement with porcelain sinks was recommended to improve durability, cleanliness, and overall appearance. Installation of the new sink on the senior side was also reviewed. As part of the safety upgrades, the eyewash station will be relocated next to the new sink to eliminate the exposed open water pipe and improve compliance with safety standards. Sink replacement is scheduled for the April vacation.

[Elvira McCloskey](#) noted that the seniors are now getting certified in lash lift and tint instead of lash extensions because it is more on trend.

Gracirea Rogers brought to light that the shop did get 6 new manicure tables.

Anne-Marie felt that we should get some more medical-grade facial equipment in the shop.

- c. Solicit a motion to approve minutes, solicit a 2ND motion.

Recommendation: Emely Bayron recapped the current upgrades that have been made since the fall advisory meeting, and the board recommended medical-grade facial equipment in the shop.

Motion: Kate Sherry moved to approve the minutes of October 20th 2025.

2ND: Katherine Martinez

Vote: Motion Carried

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:

Aesthetics Room Improvements

The advisory board discussed concerns regarding the aesthetics room, emphasizing the need for a more professional and clinical appearance rather than its current cramped, closet-like setup. Members noted that the facial chairs are difficult to adjust and that the current space lacks adequate room for both students and clients, creating an uncomfortable environment for services intended to be relaxing. The placement of the hot water heater was identified as a contributing factor to the overcrowding. The board recommended exploring the possibility of expanding the aesthetics room into the unused courtyard space to create a larger, dedicated treatment area and improve the overall functionality, client experience, and professional atmosphere.

2. **Emerging Tools and Industry Upgrades**

The advisory board discussed the growing importance of branding and marketing in the beauty industry and the need to prepare students with these professional skills. Members recommended incorporating professional lighting and designated photo areas to allow students to capture high-quality images of their work for portfolios and social media. The board also suggested exploring partnerships with industry professionals or companies that could provide training on marketing, personal branding, and portfolio development to better support student career readiness.

Outcome:

- Recommended adding professional lighting and photo spaces for student portfolio development
- Suggested bringing in industry professionals for marketing and branding training
- Identified portfolio-building and social media presence as essential career-readiness skills

- b. Facility Design, Functionality & safety

1. Shop design & industry alignment:

Shop Design and Industry Alignment

The advisory board discussed improvements to the related classroom space to increase

functionality and better align with industry standards. Members recommended upgrading or relocating the room to create a more effective learning environment and adding shelving to improve organization and maximize available space. Concerns were also raised regarding the sink in the related room, with recommendations for its removal due to sanitation concerns and to prevent unnecessary use by students during academic class time.

Outcome:

- Recommended reviewing options to upgrade or relocate the related classroom
 - Suggested adding shelving to improve organization and increase usable space
 - Proposed removal of the sink to address sanitation and classroom management concerns
2. Safety, repairs & functionality:
Kate Sherry and Anne-Marie asked if the wall could be knocked down to the courtyard and expand that facial room. They feel there is a lot of open space in the shop. They feel like there are a lot of distractions. Having three grade levels all working at the same time seems very chaotic. Possibly spreading the shop out would create a better work environment.
3. Facility conditions & improvements
- c. Compliance & Program Review
3. Review NIOSH & program-specific checklist:
1. What feedback or insights can the PAC provide?

Recommendations:

Emely Bayron reviewed NIOSH, and members have no recommendations at this time.

The board agrees that upgrades to the facial room and the related room space are needed. Members were wondering if an expansion could be made into the unused courtyard space. The related room needs more closed-off storage.

Motion: Gracirae Rogers made a motion to approve the PIS and to upgrade the esthetics room with a hydrofacial machine, a new waxing station, and facial chairs.

2ND: Elvira McCloskey

Vote: Motion Carried

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
Emely Bayron showed and explained the budget for 26/27: \$42,649 and 27/28: \$43,610
Anne-Marie, did the department use all the money from the budget? “
Emely Bayron explained that all budgets are used up towards student learning.
- ii. Appropriate Equipment
Elvira McCloskey claimed we need to have trash cans with covers so that it’s up to starboard standards. It was recommended to change to automatic trash cans.
- iii. What tools and/or equipment replacement needs (Record Discussion)
N/A
- iv. 5-year outlook for tool/equipment replacement needs
Tyler Rutledge wondered if there were mini-splits in the walls in order to move air in the shop. This seems like a space that gets stuffy because there isn’t proper ventilation.

Recommendations: Emely Bayron recapped the budget, and the board made recommendations for the new trash cans in the shop and possible mini-splits for the shop to improve ventilation and air flow.

Motion: Tyler Rutledge moved to approve the budget as written and the new trash cans, and to find a solution for better ventilation.

2ND: Andrew Fonseca

Vote: Motion Carried

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 advisory board discussed the integration of emerging beauty and wellness technologies into the cosmetology program. Members highlighted the growing popularity of head spa services and recommended exploring equipment options that could be integrated with the program's existing sink setup. The versatility of hydrafacial technology was also discussed, noting its ability to support both scalp and skincare treatments through specialized attachments. To expand student exposure to advanced industry equipment and techniques, the board recommended organizing a field trip to observe hydrafacial technology in practice. In addition, an industry partner offered to provide an in-house demonstration on fade techniques to strengthen students' barbering and clipper-cutting skills.

Outcome:

- Recommended exploring head spa equipment integration with existing sinks
- Suggested a field trip for hands-on exposure to hydrafacial technology
- Secured an industry-led fade demonstration for student skill development

B. Industry Evolution (Past Year):

The advisory board discussed the increasing importance of self-marketing and personal branding in the beauty industry. Members emphasized that social media has become a critical tool for building clientele, showcasing professional work, and establishing a personal brand. Platforms such as Instagram and TikTok were identified as major marketing tools that students should learn to use effectively as part of their career development and industry readiness.

Outcome:

- Identified self-marketing and personal branding as essential industry skills
- Recommended incorporating social media portfolio development into student training
- Emphasized the importance of using digital platforms to build clientele and promote professional work

C. AI Integration & Readiness:

The advisory board discussed the growing influence of AI and digital tools in the beauty industry.

Members noted the increasing use of AI-generated reference images by clients and the importance of helping students identify unrealistic or digitally altered expectations in order to improve client consultations and communication. The board also emphasized the need for students to develop familiarity with digital booking systems and salon management apps, recognizing these tools as essential for client scheduling, business organization, and overall career success.

Outcome:

- Identified the need for training on recognizing AI-generated or unrealistic client reference images
- Recommended strengthening consultation skills to manage client expectations
- Emphasized the importance of teaching booking and salon management systems for career readiness

D. Curriculum Adaptation:

The advisory board discussed the importance of adapting the cosmetology curriculum to reflect current industry expectations and evolving trends. Members emphasized that time management is a critical professional skill, as efficiency directly impacts productivity and success in salon environments. Financial literacy and money management were also identified as valuable components of the curriculum, helping students build a stronger understanding of budgeting, earnings, and business operations.

The board also noted that beauty industry trends are cyclical, making it difficult to define certain skills or techniques as outdated. Members highlighted the return of styles such as mullets and perms, as well as the growing demand for men's grooming services, reinforcing the importance of maintaining a curriculum that balances foundational techniques with current and emerging trends.

Outcome:

- Reinforced the importance of time management as a career-readiness skill
- Recognized financial literacy as an important part of student preparation
- Recommended maintaining curriculum flexibility to address returning and emerging trends
- Identified increased demand in men's grooming and classic styling techniques as areas of focus.

Recommendations: The board suggested we take a field trip to DiVinci so students can see a demo of how hydrofacial machines work. The students should learn how to use a booking app in order to understand how booking works and how to map out their day and time. It was agreed that we shouldn't change anything with what we are teaching in the shop because old trends come back.

Motion: Kate Sherry made a motion to purchase new facial equipment and have the students get a demo on the hydrofacial equipment. Incorporating a booking app that the students can use will be helpful.

2ND: Anne-Marie Lalumieue

Vote: Motion Carried

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. The advisory board discussed key skill areas where students may need additional development to better meet industry expectations. Members emphasized the importance of building student confidence in foundational haircutting techniques and improving blow-drying skills across a variety of hair textures. Specific attention was given to strengthening competency in working with curly hair and ensuring students are prepared to style and maintain diverse hair types. The board also noted the need for students to develop proficiency in men’s haircutting to better align with current salon demand and hiring expectations.

Outcome:

- Identified the need to strengthen student confidence in haircutting techniques
- Recommended additional training in blow-drying across all hair textures, including curly hair
- Emphasized improving student proficiency in men’s haircutting to meet industry demand

2. Professional Skills and Workplace Readiness

The advisory board emphasized the importance of foundational professional skills for student success in the workplace. Members noted that students need to develop strong communication skills, demonstrate a willingness to be coached, and maintain appropriate professional boundaries by keeping personal matters separate from the workplace environment. These skills were identified as essential for employability, salon teamwork, and long-term career success in the industry.

Outcome:

- Reinforced the importance of communication skills in professional settings

- Emphasized coachability as a key employability trait
- Highlighted maintaining professional boundaries in the workplace

3. TECHNICAL & PROFESSIONAL SKILLS

- N/A
- The advisory board discussed the importance of strong client consultation skills in ensuring successful service outcomes. Members emphasized the need for students to clearly understand client expectations and confirm desired results before beginning services. The ability to actively listen was identified as a key area for improvement, as students were encouraged to focus more on client needs and preferences rather than personal conversation during appointments. Strengthening these skills was noted as essential for improving client satisfaction and professionalism in a salon setting.

Outcome:

- Emphasized the importance of effective client consultation skills
- Recommended to improve active listening during client interactions
- Reinforced the need to clearly confirm client expectations prior to services
- c. Advisory members agree that attendance, punctuality, and being trainable are very important

2. PROGRAM ALIGNMENT & STUDENT PREPARATION

An industry partner shared feedback regarding graduates hired from the program, noting that while students demonstrate strong technical hairstyling skills, there are concerns related to professionalism in the workplace. The discussion highlighted the importance of balancing technical competency with professional behaviors such as communication, attitude, and workplace conduct to better meet employer expectations.

Outcome:

- Recognized strong technical skill preparation of graduates
- Identified a need to strengthen professionalism and workplace behaviors
- Reinforced the importance of aligning training with employer expectations
- a. Anne-Marie claims that dressing up is very important, and they should always come dressed for the part when coming to work. They need to be ready so they don't have to get ready.

3. FUTURE-FOCUSED & PROGRAM PRIORITIZATION

- Anne-Marie recommended just doing the branding that was discussed earlier.
- N/A

4. PARTNERSHIP DEVELOPMENT

- Anne-Marie stated we could partner with a hydrofacial company, and the students could gain training through them.
Anne-Marie questioned if we give the salons a sign-on bonus for taking co-op students.
Emely Bayron clarified that we do not.

Recommendations: The board recommended that our students demonstrate greater professionalism and a clearer understanding of what is acceptable to wear at work. They recommended implementing more soft skills training.

Motion: Graciera Rogers motioned that soft skills training would be beneficial.

2ND: Elvira McCloskey

Vote: Motion Carried

Agenda Item #8: Other: N/A

Status Report:**Recommendations:****Motion:****2nd Motion:****Vote:****ADJOURNMENT**

Recommendations: The board recommended upgrading the facial room or getting a new space altogether. They recommended that the related room needs more storage in order to be more functional. The old barber sink needs to be removed to prevent students from turning it on and off. It was also recommended that we get new medical-grade facial equipment for the shop. Specifically, a hydrofacial machine. It was recommended that we take a field trip to see one in use or have someone come in and do a live demo that could possibly train our students. The board discussed bringing in more soft-skills training for the shop and helping students with self-marketing to build their clientele prior to going on co-op.

Motion: Kate Sherry made a motion to adjourn at 6:10 pm

2ND: Tyler Rutledge

Vote: Motion Carried

Next Meeting: October 2026

Respectfully Submitted: Meghan Campbell