

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: Sherry Abruzese	CTE Program: Health Assisting
Recorder: Nicole DiCecca	
Materials Manager: Christine Gray	
Dialogue Monitor: Naomi Joyce	
Timekeeper: Nicole DiCecca	
Faculty Present	
Sherry Abruzese	Grade 12 teacher
Nicole DiCecca	Grade 11 teacher
Christine Gray	Grade 10 teacher
Naomi Joyce	Grade 9 teacher
Advisors Present	Name of Business
Nick Troisi	Mass General Brigham Medical Laboratory
Amy Libby	Lahey Hospital & Medical Center Admin.
Abby Libby	Endicott College Nursing student
Darlene Carroll	Nurse Manager St. Joseph's Hospital
Judy O'Hara	Rivier University Nursing Dean
Kiera Conneely	GLTS student
Maria Gomez (Alaysha's mom)	GLTS parent
Diosmery Ortiz	GLTS student
Amelia Vazquez	GLTS student
Alaysha Soto	GLTS student
Melissa Shea (Kiera's mom)	GLTS parent
Yadira Ortiz (Diosmery's mom)	GLTS parent
Guest Present	
Aryanah Henriquez	GLTS student
Daniel Henriquez (Ary's dad)	GLTS parent
Leilani Garcia	MCC → Merrimack College nursing student; works at UMASS Memorial Hospital in Radiology
Zenaida Rivas (Miley's mom)	GLTS parent
Emely Regalado Salcedo	GLTS student
Angel Almonte (Emely's dad)	GLTS parent
Bianca Ramos	GLTS student

Sheila Quinteros (Bianca's mom)	GLTS parent
Luis Rodos (Bianca's dad)	GLTS parent
Suzanne Baron	GLTS faculty and parent
Amabely Mejia	GLTS graduate; nursing student

Agenda Item #1: Call to Order

- a. Welcome/Introductions
 - i. Welcome & introductions were made and meeting was started meeting at 5:16 pm

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.
 - i. Sign in QR codes passed around.
 - ii. Past membership packed passed around and reviewed; racial/linguistic minorities, non-traditional by gender, and those with disabilities addressed

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. Minutes Review
 - i. Fall 2025 Meeting Minutes passed around and reviewed
- b. Action Items
 - i. Minutes accepted after review
- c. Solicit a motion to approve minutes, solicit a 2ND motion.

Recommendation: No recommendations at this time.

Motion: Darlene Carroll moved to approve the minutes of October 23, 2025

2ND: Kiera Conneely

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:
 - a. Bladder scanner
 - b. Mannequin where you can instill water and check with bladder scanner
 2. Emerging tools & industry upgrades:
 - a. Dictation tools
 - b. Ipad translator; interpreter phone
 - c. EMR
 - i. Computer; ipad
- b. Facility Design, Functionality & safety
 1. Shop design & industry alignment:
 - a. Storage issues - lacking storage
 - b. Shop design doesn't mimic real-world design
 - c. Too many students for the space, especially lab space
 - d. Beds are very close together
 2. Safety, repairs & functionality:
 - a. Storage is a safety issue
 - b. Dryer is an extreme safety concern
 - i. Can a filter be placed on the hose to let the air out but not the lint
 - ii. It's a **fire hazard and a health hazard**
 - iii. Students are sneezing and feeling ill when working near the dryer and doing laundry
 - iv. Could dryer be vented out the window?
 - c. Need a biomed department to maintain and fix medical equipment
 - d. Nothing is labeled
 - e. Nothing in the layout makes sense
 - f. We have carts in front of cabinets limiting access
 - g. Need storage for boxes in case things have to be returned
 - i. Can boxes be broken down and labeled for storage

- h. Beds are loose and wobbly - screws feel unsecure
 - i. Need to do preventative maintenance
 - ii. Equipment needs to be looked at and maintained
 - i. Our own maintenance or do we need a contracted maintenance company?
 - i. Should have someone come in 1-2x/year to check equipment
 - ii. Especially equipment with lithium batteries so there's no damage to equipment
 - 3. Facility conditions & improvements
 - a. Very limited storage
 - b. There's new mannequins and shelving in boxes that aren't yet set up
 - c. Columns in lab and classroom are large and appear in the way
 - c. Compliance & Program Review
 - 3. Review NIOSH & program-specific checklist:
 - 1. What feedback or insights can the PAC provide?
 - 1. Dryer is a safety and fire hazard
 - 2. Everything is too close together
 - a) Safety issue for CNAs (students) and residents (for when you work in the field) - it isn't realistic

Recommendations: Please see Status Report above. In summary, there is new medical machinery and equipment that is recommended. It was noted that there are storage issues and advisors felt there are too many students working in the space at a given time. Another recommendation was addressing the many hazards that the dryer brings.

Motion: Nick Troisi made a motion to approve the PIS

2ND: Amy Libby

Vote: Unanimous

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
 - 1. College tours of nursing programs
 - 2. Field trips to hospitals
 - 3. Mannequins that can talk back to you
 - a) Help prepare for clinical
 - 4. Various skin tones to learn how to identify issues such as bruising on various skin tones
- ii. Appropriate Equipment
 - 1. Bladder scanners
 - 2. AI mannequins
 - 3. Mannequins where you can palpate and auscultate
 - 4. Active, working call light system
 - 5. Specialty mattresses
 - a) Sand beds
 - b) Air mattresses (low air loss mattress)
 - 6. Slideboard; Hercules transfer device; Hover mat
 - 7. Lucas automatic CPR
 - 8. Different CPR mannequins with male and female anatomy

- a) We already have it
 - 9. Popper for pediatric choking
 - 10. Glucose testing equipment
 - a) We have small handheld testing equipment
- iii. What tools and/or equipment replacement needs
 - 1. Beds
 - 2. Dryer needs a better venting system
 - 3. Mannequins are missing body parts
 - 4. Missing two bedside tables in the lab right now due to them being broken
 - 5. One nightstand is missing wheels
 - 6. Can people from the community volunteer and come in serve as practice patients
 - 7. Need more sinks in the lab
 - a) Most sinks don't get hot water only cold water
 - b) Students lining up waiting for a sink
 - 8. Better protection for mannequins - that's partly how they're breaking
 - a) Body bags/mannequin bags
 - b) Better Storage shelving
 - 9. Updating bed linen especially fitted sheets
 - 10. Updating mannequin clothing to make it more realistic
 - 11. Hoyer lift and Sit-to-Stand has been broken all year and students were unable to practice
- iv. 5 year outlook for tool/equipment replacement needs
 - 1. All of the above

Recommendations: Please see Status Report above. In summary, there are purchases and equipment that are recommended and supported. The advisory members indicated equipment in need of replacement as mentioned above.

Motion: Darlene Carroll made a motion to approve the budget as written.

2ND: Diosmery Ortiz

Vote: Unanimous

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:**

- a. Simulation mannequins
- b. Anatomage
- c. Translator ipad
- d. AI mannequins
- e. Arjo (sit-to-stand lift)

b. Industry Evolution (Past Year):

- a. EKGs
- b. Phlebotomy

c. AI Integration & Readiness:

- a. Moreso at physician level, not CNA level
 - i. Epic has AI component used for diagnosis
- b. Epic has AI suggestion when messaging patients

d. Curriculum Adaptation:

- a. Medical records and charting
- b. Prescriptions and medications
- c. Medical abbreviations
- d. EMR documentation
- e. Curriculum for learning heart rhythms
 - i. CNAs can earn more money by advancing skillset
- f. Care plan - more teaching on it
- g. EHR GO
 - i. Has sample patient cases or you can make your own cases
 - ii. Yearly subscription; institution rate
 - iii. Can also document in it

e. Outdated Skills & Equipment:

- a. None

Recommendations: Please see Status Report above. In summary, there are technological advancements and equipment that would benefit our students. The advisory members didn't have many vital remarks regarding AI integration. Here were recommended adaptations to be made to the Health Assisting curriculum.

Motion: Abby Libby made a motion to support the discussion above.

2ND: Diosmery Ortiz

Vote: Unanimous

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. Our Wednesday - Tuesday schedule is very challenging to work with
 - b. Soft skills
 - c. How to speak to patients appropriately and professionally
 - d. Not swearing, fighting back with a superior or teacher, being disrespectful to teachers
- 2. **TECHNICAL & PROFESSIONAL SKILLS**
 - a. EKG
 - b. Heart rhythms
 - c. Phlebotomy
 - d. Soft skills in a professional setting
 - e. How to write an email appropriately in a respectful and kind manner so you don't regret sending an email
 - f. Knowing what and when to report patient concerns
 - i. See something, say something
 - g. Confidence to approach nurses and staff
 - h. Knowing how to give a hand-off report
 - i. Difficult to learn on the go at clinical
 - ii. Recommend to start learning and practicing that earlier
 - i. Communicating with patients
 - i. Vital sign check where students check vital signs of students in other shops
 - j. Learning how to speak on the phone with an employer
- 3. **PROGRAM ALIGNMENT & STUDENT PREPARATION**
 - a. Punctuality
 - b. Attendance
 - c. Don't call out during orientation
 - d. Phone use in workplace
 - e. Respect
 - f. Professional etiquette and attitude
 - g. Communication in a professional setting
 - h. Motivation to do more
 - i. Eye contact
- 4. **FUTURE-FOCUSED & PROGRAM PRIORITIZATION**
 - a. Interview questions
 - i. Recommended for students to do with a stranger
 - ii. Done senior year
 - 1. Felt it should be done sooner
 - b. Beneficial to practice skills on patients other than classmates, such as students in other grades
 - i. Could students practice with students in other shops?
 - c. Practice giving report to instructor during simulation
 - i. Knowing what to report and when
- 5. **PARTNERSHIP DEVELOPMENT**

- a. Is there a feedback report on co-op students
 - i. yes , timesheets are done with feedback from employer
- b. Is the schedule a problem?
 - i. Yes, co-op sites complain that it's challenging for scheduling and payroll
- c. Previous co-op role made getting students out on co-op challenging
- d. Any partnership with Lawrence General Hospital
 - i. No, students need to be 18 years old
 - 1. Same with Lahey Hospital, but for hiring someone not for co-op

Recommendations: Please see Status Report above. In summary, there are gaps in skills, hiring, student preparation, and more.

Motion: Nick Troisi made a motion to implement all of the above

2ND: Amy Libby

Vote: Unanimous

Agenda Item #8: Other:

Status Report:

Recommendations:

Motion:

2nd Motion:

Vote:

ADJOURNMENT

Recommendations: Facilitator should make a recommendation for a motion to adjourn.

Motion: Judy O'Hara

2ND: Nick Troisi

Vote: Unanimous

Next Meeting: October 2026

Respectfully Submitted: Nicole DiCecca