PROGRAM ADVISORY COMMITTEE
MEETING MINUTES
November 17, 2022

The Greater Lawrence Technical School Program Advisory Committee meeting was held on November 17, 2022, at Greater Lawrence Technical School.

The following members were in attendance:

Facilitator: Lisa Cascio, Chairperson	**CTE Program:** Business Technology
Recorder: Angela Santana	
Materials Manager:	
Dialogue Monitor:	
Timekeeper: Angela Santana	
Faculty Present	
Kate Keyes	Business Technology Instructor
Sacha Lu	Business Technology Instructor
Angela Santana	Business Technology Lead Instructor
Advisors Present	**Name of Business / Population Represented**
Lisa Cascio, Chairperson	Northeast Energy Efficiency Partnerships
Lissy Batista	Fidelity Investments
Naisha Esmurria	Business Technology Student
Olga Estevez	Steward Health Care
Sonia Garcia	Lawrence Public Schools
Ronald Ramirez	Kelmar Associates
Guest Present	

Agenda Item #1: Call to Order
   a.   Welcome/Introductions

Status report: Ms. Cascio called the meeting to order at 5:40 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.   Contact information was emailed to each member for verification.
   b.   Facilitator asked for members to review representative populations. Union representation was updated.

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.   Minutes from the Spring Program Advisory Board meeting were reviewed.
   b.   Facilitator gave a quick overview of the Spring Program Advisory Board minutes
   c.   Solicited a motion to approve minutes, 2ND the motion.

 Motion: Mrs. Garcia moved to approve the minutes of April 28, 2022.
 2ND: Ms. Estevez
 Vote: Unanimous

NEW BUSINESS

Agenda Item #4: CTE Program Facilities Review
   a.   **Review shop facilities (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?

b. Review equipment.
   i. Does the current shop design meet current industry standards?
      1. Safety concerns:
      2. Repairs:
      3. Layout / Functionality:
      4. Storage:
      5. Cosmetic Renovations:

Status Report:
   a. **Review shop facilities**
      i. Does the current shop design meet current industry standards?
         1. Safety concerns:
            a. Wiring in Santana's room
               i. Angela Santana explained that the setup in her room was temporary until John Lavoie ordered the desktops and had the wiring setup properly.
         2. Repairs:
         3. Layout / Functionality:
            a. Santana's & Keyes's Room
               i. Both of our rooms have temporary setup until desktops, monitors and electrical outlets are set up properly. John Lavoie had gone into Angela Santana's room and took measurements, and he is currently working on redesigning the entire layout.
         4. Storage:
            a. Keye's room
               i. Currently, all of the monitors for her class are in boxes in her room as there was no storage space to move them to.
         5. Cosmetic Renovations:
            a. Power strips in Santana's & Keyes's room. Flooring in all 3 classrooms, new counter tops.
               i. All classroom counters, floors, etc. are from the 2004 school renovation.
   B. **Review equipment.**
      i. Does the current shop design meet current industry standards?
         1. Safety concerns:
         2. Repairs:
         3. Layout / Functionality:
            a. VDI & Santana & Keyes's Laptops

        i.   Angela Santana provided a status update on the functionality of VDI in our shop. Freshmen are to use VDI only, sophomores working on it primarily and using the software on harddrives as a backup and junior and seniors use the software on the harddrives and the use of VDI is optional.

       ii.   Lissy Batista stated that her company uses virtual laptops but they have them as a backup in case there is an emergency and the laptops stop working, the virtual laptop can be used as a backup on an emergency basis.

     iii.   Purpose of VDI is supposed to be a backup, not a primary source of work. None of the Advisory Board members use virtual laptops.

4. Storage:
5. Cosmetic Renovations:

Recommendations: Eliminate the use of VDI as the primary operating system for the entire shop, all grade levels.
Motion: Ms. Batista moved to Eliminate the use of VDI as the primary operating system for the entire shop, all grade levels.
2nd Motion: Mrs. Garcia
Vote: Unanimous

Agenda Item #5: (FALL ONLY) Reviewing Proposed Budget for the upcoming school year (SY23/24):
    a. Review SY23/24 DRAFT Budget
        i.   Review Spring Minutes and Proposed Department Budget (for SY23/24) Is the proposed budget inclusive of equipment and supplies recommended by the Advisory Program Committee at the last Advisory meeting? What edits should be made?

Status Report:
    a.   The proposed budget was shared and members agreed with the proposal.

Recommendations:
Motion:
2nd Motion:
Vote: NO VOTES AT THIS TIME

Agenda Item #5 (SPRING ONLY) Prepare Budget for the upcoming school year (SY23/24)
    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)

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.   Are there any additional certifications that are valuable for students to have in the Industry?

Status Report:
- a.
- b.
- c.   Soft skills, interpersonal skills and basic etiquette

Recommendations:
Motion:
2nd Motion:
Vote: NO VOTES AT THIS TIME

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 grads) 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.   No discussion
2.   No discussion
3.   It was suggested to reach out to future COOP employers for Advisory Board

Recommendations:
Motion:
2nd Motion:
Vote: NO VOTES AT THIS TIME

Agenda Item #8: (FALL ONLY) Elect Advisory Chair:
- a.   The General Advisory Meeting will take place on January 17, 2023, at 5 pm.
- b.   Are there any nominations for the Program Advisory Chair for the 2022-2023 school year (take nominations)?

Status Report:
- a.   No discussion
- b.   Lisa Cascio was willing to continue as the Business Technology Chairperson and all agreed.

Recommendations:
Motion: Mrs. Garcia moved for Lisa Cascio to be the Business Technology Chairperson
2nd: Ms. Estevez
Vote: unanimous

Agenda Item #9: 5 Year Strategic Plan
GLTS is in the process of developing a 5-year strategic plan for the school. Please provide insights on the following:
- What is the future of the industry and job outlook? (5years, 10 years)
- Is there new technology/equipment that we should be looking at or investing in?
- How is the integrating environmentally sustainable practices? In what ways will we need to consider these as we expand and adapt practices? (Ex- New bays for electric cars)

Status Report: No discussion

Recommendations:
Motion:
2nd Motion:
Vote: NO VOTES AT THIS TIME

Agenda Item #10: Other (Programs to add any additional agenda items. For example, ask advisory members to provide feedback or recommended edits to Career Trees, or website content shared at previous Lead Teacher meeting).

Status Report: No discussion

Recommendations:
Motion:
2nd Motion:
Vote: NO VOTES AT THIS TIME

ADJOURNMENT at 7:15PM
Motion: Mrs. Garcia moved to adjourn.
2ND: Ms. Estevez
VOTE: Unanimous

Next Meeting: April 13, 2023
Respectfully Submitted: Angela Santana