

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

PROGRAM ADVISORY COMMITTEE
MEETING MINUTES
November 14, 2022

The Greater Lawrence Technical School Program Advisory Committee meeting was held on November 14th, 2022, at Greater Lawrence Technical School.

The following members were in attendance:

Facilitator: Emely Bayron	CTE Program: Cosmetology
Recorder: Kim Bachmann	
Materials: Emely Bayron	
Dialogue Monitor: Sam Pierre	
Timekeeper: Jennifer Lasonde	
Faculty Present	
Emely Bayron	
Kim Bachmann	
Sam Pierre	
Jennifer Lasonde	
Advisors Present	Name of Business / Population Represented
Helen Tripods	Industry / Owner / Parent / Salon Daeva
Elvira McCloskey	Industry / Owner / Lash Lounge
Patricia Rowe	Industry / Owner
Jesus Lajara	Industry
Guest Present	
Kate Sherry	Supercuts
Joshua Suarez	Owner / The Fix Barbershop Haverhill, MA and Bradford, MA
Emely Colon	Student
Jazlyn Bazemore	Student
Jenny Rivera	Community

Agenda Item #1: Call to Order a. Welcome/Introductions
Status report: Emely Bayron called the meeting to order at 4:00 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. Email Addressed has been verified for each member.
- b. Facilitator asked for outstanding forms; three members returned the paperwork.
- c. Facilitator asked for members to complete google form.

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. No questions or concerns

Recommendation: The facilitator should recap the conversation and make a motion to approve.

Motion: Jesus Lajara moved to approve the minutes of May 02, 2022.

2ND: Helen Tripods

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 improvement 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?

Status Report:

- a. **Review shop facilities and equipment.**
 - i. Does the current shop design meet current industry standards?

Yes

 1. Safety concerns:
 - a. No

- i. There were no concerns raised
- 2. Repairs:
 - a. No
 - i. No needed repairs were identified
- 3. Layout / Functionality:
 - a. Jesus notes that the storage closet should have the wires removed or covered. Emily Colon and Helen note that the two sophomore stations that are on the Junior side may make Sophomore students feel isolated from their class.
 - i. Students would have easier access to supplies if the wires were removed or covered. Jazlyn Bazemore, who is a sophomore student in cosmetology at GLTS, notes that students in her class do not want to sit in the two stations on the Junior side.
- 4. Storage:
 - a. Helen suggests mobile carts may offer more storage
 - i.
- 5. Cosmetic Renovations:
 - a. None needed
 - i. No cosmetic renovations needed

Recommendations: It was recommended by the board that the wall is opened between the four stations that are separated by a wall on the Sophomore / Junior side and that the wires in the storage closet are removed or covered.

Motion: Patricia Roe

2nd Motion: Jesus Lajara

Vote: Motion Carried

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. Jesus Lajara notes that inflation has affected the industry. Costs have gone up greatly on supplies.
- b. Emily Colon notes that knowing the state board exam will be paid for takes the weight of the exam fee off her, and other student's shoulders. Having the exam paid for gives her more motivation and incentive to take the stated board exam.

Recommendations: The board recommends that the budget proposal presented by the cosmetology department is approved.

Motion: Elvira McCloskey

2nd Motion: Jesus Lajara

Vote: Motion Carried

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)

Recommendations: (Example: "It was recommended by the board that....")

Motion: (Name of Board Member)

2nd Motion: (Name of Board Member)

Vote: (Motion Carried or Motion Failed)

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. Elvira notes lash lift, extensions, tint, and brow lamination. Emily notes that poly gel nails are popular at the spa she works at.
- b. Jesus notes that hair color for men is becoming increasingly popular. Helen notes that root melting is becoming increasingly popular.
- c. Elvira notes that lash extensions and lifts are very popular and profitable. Joshua notes getting barbicide certified is valuable.

Recommendations: It was recommended that students get certified in lash extensions and incorporate hair color for men and root melting techniques into the cosmetology/barbering curriculum.

Motion: Patricia Roe

2nd Motion: Helen Tripods

Vote: Motion Carried

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?
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. Emily notices that most students who go on coop are placed in salons. She notes that students should/can be placed in a variety of jobs related to cosmetology.
2. Kate notes she feels like students lack interview skills. Professional dress should be reviewed. Soft skills should be taught to students going on interviews. Kate notes that students should be allowed to dress professionally at school to help them prepare for a career in the cosmetology field.
3. Elvira notes that teachers should teach how to be professional and reliable. Helen notes that teachers should let students know that failing is okay because they are going to make mistakes, but they need to know how to deal with mistakes. Joshua notes that teachers should ask students what they want to learn about. Helen notes that teachers should prepare students to do practical skills on job interviews as well as soft skills.

Recommendations: It was recommended by the board that a variety of job opportunities be presented to potential co-op students and that soft skills be a large part of the curriculum.

Motion: Jesus Lajara

2nd Motion: Elvira McCloskey

Vote: Motion Carried

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. Emely Bayron explains what the General Advisory Chair role entails
- b. The board nominates Elvira McCloskey

Recommendations: It was recommended by the board that Elvira McCloskey will be the Program Advisory Chair and Helen Tripods will be the Program Advisory Chair if Elvira McCloskey can not fulfill the duty.

Motion: Jesus Lajara

2nd Motion: Pat Roe

Vote: Motion Carried

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: Emily notes that she is anticipating revolving trends. Helen notes that the department should be looking into heat lamp orbits for hair color processing.

Recommendations: It was recommended that the department research heat lamp orbits for hair color processing.

Motion: Patricia Roe

2nd Motion: Elvira McCloskey

Vote: Motion Carried

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:

Entry Level

Basic esthetics

Post-secondary training

Advanced esthetics

Recommendations: It was recommended by the board that we include basic esthetician to entry level and advanced esthetics to post-secondary training.

Motion: Elvira McCloskey

2nd Motion: Helen Tripods

Vote: Motion Carried

ADJOURNMENT at 6:00 PM.

Motion: Jesus Lajara

2ND: Patricia Roe

VOTE: Unanimous

Next Meeting: April 10, 2023

Respectfully Submitted: Kimberly Bachmann