

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

**PROGRAM ADVISORY COMMITTEE**  
**MEETING MINUTES**  
**November 17, 2022**

The Greater Lawrence Technical School Program Advisory Committee meeting was held on April 5, 2021, at Greater Lawrence Technical School.

*The following members were in attendance:*

<b>Facilitator:</b> Allyson Ligor	<b>CTE Program:</b> Dental Assisting
<b>Recorder:</b> Julianna Posada	
<b>Materials Manager:</b> Allyson Ligor	
<b>Dialogue Monitor:</b> Dianne Doucette	
<b>Timekeeper:</b> Dianne Doucette	
<b>Faculty Present</b>	
Julianna Posada	teacher
Allyson Ligor	teacher
Dianne Doucette	teacher
<b>Advisors Present</b>	<b>Name of Business / Population Represented</b>
Julie Breen	Middlesex Community College Dental Hygiene fulltime faculty and academic clinic coordinator
Peter Gangi	Middlesex Community College Dental hygiene adjunct faculty/hygienist at Dr Gangi's Office
Georgina Cook	Parent
Maureen O'Neil	Parent
Amanda Dangelo	Moody Dental-dental assistant
Dr. Entela Cika	Dentist/ Owner of Dental Arts, Lawrence
<b>Guest Present</b>	
Katia Lugo	Parent
Kasandra Malave-Lugo	Student

<b>Agenda Item #1: Call to Order</b>
a. Welcome/Introductions
<b>Status report:</b> Peter Gangi called the meeting to order at 5:32pm

**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 distributed information sheets to new members
- 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, 2<sup>ND</sup> the motion.

**Status Report:**

- a. D. Doucette reviewed minutes from the Advisory Meeting held on April 2022.
- b. A motion was solicited to approve minutes, 2nd motion

**Recommendation:** After recap of the April 2022 minutes and updating the board on equipment updates, a recommendation was made to approve the minutes.

**Motion:** J. Breen moved to approve the minutes of April 28, 2022.

**2ND:** P. Gangi

**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?

**a. Review shop facilities and equipment.**

- i. Does the current shop design meet current industry standards?
  - 1. Safety concerns:
    - a. Assistina Not in a safe location
      - i. It is a safety hazard to be moving the Assistina back and forth from its current location to the dental chair where the compression attachment is located.
  - 2. Repairs:
    - a. Assitina needs a fixed line
      - i. Discussed having a fixed line placed in the dirty section of the sterilization area
  - 3. Layout / Functionality:
    - a. Assitina needs a fixed line
      - i. Discussed having a fixed line placed in the dirty section of the sterilization area in order to comply with industry infection control standards
  - 4. Storage:
    - a. No storage issues were discussed
    - b. The board was shown the new storage room
  - 5. Cosmetic Renovations:
    - a. Lights in Room 4015
      - i. Discussed how the lights in Room 4015 look unsafe and unsanitary due to rust and staining present.

**Recommendations:** It was recommended by the board that the Assistina have a dedicated compression line in the contaminated section of the sterilization area. The current location is a safety hazard moving the Assistina back and forth from its current location to the dental chair where the compression attachment is located while using contaminated handpieces to prepare them for sterilization. It was also recommended that the lights in Room 4015 be changed they are yellow old.

**Motion:** J. Breen

**2nd Motion:** P. Gangi

**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 Board reviewed the 23/24 Budget and discussed the need to increase the maintenance budget to \$10,000 due to having a new dental unit in room 4015, a new radiology room and inflation.

**Recommendations:** It was recommended by the board that the maintenance budget be increased to \$10,000 due to having a new dental unit in room 4015, a new radiology room, and inflation.

**Motion:** P. Gangi

**2nd Motion:** G. Cook

**Vote:** Unanimous

**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. Discussed how offices are using the Druformat Scan Pressure Machine to fabricate removable appliances. Offices are also moving away from ultrasonic cleaners and using instrument washers instead.
- b. Druformat Scan Pressure Machine and Hydrim Automated Instrument washer was recommended. Also discussed contacting dental labs in order for students to sharpen their laboratory skills. Students should also be working with each other more often and not solely focusing on working with typodonts.
- c. Discussed creating a GLTS Dental Radiology Completion Certificate to be given to students once they have completed the radiology course their junior year, in order to present to employers and potential employers.

**Recommendations:** It was recommended that the Druformat Scan Pressure Machine be purchased, and offices are using the Druformat Scan Pressure Machine to fabricate removable appliances. Offices are moving away from ultrasonic cleaners and using instrument washers instead using Hydrim Automated Instrument Washer, it was recommended this equipment be purchased and implemented into the Dental Assisting curriculum. Creating a GLTS Dental Radiology Completion Certificate was also recommended. It was also recommended to contact dental labs for field placement. According to CODA the Commission of Dental Accreditation, when students are working on each other an Invasive procedure Policy needs to be followed for safety 6:1 ratio should also be implemented when students are working in each other's mouths. Right now there are 20 students in the shop with 12 in the chairs and 8 at the table

doing an assignment. This number is too many to create a safe learning environment for the teacher to monitor on their own. The board is frustrated that our department is working with an unsafe situation while in the shop and that there is an overwhelming need to reduce the teacher-to-student ratio. Also that the department needs a 4th teacher one for each grade level with 12 students each week. This would increase student numbers and address the need in the community along with taking the skills of our students from weak to proficient.

**Motion:** A. D'Angelo

**2nd Motion:** J. Breen

**Vote:** Unanimous

#### **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. Almost 100% of students are eligible to be placed on co-op and there is a high need in the area but they are facing a barrier with having to switch academic weeks.
2. Students are lacking communication and four handed dentistry skills. This lack of skills when going out on co-op is affecting the student's confidence and they are reluctant to stay in the field when they feel they "cannot do it".
3. Teachers should be spending more one-on-one time with each student at the dental chairs. There should be one designated teacher for each grade level.

**Recommendations:** The Board recommends the dental assisting program hire another, to make it possible for teachers should be spending more one-on-one time with each student at the dental chairs. This will increase student skills, communication, and confidence. There should be one designated teacher for each grade level. The Board recognizes areas that impact student success during co-op and retention in the dental assistant profession post-graduation. Lowering faculty-student ratio in shop classes leads to confidence in learning clinical skills and prevention of accidental injury when novice learners are placing instruments intraorally. A review of the other technical high schools in the area suggests that GLTHS is the only school with higher student faculty ratio. GLTHS has benefitted from Massachusetts Capital Skills Grants which work to help our young people gain the education, training and skills necessary for successful careers in rapidly growing industries like dental assisting. Per Lt. Governor Karyn Polito, technical high schools have modernized how students learn and provided crucial experiential learning that serves students and employers well. To foster an equitable learning environment, where students master skills, practice safely and remain in the profession long-term, requires an additional faculty member to be hired for the program.

Right now, one teacher teaches 20 juniors on one week and 20 seniors on another. It was brought to the board's attention that dental is one of the only shops that does not have this in place and that work with dangerous equipment on each other, this is a safety issue. Students need to be able to perform skills on each other to practice according to the frameworks. This will also eliminate the problem the dental department is having to fulfill coop positions. According to [www.careeronestop.com](http://www.careeronestop.com) that in Massachusetts in the next ten years this field is growing by 13% equals the need for 1120 new positions,

this is a growing field and there is a need in the local community. Right now students would have to switch academic weeks to get a coop job and this is challenging when students need to be in certain inclusion classes if they are in special ed or an EL or in dual enrollment. We can not fill all the co-op requests because we have students that are unable to switch weeks in academics. This should not be a barrier for our students in getting a co-op job. CODA the Commission of Dental Accreditation recommends 6:1 for performing radiology in a clinical setting. It was also recommended to decrease the student-to-teacher ratio to 12:1 to increase student skills and be able to have retention and success in the field.

**Motion:** A. D'Angelo

**2nd Motion:** J. Breen

**Vote:** Unanimous

**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)? (Second, discussion, any opposed, all those in favor?)

**Status Report:**

- a. Board was informed of the General Advisory date
- b. The Board nominated Julie Breen as Program Advisory Chair for the 22-23 school year.

**Recommendations:** Julie Breen was nominated and voted as Program Advisory Chair for the 22-23 school year

**Motion:** G. Cook

**2nd Motion:** P. Gangi

**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? (5 years, 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:** Discussed more and more offices having Milling Machines in the office and getting away from sending cases out to dental laboratories.

**Recommendations:** It was recommended by the board to be prepared to have a milling machine within the dental assisting program within the next 5-10 years.

**Motion:** A. D'Angelo

**2nd Motion:** J. Breen

**Vote:** Unanimous

**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:**

**Recommendations:** Nothing at this time.

**Motion:** None at this time

**2nd Motion:**

**Vote:**

**ADJOURNMENT** at 6:42 PM.

**Motion:** P. Gangi moved to adjourn.

**2<sup>ND</sup>:** A. D'Angelo

**VOTE:** Unanimous

Next Meeting: April 13, 2023

Respectfully Submitted: Julianna Posada/ Allyson Ligor