

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 November 17, 2022, at Greater Lawrence Technical School.

The following members were in attendance:

Facilitator: Sherry Abruzese	CTE Program: Health Assisting
Recorder: Jillian Shannon and Nicole Savino	
Materials Manager: Karen Conway	
Dialogue Monitor: Karen Conway	
Timekeeper: Karen Conway	
Faculty Present	
Sherry Abruzese	11th Grade
Jillian Shannon	12th Grade
Nicole Savino	9th Grade
Karen Conway	10th grade
Advisors Present	Name of Business / Population Represented
Judi O'Hara	Rivier Nurse Educator
Nicole Carr	MGH/Brigham-PMA Team Lead
Darlene Carroll	Access Surgery Center Director
Tina Conley	Melrose-Wakefield Hospital OT
Agnes Haverty	PC Healthcare Agency
Mary Ryan Hodge	PC Healthcare Agency
Lisa Smith	Precision Healthcare Marketing Director
Donna Spaulding	Lahey Hospital Nurse Case Manager
Nicolas Troisi	MGH/Brigham Med Lab Science Training Program Director
Tom Raiche	AFLCIO Community Services Liaison

Guest Present	
Isabella Abruzese	Allied Health Student from Salem NH High School
Marcel Lightfoot-Taylor	GLTS Health Assisting Sophomore Student
Obasa Olabisi	Miravista Medical Biller

Agenda Item #1: Call to Order a. Welcome/Introductions
Status report: Sherry Abruzese called the meeting to order at 6:09 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 c. Three new members returned the paperwork. d. 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 ND the motion.
Status Report: a. Minutes reviewed from Spring advisory meeting, no questions from guests. b. Comments from Guests: i. Things are changing at facilities due to the changing of COVID requirements for masking. ii. Hospitals and nursing homes are having difficulties with staffing post COVID, leading to CNA's needing to learn more in depth skills (ex: phlebotomy and EKG) c. Facilitator provided brief updates since the spring meeting. d. Facilitator facilitated a motion to approve the minutes and then solicited a second motion.
Recommendation: Facilitator recapped conversation and made a recommendation to approve the minutes from 4/28/22.

Motion: Sherry Abruzese moved to approve the minutes of 4/28/22.

2ND: Darlene Carroll

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 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?

Status Report:

Review shop facilities and equipment.

- i. Does the current shop design meet current industry standards?
 1. Safety concerns:
 - a. It was also discussed about not having warm water in any of the shop faucets and the shower stall is smaller than most for students to safely perform the skill of showering and bathing a patient. There is also minimal space to safely move wheelchairs around in the lab during skills.
 2. Repairs:
 - a. Washer and dryer need to be vented outside and moved out of the classroom because lint is being blown into the classroom and it is a fire hazard.
 3. Layout / Functionality:
 - a. In room 4060 the tv is located on a column in the center of the classroom that is a possible safety hazard for students who are walking by.

Storage:

- a. Open shelving being a hazard and not having enough storage in the shop for supplies to be taken off the floor.
 - b. Locks are broken on most cabinets and the keys may or may not be available.
- 4. Cosmetic Renovations:
 - a. N/A

Recommendations: Facilitator recapped conversation and made a recommendation for a motion.

Motion: Nicole S. Carr made a motion for the health assisting shop to be expanded to include a larger lab area for more space during skills demonstrations to make a safer environment for students.

2nd Motion: Lisa Smith

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. Reviewed last year's total budget
- b. Reviewed this year's new budget
- c. Advisory committee agreed with the current 23/24 budget with updated equipment added.
- d. Put in for equipment repairs and updated shipping costs.

Recommendations: Facilitator recapped conversation and made a recommendation for a motion to approve the 23/24 school year budget.

Motion: Nicole S. Carr

2nd Motion: Donna Spaulding

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. Hospitals are calling CNA's "personal care technicians" and they are trained at the hospital to do advanced skills.
- b. Certifications: getting a program to certify students in feeding
- c. Technology: most facilities using/documentation electronically
 - i. EHR Go used by Rivier University where students document vital signs -- can also document I&O + ADL's.
- d. Importance of teaching students soft skills.
- e. Members report CNAs now doing more skills such as EKGs, blood glucose checks, phlebotomy, bladder scanning, trach care, restraints, seizure pads, TED stockings, and Venodyne boots.
- f. Deescalation techniques with psychiatric patients; one to one sitter with psychiatric patients; vitals signs with restrained patients; addictive behaviors(detox)/abusive patients/homeless patients being admitted to nursing.

Recommendations: Facilitator recapped conversation and made a recommendation for a motion..

Motion: Nick Troisi made a motion to purchase added/updated supplies related to new and emerging health assisting trends in the industry.

2nd Motion: Tina Conley

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. Various co-op sites: prepared more for nursing home setting vs. rehab setting.
2. For students who don't want a healthcare career, try to steer them to related jobs such as Ultrasound, Radiology, etc.
3. Whittier Rehab is always looking for students (may be far from where students live).

Recommendations: Facilitator recapped conversation and made a recommendation for a motion.

Motion: Darlene Carroll

2nd Motion: Lisa Smith

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)?

Status Report:

- a. Judi stepped down
- b. Jillian Shannon nominated Nicolas Troisi
- c. Nicolas volunteered to be advisory chair

Recommendations: Facilitator recapped conversation and made a recommendation for a motion to approve Nicolas's advisory chair position.

Motion: Tina Conley

2nd Motion: Judi O'Hara

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:

1. What is the future of the industry and job outlook? (5 years, 10 years)
2. Is there new technology/equipment that we should be looking at or investing in?
3. How is 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:

- Preparing students for different settings other than nursing homes.
- Widening our scope from just elderly to include pediatrics.
- Keeping numbers up in the shop because there's staffing shortages in many positions across healthcare.
- Med techs in NH are allowed to do some med passes.
- See if we can connect with hospital/facility administrators and supply workers if extra/expired supplies can be donated to GLTS.
- Idea of having students write letters to explain how and why equipment would be needed.

Recommendations: Facilitator recapped conversation and made a recommendation for a motion.

Motion: Nicole S. Carr

2nd Motion: Judi O'Hara

Vote: Unanimous

Agenda Item #10: No other items discussed.

Status Report: N/A

Recommendations: N/A

Motion: N/A

2nd Motion: N/A

Vote: N/A

ADJOURNMENT

Recommendations: Facilitator made a motion to adjourn the meeting at 7:10 PM.

Motion: Darlene Carroll made a motion to adjourn the meeting.

2ND: Nicole S. Carr

VOTE: Unanimous

Next Meeting: April 13, 2023

Respectfully Submitted: Jillian Shannon and Nicole Savino