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

PROGRAM ADVISORY COMMITTEE
MEETING MINUTES
November 16, 2023

The Greater Lawrence Technical School Program Advisory Committee meeting was held on November 16, 2023, 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: Christopher Carino	
Faculty Present	
Christopher Carino	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
Marko Duffy	TDF Metal Finishing
Naisha Esmurria	Business Technology Student
Treavor Gearin	Parent / Century 21 Melennan & CO
Olga Estevez	Steward Health Care
Cintia Gomez	Parent / Shop Car Sales, LLC
Miguel Gomez	Parent / Shop Car Sales, LLC
Ronald Ramirez	Kelmar Associates
Chery Victoria	Empower Retirement
Guest Present	

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

Status report: Ms. Cascio called the meeting to order at 5:44PM

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 verify their information in the Membership 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.   (1) Angela Santana provided a status update of when she appeared before the District Committee in June and requested the approval of a 4th teacher. Angela further explained a discussion between Principal Zielinski, Lindsay Gangi and Sacha Lu where the Principal stated that the Business Technology Department needed to demonstrate another year of positive freshmen recruitment to justify the hiring of a 4th teacher. (2) Angela also explained why a summer meeting was not scheduled as there were many changes including the resignation of Kate Keyes and the new hire of Christopher Carino.
    b.   Solicit a motion to approve minutes, solicit a 2ND motion.

Recommendation:
Motion: Mr. Duffy moved to approve the minutes of April 13, 2023.
2ND: Mr. Victory
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?

  a. **Review shop facilities and equipment.**
       i. Does the current shop design meet current industry standards?
           1. Safety concerns:
               a. None
                   i. Potential ergonomic suggestions were Ergonomic Pad for each student workstation for standing. Wrist rests were also suggested.
           2. Repairs:
               a. None
                   i. No discussion
           3. Layout / Functionality:
               a. None
                   i. No discussion
           4. Storage:
               a. None
                   i. No discussion
           5. Cosmetic Renovations:
               a. None
                   i. No discussion

Recommendations:

Motion:

2nd Motion:

Vote: NO VOTES AT THIS TIME

Agenda Item #5: (FALL ONLY) Reviewing the Budget for the upcoming school year and 5 year outlook for equipment needs (SY24/25):

a. Review SY23/24 Budget
   i. Review Spring Minutes and Department Budget (for SY24/25). Consider the trajectory of your industry over the next 5 years when answering the following questions:
   ii. Can you outline the specific types of equipment you/your company plans to invest in over the next 5 years?
      1. What will the benefits be of investing in these items?
      2. Will any existing pieces of equipment be phased out with the implementation of new equipment?
      3. Are there ways we can align our equipment needs with environmentally friendly/sustainable practices?
   iii. How important do you view preventative maintenance for the equipment you plan to purchase?
      1. Do you have a suggestion for how we budget preventative maintenance/repair costs for new and existing equipment?
      2. Are there specific preventative maintenance contracts we should consider, and what key features should we look for?

Status Report:
   a. Angela shared the detailed budget report and highlighted the fact that she included equipment and supplies for a 4th classroom. Members asked various questions about the detailed list and felt satisfied with the answers.

Recommendations:
Motion: Mr. Victoria moved to approve the proposed budget.
2nd Motion: Ms. Esmurria
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. Entrepreneurship, Ethics & Insurance
   b. No discussion
   c. No discussion

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 graduates) 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. Angela shared a spreadsheet with the current COOP placements, and we discussed the COOP job opportunities and the selection process.
   2. No discussion
   3. No discussion

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 16, 2024.
   b. Are there any nominations for the Program Advisory Chair for the 2023-2024 school year (take nominations)? (Second, discussion, any opposed, all those in favor?)

Status Report:
   a. No discussion
   b. No discussion

Recommendations:
Motion: Ms. Estevez moved to nominate Lisa Cascio as the Business Technology Advisory Chairperson
2nd Motion: Mr. Duffy
Vote: Unanimous

Agenda Item #9: Comprehensive Local Needs Assessment (CLNA) Review
GLTS completes a CLNA every two years for each career area. This process allows departments to

review and identify their needs and potential root causes. In reviewing the CLNA, please provide insights on the following:

A. What improvements can be made to ensure support for all students, including students identified as non-traditional or special populations?
B. Is the program curricula aligned to workforce/career needs?
   a. What changes could the department make to ensure students are employable for entry-level positions?
C. Is the department layout adequate to support the learning needs of all students?
   a. Is there adequate room for all students to practice skills to proficiency?
   b. Are the equipment needs and educational material needs being met?

Status Report: Members felt that this activity was confusing without context. Mr. Gearin recommended the wording be changed to "at least 1 teacher per grade level".

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

Agenda Item #10: Other (Programs to add any additional agenda items.)

Status Report: No discussion

Recommendations:
Motion:
2nd Motion:
Vote: Unanimous

ADJOURNMENT at 7:07 PM.
Motion: Ms. Esmurria moved to nominate Lisa Cascio as the Business Technology Advisory Chairperson
2nd Motion: Mr. Ramirez
Vote: Unanimous

Next Meeting: April 11, 2024
Respectfully Submitted: Angela Santana