

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

PROGRAM ADVISORY COMMITTEE
MEETING MINUTES
(November 16, 2021)

A meeting of the Greater Lawrence Technical School Program Advisory Committee was held on Tuesday, November 16, 2021, virtually through 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
Angela Santana	Business Technology Lead Instructor
Advisors Present	Name of Business / Population Represented
Lisa Cascio, Chairperson	Northeast Energy Efficiency Partnerships
Jenry Diaz	Primerica
Naisha Esmurria	Business Technology Student
Olga Estevez	Steward Health Care
Ronald Ramirez	Kelmar Associates
Lisayra Santos	Business Technology Student
Cherie Victoria	Empower Retirement
Guest Present	

Agenda Item #1: Call to Order a. Welcome/Introductions
Status report: Ms. Cascio 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. Per DESE PAC Guidelines, it is important that every effort has been made to ensure the membership of our Advisory Boards are inclusive and diverse. Review the composition populations listed on the Program Advisory membership forms. Ask members to sign-in using the Google Form (Share link with all members) and ask that they select any of the sub-groups they are able to represent. i. Persons of racial or linguistic minorities.

- ii. Persons are nontraditional by gender for the program.
- iii. Persons are well-equipped to represent the perspectives of persons with disabilities.

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 Program Fall Advisory meeting, and voice comments, questions, or concerns (Minutes are posted on the GLTS website).
- b. Provide an update on action items from the previous meeting.
- c. 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: Ms. Victoria moved to approve the minutes of April 13, 2021.

2ND: Ms. Diaz

Vote: Unanimous

NEW BUSINESS

Agenda Item #4: CTE Program Facilities Review

- a. Update advisory board on the progress and response to previous recommendations.
- b. Impact of the Pandemic on Industry

Status Report:

a. **Progress on previous recommendations**

- i. It was determined at the 2021 Spring Advisory Meeting that fully functional laptops were critical for the next school year. There was further discussion on wear and tear of the laptop and potential maintenance needed during the summer.

The Advisory Board was informed of the virtual desktop (VDI) imposed by the Technology Department and the many issues interrupting student work while in the process of completing daily tasks as well as VDI shrinking the computer screen. A six page journal tracking daily issues was shared with the advisory board. Chery shared that most businesses stopped using virtual desktops approximately 10 years ago due to the instability of the program.

- ii. The Business Technology Department received a new color printer as recommended in the fall of 2019.

b. **Impact of the Pandemic on Industry**

1. Have day-to-day operations changed?

Ronald - Working from home (company provided the setup, dual monitor using his own wifi)

Lisa - Working from home

Chery - Working from home, Virtual Trainings, Now using Microsoft Teams, Challenge is motivating employees virtually

Hybrid model (couple days in person and a couple of days working in the office)
More employee competition (National Competition)
Online signature documents

Recommendations:

Motion: Mr. Victoria moved for the Chairperson to draft a letter to the Superintendent on behalf of the committee regarding the use of VDI.

2nd Motion: Ms. Diaz

Vote: Unanimous

Motion: Mr. Victoria moved to include in the letter that the business technology department is to have control of their hardware and software.

2nd Motion: Ms. Diaz

Vote: Unanimous

Agenda Item #5: Proposed Program Budget for Upcoming School Year

a. Review SY22/23 budget

Status Report:

a. Review SY22/23 budget

- i. There was a discussion regarding the Business Technology Department owning and controlling its own computer equipment and software and it not being dictated by the Technology Department. It was suggested to include the cost of laptops and software in our budget.

Recommendations:

Motion: Ms. Estevez moved to approve the budget as described.

2nd Motion: Ms. Diaz

Vote: Unanimous

Agenda Item #6 Curriculum

a. New technology or techniques

b. Additional certifications

Status Report:

- a. Mimic Personal Finance Online Program (Student) & Mimic Social Media Marketing Online Program (Student)
- b. Social Media Marketing Certification

Recommendations:

Motion:

2nd Motion:

Vote: NO VOTES AT THIS TIME

Agenda Item #7: COOPERATIVE EDUCATION/ INDUSTRY TRENDS

- a. Skills and Challenges
- b. Strengths and Understanding
- c. Other companies to partner with

Status Report:

- a. N/A - only freshmen and sophomores at this time
- b. N/A - only freshmen and sophomores at this time
- c. N/A - only freshmen and sophomores at this time

Recommendations:

Motion:

2nd Motion:

Vote: NO VOTES AT THIS TIME

Agenda Item #8: PROGRAM ADVISORY CHAIR

- a. Election of Chairperson

Status Report:

- a. Lisa Cascio volunteered to serve as Chairperson for another term.

Recommendations:

Motion: Ms. Estevez Motion to re-elect Lisa Cascio as Business Technology Chairperson.

2nd Motion: Mr. Victoria

Vote: Unanimous

Agenda Item #9: Other:

- a. Department size and location for SY 22-23

Status Report:

- a. The Advisory Board highlighted the need to move to an expanded area to hold three classrooms next year and four classrooms for the following year. The Advisory Board highlighted the need to hire a new teacher for next year and another teacher for the year after.

Recommendations:

Motion: Mr. Victoria motioned to officially request to hire a third teacher to work in the Business Technology Department for FY 22-23 and a fourth teacher for FY 23-24.

2nd Motion: Ms. Cascio

Vote: Unanimous

ADJOURNMENT at 7:33 PM.

Motion: Mr. Ramirez moved to adjourn.

2nd Motion: Ms. Estevez

VOTE: Unanimous

Next Meeting: April 28, 2022

Respectfully Submitted: Angela Santana