

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:

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| Facilitator: Allyson Ligor | CTE Program: Dental |
| Recorder: Julianna Posada | |
| Materials Manager: Allyson Ligor | |
| Dialogue Monitor: Paul DiLuigi | |
| Timekeeper: Sandy Cuzzupe | |
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| Faculty Present: | |
| Allyson Ligor | Dental Assisting Teacher |
| Julianna Posada | Dental Assisting Teacher |
| Paul DiLuigi | Dental Assisting Teacher |
| Sandy Cuzzupe | Dental Assisting Teacher |
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| Advisors Present | Name of Business / Population Represented |
| Julie Breen | Middlesex Community College Dental Hygiene Fulltime faculty |
| Dr. Cika | Owner of Dental Arts, Lawrence |
| Ashley Brown | Henry Schein Sales Rep |
| Katia Lugo | Parent |
| Kasandra Malave-Lugo | Student |
| Debbie Deschene | Dental Assistant at Andover Pediatric Dentistry |
| Martha Forero | Tufts Dental School Instructor/ Andover ped |
| Guest Present | |

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| Priscilla Jimenez | Dental Assistant at Hassey Dental |
| Ashley Torres | Dental Assistant at Hassey Dental |
| Anyeiny Castillo | Student |
| Yenny Perez | Parent |

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| <p>Agenda Item #1: Call to Order</p> <p>a. Welcome/Introductions</p> |
| <p>Status report: Allyson Ligor called the meeting to order at 5:40 PM.</p> |
| <p>Agenda Item #2 Verification of committee members' contact information, phone numbers, and emails.</p> <p>a. Please verify the e-mail address for each member.</p> <p>b. Please distribute and collect information sheets for new members and members with pending paperwork. (Please return the paperwork to Sue Ouellette.)</p> <p>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.</p> |
| <p>Status Report:</p> <p>a. Email Addressed was verified for each member.</p> <p>b. Facilitator asked for outstanding forms; New members returned the paperwork.</p> <p>c. The facilitator asked for members to complete google form.</p> |

REPORT OF OLD BUSINESS

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| <p>Agenda Item #3: Minutes</p> <p>a. Review minutes from the last advisory meeting, and voice comments, questions, or concerns (Minutes are posted on the GLTS website).</p> <p>b. Solicit a motion to approve minutes, 2ND the motion.</p> |
| <p>Status Report:</p> <p>a. The minutes from the last advisory meeting were revised. Members did not have any comments, questions or concerns regarding the Spring Meeting Minutes.</p> <p>b. Allyson Ligor solicited a motion to approve the minutes.</p> <p>Recommendation: The facilitator should recap the conversation and solicit a motion to approve.</p> <p>Motion: Julie Breen moved to approve the minutes of April 5, 2023.</p> <p>2ND: Debbie Deschene</p> <p>Vote: Motion Carried Unanimous</p> |

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. Members noticed there are only sinks/eyewash on one side of the shop l
 - i. Members suggested an additional sink and eyewash be placed on the far side side of the shop space. Access to an additional sink and eyewash would give students faster access to an eye wash if needed and also allow students to practice regular hand hygiene which is essential for infection control
 2. Repairs:
 - a. No repairs needed.
 - i. Members did not notice any repairs needed in the shop space.
 3. Layout / Functionality:
 - a. Additional sink and eyewash needed.
 - i. Members suggested an additional sink and eyewash be placed on the far side side of the shop space. Having an additional sink on the far side will help with the functionality of the shop as students will not have walk to the ther side of the shop to practice hand hygiene. Students in the sterilization area would also not be interrupted while processing instruments in that area.
 4. Storage:
 - a. No storage issues were observed
 - i. Members believe there is sufficient storage at this time
 5. Cosmetic Renovations:

- a. No cosmetic renovations were observed
 - i. None

Recommendations: It was recommended by the board that an additional sink and eyewash be placed on the far side side of the shop space. The additional sink and eyewash would give students faster access to an eye wash if needed, and also allow students to practice regular hand hygiene which is essential for infection control. Adding a new sink/eyewash will also help with the layout and functionality of the shop space.

Motion: Julie Breen

2nd Motion: Debbie Deschene

Vote: Motion Carried Unanimous

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. The board was given time to review the Spring Minutes and the Department Budget for SY 24/25. Members did not suggest any new equipment be added to the shop. Ashley Brown did recommend budgeting for the maintenance and calibration of the newer equipment recently purchased or in the works to be purchased. The following equipment will need regular maintenance/calibration: CBCT Machine, Compressor/Evacuation System, Sprinpray Digital Printer.

Recommendations: It was recommended by the board that we budget for regular maintenance and calibration of equipment in the shop.

Motion: Julie Breen

2nd Motion: Debbie Deschene

Vote: Motion Carried 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. There are no emerging trends that are not already being covered/taught within our curriculum.
- b. More and more offices are using intraoral cameras. Students should become more competent in taking intraoral pictures in order to use for patient treatment and education. Students should also be more competent in using electronic charting systems such as Dentrrix. It was stated.
- c. Although becoming an CDA in the state of MA is not mandatory in order to obtain employment, students should be encouraged to take the CDA exam in the future order to make them more employable.

Recommendations: It was recommended that students continue practicing the use of intraoral cameras, Dentrrix charting and continue striving to pass the CDA Exam.

Motion: Julie Breen

2nd Motion: Debbie Deschene

Vote: Motion Carried 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 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. The program now has 100% of seniors out on co-op.
2. Students recently have been more eager to assist, are asking more questions and are stepping up to help in the offices. Students should continue to practice with the intraoral cameras and become more fluent in Dentrrix.

Recommendations: It was recommended by the board that students continue to practice using the intraoral cameras and charting in Dentrix.

Motion: Julie Breen

2nd Motion: Martha Forero

Vote: Motion Carried Unanimous

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. Members were informed on the General Advisory Meeting date.
- b. The Program Advisory Chair position was open to all members. There were no volunteers and so Julie Breen volunteered to continue holding the position.

Recommendations: It was recommended by the board that Julie Breen continue in her position of Program Advisory Chair.

Motion: Debbie Deschene

2nd Motion: Martha Forero

Vote: Motion Carried 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:

A. The board discussed how we hope that the addition of a male freshmen teacher will attract more non-traditional students to our shop. Mr. Diluigi is seeing more males becoming interested in the field as they are going through their exploratory rotations. The board sees a need for more paraprofessionals within the program in order to support EL and SWD in this academic based shop. We are currently sharing 1 paraprofessional between 2 teachers that comes 1 period a day on orange week.

B. The program is currently aligned to workforce needs.

C. There is adequate room and equipment within the shop.

Recommendations: It was recommended by the board that more paraprofessionals be hired to support EL and SWD within the shop to support students in being successful in learning terminology and skills.

Motion: Ashley Brown

2nd Motion: Julie Breen & Martha Forero
Vote: Motion Carried Unanimous

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

Status Report:

Recommendations:

Motion: None at this time

2nd Motion:

Vote:

ADJOURNMENT at 6:54 PM.

Motion: Debbie Deschene moved to adjourn.

2ND: Julie Breen

VOTE: Motion Carried Unanimous

Next Meeting: April 11, 2024

Respectfully Submitted: Julianna Posada