

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

PROGRAM ADVISORY COMMITTEE
MEETING MINUTES
November 4, 2021

The Greater Lawrence Technical School Program Advisory Committee meeting was held on November 4, 2021, at Greater Lawrence Technical School.

The following members were in attendance:

Facilitator: Allyson Ligor	CTE Program: Dental Assisting
Recorder: Julianna Posada	
Materials Manager: Allyson Ligor	
Dialogue Monitor: Dianne Doucette	
Timekeeper: Dianne Doucette	
Faculty Present	
Allyson Ligor	Dental Assisting teacher
Julianna Posada	Dental Assisting teacher
Dianne Doucette	Dental Assisting teacher
Advisors Present	Name of Business / Population Represented
Kassandra Shakes	Dental hygienist
Julie Breen	Middlesex Community College Dental hygiene professor
Ashley Brown	Henry Schien Sales rep
Dr. Entela Cika	Dentist at Dental Arts, Lawrence MA
Georgina Cook	Parent
Maureen O'Neil	Parent
Amanda Dangelo	Staubmann Company dental implant company
Martha Forero	Dental hygienist and Tufts dental professor
Penelope Silva	Dental hygienist
Guest Present	
None	

Agenda Item #1: Call to Order
a. Welcome/Introductions-
b. Allyson Ligor welcomed all members of the advisory board.
Status report: Kassandra Shakes called the meeting to order at 6:35 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. Solicit representation for all **representative populations** listed on the Program Advisory membership forms.

Status Report:

- a. Email Addresses have been verified.
- b. Paperwork already done before meeting
- c. NA

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. Dianne Doucette recapped the conversation and made a motion to approve.
- b. **A motion was solicited to approve the minutes**

Recommendation: None

Motion: Dr. Martha Forero moved to approve the minutes of April 6, 2021.

2ND: Julie Breen

Vote: Unanimous

NEW BUSINESS

Agenda Item #4: CTE Program Facilities Review

- a. **Discuss shop facilities and equipment.**
 - i. Update advisory board on the progress and response to previous recommendations.
 - ii. Considering the impact of the Pandemic on the Industry and workspaces, please share how the industry has adapted to meet the current safety guidelines and standards.
 1. Have day-to-day operations changed?
 - a. Are there any operational adjustments that GLTS should consider implementing?
- a. **Discuss shop facilities and equipment.**
 - i. Update provided on previous recommendations.
 1. The advisory was informed that budget money has to be moved into the equipment category in order to purchase the previously recommended digital scanner.
 2. The Dental department has taken the recommendation of paying for students to take the DANB ICE and Radiation Health and Safety Exams.
 - (1) Students will need to meet certain requirements created by their teachers before being eligible to take such exams.
 3. Our IT department has installed computers with Dentrix at every dental unit in the clinic.
 - a) At this time, Dentrix and Gendex are still not linked, and students are unable to see radiographs taken in the radiology room at the dental units.

- b) Our IT department has been informed of the importance of having these programs linked within the clinic and they are currently still trying to resolve the problem.
- ii. Industry practices in response to the Pandemic.
 - 1. Day-to-Day Operations:
 - a. All students are currently back in person full-time
 - i. Students are wearing Level 3 masks when working together in shop
 - ii. We have several HEPA filters in every room
 - iii. At this time, there are no mandates for Covid vaccinations within the dental field or for students K-12.
 - 2. Physical Layout:
 - a. There have been no changes to our dental clinic.
 - i. Allyson Ligor is still teaching from an academic classroom because her previous classroom is currently being used by the school nurses.
 - ii. The dental department has requested to have another radiology room be constructed in a more strategic location that is within the clinic to better instruct students. This room is said to be constructed in Summer 2022.
 - 3. Tools and Supplies:
 - a. We have found the need to purchase a Size 0 sensor in order to teach students how to take radiographs on our pediatric DXXTR.
 - i. The board agreed that students should be exposed to using a smaller size sensor
 - b. Additional hand pieces are needed to be able to complete lab work
 - i. Currently, 20 students are sharing one lab handpiece. The board agrees that more lab handpieces should be purchased to successfully teach dental laboratory curriculum.
 - c. We have received one quote for an Emerald digital scanner.
 - i. Ms. Dangelo strongly believes that investing in digital equipment would be valuable to our students and will make them more employable given the direction the dental field is heading.

Recommendations: It was strongly recommended by the board, to get our IT department to get Dentrix linked with digital Xray software and intraoral camera software because this is the industry standard and Dentrix issues have been an issue in curriculum development for 6 years. Also recommended purchasing a small pediatric sensor as well as a digital impression machine scanner and additional laboratory handpieces.

Motion: Julie Breen

2nd Motion: Georgina Cook

Vote: Motion Carried unanimously

Agenda Item #5: (FALL ONLY) Reviewing Proposed Budget for the upcoming school year (SY22/23):

a. Review SY21/22 Budget

- i. Review Spring Minutes and Proposed Department Budget (for SY21/22) Is the proposed budget for FY22/23 budget inclusive of equipment and supplies recommended by the Advisory Program Committee at the last Advisory meeting?

Status Report:

- a. The budget was reviewed by the board
 - i. A large amount of money currently in the “Other” category is due to the building of a new radiology room. It is recommended by the board to build a new radiology room because of the weak skills of students mentioned in the Spring 2021 meeting and the need for more equipment to train students to become proficient in their skills and frameworks.

Recommendations: It was recommended by the board to build an additional radiology room to support students to become proficient in their skills and frameworks.

Motion: Dr. Forero

2nd Motion: Penelope Silva

Vote: Motion Carried

Agenda Item #5 (SPRING ONLY) Prepare Budget for the upcoming school year (SY22/23)

- 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. Is there any new technology or techniques that we should be teaching our students?
- b. Are there any additional certifications that are valuable for students to have in the Industry?

Status Report:

- a. The board discussed there are no new certifications available to our students at this time.
- b. Board did discuss per Spring 2021 meeting to support students that have met a certain criterion for success to help pay for DANB CDA certification of ICE and Radiology.

Recommendations: The board has recommended to support students to get their CDA DANB certification that have met a certain criterion of success to budget for this 22-23.

Motion: Julie Breen

2nd Motion: Penelope Silva

Vote: unanimous

Agenda Item #7: Cooperative Education/Industry Trends

1. In thinking about recent and/or new hires at your company or in your industry, what are the skills they are lacking?
2. What is your biggest challenge when hiring new employees?

3. What skills are essential for new hires at your company/in your industry?
4. 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?
5. What should we be doing as teachers to help our students be prepared to be successful at your company and/or in our industry?
6. What other companies in your industry can we partner with to place our students on Coop?

Status Report:

1. Students' assisting skills are good but they are lacking confidence and communication skills.
2. Dental offices do not like that they do not have consistency between 2 weeks of students that they have junior and then a senior. This results in inconsistent skill levels when they have a student from one week to another.
3. Communication and radiology skills
4. Dr. Cika currently hires our co-op students. When they arrived at her office, they were lacking communication skills.
5. The board suggested having students role-play different scenarios that students will encounter in a dental office.
6. Our department has been recently contacted by an orthodontic laboratory that would like to hire our students. Students are excited to be able to go into this new opportunity within the dental field.

Recommendations: The board recommended communication and radiology skills be reinforced within our students prior to co-op or field placement.

Motion: Ms. O'Neil

2nd Motion: Julie Breen

Vote: Motion Carried

Agenda Item #8: (FALL ONLY) Elect Advisory Chair:

- b. The General Advisory Meeting will take place on January 18, 2022, at 5 pm.
- c. Are there any nominations for the Program Advisory Chair for the 2021-2022 school year (take nominations)?
- d. All those in favor?

Status Report:

- b. Kassandra Shakes can attend the General Advisory Meeting
- c. Kassandra Shakes communicated she would like to keep the Advisory Chair position. No one else volunteered to be nominated for this position.
- d. There was a unanimous to have Kassandra Shakes as Advisory Chair.

Recommendations: It was recommended by the board that Kassandra Shakes continues to be the Advisory Chairperson.

Motion: Julie Breen

2nd Motion: Ashley Brown

Vote: Motion Carried

Agenda Item #9: 5 Year Strategic Plan

GLTS will be looking at creating a 5-year strategic plan for the school. We would like you to consider the following for the program:

- What is the future of the industry and job outlook? (5years, 10 years)
 - There is a need for more formally trained dental assistants
 - The MDS is encouraging dentists to have OJT dental assistants due to the lack of assistants at this time
- Is there new technology/equipment that we should be looking at or investing in?

- The board recommends the dental department to investigate as much digital technology as possible as this is the direction the dental field is moving towards.
- Will the industry be sustainable in its current practices, or will we need to expand for future industry trends?
 - The dental department wants to expand their program to reflect the need in the career area this expansion will require additional lab rooms and a teacher.
- impact climate change is having on your industries?
 - None

Status Report: There is a current need for formally trained dental assistants. We have had many offices reaching out to us in need of our students. The Massachusetts Dental Society is encouraging dentists to train assistants on the job to fill this need. The board agrees that there is a need, but OJT is not the answer, as it will move our career field in a backward direction rather than forward. We suggested expanding our dental program to fill this need. Expanding the program will entail splitting our department into A and B weeks for both junior and senior students. Splitting our department will require the need for an additional teacher because currently, we have only one teacher teaching both junior and senior classes. It was also discussed that DESE's current maximum student-to-teacher ratio is 15:1. We are currently accepting 20 students in each class. The board expressed lowering the student-to-teacher ratio to support students in their learning, to ideally have the ratio be 12:1 in order for our students to have more support in receiving a proficiency in competencies, and framework requirement in skills and knowledge. The board feels that through lowering the ratio, students will be able to increase the proficiency of skills and become more employable for Co-op and after graduation.

Recommendations: It was recommended by the board to expand the program in order to fill the industry needs for more dental assistants in the workplace. The board also recommended expanding the program. The board recommended to lower the student to teacher ratio to 12:1 the maximum DESE recommendation of 15:1. The board recommended the need for additional classroom/lab space and an additional teacher.

Motion: Julie Breen

2nd Motion: Ashley Brown

Vote: Motion Carried

ADJOURNMENT at 7:27 PM.

Motion: Julie Breen moved to adjourn.

2ND: Georgina Cook

VOTE: Unanimous

Next Meeting: April 28, 2022

Respectfully Submitted: Julianna Posada