

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

PROGRAM ADVISORY COMMITTEE
MEETING MINUTES
November 13, 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: Emely Bayron	CTE Program: Cosmetology
Recorder: Kimberly Bachmann	
Materials Manager: Meghan Campbell	
Dialogue Monitor: Kimberly Bachmann	
Timekeeper: Sam Pierre	
Faculty Present	
Kimberly Bachmann	
Emely Bayron	
Samuel Pierre	
Meghan Campbell	
Advisors Present	Name of Business / Population Represented
Elvira McCloskey	Brows and Lash Lounge Industry/Owner
Cecilia Smith	Essex Tech Instructional Coach
Helen Tripods	Daeva Salon Industry/Owner
Kate Sherry	Supercuts
Jesus Lajara	Industry/Owner
Jazelyn Bazemore	Student
Pamela Clark	Parent
Eliana Murphy	Student
Gracirae Rogers	Student

Guest Present	
Alani Murphy	Salon Forza Industry
Christopher Kishfy	Salon Invi / Industry/ Owner
Leticia Torres	Former GLTS Student

<p>Agenda Item #1: Call to Order</p> <p>a. Welcome/Introductions</p>
<p>Status report: Emely Baryon called the meeting to order at 4:00pm</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 has been verified for each member.</p> <p>b. Facilitator asked for outstanding forms; three members returned the paperwork.</p> <p>c. Facilitator asked for members to complete google form.</p>

REPORT OF OLD BUSINESS

<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. A follow up on the recommendations from April 03, 2023 was shared to the board by Emely Bayron.</p> <p>b. Motion Solicited</p>
<p>Recommendation: Emely Bayron recapped the conversation and solicited a motion to approve.</p> <p>Motion: Jesus Lajara moved to approve the minutes of April 03,2023</p> <p>2ND: Elvira McCloskey</p> <p>Vote: 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. Jazelyn Bazemore notes that the manicure tables have unsteady parts and the tables have frequently collapsed while in use.
 - i. Cost to replace tables is not known.
 - 2. Repairs:
 - a. No repairs needed.
 - i. The shop is new.
 - 3. Layout / Functionality:
 - a. Jesus Lajara raised the issue of the wall that separates the sophomore shop from one side where two sophomore students are working with junior students. Cecilia Smith raised the issue that the senior side does not have a sink, which for sanitation and infection control is necessary. Helen noted it is not suitable for time management in an open salon.
 - i. Cost unknown
 - 4. Storage:
 - a. Storage areas are good.
 - i. The shop is new, and storage looks good.
 - 5. Cosmetic Renovations:
 - a. The salon is newly renovated.

Recommendations: It was recommended by the board members to install a sink on the senior side of the cosmetology shop.

Motion: Jesus Lajara

2nd Motion: Cecilia Smith

Vote: Motioned Carried

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:

- 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: Minutes reviewed.
- ii. Can you outline the specific types of equipment you/your company plans to invest in over the next 5 years?
 1. Elvira notes that there is a new light that replaces a loop lamp. It is called the half-moon light. Leticia notes the half-moon light is good for pictures as well. Alani notes that she is using a chair that can move up and down that she sits on during hair services.
 2. Yes, the old loop lamps will be phased out.
 3. Chris and Helen note to make sure to empty chemicals in the garbage not the sink.
- iii. How important do you view preventative maintenance for the equipment you plan to purchase?
Not applicable

Recommendations: It was recommended to add new manicure tables into the budget in the next two to five years.

Motion: Jesus Lajara

2nd Motion: Kate Sherry

Vote: Motion Carried

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. Pam Clark mentioned Halo Hair Extensions as an emerging trend in the industry Alani notes that natural texture haircuts are becoming more popular. Leticia notes that Brazilian Elastic extensions are high quality Helen notes several males are perming and coloring their hair.
- b. Jesus notices that he is noticing a lot more clients have sensory issues, so he suggests sensory training for students. Chris notes that soft skills need to be taught; that they are more beneficial than technical skills Helen notes that knowing the basic techniques are most important to practice, so students can then learn new techniques.
- c. Kate notes the Barbicide certification is valuable.

Recommendations: It was recommended by the board to have students work with different textures of hair, hair extensions, and acquire sensory training.

Motion: Eliana Murphy

2nd Motion: Helen Tripodis

Vote: Motion Carried

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. It was noted that four students are currently on Co-op and a fifth student will join Co-op soon. These are the highest numbers in the history of this program. Cecilia notes that changing hours accumulation from 16 years old to 15 is helpful.
- 2. Alani from Salon Forza notes that more men’s haircuts should be incorporated into the curriculum. Kate notes soft skills are a weakness of students and student willingness to learn is a

strength. Chris notes that the students he has hired are coachable and willing to learn. Helen notes that student confidence in asking for help is a weakness.

3. Alani notes that soft skills were her biggest challenge when she began her career. Alani notes that watching consultations from professionals could be helpful. Cecilia Smith notes that she used to have a “breakfast with professionals” or ask former students to come in and conduct interviews with existing students. Chris notes that having a consultation script could be useful for students and that he and Kate from Supercuts are willing to share their scripts. Cecilia notes that soft skill preparation should begin in sophomore year. Elvira notes that she would make notes about client’s personal information to create connections between her and her clients, such as birthdays and other special events. Chris notes to reach out to vendors for education and invite other teachers from Greater Lawrence to conduct interviews. Pam suggests after practice interviews to have the interviewee fill out an evaluation form on how the student’s did.

Recommendations: It was recommended by the board that students write a consultation script (guided by the instructors), invite professionals and other teachers from outside the program to conduct practice interviews with students, invite guest speakers, and incorporate more men’s haircuts into the program.

Motion: Jesus Lajara

2nd Motion: Jazlyn Bazemore

Vote: Motion Carried

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)

Status Report:

- a. General Advisory meeting date on January 16th, 2024, was shared with the committee
- b. Elvira McCloskey

Recommendations: It was recommended by the board that Elvira McCloskey hold the position of Advisory Chair

Motion: Kate Sherry

2nd Motion: Jesus Lajara

Vote: Motion Carried

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: Jesus notes that the department should work on getting more students dual licenses. The department could focus more on men's cuts to attract more males. Jesus notes that having more male cosmetologists/barbers join open house to represent the male population in this industry. Cecilia and Chris note some videos of male stylists to show exploratory students to generate male interest in cosmetology. Alani notes that advertisements and portfolios are useful in the cosmetology field. Jesus and Alani note that building confidence with product knowledge is essential. Cecilia notes that teaching students how to have a professional social media presence is important. Leticia notes that having a hair show and GLTS could be beneficial. All members agree that soft skills, as discussed above, are crucial to ensure employability. Cecilia notes that the facial room should be expanded to fit six stations for students to practice skincare and lash skills in a proficient manner.

Recommendations: The board recommends the facial room expand to provide a learning environment that includes all students in a class and meets industry standards and male recruitment begin during the exploratory process.

Motion: Cecilia Smith

2nd Motion: Jazelyn Bazemore

Vote: Motion Carried

Agenda Item #10: Other

Status Report: The board members note that freshmen students can not all see the television monitors where they are currently located and should be moved to a wall where all students have access to the information on the monitor.

Recommendations: The board recommends the two television monitors in the freshmen area of the shop should be removed and one monitor should be placed on an area of the wall where all freshmen students have access to the information on the monitor.

Motion: Jesus Lajara

2nd Motion: Pamela Clark

Vote: Motion Carried

ADJOURNMENT at 6:30 PM.

Motion: Elvira McClosky made a motion to adjourn

2ND: Eliana Murphy

VOTE: Unanimous

Next Meeting: April 8, 2024

Respectfully Submitted: Kimberly Bachmann