

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

PROGRAM ADVISORY COMMITTEE
MEETING MINUTES
November 1, 2021

The Greater Lawrence Technical School Program Advisory Committee meeting was held on November 1, 2021, virtually.

The following members were in attendance:

Facilitator: Kim Bachmann and Emely Bayron	CTE Program: Cosmetology
Recorder: Kim Bachmann	
Materials Manager: Kim Bachmann	
Dialogue Monitor: Sam Pierre	
Timekeeper: Jen Lasonde	
Faculty Present	
Kimberly Bachmann	
Emely Bayron	
Samuel Pierre	
Jennifer Lasonde	
Advisors Present	Name of Business / Population Represented
Cecilia Smith	Community
Patricia Roe	Industry/Owner
Pierre Sahyouni	Industry/Owner
Jesus Lajara	Industry / Self Employed
Mary DiZazzo-Trumbull	Industry/Owner
Elvira McCloskey	Industry/Owner
Guest Present	
Helen Tripods	Industry/Owner/Parent

Agenda Item #1: Call to Order a. Welcome/Introductions
Status report: Pat Roe called the meeting to order at 5:00 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 Addressed has been verified for each member.

- b. Facilitator noted there are no outstanding forms
- c. Facilitator asked for members to review representative populations. Union representation was updated.

REPORT OF OLD BUSINESS

Agenda Item #3: Minutes [Link to minutes for April 2021](#)

- 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. Cecilia was questioning if the budget was increased as suggested in the spring meeting. Cecilia wanted to know if we got a software system for the salon. Helen notes Clover was compatible with Hairmax but does not know if you can store client information. Mary wanted to know if the suggestions to fix cabinets and drawers was granted.
- b. Motion was solicited

Recommendation: Conversation was recapped, and a motion was made to approve.

Motion: Jesus Lajara moved to approve the minutes of April 05, 2021.

2ND: Mary DiZazzo

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?

Status:

- a. **Discuss shop facilities and equipment.**
 - i. Update provided on previous recommendations.
 - 1. Shop has got new sinks and the school has fixed cabinets and many drawers, but some drawers are beyond repair. School has not ordered a salon booking system as of this meeting.
 - ii. Industry practices in response to the Pandemic.
 - 1. Day-to-Day Operations:
 - a. Elvira notes clients must wear masks and she has a sign in sheet. Helen notes client's text when they arrive and wait for approval to come in. Elvira notes she wears gloves for every client.
 - 2. Physical Layout:
 - a. Elvira has a door where clients walk in and another door where clients walk out.
 - 3. Tools and Supplies:
 - a. Helen notes all shampoo sinks and supplies must be sanitized in between every client

Recommendations: It was recommended by the board that students sanitize chairs with a natural sanitizer, and that the school gets disposable capes or use a new cape per client to prevent infection.

Motion: Mary DiZazzo

2nd Motion: Elvira McCloskey

Vote: Motion Carried

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. Emely notes that the department has ordered two orbiting dryers. Helen notes that they don't blow air, they just circulate heat. Mary notes we should have dryers for roller sets. Emely reviews the plans for keeping client records digitally. Helen notes she keeps client records digitally. Cecilia notes the department should have a budget increase of 10 thousand dollars to meet the supply demands of students and the merger of two departments.

Recommendations: It was recommended by the board that the department has a budget increase of ten thousand dollars in consumable supplies to maintain enough supplies for students. It was also noted that the price and availability of supplies has caused price increases so we would need to increase our budget.

Motion: Jesus Lajara

2nd Motion: Elvira McCloskey

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. Jesus notes that it is current in the barbering industry to have cordless clippers and trimmers. Helen notes that a hair vacuum is a current way to remove hair from the floor.
- b. Helen notes Blow dryer flat iron curling iron
- c. Elivra notes that new trash barrels with covers are used in the shop and blow dryer flat iron curling iron should be replaced sooner than every five years. Cecilia notes that maybe moveable hooded dryers may replace the stationary ones. Jesus notes that the round stations get replaced to allow for greater student visibility.

Recommendations: It was recommended by the board that department get new trash barrels with lids, cordless clippers and trimmers, and moving hooded dryers replace the stationary ones.

Motion: Pierre Sahyouni

2nd Motion: Cecilia Smith

Vote: Motion Carried

Agenda Item #6: Curriculum

- a. Is there any new technology or techniques that we should be teaching our students? **Do we need the new edition of Milady? Our textbooks are outdated**
- b. Are there any additional certifications that are valuable for students to have in the Industry?

Status Report:

- a. Mary notes the department should have the current version of the cosmetology textbook Milady
- b. Helen notes that a barbicide certificate would be valuable for students to have in the industry

Recommendations: It was recommended that the newest version of Milady be purchased for students.

Motion: Mary DiZazzo

2nd Motion: Helen Tripodis

Vote: Motion Carried

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. Lajara and Helen note that skill development is difficult to attain when students haven't had clients
2. Helen notes that new hires need to be more open and more engaged while learning new things
3. Helen and Elvira note that customer service skills and professional dress are essential
4. N/A
5. Jesus notes that students should do shadow days. Elvira notes that she has invited students to shadow employees at her work. Pierre Sahyouni, Elvira, and Helen would allow students to shadow.
6. Helen notes James Joseph salon

Recommendations: It was recommended by the board that students shadow in a salon.

Motion: Pierre Sahyouni

2nd Motion: Jesus Lajara

Vote: Motion Carried

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

- b. The General Advisory Meeting will take place on TBD 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. Date and time were discussed
- c. Pierre Sahyouni volunteered to be the Advisory Chair
- d. The vote passed

Recommendations: It was recommended by the board that Pierre Sahyouni be the Advisory Chair for this school year.

Motion: Helen Tripodis

2nd Motion: Jesus Lajara

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)
- Is there new technology/equipment that we should be looking at or investing in?
- What is the impact climate change is having on your industry?
- Will the industry be sustainable in its current practices, or will we need to expand for future industry trends? (Ex- New bays for electric cars)

Status Report: Pierre notes cordless clippers are standard. Helen and Jesus note that the outlook of the industry is good and cosmetologists and barbers and cosmetologists have more options with booth rentals and suite renters. Helen notes due to the humid climate Keratin smoothing treatments are highly requested. Jesus, Pierre, and Helen note that he thinks this is a sustainable industry.

Recommendations: It was recommended by the board that the department order cordless clippers and keratin treatments and the department should put emphasis on being dual licensed in cosmetology and barbering with a deeper focus on men's haircuts in the cosmetology curriculum.

Motion: Helen Tripods

2nd Motion: Pierre Sahyouni

Vote: Motion Carried

ADJOURNMENT at 7:00PM.

Motion: Jesus Lajara

2ND: Pierre Sahyouni

VOTE: Unanimous

Next Meeting: April 28, 2022

Respectfully Submitted: Kimberly Bachmann