

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:

Facilitator: Sherry Abruzese	CTE Program: Health Assisting
Recorder: Jillian Shannon and Nicole Savino	
Materials Manager: Christine Gray	
Dialogue Monitor: Christine Gray	
Timekeeper: Christine Gray	
Faculty Present	
Sherry Abruzese	11th Grade Teacher
Jillian Shannon	12th Grade Teacher
Nicole Savino	10th Grade Teacher
Christine Gray	9th Grade Teacher
Advisors Present	Name of Business / Population Represented
Donna Spaulding	Lahey Hospital Nurse Case Manager
Judi O'Hara	Rivier University Nurse Educator
Nicolas Troisi	MGH Medical Lab Science Training Program Manager
Kathy Blanchette	Parent
Sarah Blanchette	10th HA Student
Angela Chamberlin	Parent (Special Educational Instructor for Adults with Disabilities)
Ava Chamberlin	11th HA student

Lourie Estevez	Parent
Mary (Jae) Estevez	11th HA student
Wilda Felipe	Parent (Whittier Healthcare)
Julien Felipe	11th HA student
Leilani Garcia	11th HA student
Maria Gomez	Parent
Aileen Laboy	Parent (Medical Assistant at a Podiatry Office)
Abigail Libby	11th HA student
Amy Libby	Parent (Lahey Hospital Endocrinology Administrative Assistant)
Anisha Ortiz	Parent
Diosmery Ortiz	10th HA student
Miguel Ortiz	Parent
Yajaira Ortiz	Parent
Alaysha Soto	10th HA student

<p>Agenda Item #1: Call to Order</p> <p>a. Welcome/Introductions</p>
<p>Status report:</p> <p>Sherry moved to call the meeting to order @ 5:48pm</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>

Status Report:

- a. Email addresses and job titles have been verified for each member.
- b. Facilitator asked for outstanding forms; no members needed to return the paperwork.
- c. Facilitator asked for members to complete google form.

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. Minutes Review
 - i. Minutes reviewed from Fall 2023 advisory meeting.
 1. Updates about safety lifts, hot water in the lab and bathroom, waterproof mannequin, and female catheters
 2. Importance of work ethic, soft skills,
 - ii. Questions, Comments, and Concerns from PAC members: No new questions or comments noted.

Recommendation: Sherry recapped the conversation and solicited a motion to approve the minutes from 4/14/23.

Motion: Nicholas Troisi moved to approve the minutes of April 14, 2023.

2ND: Donna Spaulding

Vote: Unanimous

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. Too crowded; space is limited and possibly dangerous.
 - i. Probably need to take down a wall and it would be very expensive.
 - 2. Repairs:
 - a. Beds do not have the correct space needed to be spread out from the wall.
 - i. Windowsills are ruined because the beds keep moving and when the beds move up they get caught on the window sill and dislodge the wood framing
 - ii. Need bed stop spacers.
 - 3. Layout / Functionality:
 - a. The bathroom shower is still too small.
 - i. Only one student at a time is able to shower patient; very difficult to instruct and have students work together.
 - 4. Storage:
 - a. There is not enough space to store the equipment; other classes need to interrupt the senior teacher to get the supplies out of the closet.
 - i. Did purchase clear storage bins to put on the metal rack.
 - ii. Will move the metal rack into the senior storage room.
 - iii. Will move a bed that is in the sophomore room to the place where the metal rack used to be in the lab for more space.
 - b. Are there any nearby classrooms or storage rooms that we could take over for storage?
 - i. That new storage room could be a nursery/shower room/storage room all in one; could be a multi-purpose room.
 - 5. Cosmetic Renovations:
 - a. Need to make the lab look like other settings (hospital rooms with equipment on the walls)
 - b. Need to create a nursery for the baby equipment.
 - c. Babies that are not electronic for freshmen students
 - d. Need more vital sign towers to simulate vital signs in the hospitals.
 - e. Need more up to date mannequins with trach equipment.
 - f. IV poles, IV fluids and IV lines

Recommendations: It was recommended by the board that there are concerns about safety, repairs, layouts, storage, and cosmetic renovations that need to be addressed by the school to bring the lab up to date.

Motion: Judi O'Hara

2nd Motion: Donna Spaulding

Vote: 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. Review SY23/24 Budget
 - i. SY 2023-2024 budget reviewed by faculty and PAC members.
 - ii. Equipment needed over the next 5 years: hearing aids, oxygen safety signs, vital sign towers, large capacity washer and dryer, buttocks pressure wound mannequins, transport chair, oxygen tanks, EMR - basic documentation for CNA's, more pulse oximeters, more canes/crutches/walkers, crash cart, EKG, spryte lift, bariatric mannequin/bariatric wheelchair, bladder scanner, and hospital grade glucometers.
 - iii. New updated CNA textbooks and workbooks recommended by the DPH.
 1. Benefits: Keep up to date with the changing services in the healthcare industry
 2. Equipment phased out: N/A
 3. Equipment and environmentally friendly/sustainable practices: donated occult blood tests from MGH lab so they are not thrown away.
 - iv. Preventative maintenance/repairs for new/existing equipment:
 1. Need to find companies to come and fix/repair standard mannequins!
 - a. Suggestions for budgeting maintenance and repairs: N/A
 - b. Preventative maintenance contracts: N/A

Recommendations: It was recommended by the board that the budget be approved.

Motion: Donna Spaulding

2nd Motion: Judi O'Hara

Vote: 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: Curriculum

- a. New/emerging trends in the healthcare industry: EMR, phlebotomy, EKG
- b. New technology/techniques in the healthcare industry: EMR
- c. New/additional certifications for students in the healthcare industry: Suicide prevention (what to watch for with patients), MOAB (Management of Aggressive Behavior), Safety Care (decalation techniques with patients), CPI (Crisis Prevention), allergy awareness in facilities, DEI (diversity, equity, and inclusion -- there may be a certification for this through NIH)

Recommendations: It was recommended by the board to update new technology and new certifications be incorporated into the Health Assisting curriculum.

Motion: Wilda Felipe

2nd Motion: Lourie Estevez

Vote: 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: Cooperative Education/Industry Trends

1. Jillian Shannon reviewed current co-op placements --- Health Assisting Coop students are currently placed at: Mary Immaculate Health Care Services (Lawrence), Cedar View Rehabilitation & Healthcare Center (Methuen), Nevins Nursing & Rehab Center (Methuen), Windsor Place (Wilmington), Andover Forest (North Andover), Little Sprouts Daycare (Lawrence), Pitter Patter Academy (Methuen), and Kid Start (Lawrence)
 - i. Out of the 30 senior HA students there are currently 24 students who are placed on co-op = 80% placement
2. PAC members who have hired GLTS Health Assisting Students:
 - i. Strengths: N/A (no members have hired GLTS students)
 - ii. Weaknesses: N/A (no members have hired GLTS students)
3. Teachers should be teaching these things to help students be prepared/successful at your companies/industries:
 - i. Soft skills

Recommendations: It was recommended by the board that the students need to know and continue to practice soft skills in each grade during the Health Assisting curriculum.

Motion: Amy Libby

2nd Motion: Angela Chamberlin

Vote: Unanimous

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

- a. Nicholas Troisi was voted in as Advisory Chair for the SY 2022-2023 and attended the meeting in January of 2023 with Sherry Abruzese
 - i. Nicholas Troisi would like to continue with the Advisory Chair position.
 1. There were no new nominations for Advisory Chair

Recommendations: It was recommended by the board that Nicholas Troisi keep his position as the Advisory Chair.

Motion: Judi O'Hara

2nd Motion: Donna Spaulding

Vote: 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 curriculum 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: CLNA Review

- A. DEI (Diversity, Equity, Inclusion) certification
 - a. New updated books and workbooks have already been ordered.
 - b. More female compared to male mannequins; need more male mannequins so students are able to practice on both male and female mannequins.
 - c. Need more realistic mannequins that can do range of motion.
- B. Yes
- C. No as space is limited; privacy curtains decrease space even more; space between beds is limited.
 - a. Shower area is too small to work.

Recommendations: It was recommended by the board that more space is a common theme. Space is needed in the shop and the bathroom needs to be enlarged and updated.

Motion: Amy Libby

2nd Motion: Wilda Felipe

Vote: Unanimous

Agenda Item #10: Other

Status Report:

- New equipment: tubes (ex. G-tubes, chest tubes),
- Incorporating more realistic scenarios to make it a simulation.
- CPR (need mannequins with larger chests/breasts, pregnancy suits for CPR demonstration)
- Repurpose old baby CPR mannequins to keep in the nursery for other students.

Recommendations: It was recommended by the board that these things be added to the budget and ordered for the Health Assisting shop.

Motion: Lourie Estevez

2nd Motion: Angela Chamberlin

Vote: Unanimous

ADJOURNMENT at 7:05pm

Motion: Donna Spaulding

2ND: Nicholas Troisi

VOTE: Unanimous

Next Meeting: April 11, 2024

Respectfully Submitted: Jillian Shannon and Nicole Savino