

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

PROGRAM ADVISORY COMMITTEE
MEETING MINUTES
November 17, 2022

The Greater Lawrence Technical School Program Advisory Committee meeting was held on November 17, 2022, at Greater Lawrence Technical School.

The following members were in attendance:

Facilitator: Scott Stewart	CTE Program: Culinary Arts
Recorder: Kathleen Henry and Otavia Tropeano	
Materials Manager: Molly Hanson	
Dialogue Monitor: Scott Stewart	
Timekeeper: Melissa Nova	
Faculty Present	
Scott Stewart	Lead Instructor
Otavia Tropeano	Instructor
Melissa Nova-Rosario	Instructor
Kathleen Henry	Instructor
Molly Hanson	Instructor
Advisors Present	Name of Business / Population Represented
Michael Lewis	Cafe Services
Donald Smiriglio	Borrelli's Italian Deli
Dennis King	Piantedosi Baking Co.
Liam Lynch	Westford Regency
Guest Present	
Michael Lombardi	SRV

Agenda Item #1: Call to Order a. Welcome/Introductions
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Status report: Mr. Stewart called the meeting to order at 5:30 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. 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.

Status Report:

- a. Email Addresses have been verified for each member.
- b. Facilitator asked for outstanding forms; members returned the paperwork.
- c. Facilitator asked for members to complete Google form when distributed.

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. There was a review of the April 2022 minutes. Mr. Lewis wanted outdated equipment to be replaced. Some of the items to be replaced were moved internally from the Reggie Cafe. **We are near** completion of the Reggie Cafe renovation. The budget for the upcoming year has not been approved yet. Some of the renovation was paid for using ESSER funds. Some of the equipment ordered has not arrived yet due to supply chain issues. Curriculum - Mr. Lewis asked why more students are not out on coop. This year many more students are out.
- b. Mr. Stewart solicited the committee to make a motion to approve the minutes of November 17, Day, 2022.

Recommendation: Mr. Stewart a motion to approve.

Motion: Mr. Lewis

2ND: Mr. King

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?

Status Report

a. Review shop facilities and equipment.

- i. Does the current shop design meet current industry standards?
 - 1. Safety concerns:
 - a. Flooring in refrigerator and freezer
 - i. Mr. Lewis mentioned floors are a slip hazard. Move to diamond plate flooring, and to have someone look into looking at fixing the seams and having them sealed.
 - 2. Repairs:
 - a. New dishwasher needed
 - i. Floors in the walk-in fridges - consistently need remediation and are not cost effective to keep up. Need to replace the garbage disposal.
 - ii. Walk in door in bakery
 - i. Suggested to replace the boxes of all refrigerators.
 - 3. Layout / Functionality:
 - a. Mr. Lynch noted the workflow needs to be improved for the freshman kitchen redesign. He also noted that unused equipment takes up a lot of space (i.e., second rotary deck oven which is not operable).
 - b. Mr. Lombardi discussed how the hot line in the kitchen needs more refrigeration storage and a GM station.
 - 4. Storage:
 - a. Mr. Smiriglio stated that storage in the shop area appeared adequate at this time.
 - 5. Cosmetic Renovations:
 - a. Mr. King said Panels above the refrigerator/freezers in freshman area are in disrepair
 - i. What are the estimated associated costs to complete the improvements?

Recommendations: It was recommended by the board that the freshman kitchen have a major redesign for today's industry and student needs. It was also recommended to replace the walk-ins' refrigerators and freezers.

Motion: Mr. Lynch

2nd Motion: Mr. Smiriglio

Vote: Motion Carried

Agenda Item #5: (FALL ONLY) Reviewing Proposed Budget for the upcoming school year (SY23/24):

a. Review SY23/24 DRAFT Budget

- i. Review Spring Minutes and Proposed Department Budget (for SY23/24) Is the proposed budget inclusive of equipment and supplies recommended by the Advisory Program Committee at the last Advisory meeting? What edits should be made?

Status Report:

- a. Mr. Stewart discussed the DRAFT budget has been increased by \$3000

Recommendations: It was recommended by the board that the budget is accepted as is.

Motion: Mr. Smiriglio

2nd Motion: Mr. Lewis

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. Mr. Lombardi and Mr. Lynch suggest Combi ovens like Rational or Alto Shaam. Thermomixers and sous vide machines. Mr. Lewis suggests a smoker.
- b. Rouxbe is our newest addition to the curriculum. Our focus on curriculum this year is creating a good scope and sequence from grades 9 to 12. Mr. Lombardi thought this was good support for our students going into industry.
- c. Mr. Lewis says current certifications are great.

Recommendations: It was recommended by the board that the current curriculum is accepted and move forward with Rouxbe.

Motion: Mr. King

2nd Motion: Mr. Lewis
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 grads) 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. Culinary Arts has the third highest coop placement rate in the school. Placements have been trending upwards for years. Board (all) was happy to see the trend.
2. No Discussion at this time
3. No Discussion at this time

Recommendations: No recommendations

Motion: Mr. Lewis

2nd Motion: Mr. Lynch

Vote: Motion Carried

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

- a. The General Advisory Meeting will take place on January 17, 2023, at 5 pm.
- b. Are there any nominations for the Program Advisory Chair for the 2022-2023 school year (take nominations)? (Second, discussion, any opposed, all those in favor?)

Status Report:

- a. Mr. Lewis will continue as advisory chair.
- b. No Discussion at this time

Recommendations: It was recommended by the board that Mr. Lewis continue as the advisory chair for another year.

Motion: Mr. Smiriglio

2nd Motion: Mr. Lynch

Vote: Motion Carried

Agenda Item #9: 5 Year Strategic Plan

GLTS is in the process of developing a 5-year strategic plan for the school. Please provide insights on the following:

- What is the future of the industry and job outlook? (5 years, 10 years)
- Is there new technology/equipment that we should be looking at or investing in?
- How are we integrating environmentally sustainable practices? In what ways will we need to consider these as we expand and adapt practices? (Ex- New bays for electric cars)

Status Report: Mr. Lynch “in our industry there are thousands of positions open. It is important to be flexible with employees to help with retention.”

Mr. Lombardi “Give employees space to grow. They also need to feel appreciated.”

Recommendations: “It was recommended by the board that we investigate being more sustainable with food scraps.

Motion: Mr. King

2nd Motion: Mr. Lynch

Vote: Motion Carried

Agenda Item #10: Other (Programs to add any additional agenda items. For example, ask advisory members to provide feedback or recommended edits to Career Trees, or website content shared at previous Lead Teacher meetings).

Status Report: No discussion at this time.

Recommendations:

Motion:

2nd Motion:

Vote:

ADJOURNMENT at 7:30 PM.

Motion: Mr. Smiriglio moved to adjourn.

2ND: Mr. Lewis.

VOTE: Unanimous

Next Meeting: April 13, 2023

Respectfully Submitted: Mr. Stewart, Ms. Henry, and Ms. Tropeano