

**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:*

<b>Facilitator:</b> Scott Stewart	<b>CTE Program:</b> Culinary Arts
<b>Recorder:</b> Otavia Tropeano Kathleen Henry	
<b>Materials Manager:</b> Molly Hanson	
<b>Dialogue Monitor:</b> Heather McCall	
<b>Timekeeper:</b> Melissa Nova-Rosario	
<b>Faculty Present</b>	
Molly Hanson	Instructor
Melissa Nova-Rosario	Instructor
Kathleen Henry	Instructor
Scott Stewart	Instructor
Otavia Tropeano	Instructor
<b>Advisors Present</b>	<b>Name of Business / Population Represented</b>
Dennis King	Acme Company
Don Smeriglio	Borelli's Italian Deli
Brigid Flanagan	Post Secondary Education
Mike Lewis (advisory chair)	Cafe Services
Alex Scanlon (student rep)	Student
Gene Scanlon	Parent
<b>Guest Present</b>	

Matt Tellier	Director of Chick-Fil-A owned by Grant Stufli
Allie Smeltzer	Director of Sales
Adialis Salazar	

<p><b>Agenda Item #1: Call to Order</b></p> <p>a. Welcome/Introductions</p>
<p><b>Status report:</b> Mr. Stewart called the meeting to order at 5:45 PM.</p>
<p><b>Agenda Item #2 Verification of committee members' contact information, phone numbers, and emails.</b></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 <a href="#">Google Form</a> (Share link with all members) documenting their attendance and whether they are able to represent the diverse perspectives of our community.</p>
<p><b>Status Report:</b></p> <p>a. Email Addresses have been verified by Mr. Stewart.</p> <p>b. Facilitator asked for outstanding forms; two members filled out paperwork.</p> <p>c. Facilitator asked for members to complete Google form.</p>

**REPORT OF OLD BUSINESS**

<p><b>Agenda Item #3: Minutes</b></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, 2<sup>ND</sup> the motion.</p>
<p><b>Status Report:</b></p> <p>a. Minutes from April 2023 were reviewed by Mr. Stewart.</p> <p>b. Mr. Stewart shared the changes that came about after last year's advisory recommendations. New Silverware, plates, and diamond plating floors in the walk-ins were repaired. Co-op trends from last year. Will send a copy of the old advisory minutes to anyone who wants it. Can we move to accept the minutes from the last meeting Mike moves all in favor.</p> <p><b>Recommendation:</b> A motion was made to approve the minutes.</p> <p><b>Motion:</b> Mike Lewis moved to approve the minutes of April 13, 2023 .</p> <p><b>2ND:</b> Brigid Flanagan</p> <p><b>Vote:</b> 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. Dennis states the walk-in refrigerator in the bakery area needs a new floor.
      - i. Dennis states the current floor is unsanitary.
  2. Repairs:
    - a. Dennis states that the Hobart Dish Machine needs to be replaced, walk in fridges and freezers in all areas
      - i. Bridget states the dish machine is fully depreciated. Bridget states it is time to replace the machine.
  3. Layout / Functionality:
    - a. Bridget states that there is outdated equipment in the freshman area that needs to be removed.
      - i. Mike stated that two rotary ovens in the freshman kitchen is a waste of space as only the bigger one is being used. He recommended that the smaller one be taken out so the space can be capitalized on.
  4. Storage:
    - a. Mike stated that the outdated equipment in the bakery needs to be taken out as well as the salamanders on the hotline in the kitchen. Dennis recommended storage in the freshman area for backpacks and personal items.

5. Cosmetic Renovations:
  - a. No discussion at this time.
    - i. No discussion at this time.

**Recommendations:** It was recommended by the board that walk in fridges and freezer fixed, dish machine assessed for functionality and replaced if outdated along with the outdated and non functioning equipment in the respective spaces. Bridget recommended forming a subcommittee to make a plan of action to fix the walk-ins and create a new equipment list.

**Motion:** Dennis Smigrlio motioned.

**2nd Motion:** Brigid Flannagan

**Vote:** Motion carried unanimously.

**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. Budget is still under review. No further discussion at this time.

**Recommendations:** It was recommended by the board that we accept the budget for the next year. That we will try to add new equipment.

**Motion:** Mike Lewis

**2nd Motion:** Bridget Flanagan

**Vote:** Motion Carried Unanimously.

**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. Brigid says sous vide is here to stay. She asks could we add it to our curriculum? Pitco, Univex that we should reach out to them to perhaps donate equipment.
- b. New technology and techniques that we should be teaching our students are sous vide, molecular gastronomy. Brigid recommended connecting with Sid Wainer for a tour of their facilities with the students.
- c. Additional certifications needed none are recommended at the moment. Adialis recommended that we have our students complete the Servsafe manager.

**Recommendations:** It was recommended that sous vide be added to the curriculum, molecular gastronomy and connecting with sid Wainer for a tour of their facilities.

**Motion:** Mike Lewis made a motion.

**2nd Motion:** Adialis Salazar

**Vote:** Motion Carried Unanimously.

#### **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. Most GLTS Co-Op placements are in local restaurants and hospitality, showing a positive link between duration and success; students gain practical experience and exposure to diverse culinary styles such as Shake Shake, Chick Fil A, and Starbucks.
- 2. Matt Tellier and Allie Smelter from Chick Fil A have hired GLTS culinary students and say they excel in technical skills, creativity, and work ethic, but some may need extra training in time management and adapting to a fast-paced kitchen.
- 3. Mike recommends that we encourage our students to pursue driver’s education. Transportation is a barrier to many co-op placements.

**Recommendations:** It was recommended by the board that drivers ed is encouraged for students as it takes away a barrier to getting out on co-op.

**Motion:** Mike Lewis

**2nd Motion:** Adialis Salazar

**Vote:** Motion Carried Unanimously.

**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)? (Second, discussion, any opposed, all those in favor?)

**Status Report:**

- a. Mike Lewis is currently serving as our advisory chair.
- b. No nominations

**Recommendations:** It was recommended by the board that Mike Lewis continue as advisory chair.

**Motion:** Dennis King

**2nd Motion:** Adialis Salazar

**Vote:** Motion Carried Unanimously.

**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:** Alex Scanlon states works with DESE on safe schools, safe spots. GLTS is going to host a general meeting for the GSA meeting on December 14th. Alex and Gene state that the culinary arts department is very inclusive of non-traditional and/or special populations.

**Recommendations:** It was recommended by the board that the department continue to welcome all types of students to the culinary arts career area.

**Motion:** Mike Lewis

**2nd Motion:** Adialis Salazar

**Vote:** Motion Carried Unanimously.

**Agenda Item #10:**

**Status Report:** No discussion at this time.

**Recommendations:** no discussion at this time

**Motion:**

**2nd Motion:**

**Vote:**

**ADJOURNMENT** at 7:30 PM.

**Motion:** Mike Lewis moved to adjourn the meeting.

**2nd Motion:** Adialis Salazar

**Vote:** Motion Carried Unanimously.

Next Meeting: April 11, 2024

Respectfully Submitted:,Otavia Tropeano, Kate Henry, Scott Stewart