

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

PROGRAM ADVISORY COMMITTEE
MEETING MINUTES
November 19, 2024

The Greater Lawrence Technical School Program Advisory Committee meeting was held on October 24, 2024, at Greater Lawrence Technical School.

The following members were in attendance:

Facilitator: Scott Stewart	CTE Program: Culinary Arts
Recorder: Molly Hanson	
Materials Manager: Molly Hanson	
Dialogue Monitor: Kate Henry	
Timekeeper: Melissa Nova	
Faculty Present	
Scott Stewart	
Molly Hanson	
Kate Henry	
Melissa Nova	
Advisors Present	Name of Business / Population Represented
Dennis King	Piantadosi
Brigid Flannigan	Retired SNHU Culinary teacher
Al Ampallone	Market Basket Bakery Manager
Alex Scanlon	Culinary senior
Guest Present	
Yazmery Ortiz-Torres & Stepfather	Culinary Junior

<p>Agenda Item #1: Call to Order</p> <p>a. Welcome/Introductions</p>

Status report: Mr. Stewart 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. 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. The facilitator handed out one new membership packet to Yas Ortiz-Torres
- c. The facilitator asked for members to sign in on paper as the internet was unavailable.

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. Mr. Stewart reviewed Spring 2024 minutes and new purchases that were made for culinary arts on the recommendation of our advisors

Recommendation: The facilitator recapped the conversation and made a motion to approve.

Motion: Ms. Flannigan moved to approve the April 11, 2024, minutes.

2ND: Mr. King

Vote: There were not enough board members present for quorum.

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?
- 6. Are there any emerging equipment needs or facility upgrades necessary to align with industry standards for environmental sustainability?
 - 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. Crack in the floor
 - i. Mr. Ampallone noticed cracks in the kitchen floor and cracks in the bakery area.
 - 2. Repairs:
 - a. Walk ins- The bakery freezer is broken and getting a new condenser.
 - i. Mr. King asked about getting more walk-ins replaced. He noticed a smell in the bakery walk-in of mold and general state of walls/floor. Ms. Hanson said the maintenance and HVAC team had worked really hard to get rid of the smell, but it still lingered. Ms. Flannigan proposed replacing bakery walk-ins next.
 - 3. Layout / Functionality:
 - a. New equipment in the loading dock.
 - a. Everyone was excited that the new dishwasher and combi oven had arrived and looked forward to it being installed.
 - b. Kitchen Layout
 - i. Ms. Flannigan thinks the layout is not conducive to the flow of service for the Reggie Cafe as the distance from the production of food to the service window is too far. Ms. Flannigan recommends a kitchen redesign and hiring a professional to advise on a new better layout. Advisors discussed changing the orientation of the line and increasing the size of the griddle. Mr. Stewart noted the steamer was unrepairable and Mr. King suggested it could be replaced by the Combi oven.
 - 4. Storage:
 - a. Mr. King noticed we have multiple pieces of defunct equipment in the bakery and freshmen area. He suggested removal to create more storage.
 - i. Mr. Ampallone thought the area where the second rotary deck oven would be useful for freshmen belonging out of the way. Ms. Henry thought it would have a better sightline as well. There was general discussion of the extra freshmen walk-in being used for storage, but it would need ventilation.

5. Cosmetic Renovations:
 - a. None at this time

Recommendations: It was recommended by the board that the school hire a kitchen consultant to redesign a better flow for the Reggie Cafe/four winds line.

Motion: Mr. King

2nd Motion: Ms. Flannigan

Vote: There were not enough board members present for quorum, but all were in favor.

Recommendations: It was recommended by the board that the school remove old equipment to create more storage in the culinary areas.

Motion: Mr. Ampallone

2nd Motion: Ms. Flannigan

Vote: There were not enough board members present for quorum, but all were in favor.

Agenda Item #5: (FALL ONLY) Reviewing the Budget for the upcoming school year and 5 year outlook for equipment needs (SY25/26):

a. Review SY25/26 Budget

- i. Review Spring Minutes and Department Budget (for SY25/26). 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. Mr. Stewart reviewed the budget with the board
 - i. General agreement with the proposed budget but it was noted that the walk-in replacement and kitchen layout should be priorities. Mr. King felt the benefit of having new walk-ins would increase food quality and storage. Additionally, there was concern about students working around mold.
- b. Sous Vide Machine
 - i. Mr. Stewart acknowledged that the board had been asking for a sous vide machine, but he was concerned it might be too delicate for student use. Ms. Flannigan said she would do some research, and she had had luck with them being sturdy. She will get back to Mr. Stewart with a recommendation for a brand.

Recommendations: none at this time

Motion:

2nd Motion:

Vote: There were not enough board members present for quorum.

Agenda Item #5 (SPRING ONLY) Prepare Budget for the upcoming school year (SY26/27)

- 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. N/A

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. When reviewing the [Industry Recognized Credentials](#) provided by DESE, please identify which certifications are required, desired, or particularly valuable for students to possess in their respective industries. This will help ensure that students are earning credentials that align with industry standards and enhance their employability.

Status Report:

- a. Mr. Ampallone was concerned about the amount of time the underclassmen were in the shop; he asked if we were able to cover all standards. Ms. Hanson gave the example of the curriculum map used for the bakery standards.
- b. Mr. Scanlon and Ms. Ortiz-Torres (students) expressed a preference for integrated related. They really enjoyed having a related lesson and immediately being able to practice what they learned. Mr. Scanlon also expressed how enjoyable he found the related lessons on the Rouxbe platform and hopes we can add in even more.
- c. Ms. Flannigan suggested that recorded /online lectures might be a nice solution for co-op related.

Recommendations: Use more Rouxbe junior/senior year

Motion: Mr. Scanlon

2nd Motion: Ms. Flannigan

Vote: There were not enough board members present for quorum, but all were in favor.

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. Mr. Stewart reviewed co-op numbers and placements. Mr. King expressed how impressed he was with our increase in students out on co-op in the last five or more years. It was a consensus

between advisors and teachers that our co-op system was operating beautifully and that teachers, co-op students, and Mr. Maiella were doing a great job.

Recommendations: None at this time

Motion:

2nd Motion:

Vote: There were not enough board members present for quorum.

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

- a. The General Advisory Meeting will take place on January 14, 2025.
- b. Are there any nominations for the Program Advisory Chair for the 2024-2025 school year (take nominations)? (Second, discussion, any opposed, all those in favor?)

Status Report:

- a. Mr. Stewart proposed keeping Mike Lewis as the Advisory Chair

Recommendations: It was recommended by the board that we keep Mike Lewis as the Advisory Chair.

Motion: Ms. Flannigan

2nd Motion: Mr. King

Vote: There were not enough board members present for quorum, but all were in favor.

Agenda Item #9: N/A

Status Report: N/A

ADJOURNMENT at 7:00 PM.

Motion: Mr. King moved to adjourn.

2ND: Mr. Ampallone

VOTE: Unanimous

Next Meeting: April 8, 2025

Respectfully Submitted: Ms. Hanson and Mr. Stewart