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

PROGRAM ADVISORY COMMITTEE
MEETING MINUTES
April 8, 2025

A meeting of the Greater Lawrence Technical School Program Advisory Committee was held on Tuesday, April 8, 2025, at Greater Lawrence Technical School.

The following members were in attendance:

Facilitator: Scott Stewart	**CTE Program:** Culinary Arts
Recorder: Kate Henry/ Tavi Tropeano	
Materials Manager:	
Dialogue Monitor: Molly Hanson	
Timekeeper: Melissa Nova-Rosario	
Faculty Present	
Molly Hanson	Culinary Instructor Grade 10
Kathleen Henry	Culinary Instructor Grade 9
Otavia Tropeano	Culinary Instructor Grade 11
Melissa Nova-Rosario	Culinary Instructor Grade 11
Heather McCall	Culinary Instructor Grade 12
Scott Stewart	Culinary Instructor Grade 12
Advisors Present	**Name of Business**
Brigid Flanigan	SNHU former culinary instructor
Al Ampollone	Retired /Community
Dennis King	
Mike Lewis	Cafe Services
Alex Scanlon	Student
Guest Present	
Yasmary Ortiz	Student Representative

Agenda Item #1: Call to Order

a. Welcome/Introductions

Status report: Scott Stewart called the meeting to order and did introductions.

Agenda Item #2 Verification of committee members' contact information, phone numbers and emails.

a. Please verify the e-mail address for each member.
b. Per DESE PAC Guidelines, it is important that every effort has been made to ensure the membership of our Advisory Boards are inclusive and diverse. Review the **composition populations** listed on the Program Advisory membership forms. Ask members to sign-in using the Google Form (Share link with all members) and ask that they select any of the sub-groups they are able to represent.

i. Persons of racial or linguistic minorities.
ii. Persons are nontraditional by gender for the program.
iii. Persons are well-equipped to represent the perspectives of persons with disabilities.

Status Report:

a. Scott Stewart verified member email addresses
b. Mr. Stewart asked for members to review representative populations. Union representation will be updated when the members fill out the Google form.

REPORT OF OLD BUSINESS

Agenda Item #3: Minutes

a. Review minutes from the Program Fall Advisory meeting, and voice comments, questions, or concerns (Minutes are posted on the GLTS website).
b. Provide an update on action items from the previous meeting. The facilitator should recap the conversation (Link to recommendations updates)
c. Solicit a motion to approve minutes, 2ND the motion.

Status Report:

a. Minutes Review (Record Discussion). Scott Stewart read the minutes from the Fall 2024 advisory meeting.
b. Action Items (Record Discussion). Mike Lewis mentioned that it may be necessary to develop a HACCP plan in order to use a sous vide machine. Something to consider before purchasing a sous vide machine. Brigit discussed the idea of doing an on-line related curriculum to accommodate students out on the coop.
c. Mike Lewis motioned to approve minutes, Al Ampollone solicited a 2ND motion.

Recommendation: Scott Steward recap the conversation and make a recommendation to approve.
Motion: Mike Lewis moved to approve the minutes of November, 19, 2024.
2ND: Al Ampollone
Vote: Unanimous

NEW BUSINESS

Agenda Item #4: CTE Program Facilities Review

a. Should we be looking at replacing any capital equipment ($25,000 or more) within the next 5 years?
b. Are there any new tools/equipment/facility updates and upgrades occurring in the Industry that we should be aware of and consider including?
c. Review shop facilities and equipment.
d. Does the current shop design meet current industry standards? (Are there any safety concerns, repairs needed, is the layout of the facility functional, is there adequate storage, are there any cosmetic renovations required)
    i. Review facility and **NIOSH Department Checklist Review** **&** **All Programs Checklist Review** (Each Program Lead should provide their PAC with a copy of the applicable NIOSH Checklist for review)
        1. What feedback or insights can the PAC provide?

Status Report:

a. Should we be looking at replacing any capital equipment ($25,000 or more) within the next 5 years? No recommendations at this time.

b. Are there any new tools/equipment/facility updates and upgrades occurring in the Industry that we should be aware of and consider to include? Mr. Stewart stated there is an empty space on the line that could be filled with some new equipment any recommendations are welcomed.
c. Review shop facilities and equipment. Mr. Stewart showed the board our new piano and plants in the Four Winds Restaurant. We toured the main kitchen and showed the board our new combi oven. Ms. Flanigan agreed it was a great purchase. We toured the bakery area. Mr. Lewis asked when the old proof box and walk-in oven would be removed as that was advised at the Fall 2024 advisory and the general advisory in January 2025.
d. Does the current shop design meet current industry standards? (Are there any safety concerns, repairs needed, is the layout of the facility functional, is there adequate storage, are there any cosmetic renovations required)
    i. Review facility
        1. What feedback or insights can the PAC provide? He advisors noted that there is not enough storage, but due to the recent renovations there are no cosmetic renovations required.

Recommendations: It was recommended that we look into purchasing a blast chiller.
Motion: Not enough members for a quorum
2ND:
Vote:

Agenda Item #5 Equipment / Budget
Review Budget for FY25/26 & Prepare Budget for the upcoming school year (SY26/27)
a. Review voc budgets fy25 and begin Draft Budget for FY26/27.

Status Report:
a. Review of FY25/26 Budget and Draft Budget for FY26/27
i. Purchases. Mr. Stewart stated we have purchased necessary software for the shop. The advisory board members agreed that the culinary software (Rouxbe) was a good fit for our shop.
ii. Appropriate Equipment - no discussion at this time.
iii. What tools and/or equipment replacement needs. It was recommended that the shop require a blast chiller.
iv. 5-year outlook for tool/equipment replacement needs. It was recommended that the shop upgrade electrical to accommodate the newly purchased induction burners.

Recommendations: Facilitator should recap conversation
Motion: Not enough members for a quorum
2ND:
Vote:

Agenda Item #6: Curriculum
a. Is there any new technology or techniques that we should be teaching our students?
b. How has the Industry evolved over the past year? Are there any new skills that are now required to be successful in the industry?

Status Report:
a. Technology - wanted to know the opinion of advisors about the use of AI Dennis has seen the incorporation to have AI order food items and helps a lot with tracking orders. Pepper is the name of the system. It was asked what the current POS was. Mr. Stewart shared that we use Clover. The Four Winds Instructor Melissa Nova gave her opinion of the current system as being cumbersome to use at times. The “Toast” POS system was suggested as a better fit for hospitality.

b. Industry Evolution – Mr. Stewart was asked if the school would be willing to purchase ChatGPT for staff members. It would be very helpful for the curriculum. It was recommended putting Chat GPT in the budget under culinary other.

Recommendations: Scott Stewart recapped the conversation.
Motion: Not enough members for a quorum.
2ND:
Vote:

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. Skills /no discussion at this time
2. Hiring challenges - many students have no transportation which is an ongoing issue in the school
3. Essential Skills = no discussion at this time
4. Strengths/Areas of growth for co-op or new grads. The students have ServSafe certification which is a big plus for the food industry.
5. Dennis King Recommended that we take a field trip to Piantedosi Bakery in Malden.
6. Skills needed for success
7. Co-op opportunities

Recommendations: Scott Stewart recapped the conversation.
Motion: Not enough members for a quorum
2ND:
Vote:

Agenda Item #8: Other:

Status Report:
Discussion on keeping a senior on the board after graduation and Advisory members asked for a copy of the meeting agenda to be sent in advance of the meeting.

Recommendations: It was recommended that Alex keep their place on the advisory board after he graduates. It was recommended for a copy of the agenda in advance of the meeting,
Motion: Not enough members for a quorum
2nd Motion:
Vote:

ADJOURNMENT

Recommendations: Facilitator should make a recommendation for a motion to adjourn

Motion: Mr. Stewart

2ND: Ms. Flanigan

Vote: Unanimous

Next Meeting: October 23, 2025

Respectfully Submitted: Kate Henry, Otavia Tropeano and Scott Stewart