

## **Culinary Arts Fall 2018 Advisory Committee Minutes**

**October 22, 2018**

**Location of Meeting - 565 Maple St. Hathorne Ma. 01937 -**

**Culinary Arts CTE**

### **Guests Present**

Evan Menesale - Essex Tech Instructor (Program Facilitator)

Joseph DeSando - Essex Tech Instructor

Paula Cloutman- Essex Tech Instructor

John Bickerstaff- Essex Tech Instructor

Mary Carter- Essex Tech Instructor

### **Members Present**

Gary Bouchie- Industry Representative-Shaheen Bros. (Committee Chairperson)

Andrea Manni- Parent/Industry Representative-General Manager-Holiday Inn  
Saugus

Robert Manni-Parent/Industry Representative-Executive Chef-Ipswich Country  
Club

Sophia Manni- Culinary Arts Student

Matt Sirois-Parent/Industry Representative-Food & Beverage Manager-Delaware  
North

Caroline Sirois-Culinary Arts Student

Nicole Grace-Essex Tech Instructor/Academic Integrator

Leo Grace-Industry Representative-Sales Manager-The Mozzarella House

Luke Martel-Industry Representative-Sales Manager-TriMark United East

## **Agenda Items**

### **Approval of Minutes - Spring 2018 Meeting**

The minutes of the Spring 2018 Advisory Committee Meeting were reviewed and approved by the committee.

### **Quality Assessment Tool**

All committee members were given a copy of the quality assessment tool. We reviewed the document as a group and discussed the contents.

### **Curriculum Bias Form**

The committee completed the curriculum bias form to the best of their ability. Mrs. Manni suggested that the curriculum bias form be given to the students to complete, as they would be more prepared to answer the form as opposed to the committee members.

### **Programmatic Review Form**

The entire committee participated in reviewing and completing the programmatic review form. It was suggested by the committee that:

- lighting be improved in the kitchen.
- maintenance needs to label and zone the emergency shut-offs
- the 60 qt mixer needs a safety guard
- The Committee has decided to write a letter to the Superintendent in order to address the cooling issue in the kitchen, which is on the 5 year plan, and is presently in the 5th year of the plan.
- The committee wants an explanation of why we were allowed to purchase covers for the emergency shut-off switches, but then told we were not allowed to put them on.

### **Membership Form**

The membership form was updated.

### **Update On Program - Curriculum**

ServSafe Manager's 7th Edition Curriculum that is being implemented for the 2018-2019 school year. 13 of the current 17 Seniors passed the ServSafe Exam.

The 4 that did not pass will be given the chance to retest in the future.

Program Updates on Coop- There are no culinary arts students presently on co-op. Caroline Sirois stated she is not interested in co-op because she likes the pace of the program and is pushed into learning new things.

Sophia Manni stated she is not interested in co-op because she works at the country club with her father at night and needs a break during the day.

The committee suggested that we take students on field trips to prospective employers, so they can see the kitchen and gather an understanding of what the job would entail.

### **Equipment Needs - Repairs/Replace**

● The committee suggests replacing the flat-top grill that is on the restaurant line, there is other equipment that would be more beneficial to the students. It was suggested to purchase a new fryolator because the demand for gluten free frying for the restaurant has tripled since last year. As well as a mini-convection oven on a stand, which will allow students to no longer bend down to pick up pans out of the oven, which has become a safety issue due to the setup.

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### **Adjournment**

There being no other items on the agenda or any others items presented to the board to be discussed, all members were in favor of the meeting adjournment at 4:00PM.

### **Respectfully Submitted,**

Evan Menesale, Joseph DeSando, Paula Cloutman, John Bickerstaff, Mary Carter