

**Essex Technical High School  
Hathorne, Ma 01937**

## **Program Advisory Committee Minutes**

**Automotive Technology  
April 5, 2018**

**Members Present:** Brooks Clarke, Instructor; Tom Forsyth, Instructor; Stuart Kesting, Technician/Alumni; Kyle Logue, Owner of Essex County Auto Repair/Alumni; David Lucier, Instructor; Kyle Gallucci, student; Jenn Gallucci, Parent; Matt Paras, Instructor MCC; Larry Guinee, Owner/service manager Danvers Ford.

**Program Facilitator:** Tom Forsyth  
**Co Facilitators:** Brooks Clarke and David Lucier  
**Committee Chair:** Ken Coburn

The committee met in the main café and was treated to a variety of food prepared by the culinary department.

We then moved into the automotive classroom and the minutes for the previous meeting were read. Stuart Kesting motioned to accept the minutes and Larry Guinee seconded. The committee agreed, and the motion was passed.

### **Agenda**

The committee reviewed the *Career and Technical Education Quality Assessment Tool*. This form evaluated the advisory committee role, membership, operations and community partnerships. The committee is in good standing.

#### Program updates:

- ASE student testing: May 4<sup>th</sup>, June 8<sup>th</sup> and June 15<sup>th</sup>
- Equipment: Update and order Tools, supplies and provisions
- Skills USA:
  - Dan Sherburne - Gold District - Automotive Service
  - Josh Tilton – Silver District – Customer Service
- Current Budget
- Donations:
  - 2001 Prius Hybrid – HVB from NAPA
  - 2010 Ford Fusion Hybrid
  - Update on S-10 project

Training -NAPA Make up is on April 10<sup>th</sup>, Napa last class for this year is on May 15<sup>th</sup>. ATG training next class is on April 11<sup>th</sup> and 12<sup>th</sup>. NESSARA scope training will be held on April 7<sup>th</sup>.

AYES – 1 junior meets the requirements and 4 do not have drivers licenses.

CO-OP, Internships – There are two students working on internships.

Portfolio Review – The annual senior portfolio review will be held on Friday, May 8<sup>th</sup>. All committee members were invited to attend.

Auto Expo – The Auto Expo is an annual event held to raise money for deserving seniors to purchase tools. Committee members were welcomed to come and asked to invite friends.

Substitute Teachers – There is still a shortage of qualified substitute teachers. If anyone knows of anyone with automotive experience that could be called upon please contact Tom Forsyth.

College Fair – On January 26<sup>th</sup> four colleges came to the school to promote their schools.

- UNOH, Mass Bay, UTI, NEIT

A motion to adjourn made by Jenn Gallucci was made at 8:40. It was seconded by Larry Guinee.