

**Essex Technical High School
Hathorne MA 01937**

Program Advisory Committee Minutes

**Automotive Technology
October 17, 2017**

Guest Members: Tom Forsyth, Instructor; Dave Lucier, Instructor; Brooks Clarke, Instructor.

Members Present: Tom Forsyth, Instructor; Dave Lucier, Instructor; Brooks Clarke, Instructor; Ken Coburn, Coburn Auto; Joel DeCoff, Mini of Peabody; Rod Deland, R&R American; Stuart Kesting, Technician/Alumnus; Cory Nelson, Snap-On Tools; Taylor Hill, Larson's Auto Service; Karen Ziemplak, Peabody NAPA; Richard Ziemplak, Peabody NAPA.

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

The committee met in the main cafe and was treated to a variety of food prepared by the Culinary Department. This was a pleasant surprise.

We then moved in to the classroom and the minutes of the previous meeting were read. Ken Coburn motioned to accept the minutes and Richard Ziemplak seconded the motion. The committee agreed. Motion passed.

Agenda:

Membership Form – All members of the Advisory Committee were made aware of the requirement by the Department of Education to review the Automotive Technology Department to have updated information on its members.

We also reviewed and completed the worksheets for the BIAS review and the Programmatic review and found all things to be correct and in compliance.

All the safety regulations are current.

Equipment – The shop has acquired some much needed new equipment
Hunter Revolution Tire Changer Machine
Hunter Brake Lathe
Compressor, still needs to be connected

This was made possible due to a capital expense budget and the Perkins Grant awarded to the school.