

**Essex North Shore Agricultural and Technical School  
Hathorne MA 01937**

**Program Advisory Committee Minutes**

**Automotive Technology  
October 18, 2018**

**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; Joe Leighton, Mini of Peabody; Kyle Logue, Owner of Essex County Auto Repair; Daniel Nihan, Self-employed; 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. Secretary Rosalin Acosta was the key note speaker from Executive Office of Labor and Workforce Development.

We then moved in to the classroom and the minutes of the previous meeting were read. Stuart Kesting 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.

Program Update – The class is using the same curriculum – the SP2 online program. The OSHA Certification will be changing from an online course to a instructor led course.

State Skill Results – The committee would like to congratulate Josh Tilton who took Gold in the State Skills competition and is moved on to Nationals. And to Dan Sherburne who took Silver in a very competitive field.

#### Equipment Needs –

- Lift Replacement - The lifts in the shop are passing inspection but two of them will need to be replaced soon.
- PICO Scope – needed to replace the Snap-on Scope currently in use. The software for the PICO Scope is more user friendly.

Training – NAPA Training has had 6 classes and there is 1 left for 2018. The next class will be held on Tuesday, November 27th.

ATG Training is ongoing and the next class will be November 13<sup>th</sup> and November 14th.

There was also a NESSARA class held on October 13<sup>th</sup>.

Co-Op Internships – There are two students approved for internships.

- Acura of Peabody
- Woburn Toyota
- Kelly Honda is pending

Auto Expo – It turned out to be a great day for the Auto Expo. There were 140 vehicles, many vendors and a large crowd. The next show will be in May 2019.

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.

A motion was made for the meeting to adjourn by Dave Lucier and seconded by Ken Coburn. The meeting adjourned at 7:22.

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