

**Franklin County Career and Technology Center  
FALL OCCUPATIONAL ADVISORY COMMITTEE REPORTING FORM**

<b>PROGRAM AREA:</b>	<b>Sales, Distribution, and Marketing Operations, General. 52.1801</b>		
<b>MEETING DATE:</b>	4/8/21	<b>START:</b>	2:30 pm
		<b>ADJOURN:</b>	3:00 pm
<b>COMMITTEE CHAIRPERSON:</b>	Gwyn McCleary		
<b>COMMITTEE MEMBERS/GUESTS ATTENDING:</b>			
<p>Gwyn McCleary Susan Mills Brad McCleary Tom Mills Cherry Shives Zach Rathel Mary T. Bokeko</p>			
<p><b>BRIEF MEETING SUMMARY:</b> All members in attendance approved the minutes and the recommendations of the last meeting in the Fall 2021. Discussion of the written NOCTI on April 16, 2021. We talked about the status of facilities, reviewed/updated the 5-year equipment list to include again this year:</p> <p>\$1030.00 for Strivven Media (Careers simulation) \$2,000.00 per year for Stukent.com (Marketing simulation) \$1,325.00 Testout per year (Microsoft Office Simulation)</p> <p>Members agreed with the importance of quality material available on-line especially the social media manager simulation through Stukent.</p> <p>Reviewed Schoology (Learning Platform) being used because most of the sending schools use the same platform and students are familiar with Schoology.</p> <p>Updated the members on the soon to be arriving mobile kiosk/cart that was purchased through a grant. It will allow students to use more visual merchandising skills (visual merchandising competencies) Discussion of how the</p>			

change from open school store to mobile cart has decreased sales from \$300 to an average of \$25.00 sales per day. Members discussed and questioned whether or not the school store will reopen in the Fall of 2021.

The OAC was for the school store being open in the Fall of 2021 to help the Marketing students with completing the Marketing competencies more effectively.

One member suggested – from experience – that possibly in the future having a self-checkout – much like the Butcher Shoppe at the Chambersburg Hospital.

Same member was grateful for CareerTech and the offering of forklift as it led to a position with P&G.

Next, the committee reviewed the POS Task List, Industry Credentials and NOCTI data for Marketing Program.

OAC members discussed the procedures for online instructions and Group A and Group B rotation that is currently taking place at CareerTech.

Next, discussion of Marketing students to help with updating the new website since WordPress is taught in Marketing. It will give student the ability to see their work firsthand as the site is updated.

**ADMINISTRATIVE RESPONSE:** Continuation of Schoology is planned through GEER II grant funding. We look for to the learning opportunities that are to be provided with student involvement in the website. We are very hopeful that the School Store will reopen in the Fall as long as COVID transmission levels remain the same or lower over the summer.

**Gwyn McCleary**

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SECRETARY/CHAIRPERSONS SIGNATURE

## SECTION 1: APPROVAL OF MINUTES OF LAST MEETING

PLEASE CHECK ONE OF THE ITEMS LISTED BELOW:

- The minutes of the last meeting are approved as presented.
- The minutes of the last meeting are approved with the following changes.

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## SECTION 2: REVIEW OF RECOMMENDATIONS FROM LAST MEETING

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## SECTION 3: FACILITIES

### FACILITIES REPORTING FORM:

	<u>Satisfactory</u>	<u>Unsatisfactory</u>
1. The room provides the most advantageous use of space available	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Room lighting is adequate for the health and safety of the students.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. The room/lab areas are clean	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Tools and equipment are arranged in an orderly and task-appropriate manner	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. The area has adequate storage facilities for permanent and consumable supplies	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Emergency Cutoff (Panic) Stops/Buttons are in operating condition.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7. Strategic floor areas are properly lined	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8. Strategic floor areas are free of obstructions	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9. There are adequate storage facilities for flammable and toxic materials.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10. There is adequate ventilation for flammable and toxic materials	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11. Fire extinguishers are visible, accessible, properly maintained and adequate in number	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12. Classroom space for instruction in related theory is adequate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
13. The classroom/shop/laboratory temperature is comfortable	<input checked="" type="checkbox"/>	<input type="checkbox"/>

- |  |                                     |                          |
|--|-------------------------------------|--------------------------|
| 14. The classroom/shop/laboratory is large enough for the number of students served            | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 15. Persons with disabilities are accommodated in the classroom/shops/laboratory               | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 16. Students have appropriate access to equipment and supplies                                 | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 17. As much as possible, the laboratory area mirrors the accommodations found in the workplace | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

**COMMITTEE SUGGESTIONS/RECOMMENDATIONS FOR UNSATISFACTORY ITEMS:**

- 1.

**SECTION 4: EQUIPMENT AND SUPPLIES**

**A. EQUIPMENT AND SUPPLIES REPORTING FORM:**

- |  | <u>Satisfactory</u>                 | <u>Unsatisfactory</u>    |
|--|-------------------------------------|--------------------------|
| 1. The supply of tools and equipment is adequate to implement the curriculum   | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 2. Equipment and tools meet current industry standards and are appropriate for teaching the occupational skills for that business/industry | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 3. The condition of the equipment indicates proper care and maintenance  | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 4. Equipment should meet OSHA safety standards with respect to guards, shields, grounding, etc   | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 5. Safety protection (safety glasses, shields, etc.) is provided and instruction in the proper use of them is provided                     | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 6. Supplies are adequate to implement program objectives   | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 7. An inventory of equipment is maintained by the teacher or other staff member  | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 8. A schedule for repair and replacement of equipment, tools and supplies is maintained  | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 9. A security system for the use of tools, equipment and supplies is maintained  | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 10. Safety Data Sheets (SDA/MSDS) are provided for each flammable, toxic or explosive material as recommended by OSHA                      | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

**COMMITTEE SUGGESTIONS/RECOMMENDATIONS FOR UNSATISFACTORY ITEMS:**

1.

**B. RECOMMENDATIONS ON EQUIPMENT AND SUPPLIES**

1.) What additional equipment is recommended to meet current industrial/occupational skill standards?

- none

2.) What equipment is recommended for replacement within the next two years?

- printers

3.) What equipment is recommended for replacement within the next five years?

- 

4.) Other recommendations:

- 

**COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:**

1.

**C. UPDATE FIVE YEAR EQUIPMENT LIST FROM DISCUSSION AND ATTACH TO THIS DOCUMENT:**

**SECTION 5: GENERAL DISCUSSION**

**LIST ITEMS FOR DISCUSSION NOT COVERED IN OTHER AREAS:**

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**COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:**

1.

## FIVE YEAR EQUIPMENT LIST

School Year	Item #	Item Name	Justification/explanation why needed	Unit Quantity	Cost per Unit	Total Cost (\$)	Purchase Status
<b>Current 2018-19</b>							
	1	HTML3 Certification	Certification for HTML (students who want to go on and pursue a career in web design). <a href="http://www.w3schools.com/cert/cert_html5.asp">http://www.w3schools.com/cert/cert_html5.asp</a>	3	95		
	2	CSS Certification	Certification for CSS (students who want to pursue a career in web design). <a href="https://www.w3schools.com/cert/cert_css.asp">https://www.w3schools.com/cert/cert_css.asp</a>	3	95		
	3	Domain/Hosting	Allow students to create "live" sites using Wordpress	4	88		
<b>2019-20</b>							
	1	HTML3 Certification	Certification for HTML (students who want to go on and pursue a career in web design). <a href="http://www.w3schools.com/cert/cert_html5.asp">http://www.w3schools.com/cert/cert_html5.asp</a>	3	95		
	2	CSS Certification	Certification for CSS (students who want to pursue a career in web design). <a href="https://www.w3schools.com/cert/cert_css.asp">https://www.w3schools.com/cert/cert_css.asp</a>	3	95		
	3	Domain/Hosting	Allow students to create "live" sites using Wordpress	4	88		
	4	Desks/Workstations	Update current desks in the Marketing Classroom	20	99	2,000	Did not purchase
<b>2020-21</b>							
	1	HTML3 Certification	Certification for HTML (students who want to go on and pursue a career in web design). <a href="http://www.w3schools.com/cert/cert_html5.asp">http://www.w3schools.com/cert/cert_html5.asp</a>	3	95	\$285	
	2	CSS Certification	Certification for CSS (students who want to pursue a career in web design). <a href="https://www.w3schools.com/cert/cert_css.asp">https://www.w3schools.com/cert/cert_css.asp</a>	3	95	\$285	
	3	Domain/Hosting	Allow students to create "live" sites using Wordpress	4	88	\$352	

	4	Stukent.com	Allows Marketing students access to Marketing Book online and a business simulation	1	\$2,000	\$2,000	
	5	Testout.com	Allows Marketing students access to Microsoft Office Simulations to learn Word, Excel, PowerPoint	1	\$1,325	\$1,325	
	6	virtualjobshadow.com	Strivven Media it Allows Marketing students an insight into careers and life skills	1	\$1,030	\$1,030	
<b>21-2022</b>							
	1	HTML3 Certification	Certification for HTML (students who want to go on and pursue a career in web design). <a href="http://www.w3schools.com/cert/cert_html5.asp">http://www.w3schools.com/cert/cert_html5.asp</a>	3	95		
	2	CSS Certification	Certification for CSS (students who want to pursue a career in web design). <a href="https://www.w3schools.com/cert/cert_css.asp">https://www.w3schools.com/cert/cert_css.asp</a>	3	95		
	3	Domain/Hosting	Allow students to create "live" sites using Wordpress	4	88		
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	5	Testout.com	Allows Marketing students access to Microsoft Office Simulations to learn Word, Excel, PowerPoint	1	\$1,325	\$1,325	
	6	virtualjobshadow.com	Strivven Media it Allows Marketing students an insight into careers and life skills	1	\$1,030	\$1,030	
<b>22-2023</b>							
	1	HTML3 Certification	Certification for HTML (students who want to go on and pursue a career in web design). <a href="http://www.w3schools.com/cert/cert_html5.asp">http://www.w3schools.com/cert/cert_html5.asp</a>	3	95		
	2	CSS Certification	Certification for CSS (students who want to pursue a career in web design). <a href="https://www.w3schools.com/cert/cert_css.asp">https://www.w3schools.com/cert/cert_css.asp</a>	3	95		
	3	Domain/Hosting	Allow students to create "live" sites using Wordpress	4	88		
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