

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

PROGRAM AREA:	EARLY CHIDHOOD EDUCATION 19.0708				
MEETING DATE:	9/28/2023	START:	5:00PM	ADJOURN:	7:15PM
COMMITTEE CHAIRPERSON:	Early Childhood Education 19.0708				
COMMITTEE MEMBERS/GUESTS ATTENDING:					
Katie Wilmot Jenn Hawbecker Amy Pinkerton Erica Nemzek Lori Stockman Janice Dalton Mary Beth Chaney					
BRIEF MEETING SUMMARY:					
<p>The meeting was very helpful. For the first time, we had a child care center director and a former CC center director to give advice as well as a college professor and others who work for First Start partnerships. A lot of recommendations were made to increase the safety of our facility and to make it more accurately reflect classrooms in the industry from birth through elementary. We also may have the opportunity to receive some donations of preschool furniture from FSP.</p>					
ADMINISTRATIVE RESPONSE:					
<ul style="list-style-type: none"> • Administration is very appreciative of all the industry partners and experience that exists within this committee. Thank you for your time and support of Mrs. Wilmot and this program. • Recommendations for equipment can be added to the 5-year equipment list to be considered through Perkins funding and/or other equipment grants. • Items identified as "safety concerns" should be addressed as priority with Admin Team and Mr. Daughenbaugh. The fire extinguisher and gating to separate pre-school form the kitchen area should be quick purchases and remedies. The storage area enclosure is a discussion to have with Admin and Maintenance. This could be something done as a BCT project in-house. However, Mr. Daughenbaugh will need to advise on timeline, cost and permanence of the enclosure. 					

X

Secretary/Chairperson's 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 the health and safety of the students.	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" 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 type="checkbox"/> | <input checked="" 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 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 type="checkbox"/> | <input checked="" type="checkbox"/> |

COMMITTEE SUGGESTIONS/RECOMMENDATIONS FOR UNSATISFACTORY ITEMS:

- Members are concerned that more than 21-22 students will be highly uncomfortable in the classroom at the same time. However, it is adequate for that number. They were also very concerned with more than 21-22 students being in the classroom due to the addition of preschool children, as that increases the overall class size.
- Suggestions were made that lighting should be moved or added so there is more lighting in the corner of the room (where medical assisting beds were) so that students can use the paper cutter and die cut machine safely and the preschool is adequately lit.
- Kitchen needs to have a kitchen fire extinguisher, not an ABC fire extinguisher.
- It was a very high concern of the advisory members that the storage area that's being used is not enclosed, as it can present a liability for safety of preschoolers if they run into the area, as there's nothing physically blocking them from entering the area. Mrs. Wilmot shared that the plan is to get the area enclosed and move the cubbies that children use to that wall. They feel this is an urgent issue.
- To best meet industry standards, several members noted that the kitchen should be inaccessible to the preschoolers. This could be via some type of gate possibly. This will take some consulting to figure out to ensure we are respecting all of the fire/ safety codes.
- A fence outside of the exterior classroom door should be installed to prevent possible injury if a child eloped and for safety during pick-up/drop-off, as the parking lot is frequently busy with cars and/or buses.
- It was recommended that there be paint added to the playground concrete to create a clear pathway for the wheeled vehicles to visually divide the wheeled vehicles from the other play area where chalk and other play materials are being used to ensure safety of all. Examples from industry were shared. Mrs. Wilmot mentioned that we could try vinyl instead of paint. Some members thought it wouldn't stick well to concrete and could be slippery when wet causing safety concerns.
- Some sturdier/ higher quality preschool furniture should be obtained that will last longer for the children. FSP may be able to help with some of the furniture by donating some things. Others should be budgeted for on the 5-year equipment list.

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?

-

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

-

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:

- **Mrs. Wilmot provided an overview of the program at the beginning of the meeting because we had several new members added since the Spring meeting.**
- **Janice Dalton is going to share the health and safety checklists with Mrs. Wilmot so that we can practice using actual industry checklists.**
- **Janice Dalton shared that before students enter into employment, it would be helpful for them to have their employment level of clearances so they can be hired quicker.**

COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:

1. **Textbooks should be refreshed with the next edition that comes out in a few years. Mary Beth Chaney is going to share some of her resources, as they use a similar textbook at HCC.**
2. **It was suggested that we see if Mallory Waltman can get added to the list of approved PQAS instructors for the CPR/AED etc. certifications so that students won't need to be re-trained when they're hired for co-op.**
3. **Mrs. Wilmot asked if there are any ideas of other co-op opportunities that our students can do at their age, but members are not aware of any as of right now.**

FIVE YEAR EQUIPMENT LIST

		<u>Item</u>	<u>Justification/Why is it needed?</u>	<u>QTY</u>	<u>Unit Cost</u>	<u>Total Cost</u>	<u>Purchase Date</u>
202-23							
	1						
2023-24		Preschool tables	Necessary for preschool snacks/activity areas	3	350	1050	2 of 3 purchased by 10/1
	1	Preschool chairs	Necessary for preschool snacks/activity areas	12	70	820	Purchased w/ equipment budget
		Dual stacked lockers	Create a space for storage where they were before	4	1300	5200	Purchased w/ remainder of 22-23 budget
		Storage room enclosure	Need to create a safe space to store materials that aren't for children	1	5000	5000	
		Storage shed for playground	Need a safe place to store playground equipment	1	3000	3000f	
2024-25							
	1	Permanent shade structure	Shade for preschoolers/safety	1	10000	10000	
		Vinyl/Painted path on the playground	To meet industry standards/safety	1	2000	2000	
		Fence for exterior door	Safety of children exiting and entering	1	<u>5000</u>	<u>5000</u>	
		Playground benches	Stable child-sized seating for children	3	600	1800	
2025-26							
	1	Observation window	To more easily and safely allow guests/tours to observe the classroom/preschool	1	2000	2000	

		Lakeshore Hardwood Kitchen Set	To meet industry standards	1	1499	1499	
		Lakeshore Easy Clean Comfy Couch	To meet industry standards	1	450	450	
2026-27	1	Working with Young Children	Textbook Refresh	23	200	4600	