

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

<b>PROGRAM AREA:</b>	Early Childhood Education 19.0708				
<b>MEETING DATE:</b>	4/27/2023	<b>START:</b>	5:30pm	<b>ADJOURN:</b>	6:15pm
<b>COMMITTEE CHAIRPERSON:</b>	Jennifer Hawbecker				
<b>COMMITTEE MEMBERS/GUESTS ATTENDING:</b>	Jennifer Hawbecker, Lori Stockman, Katie Wilmot				
<b>BRIEF MEETING SUMMARY</b>	<p>All areas of this reporting form were reviewed. All areas were found to be acceptable and aligned with industry expectations and trainings. The five year equipment list was discussed as well as improvements to the classroom to create a storage space where the lockers currently are and move the lockers/purchase stacked lockers to put on the wall separating us from dental.</p>				
<b>ADMINISTRATIVE RESPONSE:</b>	<ul style="list-style-type: none"><li>Administration would agree with the committee. The program and classroom set-up is appropriate and addresses POS tasks and needs. Recommend adding suggested equipment needs to the 5 year equipment list to be considered through Perkins. The storage discussion came to our attention during the APE review. This is something Mrs. Wilmot, Mr. Daughenbaugh and Administration can work together to figure out.</li></ul>				

X Katie Wilmot, Secretary

Secretary/Chairperson's Signature

Signed by: Katie Wilmot

## 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

- No comments

## SECTION 3: UPDATE OF PROGRAM

### A. ENROLLMENT:

Enrollment Numbers – Semester 1(Fall) current SY: 10 level 1s, next SY projected: 16-18 level 1-2s

Enrollment Numbers – Semester 2 (Spring) current SY: 16 level 1-2s, next SY projected: 23-25 level 1-3s

### COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:

1. The committee is impressed that we have such high interest/ attendance rates. They commented that more than 21-22 high school students will be a lot to handle in addition to preschool children on preschool days. We discussed the possibility of using at least 1 HBCTE day each week to help with the number of people in the room. Level 3 students are also ideally going to be out for clinical experiences.

### B. Cooperative Education

#### Student Statistics

	Number of Students
Eligible Students	0
Students Placed on Co-op	0
Students Declining Co-op Opportunities	0

#### Employer Statistics (List each employer and number of students employed.)

- N/A

### COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:

1. We are not at a point where we have level 3 students, so co-op is not an option until next spring.

### C. STUDENT PLACEMENT: (From Senior Placement Survey)

**Number of Students**

Previous Year Graduating Seniors	0
Previous Year Completers	0
<hr/>	
Employed Related to Career Field	0
Employed Unrelated to Career Field	0
Military Service	0
Enrolled Postsecondary Education	0
Available for Employment but Unemployed	0

**COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:**

1. Not applicable as we have not yet had any students who have graduated, but the 2 seniors graduating in June will be attending Shippensburg University for elementary education and special education.

**SECTION 4: SAFETY**

**SAFETY:**

The program safety procedures and policies were reviewed and the committee found that they were:

Satisfactory  Unsatisfactory

**COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:**

1. N/A

**SECTION 5: CURRICULUM**

**A. POS TASK LIST:**

The Pennsylvania Department of Education Program of Study Task List has not been updated this year and requires no additional review.

The Pennsylvania Department of Education Program of Study Task List has been updated this year. A copy of the document was provided to committee members for review.

**COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:**

1. N/A

**B. CURRICULUM REPORTING FORM:**

	<u>Satisfactory</u>	<u>Unsatisfactory</u>
1. The curriculum reflects current trade philosophy and practices.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Books and instructional materials are appropriate for students in this program.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Audio-visual aids are sufficient to support the curriculum.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. The curriculum provides:		
a. Balance between theory and practical work	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Career and Technical Student Organization activities as an integral part of the curriculum	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. Field trips related to job sites	<input checked="" type="checkbox"/>	<input type="checkbox"/>
d. Adequate instruction on safety	<input checked="" type="checkbox"/>	<input type="checkbox"/>
e. Pre-test and post-test to determine student knowledge	<input checked="" type="checkbox"/>	<input type="checkbox"/>
f. Development and/or application of related academic skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>
g. Competency-based education	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. The curriculum has been developed with the cooperation and advice of the Occupational Advisory Committee	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. There is an occupational demand in the community for the occupational skills being taught	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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

1. N/A

**C. TEXTBOOKS/CURRICULUM REVIEW:**

- The textbook/curriculum currently in use has been determined to be adequate by the committee and requires no additional review.
- The textbook/curriculum currently in use was determined to require updating.

The following textbooks/curriculum were presented to the committee for review.

- Working With Young Children, Ninth Edition

**COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:**

1. N/A

**D. CERTIFICATIONS:** (List certifications available to your students)

- Mandated Reporter (done 1<sup>st</sup> year)
- CPR/AED/Pediatric FirstAid (done 2<sup>nd</sup> year)
- Working on ServSafe Food Handler as an option
- Optional: OSHA 10
- Optional: CDA/CDA Ready

**Number of Students Receiving Certification:**

- **Mandated Reporter- All students receive during first week of level 1 (26 total for current students)**
- **CPR/AED/Ped. FirstAid- Current Semester Level 2s (7 total)**

**COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:**

1.

**E. CAREER AND TECHNOLOGY STUDENT ORGANIZATIONS (CTSO) INSTRUCTION:**

**List how CTSO's have been incorporated in the program.**

- We had one student compete in districts for the SkillsUSA ECE competition. She placed 2<sup>nd</sup> of 4 people as a sophomore. In the future, the plan is to explore open competitions as well.

**COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:**

1.

**F. COLLEGE IN THE HIGH SCHOOL/ARTICULATION AGREEMENTS:**

**List College in the High School/Articulation Agreements currently offered by your program.**

- Still working on an articulation agreement with HCC. Going to be working with Shippensburg University to offer 3 classes toward an Education degree at their school.

**COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:**

1.

**SECTION 6: ADULT EDUCATION**

This program currently has no associated adult education offerings associated with it.

This program has adult education offerings as listed below:

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**COMMITTEE SUGGESTIONS/RECOMMENDATIONS FOR ADDITIONAL OFFERINGS/COMMENTS:**

1. Adult Ed. would not be a good choice for this program.

**SECTION 7: GENERAL DISCUSSION**

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

- **Members discussed the storage issue with the bathrooms. One member also brought up the need for shade and benches on the playground. Mrs. Wilmot presented an idea to create a storage room by closing in the current locker area and moving the lockers (by purchasing the stacked lockers) and relocating them to the wall dividing our program from dental assisting. This would also help with noise pollution that could affect dental's theory room. We have a shade structure on our five year equipment list.**

**COMMITTEE SUGGESTIONS/RECOMMENDATIONS/COMMENTS:**

1. Appropriate items added to the five year equipment list.