

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

PROGRAM AREA:	MARKETING 52.1801				
MEETING DATE:	9/15/2022	START:	4 PM	ADJOURN:	6:30 PM
COMMITTEE CHAIRPERSON:	Gwyn McCleary				
COMMITTEE MEMBERS/GUESTS ATTENDING: Mary Bokeko Kaitlyn Swenson Tom Mills Cherry Shives					
BRIEF MEETING SUMMARY: We took a tour of the Marketing school store and classroom. OAC were VERY impressed with the new inventory system and carts. I told them it would not have been possible without the administrative support and finding funds. The members signed-in and the roster was updated. The members approved the minutes from the last meeting. Next, evaluated the marketing classroom, printers and other equipment. Members suggested a large smart TV in the school store (just one half of the large black board behind the counter) to prevent chalk dust getting into the printer and POS System. They also suggested on the other side of the chalkboard installing a large white board. Members suggested a whiteboard (to do away with chalk) and a white board would allow Marketing students to have more creative freedom in signage. I also discussed with the OAC members their thoughts on joining SKILLS instead of DECA. Members were supportive of both SKILLS and DECA. They were not adamant about switching to SKILLS. Next, we reviewed and completed the five-year equipment list to include a large smart TV and white board to replace the chalkboard. Also, a large smart TV for the classroom to replace handwritten white board for the work schedule (school store and 1 st Ed schedule). In addition, replacing the refrigerator in the classroom and the cooler in the school store with identical refrigerators for a more effective display of inventory. I also showed the OAC members the sign for the Pet Store (displayed in the hallway next to the Marketing classroom) and thanks to Angie Cutchall for the program sponsorship. Members reviewed the dates of the upcoming events. In conclusion, the meeting was positive and supportive. The OAC recommends: In the school store - white board, large smart TV and a new drink refrigerator. In the classroom, a new					

refrigerator (which holds excess drink inventory) large smart TV with a mount and a cricut for signage.

ADMINISTRATIVE RESPONSE:

- **Administration is pleased with student success in this program. We support either or both Skills and DECA. We are excited students will have CTSO experiences this year. Administration appreciates the enthusiastic support and recommendations of the OAC regarding equipment and technology.**

SECRETARY 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 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 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?

- Smart TV classroom and school store
- Large white board in school store
- Cricut for signage/advertising
- New drink refrigerator in the school store and classroom (for energy efficiency and an up to date appearance)

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

- Student computers

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

- Printers

4.) Other recommendations:

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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

		<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>
2022-23							
	1	Online Store Maintenance	Online Moduurn Web Storage - Online Store/ Online Store Maintenance	1	\$1199.00	\$1199.00	
	2	HTML3 Certification	Certification for HTML (students who want to go on and pursue a career in web design). HTML3 Certification http://www.w3schools.com/cert/cert_html5.asp	2	\$95.00	\$190.00	
	3	CSS Certification	Certification for CSS (students who want to pursue a career in web design). CSS Certification https://www.w3schools.com/cert/cert_css.asp	2	\$95.00	\$190.00	
	4	Business Simulation	www.stukent.com - Social Media Business Simulation Business Simulation	1	\$2000.00	\$2000.00	
	5	Microsoft Office Simulation	TestOut - simulation that teaches student Microsoft Word, Excel and Access Microsoft Office Simulation	1	\$1250.00	\$1250.00	
	6	Careers	Strivven Media - Online Virtual Job Shadowing Careers	1	\$1750.00	\$1750.00	
	7	Schoology	Schoology - Allow teacher to Use Schoology as a Learning Platform	1	\$6500.00	\$6500.00	
	8	Smart TV Screens	Marketing Classroom to show daily work schedules for the school store and 1st Ed Credit Union other for School Store / Amazon	2	\$519.99	\$1039.98	
	9	Refrigerator	New Refrigerator for School store and one for the Classroom / www.webstaurantstore.com / Avantco GDC-49-HC 53" Black Swing Glass Door Merchandiser Refrid with LED lighting	2	\$2669.00	\$5338.00	
	10	Whiteboard	White board for the school store	1	\$68.90	\$68.90	
	11	Cricut	Cricut Explore 3 – signage/advertising	1	\$319.00	\$319.00	
	12	TV Wall Mount	TV Wall Mount for Classroom	1	\$49.90	\$49.90	
2023-24							

	1						
2024-25							
	1						
2025-26							
	1						
2026-27	1						