

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

PROGRAM AREA:	MARKETING				
MEETING DATE:	9/28/2023	START:	4 pm	ADJOURN:	6:30 pm
COMMITTEE CHAIRPERSON:	Mary T. Bokeko				
COMMITTEE MEMBERS/GUESTS ATTENDING:					
Angela Cutchall Mary T. Bokeko Susan Mills Beth Taylor					
BRIEF MEETING SUMMARY:					
<p>All members in attendance were given a tour of the Marketing classroom and School Store, approved the minutes and the recommendations of the last meeting. Beth Taylor (Thermo Fisher) volunteered to help with the mock interviews at CareerTech. Angie Cutchall suggested putting the verbiage for minimum credit card along with the sign “\$3 minimum to use credit card” – Wall Street Reform & Consumer Protection Act. Members suggested upgrading the existing countertop in the school store as it looks worn out. In addition, members suggested getting at least 10 new chairs for the classroom to replace worn chairs. The five-year budget was reviewed, and members agreed to continue with all the online platforms used in the Marketing classroom. Letters of support were signed and announcements/dates were reviewed.</p>					
ADMINISTRATIVE RESPONSE:					
<ul style="list-style-type: none"> • Administration appreciates the continued involvement and support of this committee. Thank you for offering time and energy to our upcoming school events. • Admin agrees with OAC recommendations for updates in the program. These can be added to the 5 year equipment list for consideration through Perkins funding, program budget and/or other equipment grants. 					

Mary T. Bokeko

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.

•

SECTION 2: REVIEW OF RECOMMENDATIONS FROM LAST MEETING

•

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?

-

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:

- Replace worn chairs in the classroom (about 10)
- Replace counter in the school store with an up-to-date modern counter

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:

-

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	1	\$1,199.00	\$1,199.00	
	2	HTML3 Certification	Certification for HTML (students who want to go on and pursue a career in web design). http://www.w3schools.com/cert/cert_html5.asp	3	\$95.00	\$285.00	
	3	CSS Certification	Certification for CSS (students who want to pursue a career in web design). https://www.w3schools.com/cert/cert_css.asp	3	\$95.00	\$285.00	
	4	Business Simulation	www.stukent.com - Social Media Business Simulation	1	\$2,000.00	\$2,000.00	
	5	Microsoft Office Simulation	TestOut - simulation that teaches student Microsoft Word, Excel and Access	1	\$1,250.00	\$1,250.00	
	6	Careers	Striven Media - Online Virtual Job Shadowing	1	\$1,750.00	\$1,750.00	
	7	Schoology	Allow teacher to Use Schoology as a Learning Platform	1	\$6,500.00	\$6,500.00	
	8	TV Screen	Marketing Classroom to show daily work schedules for the school store and 1st Ed Credit Union other for School Store / Amazon	2	\$519.99	\$1,039.98	
	9	Refrigerator	New Refrigerator for School store and the Classroom / www.webstaurantstore.com / Avantco GDC-49-HC 53" Black Swing Glass Door Merchandiser Refrid with LED lighting	2	\$2,669.00	\$5,338.00	
	10	Whiteboard	White board for the school store	1	\$68.90	\$68.90	

	11	Cricut	Cricut Explore 3	1	\$319.00	\$319.00	
	12	TV Wall Mount	TV Wall Mount for Classroom	1	\$49.90	\$49.90	
2023-24							
	1	Online Store Maintenance	Online Moduurn Web Storage - Online Store	1	\$1,199.00	\$1,199.00	
	2	HTML3 Certification	Certification for HTML (students who want to go on and pursue a career in web design). http://www.w3schools.com/cert/cert_html5.asp	3	\$95.00	\$285.00	
	3	CSS Certification	Certification for CSS (students who want to pursue a career in web design). https://www.w3schools.com/cert/cert_css.asp	3	\$95.00	\$285.00	
	4	Business Simulation	www.stukent.com - Social Media Business Simulation	1	\$2,000.00	\$2,000.00	
	5	Microsoft Office Simulation	TestOut - simulation that teaches student Microsoft Word, Excel and Access	1	\$1,250.00	\$1,250.00	
	6	Curriculum/Online	BusinessU	1	\$2,295.00	\$2,295.00	
	7	Schoology	Allow teacher to Use Schoology as a Learning Platform	1	\$6,500.00	\$6,500.00	
	8	Chairs	Worn-out and dirty chairs	10	\$207.51	\$2,075.10	
	9	Desks	Worn-out, some falling apart	20	\$184.98	\$3,699.60	
	10	Counter/Counter top for school store	Dirty, worn-out, exposed plugs/cords	1	\$650.00	\$650.00	
2024-25							
	1	Online Store Maintenance	Online Moduurn Web Storage - Online Store	1	\$1,199.00	\$1,199.00	
	2	HTML3 Certification	Certification for HTML (students who want to go on and pursue a career in web design). 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). https://www.w3schools.com/cert/cert_css.asp	2	\$95.00	\$190.00	
	4	Business Simulation	www.stukent.com - Social Media Business Simulation	1	\$2,000.00	\$2,000.00	

	5	Microsoft Office Simulation	TestOut - simulation that teaches student Microsoft Word, Excel and Access	1	\$1,250.00	\$1,250.00	
	6	Curriculum/Online	BusinessU	1	\$2,295.00	\$2,295.00	
	7	Schoology	Allow teacher to Use Schoology as a Learning Platform	1	\$6,500.00	\$6,500.00	