

## Early Childhood Care & Education

### Occupational Advisory Committee

Tuesday March 13, 2012

6:00 p.m. Cafetorium

#### Minutes

The meeting was called to order at 7:00 p.m. Those members in attendance were:

Ariane Popiel  
Tamara Acuna  
Becky Smalley  
Jennifer Eckert  
Claudia Turner  
Jackie Maas  
Ashley Stuart  
Carol Ann Bulfaro

#### **Approval of Minutes**

Reviewed and approved minutes of the 10/20/11 meeting

#### Membership Matrix

The meeting began with introductions between myself and the members. New members completed new member forms.

#### **Instructional Program**

Jackie discussed the unfinished business from the last OAC meeting. It was mentioned and later confirmed by Principal Mr. Michael Katch that there are teachers in the building that will provide onsite CPR training to the Early Childhood students. Jackie took the National Incident Management System (NIMS) test and will be able to prep the students to take the test and receive the certificate. The idea of having a high school club was brought to the attention of the new instructor. The club would be a National Association for the Education of Young Children (NAEYC) with Early Childhood students as the members. Ms. Steer will look into NAEYC. At the last meeting, the OAC members approved a book, *Child Care Today*. There are still only 6 books. Jackie was informed by the members that there was a plan in place to order more books during the last OAC meeting.

#### **New Business**

Jackie reviewed the curriculum sharing examples of the learning guides that were created by the last instructor and another at Cat Brandywine. She explained that she was using the already existing tasks and adding new lessons/activities to the learning guides that corresponds to the scope and sequence of the curriculum. She is a competency-based instructor and facilitates active learning. The program is

broken down into Year 1 students, Year 2 students, and Year 3 students. The lessons are differentiated and students work at their own pace. Students keep track of their grades with each task using a task tracking sheet.

Jackie told the members her educational background and work experience. She briefly explained she is emergency certified and will need to pass her OCA committee review in order to take courses towards her VOC I.

NOCTI and graduation portfolios were brought to the attention of the members. The seniors did very well this year and will continue to work with the teachers in charge of senior portfolios to help them polish their portfolios and resumes. Jackie Maas, an OAC member, was concerned that the seniors were coming out of school unprepared. She is willing to come visit the program and provide training to all ECE students about interviewing tips, appropriate interview attire, and resume writing. Jackie, the ECE instructor, was pleased to announce there would be 28 students returning in the fall and that 26 students picked ECE as their first choice, 35 as second choice. She will be at full capacity for the new school year.

The Technical Assistance Program (TAP) was presented to the members. Jackie let the members know she is working closely with Ann Weber and Rich Weber with strategies that will help prepare students for PSSA, as well as improve literacy within the classroom. Ewalks are also apart of the TAP initiative; the principal evaluates the instructor and program monthly. Jackie showed the members her Ewalk evaluations.

Nontraditional enrollment was a topic that was brought to the attention of the OAC. Jackie asked for input on how to gain the interest of males in the field of early childhood. The members all agreed that there is a need for males in the industry. They thought the idea of a shop swap where students from other programs would come visit ECE was a good start. Jackie mentioned that she has been shadowing Mr. Heagy's HVAC After the Bell program and would like to run her own After the Bell program for Early Childhood. The members thought this was an excellent idea and had brainstormed ideas on what activities the instructor could provide. Some suggestions were arts and crafts, cooking, and information on babysitting.

### **Miscellaneous Items**

The members were all very interested in providing the students with coop and/or job shadowing opportunities. A job site tour was mentioned by Jackie Maas. The members provided the new instructor with valuable information, new contacts, and early childhood resources.

### **Recommended Purchases**

There was a request for office supplies.

### **Date of Next Meeting**

The date has not been set however; the next meeting will take place in October

**Adjournment**

The meeting was adjourned at 8:15 p.m.