

FRANKLIN COUNTY CAREER AND TECHNOLOGY CENTER JOINT OPERATING COMMITTEE

The monthly meeting of the Franklin County Career and Technology Center's Joint Operating Committee was held on Thursday evening, January 22, 2015 in the lobby conference room with Chairman Chris Lind calling the meeting to order at 7:06 pm followed by a moment of silence and salute to the flag.

MEMBERS PRESENT:	Carl Barton	Chambersburg
	Joan Smith	Chambersburg
	Stanley Helman	Chambersburg (alternate)
	Don Hilbinger	Shippensburg
	Dwayne Burt	Shippensburg
	Chris Lind	Waynesboro
	Ken Haines	Greencastle
	Larry Funk	Tuscarora
MEMBERS ABSENT:	Ed Norcross	Chambersburg
	Leland Lemley	Waynesboro
ALSO PRESENT:	Keith Yohn	CareerTech Admin. Director
	Ben Mordan	CareerTech Asst. Director
	Scott Cole	CareerTech Vocational Supervisor
	Cheryl Cook	CareerTech Admin. Secretary
	Neil Rotz	CareerTech Business Manager
	Beth Bender	Superintendent of Record
	Jan Collier	CareerTech LPN Administrator
	Judy Yohn	Adult Education Consultant
	Mr. & Mrs. Bryan Hawbecker	CareerTech Instructor & Family
	Olivia Hawbecker	CareerTech Student
	Mrs. Lind	
	Jeff Daughenbaugh	CareerTech Maintenance Supervisor
	Terry Miller	CareerTech Co-op Coordinator
	Michelle Shank	CareerTech Instructor
	Sharla Dunlap	CareerTech Instructor

RECOGNITION OF VISITORS: Chairman Lind and Mr. Yohn welcomed everyone to the meeting.

PUBLIC COMMENT: None

APPROVAL OF THE JANUARY 22, 2015 AGENDA:

On a Funk/Haines motion/second and carried unanimously on a voice vote, the agenda was approved. Chairman Lind stated that a brief executive session for personnel had been added after adjournment of the meeting.

APPROVAL OF THE DECEMBER 18, 2014 MINUTES:

On a Helman/Funk motion/second and carried on the following roll call vote, the December 18, 2014 meeting minutes were approved:

Mr. Haines – yes	Mr. Barton – yes
Mr. Burt – abstain	Mr. Helman – yes
Mr. Hilbinger – yes	Mrs. Smith – abstain
Mr. Funk – yes	Chairman Lind - yes

FINANCIAL REPORTS:

Mr. Rotz, Business Manager, presented the following financial reports:

General Fund	Ending Balance 11/30/2014	\$ 248,566.40
	Receipts December 2014	\$ 1,721,456.18
	Expenditures December 2014	\$ (585,344.95)
	Ending Balance 12/31/2014	\$ 1,384,677.63
LPN Account	Ending Balance 12/31/3014	\$ 327,626.00
	Total Checks	\$ 89,908.36
General Advisory	Beginning Balance 12/1/2014	\$ 37,041.47
	December 2014 Receipts	\$ 0.00
	December 2014 Expenditures	\$ 0.00
	Ending Balance 12/31/2014	\$ 37,041.47

On a Hilbinger/Burt motion/second, Chairman Lind asked if there were any questions or discussion. Mr. Rotz reviewed for the JOC the Budgetary Comparison Summary report. Chairman Lind stated he thought this was excellent information. There being no further questions or discussion, the motion was carried on a unanimous voice vote and the financial reports were approved as presented.

CORRESPONDENCE: None

CHIEF ADMINISTRATIVE OFFICER'S REPORT:

Mrs. Bender talked about the superintendent's meeting. She stated she was very impressed with the presentation given by Ben and Scott with regard to the selection process. The data is organizing very well. Through the data and discussions, a pattern is starting to emerge. She also talked about the 2015-2016 calendar, the discussions the superintendents have had and the differences you will see in the calendar.

ADMINISTRATIVE REPORTS:

Keith Yohn:

- Talked about the Haas entrustment machine. He handed out pictures of lathes and explained the differences of the machine in the tool room now and the one that Haas is putting in. The new machine is a step up in technology. The machine has a value of \$58,000 and is costing us approximately \$5,000 to install.
- Mr. Yohn called the board's attention to the correspondence from the solicitor with regard to the Practical Nursing Program. The correspondence clearly states the PNP is a program belonging to the Franklin County Career and Technology Center.

Scott Cole:

- Mr. Cole introduced the students of the month:
Olivia Hawbecker is a Marketing student and a senior from the Chambersburg Magnet School
Erin Laughlin is a Veterinary Technology student and a junior from Shippensburg

Ben Mordan:

- Dr. Mordan reviewed the enrollment projections for the current school year. He pointed out that these numbers will continue to change throughout the school year. The final numbers will be handed out in May or June.
- He also reviewed the enrollment projections for next year and explained the documentation.
- He reviewed how the calculations are done to establish quotas for programs.
- Dr. Mordan stated we are exploring different methods of recognizing our students through public relations.
- Dr. Mordan and Mike Tosten, Culinary instructor, took three students to the State capitol building in Harrisburg to meet with legislators. These legislators are very supportive of career and technical education.

Jan Collier:

- Graduation will be held on February 5th. She invited Chairman Lind and Mr. Yohn to participate by handing out diplomas.
- The new class of thirty-five (35) will start on February 9th.

- Today Wilson College and the Practical Nursing Program co-sponsored a child abuse recognition and reporting workshop for all nursing students and any licensed health care personnel. This is now one of the requirements for licensure.
- She talked about the shortage of LPNs in the workforce.
- Met with a new home health agency, Blue Mountain Home Health. They are seeking a partnership with the LPN program.

Judy Yohn:

- Mrs. Yohn stated the turn out for the Adult Education Open House was not as strong as she would have liked. She also said she was very conservative with advertising monies and did not advertise as heavily as last fall.
- There are 27 classes being offered for the spring semester.
- Mr. Funk asked if we have talked to any businesses in the area that have electronic signs and see if they would donate advertising for the program. Mr. Yohn said he would look into this.
- The medical assistant class had to be cancelled this evening and students had to be sent home due to a conflict between the day-time instructor and the adult education instructor.
- CareerTech will receive a check for approximately \$11,000 from the Department of Education for the instructional hours submitted by the Adult Education program accumulated during the 2013-2014 school year.

NEW BUSINESS:

Personnel:

1. Determination and Assignments of Committees for the Calendar Year – 2015

It is recommended the Joint Operating Committee members determine appropriate committees and assign necessary representatives for committees selected for the Calendar Year 2015. The committees are Budget and Finance Committee, Personnel and Negotiation Committee and Building and Grounds Committee.

Budget and Finance Committee:

**Don Hilbinger
Ken Haines
Leland Lemley
Alternate: ~~Chris Lind~~ Joan Smith**

**Personnel and Negotiation Committee:
{Adult Education Committee}**

**Carl Barton
Chris Lind
Dwayne Burt
Alternate: Larry Funk**

Building and Grounds Committee:

**Joan Smith
Ed Norcross
Larry Funk
Alternate: Don Hilbinger**

The only change to this committee listing is Joan Smith will be the alternate on the Budget and Finance committee rather than Chris Lind.

Curriculum:

2. 2015/2016 Franklin County Career and Technology Center Calendar

Approval is sought to accept the proposed Franklin County CTC Calendar for the 2015-2016 school year. On a Funk/Barton motion/second and carried unanimously on a voice vote, the 2015-2016 calendar was accepted as presented.

3. Permission to accept placement of HAAS equipment, ST-10ATP Conveyor LTS-1, valued at \$58,480 on an entrustment basis effective 2/1/15 through 1/31/17 for educational purposes only.

On a Haines/Hilbinger motion/second, Chairman Lind asked if there were any questions or discussion. Mr. Helman asked if the machine would be removed at the end of two years. Mr. Yohn

replied that this is the plan, but more than likely, it will be replaced with another machine. There being no further discussion, the motion was carried unanimously on a roll call vote.

Buildings and Grounds:

4. Approval is sought for the Maintenance Action plan on the timing listed for improvement of the facility and program enhancement.

On a Burt/Funk motion/second, Chairman Lind asked if there were questions or discussion. Mr. Funk reviewed the plan in place for maintenance and stated he is very pleased to see an action plan like this being proposed. He also talked about preserving the barn and feels it is the right thing to do. Mr. Hilbinger recommended doing all the asbestos removal at one time rather than stretching it out. Mr. Daughenbaugh said time is a factor to do the three shops necessary. There being no further discussion, the motion to approve the maintenance plan and time frame was carried unanimously on a voice vote.

Policy:

5. Approval is requested to approve the Pennsylvania School Boards Association (PSBA) to update CareerTech's Board Policies at a one-time cost not to exceed \$7,800 with an annual cost of \$999 for continued support and maintenance of these policies.

On a Funk/Hilbinger motion/second and carried unanimously on a roll call vote, the motion was approved.

A discussion took place on the Maintenance Action Plan with reference to the roof-top units and how to do this in a timely and cost-effective manner. Mr. Funk made a motion to add an item to the agenda authorizing the expenditures from the Maintenance Action Plan for the current year and the items from the 1 to 2 year time frame to be acted on immediately. Mrs. Smith seconded the motion. Mr. Funk then made a motion to amend his motion to include projects on the list through the barn preservation, which will come out of the capital reserve plan. The other expenditures will be financed through the bond proceeds. Mr. Helman seconded the amended motion. Mr. Burt stated that he has a difficult time authorizing the spending of funds to preserve the barn since it is not currently being used. Mr. Helman said if we preserve the barn, it significantly adds to the value of the land if the school ever decides to sell it. There being no further discussion the amended motion was carried on the following roll call vote and added to the agenda.

Mr. Hilbinger – yes	Mr. Burt – no
Mr. Barton – yes	Mrs. Smith – yes
Mr. Funk – yes	Mr. Haines – yes
Mr. Helman – yes	Chairman Lind – no

6. Approval is sought to authorize spending the funds for items on the Maintenance Action Plan through year number three including preservation of the barn.

On a Funk/Smith motion/second and carried on the following roll call vote, authorization was given to spend the funds for the first three years on the Maintenance Action Plan.

Mr. Hilbinger – yes	Mr. Burt – no
Mr. Haines – yes	Mr. Barton – yes
Mrs. Smith – yes	Mr. Funk – yes
Mr. Helman – yes	Chairman Lind – no

Solicitor's Report – None

Addenda: None

There being no further business to discuss, the meeting was adjourned at 8:25 p.m. to an executive session for personnel.

Respectfully submitted,

Cheryl A. Cook
Recording Secretary