

FRANKLIN COUNTY CAREER AND TECHNOLOGY CENTER JOINT OPERATING COMMITTEE

The monthly meeting of the Franklin County Career and Technology Center Joint Operating Committee was held on Thursday evening, May 14, 2015 in the lobby conference room with Chairman Chris Lind calling the meeting to order at 7:05 pm. This was followed by a salute to the flag.

MEMBERS PRESENT:	Carl Barton	Chambersburg
	Larry Funk	Tuscarora
	Stanley Helman	Chambersburg (alternate)
	Chris Lind	Waynesboro
	Leland Lemley	Waynesboro
	Ed Norcross	Chambersburg
	Don Hilbinger	Shippensburg
	Dwayne Burt	Shippensburg
	Ken Haines	Greencastle
MEMBERS ABSENT:	Joan Smith	Chambersburg
ALSO PRESENT:	Eric Michael	CareerTech Interim Director
	Beth Bender	Superintendent of Record
	Charles Priajtelj	Tuscarora Superintendent
	Cheryl Cook	CareerTech Admin. Secretary
	Neil Rotz	CareerTech Business Manager
	Ben Mordan	CareerTech Assistant Director
	Scott Cole	CareerTech Vocational Supervisor
	Jan Collier	CareerTech LPN Administrator
	Shawn Eckenrode	CareerTech Instructor
	Cherry Shives	Adult Ed Instructor
	Judy Kell	CareerTech Employee
	Judy Yohn	CareerTech Adult Ed Consultant
	Tory McCullough	Magnet School Student
	Mrs. Lind	

Chairman Lind recessed the meeting to an Executive Session for personnel matters at 7:06 p.m. Chairman reconvened the meeting at 8:37 p.m.

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

PUBLIC COMMENT: None

APPROVAL OF MAY 14, 2015 AGENDA

On a Funk/Barton motion/second and carried unanimously on a voice vote, the agenda was approved as presented.

APPROVAL OF THE APRIL 23, 2015 MEETING MINUTES

On a Funk/Barton motion/second and carried on the following voice vote, the meeting minutes were approved as presented:

Mr. Haines – yes	Mr. Barton – yes
Mr. Burt – yes	Mr. Norcross – yes
Mr. Hilbinger – yes	Mr. Helman – abstain
Mr. Lemley – yes	Mr. Funk – yes
Chairman Lind - yes	

FINANCIAL REPORTS:

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

General Fund:	Ending Balance 3/31/15	\$ 652,664.87
	Receipts, April 2015	\$ 495,503.06
	Expenditures, April 2015	\$ (638,929.08)
	Ending Balance 4/30/15	\$ 509,238.85
LPN Account:	Ending Balance 4/30/2015	\$ 362,916.33
	Total Checks	\$ 8,426.29
General Advisory	Beginning Balance 4/1/15	\$ 37,041.47
	April 2015 Receipts	\$ 14,350.00
	April 2015 Expenditures	\$ -0-
	Ending Balance 3/31/15	\$ 51,391.47

On a Funk/Haines motion/second and carried unanimously on a roll call vote, the financial reports were approved as presented.

CORRESPONDENCE: None

CHIEF ADMINISTRATIVE OFFICER'S REPORT: None

ADMINISTRATIVE REPORTS:

Eric Michael:

- Nocti testing has been completed in a timely manner. Dr. Michael thanked the staff and community members and said the comparison data will be prepared.
- One of the first things that Dr. Michael tasked the staff with was to have enrollment at 100%. Mr. Cole has informed him that enrollment is currently at 98%.
- Plans will be moving forward with capital improvements to the buildings and grounds.

Scott Cole: None

Ben Mordan:

- Dr. Mordan talked about the letters written by the elementary students that visited CareerTech. The visit was organized by Cosmetology teacher, Toni Poper. He stated he is planning to do something county-wide with fifth grade students.

Jan Collier:

- PN Students worked with 3rd graders in Franklin County on May 6 & 7 at Summit Health sponsored "Wellness Days". PN students facilitated or assisted in a multitude of fun, educational sessions on nutrition, sun safety, exercise, conflict/anger management and other health related topics.
- PN Faculty - Pam Hoffeditz, MSN, RN was recognized for achievement of 1st place for Best Practices at the Pennsylvania Association of Practical Nurse Administrators conference. Her presentation highlighted the intensive, evidence-based Maternity/Pediatric Simulation she developed and implemented to enhance student's clinical experiences.

Judy Yohn:

- On April 30th, Mrs. Yohn was at Waynesboro Senior High School and met with counselors and forty (40) students to talk about continuing education.
- Submitted a proposal to Martin's Pastries for a welding class.
- Submitted all data to CATS at the Pennsylvania Department of Education. All data has been approved and a check for approximately \$20,000 will be forthcoming.
- James Buchanan High School has asked her to visit with several students to discuss continuing education.
- Has submitted a bill to United Way of Franklin County for \$19,000.

NEW BUSINESS:

Financial:

1. **Approval is sought to send ten (10) students and three (3) advisors to the National Skills USA Competition in Louisville, KY from June 20, 2015 to June 27, 2015 at an approximate cost of \$23,820**
2. **Approval is sought to retain Orrstown Bank as the depository for the Franklin County Career and Technology Center for the 2015-2016 school year**
On a Funk/Hilbinger motion/second, all present voted yes to these financial items.
3. **Approval is sought to approve the contract for the Chambersburg Area School District to provide food services to the Franklin County Career and Technology Center**
On a Haines/Helman motion/second, Chairman Lind asked if there were questions or discussion. Mr. Funk said he has a problem with paragraph two and three of the contract with CASD not paying for upkeep and repair of equipment and replacement of equipment, with all revenues going to CASD. Chairman Lind asked Tuscarora to explain how their system works. Mr. Funk suggested that a Request for Proposal be sent out. A discussion followed. There being no further questions or discussion, the motion was carried on the following roll call vote:

Mr. Burt – yes	Mr. Haines – yes
Mr. Barton – yes	Mr. Helman – yes
Mr. Lemley – yes	Mr. Funk – no
Mr. Norcross – yes	Mr. Hilbinger – yes
Chairman Lind – yes	

Personnel:

4. Policy for the election of a Treasurer, as written in the Articles of Agreement, Paragraph 8, ***“At the May meeting each year of the Joint Operating Committee, a Treasurer shall be elected to take office the first Monday of July following such election for a term of one (1) year”.***
Recommend retention of John Fitz as Treasurer if the Franklin County Career and Technology Center for the 2015-2016 school year
On a Funk/Barton motion/second and carried unanimously on a roll call vote, John Fitz was retained as Treasurer of the Franklin County Career and Technology Center for the 2015-2016 school year.
5. Policy for the election of a Solicitor, as written in the Articles of Agreement, Paragraph 8, ***“At the May meeting each year of the Joint Operating Committee, a Solicitor shall be elected to take office the first Monday of July following such election for a term of one (1) year. Recommend retention of Andrews and Beard as Solicitor of the Franklin County Career and Technology Center at the rates of \$130/hr. for solicitor type work performed on behalf of the CTC and \$160/hr. for specialized services. These rates are the same as they were for the 14-15 school year.***
On a Funk/Burt motion/second and carried unanimously on a roll call vote, Andrews and Beard were retained as the solicitor for the 2015-2016 school year.
6. **Recommend advertising for an Instructional Assistant I support staff position at a salary range of \$18,000 to \$20,000 pending experience and education.**
On a Lemley/Haines motion/second and carried unanimously on a roll call vote, advertising the Instructional Assistant I position was approved.
7. **Permission is requested to advertise, interview and hire three (3) part-time student workers to assist the Maintenance Department during the summer months for up to twenty (20) hours per week per worker at an hourly wage of \$7.50 per hour. Expected start date is June 15, 2015.**
On a Funk/Hilbinger motion/second and carried unanimously on a roll call vote, hiring three (3) part-time student workers was approved.
8. **Recommend the appointment of Shawn Eckenrode to the position of Numeracy/Literacy Integration Specialist for the 2015-2016 school year. This position is crucial to moving CareerTech curriculum to meet state and federal guidelines and develop vocational curriculum in all shops to meet 21st century skills. This program is funded through Perkins and will be appointed on a year-to-year basis.**
On a Haines/Lemley motion/second and carried unanimously on a roll call vote, the appointment of

Shawn Eckenrode to the position of Numeracy/Literacy Integration Specialist for the 2015-2016 school year was approved.

Buildings and Grounds:

9. Recommend the demolition and removal of the old water tower pump house and concrete tower base due to serious structural issues.

On a Funk/Burt/motion/second and carried unanimously on a roll call vote, approval was given for the demolition and removal of the old water tower pump house and concrete tower base in accordance with the quote that was provided of \$4,500.

Solicitor's Report – None

Addenda – None

There being no further business to discuss, the meeting was adjourned at 9:10 p.m.

Respectfully submitted,

Cheryl A. Cook
Recording Secretary