

**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, August 27, 2015 in the lobby conference room with Chairman Chris Lind calling the meeting to order at 7:00 pm. This was followed by a salute to the flag and a moment of silence.

MEMBERS PRESENT:	Carl Barton	Chambersburg
	Larry Funk	Tuscarora
	Don Hilbinger	Shippensburg
	Charlie Suders	Shippensburg (alternate)
	Leland Lemley	Waynesboro
	Chris Lind	Waynesboro
	Ken Haines	Greencastle
	Joan Smith	Chambersburg
	Ed Norcross	Chambersburg

MEMBERS ABSENT:	Dwayne Burt	Shippensburg
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ALSO PRESENT:	Jim Duffey	CareerTech Director
	Charles Prijatelj	Superintendent of Record
	Cheryl Cook	CareerTech Admin. Secretary
	Neil Rotz	CareerTech Business Manager
	Ben Mordan	CareerTech Assistant Director
	Jan Collier	CareerTech LPN Administrator
	Judy Yohn	CareerTech Adult Ed Consultant
	Peggy Lind	

Chairman Lind welcomed everyone to the meeting

RECOGNITION OF VISITORS: None

PUBLIC COMMENT: None

APPROVAL OF AUGUST 27, 2015 AGENDA

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

APPROVAL OF THE JUNE 25, 2015 MEETING MINUTES

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

Mr. Haines – yes	Mr. Barton – yes
Mr. Suders – yes	Mr. Norcross – abstain
Mr. Hilbinger – yes	Mrs. Smith – yes
Mr. Lemley – yes	Mr. Funk – yes
Chairman Lind – abstain	

FINANCIAL REPORTS:

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

June 2015

General Fund:	Ending Balance 5/31/15	\$ 527,042.06
	Receipts, June 2015	\$ 612,268.70

	Expenditures, June 2015	\$ (713,883.49)
	Ending Balance 6/30/15	\$ 425,427.27
General Advisory	Beginning Balance 6/1/15	\$ 61,494.56
	June 2015 Receipts	\$ 8,250.00
	June 2015 Expenditures	\$ 1,377.67
	Ending Balance 6/30/15	\$ 68,366.89

July 2016

General Fund	Ending Balance 6/30/15	\$ 425,427.27
	Receipts, July 2015	\$ 689,614.03
	Expenditures, July 2015	\$ (816,222.55)
	Ending Balance 7/31/15	\$ 298,818.75
General Advisory	Beginning Balance 7/1/15	\$ 68,366.89
	July 2015 Receipts	\$ 0.00
	July 2015 Expenditures	\$ 0.00
	Ending Balance 6/30/15	\$ 68,366.89

June & July 2015

LPN Account	Beginning Balance 6/1/2015	\$ 226,966.06
	Receipts, June 2015	\$ 169,290.20
	Receipts, July 2015	\$ 76,160.20
	Expenditures, June 2015	\$ (66,053.77)
	Expenditures, July 2015	\$ (28,754.98)
	Ending Balance 7/31/15	\$ 377,607.71

On a Funk/Haines motion/second Chairman Lind asked if there were any questions or discussion. Mr. Funk said advertising should be a high priority. A discussion followed on whether the General Advisory Marketing Fund should be used for advertising the Adult Education Program and the need to develop and implement an advertising plan. Chairman Lind asked for clarification on the shop fund balances and Mr. Rotz explained the reason for shops with negative balances. There being no further discussion, the motion was carried unanimously on a roll call vote and the financial reports were approved as presented.

CORRESPONDENCE: None

CHIEF ADMINISTRATIVE OFFICER'S REPORT: None

ADMINISTRATIVE REPORTS:

Jim Duffey:

- Mr. Duffey explained the outline that the JOC received prior to the meeting detailing what the administrators would be reporting on and said they will receive this every month.
- Dr. Mordan is working on things with the staff for the overall climate of the school.
- Will be meeting with instructors to talk about programs and get feedback. Would like to develop a five year program plan with equipment needs.
- Gave an update on the grant status. Due to the fact that the Pennsylvania state budget has not been passed, grants have not been awarded yet.
- The Career Counseling Grant would pay for another person in the counseling office to help with our recruiting efforts.
- The Innovation Grant would give us funding to possibly set up a high-tech Logistics program. It could be located next to the Electrical program for the students to interact with the Mechatronics program.
- Working with BOPIC (Building Our Pride In Chambersburg) and the Chamber of Commerce so the school has more of a presence in Chambersburg. BOPIC is concerned that we don't have as many minority students as we could have.
- Reviewed the Administrative Guidelines to reinforce the chain of command within the school for problem solving.

- Meeting with the Director of Lancaster County CTC, Dave Warren, on Friday to discuss the CDL agreement. Advertising this program will be discussed. We have received a bill in the amount of \$18,000 for fuel and repair on the trucks. This bill was sent to our solicitor to make sure this was a part of the original agreement.

Ben Mordan:

- Dr. Mordan stated that we are off to a very good start this year.
- Reviewed enrollment from last year and current enrollment.
- We have dramatically increased enrollment and dramatically reduced drops.
- Reviewed Nocti scores, but written and performance.
- 93% of our students scored competent or advanced, which is higher than the state average.
- A discussion followed on students who do not do well in tenth grade and possibly opening that slot to another student.
- Dr. Mordan explained how the pre-Nocti test results are evaluated and how help is given to the instructor in teaching certain tasks to improve test results.
- Dr. Prijatelj stated he is very proud that we are at 93% with competent and advanced scoring.

Jan Collier:

- Graduation took place on August 6th with 24 graduates. Fourteen have already taken the licensure exam, 13 have passed and all have obtained jobs.
- The August class has started with a total of 31 students plus four returning students, for a total of 35 students.
- Continue to search for relocation options.
- Received proposed regulations from the Pennsylvania State Board of Nursing to streamline both PN and RN nursing education program regulations.
- The proposed regulations are redefining Controlling Institution as a regionally accredited institution. CareerTech is the Controlling Institution for the PN Program is not regionally accredited. The State Board of Nursing has been contacted for clarification on this definition to assess the impact on the PN Program.
- Another proposed regulation is for all nurse educators have a master's degree in nursing to teach. This should have little or no impact on the PN Program. Currently 100% of the program's full time educators have an MSN and because of local availability of MSN programs, there should be an adequate pool of MSN prepared faculty applicants.
- An additional proposed regulation will require changes in student admissions, including math and science preparation. This may be a concern for non-traditional students who are the majority of applicants.
- Mrs. Collier stated that she will be representing the school at the State Board of Nursing next month.

Judy Yohn:

- Had approximately twenty-five people for open house, and got a few registrations from it.
- Still working on funding and grants. Investigating other grant options.
- Increased from 19 to 23 programs being offered this fall.
- Will advertise on billboards, pending board approval of contract, with Kegerreis Advertising for a period of six months. Will rotate messages every two months. Two billboards will be for adult education; one will be for secondary students.
- Waiting for site visit from the Veteran's Administration for funding. The paper work has been completed.

NEW BUSINESS:

Financial:

1. **Recommend approval of non-resident tuition rates for the 15-16 school year at \$7,389 per student. (Total Budget {\$5,944,709}/Avg. 2013-14 and 2014-15 ADM's 758.34). The Fannett Metal rate will be established at \$6,046. {Total amount shared by member districts \$4,585,259 ÷ Avg. 2013-14 and 2014-15 ADM's 758.34}**
On a Funk/Hilbinger motion/second and carried unanimously on a roll call vote, the non-resident tuition rates were accepted as presented.

2. **Request permission to use funds from Capital Reserve Account to make payment to C & J Roofing, Inc. for the barn siding in the amount of \$13,100.**
3. **Request permission to reimburse the General Fund for instructional equipment purchased during the 14-15 school year with Capital Reserve funds in the amount of \$192,688.**
4. **Permission to request sealed bids for the sale of a 1981 Honda CBX motorcycle that is without a title and currently non-operational.**
5. **Permission to accept the donation of a DD38HF Asphalt Compactor, valued at 32,033, from Volvo Construction Equipment North America, LLC.**
On a Funk/Barton motion/second, all present voted yes to these financial items.

6. **Permission to enter into a six month contract with Kegerreis Outdoor Advertising for three billboards at a cost of \$7,500; two will advertise Adult Education and one will advertise CareerTech.**
On a Funk/Hilbinger motion/second and carried unanimously on a roll call vote, the contract was approved.

Personnel:

7. **Approval of the substitute teacher list for the 15-16 school year is sought with the Assistant Director being able to add substitute teachers to the active list at his recommendation.**
8. **Recommend the following appointment be approved retroactive to August 17, 2015:**
Instructional Assistant
Janine Frey
3091 Molly Pitcher Highway
Chambersburg, PA 17202
Effective August 17, 2015
Annual Salary: \$18,000 for 186 day contract
9. **Recommend the following appointment in the Practical Nursing Program be accepted:**
Sharon Roberts, MSN, RN
481 Buchanan Trail West
Greencastle, PA 17225
Substitute LPN program instructor
\$29.00/hr.
Effective – August 26, 2015
10. **Recommend the following employment change in the Practical Nursing Program be accepted:**
Holly Friese, BSN, RN
6413 Bellhurst Drive
Chambersburg, PA 17202
Move from Part-time Instructor to Substitute Teacher status, effective September 19, 2015, at a rate of \$29.00/hr.
On a Norcross /Funk motion/second, Chairman Lind questioned if the Instructional Aide position had benefits and indicated that Waynesboro had replaced all their full-time aides with part-time aides and no benefits. Dr. Prijatelj said sometimes the quality of work will not be as high with a part-time person. A discussion followed. There being no further questions or discussion, these personnel items were carried on the following roll call vote:

Mr. Norcross – yes	Mr. Suders – yes
Mr. Hilbinger – yes	Mr. Barton – yes
Mrs. Smith – yes	Mr. Lemley – yes
Mr. Funk – yes	Mr. Haines – yes
Chairman Lind – no	

Curriculum:

11. **Recommend approval of the Faculty and Student Handbooks for the 2015-2016 school year**
On a Funk/Haines motion/second and carried unanimously on a voice vote, the handbooks were approved as presented.

12. **Approval is sought for the Memorandum of Understanding between Career and Technical Centers and Participating School Districts and the Bureau of Career and Technical Education for participation in the Technical Assistance (TAP) Program**
On a Funk/Barton motion/second and carried unanimously on a roll call vote, the Memorandum of Understanding for the TAP program was approved as presented.

13. Permission is requested to send five Auto Tech students and their instructor, Mr. Bard, to the Hot Rodders National Competition in Las Vegas, Nevada from November 1, 2015 through November 7, 2015 at an approximate cost of \$5,500

On a Funk/Smith motion/second and carried unanimously on a roll call vote, the trip was approved with approval for the General Fund to cover up to \$1,000 of travel expenses for five (5) Auto Tech students competing in the Hot Rodders of Tomorrow National Competition in Las Vegas

Policy:

14. Policy #008 – Joint Operating Committee Procedures – Organizational Chart. Revisions in the Organizational Chart for 2015-16 require a revision of the policy.

On a Suders/Funk motion/second and carried unanimously on a roll call vote, the 2015-2016 Organizational Chart was approved as presented.

Solicitor's Report – None

Addenda – None

There being no further business to discuss, the meeting was adjourned at 8:17 p.m. to an Executive Session for Personnel and Property.

Respectfully submitted,

Cheryl A. Cook
Recording Secretary