

**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, September 24, 2015 in the lobby conference room with Vice-Chairman Carl Barton calling the meeting to order at 7:06 pm and announcing the JOC had just come from an Executive Session for Legal issues. 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
	Greg McMullen	Shippensburg (alternate)
	Leland Lemley	Waynesboro
	Ken Haines	Greencastle
	Joan Smith	Chambersburg
	Ed Norcross	Chambersburg

MEMBERS ABSENT:	Dwayne Burt	Shippensburg
	Chris Lind	Waynesboro

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
	Dwight Munson, Jr.	CareerTech Instructor
	Allen C. Piper	Citizens for Responsible Government

Vice-Chairman Barton welcomed everyone to the meeting

RECOGNITION OF VISITORS:

PUBLIC COMMENT: None

APPROVAL OF SEPTEMBER 24, 2015 AGENDA

On a Funk/Norcross motion/second, Dr. Prijatelj announced there would be additions to the agenda. There will be a Legal category added and two additional items added to the Personnel category which was moved to the end of the agenda. There being no questions, the motion was carried unanimously on a roll call vote and the agenda was approved as amended.

APPROVAL OF THE AUGUST 27, 2015 MEETING MINUTES

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

Mr. Haines – yes	
Mr. McMullen – abstain	Mr. Norcross – yes
Mr. Hilbinger – yes	Mrs. Smith – yes
Mr. Lemley – yes	Mr. Funk – yes
Vice-Chairman Barton – yes	

FINANCIAL REPORTS:

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

General Fund	Ending Balance 7/31/15	\$ 298,818.75
	Receipts, August 2015	\$ 586,373.26
	Expenditures, August 2015	\$ (565,192.81)

	Ending Balance 8/30/15	\$	319,999.20
General Advisory	Beginning Balance 8/1/15	\$	68,366.89
	August 2015 Receipts	\$	0.00
	August 2015 Expenditures	\$	0.00
	Ending Balance 8/31/15	\$	68,366.89
LPN Account	Beginning Total Balance 8/1/2015	\$	899,627.08
	Total Receipts, August 2015	\$	32,390.31
	Total Expenditures, August 2015	\$	(177,173.80)
	Total Ending Balance 8/31/15	\$	754,843.59

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

CORRESPONDENCE: None

CHIEF ADMINISTRATIVE OFFICER'S REPORT: None

ADMINISTRATIVE REPORTS:

Ben Mordan:

- Dr. Mordan introduced Dwight Munson, Electrical Occupations Instructor. Oh behalf of the Skills USA students, he presented the Joint Operating Committee and Mr. Duffey with a Louisville Slugger Bat signed by all the students who went to Nationals. He thanked the JOC for allowing the group to make the trip to Louisville, KY for competition.
- Dr. Mordan reported that the landscaping around the school is looking exceptionally good this year. Part of this is due to the JOC allowing us to hire a third student for the summer.
- Met with the Chambersburg Area School District Communications Team. It was a very good meeting and some of the information was passed along at the Principal's meeting.
- School District Comprehensive Guidance Plan – All Franklin County school districts have been invited to participate in the PDE facilitated Chapter 339 kindergarten through 12th grade school counselor training model. At the end of the training, it is expected that schools will have written their counseling plans. If a school does not have this in place when next audited by 339 faces the possibility of losing 339 funding and Title I funding. This is a tremendous opportunity for us to participate in this.
- Dr. Mordan provided the JOC with and update on recruitment efforts. Two upcoming events for Franklin County 9th graders are the 9th grade tours and the 9th grade Open House. The Open House will be held on November 19th from 6:00 until 8:00 pm and all JOC members are invited to attend. This is the same date as the November JOC meeting.
- The application for CareerTech will be available on-line this year.

Jim Duffey:

- Mrs. Collier is on vacation but she did provide a brief report. The Licensure pass rate to date for the August 14-15 class – 23 have taken the test, 22 have passed. Mrs. Collier will provide a relocation business plan to the JOC at the October meeting.
- Adult Ed Update: With reference to the GI Bill funding, we now have the paperwork in house to start this process. It will be a program-by-program type of approval and will be approximately a two month process.
- Mr. Duffey stated he met with Beth Marshall from PDE to talk about accreditation. There are only eight career and technical education schools in the state that have accredited programs. These schools normally have intergenerational students because providing a 750 hour program solely in the evenings is difficult.
- Working on the National Health Career Association certification for the adult Medical Assisting Program. PDE has endorsed NHA as the certification agency for Medical Assisting.
- The adult ed PIMS submission was submitted this month.
- CNA status – we are still working on this. Mr. Duffey had a meeting with Menno Haven and CareerLink and there is a good bit of support in the community for us to get this started.

NEW BUSINESS:

Financial:

1. Activities Funds Operations

State Auditors have indicated that Activities Funds should be approved on an annual basis as follows:

NAMES OF CLUB AND ADVISOR:

DECA – Sue Mills

FFA – Dave Perry, Lisa Cook

SKILLS USA – Dwight Munson, Steve Grove, Kathy Estep

HOSA – Marla Moore, Sharla Dunlap, Stacy Short

NATIONAL VOCATIONAL HONOR SOCIETY – Ben Mordan

Name of Custodian: Dawn Black

Name of Depository: Orrstown Bank

Name of Person authorized to approve expenditures: James T. Duffey, Director

2. Trade Assistance Act Master Agreement

Approval is sought to accept the TAA Master Agreement with the Pennsylvania Department of Labor and Industry providing financial assistance to prospective adult learners at the FCCTC.

3. Bids for Honda CBX Motorcycle

Approval is sought to accept the highest bid for the 1981 Honda CBX Motorcycle:

1. John Greatehead \$ 677.00
2. Sheeler's Garage, Inc. \$1,000.00
3. Jack M. Hill, Jr. \$1,222.22
4. Steve Zanazzi \$1,326.00 (not submitted on our bid form)

On a Funk/Hilbinger motion/second, all present voted yes to these Financial items.

Policy:

4. Policy 121 – Field Trips

The Director presented Policy 121 – Field Trips and the Administrative Guidelines for the first read.

Curriculum:

5. Approval is requested of the HIPAA Omnibus Business Associate Agreement between Richards Orthopaedic Center and Sports Medicine and the Franklin County Career and Technology Center with the addition of the following language per our solicitor so that the students enrolled in the Medical Assisting Program will be able to complete externships at this facility. The proposed revisions are:

a. The Covered Entity agrees to indemnify and hold the Business Association ("FCCTC") harmless against any and all claims, demands, damages, costs and expenses, including reasonable attorneys' fees for the defense thereof, arising from the Covered Entity's default in providing the services set forth in this Agreement or from any act or negligence of the Covered Entity, its agents, subcontractors, or employees in providing said services.

b. Likewise, the Business Association ("FCCTC") agrees to indemnify and hold the Covered Entity harmless against any and all claims, demands, damages, costs and expenses, including reasonable attorneys' fees for the defense thereof, arising from the actions taken by Business Association in compliance with the terms and conditions set forth in this Agreement or from any act or negligence of the Business Associate, its agents, subcontractors, or employees in providing said services.

a. Term. The FCCTC, in consideration of the promises herein contained, hereby enters into this agreement effective as of September 15, 2015 and continuing from year to year unless terminated under the provisions of section (b.i) or section (b.ii), below.

(b.i.) Cancellation without Cause: Either party may terminate this Agreement for any or no reason, upon sixty (60) days' written notice to the other party.

On a Funk/Smith motion/second and carried unanimously on a roll call vote, the agreement was approved with the addition of the revisions recommended by the solicitor.

Legal:

- 6. Termination of Contract - The Joint Operating Committee is asked to terminate the independent contract for the position of Adult Education Coordinator, Ms. Judy Yohn, effective September 8, 2015, and authorize the Superintendent of Record and Administrative Director to execute any documents necessary to effectuate the same.**

On a Funk/Smith motion/second and carried unanimously on a roll call vote, the contract was terminated September 8, 2015.

Vice-Chairman Barton recessed the meeting for an executive session for Personnel at 7:47 p.m.
Vice-Chairman Barton reconvened the meeting at 8:22 p.m.

Personnel:

- 7. Retirement Resignation of Patricia Regan, Administrative Secretary, effective December 31, 2015**

On a Funk/Smith motion/second and carried unanimously on a roll call vote, the retirement resignation of Patricia Regan was accepted, with regret, effective December 31, 2015.

- 8. Approval to advertise and interview for a contracted individual to provide Adult Education Coordination services to CareerTech through June 30, 2016**

On a Funk/Norcross motion/second and carried unanimously on a roll call vote, approval was given to advertise and interview for Adult Education Coordination services.

- 9. Approval for the payment of up to \$2,500 in extra service time to complete the PDE CNA application**

On a Haines/Hilbinger motion/second and carried unanimously on a roll call vote, permission for the payment of up to \$2,500 was approved.

Solicitor's Report – None

Addenda – None

There being no further business to discuss, the meeting was adjourned at 8:27 p.m.

Respectfully submitted,

Cheryl A. Cook
Recording Secretary