

## 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 28, 2016 in the lobby conference room with Chairman Chris Lind calling the meeting to order at 7:00 pm followed by a moment of silence and salute to the flag.

MEMBERS PRESENT:	Carl Barton Dr. Mark Schur Ed Norcross Dr. Geno Torri Charlie Suders Leland Lemley Chris Lind Larry Funk	Chambersburg Chambersburg (alternate) Chambersburg Shippensburg Shippensburg Waynesboro Waynesboro Tuscarora
MEMBERS ABSENT:	Joan Smith Jim Winslow	Chambersburg Greencastle
ALSO PRESENT:	Jim Duffey Ben Mordan Dr. Charles Prijatelj Cheryl Cook Neil Rotz Jeff Daughenbaugh Ronald Repak Geof Lambert Kaitlin Finks Isaac Chacon Mrs. Lind	CareerTech Admin. Director CareerTech Asst. Director Superintendent of Record CareerTech Admin. Secretary CareerTech Business Manager CareerTech Maintenance Supervisor Solicitor Costa Academy CMS student CMS student

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

**PUBLIC COMMENT:** None

**APPROVAL OF THE JANUARY 28, 2016 AGENDA:**

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

**APPROVAL OF THE DECEMBER 17, 2015 MINUTES:**

On a Funk/Barton motion/second and carried on the following voice vote, the December 17, 2015 meeting minutes were approved:

Mr. Barton – yes	Mr. Suders – yes
Dr. Schur – yes	Dr. Torri – yes
Mr. Norcross - 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 11/31/2015	\$ 236,567.40
	Receipts December 2015	\$ 817,486.64
	Expenditures December 2015	\$ (515,670.18)
	Ending Balance 12/31/2015	\$ 534,383.86

General Advisory	Beginning Balance 12/1/2015	\$	65,833.95
	December 2015 Receipts	\$	0.00
	December 2015 Expenditures	\$	1,210.00
	Ending Balance 12/31/2015	\$	64,623.95
LPN Account	Beginning Total Balance 12/1/2015	\$	764,642.36
	Total Receipts, December 2015	\$	204,553.23
	Total Expenditures, December 2015	\$	(75,221.30)
	Total Ending Balance 12/31/2015	\$	893,974.29

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

**CORRESPONDENCE:** None

**CHIEF ADMINISTRATIVE OFFICER'S REPORT:** None

#### **ADMINISTRATIVE REPORTS:**

##### **Jim Duffey:**

- Mr. Duffey gave an update on the Building and Grounds Committee meeting and stated they are trying to implement a three year plan. Talked about shifting funding and possibly funding equipment purchases with Perkins monies rather than the Capital Reserve Fund in order to meet some of the goals of the building and grounds upkeep plan.
- The Budget and Finance Committee met prior to the start of the JOC meeting this evening. With reference to next year's budget, we are currently down to a four (4%) percent increase over last year and are still actively working to make further cuts. Within the four (4%) percent is the possibility of starting a dental assisting program in the second semester of next year. We have student interest in this area and have dental chairs and a good bit of equipment in our possession from Keystone Health.
- Would like to present the budget to the JOC at the February meeting and possibly take action on the budget at the March meeting.
- A discussion followed on the possibility of starting the dental assistant program.
- Mr. Duffey thanked Jeff Daughenbaugh for his efforts with snow removal after the storm.
- Mr. Duffey stated the Adult Education program is making progress. We have an agreement with Martin's Pastries for Mechatronics training and will also provide specialized training for two Volvo employees. We have discussed OSHA training with Volvo as well.
- Mr. Duffey provided an update on the Out of School Youth Grant. There will be quite a bit to manage with this grant, but we do not want to miss out on the opportunity it will provide. He has been talking to United Way about a possible joint venture. They would be the lead agency on the grant, but we would provide the facilities, infrastructure and the system to implement the grant. There would be the possibility of renting out two spaces in the annex that are currently not being used for the next three years. The overall benefit from this grant could be additional revenue of \$75,000 to \$90,000 per year.

##### **Ben Mordan:**

- Dr. Mordan stated he would be sending the JOC two documents that have already been approved by the State. The Curriculum Plan and the Differentiated Supervision Plan will be forwarded electronically to JOC members.
- Dr. Mordan gave enrollment dates and provided summary sheets for the JOC members to reference.
- He provided recruitment updates and provided a tentative allotment chart.

**LPN Report provided by Mr. Duffey:**

- Currently in civil engineering phase of building project.
- Mr. Duffey will accompany Mrs. Collier on a trip to Crabtree Rohrbaugh and Associates on February 9, 2016 to meet with the Chambersburg Magnet School student who is on co-op there regarding the architectural phase of the project.
- The Practical Nursing Program graduation will be held Thursday evening, February 4, 2016.

**NEW BUSINESS:**

**Financial:**

**1. Recommend accepting 2015-2016 Safe Schools Grant in the amount of \$25,000**

On a Funk/Suders motion/second and carried unanimously on a voice vote permission was given to accept the Safe Schools Grant in the amount of \$25,000 to be used for the purchase of APX4000 radios compatible with the Franklin County radio network.

**2. Request for course reimbursement by Mr. Todd Swan, Carpentry Instructor for an additional three (3) credits needed to maintain his certification**

On a Norcross/Barton motion/second, Chairman Lind asked if there were any questions or discussion. It was explained that, due to personal reasons that have been verified, Mr. Swan was unable to take the required number of courses last year to obtain his Vocational II Certification. He is taking the full complement of courses this year and it totals to three credits beyond what is reimbursable (twelve {12} credits per school year) as specified in the CBA. The Teacher's Association has tentatively agreed to sign a memorandum of understanding agreeing that approval on this issue will not create a precedent for future actions. Chairman Lind recommended the motion be amended to reflect this. With the understanding that this is a one-time action the motion was carried on the following roll call vote:

Dr. Torri – yes	Mr. Suders – yes
Mr. Barton – yes	Dr. Schur – yes
Mr. Lemley – yes	Mr. Funk – no
Mr. Norcross – yes	Chairman Lind – yes

**Curriculum:**

**3. Recommend approval of the 2016/2017 Franklin County Career and Technology Center Calendar**

On a Funk/Barton motion/second, Chairman Lind asked if there were questions or discussion. Mr. Suders stated he feels there should be a common calendar between CareerTech and all the sending districts. Mr. Duffey stated this calendar has been reviewed by all the superintendents. There being no further discussion, the motion was carried on a voice vote of six affirmative and two opposed.

**4. Recommend approval of the revised CDL Contract with Lancaster County Career & Technology Center which permits LCCTC to operate the program and rent space at FCCTC through June 2020**

On a Suders/Funk motion/second, Chairman Lind asked if there were questions or discussion. Mr. Duffey reviewed the changes. He said the cost of advertising at the level LCCTC requested has always been an issue. We would get rent from LCCTC and ten (10%) of the profits. They are not willing to keep the current instructor of the CDL program which is a concern. There being no further questions or discussions, the motion was carried unanimously on a roll call vote.

**Building and Grounds:**

**5. Recommend accepting the Water Line Agreement between the Franklin County Career & Technology Center and the Franklin Learning Center for access to the water line serving the proposed LPN building**

On a Funk/Suders motion/second and carried unanimously on a roll call vote, the agreement was accepted.

**Policy:**

**6. The Director Presents the Following Policies for First Read:**

**Policy Number 100** – SECTION: Programs, TITLE: Comprehensive Planning

**Policy Number 101** – SECTION: Programs, TITLE: Mission Statement/Vision Statement/Shared Values

**Policy Number 102** - SECTION: Programs, TITLE: Academic Standards

**Policy Number 103** - SECTION: Programs, TITLE: Nondiscrimination in School and Classroom Practices

**Policy Number 103.1** – SECTION: Programs, TITLE: Nondiscrimination – Qualified Students with Disabilities

**Policy Number 104** – SECTION: Programs, TITLE: Nondiscrimination in Employment and Contract Practices

**Policy Number 105** – SECTION: Programs, TITLE: Curriculum

**Policy Number 105.1** – SECTION: Programs, TITLE: Review of Instructional Materials by Parents/Guardians and Students

**Policy Number 105.2** – SECTION: Programs, TITLE: Exemption from Instruction

**Policy Number 106** – SECTION: Programs, TITLE: Guides for Planned Instruction

**Policy Number 107** – SECTION: Programs, TITLE: Adoption of Planned Instruction

**Policy Number 108** – SECTION: Programs, TITLE: Adoption of Textbooks

**Policy Number 109** – SECTION: Programs, TITLE: Resource Material

**Policy Number 110** – SECTION: Programs, TITLE: Instructional Supplies

**Policy Number 111** – SECTION: Programs, TITLE: Lesson Plans

**Policy Number 112** – SECTION: Programs, TITLE: Guidance Counseling

**Policy Number 113** – SECTION: Programs, TITLE: Special Education

**Policy Number 113.1** – SECTION: Programs, TITLE: Discipline of Students with Disabilities

**Policy Number 113.2** – SECTION: Programs, TITLE: Behavior Support

**Policy Number 113.3** – SECTION: Programs, TITLE: Confidentiality of Special Education Student Information

**Policy Number 115** - SECTION: Programs, TITLE: Cooperative Education/Shadowing

**Policy Number 116** - SECTION: Programs, TITLE: Customized Job Training

**Policy Number 117** - SECTION: Programs, TITLE: Homebound Instruction

**Policy Number 121** - SECTION: Programs, TITLE: Field Trips

**Policy Number 122** - SECTION: Programs, TITLE: Extracurricular Activities/CTSO

**Policy Number 124** - SECTION: Programs, TITLE: Summer School

**Policy Number 125** - SECTION: Programs, TITLE: Adult Education

**Policy Number 126** - SECTION: Programs, TITLE: Class Size/Quotas

**Policy Number 127** - SECTION: Programs, TITLE: Assessment System

**Policy Number 130** - SECTION: Programs, TITLE: Homework

**Policy Number 135** - SECTION: Programs, TITLE: Production Work

**Policy Number 137.1** - SECTION: Programs, TITLE: Extracurricular Participation by Home Education Students

**Policy Number 138** - SECTION: Programs, TITLE: English as a Second Language/Bilingual Education Program

**Policy Number 140.1** - SECTION: Programs, TITLE: Extracurricular Participation by Charter/Cyber Charter Students

**Policy Number 142** - SECTION: Programs, TITLE: Migrant Students

**Policy Number 143** - SECTION: Programs, TITLE: Standards for Persistently Dangerous Schools

**Policy Number 144** - SECTION: Programs, TITLE: Standards for Victims of Violent Crimes

**Policy Number 146** - SECTION: Programs, TITLE: Student Services

On a Norcross/Funk motion/second and carried unanimously on a voice vote it was agreed to give these policies first read.

Solicitor's Report – Mr. Repak thanked everyone for their promptness in getting information to him. He reviewed an interesting case involving derogatory comments by a teacher on a private blog and the courts findings.

A discussion took place on accreditation and the fact that most Career Centers offering accreditation have adult students in with high school students during the day in order to meet the required number of hours. Mr. Funk suggested that we have someone from one of these schools come talk to us so we can see how it is working.

Addenda – Mr. Frankenfield updated the board on Adult Education. He reviewed the open house and classes that have enough students to run for the spring semester. He stated Martins' Pastries has signed a contract for training ten (10) employees. He feels the program is making progress.

There being no further business to discuss, the meeting was adjourned at 8:08 p.m.

Respectfully submitted,

Cheryl A. Cook  
Recording Secretary