

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, February 25, 2016 in the lobby conference room with Chairman Chris Lind calling the meeting to order at 7:08 pm followed by a moment of silence and salute to the flag.

MEMBERS PRESENT:	Carl Barton	Chambersburg
	Joan Smith	Chambersburg
	Ed Norcross	Chambersburg
	Charlie Suders	Shippensburg
	Dr. Geno Torri	Shippensburg
	Chris Lind	Waynesboro
	Shannon Yates	Greencastle
	Larry Funk	Tuscarora

MEMBERS ABSENT:	Leland Lemley	Waynesboro
-----------------	---------------	------------

ALSO PRESENT:	Jim Duffey	CareerTech Admin. Director
	Ben Mordan	CareerTech Asst. Director
	Scott Cole	CareerTech Vocational Supervisor
	Dr. Charles Prijatelj	Superintendent of Record
	Cheryl Cook	CareerTech Admin. Secretary
	Neil Rotz	CareerTech Business Manager
	Jan Collier	CareerTech LPN Administrator
	Shawn Eckenrode	CareerTech Instructor
	Dave Perry	CareerTech Instructor
	Craig Witmer	Smith, Elliott, Kearns & Company
	Mrs. Lind	

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

PUBLIC COMMENT: None

APPROVAL OF THE FEBRUARY 25, 2016 AGENDA:

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

APPROVAL OF THE JANUARY 28, 2016 MINUTES:

On a Funk/Barton motion/second and carried on the following voice vote, the January 28, 2016 meeting minutes were approved:

Mr. Yates – yes	Mr. Barton – yes
Mr. Suders – yes	Mr. Norcross – yes
Dr. Torri – 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 12/31/2015	\$ 534,383.86
	Receipts January 2016	\$ 1,337,639.22
	Expenditures January 2016	\$ (1,114,351.22)
	Ending Balance 1/31/2016	\$ 757,671.86
General Advisory	Beginning Balance 1/1/2016	\$ 64,623.95
	January 2016 Receipts	\$ 0.00
	January 2016 Expenditures	\$ 1,000.00
	Ending Balance 1/31/2016	\$ 63,623.95

LPN Account	Beginning Total Balance 1/1/2016	\$	893,974.29
	Total Receipts, January 2016	\$	37,911.40
	Total Expenditures, January 2016	\$	(177,180.86)
	Total Ending Balance 1/31/2016	\$	754,704.83

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

CORRESPONDENCE: None

CHIEF ADMINISTRATIVE OFFICER'S REPORT: None

ADMINISTRATIVE REPORTS:

Ben Mordan:

- Dr. Mordan told the JOC members that documents concerning the 339 Audit would be sent to them for their review and approval in the next several months.
- Talked about the upcoming Advisory Committee Dinner and Meetings on April 7, 2016 and the Open House Night for Middle School Students on April 20, 2016.
- Called the board's attention to the newspaper articles pertaining to CareerTech and also the list of recent SkillsUSA winners in their packets.

Jan Collier:

- Graduation took place on February 4, 2016. Mrs. Collier thanked Chairman Lind and Mr. Duffey for handing out diplomas. To date, thirteen students have passed their state boards.
- Met with architect and student intern.
- The PA State Board of Nursing is expected to discuss and vote on accreditation requirements for controlling organization on March 2, 2016. Chairman Lind asked if the state had changed the entrance requirements for practical nursing. Mrs. Collier replied they have changed and a brief discussion took place.

NEW BUSINESS:

Audit Report – Mr. Craig Witmer, Smith Elliott Kearns & Company, LLC

- Mr. Witmer stated that we have the best audit opinion available, which is unmodified.
- He reviewed the General Fund, the Capital Reserve Fund and the Practical Nursing Fund.
- There were no findings on internal controls.
- He talked about the increase in the PSERS contribution. GASB 68 implemented during the year.
- He stated that the overall summary of the audit is positive.

All documentation pertaining to the 2014-2015 audit has been made a permanent part of these minutes.

Financial:

1. Approval of the Single Audit Report prepared by Smith Elliott & Kearns for year ending June 30, 2015

On a Funk/Barton motion/second and carried unanimously on a roll call vote, the Single Audit Report was approved.

2. Presentation of CareerTech's 2016-2017 Budget for discussion only

Mr. Duffey, Administrative Director and Mr. Rotz, Business Manager, reviewed the preliminary 2016-2017 budget for the JOC. The budget increase for 2016-2017 is 2.6% (approximately \$119,000). This figure is down from an initial increase of 8.3%. The increase includes the necessary funding for a new dental assistant program. Mr. Duffey reviewed the sources of revenue, expenditures and

internal actions to reduce the budget. A discussion took place on starting a two-year Supply and Logistics program geared to serving learning support students that are not well served at this point.

Mr. Rotz reviewed the ADM's and the sending district's shares of the operating budget. A lengthy discussion took place on the number of students in a shop, incoming students not getting their first choice of shops and expanding some of the current shops.

All documentation for the 2016-2017 budget presentation has been made a permanent part of these minutes.

3. Request Permission to send 2000 Mack Box truck to auction

On a Funk/Smith motion/second and carried unanimously on a voice vote, permission was given to send the school's 2000 Mack box truck to auction, as it is no longer used.

Personnel:

4. Recommend acceptance of the following resignations for retirement purposes

Ronald Berger
Culinary Instructor
Effective: June 10, 2016
Ronnie has been with CareerTech for 32 years

Cheryl Cook
Administrative Assistant to the Director/JOC Secretary
Effective: July 28, 2016
Cookie has been with CareerTech for 10 years

Judyann Kell
Student Management Assistant
Effective: August 15, 2016
Judy has been with CareerTech for 16 years

Carol Kearns
Administrative Assistant for the Practical Nursing Program
Effective: May 13, 2016
Carol has been with CareerTech for 31 years

On a Funk/Barton motion/second and carried unanimously on a voice vote, all retirement resignations were accepted.

5. Permission is requested to advertise and interview for the above positions

On a Funk/Suders motion/second and carried unanimously on a roll call vote, permission was given to advertise and interview for all four positions.

Curriculum:

6. Recommend acceptance of the agreement with Momentum Services to provide outpatient, family based mental health services for students, if needed

On a Funk/Smith motion/second and carried unanimously on a voice vote, the agreement was accepted as presented.

Policy:

7. The Director Presents the Following Policies for Second Read or Approval:

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

Mr. Funk made a motion to approve all policies but 121, 122 and 126. The motion was seconded by Mr. Suders and carried unanimously on a voice vote.

Mr. Duffey reviewed the changes that have been made to policies 121, 122 and 126. Mr. Funk expressed concern about policy 126 and putting class size numbers in a policy. He suggested deleting paragraphs one and two. A discussion followed. Dr. Prijatelj recommended sending policy 126 to our solicitor, Mr. Repak, for review. Mr. Funk made a motion to accept policies 121 and 122. The motion was seconded by Mr. Barton and carried unanimously on a voice vote.

A decision on Policy 126 was tabled until the March meeting.

Solicitor's Report – None

Addenda: None

There being no further business to discuss, the meeting was adjourned at 9:05 p.m.

Respectfully submitted,

Cheryl A. Cook
Recording Secretary