

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, March 24, 2016 in the lobby conference room with Chairman Chris Lind calling the meeting to order at 7:06 pm followed by a moment of silence and salute to the flag.

MEMBERS PRESENT:	Carl Barton	Chambersburg
	Joan Smith	Chambersburg
	Charlie Suders	Shippensburg
	Dr. Geno Torri	Shippensburg
	Chris Lind	Waynesboro
	Leland Lemley	Waynesboro (late arrival – 7:22 pm)
	Larry Funk	Tuscarora
	Shannon Yates	Greencastle

MEMBERS ABSENT:	Ed Norcross	Chambersburg
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ALSO PRESENT:	Jim Duffey	CareerTech Admin. Director
	Ben Mordan	CareerTech Asst. Director
	Dr. Charles Prijatelj	Superintendent of Record
	Cheryl Cook	CareerTech Admin. Secretary
	Neil Rotz	CareerTech Business Manager
	Jan Collier	CareerTech LPN Administrator
	Jeff Daughenbaugh	CareerTech Maintenance Supervisor
	Mrs. Lind	

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

PUBLIC COMMENT: None

APPROVAL OF THE MARCH, 2016 AGENDA:

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

APPROVAL OF THE FEBRUARY 25, 2016 MINUTES:

On a Funk/Barton motion/second and carried unanimously on a voice vote, the minutes were approved.

FINANCIAL REPORTS:

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

General Fund	Ending Balance 1/31/2016	\$ 757,671.86
	Receipts February 2016	\$ 540,798.95
	Expenditures February 2016	\$ (696,549.49)
	Ending Balance 2/29/2016	\$ 601,921.32
General Advisory	Beginning Balance 2/1/2016	\$ 63,623.95
	February 2016 Receipts	\$ 0.00
	February 2016 Expenditures	\$ 3,000.00
	Ending Balance 2/29/2016	\$ 60,623.95
LPN Account	Beginning Total Balance 2/1/2016	\$ 754,704.83
	Total Receipts, February 2016	\$ 68,542.41
	Total Expenditures, February 2016	\$ (20,190.28)
	Total Ending Balance 2/29/2016	\$ 803,056.96

On a Funk/Barton motion/second and carried unanimously on a voice vote, the financial reports were approved as presented. Mr. Rotz stated there would be no savings at this time if our bonds were refinanced.

CORRESPONDENCE: Mr. Duffey reviewed the two letters in the board packets from the Pennsylvania Department of Education.

CHIEF ADMINISTRATIVE OFFICER'S REPORT: Dr. Prijatelj reported that there will be a welding camp again this summer, but it will be hosted here at CareerTech. This camp is sponsored by the Franklin County Area Development Corporation, JLG, Manitowoc, the Manufacturer's Guild and the South Central Workforce Investment Board. Attending the camp will be students from the Chambersburg Area School District and the Tuscarora School District. If the camp continues to be successful, attendance could be opened to the other districts in Franklin County.

ADMINISTRATIVE REPORTS:

Jim Duffey:

Adult Ed Update

- South Mounting Welding class has started with five students. We are currently in discussion with South Mountain about expanding the course offerings to include logistics and machine operator.
- Martins Potato Roll classes have started. The second class will be Mechatronics and there are currently ten of Martins' employees enrolled.
- The CDL program is going well. There has been heavy radio advertising for the program.
- We should be very close to hearing the announcement from the South Central PA WIB concerning the Out of School Youth Opportunities Grant.

- Mr. Duffey talked about the legislator's visit to CareerTech and pointed out the copy of the article by the Public Opinion Newspaper.
- Mr. Duffey called the board member's attention to the Building and Grounds 1-3 Year Upkeep Plan. He reviewed the projects that are to be completed in 2016. A discussion followed and the overall consensus was that the 2016 projects should be approved this evening so that things can be started. Mr. Funk made a motion to approve all 2016 projects on the list. The motion was seconded by Mrs. Smith and carried unanimously on a voice vote.

Ben Mordan:

- Talked about the legislative tour and luncheon on March 17th. Four area legislators toured our facility and then had lunch with superintendents and principals in the Chef's Table Restaurant.
- Two upcoming events – the Advisory Committee Dinner and meeting on April 7th starting at 6 pm and the Middle School Open House on April 20th from 5:30 – 7:30 pm.
- Currently finalizing placements and should be able to provide final enrollment projection in April.

Jan Collier:

- Met with architect to look at preliminary drawings.
- Meeting planned to discuss Capital Campaign.
- Carol Kearns, Administrative Assistant to the Practical Nursing Program, is retiring – in the process of hiring a replacement.
- The State Board of Nursing must approve the move from Wilson to CareerTech.
- There will be a removable, sticky note advertisement for the PNP on the front page of the Public Opinion on Easter Sunday.
- A discussion followed on the problems students are having with the entrance exam. The proper prep work is not being done prior to taking the exam. Mr. Duffey suggested considering an Adult Education prep course for prospective nursing students.

OLD BUSINESS:

1. **The Director Presents Policy Number 126 – SECTION: Programs, TITLE: Class Size/Quotas**
On a Funk/Lemley motion/second, Chairman Lind asked if there were any questions or discussion. Mr. Duffey explained the changes that had been made with the approval of the solicitor. There being

no questions, the motion was carried unanimously on a voice vote and Policy Number 126 was approved as presented.

NEW BUSINESS:

Financial:

- 1. Approval is requested for the 2016-2017 General Operating Budget of \$6,339,521 which is a total of \$133,374 or a 2.91% increase over the 2015-2016 budget**
- 2. Approval is requested for the 2016-2017 Practical Nursing Budget of \$1,108,706 to include a tuition increase as follows: in-state tuition \$13,700, out-of-state tuition \$15,700 and part-time program tuition \$17,000**

On a Funk/Smith motion/second and carried on the following roll call vote, both 2016-2017 budgets were approved:

Dr. Torri – No	Mr. Suders – Yes
Mr. Barton – Yes	Mrs. Smith – Yes
Mr. Lemley – Yes	Mr. Funk – Yes
Mr. Yates – Yes	Chairman Lind – Yes

- 3. Recommend approval of the photo copier renewal contract with Document Solutions, Inc. for a period of five (5) years in the amount of \$3,500 per month to include all parts, labor, toner and drums.**

On a Funk/Smith motion/second, Chairman Lind asked if there were any questions or discussion. Mr. Duffey reviewed the analysis sheet and stated that this will amount to a budget savings of \$11,000 per year because with the renewal contract all toner is covered and we won't be paying for copy overages. There being no further discussion, the motion was carried unanimously on a voice vote.

- 4. Discussion only: Lease with CASD for the Board Room will automatically renew for the 2016-2017 school year unless notice is given in writing not less than 90 days preceding June 30, 2016.**

Mr. Duffey stated that, at the present time, CareerTech does not have a need for this space. The JOC members felt there was no reason not to renew the lease for the 16-17 school year.

Personnel:

- 5. Recommend the following appointment in the Practical Nursing Program be accepted:**

Carol Engle, BSN, RN
30 Kensington Drive
Chambersburg, PA 17201
Effective Hire Date: 3/9/2016
Pay Rate: \$28.00 per hour
Adjunct (per diem) Faculty

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

Policy:

- 1. The Director presents the following policies for first read:**
 - Policy Number 201** – SECTION: Pupils, TITLE: Admission of Students
 - Policy Number 202** – SECTION: Pupils, TITLE: Eligibility of Students
 - Policy Number 203** – SECTION: Pupils, TITLE: HIV Infection
 - Policy Number 204** – SECTION: Pupils, TITLE: Attendance
 - Policy Number 206** – SECTION: Pupils, TITLE: Assignment to Programs
 - Policy Number 207** – SECTION: Pupils, TITLE: Confidential Communications of Students
 - Policy Number 208** – SECTION: Pupils, TITLE: Withdrawal From School
 - Policy Number 209** – SECTION: Pupils, TITLE: Food Allergy Management
 - Policy Number 210** – SECTION: Pupils, TITLE: Medications
 - Policy Number 210.1** – SECTION: Pupils, TITLE: Possession/Use of Asthma Inhalers/Epinephrine Auto-Injectors
 - Policy Number 211** – SECTION: Pupils, TITLE: Student Accident Insurance
 - Policy Number 212** – SECTION: Pupils, TITLE: Reporting Student Progress
 - Policy Number 215** – SECTION: Pupils, TITLE: Promotion and Retention

Policy Number 216 – SECTION: Pupils, TITLE: Student Records
Policy Number 217 – SECTION: Pupils, TITLE: Skills Certification
Policy Number 218 – SECTION: Pupils, TITLE: Student Discipline
Policy Number 218.1 – SECTION: Pupils, TITLE: Weapons
Policy Number 218.2 – SECTION: Pupils, TITLE: Terroristic Threats
Policy Number 219 – SECTION: Pupils, TITLE: Student Complaint Process
Policy Number 220 – SECTION: Pupils, TITLE: Student Expression/Distribution and Posting of Materials
Policy Number 221 – SECTION: Pupils, TITLE: Dress and Grooming
Policy Number 222 – SECTION: Pupils, TITLE: Tobacco
Policy Number 223 – SECTION: Pupils, TITLE: Use of Motor Vehicles
Policy Number 224 – SECTION: Pupils, TITLE: Care of School Property
Policy Number 226 – SECTION: Pupils, TITLE: Searches
Policy Number 227 – SECTION: Pupils, TITLE: Controlled Substances/Paraphernalia
Policy Number 229 – SECTION: Pupils, TITLE: Student Fundraising
Policy Number 230 – SECTION: Pupils, TITLE: Public Performances by Students
Policy Number 231 – SECTION: Pupils, TITLE: Social Events and Class Trips
Policy Number 232 – SECTION: Pupils, TITLE: Student Involvement in Decision-Making
Policy Number 233 – SECTION: Pupils, TITLE: Suspension and Expulsion
Policy Number 234 – SECTION: Pupils, TITLE: Pregnant/Married Students
Policy Number 235 – SECTION: Pupils, TITLE: Student Rights and Responsibilities
Policy Number 235.1 – SECTION: Pupils, TITLE: Surveys
Policy Number 236 – SECTION: Pupils, TITLE: Student Assistance Program
Policy Number 237 – SECTION: Pupils, TITLE: Electronic Devices
Policy Number 246 – SECTION: Pupils, TITLE: Student Wellness
Policy Number 247 – SECTION: Pupils, TITLE: Hazing
Policy Number 248 – SECTION: Pupils, TITLE: Unlawful Harassment
Policy Number 249 – SECTION: Pupils, TITLE: Bullying/Cyberbullying
Policy Number 250 – SECTION: Pupils, TITLE: Student Recruitment

Mr. Duffey stated that there is a summary sheet in everyone's packet with the important policy revisions listed. He told the JOC members that Policy Number 246 – Student Wellness is not ready and will require some additional changes. Mr. Funk made a motion to approve all of the policies but number 246. Mrs. Smith indicated that she would like Policy Number 235.1 pulled until she has a chance to compare it to Chambersburg's Survey policy, as she had issues with it as well. Dr. Prijatelj pointed out that the policies, minus 246 and 235.1 are up for first read, not approval. By state law the policies must be offered publicly for a first read, then thirty (30) days later they can be offered for approval. Mr. Funk withdrew his motion. Chairman Lind suggested that we put all the policies up for first read, edit the necessary policies and they can then be kept together as a group. Mr. Funk made a motion to do a first read on all policies in the 200 series. The motion was seconded by Mr. Suders and carried unanimously on a voice vote.

Solicitor's Report – None

Addenda: None

There being no further business to discuss, the meeting was adjourned at 8:00 p.m.

Respectfully submitted,

Cheryl A. Cook
Recording Secretary