

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, April 28, 2016 in the lobby conference room with Chairman Chris Lind calling the meeting to order at 7:02 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
	Chris Lind	Waynesboro
	Larry Funk	Tuscarora
	Shannon Yates	Greencastle

MEMBERS ABSENT:	Dr. Geno Torri	Shippensburg
	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
	Steve Grove	CareerTech SkillsUSA
	Kathy Estep	CareerTech Instructor - SkillsUSA
	Kevin Grove	CareerTech Instructor
	Dave Perry	CareerTech Instructor
	Marla Moore	CareerTech Instructor
	Sharla Dunlap	CareerTech Instructor
	Julie Evans	CareerTech student – SkillsUSA
	Blake Evans	CareerTech student – SkillsUSA
	Gwen Clark	CareerTech student – SkillsUSA
	Gennie Cark	CareerTech student – SkillsUSA
	Darius Doaks	Career Magnet School student
	Zachary Heefner	Career Magnet School student
	Brinton Hopkins	Career Magnet School student
	Da'Qin Kirkpatrick	Career Magnet School student
	Mariah Channphers	Career Magnet School student
	Andrea Shives	Career Magnet School student
	Ashleigh Shives	
	Abigail Eigenbrode	student
	Shelby Armstrong	student
	Keityn Zullinger	Career Magnet School student
	Arianna Finh	Career Magnet School student
	Mrs. Lind	

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

PUBLIC COMMENT: None

APPROVAL OF THE APRIL, 2016 AGENDA:

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

APPROVAL OF THE MARCH 24, 2016 MINUTES:

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

Mr. Yates – yes	Mr. Barton – yes
Mr. Suders – yes	Mr. Norcross – abstain
Mrs. Smith – yes	Mr. Funk – yes
Chairman Lind - yes	

FINANCIAL REPORTS:

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

General Fund	Ending Balance 2/29/2016	\$ 601,921.32
	Receipts March 2016	\$ 607,499.97
	Expenditures March 2016	\$ (789,599.79)
	Ending Balance 3/31/2016	\$ 419,821.50
General Advisory	Beginning Balance 3/1/2016	\$ 60,623.95
	March 2016 Receipts	\$ 0.00
	March 2016 Expenditures	\$ 1,000.00
	Ending Balance 3/31/2016	\$ 59,623.95
LPN Account	Beginning Total Balance 3/1/2016	\$ 803,056.96
	Total Receipts, March 2016	\$ 102,598.17
	Total Expenditures, March 2016	\$ (224,493.11)
	Total Ending Balance 3/31/2016	\$ 681,162.02

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

CORRESPONDENCE: Mr. Duffey reviewed the letter from the Pennsylvania School Boards Association placed in each JOC member’s packet.

CHIEF ADMINISTRATIVE OFFICER’S REPORT: None

ADMINISTRATIVE REPORTS:

Jim Duffey:

Adult Ed Update

- Spring semester coming to a close
- Currently 20 students in the State Inspection Course
- Projecting a base loss of approximately \$10,000. The three programs that are losing money have carried over from last year
- Possibility of opening a new program this summer for HS seniors who may not know what they want to do post-graduation. The program will be called 12th Grade Plus and would be a four-week program.
- In the process of setting up a meeting with Associated Builders and Contractors (ABC) to explore a renewed relationship with them.
- Summer welding class co-sponsored by the Tuscarora and Chambersburg Districts will start in our building the first week of June.
- Mr. Suders asked about the cost of the 12th Grade Plus program. Mr. Duffey replied that it has not been decided yet, but should be between \$1,200 and \$1,500. He stated there are talks with 1st Ed Credit Union about possible financial assistance.

Ben Mordan:

- The Advisory Committee dinner and meetings on April 7th went very well with over 175 in attendance. We are in the process of transcribing the committee meeting minutes. When that is complete, both the fall and spring minutes will be placed on our website for JOC members to review.

- The Open House for Middle School Students was very successful. Fifty-one students completed an interest survey with their e-mail addresses and program of interest. We will be communicating with them via e-mail.
- Currently in the midst of Nocti exams and will complete them by May 4th
- Reviewed the Shining Stars and student accomplishments
- Recognized SkillsUSA winners – two state winners from HVAC and Electrical Occupations and a State Delegate, Gwen Clark. They will be going to compete in Nationals in Louisville, KY.
- HOSA will have two students participating in Nationals in June in Nashville, TN.
- Recognized the group of students from CMS Civics class attending the meeting. They must write a synopsis of the JOC meeting for their assignment.
- Gave an update on enrollment – current number is 1,062

Jan Collier:

- Preparing documents for bid
- Move from Wilson to CareerTech will be on July 1, 2016. Plan to be operational by July 6th with no interruption to the educational program
- Faculty member, Deborah Coombs, MSN, RN, CNE presented at the NLN/STTI National Nursing Research Conference in Bethesda, MD. Was the only Practical Nursing faculty to present.
- PA State Board of Nursing has finalized the definition on accreditation requirements for “Controlling Organization”. Career and Technology centers are not eligible for US DOE Accreditation. They have determined that PDE approval is acceptable.
- Doing additional marketing of the LPN program
- Meeting with clinical partners to inform them about the need for community support of the role of the LPN Presentation to PA Association of Practical Nurse Administrators on May 5th regarding PA-AC plan
- Working at state level with PA Action Coalition to facilitate career progression for high school and LPNs in statewide progression plan development

NEW BUSINESS:

Personnel:

- 1. Permission is sought to advertise, interview and hire two (2) part-time student workers to assist the Maintenance Department during the summer months for up to twenty-nine (29) hours per week per worker at an hourly rate of \$7.50 per hour, starting June 6, 2016**
On a Funk/Norcross motion/second and carried unanimously on a voice vote, two (2) summer student workers may be hired.
- 2. Approval is requested to contract with Source 4 Teachers Mission One for substitute teacher services for a three (3) year period – July 1, 2016 through June 30, 2019.**
On a Funk/Barton motion/second Chairman Lind asked if there were any questions or discussion. Mrs. Smith stated that the Chambersburg district has had problems with this organization. Mr. Duffey replied that he thinks things have improved with the organization. Chairman Lind stated he feels it will decrease our number of substitutes if Source 4 Teachers requires a bachelor’s degree. Mr. Duffey said he would check with them to see if a bachelor’s degree is a requirement. A lengthy discussion followed. Mr. Funk made a motion to table this agenda item until we have further information. The motion was seconded by Mr. Yates and carried unanimously on a voice vote.
- 3. Approval is requested to contract with Mission One Educational Staffing Services for any new support staff employment needs for the period starting April 29, 2016 through June 30, 2019.**
On a Funk/Yates motion/second, Chairman Lind asked if there were any questions or discussion. Mr. Duffey gave an overview of the support staff openings and projected costs. A discussion followed. The motion was carried on the following roll call vote:

Mr. Suders – yes	Mr. Yates – yes
Mr. Barton – yes	Mrs. Smith – yes
Mr. Funk – yes	Mr. Norcross – yes
Chairman Lind – no	

4. Resignations

Recommend accepting the following resignations:

- Don Frankenfield, PT Adult Ed Coordinator Effective April 22, 2016
- Tammy Bock, Guidance Secretary Effective May 3, 2016
- Rafael Cuesta, LT Electronics Sub Effective May 31, 2016
- Robert Shirley, Temporary Precision Machining Instructor Effective June 1, 2016

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

5. Adult Education Program – Discussion only

Mr. Duffey reviewed the Adult Education program. He stated Faye could coordinate the program with his help and we would not need to invest in hiring a program director. The overall feeling was positive if Mr. Duffey is willing to put forth his time. Mr. Funk wants the program to be profitable and also feels that school monies spent on various adult education projects should be paid back by the program. The general consensus was that we need to be patient with the program given the employment status in Franklin County.

Chairman Lind suggested that we skip to Item #10 under Financial for those people in the audience who are waiting to hear this.

Financial:

10. CTSO National Competitions

Approval is sought to send students and advisors to National Competitions this summer. Current policy (122 Extracurricular Activities) indicates that the ration for advisor to students should be 1 to 4 for national competitions. The Administration has received special requests on both trips for additional advisors which has prompted a policy revision request (Agenda Item below.)

HOSA	2 students and 2 advisors to Nashville TN	June 22-26	Cost \$4,190
	Cost breakdown: Airfare - \$1,450		Registration - \$270
	Lodging - \$1,720		Ground Transportation - \$500
	Advisor Meals - \$250		

SKILLS	3 students and 2 advisors to Louisville, KY	June 18-25	Cost \$6,827
	Cost breakdown: Airfare- \$276		Registration - \$656
	Lodging - \$3,895		Ground Transportation - \$1,200
	Advisor Meals - \$800		

On a Funk/Suders motion/second and unanimously carried on a voice vote, both CTSO national competition trips were approved.

Personnel:

6. Approval is sought to advertise and interview for an Engineering Technology instructor for the start of the 2016-2017 school year

On a Funk/Smith motion/second and carried unanimously on a voice vote permission was given to advertise and interview for an Engineering Technology instructor.

7. Consideration is requested to appoint Neil Rotz as JOC Secretary effective June 1, 2016 to complete the term granted for Cheryl Cook through June 2018.

8. Recommend accepting the following adjunct faculty appointments to the Practical Nursing Program:

Cheryl Dawson, MSN, RN 47 Old Coach Lane Carlisle, PA 17013 Effective: April 15, 2016 \$28/hour	Jennifer Buffenbarger, MSN, RN, EdD (c) 10999 Thornwood Road Shippensburg, PA 17257 Effective: April 15, 2016 \$28/hour
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On a Funk/Suders motion/second all present voted yes via a voice vote for Personnel items 7 and 8.

Financial:

9. Approval is sought to deposit non-district tuition revenue from Fannett-Metal, Semesters 1 and 2, in the amount of \$108,828 into the Capital Reserve Fund

On a Norcross/Funk motion/second Chairman Lind asked if there were any questions or discussion. Mr. Funk stated that we need to know what the money is to be used for before depositing it in the Capital Reserve Fund. Mr. Duffey replied that the money would be used for building and grounds projects this year rather than equipment. A discussion followed on whether all of the money should be deposited or just a partial amount. Mr. Funk made a motion to table this until further information is received. Mr. Barton seconded the motion. The motion to table this agenda item was carried on the following voice vote:

Mr. Suders – no	Mr. Yates – yes
Mr. Barton – yes	Mrs. Smith – yes
Mr. Funk – yes	Mr. Norcross – yes
Chairman Lind – yes	

11. Approval is sought to retain Smith Elliott Kearns and Company, LLC as FCCTC's auditor and sign a three (3) year contract in the amount of \$51,750

On a Barton/Norcross motion/second Chairman Lind asked if there were any questions or discussion. Mr. Norcross questioned if this rate was competitive. Mr. Rotz replied that it is competitive based on having an RFP three years ago and a 3% increase per year on this contract. A brief discussion followed. The motion was carried on the following voice vote:

Mr. Funk – no	Mr. Norcross – no
Mr. Suders – yes	Mr. Yates – yes
Mr. Barton – yes	Mrs. Smith – yes
Chairman Lind – yes	

12. CareerTech's Box Truck - The Administration asks for JOC approval of the recommendation from the Diesel Technology Occupational Advisory Committee to trade the 1998 Mack box truck that was previously approved to be sent to auction for a 1999 Sterling truck tractor currently owned by the Lancaster CTC. The Sterling will be used in instruction, refurbished by the program and ultimately sold. Comparables are attached.

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

Policy:

13. Approval is sought to revise Policy 122 – Extracurricular Activities with regard to the cost associated with advisor attendance at conferences, competitions and workshops.

14. The Director presents the following policies for second read or approval:

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 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
On a Funk/Suders motion/second all present voted yes via a voice vote for Policy agenda items 13 and 14.

Solicitor's Report – None

Addenda: None

There being no further business to discuss, the meeting was adjourned at 8:28 p.m.

Respectfully submitted,

Cheryl A. Cook
Recording Secretary