

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, June 23, 2016 in the lobby conference room with Chairman Lind calling the meeting to order at 7:03 pm followed by a moment of silence and salute to the flag.

MEMBERS PRESENT:	Carl Barton	Chambersburg
	Ed Norcross	Chambersburg
	Shannon Yates	Greencastle
	Charlie Suders	Shippensburg
	Dr. Geno Torri	Shippensburg
	Larry Funk	Tuscarora
	Chris Lind	Waynesboro
	Stephen O'Brien	Waynesboro (Alternate)

MEMBERS ABSENT:	Joan Smith	Chambersburg
	Leland Lemley	Waynesboro

ALSO PRESENT:	Jim Duffey	CareerTech Admin. Director
	Dr. Charles Prijatelj	Superintendent of Record
	Ben Mordan	CareerTech Assistant Director
	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 JUNE 23, 2016 AGENDA:

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

APPROVAL OF THE MAY 19, 2016 MINUTES:

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

Mr. Yates – yes	Mr. Barton – yes
Mr. Suders – yes	Mr. Norcross – abstain
Dr. Torri – yes	Mr. Funk – yes
Chairman Lind – abstain	

Stephen O'Brien, Waynesboro alternate, arrived to the meeting.

FINANCIAL REPORTS:

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

General Fund	Beginning Balance 5/1/2016	\$	598,524.23
	Receipts May 2016	\$	397,427.97
	Expenditures May 2016	\$	593,541.73
	Ending Balance 5/31/2016	\$	402,410.47
General Advisory	Beginning Balance 5/1/2016	\$	53,422.24
	Receipts May 2016	\$	0.00
	Expenditures May 2016	\$	2,136.43

	Ending Balance 5/31/2016	\$	51,285.81
LPN Account	Beginning Balance 5/1/2016	\$	743,418.11
	Receipts May 2016	\$	44,965.91
	Expenditures May 2016	\$	13,803.25
	Ending Balance 5/31/2016	\$	774,580.77

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

CORRESPONDENCE: None

CHIEF ADMINISTRATIVE OFFICER'S REPORT:

Dr. Prijatelj reported on a successful start to the WIB sponsored Welding Camp being held at the FCCTC emphasizing support from Volvo, JLG and Manitowoc Crane.

ADMINISTRATIVE REPORTS:

Jim Duffey:

- A thank you card was distributed from Cheryl Cook, retired JOC Secretary.
- The Joint Authority Committee met on June 20th and approved the land utilization resolution,
- An estimate to re-surface the parking lot was shared.
- Applicant resumes from Mission One were shared; Ann Aldrich, Administrative Assistant, Lori Ebersole, Receptionist, Brad Rideout, Instructional Aide. The Guidance Secretary position is still to be determined,
- An update on adult education was provided.

Ben Mordan:

- NOCTI results were shared.
- A report was given on our success at the State FFA Competition at Penn State. A team from Land & Hort and a team for Vet Assisting placed third in the State qualifying them for Nationals in Springfield, MA in September.
- We continual to finalize the organizational plans for Chapter 339.

Jan Collier:

- We are finalizing the bid packet with Crabtree and Rohrbaugh
- Continuing with the development of the Capital Campaign.
- The move to FCCTC is planned for July 1.
- The PNP acceptance rate has improved dramatically indicating an improved quality of applicant.

OLD BUSINESS:

Personnel:

1) Support Staff Job Classification and Wage Scale

Mr. Funk made a motion to take this item from the table. The motion was seconded by Mr. Barton and carried unanimously on a voice vote. On a Funk/Barton motion/second, Chairman Lind asked if there were any questions or discussion. There was a brief discussion and it was determined that the motion be revised to accept the 2016-17 wage increases for Support Staff as proposed, but not to approve the Job Classification and Wage Scale as presented. The Personnel and Negotiation Committee recommends that more work needs occur on the scale before approval. The revised motion carried unanimously on a roll call vote.

Policy:

2) Naloxone/Narcon Policy – Second Reading

On a Funk/Yates motion/second, approval was given to adopt the policy on the administration and maintenance of Naloxone on the following voice vote:

Dr. Torri – no
Mr. Yates – yes
Mr. O'Brien – yes
Mr. Norcross – yes

Mr. Suders – yes
Mr. Barton – yes
Mr. Funk – yes
Chairman Lind - yes

2b) Capital Reserve Transfer

Item 2b was added to the June agenda by Chairman Lind to transfer \$8,000 into the Capital Reserve Fund, which is the remaining non-district tuition revenue from Fannett-Metal for the 2015-16 school year. On a Funk/Barton motion/second and carried unanimously on a voice vote, approval was given to transfer \$8,000 to the Capital Reserve Fund.

NEW BUSINESS:

Financial:

3) Supplemental Equipment Grant Funding

On a Funk/Norcross motion/second and carried unanimously on a voice vote, approval was granted to add funding to the 2015-16 General Operating Budget in the amount of **\$39,026**, which was acquired through the Supplemental Equipment Grant.

4) Support Staff Insurance and Co-Premium

On a Funk/Torri motion/second and carried unanimously on a voice vote, implementation of the 2016-2017 school year support staff insurance package was tabled and referred to the Personnel and Negotiations Committee for further review.

5) Capital Reserve Fund Disbursements

On a Funk/Suders motion/second and carried unanimously on a voice vote, approval was granted to disburse funds totaling **\$32,238.14** from the Capital Reserve Fund for the following:

- A. *To relocate the Volvo Room due to the current location being renovated for the PNP. Payments were made to the following vendors using the funds donated to FCCTC by Volvo in 2011-12: Carter Lumber (\$2,857.46), Lowe's (\$1,061.53), Thos. Somerville Co. (\$1,544.32), Capital Tristate (\$147.46), and Abe's Auto Service, Inc. (\$100.00).*
- B. *To Deluxe Check for reorder of Capital Reserve Checks in the amount of \$28.25.*
- C. *To Stouffer Mechanical Contractor to remove and replace roof flashing on perimeter of cafeteria in the amount of \$8,750.00. This expense was part of the Building and Grounds Upkeep Plan that was approved at the March 2016 JOC meeting.*
- D. *To Capital Tristate for energy efficient T8 light bulbs in the amount of \$7,699.12. This expense was part of the Building and Grounds Upkeep Plan that was approved at the March 2016 JOC meeting.*
- E. *To Johnson Controls for two rooftop units in the amount of \$10,050.00. This expense was part of the Building and Grounds Upkeep Plan that was approved at the March 2016 JOC meeting.*

6) Perkins Grant

On a Funk/Norcross motion/second and carried unanimously on a voice vote, the 2016-17 Perkins Grant was accepted and added to the 2016-17 General Operating Budget.

<u>Project</u>	<u>AMOUNT</u>
Total Approved Budget	\$6,339,521
Carl Perkins Grant # 380-16-0000	<u>\$325,657</u>
TOTAL APPROVED BUDGET (16-17)	\$6,665,178

Building and Grounds:

7) Solicitation for Bid - PNP Building

On a Funk/Torri motion/second and carried unanimously on a voice vote, approval was granted to seek bids for the purchase of the exterior shell of the PNP Building. Bids are to be awarded at the August JOC meeting.

Curriculum:

8) 2015-16 Occupational Advisory Committee Minutes

Acceptance is required by the JOC for the OAC minutes as written for the 2105-16 school year.

9) Program Name Changes

JOC approval is sought for the following program name changes:

Precision Machining to Computer Integrated Manufacturing
Electro-Mechanical Technology to Mechatronics

10) Professional Development

Approval is sought to send Megan Baker, Engineering Technology Instructor, to Project Lead the Way training in Baltimore, MD from July 15 – August 5, 2016 at a cost of \$3,385 for registration (\$2,400) and lodging (\$985).

On a Funk/Suders motion/second and carried unanimously on a voice vote, approval was given for Curriculum items 8, 9 and 10.

11) Permission to attend the Hot Rodder's Qualifiers.

On a Funk/Suders motion/second and carried unanimously on a voice vote, permission was given to send the following students and their instructor, Mr. Bobby Bard, to the Hot Rodder's Competition in Joliet, Illinois from July 27-30, 2016. All costs will be covered through club fundraisers and Hot Rodder's.

<i>Shawn Robinson</i>	<i>WASHS</i>	<i>Austin Zeger.</i>	<i>WASHS</i>
<i>Austin Rhone.</i>	<i>CMS</i>	<i>Gunner Shearer.</i>	<i>CMS</i>
<i>Josh Sabold.</i>	<i>SASHS</i>	<i>Brock Dobbs.</i>	<i>SASHS</i>

Personnel:

12) Recommend the following appointment be made for the Culinary Arts Program

On a Funk/Suders motion/second and carried unanimously on a voice vote, Aaron Barrick was approved to be a Culinary Arts Instructor hired at Step 1D effective August 16, 2016.

13) Title Change

On a Funk/Suders motion/second and carried unanimously on a voice vote, authorization was given to change the title of Assistant Director to Assistant to the Director for Act 93 purposes.

14) Act 93 Administrative Agreement

On a Funk/Barton motion/second and carried unanimously on a voice vote, approval was granted to enter into an Act 93 Administrative Agreement with the Assistant to the Director and Vocational Supervisor for the period July 1, 2016 through June 30, 2019.

15) Administrative Director Increase

On a Funk/Torri motion/second and carried unanimously on a voice vote, approval was given to award a salary increase for the Administrative Director per the contract for satisfactory evaluation in addition to incentive pay per the contract that was achieved.

16) Resignation

Accept the resignation of Barbara Miller, PT Custodian, effective May 25, 2016.

17) Reassignment

Request permission to reassign Belinda Lake from PT to FT Custodian effective immediately. Belinda has agreed to waive medical, dental and vision insurance.

18) Advertise and Interview for Vacancies

Approval is sought to advertise and interview for the following to start prior to the beginning of the second semester of the 2016-17 school year:

Dental Assisting Instructor
Computer Integrated Manufacturing Instructor
AmeriCorps Assistant (Grant Funded – Matching Funds)

On a Funk/Suders motion/second, Chairman Lind asked if there were any questions or discussion. Dr. Torri questioned the AmeriCorps position and the perceived late addition to the staffing for the 2016-17 school year. Dr. Mordan explained the position and the responsibilities of the school should the position be granted to FCCTC. The timing of when the AmeriCorps position came to the school's

attention caused the quick turnaround of getting the information to the JOC. After a brief discussion, Personnel items 16, 17 and 18 carried unanimously on a roll call vote.

Policy:

19) Financial Policies

- 626 Federal Fiscal Compliance
- 626.1 Travel Reimbursement – Federal Programs
- 827 Conflict of Interest

We have received information from the Uniform Grant Guidance that the above updated policies need to be approved prior to the 2016-17 school year. As per PSBA and PASBO, it is our understanding that the JOC can waive the second read and approve on the first read. Content and confirmation on a first read approve has been reviewed by our solicitor.

20) 300 Series Policies – Personnel (Provided for a First Reading);

- 301 Creating a Position
- 302 Employment of Administrative Director/Assistant to the Administrative Director
- 304 Employment of Staff
- 305 Employment of Substitutes
- 306 Employment of Summer School Staff
- 307 Student Teachers/Interns
- 308 Employment Contract/Board Resolution
- 309 Assignment and Transfer
- 310 Abolishing a Position
- 311 Suspensions and Furloughs
- 312 Evaluation of Administrative Director
- 313 Evaluation of Employees
- 314 Physical Examination
- 314.1 HIV Infection
- 317 Conduct and Disciplinary Procedures
- 317.1 Educator Misconduct
- 318 Penalties for Tardiness
- 319 Outside Activities
- 320 Freedom of Speech in Non-school Settings
- 321 Political Activities
- 322 Gifts
- 323 Tobacco
- 324 Personnel Files
- 325 Dress and Grooming
- 326 Complaint Process for Administrative and Professional Employees
- 326.1 Complaint Process for Support Employees
- 328 Compensation Plans/Salary Schedules
- 330 Overtime
- 331 Job-Related Expenses
- 332 Working Periods
- 333 Professional Development
- 334 Sick Leave
- 335 Family and Medical Leave
- 336 Personal Necessity Leave
- 337 Vacation
- 338 Sabbatical Leave – Medical Necessity
- 338.1 Sabbatical Leave – Professional Leave
- 339 Uncompensated Leave
- 340 Responsibility for Student Welfare
- 341 Benefits for Part-time Employees
- 342 Jury Duty
- 343 Paid Holidays
- 347 Return-to-Work
- 348 Unlawful Harassment
- 351 Drug and Substance Abuse

On a Funk/Suders motion/second and carried unanimously on a voice vote, Policy items 19 and 20 were approved as follows: final reading approval given on Item 19 and first reading approval given on Item 20.

Solicitor's Report – None – Mr. Repak will attend the August meeting.

Addenda: None

There being no further business to discuss, the meeting was adjourned at 8:11 p.m.

Respectfully submitted,

Neil D. Rotz
Recording Secretary