

**FRANKLIN COUNTY CAREER AND TECHNOLOGY CENTER
JOINT OPERATING COMMITTEE**

PROPOSED AGENDA: JUNE 23, 2016 - 7:00 p.m.

Call to Order

Moment of Silence and Flag Salute

Roll Call

Recognition of Visitors

Public Comment

Approval of the June 23, 2016 Agenda

Approval of May 19, 2016 Meeting Minutes

Financial Reports: General and LPN Accounts

Correspondence

Reports: Chief Administrative Officer's and Administrative Reports

OLD BUSINESS:

Personnel:

1. Support Staff Job Classification and Wage Scale

Consideration is requested for the implementation of a Job Classification and Wage Scale for Support Staff Employees to be used to determine wage increases starting with the 2016-17 school year.

Policy:

2. Naloxone/Narcon Policy – Second Reading

Approval is sought to adopt a policy on the administration and maintenance of Naloxone. Naloxone is a medication that can reverse an overdose caused by an opioid drug. Opioids are illegal drugs such as heroin, as well as prescription medications used to treat pain such as morphine, codeine, methadone, oxycodone, hydrocodone, fentanyl, hydromorphone, and buprenorphine. The PA Dept of Health is issuing two free doses of Naloxone and a board policy is required for that application process.

NEW BUSINESS:

Financial:

3. Supplemental Equipment Grant Funding

Approval to add funding to the 2015-16 General Operating Budget in the amount of **\$39,026** that was acquired through the Supplemental Equipment. Grant funds will be used to purchase the following:

DRI-CHEM 4000 Chemistry Blood Analyzer (Vet Assist)	\$13,200
Horizontal Band Saw (Welding)	\$15,300
CNC Router Upgrade (Carpentry)	\$8,420
Welder/Plasma Cutter (Auto Body)	\$2,106

4. Support Staff Insurance and Co-Premium

Approval is sought for implementation of the 2016-2017 school year support staff insurance package. FCCTC shall provide individual, two-party or family medical insurance coverage with all participants paying 0% of the total premium cost, which is 2% below the teacher’s co-premium percentage that is calculated each fiscal year (per the CBA).

5. Capital Reserve Fund Disbursements

Approval is sought for the disbursement of 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

The 2016/17 Perkins Grant has been approved by PDE in the amount of \$325,657. Authorization to accept this funding is sought.

<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

JOC support is sought to seek bids for the purchase the exterior shell of the PNP Building to be opened and 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 2015-16 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, July 15 – August 5, 2016 at a cost of \$3,385 for registration (\$2,400) and lodging (\$985).

11. Permission to attend the Hot Rodder’s Qualifiers.

Permission is requested 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 for meals, fuel and tolls (estimated at \$1,000) will be covered through club fundraisers. Rooms are provided by Hot Rodder’s.

Shawn Robinson WASHS
Austin Rhone. CMS
Josh Sabold. SASHS

Austin Zeger. WASHS
Gunner Shearer. CMS
Brock Dobbs. SASHS

Personnel:

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

Aaron Barrick
506 Nottingham Drive
Chambersburg, PA Step 1D Effective August 16, 2016

13. Title Change

Authorization is requested to change the title of Assistant Director to Assistant to the Director for Act 93 purposes.

14. Act 93 Administrative Agreement

Recommend acceptance of the Personnel & Negotiation Committee recommendation for an Act 93 Administrative Agreement with the Assistant to the Director and Vocational Supervisor for the period July 1, 2016 through June 20, 2019.

15. Administrative Director Increase

Approve salary increase for the Administrative Director per contract for satisfactory evaluation.

16. Resignation

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

17. Reassignment

Request permission to reassignment 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
AmeriCorp Assistant (Grant Funded – Matching Funds)

Policy:

19. Financial Policies

We have received some information from the Uniform Grant Guidance that the following updated policies need to be approved prior to the 2016-17 fiscal 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 first read approve has been reviewed by our solicitor.

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

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

Solicitor's Report:

Addenda

Adjournment