

# FRANKLIN COUNTY CAREER AND TECHNOLOGY CENTER JOINT OPERATING COMMITTEE

## PROPOSED AGENDA – August 25, 2016 – 7:00 p.m.

Call to Order

Moment of Silence

Flag Salute

Roll Call

Recognition of Visitors

Public Comment

Approval of August 25, 2016 Agenda

Approval of June 22, 2016 Meeting Minutes

Financial Reports: General Account, LPN Account

Correspondence

Administrative Reports

### **OLD BUSINESS:**

#### **1. Support Staff Insurance and Co-Premium Package 2016-17**

#### **2. Support Staff Job Classification and Wage Salary Scale**

#### **3. 300 Series Policies – Personnel (Second 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

**NEW BUSINESS:**

**Personnel:**

1. **Superintendent of Record Change**  
Appointment of Dr. Sherian Diller, Waynesboro Area School District, Interim Superintendent of Record for the 2016-17 school year.
2. **Substitute Teacher List**  
Approval is sought for the Substitute Teacher List for the 2016-17 school year.
3. **Mentor Teacher Assignments**  
Susan Mills for Megan Baker  
Mike Tosten for Aaron Barrick
4. **School Physician – Dr. Mark Yurek**
5. **Adult Nurse Aide Program Coordination** – United Way of Franklin County
6. **Authorization to Hire Part-time Program Development Specialist** - Practical Nursing Program  
Cheryl A. Brown to direct a Capital Campaign for the Practical Nursing Program Building Project.

**Policy:**

7. **Updated Facility Usage Fee Schedule**

**Financial:**

8. **Non-Resident Tuition Rates**  
Approval is sought to set the overall Non-Resident Tuition Rates for the 2016-2017 school year.

**9. Request permission to use funds from Capital Reserve Account**

Dental Assisting program cabinetry and equipment for the 2016-17 school year.

**10. Reimbursement of General Fund**

Reimburse the General Fund for instructional equipment purchased during the 2015-16 school year with Capital Reserve funds.

**11. Designation of Agent Resolution (PEMA-DAP-2)**

Approval is sought to authorize Neil Rotz to documents for the purpose of obtaining financial assistance under the Robert T. Stafford Disaster Relief and Emergency Assistance Act.

**12. National School Lunch Program Sponsorship – Chambersburg Area School District**

Permit the Chambersburg Area School District to act as sponsoring agency for the FCCTC school lunch program for reimbursement for the 2016-17 school year.

**13. Bid for the PNP Building Shell**

Review and consideration be given on the bid for the construction and placement of the PNP Building Shell.

**14. Bid for Dental Equipment**

Request competitive bids for dental equipment needed for program startup in January, 2017.

**15. Accept Donation of Dental Equipment – Dr. James McHenry**

**Curriculum:**

**16. Faculty and Student Handbooks**

Approval of the Faculty and Student Handbooks.

**17. Memorandum of Understanding – 2016-2017 School Year**

Approval is sought for the Memorandum with the Bureau of Career and Technical Education for participation in the Technical Assistance (TAP) Program.

**18. Affiliation Agreement – Menno Haven**

Renewal of the agreement made for clinical program placement of adult nurse assisting students with Menno-Haven.

**19. FFA National Competition**

Approval is necessary for 8 students and 2 advisors to travel to Springfield, MA to participate in the "Big E" National FFA Competition September 15-18, 2016. The total cost is estimated to be \$2,200.

**Landscaping**

Christian Bakner- WASD  
Hunter McClure- CMS  
Shelby McClure- CMS  
Virginia Snider- CMS

**Vet Assisting**

Emily McNulty – CMS (graduate)  
Tiffany Carver- SASD  
Caitlin Price - CMS  
Sequoia Fernengel - SASD

**Advisors**

Mrs. Cook, Vet Assisting Instructor and Mr. Perry, Landscaping & Horticulture Instructor

Solicitor's Report  
Addenda  
Adjournment