

**FRANKLIN COUNTY CAREER AND TECHNOLOGY CENTER  
JOINT OPERATING COMMITTEE  
August 25, 2016**

The monthly meeting of the Franklin County Career and Technology Center's Joint Operating Committee was held on Thursday evening, August 25, 2016 in the board room with Chairman Lind calling the meeting to order at 7:00 pm, followed by a moment of silence and salute to the flag.

<b>MEMBERS PRESENT:</b>	Carl Barton	Chambersburg
	Ed Norcross	Chambersburg
	Joan Smith	Chambersburg
	Shannon Yates	Greencastle
	Larry Funk	Tuscarora
	Leland Lemley	Waynesboro
	Chris Lind	Waynesboro

<b>MEMBERS ABSENT:</b>	Charlie Suders	Shippensburg
	Geno Torri	Shippensburg

<b>ALSO PRESENT:</b>	Jim Duffey	CareerTech Admin. Director
	Dr. Sherian Diller	Superintendent of Record
	Ronald Repak	Solicitor
	Ben Mordan	CareerTech Assistant Director
	Neil Rotz	CareerTech Business Manager
	Jan Collier	CareerTech LPN Administrator
	Allen Piper	T.S. Board
	Jeff Daughenbaugh	CareerTech Maintenance Supervisor
	David Perry	CareerTech Landscaping & Horticulture/FFA
	Aaron Barrick	CareerTech Culinary Arts
	Tiffany Carver	CareerTech FFA Student
	Shelby McClure	CareerTech FFA Student
	Virginia Snider	CareerTech FFA Student

Cheryl Brown  
Peggy Lind

**RECOGNITION OF VISITORS:** Chairman Lind welcomed everyone to the meeting. Mr. Duffey introduced Aaron Barrick, new Culinary Arts instructor.

**PUBLIC COMMENT:** Allen Piper thanked the Board for their service, and for doing an excellent job.

**APPROVAL OF THE AUGUST 25, 2016 AGENDA:**

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

**APPROVAL OF THE JUNE 23, 2016 MINUTES:**

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

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

**FINANCIAL REPORTS:**

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

General Fund	Beginning Balance 6/1/2016	\$	1,891,089.88
	Receipts June 2016	\$	1,388,844.65
	Expenditures June 2016	\$	(1,507,831.16)
	Ending Balance 6/30/2016	\$	1,772,103.37
General Advisory	Beginning Balance 6/1/2016	\$	51,285.81
	Receipts June 2016	\$	0.00
	Expenditures June 2016	\$	(3,123.12)
	Ending Balance 6/30/2016	\$	48,162.69
LPN Program	Beginning Balance 6/1/2016	\$	740,747.13
	Receipts June 2016	\$	177,631.19
	Expenditures June 2016	\$	(44,280.37)
	Ending Balance 6/30/2016	\$	874,097.95
General Fund	Beginning Balance 7/1/2016	\$	1,772,103.37
	Total Income July 2016	\$	750,467.93
	Total Expenditures July 2016	\$	(836,868.63)
	Ending Balance 7/31/2016	\$	1,685,702.67
General Advisory	Beginning Balance 7/1/2016	\$	48,162.69
	Receipts July 2016	\$	0.00
	Expenditures July 2016	\$	(746.83)
	Ending Balance 7/31/2016	\$	47,415.86

Mrs. Smith asked for clarification regarding the difference on two receipts for Welding Tech I on the Adult Education Financial Report. Mr. Rotz provided an explanation and details.

Mr. Norcross inquired on what software is used to design the 2015-16 General Fund Budgetary Comparison Summary. Per Mr. Rotz, the Summary is an Excel spreadsheet. Mr. Norcross and other committee members stated that they appreciate this format.

Chairman Lind asked to get the \$1.39 closed out from the Restricted Capital Projects, and Mr. Rotz stated that he is currently working on clearing it.

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

**CORRESPONDENCE:** Mr. Duffey referred members to the thank you notes in their packets from two students who attended the HOSA trip to Tennessee.

**CHIEF ADMINISTRATIVE OFFICER'S REPORT:** None

**ADMINISTRATIVE REPORTS:****Jim Duffey:**

- An update on and a copy of a letter of review from the Pennsylvania Department of Education (dated 8/1/2016) regarding a proposed C.N.A. Program. Anticipating opening the course in September 2016; 80 persons are interested
- The current status of enrollment for Adult Ed class offerings for Fall 2016 was provided.
- A Program Development Timeline was discussed. Talked about the manufacturing crosswalk between Welding and CIM.
- Congratulations to Todd Swan and Ben Mordan for being recognized by the Department of Ed for Best

Practices published recently on the PA CTE Resources web site. Both initiatives were submitted to and recommended by PACTA for publication.

- Mr. Perry introduced the Big E Competitions.

**Ben Mordan:**

- The beginning of the year is off to a great start with 492 students enrolled this semester, and 531 enrolled for next semester.
- Details of the Community Engagement Plan and two resource guides were shared.
- Staff is currently completing online courses on *Bullying Prevention in School*. Counselors are working with SAP team members to develop a bullying plan to include education awareness programs.
- An increase in Dual Enrollment Credits has been noted, and a demonstration was provided to elaborate on the details.

**Jan Collier:**

- The move to FCCTC was completed on July 1. Committee members participated in a walk through and site visit as part of this evening's meeting.
- The letter of approval from the State Board of Nursing was shared.
- Thanks and appreciation was extended to Mr. Barton for handing out the diplomas at graduation, and for instrumenting the article in the *Public Opinion*.
- An increase in quality applicants for the program is being realized, with the acceptance rate increasing from 53% to 71%.
- Cheryl Brown, who will run the Capital Campaign for the PNP, was introduced and offered a brief presentation.

**OLD BUSINESS:**

**1. Support Staff Insurance and Co-Premium**

Approval was 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). This personnel item was discussed prior to the meeting by the Personnel Committee.

On a Funk/Barton motion/second and carried unanimously on a voice vote, item #1 was approved.

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

Consideration is requested for the implementation of a Job Classification & Wage Scale for Support Staff Employees to be used to determine wage increases starting with the 2016-17 school year. This personnel item was discussed prior to the meeting by the Personnel Committee.

On a Funk/Smith motion/second and carried unanimously on a voice vote, item #2 was approved.

**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

Mr. Duffey stated that Policy 313 will be pulled because it requires further clarification and analysis.

On a Funk/Smith motion/second and carried unanimously on a voice vote, approval was given to all policies with the exception of Policy 313.

## **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. A revised schedule of appointments was included in members' packets.

On a Funk/Norcross motion/second and carried unanimously on a voice vote, approval was given to appoint Dr. Diller as the Interim Superintendent of Record.

Chairman Lind requested that Mr. Duffey present Personnel Items #2 through #6 for a combined motion and vote.

#### **2. Substitute Teacher List**

Approval was sought for the Substitute Teacher List for the 2016-17 school year. Approval was also sought to add subsequent substitute teachers to the active list based on the Assistant to the Director's recommendation.

**3. Mentor Teacher Stipends**

Approval was sought for the following individuals to serve as mentors for the referenced new teachers at a rate of \$500 for the school year.

Susan Mills for Megan Baker  
Mike Tosten for Aaron Barrick

**4. School Physician**

A recommendation was made to contract with Dr. Mark Yurek, 1035 Wayne Avenue, Chambersburg, PA, to serve as the FCCTC School Physician for the 2016-17 school year at a rate of \$500 for the year.

**5. Nurse Aide Program Coordination Contract**

A recommendation was made to enter into a contract with the United Way of Franklin County to use Cheri Kearney as the Program Coordinator for the Adult Nurse Aide Program for a period not to exceed one year from the start of 2016-17 classes. Compensation for these duties would be established at \$30/hour, not to exceed \$250 total per class.

**6. Authorization to Hire Part-time Program Development Specialist - Practical Nursing Program**

Authorization was sought to utilize the services of Cheryl A. Brown, Professional Fundraiser, to direct a Capital Campaign for the Practical Nursing Program Building Project at a rate of \$50/hour not to exceed, on average, 8 hours per week for the 2016-17 school year.

On a Funk/Yates motion/second and carried unanimously on a voice vote, approval was given to the combined Personnel Items #2 through #6.

Chairman Lind requested that Mr. Duffey present Policy and Financial Items #7 through #12 for a combined motion and vote.

**Policy:**

**7. Facility Usage Fee Schedule**

Authorization was sought to update the fee schedule associated with facility usage for the 2016-17 school year to accommodate a broader range of clientele and increased demand.

**Financial:**

**8. Non-Resident Tuition Rates**

Approval was sought to set the overall Non-Resident Tuition Rates for the 2016-2017 school year at \$7,818 per student. (Total Budget {\$6,339,521}/Avg. 2013-14, 2014-15, and 2015-16 ADM's 810.90). The Fannett Metal rate will be established at \$5,819 {Total amount shared by member districts \$4,718,632 ÷ Avg. 2013-14, 2014-15, and 2015-16 ADM's 810.90}.

**9. Funds from Capital Reserve Account**

Permission was requested to transfer up to \$75,000 from the Capital Reserve Account to the General Fund to purchase the first phase of equipment needed for the Dental Assisting program for the 2016-17 school year.

**10. Reimbursement of General Fund**

Permission was requested to reimburse the General Fund for instructional equipment purchased during the 2015-16 school year with Capital Reserve funds in the amount of \$128,085.70.

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

Approval was sought to authorize Neil Rotz, Business Manager, to execute for and on behalf of FCCTC, all required forms and 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**

Approval was sought to permit the Chambersburg Area School District to act as sponsoring agency for the FCCTC school lunch program for reimbursement under the National School Breakfast and Lunch programs for the 2016-17 school year.

On a Funk/Smith motion/second and carried unanimously on a voice vote, approval was given to the combined Policy and Financial Items #7 through #12.

Mr. Duffey informed members of an update to Item #9 as of August 25, 2016. Keystone Health is expanding their clinic and bringing in new equipment, and has offered to donate their old cabinets to our Dental Assisting Program. This opportunity would allow the draw from the Capital Reserve Account to be less than the \$75,000 previously requested.

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

Approval was sought on the low bid of \$293,478 (less \$52,120 in modifications) from Morton Buildings, Inc., 252 West Adams, Morton, IL 61550 for the construction and placement of the PNP Building Shell. The motion required would be to accept bids, issue the letter of intent to award, draft and sign contracts, and send the notice to proceed.

A brief discussion ensued regarding the price and the \$52,120 reduction for modifications. Mr. Duffey stated that once the township issues the land development permits, Morton will begin work. The projected timeframe includes setting the shell by the end of the year, with students starting work on the building in January.

On a Funk/Smith motion/second and carried unanimously on a voice vote, approval was given to the bid for the PNP Building Shell.

Chairman Lind requested that Mr. Duffey present Financial and Curriculum Items #14 through #19 for a combined motion and vote.

**14. Bid for Dental Equipment**

Approval was requested to seek competitive bids for dental cabinetry and equipment as per attached Bid Sheet that is needed for program startup in January, 2017.

**15. Donation – Dr. Donnel McHenry**

The JOC was asked to accept a donation of dental equipment valued at \$3,000 from Dr. Donnell McHenry, 2450 Eagle Drive, Chambersburg, PA 17202. Items donated and estimated value are as follows:

X-Ray Unit	1 each	\$1,500	\$1,500
Track Lighting	3 each	\$500	<u>\$1,500</u>
Total			\$3,000

**Curriculum:**

**16. Faculty and Student Handbooks**

A recommendation was made to approve the Faculty and Student Handbooks for the 2016-2017 School Year.

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

Approval was sought for the Memorandum of Understanding between Career and Technical Centers and Participating School Districts and the Bureau of Career and Technical Education for participation in the Technical Assistance (TAP) Program.

**18. Affiliation Agreement – Menno Haven**

Approval was sought to renew the agreement made for clinical program placement of adult nurse assisting students with Menno-Haven in accordance with the Pennsylvania Department of Education Nurse Aide Training and Competency Evaluation Program (NATCEP).

**19. FFA National Competition**

Approval was sought for 8 students and 2 advisors from the FCCTC Chapter of the FFA to travel to Springfield, MA to participate in the "Big E" National FFA Competition September 15-18, 2016. The cost of travel (van rental), lodging and meals is estimated to be \$2,201.50 (Half of the student lodging, as well as all of the student meals, are to be covered by our CTSO).

**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

On a Funk/Smith motion/second and carried unanimously on a voice vote, approval was given to the combined Financial and Curriculum Items #14 through #19.

**Solicitor's Report:** Mr. Repak thanked members for his continued inclusion with the JOC.

- He advised the members that their firm has changed their name from Andrews & Beard to *Beard Legal Group*.
- Transgender Issue – The U.S. Supreme Court states that, under Title 9, we must give full legal rights to transgender students.

Addenda: None

There being no further business to discuss, the meeting was adjourned at 8:13 p.m.

Respectfully submitted,

Neil D. Rotz  
Recording Secretary