

**FRANKLIN COUNTY CAREER AND TECHNOLOGY CENTER
JOINT OPERATING COMMITTEE
September 22, 2016**

The monthly meeting of the Franklin County Career and Technology Center's Joint Operating Committee was held on Thursday evening, September 22, 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.

MEMBERS PRESENT:	Carl Barton	Chambersburg
	Ed Norcross	Chambersburg (late arrival at 7:27 pm)
	Joan Smith	Chambersburg
	Charlie Suders	Shippensburg
	Larry Funk	Tuscarora
	Leland Lemley	Waynesboro (departed at 8:03 pm)
	Chris Lind	Waynesboro

MEMBERS ABSENT:	Shannon Yates	Greencastle
	Geno Torri	Shippensburg

ALSO PRESENT:	Jim Duffey	CareerTech Admin. Director
	Dr. Sherian Diller	Superintendent of Record
	Ben Mordan	CareerTech Assistant Director
	Neil Rotz	CareerTech Business Manager
	Scott Cole	Career Tech Vocational Supervisor
	Jan Collier	CareerTech LPN Administrator
	Terry Miller	Career Tech Co-op Coordinator
	Peggy Lind	

RECOGNITION OF VISITORS: Chairman Lind welcomed everyone to the meeting. Terry Miller, Co-op Coordinator for FCCTC, introduced himself to the Committee.

PUBLIC COMMENT: None

APPROVAL OF THE SEPTEMBER 22, 2016 AGENDA:

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

APPROVAL OF THE AUGUST 25, 2016 MINUTES:

On a Funk/Lemley motion/second and carried unanimously on a voice vote, the minutes were approved.

FINANCIAL REPORTS:

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

General Fund	Beginning Balance 8/1/2016	\$ 1,685,702.67
	Receipts August 2016	\$ 708,002.55
	Expenditures August 2016	\$ (659,590.57)
	Ending Balance 8/31/2016	\$ 1,734,114.65
General Advisory	Beginning Balance 8/1/2016	\$ 47,415.86
	Receipts August 2016	\$ 0.00
	Expenditures August 2016	\$ (1,046.08)
	Ending Balance 8/31/2016	\$ 46,369.78
LPN Program	Beginning Balance 7/1/2016	\$ 872,477.05
	Receipts July 2016	\$ 30,264.24
	Expenditures July 2016	\$ (12,526.27)
	Ending Balance 7/31/2016	\$ 890,215.02

LPN Program	Beginning Balance 8/1/2016	\$	890,215.02
	Receipts August 2016	\$	37,849.21
	Expenditures August 2016	\$	(189,965.65)
	Ending Balance 8/31/2016	\$	738,098.58

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

CORRESPONDENCE: None

CHIEF ADMINISTRATIVE OFFICER'S REPORT: None

ADMINISTRATIVE REPORTS:

Jim Duffey:

- Presented the minutes from the GAC meeting from September 12, 2016.
- Provided an update of the Buildings and Grounds 1-3 Year Upkeep Plan.
- Provided an updated map of the building.
- Provided a financial report dated July 1, 2015 to June 30, 2016 for the LCCTC CDL Program.
- Reviewed a memo from Superintendent Joe Padasak for programs the CASD would like to see added at FCCTC, and a lengthy discussion followed. Mr. Norcross requested that, for the record, the minutes reflect that members of the Chambersburg JOC were unaware of Dr. Padasak's memo prior to receiving a copy from Mr. Duffey for inclusion at this meeting. Mr. Norcross further stated that many of the ideas suggested in the memo were proposed by Mr. Duffey a year ago, and that he has discussed them with the JOC numerous times since then.

Scott Cole:

- Provided a brief summary on two current initiatives related to student services and FCCTC staff development. The topics included the *Suicide Prevention Plan* and the *Bullying Prevention Plan*. Approval of the plans will be included on the agenda for the JOC meeting in October 2016.

Ben Mordan:

- Discussed updates and presented spreadsheets on recruitment and current student enrollment. Per requests from JOC members, Dr. Mordan will update enrollment numbers to include a *Waiting List by Program* and *Maximum Enrollment by Program*.

Jan Collier

- Provided a report on the Practical Nursing Program, discussing future facilities, relocation, Career Link, financial aid, student enrollment/applications, and trends. The acceptance rate has dropped slightly to 61% (June to August) as compared to 71.4% in the second quarter. Admission testing continues at 17% above testing compared to August 2015.
- Mrs. Collier and Mr. Duffey will review policy regarding *naming rights* for the PNP future facilities.
- Members discussed Cheryl Brown's letter, questioning what led to her resignation from the position of Program Development Specialist. A brief description followed.
- Mrs. Collier informed the Committee that she feels she has found a suitable replacement for the position in Mr. Dennis Koontz, who is retired from Scotland School for Veterans Children. Mr. Koontz has run successful fundraising campaigns throughout the years, and, in addition to having provided a proposal and a Bio, is currently preparing a plan. Mrs. Collier will share this information with the Board at the October meeting.

Chairman Lind requested that the Committee combine all the agenda items for Old Business and New Business into one vote.

OLD BUSINESS:

1. Policy 313 Evaluation of Employees (Second Reading);

Final approval was sought for Policy 313 with additional language regarding support staff performance as related to wage scale increases.

NEW BUSINESS:

Personnel:

1. Resignation

Accepted the resignation of Cheryl Brown, PT Program Development Specialist for the PNP, retroactive to September 2, 2016.

2. Authorization to Hire the following professional employees

Computer Integrated Manufacturing Instructor	Bryan Alleman 1431 Quarry Road Loysville, PA 17047 Step 11B – Start Date: 1/3/17
Dental Assisting Instructor	Chelsea Miller 1375 Spring Side Drive West Chambersburg, PA 17201 Step 2A – Start Date: 11/7/16

3. CTSO and Other Participatory Organizations

Approval was sought for the following individuals to serve as club advisors for the 2016-17 school year.

CTSO:	DECA - Sue Mills
	FFA - Lisa Cook, Dave Perry
	SKILLS USA - Kathy Estep, Steve Grove, Bryan Hawbecker
	HOSA - Marla Moore, Sharla Dunlap, Deb Olson
OTHER:	AWS - Elisa Donaldson
	Hot Rodder's - Bobby Bard
	NTHS - Brenda Kimple

Policy:

4. 600 Series Policies – Finances (First Reading);

601	Fiscal Objectives	614	Payroll Authorization
602	Budget Planning	615	Payroll Deductions
603	Budget Preparation	616	Payment of Bills
604	Budget Adoption	617	Petty Cash
607	Tuition Income	618	Student Activity Funds
608	Bank Accounts	618.1	Production (Shop) Fund Activities
609	Investment of Funds	619	District Audit
610	Purchases Subject to Bid/Quote	620	Fund Balance
611	Purchases Budgeted	622	GASB Statement 34
612	Purchases Not Budgeted	623	Credit Cards
613	Cooperative Purchasing	624	Taxable Fringe Benefits

Financial:

5. Donation of Dental Equipment

Approval was required to accept a donation of dental cabinetry from Keystone Health.

<u>Item Donated</u>	<u>Qty</u>	<u>Brand</u>	<u>Estimated Value</u>
12 O'Clock Cabinets	2	Belmont	\$5,600
End Cabinets	2	Belmont	\$2,500
Center Island	1	Belmont	<u>\$3,500</u>
Total			\$11,600

6. Bid for Dental Equipment

Approval was requested to accept the low bid for first year dental equipment needed for program start-up.

<u>Bids</u>		
	Benco Dental	\$35,136.71
	Patterson	\$38,610.00
	Henry Schein	\$39,380.00

7. Mechatronics Equipment - Perkins

Approval was sought to purchase the following equipment for the Mechatronics program paid for through Perkins funding.

<u>Item</u>	<u>Qty</u>	<u>Vendor</u>	<u>Cost</u>
Servo Robot Training System	1	Educational Solutions Enterprises	\$36,217

- The manufacturer, Festo Didactic, has attested to being the sole source provider of this equipment.

Curriculum:

8. Partnership for Education Agreement – 1st Ed Credit Union

Approval was sought to enter into an agreement with the 1st Ed Credit Union to operate student assisted banking in the Franklin County Career & Technology Center. The bank will be run as a student enterprise through our Marketing program.

9. Occupational and General Advisory Committee Membership – 2016-17

JOC approval was sought for the GAC and OAC rosters for the 2016-17 school year.

On a Funk/Norcross motion/second and carried unanimously on a voice vote, the agenda (Old Business Policy 313 and New Business Items 1 through 9) was approved.

Solicitor's Report – None

Addenda – None

Adjournment

There being no further business to discuss, the meeting was adjourned at 8:14 p.m.

Respectfully submitted,

Neil D. Rotz
Recording Secretary