

**FRANKLIN COUNTY CAREER AND TECHNOLOGY CENTER
JOINT OPERATING COMMITTEE
December 15, 2016**

The monthly meeting of the Franklin County Career and Technology Center's Joint Operating Committee was held on Thursday evening, December 15, 2016 in the board room with Vice Chairman Barton calling the meeting to order at 7:00 p.m., followed by a moment of silence and salute to the flag.

MEMBERS PRESENT:	Carl Barton	Chambersburg
	Rob Floyd	Chambersburg - alternate
	Joan Smith	Chambersburg
	Shannon Yates	Greencastle
	Larry Funk	Tuscarora
	Leland Lemley	Waynesboro

MEMBERS ABSENT:	Ed Norcross	Chambersburg
	Charlie Suders	Shippensburg
	Geno Torri	Shippensburg
	Chris Lind	Waynesboro

ALSO PRESENT:	Jim Duffey	CareerTech Admin. Director
	Dr. Sherian Diller	Superintendent of Record
	Ben Mordan	CareerTech Asst. Director
	Neil Rotz	CareerTech Business Manager
	Jan Collier	CareerTech LPN Administrator

RECOGNITION OF VISITORS: Vice Chairman Barton welcomed everyone to the meeting, and recognized Mr. Garrett Gibson, who was attending the meeting for a school's civics project, and Mr. Dennis Koontz of Streams Consultancy LLC.

PUBLIC COMMENT: None

REORGANIZATION:

The Articles of Agreement for the establishment and operation of the Franklin County Career and Technology Center, Page 3, Section 8 for *Officers* and *Meeting Dates* were quoted by Mr. Duffey.

On a Funk/Smith motion, Mr. Barton was nominated for Chairman. The motion carried unanimously by a roll-call vote:

Mr. Barton – Yes	Mr. Yates – Yes
Mr. Floyd – Yes	Mr. Funk – Yes
Mrs. Smith – Yes	Mr. Lemley – Yes

On a Funk/Smith motion, Mr. Yates was nominated for Vice-Chairman. The motion carried unanimously by a roll-call vote:

Mr. Barton – Yes	Mr. Yates – Yes
Mr. Floyd – Yes	Mr. Funk – Yes
Mrs. Smith – Yes	Mr. Lemley – Yes

On a Funk/Smith motion/second and carried unanimously on a voice vote, the meeting dates for 2017 were approved as follows:

All Meetings to Start at 7:00PM
Fourth Thursday of Every Month Unless Otherwise Indicated
2017

January 26	July – No Meeting
February 23	August 24
March 23	September 28
April 27	October 26
May 25	November 16 (3rd Thursday)
June 22	December 21 (3rd Thursday)

APPROVAL OF THE DECEMBER 15, 2016 AGENDA:

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

APPROVAL OF THE NOVEMBER 17, 2016 MINUTES:

On a Funk/Smith 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 11/1/2016	\$	1,663,906.00
	Receipts November 2016	\$	708,501.27
	Expenditures November 2016	\$	(596,186.58)
	Ending Balance 11/30/2016	\$	1,776,220.69
General Advisory	Beginning Balance 11/1/2016	\$	40,749.26
	Receipts November 2016	\$	0.00
	Expenditures November 2016	\$	(3,238.56)
	Ending Balance 11/30/2016	\$	37,510.70
LPN Program	Beginning Balance 11/1/2016	\$	830,638.10
	Receipts November 2016	\$	11,651.62
	Expenditures November 2016	\$	(178,300.58)
	Ending Balance 11/30/2016	\$	663,989.14

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

CORRESPONDENCE:

Mr. Duffey shared an email from Lynette Bartol, Nurse Aide Training Program Advisor and evaluator with the PDE. Ms. Bartol stated that based on the plan of remediation, PDE determined that our C.N.A. Program meets the criteria of the Federal Omnibus Budget Reconciliation Act (OBRA), and is approved for two (2) years.

Mr. Duffey referred Committee members to the letter from Mr. Paul Cullinane, Jr. and *Friends of the Downtown Water Wheel*, thanking FCCTC, Mr. Swan, Mr. Yeager, and the Carpentry and Ag Mechanic students for their contributions in restoring the Water Wheel.

CHIEF ADMINISTRATIVE OFFICER'S REPORT: None

ADMINISTRATIVE REPORTS:

Jan Collier:

- Introduced Mr. Dennis Koontz of Streams Consultancy, LLC, Capital Campaign Coordinator for the PNP. Mr. Koontz stated that his role is to advise and guide Mrs. Collier through the Campaign planning process. In addition, Mr. Koontz outlined the strategies, phases, and events as the Campaign progresses. The Campaign Banquet is scheduled for March, 2017, and Mr. Koontz urged all Committee members to attend this public kick-off event.
- Referred Members to the program from the Ground Breaking Ceremony on December 8.
- Presented the artist's rendering of the finished shell of the PNP building provided by Morton Buildings, Inc.

- Invited Members to graduation at St. Paul United Methodist in Chambersburg on Thursday, February 2, 2017.

Ben Mordan:

- Discussed the Bully Boxes and posters to accompany the Bullying Plan.
- Advised that student applications are due on Friday, December 16 and the applications will be sorted next week. Interviews have been scheduled starting with Waynesboro on January 27 and ending with Fannett Metal on March 2. The goal is to finalize schedules by late March or early April.
- Stated that new student orientation for 2nd semester (which begins on Tuesday, January 17) is scheduled for Wednesday, January 4 from 6:00 to 7:30 P.M.
- Presented a spreadsheet, *Sending School Applications, Quantities and Percentages*, as of 12/11/16. Since that date, an additional 50 applications have been received.
- Plans to supply the Committee at the January meeting with two helpful reports: One to capture current enrollment for both 1st & 2nd semester and another to provide accurate data of those students who participated in the school tours, open houses, the application process, etc.

Jim Duffey:

- Provided a draft of the FCCTC tentative calendar for 2017-2018.
- Shared an email from Susan Mills showing the results of the DECA District Competition at Wilson College on Monday, December 12. Three students from FCCTC placed 1st, four placed 2nd, and one student placed 3rd.
- Shared an email from Bobby Bard summarizing the team’s efforts in the Hot Rodders Engine Competition December 5-9. Even though they didn’t place, each member of the team received a \$5,000 scholarship to four different schools for their participation in the event.
- Advised that a meeting has been scheduled on Thursday, January 5 with Sapphire regarding our student information system. Since FCCTC is unique and Sapphire has never done a CTC, Mr. Duffey stated that he will also explore Skyward because of their broad experience with CTC.
- Reminded the personnel committee that negotiations begin January 1. As required by law, the first meeting must be held by January 10, 2017.
- Offered a poinsettia to each member.

A brief discussion ensued regarding current and new members of various committees of the JOC.

OLD BUSINESS:

Policy

1. 700 Series Policies – Facilities (Final Reading)

701	Facilities Planning	708	Lending of Equipment and Books
702	Gifts, Grants and Donations	709	Building Security
703	Sanitary Management	710	Use of Facilities by Staff
704	Maintenance	711	Naming Rights
705	Safety	712	Sponsorship
706	Property Records	716	Integrated Pest Management
706.1	Disposal of Surplus Property	717	Cellular Phones
706.2	SDS Compliance	718	Service Animals in Schools
707	Use of Center Facilities		

Prior to the motion and second to approve the 700 Series Policies, Vice-Chairman Barton referred to Policy 711, *Naming Rights*, prompting a brief discussion. Vice-Chairman Barton asked that the 700 Series Polices be approved as presented, and then revisit relationship issues at the January meeting.

On a Funk/Smith motion/second and carried unanimously on a voice vote, the policies were approved as presented.

NEW BUSINESS:

Personnel:

1. Resignation

The Joint Operating Committee was asked to accept the resignation of Scott Cole from the position of Vocational Supervisor effective January 20, 2017.

On a Funk/Smith motion/second and carried unanimously on a voice vote, Mr. Cole's resignation was approved as presented.

2. Job Description Revision

A request was made to make revisions to the job description of the Vocational Supervisor to that of Principal with minor modifications being made to the duties of the position. Vice-Chairman Barton inquired about the modifications, and Mr. Duffey reviewed the changes with Members prior to the motion/second for approval.

On a Funk/Smith motion/second and carried unanimously on a voice vote, the job description revision was approved as presented.

3. Advertise, Interview & Hire

Approval was sought for the administration to advertise and interview for the position of Principal and to give authorization for the Administrative Director to offer employment to the selected candidate (with consultation from the Personnel Committee for a salary of approximately \$75,000) prior to the JOC meeting in January. Mr. Lemley and Vice-Chairman Barton noted that a candidate is typically hired pending Board approval, and that the salary is contingent upon a range "not to exceed..."

On a Funk/Yates motion/second and carried unanimously on a voice vote, the Board voted only to approve the advertisements, interviews, and negotiations. (Authorization to hire was not approved.)

4. Hire

Requested approval to hire Melissa Kuhns, 2304 Bodie Island Drive, Chambersburg, PA 17202, as a full time Administrative Assistant for the Practical Nursing Program effective December 1, 2016 at a rate of \$12.50/hour for a 245-day schedule.

On a Funk/Yates motion/second and carried unanimously on a voice vote, the new hire was approved as presented.

5. Mentor Stipends

Authorization is required to provide a stipend of \$250 to the following individuals for serving as mentor teachers during the second semester.

Lisa Cook for:	Chelsea Miller
Dwight Munson for:	Bryan Alleman

On a Funk/Smith motion/second and carried unanimously on a voice vote, the stipends were approved as presented.

Curriculum:

6. Secondary Nurse Assisting Clinical Agreement

Approval was sought to renew the Agreement of Affiliation agreement with the Shook Home in Chambersburg to provide the site for clinical training for C.N.A. certification.

On a Funk/Yates motion/second and carried unanimously on a voice vote, the curriculum was approved as presented.

Policy:

7. Comprehensive Plan Document - 2017-2020

Approval was sought to support the submission of the Franklin County CTC Comprehensive Plan to the Pennsylvania Department of Education for review to take effect starting July 1, 2017 to be effective through June 30, 2020.

On a Funk/Yates motion/second and carried unanimously on a voice vote, the Comprehensive Plan Document was approved as presented.

8. Bullying Prevention Plan

Requested approval for the Franklin County CTC Bullying Prevention Plan to go into effect starting Semester II of the 2016-17 School Year.

On a Funk/Yates motion/second and carried unanimously on a voice vote, the Bullying Prevention Plan was approved as presented.

Solicitor's Report - None

Addenda – Mr. Funk suggested that FCCTC contract their food service with Metz instead of CASD, and asked to see a presentation from Metz in January. He asked Mr. Rotz to contact other districts regarding their food service operations, especially Greencastle and Tuscarora, since they both use Metz. Mr. Barton requested that data be collected on the current operations of TSD and GASD and the CASD/CMS/CTC and FLC to understand the current costs and operational relationships. He requests that this information be reviewed and provided to the JOC and CTC/CMS staff before inviting Metz to give a presentation.

Adjournment

There being no further business to discuss, the meeting was adjourned at 8:17 p.m.

Respectfully submitted,

Neil D. Rotz
Recording Secretary