

**FRANKLIN COUNTY CAREER AND TECHNOLOGY CENTER
JOINT OPERATING COMMITTEE
January 26, 2017**

The monthly meeting of the Franklin County Career and Technology Center's Joint Operating Committee was held on Thursday evening, January 26, 2017 in the board room with Chairman Barton calling the meeting to order at 7:00 p.m., followed by a moment of silence and salute to the flag.

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| MEMBERS PRESENT: | Carl Barton | Chambersburg |
| | Mark Schur | Chambersburg - alternate |
| | Joan Smith | Chambersburg |
| | Shannon Yates | Greencastle |
| | Charlie Suders | Shippensburg |
| | Geno Torri | Shippensburg |
| | Larry Funk | Tuscarora |
| | Chris Lind | Waynesboro |

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| MEMBERS ABSENT: | Ed Norcross | Chambersburg |
| | Leland Lemley | Waynesboro |

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| 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 |
| | Jeff Daughenbaugh | CareerTech Maintenance Supervisor |
| | Steve Grove | CareerTech Exploratory Coordinator |
| | Terry Miller | CareerTech Co-op Coordinator |
| | Lori Bumbaugh | CASD Food Service |
| | Allen Piper | Pres/CRG-TSB Member |
| | Mrs. Lind | |

RECOGNITION OF VISITORS: Chairman Barton welcomed everyone to the meeting, recognizing Mr. Allen Piper, employees from both FCCTC and CASD, and Mrs. Lind.

PUBLIC COMMENT: Mr. Alan Piper, representing Citizens for Responsible Government, urged all to be aware of and pay attention to Senator Argall's bill that is public education-related. This bill, not yet introduced, is derived from Senate Bill 76 and House Bill 76.

EXECUTIVE SESSION: Chairman Barton announced that an executive session will be held this evening prior to Personnel Item #7.

APPROVAL OF THE JANUARY 26 AGENDA:

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

APPROVAL OF THE DECEMBER 15, 2016 MINUTES:

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

FINANCIAL REPORTS:

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

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| General Fund | Beginning Balance 12/1/2016 | \$ | 1,776,220.69 |
| | Receipts December 2016 | \$ | 1,110,352.95 |
| | Expenditures December 2016 | \$ | (747,087.20) |
| | Ending Balance 12/31/2016 | \$ | 2,139,486.44 |
| General Advisory | Beginning Balance 12/1/2016 | \$ | 37,510.70 |
| | Receipts December 2016 | \$ | 0.00 |
| | Expenditures December 2016 | \$ | (4,757.76) |
| | Ending Balance 12/31/2016 | \$ | 32,752.94 |
| LPN Program | Beginning Balance 12/1/2016 | \$ | 663,989.14 |
| | Receipts December 2016 | \$ | 138,450.01 |
| | Expenditures December 2016 | \$ | (44,907.20) |
| | Ending Balance 12/31/2016 | \$ | 757,531.95 |

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

CORRESPONDENCE:

PNP letter of invitation to the fundraising dinner, presented by Mrs. Collier.

CHIEF ADMINISTRATIVE OFFICER'S REPORT: None

ADMINISTRATIVE REPORTS:**Jan Collier:**

- Stated that the progress payment toward the PNP building has been made, and that Morton Buildings is slated to begin construction in February or early March.
- Advised that work continues on the development of the Capital Campaign. The key statement, *Expanding Excellence, Transforming Lives*, has gone to press and is being finalized.
- Announced Campaign Committee members: Joanne Cochran (Honorary Chair), Keystone Health; Deb Brechbill of Brechbill & Helman; Dr. Paul Orange; Lucille Stence, retired, Chambersburg Hospital; and FCCTC-PNP faculty members Debbie Coombs, Pam Hoffeditz, Lisa Mentzer, and Deb Ramer.
- Invited members to attend the Fundraising Dinner in the cafeteria at FCCTC on Thursday, March 9 from 6:00 to 8:00 p.m. The dinner will be prepared by the Culinary Arts students, and Mrs. Collier is hoping for 100-150 attendees. A suggestion was made that Mrs. Collier invite board members from all participating school districts.
- Shared that through the sale of the Falling Spring Nursing and Rehab Center, \$200,000 has been earmarked for scholarships for nursing, most specifically for RNs. A brief discussion ensued regarding scholarship funds for our students. Chairman Barton and Mr. Piper will follow-up to see if scholarships can eventually be offered to our LPN students.
- Reported that no progression has been made in the regulatory process to the Nursing Education Proposed Regulations. Mrs. Collier will continue to keep the Board updated.
- Invited Members to the graduation ceremony on Thursday, February 2, 2017. The speaker will be Dr. Fauzia Sheikh, MD, Chief Medical Officer at Roxbury Treatment Center. The center employs a number of our LPNs.
- Advised that classes for February 2017-18 start on Monday, February 6, and 29 students are expected to start.

Ben Mordan:

- Referred Members to the comprehensive FCCTC *Guidance Plan* in their packets, and presented a brief overview of the Plan. Asked that Members review the document and consider it for approval at the February meeting.
- Presented reports via spreadsheets to include:
 - 2017-2018 First Round Application Data prior to 12/18/16
 - Student participation in events, number of applications, and dates of student interviews
 - Number of Students who selected each Program as their First Choice.

A brief discussion ensued regarding the need for additional instructors/programs and/or alternatives for those programs that have high numbers on their waiting lists. Mr. Duffey stated that once committee members are assigned within the JOC, the Budget & Finance Committee will meet in February to examine the budget and options. He will present a report to the JOC at the March meeting.

Jim Duffey:

- Because Mr. Duffey will not be able to attend the meeting on April 27, the Members agreed to meet on Wednesday, April 19 instead.
- Referred Members to the forms from the State Ethics Commission, stating that they are to be returned to the Commission by May 1, 2017. Members should return their completed forms to Mr. Rotz by April 14 to meet the May 1 deadline.
- Shared results of the district level SKILLS USA DISTRICT COMPETITION held January 16, noting that all FCCTC participants did extremely well with many receiving gold, silver, and bronze medals. FCCTC will be sending 20-25 students to the State Competition April 19-20 in Hershey.
- Reviewed the Spring 2017 Course Selection Guide, and stated that 13 classes have enough enrollment to start in February.

OLD BUSINESS:

Policy

1. 700 Series Policies – Facilities

Recommended additional changes to policies 711 – Naming Rights and 712 – Sponsorship.

711 Naming Rights
712 Sponsorship

Chairman Barton reviewed and discussed changes to the policies from the initial approval.

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

NEW BUSINESS:

Committee Assignments:

1. Determination and Assignments of Committees for the Calendar Year – 2017

It was recommended that the Joint Operating Committee members determine appropriate committees and assign necessary representatives for committees selected for the Calendar Year 2017. The committees are *Personnel and Negotiation Committee*, *Budget and Finance Committee*, and *Building and Grounds Committee*. Committee members were assigned as follows:

Personnel & Negotiation Committee: Chris Lind, Larry Funk, Charlie Suders, Carl Barton (Alt).

Budget & Finance Committee: Geno Torri, Leland Lemley, Joan Smith, Shannon Yates (Alt).

Building & Grounds Committee: Ed Norcross, Larry Funk, Shannon Yates, Joan Smith (Alt).

Financial

2. Competitive Equipment Grant Funding

Approval was sought to add funding to the 2016-17 General Operating Budget in the amount of **\$15,000** that was acquired through the PA Department of Education Competitive Equipment Grant. Grant funds will be used as matching funds to purchase a JLG Lift 45' Articulating Boom for the Carpentry and OSHA programs in the amount of \$29,900 from Best Line Equipment. Best Line is a Co-Star preferred vendor.

Lind/Funk made a motion/second to approve Items #1 & #2. Mr. Lind then suggested that the Committee combine their votes on Items #1 thru #5, and the motion was unanimously approved on a voice vote.

3. Student Management System

Approval was sought to contract with Skyward Software for Student Management System software for the period July 1, 2017 to June 30, 2020 for a total \$78,145 payable as follows:

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|------------------|----------|---------------|----------|
| By June 30, 2017 | \$24,531 | June 30, 2019 | \$12,001 |
| June 30, 2018 | \$29,612 | June 30, 2020 | \$12,001 |

Reviewed the Student Management System proposal in detail, and a brief discussion ensued regarding the comparison between Classmate and Skyward and Skyward's capabilities.

4. Donation for PNP Capital Campaign

Requested approval of donations received totaling \$1,250 towards the PNP Building Capital Campaign.

Mr. Lind revised his motion on Item #4 to state approval for all future PNP capital campaign donations.

Chairman Barton asked for a vote on Mr. Lind's amendment, and the motion was unanimously approved on a voice vote.

5. Donation – Handheld X-Rays (2 Each)

Approval was sought to accept the donation of two handheld Nomad X-Ray Machines from Dr. Yooson Kim, 3411 Main Street, Morgantown, PA 19543 obtained through Benco Dental valued at \$3,076.

Curriculum:

6. 2017-18 School Calendar

Approval was sought to accept the proposed 2017-18 Franklin County CTC School Calendar, and a brief discussion followed on getting all school districts on the same calendar.

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

Other: Cafeteria Information Update/Discussion

Mr. Duffey distributed two reports regarding the cafeteria. One report, generated by Ms. Bumbaugh, included an overview of revenues and expenses, and the current administrative responsibilities of CASD Food Service. Mr. Duffey supplied a report of FCCTC Profit/Loss prior to contracting with CASD Food Service for academic school years 2007 thru 2011. A brief discussion followed to include:

- o Look at a couple of things in the next contract (i.e. split the cost of maintenance and equipment with CASD).
- o Examine the expenses for maintenance and equipment from previous years (as time permits).
- o Realize the fact that FCCTC might have to increase the size of the cafeteria in the future.
- o The cafeteria should be self-sustaining.

8:17 p.m. – Recess to Executive Session for Personnel
8:52 p.m. – Reconvened

Personnel:

7. Permission to Hire

Principal

Adam R. Whisel
214 W. Main Street
Everett, PA 15537
\$75,000

IT Intern (Coop)

NTE 20 hours per week @ \$7.25/hour through 5/31/17.
Carson Seese
69 Jamestown Road
Shippensburg, PA 17257

On a Funk/Lind motion/second and carried unanimously on a roll-call vote:

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|------------------|-----------------|-----------------------|
| Mr. Lind – Yes | Mr. Yates – Yes | Mr. Lind – Yes |
| Mrs. Smith – Yes | Dr. Schur – Yes | Chairman Barton – Yes |
| Mr. Funk – Yes | Dr. Torri – Yes | |

the Board voted to approve Adam Whisel for the Principal position with a 245-day contract and an annual salary of \$75,000, and Carson Seese for the position of IT Intern (Co-op) not to exceed 20 hours per week at \$7.25 per hour through May 31, 2017.

8. Act 93 Adjustment

Approval was sought to change the Act 93 Agreement to reflect the updated job title to Principal and any other considerations.

Mr. Lind made the motion to update job title *Vocational Supervisor* to *Principal* in the Act 93 Agreement. On a second by Mr. Yates and carried unanimously on a voice vote, the update was approved as presented.

Solicitor's Report - None

Addenda –

Per Mrs. Collier, Dr. Christopher Klinko agreed to serve on the PNP Campaign Committee, effective 1/30/17.

Adjournment

There being no further business to discuss, the meeting was adjourned at 8:55 p.m.

Respectfully submitted,

Neil D. Rotz
Recording Secretary