

FRANKLIN COUNTY CAREER AND TECHNOLOGY CENTER
JOINT OPERATING COMMITTEE
April 19, 2017

The monthly meeting of the Franklin County Career and Technology Center's Joint Operating Committee was held on Wednesday evening, April 19, 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.

MEMBERS PRESENT:	Carl Barton	Chambersburg
	Joan Smith	Chambersburg
	Shannon Yates	Greencastle
	Charlie Suders	Shippensburg
	Geno Torri	Shippensburg (late arrival 7:18; early departure 7:50)
	Larry Funk	Tuscarora
	Leland Lemley	Waynesboro (late arrival 7:02)
	Chris Lind	Waynesboro

MEMBERS ABSENT:	Ed Norcross	Chambersburg
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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
	Rod Hocker	Johnnies
	Jeff Daughenbaugh	FCCTC Maintenance
	Kevin Grove	FCCTC Instructor
	Sharla Dunlap	FCCTC Instructor/HOSA Advisor
	Toni Brant	FCCTC Learning Support Teacher
	Tina Mentzer	FCCTC Paraprofessional
	Lisa Diffenbaucher	FCCTC Paraprofessional
	Gwen Gates	FCCTC Paraprofessional
	Hunter Barnhart	CMS/HOSA
	Alyssa Wolff	CMS/HOSA
	Tiffany Carver	Ship/HOSA
	Chloe Taylor	Ship/HOSA
	Mrs. Lind	

RECOGNITION OF VISITORS: Chairman Barton welcomed everyone to the meeting, recognizing Mrs. Lind, Mr. Hocker, and the staff and students from FCCTC.

PUBLIC COMMENT ON AGENDA ITEMS:

- Mr. Hocker discussed workforce development in relation to budget decisions, urging Committee members to focus on what is best for FCCTC.
- Mr. Grove heard about the outsourcing of the paraprofessionals, and voiced concern about losing their knowledge for the diesel shop and program.
- Mrs. Brant, an LS teacher at FCCTC for the past 12 years, asked that the Committee reconsider replacing the paraprofessionals who work directly with the special education as well as the regular education student population. Mrs. Brant discussed the various roles of the paraprofessionals, and invited Committee members to visit FCCTC to observe the services each provide to our students.

APPROVAL OF THE APRIL 19, 2017 AGENDA:

Chairman Barton advised that an Executive Session for Personnel is being added to this evening's agenda after Personnel Items # 1 & #2. On a Funk/Lind motion/second and carried unanimously on a voice vote, the agenda was approved.

APPROVAL OF THE MARCH 23, 2017 MINUTES:

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

FINANCIAL REPORTS:

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

General Fund	Beginning Balance 3/1/2017	\$	1,615,526.61
	Receipts March 2017	\$	790,421.42
	Expenditures March 2017	\$	(887,155.21)
	Ending Balance 3/31/2017	\$	1,518,792.82
General Advisory	Beginning Balance 3/1/2017	\$	28,522.50
	Receipts March 2017	\$	0.00
	Expenditures March 2017	\$	(884.86)
	Ending Balance 3/31/2017	\$	27,637.64
LPN Program	Beginning Balance 3/1/2017	\$	449,975.16
	Receipts March 2017	\$	149,905.52
	Expenditures March 2017	\$	(76,543.41)
	Ending Balance 3/31/2017	\$	523,337.27

Mr. Funk asked that the maintenance department reevaluate trash collection services. Both Parks/Apple Valley Waste and Chambersburg Waste Paper were mentioned.

Mrs. Smith asked about the effectiveness of Facebook advertising. Suggested that a billboard (not digital) might be a new avenue to explore, especially on Lincoln Way at the light at Ollie's.

On a Funk/Yates 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:

Jan Collier:

- Mrs. Collier and Mr. Daughenbaugh updated the Committee on the construction in progress on the new PNP building.
- Outlined the ongoing program promotion/advocacy efforts for the Role of the Practical Nurse.
- Reported that 14 students from the February 16-17 graduating class have taken their Licensure exam and are licensed.

Ben Mordan:

- Reported results from the Perkins site evaluation held March 7-9. Completed one corrective action item, and the Plan was submitted and approved.
- Reported that the 339 site visit occurred April 10-12. The results were very positive, with zero corrective actions. The team noted significant improvement over the last audit conducted in 2011. A written report will arrive in 4-6 weeks, and an oral report was provided by PDE.
- Thanked the Committee for all of their hard work and efforts on the policies as FCCTC prepared for these audits.

Jim Duffey:

- Referred the Committee to the *Student Accomplishment Update* in their packets, recognizing the winners of DECA (District Competitions), SkillsUSA (District Competitions), and HOSA (State Competition). HOSA representatives were represented and acknowledged.
- Recognized the Shining Stars who are recommended by their instructors on a quarterly basis.

NEW BUSINESS:**Personnel:****1. Student Summer Help**

- a. Permission was sought to bring Samantha Perry back as a part-time student worker to assist the Maintenance Department during the summer months for up to twenty-nine (29) hours per week at an hourly wage of \$7.75 per hour. This would be the third summer Samantha has worked with us.
- b. Permission was requested to advertise, interview and hire one additional part-time student worker to assist the Maintenance Department during the summer months for up to twenty-nine (29) hours per week per worker at an hourly wage of \$7.50 per hour.

Expected start date for both positions is June 5, 2017.

2. Adult Nurse Assistant Instructor

Approval was sought to contract with Cheryl Dawson, 47 Old Coach Lane, Carlisle, PA 17013 to teach Nurse Assisting Classes for Adult Education for the period June 1, 2017 through May 31, 2018 at a rate of \$35/hour.

Mr. Lind voiced his concern regarding IRS regulation related to using contracted services. He asked that we contact Mr. Repak to see if it is permissible to contract with an employee in this way.

On a Funk/Yates motion/second and carried unanimously on a voice vote, Personnel Items #1a, #1b, & #2 were approved as presented.

7:31 p.m. – Recess to Executive Session for Personnel

8:06 p.m. – Reconvened

Financial:**1. 2017-2018 General Fund Operating Budget**

Approval was requested for the 2017-2018 General Fund Operating Budget.

- Option 1 Base - Status Quo:
\$6,561,465, which is a total of \$148,859, or a **3.15%** increase over the 2016-2017 budget.
- Option 2 w/2 Replacement Aides:
\$6,617,963, which is a total of \$205,357, or a **4.35%** increase over the 2016-2017 budget and a decrease to the school district Schedule A billing from the LIU.
- Option 3 w/4 Replacement Aides:
\$6,674,460, which is a total of \$261,854, or a **5.55%** increase over the 2016-2017 budget and an even greater decrease to the school district Schedule A billing from the LIU.

On a Funk/Lind motion/second recommending the JOC refer the 17-18 General Fund Operating Budget back to the administration, Chairman Barton called for a roll call vote:

Dr. Torri (no vote due to early departure)	Mrs. Smith – Yes
Mr. Suders – Yes	Mr. Lemley – Yes
Mr. Yates – Yes	Mr. Funk – Yes
Mr. Lind – Yes	Chairman Barton – Yes

2. 2017-2018 Practical Nursing Budget

Approval was requested for the 2017-2018 Practical Nursing Budget of **\$ 987,174** to include a tuition increase as follows: In-State Tuition **\$14,150**, Out-of-State Tuition **\$16,150**.

3. Accept Donations for the PNP Capital Campaign

Acceptance was needed of donations and pledges associated with support of the PNP Capital Campaign in the amount of **\$51,095**.

4. Permission Sought to Deposit Funds into Capital Reserve Fund

Approval was requested to deposit non-member district tuition revenue of \$75,647 into the Capital Reserve Fund. The non-member district tuition revenue is from Fannett-Metal in Semester 1 and Semester 2.

On a Lind/Funk motion/second and carried unanimously on a voice vote, Financial Items #2 thru #4 were approved as presented.

5. HOSA National International Competition

Approval was sought to send 4 students and 2 advisors to the National International Leadership Conference in Orlando, FL June 21th -24th, travel days June 20th – June 25. All participants are required to stay at Disney's Coronado Springs Resort, Lake Buena Vista, FL

Students (4) – (No meals)

Hotel- 2 rooms/5 nights- \$1680
 Airfare- \$335 pp incl. bag- \$1340
 Conference Registration- \$360
Total=\$3380

Advisors (2)

Hotel- 1 room/5 nights- \$840
 Airfare- \$335 pp incl. bag- \$670
 Conference Registration- \$180
 Est. Meals- 6 days for 2 pp- \$600
 Airport Transportation/Mileage- \$300
Total=\$2590

Total: \$5245- 1 advisor and 4 students (\$725 – 1 advisor paid from HOSA)

On a Funk/Yates motion/second and carried unanimously on a voice vote, Financial Item #6 was approved as presented.

Curriculum:

6. Adult Automotive Safety Inspection and Emissions Contracts

Approval was requested to renew the agreement with the Pennsylvania Department of Transportation to provide Adult Automotive Safety Inspection and Emissions Certification training within the Adult Education program.

On a Funk/Yates motion/second and carried unanimously on a voice vote, Curriculum Item #6 was approved as presented.

Solicitor's Report – None

Addenda – None

Public Comment on Non-Agenda Items – Mr. Hocker discussed the effects of the Marketing Campaign and where the funds have been used, which has helped lead to the increased enrollment.

Adjournment

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

Respectfully submitted,

Neil D. Rotz
Recording Secretary