

FRANKLIN COUNTY CAREER AND TECHNOLOGY CENTER  
JOINT OPERATING COMMITTEE  
June 22, 2017

The monthly meeting of the Franklin County Career and Technology Center's Joint Operating Committee was held on Thursday evening, June 22, 2017 in the board room with Chairman Barton calling the meeting to order at 7:03 p.m., followed by a moment of silence and salute to the flag.

MEMBERS PRESENT:	Carl Barton	Chambersburg
	Joan Smith	Chambersburg
	Shannon Yates	Greencastle
	Susan Spicka	Shippensburg
	Charlie Suders	Shippensburg
	Larry Funk	Tuscarora
MEMBERS ABSENT:	Ed Norcross	Chambersburg
	Leland Lemley	Waynesboro
	Chris Lind	Waynesboro
ALSO PRESENT:	Jim Duffey	CareerTech Admin. Director
	Ben Mordan	CareerTech Asst. Director
	Neil Rotz	CareerTech Business Manager
	Jan Collier	CareerTech LPN Administrator
	Tracey Overcash	Parent
	Mark Long	CASD/CMS
	Deb Crawford	CASD
	Janet Foor	CASD
	Luann Fretz	CASD
	Dan Watkins	CASD
	Sally Brooks	PNP Donor
	Monet Brooks	PNP Donor
	Dennis Koontz	Streams Consultancy, LLC
	Debora Coombs	LPN Instructor
	Pamela Hoffeditz	LPN Instructor
	Deborah Ramer	LPN Instructor
	Vicky Taylor	Public Opinion

**RECOGNITION OF VISITORS:** Chairman Barton welcomed everyone to the meeting, recognizing CASD Special Education staff, PNP staff and CMS staff.

**PUBLIC COMMENT:** None

**APPROVAL OF THE JUNE 22, 2017 AGENDA:**

Chairman Barton advised that an Executive Session for Personnel is being added to this evening's agenda prior to Item #14 under Personnel. On a Funk/Yates motion/second and carried unanimously on a voice vote, the agenda was approved.

**APPROVAL OF THE MAY 17, 2017 MINUTES:**

On a Funk/Yates 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 5/1/2017	\$	1,584,490.03
	Receipts May 2017	\$	776,306.91
	Expenditures May 2017	\$	(660,825.75)
	Ending Balance 5/31/2017	\$	1,699,971.19
General Advisory	Beginning Balance 5/1/2017	\$	26,805.58
	Receipts May 2017	\$	0.00
	Expenditures May 2017	\$	(980.05)
	Ending Balance 5/31/2017	\$	25,825.53
LPN Program	Beginning Balance 5/1/2017	\$	598,403.77
	Receipts May 2017	\$	63,027.04
	Expenditures May 2017	\$	(225,573.57)
	Ending Balance 5/31/2017	\$	435,857.24

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

#### **CORRESPONDENCE:**

Mr. Duffey referred members to the letter from Nickie Fickel and Carla Goshorn at *Summit Health* thanking the LPN staff for the participating in the Children's Wellness Days at Falling Spring Presbyterian Church on May 2 and 3.

**CHIEF ADMINISTRATIVE OFFICER'S REPORT:** None. Mr. Duffey thanked Dr. Diller for her service to the JOC. He appreciated working with her over the past year and wishes her well in retirement.

#### **ADMINISTRATIVE REPORTS:**

##### **Jan Collier:**

- Provided an update on the new PNP building, advising that the concrete floor is completed and the windows are installed. Jeff has helped install the drainage solutions as well as prepared the land around the building to be ready for landscaping. The building will be ready for the secondary students to start work on it when they return to the school in August.
- Updated members on the donations/pledges status.
- Invited the JOC to attend the August graduation on August 10 at St. Paul Church.
- Introduced Dennis Koontz and three of the LPN instructors (Debbie Coombs, Pam Hoffeditz and Deb Ramer), who are in attendance this evening.
- Introduced Sally Brooks, who has donated \$100,000 to name the new PNP building the Grace Gilbert Brooks Building in memory of her mother. Sally spoke about her mother's life and how nurses in the community cared for her like she was part of their own family. A formal check presentation followed Sally's speech.

##### **Jim Duffey:**

- Spoke to House Bill 202 (Act 6) that Governor Wolf signed into law, which allows students in CTE to demonstrate proficiency and readiness for high school graduation in an alternate pathway and removes that Keystone Exam requirement for this student population.
- Reviewed the Adult Education courses that will be offered this summer.
- Reviewed the "Total Special Needs Population by School" handout in the packets that was requested by members at a previous meeting.
- Pointed out the Spring/Summer 2017 1<sup>st</sup> Ed Credit Union Newsletter that has an article on the school branch that was opened this spring at FCCTC.

##### **Ben Mordan:**

- Reviewed the NOCTI results from 2016-2017 that show increases in the number of students who scored Advanced and Competent as well as decreases in the number of students who scored Basic. There is also a program by program breakdown of the results.

- Reviewed the summary of the results from the 339 Approved Program Evaluation completed by PDE. The evaluation went really well as the school was given 15 Commendations along with two (2) Corrections and one (1) Recommendations.
- Spoke to the experience and benefits of the Technical Assistance Program (TAP) with the state. Also, FCCTC will be one of five schools in the state to be utilizing Max Teaching, which includes a consultant coming into the school to work on numeracy and literacy strategies with the teachers.

**OLD BUSINESS:**

**Financial:**

**1. Facility Usage (Presentation from CASD)**

Approval is sought to approve a lease agreement proposed by the Chambersburg Area School District to rent warehouse space to operate a logistics program for special needs students for the period July 1, 2017 – June 30, 2018 at a rate of \$1,000/month. All costs associated with the program will be at CASD expense. Space would be relinquished if a need would exist for FCCTC use.

Janet Foor, Director of Special Education, from Chambersburg Area School District (CASD) was introduced and gave a brief presentation on the proposed Materials Handling Program that will be implemented and run out of the warehouse space within FCCTC. All of the personnel and related costs (i.e. supplies, equipment) for the program will be borne by CASD. The program will be offered to students in grades 10-12 primarily who are Life Skills students and Autistic Support students. Students from the other sending districts will be considered for the program after the first year is completed and, subsequently, evaluated by the CASD staff.

There was some discussion between the JOC and the CASD staff related to the following:

- Clarification was made that the forklift will be owned by FCCTC and any damages to the forklift (or other equipment) will be at CASD's cost to replace/repair.
- A question was raised if the current process of distributing supplies and materials throughout the FCCTC building would be affected in any way by the proposed Materials Handling Program utilizing the space. Mr. Duffey responded that his hope is that this program will be able to handle the receiving and distribution process that is currently run by the FCCTC maintenance department.
- The program will be evaluated during the first year to see if there is the potential to allow the other sending districts an opportunity to send students from their schools into the program starting in 2018-19.

On a Funk/Smith motion/second, a brief discussion ensued regarding the following:

- Mr. Funk suggested that the wording in Article I paragraph C be modified slightly to remove the automatic renewal clause and that the lease term expire after one (1) year. Mr. Funk also suggested that CASD will give notice, in writing, to FCCTC not less than 90 days preceding the expiration date to extend the lease for another one (1) year term. Mr. Funk's motion was amended to include the following changes noted above with Mrs. Smith's second.
- Mrs. Smith suggested that an update on the program be provided to the JOC halfway through the year so that CASD and the other sending districts can plan for the 2018-19 school year if the Materials Handling Program will still be operating. It was agreed that CASD will provide an update at the January 2018 JOC meeting.

After discussion, the amended motion carried unanimously on a roll call vote, and the Facility Usage Lease Agreement was approved as amended.

Ms. Spicka – Yes  
 Mr. Suders – Yes  
 Mrs. Smith – Yes

Mr. Funk – Yes  
 Mr. Yates – Yes  
 Chairman Barton – Yes

**Policy:**

## 2. PSBA Policy Update: 900 Series – Operations – Final Reading

901	Public Records		910	Community Engagement
902	Publications Program	911	News Media Relations	
903	Public Participation in Board Meetings		912	Relations with Educational Institutions
904	Public Attendance at Center Events	913	Relations with Nonschool	Organizations/Groups/Individuals
906	Public Complaints	914	Relations with Intermediate Unit	
907	Center Visitors		916	Volunteers
908	Relations with Parents/Guardians	917	Parent/Family Involvement	

Copies of 900 series policies were included in the May JOC packets.

On a Funk/Suders motion/second and carried unanimously on a voice vote, the final reading of the 900 Series policies was approved as presented.

## NEW BUSINESS:

### Financial:

Chairman Barton asked that Items #3 - #5 be combined into one vote.

### 3. Donation – TE Connectivity

Approval to accept a donation of a Bridgeport Vertical Mill, serial number 407985, and a J&L Epic-114 Comparator, serial number 104043, from TE Connectivity in Waynesboro, PA (no value provided) to be used in the Computer Integrated Manufacturing (CIM) program.

### 4. Donation – Airgas

Approval to accept a donation of miscellaneous tools and supply material from Airgas Corporation in the amount of \$6,395.41 to be used in the Welding and Computer Integrated Manufacturing (CIM) programs.

### 5. Support Staff Insurance and Co-premium

Approval is sought for implementation of the 2017-2018 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).

On a Funk/Suders motion/second and carried unanimously on a voice vote, Items #3, #4 & #5 were approved as presented.

Chairman Barton asked that Items #6 & #7 be combined into one vote.

### 6. Capital Reserve Fund Disbursements

Approval is sought for the disbursement of funds totaling **\$27,380.93** from the Capital Reserve Fund for the following. These expense was part of the Building and Grounds Upkeep Plan that was approved at the March 2016 JOC meeting.

A.	Stouffer Mechanical Contractor – Install Rooftop Units	\$14,400.00
B.	Capital Tristate – Energy Efficient T8 Light Bulbs	\$4,982.93
C.	Johnson Controls – Rooftop Units (2)	\$7,998.00

### 7. Grant Funding

The 2017/18 Perkins and BEC grants have been approved in the amount of \$314,177 and \$3,500 respectively. Authorization to accept this funding is sought.

<u>Project</u>	<u>Amount</u>
Total General Fund Budget	\$6,560,888
Carl Perkins Grant	\$314,177
Bus/Ed Partnership Grant	\$3,500
<b>TOTAL APPROVED BUDGET (17-18)</b>	<b>\$6,878,565</b>

On a Funk/Yates motion/second and carried unanimously on a voice vote, Items #6 & #7 were approved as presented.

**Curriculum:**

Chairman Barton asked that Items #8 - #12 be combined into one vote.

**8. Memorandum of Understanding**

Approval is sought to accept the M.O.U. developed for the 2017-18 school year between the FCCTC and Chambersburg Magnet School to provide counseling services for CASD students while enrolled at the FCCTC.

**9. Secondary Medical Assisting Affiliation Agreement**

Approval is sought for an agreement with the Summit Physician Services in Chambersburg to provide the site for clinical training for the Medical Assisting program.

**10. 2016-17 Occupational Advisory Committee Minutes**

Acceptance is required by the JOC for the OAC Minutes as written for the 2016-17 school year.

**11. Professional Development**

Approval is sought to send Megan Baker, Engineering Technology Instructor, to Project Lead the Way training July 10-21, 2017 in Baltimore, MD at a cost of \$3,810 for registration (\$2,560) and lodging (\$1,250).

**12. Memorandum of Understanding – 2017-2018 School Year**

Approval is 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.

On a Funk/Suders motion/second and carried unanimously on a voice vote, Items #8, #9, #10, #11 & #12 were approved as presented.

**Policy:**

**13. Policy Updates**

**112 Guidance Counseling** - policy change to reflect changes made to guidance services.

**122 Extracurricular Activities** – policy change to clarify FCCTC responsibility for payment related to advisors serving in state and national capacities (page 5).

**146 Student Services** – policy change to reflect changes made to IU contracted services.

On a Funk/Suders motion/second and carried unanimously on a voice vote, Item #13 was approved as presented.

**8:09 p.m. – Recess to Executive Session for Personnel**

**8:26 p.m. – Reconvened**

**Personnel:**

**14. Administrative Director Increase**

Approve salary increase for the Administrative Director, per contract, for satisfactory evaluation.

On a Funk/Smith motion/second and carried unanimously on a voice vote, Item #14 was approved as presented.

**15. Job Description Revision – Secondary Guidance Counselor**

Approval is requested to change the job description for the Guidance Counselor to reflect changes in duties that are to occur as a result of changes made to IU contracted services.

On a Funk/Suders motion/second and carried unanimously on a voice vote, Item #15 was approved as presented.

**Solicitor's Report** – None

**Addenda** – Chairman Barton referred the JOC members to the invitation to the check presentation for the PNP Capital Campaign on Monday, June 26 at 10am. Also, there will be no July meeting.

**Adjournment**

There being no further business to discuss, the meeting was adjourned at 8:29 p.m.

Respectfully submitted,

Neil D. Rotz  
Recording Secretary