

**FRANKLIN COUNTY CAREER AND TECHNOLOGY CENTER  
JOINT OPERATING COMMITTEE  
August 24, 2017**

The monthly meeting of the Franklin County Career and Technology Center's Joint Operating Committee was held on Thursday evening, August 24, 2017 in the boardroom 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
	Ed Norcross	Chambersburg
	Joan Smith	Chambersburg
	Shannon Yates	Greencastle
	Charlie Suders	Shippensburg
	Larry Funk	Tuscarora

MEMBERS ABSENT:	Susan Spicka	Shippensburg
	Beth Reecher	Waynesboro
	Curtis Wengert	Waynesboro

ALSO PRESENT:	Jim Duffey	Admin. Director
	Dr. Tod Kline	Superintendent of Record
	Ben Mordan	Assistant Director
	Neil Rotz	Business Manager
	Jan Collier	LPN Administrator
	Adam Whisel	Principal
	Ron Repak	Solicitor
	Jeff Daughenbaugh	Maintenance
	Allen Piper	CRG

**RECOGNITION OF VISITORS:** Chairman Barton welcomed everyone to the meeting, recognizing Mr. Daughenbaugh and Mr. Piper.

**PUBLIC COMMENT ON AGENDA ITEMS:** None

**APPROVAL OF THE August 24, 2017 AGENDA:**

Chairman Barton advised that an Executive Session for Personnel is being added to this evening's agenda after Personnel Item #4. On a Norcross/Funk motion/second and carried unanimously on a voice vote, the agenda was approved.

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

On a Funk/Yates motion/second and carried on a voice vote, the minutes were approved. Mr. Norcross abstained.

**FINANCIAL REPORTS:**

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

General Fund	Beginning Balance 6/1/2017	\$ 1,699,971.19
	Receipts June 2017	\$ 1,037,547.81
	Expenditures June 2017	\$ (907,784.68)
	Ending Balance 6/30/2017	\$ 1,829,734.32
General Advisory	Beginning Balance 6/1/2017	\$ 25,825.53
	Receipts June 2017	\$ 0.00
	Expenditures June 2017	\$ (760.21)
	Ending Balance 6/30/2017	\$ 25,065.32

LPN Program	Beginning Balance 6/1/2017	\$	435,857.24
	Receipts June 2017	\$	596,734.40
	Expenditures June 2017	\$	(300,301.95)
	Ending Balance 6/30/2017	\$	732,289.69
General Fund	Beginning Balance 7/1/2017	\$	1,829,734.32
	Receipts July 2017	\$	1,129,311.89
	Expenditures July 2017	\$	(1,302,065.40)
	Ending Balance 7/31/2017	\$	1,656,980.81
General Advisory	Beginning Balance 7/1/2017	\$	25,065.32
	Receipts July 2017	\$	0.00
	Expenditures July 2017	\$	0.00
	Ending Balance 7/31/2017	\$	25,065.32
LPN Program	Beginning Balance 7/1/2017	\$	732,289.69
	Receipts July 2017	\$	97,562.62
	Expenditures July 2017	\$	(41,222.24)
	Ending Balance 7/31/2017	\$	788,630.07

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

**CORRESPONDENCE:** Mr. Duffey welcomed Dr. Kline to the JOC.

**CHIEF ADMINISTRATIVE OFFICER'S REPORT:** Dr. Kline thanked the JOC for the opportunity to serve and support the students in Franklin County.

**ADMINISTRATIVE REPORTS:**

**Jan Collier:**

- Supplied an update on the new PNP building, advising that instructors and students from carpentry and BCT are back working in the building.
- Advised that the capital campaign has reached 61% of its goal.
- Discussed program promotion/advocacy, stating that mayor candidate-elect, Walt Bietsch, toured FCCTC and the LPN building. She advised that Mr. Bietsch plans to promote FCCTC and vocational education in the county. Additionally, Mr. Bietsch invited Mrs. Collier and Mr. Duffey to make a presentation at one of the daytime Lions Club meetings.
- Plans to meet with legislators in Harrisburg on October 18, 2017 to promote the LPN role.
- Invited members to visit the upgraded LPN website.
- Reported that Pam Hoffeditz achieved the status of Certified Nurse Educator.

**Adam Whisel:**

- Supplied an overview of the student handbook and substitute teacher list that will be presented for approval during this evening's meeting. The revisions/changes in the student handbook from last school year were reviewed in detail.

**Ben Mordan:**

- Referred members to the summary of college credits earned by our secondary students during 2016-17 through the **Penn College NOW** program.
- Reported that the implementation of the new Student Information System (SIS) in Skyward is successful, and thanked the Board for their support in acquiring the program.
- Announced that FCCTC is off to a good start this school year.

**Jim Duffey:**

- Presented and reviewed accomplishments in 2016-17, and discussed the in-service days.
- Reviewed the JOC's summary of important dates and expiration of contracts.
- Discussed the Adult Ed course listings for fall 2017 and the enrollment numbers as of 8/22/17; reviewed and discussed the advertising and marketing efforts for Adult Ed.

## **NEW BUSINESS:**

### **Personnel:**

**1. Superintendent of Record Change**

Recommended the appointment of Dr. Tod Kline, Waynesboro Area School District, as Superintendent of Record for the 2017-18 and 2018-19 school years.

**2. Substitute Teacher List**

Approval was sought for the Substitute Teacher List for the 2017-18 school year. Approval was also sought to add subsequent substitute teachers to the active list based on the Assistant to the Director's recommendation.

**3. School Physician**

Recommended contracting with Dr. Paul Orange, 4225 Lincoln Way East, Fayetteville, PA, to serve as the FCCTC School Physician for the 2017-18 school year at a rate of \$500 for the year.

**4. LPN Program**

Requested approval of Deana McClure RN, 3763 Warm Spring Road, Chambersburg, PA 17202 for PN Adjunct Faculty Position starting Aug 14, 2017 at an hourly rate of \$28/hour.

On a Funk/Suders motion/second and carried unanimously on a voice vote, Personnel Items #1 thru #4 were approved as presented.

**7:35 p.m. – Recess to Executive Session for Personnel**

**7:55 p.m. – Reconvened**

### **Financial:**

**5. Gift and Name Licensing Agreement – Summit Health**

Approval was sought to accept a donation of \$100,000 from Summit Health to the Franklin County Alumni Association for the campus naming rights for the Practical Nursing Building.

On a Norcross/Funk motion/second and carried unanimously on a voice vote, approval to accept the \$100,000 donation from Summit Health was approved as presented.

**6. Donation – Manitowoc Crane**

The JOC was asked to accept a donation of a virtual welder with an estimated value of \$50,000 from Manitowoc Crane of Shady Grove, PA.

**7. Non-Resident Tuition Rates**

Approval was sought to set the overall Non-Resident Tuition Rates for the 2017-2018 school year at \$7,356 per student. (Total Budget {\$6,560,888}/Avg. 2014-15, 2015-16, and 2016-17 ADM's 891.90). The Fannett Metal rate will be established at \$5,446 {Total amount shared by member districts \$4,856,914 ÷ Avg. 2014-15, 2015-16 and 2016-17 ADM's 891.90}.

**8. Reimbursement of General Fund**

Permission was requested to reimburse the General Fund for instructional equipment purchased during the 2016-17 school year with Capital Reserve funds in the amount of \$111,028.87.

**9. National School Lunch Program Sponsorship – Chambersburg Area School District**

Approval was sought to permit the Chambersburg Area School District to act as the sponsoring agency for the FCCTC school lunch program for reimbursement under the National School Breakfast and Lunch programs for the 2017-18 school year.

On a Funk/Norcross motion/second and carried unanimously on a voice vote, Financial Items #6 thru #9 were approved as presented.

**Curriculum:**

**10. Faculty and Student Handbooks**

Recommended approval of the Faculty and Student Handbooks for the 2017-2018 School Year.

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

**11. Student Competition**

Approval was sought for the following five (5) students and advisor to travel to the Hot Rodder's National competition at the SEMA show in Las Vegas, Nevada from October 29 to November 3, 2017. Estimated cost will be \$4,710 paid by the Hot Rodder's Club.

**Students:**

**Advisor: Mr. Bard**

Austin Zeger	12 WASHS		
Brock Dubbs	12 SASHS	Josh Sabold	12 SASHS
Kaleb Keck	12 WASHS	Skylar Testerman	11 GASHS

**12. Skills USA Event**

Approval was sought to send one student (Hannah Lohman-State Officer) and one advisor (Mrs. Estep) to the WLTI (Washington Leadership Training Institute) to be held September 23-27, 2017 at the Hilton Alexandria Mark Center in Washington DC. Estimated cost to the school would be \$540 for Conference Registration and Transportation.

**13. Affiliation Agreement – Menno Haven**

Approval was sought to renew the agreement made for clinical program placement of adult and secondary nurse assisting students with Menno-Haven in accordance with the Pennsylvania Department of Education Nurse Aide Training and Competency Evaluation Program (NATCEP).

On a Funk/Yates motion/second and carried unanimously on a voice vote, Curriculum Items #11 thru #13 were approved as presented.

**Solicitor's Report** – Mr. Repak briefly discussed reports and data that he distributed.

**Addenda** – None

**Public Comment on Non-Agenda Items** – None

**Adjournment**

There being no further business to discuss, the meeting was adjourned at 8:02 p.m.

Respectfully submitted,

Neil D. Rotz  
Recording Secretary