

**FRANKLIN COUNTY CAREER AND TECHNOLOGY CENTER
JOINT OPERATING COMMITTEE
September 28, 2017**

The monthly meeting of the Franklin County Career and Technology Center's Joint Operating Committee was held on Thursday evening, September 28, 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
	Susan Spicka	Shippensburg (late arrival 7:04)
	Charlie Suders	Shippensburg
	Larry Funk	Tuscarora
	Beth Reecher	Waynesboro
	Curtis Wengert	Waynesboro

MEMBERS ABSENT: None

ALSO PRESENT:	Jim Duffey	Admin. Director
	Dr. Tod Kline	Superintendent of Record
	Ben Mordan	Assistant Director
	Neil Rotz	Business Manager
	Jan Collier	LPN Administrator
	Jeff Daughenbaugh	Maintenance
	Bill Fosnot	GAC Representative
	Justin Sholes	Shippensburg

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

PUBLIC COMMENT ON AGENDA ITEMS: None

APPROVAL OF THE SEPTEMBER 28, 2017 AGENDA:

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

APPROVAL OF THE AUGUST 24, 2017 MINUTES:

On a Funk/Norcross 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 8/1/2017	\$	1,656,980.81
	Receipts August 2017	\$	735,538.19
	Expenditures August 2017	\$	(582,615.88)
	Ending Balance 8/31/2017	\$	1,809,903.12
General Advisory	Beginning Balance 8/1/2017	\$	25,065.32
	Receipts August 2017	\$	0.00
	Expenditures August 2017	\$	0.00
	Ending Balance 8/31/2017	\$	25,065.32
LPN Program	Beginning Balance 8/1/2017	\$	788,630.07
	Receipts August 2017	\$	13,657.78
	Expenditures August 2017	\$	(180,838.68)
	Ending Balance 8/31/2017	\$	621,449.17

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

CORRESPONDENCE: Mr. Duffey reviewed the minutes from the GAC meeting held on September 18, 2017, highlighting the goals that were developed.

CHIEF ADMINISTRATIVE OFFICER'S REPORT: None

ADMINISTRATIVE REPORTS:

Jan Collier:

- Supplied an update on the construction of the new PNP building, advising that instructors and students from carpentry, BCT, and landscaping are currently working at the site.
- Advised that the capital campaign has reached 62% of its goal, and stated she is pleased with the progress of and the events planned for the campaign. Encouraged members to continue to reach out to the community for donations.
- Discussed program promotion/advocacy, and invited members to attend PAPNA Day on the Hill with legislators at the Capitol in Harrisburg on Wednesday, October 18.
- Stated that she made several presentations to guidance counselors countywide to stress the need to educate and influence students who may be interested in any aspect of healthcare.
- Q&A took place after Mrs. Collier's presentation, and a brief discussion ensued.

Ben Mordan:

- Provided members with the OAC and GAC lists for annual review and approval. The Fall OAC meetings will be held on Thursday, October 5.
- Reported that Fall recruitment has started to entice 9th grade students to apply.

Jim Duffey:

- Provided members with and discussed the "Joint Operating Committee Terms" list, updated in July 2017, for the Superintendent of Record and Board President.
- Gave an update on Adult Ed, stating that the welding class is full with 18 students. HVAC has 15 students; the August C.N.A. class is full, and the October C.N.A. class is full, depending on the students' financial commitment to the class. FCCTC now has three certified C.N.A. instructors and can now offer more classes with greater flexibility. Summit Health was instrumental to their financial commitment to the program.
- Requested that the Buildings & Grounds Committee meet Thursday, October 26 at 6:00 p.m. prior to the JOC meeting at 7:00. B&G JOC members include Mr. Yates, Mr. Norcross, and Mr. Funk.

Neil Rotz:

Presented and reviewed two FCCTC Food Service Fund Analyses (pre-CASD Service Agreement and post-CASD Service Agreement) for school years 2007-2008 thru 2016-2017, and a brief discussion followed. Mr. Funk stated the following:

- The Food Service Fund should be a self-supporting operation with no General Fund subsidies.
- The Food Service Fund should be profitable and needs to be reviewed by the Committee.
- It doesn't matter who runs food service - as long as it's profitable.

**7:32 p.m. – Recess to Executive Session for Personnel
7:50 p.m. – Reconvened**

NEW BUSINESS:

Personnel:

Chairman Barton requested a combined vote on Personnel Items #1 & #2.

1. Resignation

Approval was sought to accept the resignation of Adam Whisel, Principal, effective September 29, 2017.

2. Authorization to Advertise and Interview.

Retroactive approval was sought to advertise and interview for the position of Principal.

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

3. Authorization to Hire

Approval was sought to hire Justin Sholes, P.O. Box 137, Needmore, PA, to serve as Principal. The tentative start date is October 23, 2017. Mr. Funk added to the original motion: "Mr. Sholes will be hired at an annual salary of \$79,500 with 40 days sick leave transferred to FCCTC from SASD."

On a Funk/Norcross motion/second and carried unanimously on a roll call vote, the authorization to hire Mr. Sholes was approved as presented.

Ms. Spicka – Yes	Ms. Reecher – Yes
Mr. Suders – Yes	Mr. Funk – Yes
Mr. Yates – Yes	Mr. Norcross – Yes
Mr. Wengert – Yes	Ms. Smith – Yes
	Chairman Barton – Yes

Chairman Barton officially congratulated Mr. Sholes on his new position as FCCTC Principal.

Chairman Barton requested a combined vote on Personnel Items #4 & #5.

4. Temporary Substitute

Authorize the special substitute rate of \$125/day to utilize Judy Kell as a Student Management Assistant, as needed, until a new Principal starts employment.

5. CTSO and Other Participatory Organizations

Approval was sought for the following individuals to serve as club advisors for the 2017-18 school year.

CTSO:	DECA -	Sue Mills
	FFA -	Lisa Cook, Dave Perry
	SKILLS USA -	Kathy Estep, Steve Grove, Bryan Hawbecker
	HOSA -	Marla Moore, Sharla Dunlap
OTHER:	AWS -	Elisa Ramsey
	Hot Rodder's -	Bobby Bard
	NTHS -	Brenda Kimple

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

Financial:

6. Procurement Grace Period Extension

Approval was sought to allow a grace period of one additional fiscal year for FCCTC (i.e. non-federal entity) to implement changes to our procurement policies and procedures in accordance with the procurement standards in 2 CFR 200.317 through 200.326 of the Uniform Grant Guidance. Therefore, the implementation date for the procurement standards will start for fiscal years beginning on or after December 26, 2017, which will be July 1, 2018 for FCCTC.

On a Funk/Yates motion/second, Mr. Rotz briefly interpreted the Procurement Grace Period Extension. The motion then carried unanimously on a voice vote, and Financial Item #6 was approved as presented.

Chairman Barton requested a combined vote on Financial Items #7 & #8.

7. Donations

Approval was sought to accept the following donations according to the parameters established in the Faculty Handbook.

<u>Item</u>	<u>Donor</u>	<u>Program</u>	<u>Est. Value</u>
Onan Electric Generator w/Diesel Power	Ellsworth Electric	Diesel Tech	\$500
2004 Chevrolet Cavalier	Stephen and Donna Horine 14384 Greenvew Drive Greencastle, PA 17225	Auto Tech	\$1400
2005 Chevrolet Trailblazer	Steven Chevarria 820 Tavistock Road Mechanicsburg, PA 17050	Auto Tech	\$3000

8. Request for Support

Acted on a request made by Bobby Bard, Advisor of the Hot Rodder's organization, to donate \$1,000 to help fund five students to attend the Hot Rodder's National competition at the SEMA show in Las Vegas, Nevada from October 29 to November 3, 2017.

On a Funk/Smith motion/second and carried unanimously on a voice vote, Financial Items #7 & #8 were approved as presented.

Policy:

9. Policy Revision #604 – 1st Reading

A revision of policy 604 was sought to change the language related to what affirmative vote is required to pass the annual operating budget from two-thirds (2/3) of the participating school districts to "three school districts out of five."

Chairman Barton requested a combined vote on Curriculum Items #10 & #11.

Curriculum:

10. Occupational and General Advisory Committee Membership – 2017-18

JOC approval was needed for the GAC and OAC rosters for the 2017-18 school year.

11. Affiliation Agreements

Approval was sought to enter into affiliation agreements with Heritage In Home Care Services and Richards Orthopedic Center to serve as backup clinical sites to Summit Health for Medical Assisting students in the event that students do not meet the selection criteria for Summit placement.

On a Funk/Yates motion/second and carried unanimously on a voice vote, Curriculum Items #10 & #11 were approved as presented.

Solicitor's Report – None

Addenda – Ms. Spicka spoke to the school funding lawsuit that the PA Supreme Court sent back to Commonwealth Court. This will put state education funding on the table for serious discussion.

Adjournment – There being no further business to discuss, the meeting was adjourned at 8:03 p.m.

Respectfully submitted,

Neil D. Rotz
Recording Secretary