

FRANKLIN COUNTY CAREER AND TECHNOLOGY CENTER  
JOINT OPERATING COMMITTEE  
December 14, 2017

The monthly meeting of the Franklin County Career and Technology Center's Joint Operating Committee was held on Thursday evening, December 14, 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
	Kris Scritchfield	Chambersburg – Alternate
	Brandy Linn	Tuscarora – Alternate
	Beth Reecher	Waynesboro
	Curtis Wengert	Waynesboro

MEMBERS ABSENT:	Joan Smith	Chambersburg
	Shannon Yates	Greencastle
	Susan Spicka	Shippensburg
	Charlie Suders	Shippensburg
	Jon Heebner	Tuscarora

ALSO PRESENT:	Jim Duffey	Admin. Director
	Tod Kline	Superintendent of Record
	Ben Mordan	Assistant Director
	Neil Rotz	Business Manager
	Jan Collier	LPN Administrator
	Terry Miller	FCCTC, Coop
	Kathy Gress	ABC & GAC Representative
	Mike Ross	FCADC & GAC Representative
	Debra Crawford	CMS
	Tracy Hershey	CMS
	Brandon Hershey	CMS
	Natasha Pyles	CMS
	Harrison Smith	CMS
	Shayla Freeman	CMS

**RECOGNITION OF VISITORS:** Chairman Barton welcomed everyone to the meeting, recognizing all visitors, staff, and students.

**PUBLIC COMMENT ON AGENDA ITEMS:** None

**REORGANIZATION**

The Articles of Agreement for the establishment and operation of the Franklin County Career and Technology Center, Page 3, Section 8:

**Officers:**

“In the December meeting each year of the Technical School Committee, a Chairman and Vice Chairman should be elected to serve for a period of one (1) year, to take office the first Monday of the following January. The two officers shall not represent the same participating school district, shall not be eligible to serve in the same office more than two (2) successive years, and shall not come from the same participating school district for more than two (2) successive terms.”

**ELECTION OF CHAIRMAN & VICE CHAIRMAN**

On a Norcross/Reecher motion/second, Mr. Barton was nominated for Chairman. Mr. Norcross moved to close nominations for Chairman, and the motion carried unanimously on a voice vote.

The motion to approve Mr. Barton as Chairman carried unanimously by a roll-call vote:

Mr. Norcross – Yes	Ms. Reecher – Yes
Ms. Scritchfield – Yes	Mr. Wengert – Yes
Ms. Linn – Yes	Chairman Barton – Yes

On a motion by Mr. Wengert, Mr. Yates was nominated for Vice-Chairman. Mr. Norcross moved to close nominations for Vice-Chairman, and the motion carried unanimously on a voice vote.

The motion to approve Mr. Yates as Vice-Chairman carried unanimously by a roll-call vote:

Ms. Reecher – Yes	Ms. Linn – Yes
Mr. Wengert – Yes	Ms. Scritchfield – Yes
Mr. Norcross – Yes	Chairman Barton – Yes

### Meeting Dates:

It was recommended that meeting dates and time for our regular monthly meeting be established during the reorganization in December. At the present time, the Joint Operating Committee meets on the 4<sup>th</sup> Thursday of each month, with the exception of November and December when the Joint Operating Committee meets earlier due to the Thanksgiving and Christmas Holidays. The set time is 7:00 p.m. Any changes will be advertised accordingly.

On a Norcross/Scritchfield motion/second and carried unanimously on a voice vote, the meeting dates for 2018 were approved as follows:

January 25	May 24	September 27
February 22	June 28	October 25
March 22	July – none	November 15 (3 <sup>rd</sup> Thursday)
April 26	August 23	December 20 (3 <sup>rd</sup> Thursday)

### APPROVAL OF THE DECEMBER 14, 2017 AGENDA:

Chairman Barton called for an Executive Session for Personnel prior to New Business. On a Norcross/Reecher motion/second and carried unanimously on a voice vote, the revised agenda was approved.

### APPROVAL OF THE NOVEMBER 16, 2017 MINUTES:

Chairman Barton advised that members who attended the last meeting are permitted to vote on the minutes. A majority vote of the persons who were present is needed by a roll-call vote. On a Wengert/Reecher motion/second and carried on a roll-call vote, the minutes were approved.

Mr. Wengert – Yes	Ms. Linn – Abstain
Mr. Norcross – Yes	Ms. Reecher – Yes
Ms. Scritchfield – Abstain	Chairman Barton – Yes

### FINANCIAL REPORTS:

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

General Fund	Beginning Balance 11/1/2017	\$	1,780,348.11
	Receipts November 2017	\$	658,153.86
	Expenditures November 2017	\$	(492,883.04)
	Ending Balance 11/30/17	\$	1,945,618.93
General Advisory	Beginning Balance 11/1/2017	\$	24,150.88
	Receipts November 2017	\$	0.00
	Expenditures November 2017	\$	(97.95)
	Ending Balance 11/30/2017	\$	24,052.93
LPN Program	Beginning Balance 11/1/2017	\$	711,433.43
	Receipts November 2017	\$	54,357.52
	Expenditures November 2017	\$	(44,840.52)
	Ending Balance 11/30/17	\$	720,950.43

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

**CORRESPONDENCE:** None

**CHIEF ADMINISTRATIVE OFFICER'S REPORT:**

Mr. Kline shared from the Superintendents' meeting, and discussed the school calendar.

**ADMINISTRATIVE REPORTS:**

**Jan Collier:**

- Supplied an update on the progress of the PNP building, and invited members to take a tour.
- Advised that a Brokerage Account was established to receive stock donations. Pledges and donations currently total \$311,820 (62.36%) of the \$500,000 goal.
- Noted that an Endowment account was also established for a possible donation for scholarships.
- Advised that program promotion and advocacy continue for the *Role of the Practical Nurse* to include:
  - A meeting pending with Menno Haven
  - Wilson College Nursing Program partnership planning on December 1
  - F&M Bank representatives toured the PNP Building on November 20
- Invited members to attend the next graduation ceremony on Thursday, February 15, 2018 from 7:00-8:00 p.m. at St. Paul United Methodist Church, Norland Avenue, Chambersburg.

**Ben Mordan:**

- Advised that the NOCTI assessment has been completed
- Reviewed the Recruitment and Application Data for 2018-19 Enrollment
- Reviewed the new supplemental document that will assist sending districts with appropriate placement in CTC programs
- Stated that a marketing initiative is underway, and supplied two samples of program logos that have been painted in academy colors. In addition to program recognition during tours and open houses, the goal is to instill pride and ownership, and brighten the hallways.

**Jim Duffey:**

- Provided a Student Accomplishment Update, Fall 2017 Semester, that highlighted the:  
*SkillsUSA Fall Leadership Workshop; Blood Drive; Shining Stars,  
Animal Shelter Supply Drive; Mercersburg Halloween Parade;  
and Hot Rodders of Tomorrow*
- Reviewed an update on the status of the PNP building provided by Steve Grove
- Referred members to the minutes from the GAC meeting on November 20. Reviewed some of the goals moving forward as a group, one being the 50<sup>th</sup> anniversary celebration in 2019.

**7:40 p.m. – Recess to Executive Session for Personnel**

**7:57 p.m. – Reconvened**

**NEW BUSINESS**

**Personnel:**

**1. FMLA Requests**

Retroactive approval was required for requests for extended medical leave under the Family Medical Leave Act.

<i>Bobby Bard</i>	<i>17 days</i>	<i>12/1/17 – 1/1/18</i>
<i>Kathy Estep</i>	<i>12 days</i>	<i>12/12/17 – 1/5/18</i>

On a Norcross/Linn motion/second and carried unanimously on a voice vote, requests for extended medical leave were approved as presented.

**2. Determination and Assignments of Committees for the Calendar Year – 2018**

It was recommended that the Joint Operating Committee members determine appropriate committees and assign necessary representatives for committees selected for the Calendar Year 2018. The committees are Budget and Finance Committee, Personnel and Negotiation Committee and Building and Grounds

Committee. Chairman Barton updated the assignments to remove Mr. Funk from Personnel and Negotiations (Chairman Barton will replace him), and from Buildings and Grounds (Jon Heebner will replace him). An Alternate is needed for Personnel and Negotiations, and Chairman Barton asked members to consider the role. The updated Committees are as follows:

**Personnel & Negotiations:** Carl Barton, Beth Reecher, Charlie Suders, Alternate needed.

**Budget & Finance:** Susan Spicka, Joan Smith, Curtis Wengert, Shannon Yates (Alt).

**Building & Grounds:** Shannon Yates, Ed Norcross, Jon Heebner, Joan Smith (Alt)

#### Curriculum:

##### 3. Affiliation Agreements for Clinical Experiences

Approval was sought to renew the affiliation agreements for the following long-term care facilities for adult and secondary student clinical experiences for Nurse Assisting training.

*Shook Home - Adult and Secondary*

*Menno-Haven - Adult and Secondary*

On a Scritchfield/Linn motion/second and carried unanimously on a voice vote, the affiliation agreements were approved as presented.

##### 4. Occupational Advisory Committee Meeting Minutes – Fall, 2017

Acceptance was required by the JOC of the Fall, 2017 OAC Minutes. Minutes are posted on our website at <http://www2.franklinctc.com/7-2/about/committees/occupational-advisory-committee/>.

On a Norcross/Reecher motion/second and carried unanimously on a voice vote, the acceptance of the OAC Minutes was approved as presented.

##### 5. Letter of Agreement – Laurel Life

Retroactive approval was sought to enter into an agreement with Laurel Life, the behavioral health division of Folium, to serve the mental health needs of identified students on an ongoing basis. There is no cost to the school for these services.

On a Norcross/Wengert motion/second and carried unanimously on a voice vote, the agreement with Laurel Life was approved as presented.

#### Financial:

##### 6. Donation

Approval was sought to accept a donation of a 2004 Ford Focus valued at \$500 from Eric Swanson, 371 Bradley Lane, Shippensburg, PA 17257.

On a Wengert/Scritchfield motion/second and carried unanimously on a voice vote, the vehicle donation was approved as presented.

##### 7. Safe Schools Grant

The Franklin County Career and Technology Center was awarded \$20,000 by the PA Office of Safe Schools for the purchase of parking lot lighting, poles and exterior security cameras. Approval was sought to add this amount to our General Operating Budget.

<i>Current General Operating Budget</i>	<i>\$6,878,565</i>
<i><u>Safe Schools</u></i>	<i><u>\$20,000</u></i>
<i>TOTAL APPROVED BUDGET (17-18)</i>	<i>\$6,898,565</i>

On a Wengert/Linn motion/second and carried unanimously on a voice vote, adding the \$20,000 Safe Schools Grant to the current general operating budget was approved as presented.

##### 8. Bids for Parking Lot Paving

Approval was sought to solicit bids for the removal and replacement of the existing driveway and parking lot as per Building and Grounds Committee recommendation. Bids will be due by January 25, 2018 and opened at the January JOC meeting. Preliminary factors that are to be included in bid are as follows:

- 400,000 total square feet
- Removal and replacement of existing driveway and parking lots.
- 6" of compact 2A stone or equal to for base (if already in place, this cost will be removed from quote).
- 4" compact 25mm asphalt.
- 2" compact 9.5 mm asphalt.
- Lining of parking spaces.

Mr. Duffey learned at the Superintendents' meeting this afternoon that the Franklin Learning Center might do a similar project. He will research to see if there is potential savings to combine both locations.

Wengert/Reecher made the motion/second to approve the bids for paving as presented.

Mr. Norcross stated that he is abstaining from discussion and voting due to a potential conflict of interest because his employer will probably submit a proposal for the project.

Chairman Barton asked about the timing of the bids (bids and vote both on 1/25) and opened the floor for comments:

- Set an earlier due date for the bids
- Mr. Duffey will get the solicitor to review the specs prior to bidding.
- Have representation from buildings and grounds.
- Open the bids earlier so there is time to review and research the companies and their reputation.
- Table until the January JOC meeting.
- Proceed on our timetable and let the LIU meet our timetable.

After much discussion, Mr. Wengert moved to amend the original motion to state that bids are due January 22 and that Buildings and Grounds make a recommendation to the JOC at the meeting on January 25.

On a Wengert/Scratchfield motion/second and carried on a majority voice vote, the amendment was approved as presented. Ms. Linn opposed, and Mr. Norcross abstained.

Mr. Duffey restated the amended motion:

"Approval is sought to solicit bids for the removal and replacement of the existing driveway and parking lot as per Building and Grounds recommendation. Bids will be due January 22 and a recommendation made by the Buildings and Grounds Committee prior to the January JOC meeting."

On a majority voice vote, the modified motion was approved as presented. Mr. Norcross abstained.

**Solicitor's Report** - None

**Addenda** - None

**Adjournment** - There being no further business to discuss, the meeting adjourned at 8:28 p.m.

Respectfully submitted,

Neil D. Rotz  
Recording Secretary