

**FRANKLIN COUNTY CAREER AND TECHNOLOGY CENTER
JOINT OPERATING COMMITTEE
January 25, 2018**

The monthly meeting of the Franklin County Career and Technology Center's Joint Operating Committee was held on Thursday evening, January 25, 2018 in the boardroom with Chairman Barton calling the meeting to order at 7:11 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
	Jonathan Heebner	Tuscarora
	Beth Reecher	Waynesboro
	Curtis Wengert	Waynesboro

MEMBERS ABSENT:	Ed Norcross	Chambersburg
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ALSO PRESENT:	Jim Duffey	Admin. Director
	Tod Kline	Superintendent of Record
	Ben Mordan	Assistant Director
	Neil Rotz	Business Manager
	Jan Collier	LPN Administrator
	Jeff Daughenbauch	Maintenance Supervisor, CTC
	Terry Miller	Co-op Coordinator, CTC
	Mark Long	CASD
	Dan Watkins	CASD
	Deb Crawford	CASD
	Rod Hocker	Johnnies/GAC Representative

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

PUBLIC COMMENT ON AGENDA ITEMS: None

APPROVAL OF THE JANUARY 25, 2018 AGENDA:

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

APPROVAL OF THE DECEMBER 14, 2017 MINUTES:

On a Suders/Smith motion/second and carried unanimously on a voice vote, the minutes were approved as presented.

FINANCIAL REPORTS:

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

General Fund	Beginning Balance 12/1/2017	\$	1,945,618.93
	Receipts December 2017	\$	1,438,220.80
	Expenditures December 2017	\$	(820,331.29)
	Ending Balance 12/31/2017	\$	2,563,508.44
General Advisory	Beginning Balance 12/1/2017	\$	24,052.93
	Receipts December 2017	\$	0.00
	Expenditures December 2017	\$	(1,320.32)
	Ending Balance 12/31/2017	\$	22,732.61
LPN Program	Beginning Balance 12/1/2017	\$	720,950.43
	Receipts December 2017	\$	219,671.21
	Expenditures December 2017	\$	(248,428.50)
	Ending Balance 12/31/2017	\$	692,193.14

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

CORRESPONDENCE:

1. A letter from PDE advising that the Comprehensive Plan for FCCTC has been approved at the state level.
2. An email from Dan Perna who spoke highly of our school and staff.

CHIEF ADMINISTRATIVE OFFICER'S REPORT:

Dr. Kline shared details from the Superintendents' meeting held on January 11, 2018.

ADMINISTRATIVE REPORTS:

Jim Duffey:

- Supplied updates about the parking lot paving project and timeline, stating that several factors contributed to a delay for bids by January 22. Bids will now be due by February 19 and will be discussed at the February JOC meeting.
- Advised that PDE selected FCCTC and Volvo the recipient of the 2018 Pennsylvania Education Workforce Leadership Award (PWDA). The award presentation will take place at the Hershey Lodge and Convention Center on May 16, 2018 during the PWDA conference.
- Reviewed the Adult Ed Spring 2018 enrollment and course catalog.

Jan Collier:

- Shared an update on the status of the PNP building.
- Shared an update on the status of the capital campaign, stating that a stock donation was received through the brokerage account.
- Advised that FCCTC did not receive any funding from the CyPres Estate hearing.
- Stated that Program Promotion/Advocacy for the Role of the Practical Nurse continues to benefit the program. A meeting/discussion at Menno Haven in December centered on LPN utilization and the possibility of receiving a donation. She meets with F&M Bank on Monday, January 29.

Ben Mordan:

- Stated that 2nd semester has started out well.
- Supplied a list of SkillsUSA District winners, and stated that the 1st Place Winners will compete at the State Competition in April.
- Discussed recruitment and placement of prospective students (interviews at home schools February 1 thru March 2).
- Introduced staff members from CASD who gave an update on the Materials Handling Program for Special Needs Students to date for the 2017-18 SY.

Presentation – CASD Material Handling Program

- Dan Watkins, Special Ed Supervisor and Mark Long, CMS Principal - Mr. Watkins shared a PowerPoint presentation with board members, and discussion followed.

OLD BUSINESS:

Financial:

1. 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 are due by February 19, and a recommendation will be made to the Building and Grounds Committee prior to the February JOC meeting.

On a Yates/Smith motion/second and carried unanimously on a voice vote, the request to solicit bids for parking lot pavement was approved as presented.

8:05 p.m. – Recess to Executive Session for Personnel

8:30 p.m. – Reconvened

NEW BUSINESS:

Personnel:

2. Resignations

Approval was sought to act on the following resignations:

- **Stacy Short** – Medical Assisting Instructor, effective March 1, 2018.
- **Cheryl Dawson** - Adult Nurse Assistance Program Coordinator/Primary Instructor, effective January 17, 2018.

On a Suders/Yates motion/second and carried unanimously on a voice vote, the request to accept the resignations was approved as presented.

Chairman Barton asked to combine agenda Items #3 thru #6 into one vote.

3. Long-Term Substitute

Approval was sought to advertise, interview and appoint a long-term substitute instructor for the Medical Assisting program at a flat rate of \$150/day after 10 days.

4. Contractor Agreement – Adult Nurse Assistance Program Coordinator/Primary Instructor

Approval was sought to contract with Deana McClure, 3763 Warm Spring Road, Chambersburg, PA 17202 to serve as Program Coordinator and Primary Instructor for the Adult Nurse Assisting Program for the period through June 30, 2018 at a rate of \$35/hour.

5. School Physician

Recommended replacing Dr. Paul Orange with Dr. Stephen Flack, Summit Primary Care, Suite 203, 12 St. Paul Drive, Chambersburg, PA, to serve the remainder of the school year as the FCCTC School Physician at a pro-rated rate of \$300 for the year.

6. Co-op Assignment

Approval was sought to utilize Carson Seese, Shippensburg Area School District, as an IT Intern on a Cooperative Education assignment to start February 19 for the second semester of the 2017-18 school year and during the summer at a rate of \$7.25/hour. Hours per week NTE 20.

On a Suders/Yates motion/second and carried unanimously on a voice vote, Items #3 thru #6 were approved as presented.

Chairman Barton asked to combine agenda Items #7 and #8 into one vote.

7. Memorandum of Agreement

Approval was sought to renew the agreement with the Chambersburg Area School District for a three-year period for the district to utilize Steve Grove to administrate the 9th Grade Exploratory Program at the Chambersburg Magnet School.

8. FMLA Request

Retroactive approval is required for request for extended medical leave under the Family Medical Leave Act.

Steve Grove, 15 days: 1/22/18 – 2/9/18

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

Chairman Barton asked to combine agenda Items #9 & #10 into one vote.

Financial

9. Supplemental Equipment Grant Funding

The Franklin County Career and Technology Center was awarded \$44,000 by the PA Bureau of Career and Technical Education for the purchase of two (2) TIG Welders, a Gear-Headed Gap Lathe, a Paper Folder and Down Draft Prep Station. Approval was sought to add this amount to our General Operating Budget.

Current General Operating Budget	\$6,898,565
Supplemental Equipment Grant	\$44,000
TOTAL APPROVED BUDGET (17-18)	\$6,942,565

10. Donations

Requested approval of donations to the FCCTC PN Program Capital Campaign. Donations from June – Dec 2017 totaling \$24,844.16.

On a Yates/Suders motion/second and carried unanimously on a voice vote, Items #9 and #10 were approved as presented.

Chairman Barton asked to combine agenda Items #11 and #12 into one vote.

Curriculum:

11. 2018-19 School Calendar

Approval was sought to accept the proposed 2018-19 Franklin County CTC School Calendar.

12. Student Competition

Approval was sought for the following five (5) students and advisor to travel to and attend two Hot Rodder’s qualifiers in March: the Auto-Rama Qualifier in Cleveland, Ohio, March 15 -17, 2018 and the NASCAR UTI qualifier in Mooresville, North Carolina on March 29-31. Each trip will cost around \$800 for food and hotel and will be paid by the Hot Rodder’s Club. The Club will use FCCTC transportation for these events.

Students:

Josh Sabold	12 SASHS	Jonathan Chenaille	11 CASHS
Brock Dubbs	12 SASHS	Skylar Testerman	11 GASHS
Kaleb Keck	12 WASHS	Mr. Bard	Advisor

The following discussion ensued regarding the 2018-19 school calendar:

- Contract/Negotiations play a role in defining calendars
- JOC members would like to coordinate the calendar in an attempt to match across all five school districts
- Parents need to know when to schedule family vacations
- The ACT 80 day – should it be moved from January

On a Yates/Spicka motion/second and carried unanimously on a voice vote, Items #11 and #12 were approved as presented.

Solicitor’s Report - None

Addenda – Ms. Spicka discussed PA Senate Bill 2 concerning school vouchers. She suggested that JOC members ask their boards to approve the PSBA resolution that opposes SB 2.

Senate Bill 2

An Act amending the act of March 10, 1949 (P.L.30, No.14), known as the Public School Code of 1949, providing for education savings account; and conferring powers and imposing duties on the Department of Education and the State Treasury.

Adjournment - There being no further business to discuss, the meeting adjourned at 8:56 p.m.

Respectfully submitted,

Neil D. Rotz
Recording Secretary