

FRANKLIN COUNTY CAREER AND TECHNOLOGY CENTER  
JOINT OPERATING COMMITTEE  
**April 26, 2018**

The monthly meeting of the Franklin County Career and Technology Center's Joint Operating Committee was held on Thursday evening, April 26, 2018 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 Shannon Yates Nathan Goates Charlie Suders Jon Heebner Beth Reecher Curtis Wengert	Chambersburg Greencastle Shippensburg – Alternate Shippensburg Tuscarora Waynesboro Waynesboro
MEMBERS ABSENT:	Ed Norcross Joan Smith Susan Spicka	Chambersburg Chambersburg Shippensburg
ALSO PRESENT:	Tod Kline Jim Duffey Ben Mordan Neil Rotz Jan Collier Terry Miller Jeff Daughenbaugh Marla Moore Hunter Barnhart Rod Hocker	Superintendent of Record Admin. Director Assistant Director Business Manager LPN Administrator FCCTC Co-op Coordinator FCCTC Maintenance Supervisor FCCTC Allied Health Instructor CMS/FCCTC student Johnnies/GAC

**RECOGNITION OF VISITORS:** Chairman Barton welcomed everyone to the meeting, recognizing Mr. Hocker, FCCTC faculty and staff, and HOSA student Hunter Barnhart.

**PUBLIC COMMENT ON AGENDA ITEMS:** Mr. Hocker spoke to the OAC dinner and meetings held on April 12, 2018.

**APPROVAL OF THE APRIL 26, 2018 AGENDA:**

Chairman Barton called for an Executive Session for Personnel after Item #2 under new business. On a Suders/Yates motion/second and carried unanimously on a voice vote, the revised agenda was approved.

**APPROVAL OF THE MARCH 22, 2018 MINUTES:**

On a Suders/Wengert motion/second and carried 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 3/1/2018	\$	1,623,671.54
	Receipts March 2018	\$	1,076,068.79
	Expenditures March 2018	\$	(907,030.52)
	Ending Balance 3/31/18	\$	1,792,709.81
General Advisory	Beginning Balance 3/1/2018	\$	21,443.95
	Receipts March 2018	\$	0.00
	Expenditures March 2018	\$	(3,195.86)
	Ending Balance 3/31/18	\$	18,248.09
LPN Program	Beginning Balance 3/1/2018	\$	744,789.64
	Receipts March 2018	\$	16,957.77
	Expenditures March 2018	\$	(191,677.95)
	Ending Balance 3/31/2018	\$	570,069.46

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

#### **CORRESPONDENCE:**

- Mr. Duffey referred members to a letter from Senator John Eichelberger regarding funding for the PAsmart initiative. He also met with the Senator on April 26 at FCCTC.
- Mr. Duffey referred members to the minutes from the GAC meeting on March 19, 2018.

#### **CHIEF ADMINISTRATIVE OFFICER'S REPORT – Tod Kline:**

Reported on the superintendents' meeting (PAC):

- Discussed building a better relationship with Summit Health.
- In an effort to avoid the Florida-type shootings, Mr. Kline spoke to building better connections with our students and Steve Nevada with Franklin County. Mr. Nevada heads social programs, and their intervention programs would help our at-risk students.
- Discussed some personnel evaluations, transportation, student discipline, employee leave analysis, and program development

Spoke to Dave Burkett, Superintendent for FMSD, about the potential of rejoining the member districts through the Articles of Agreement (back into the consortium).

#### **ADMINISTRATIVE REPORTS:**

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

- Shared an overview of the PN Advisory Board Meeting held on April 18.
- Reviewed the progress of the PNP Building – plumbing is to be completed by the end of the semester; spoke to temporary signage for the building. FCCTC Graphics is creating the sign.
- Continues with Program Promotion/Advocacy for the Role of the Practical Nurse, having met at Chambersburg Hospital on March 30 regarding workforce development.
- Provided an enrollment update, stating that pass rates and employment are at 100%.

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

- Introduced Marla Moore, HOSA advisor, and Hunter Barnhart. Hunter won 1<sup>st</sup> place at states. Both shared details about the event and Hunter's participation.

- Discussed the proposal of an Emergency Services type program:
  - Spoke to Bucks County CC and Harrisburg Area CC about the possibility of contracting with their school and one of their teachers to do an Emergency Services program, a non-PDE approved program.
  - Bucks Co. was not interested in that idea because they prefer to partner with FCCTC, using a CT teacher and coordinating the curriculum together.
  - HACC has a more aggressive posture toward the idea. Referred members to HACC's proposal, and a brief discussion ensued. Mr. Duffey plans to set a date that HACC can present to the JOC.
  
- After some discussion about conflicts on May 24<sup>th</sup>, which is the scheduled JOC meeting for May, it was decided to shift that meeting date to Wednesday, May 23<sup>rd</sup>.

**Ben Mordan:**

- Provided an enrollment summary as of 4/23/18.
- Stated that NOCTI testing was completed this past week.
- Advised that the awards ceremony for seniors is on May 17 at 6:00 p.m. at the Greencastle High School auditorium.
- Reported on the SkillsUSA state conference results.

**OLD BUSINESS:** None

**NEW BUSINESS:**

Chairman Barton asked to combine Item #1 and Item #2 into one vote:

**Curriculum:**

**1. HOSA (Future Health Professionals) International Competition**

Approval was sought to send one student (Hunter Barnhart, CMS) and two advisors to the HOSA International Leadership Conference in Dallas, TX, June 27-30, 2018. Cost associated with the event is estimated at \$5,055 for travel, lodging, registration and meals.

**Student Cost (1) – No meals included; student responsibility**

Hotel- (1 rooms for 5 nights) - \$1,045

Airfare- NTE \$300 roundtrip

Conference Registration- \$90

Approximate Total=\$1435

**Advisors**

Airfare-\$600; NTE pp= \$300

Conference Registration- \$180

Hotel- (2 rooms for 5 nights) - \$2,090

Approximate Meals- \$450 approximate -6 days- 2 advisors

Additional Transportation (Airport) - \$300

Approximate Total - \$3620

Total- \$5055

**Personnel:**

**2. Student Summer Help**

Permission was requested to advertise, interview and hire two part-time student workers to assist the Maintenance Department during the summer months for up to twenty-nine (29) hours per week per worker at an hourly wage of \$7.25 per hour. Expected start date is June 4, 2018.

On a Suders/Heebner motion/second and carried unanimously on a voice vote, Items #1 and #2 were approved as presented.

**7:49 p.m. – Recess to Executive Session for Personnel**

**8:46 p.m. – Reconvened**

**3. Notice of Retirement**

Approval was sought to accept the letter of retirement of Robert Bard, Automotive Technology Instructor, effective July 31, 2018. Mr. Bard will be completing his 20<sup>th</sup> year at FCCTC.

On a Reecher/Suders motion/second and carried unanimously on a voice vote, Mr. Bard's retirement was approved as presented.

**4. Instruction Positions**

Approval was sought to advertise and interview for the following positions for the 2018-19 school year.

**Automotive Technology Instructor  
Medical Assisting Instructor**

On a Heebner/Yates motion/second and carried unanimously on a voice vote, advertisements and interviews for the positions were approved as presented.

**5. Administrative Director Contract**

Approval was sought to renew the employment contract of the Administrative Director, Jim Duffey, for the period July 1, 2018 through June 30, 2021 upon the terms and conditions as attached and listed within the agreement.

On a Suders/Heebner motion/second and carried unanimously on a roll call vote, Mr. Duffey's contract renewal was approved as presented.

Mr. Heebner – Yes    Mr. Wengert – Yes    Ms. Reecher – Yes  
Mr. Yates – Yes    Mr. Suders – Yes    Mr. Goates - Yes  
Chairman Barton – Yes

**Financial:**

**6. 2018-2019 General Fund Operating Budget**

Approval was requested for the 2018-2019 General Fund Operating Budget of **\$6,779,605**, which is an increase of \$163,847, or **3.37%**, to be shared by the districts, over the 2017-2018 budget.

On a Heebner/Wengert motion/second and carried unanimously on a voice vote, the 2018-2019 operating budget was approved as presented.

Chairman Barton asked that agenda Items #7 thru #9 be combined into one vote.

**7. Permission Sought to Deposit Funds into Capital Reserve Fund**

Approval was requested to deposit non-member district tuition revenue of **\$59,906** into the Capital Reserve Fund. The non-member district tuition revenue is from Fannett-Metal from the 2017-18 school year.

**8. Food Service Agreement**

It was recommended that the contract for the Chambersburg Area School District to provide Food Services to the Franklin County Career and Technology Center be approved for the period July 1, 2018 - June 30, 2021.

**9. Solicit for Bid – Styling Stations**

Approval was sought to go out for bid for four (4) Styling Stations for the Cosmetology Program

On a Heebner/Yates motion/second and carried unanimously on a voice vote, agenda Items #7 thru 9 were approved as presented.

**Solicitor's Report** – None

**Addenda** – None

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

Respectfully submitted,

Neil D. Rotz  
Recording Secretary