

FRANKLIN COUNTY CAREER AND TECHNOLOGY CENTER
JOINT OPERATING COMMITTEE
May 23, 2018

The monthly meeting of the Franklin County Career and Technology Center's Joint Operating Committee was held on Wednesday evening, May 23, 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	Chambersburg
	Ed Norcross	Chambersburg
	Joan Smith	Chambersburg
	Shannon Yates	Greencastle
	Hunter Meredith	Shippensburg – Alternate
	Susan Spicka	Shippensburg
	Jon Heebner	Tuscarora
	Beth Reeher	Waynesboro
	Curtis Wengert	Waynesboro

MEMBERS ABSENT:	Charles Suders	Shippensburg
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ALSO PRESENT:	Tod Kline	Superintendent of Record
	Jim Duffey	Admin. Director
	Ben Mordan	Assistant Director
	Justin Sholes	Principal
	Neil Rotz	Business Manager
	Jan Collier	LPN Administrator
	Megan Baker	FCCTC Pre-Engineering
	Bob Stakem	HACC
	Ray Fair	Truck Mounts/GAC
	Rod Hocker	Johnnies

RECOGNITION OF VISITORS: Chairman Barton welcomed everyone to the meeting, recognizing Mr. Stakem, Mr. Fair, Mr. Hocker, and Ms. Baker.

PUBLIC COMMENT ON AGENDA ITEMS: Mr. Hocker stated that he appreciates that Mr. Duffey's contract has been extended.

APPROVAL OF THE MAY 23, 2018 AGENDA:

Chairman Barton called for an Executive Session for Personnel prior to the personnel action items under new business. On a Norcross/Wengert motion/second and carried unanimously on a voice vote, the revised agenda was approved.

APPROVAL OF THE APRIL 26, 2018 MINUTES:

On a Wengert/Spicka motion/second and carried on a voice vote, the minutes were approved as presented. Mr. Norcross abstained.

FINANCIAL REPORTS:

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

General Fund	Beginning Balance 4/1/18	\$	1,792,709.81
	Receipts April 2018	\$	567,387.53
	Expenditures April 2018	\$	(532,580.70)
	Ending Balance 4/30/18	\$	1,827,516.64
General Advisory	Beginning Balance 4/1/18	\$	18,248.09
	Receipts April 2018	\$	0.00
	Expenditures April 2018	\$	0.00
	Ending Balance 4/30/18	\$	18,248.09
LPN Program	Beginning Balance 4/1/18	\$	570,069.46
	Receipts April 2018	\$	142,474.66
	Expenditures April 2018	\$	(31,481.88)
	Ending Balance 4/30/18	\$	681,062.24

On a Heebner/Reecher 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 Mr. Jack Graham, for the Keystone Marker Trust, praising Mr. Parson and his students for restoring several cast iron town name signs around Franklin County. The Keystone Marker Trust is a small volunteer group that works to preserve these markers all across Pennsylvania.

CHIEF ADMINISTRATIVE OFFICER'S REPORT – Tod Kline

Reported on the Superintendents' meeting (PAC) from May 17, 2018:

- Discussed how the schools and the county (Steve Nevada) can work together to offer help to students before tragedies occur. Mr. Nevada heads social and intervention programs in Franklin County that help at-risk students. Mr. Nevada will attend the PAC meeting in June.
- Reviewed updates on the pending FMSD re-entry to the consortium.
- Mr. Duffey spoke to the alternatives for school representation on the JOC as well as the thoughts from the solicitor. A lengthy discussion ensued regarding the options. Members will take a month to review and discuss again at the June meeting.

ADMINISTRATIVE REPORTS:

Presentation on Emergency Services Proposal - Bob Stakem, Director, Public Safety Center - HACC

Jim Duffey:

- Introduced Bob Stakem from HACC who presented the proposed emergency services program. Mr. Stakem spoke to the fact that HACC is looking to get into the high schools to help meet the need in the emergency services field. A Q&A session followed between Mr. Stakem and the JOC members.
- Four out of the five districts approved the FCCTC budget for SY18-19.
- The Joint Authority met earlier in the evening and approved the Right-of-Way with Columbia Gas. They might need to meet again for FMSD and for Fire Chief's Association issues in the future.

Jan Collier:

- Shared an update on the progress of the PNP building and the Capital Campaign.
- Met with Linda Cipriani, Department of Labor Secretary.

Ben Mordan:

- Reviewed the NOCTI results for 2017-2018, noting that 309 students tested and 281 scored advanced and competent (91.2%).
- Reviewed an enrollment summary, dated 4/23/18.

Justin Sholes:

- Reviewed "Student Accomplishments" for the school year.

OLD BUSINESS:

None

NEW BUSINESS:

Financial:

Chairman Barton asked to combine Items #1 thru #3 into one vote:

1. Donations

Approval was sought to accept the donation of the following materials from Kevin Hritz, 640 Forest Road, Chambersburg, PA 17202 valued at \$1,200.

2000 6K Generator	1 EA	Ag. Mechanics	\$200	=	\$200
Cabinetry	4 EA	Carpentry	\$250 x 4	=	\$1000

2. Bid Acceptance – Styling Stations

Approval was sought to accept the low bid for four (4) each Styling Stations for the Cosmetology Program from Cosmo Prof Beauty Equipment at \$6,900 each (\$27,600 total).

3. Depository

Approval was sought to retain Orrstown Bank as the depository for the Franklin County Career & Technology Center for the 2018-2019 school year.

On a Yates/Smith motion/second and carried unanimously on a voice vote, Items #1 thru #3 were approved as presented.

8:11 p.m. – Recess to Executive Session for Personnel

8:50 p.m. – Reconvened

Personnel:

4. Request to Hire – Electronics Instructor

Approval was sought to hire Allen Bierlair, 11118 Savoy Road, Richmond, VA as the Electronics Instructor starting with the 2018-19 school year at Step 20E of the salary scale pending receipt of clearances.

On a Heebner/Spicka motion/second and carried unanimously on a voice vote, the motion to hire Mr. Bierlair was approved as presented.

5. Administrative Salary Increases

Approval was sought to grant additional base salary increases to the following individuals above the contractual increases as follows:

Mordan	1.7%	Sholes	.5%
Campbell	2.5%		

On a Spicka/Meredith motion/second and carried unanimously on a voice vote, the salary increases were approved as presented.

6. Job Description Revisions

Approval was sought to accept revisions to job descriptions for the following positions:

- Business Manager
- Cooperative Education Coordinator (renamed - Workforce Development Coordinator)

On a Yates/Meredith motion/second and carried unanimously on a voice vote, the job description revisions were approved as presented.

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

7. Election of a Treasurer for the 2018-19 School Year

Policy for the election of a Treasurer, as written in the Articles of Agreement, Paragraph 8, ***“At the May meeting each year of the Joint Operating Committee, a Treasurer shall be elected to take office the first Monday of July following such election for a term of one (1) year”.***

Recommended retention of John Fitz as Treasurer of the Franklin Co Career and Technology Center.

8. Election of a Solicitor for the 2018-19 School Year

Policy for the election of a Solicitor, as written in the Articles of Agreement, Paragraph 8, ***“At the May meeting each year of the Joint Operating Committee, a Solicitor shall be elected to take office the first Monday of July following such election for a term of one (1) year.***

Recommended retention of Beard Legal Group as Solicitor of the FCCTC at the rates of \$130/hour for solicitor type work performed on behalf of the FCCTC and \$160/hour for specialized services. These rates are the same as they were for the 17-18 school year.

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

Curriculum:

9. ACTE Conference

Dr. Mordan has been selected to present on **Maximizing New Teacher Retention through Coordinated Induction and PLC Processes** at the Association for Career and Technical Education (ACTE) National Conference in San Antonio, Texas, November 28 – December 1, 2018. Approval was sought for Dr. Mordan to attend this Conference at

an estimated cost of \$2,000 (Registration = \$300, Hotel \$200x5 = \$1,000, Airfare = \$400, Transportation = \$300) to be paid out of Perkins funding.

On a Yates/Smith motion/second and carried unanimously on a voice vote, the conference was 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