

**FRANKLIN COUNTY CAREER AND TECHNOLOGY CENTER
JOINT OPERATING COMMITTEE
June 28, 2018**

The monthly meeting of the Franklin County Career and Technology Center's Joint Operating Committee was held on Thursday evening, June 28, 2018 in the board room with Chairman Barton calling the meeting to order at 7:02 p.m., followed by a moment of silence and salute to the flag.

MEMBERS PRESENT:	Carl Barton	Chambersburg
	Ed Norcross	Chambersburg (<i>arrived 7:12</i>)
	Shannon Yates	Greencastle
	Tracy Montero	Shippensburg (<i>alternate</i>)
	Charlie Suders	Shippensburg
	Beth Reecher	Waynesboro
	Curtis Wengert	Waynesboro
MEMBERS ABSENT:	Joan Smith	Chambersburg
	Jonathan Heebner	Tuscarora
ALSO PRESENT:	Tod Kline	Superintendent of Record
	Jim Duffey	CareerTech Admin. Director
	Ben Mordan	CareerTech Asst. Director
	Neil Rotz	CareerTech Business Manager
	Jan Collier	CareerTech LPN Administrator
	Jim Sourbier	Franklin Co. Safety Training Center
	Jeff Conner	Franklin Co. Safety Training Center
	Jeff Daughenbaugh	FCCTC
	Dave Perry	FCCTC

RECOGNITION OF VISITORS: Chairman Barton welcomed everyone to the meeting.

PUBLIC COMMENT: None

APPROVAL OF THE JUNE 28, 2018 AGENDA:

Chairman Barton advised that an Executive Session for Personnel is being added to the agenda prior to Item #15 under Personnel. On a Wengert/Yates motion/second and carried unanimously on a voice vote, the revised agenda was approved.

APPROVAL OF THE MAY 23, 2018 MINUTES:

On a Yates/Wengert 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 5/1/2018	\$ 1,827,516.84
	Receipts May 2018	\$ 737,023.07
	Expenditures May 2018	\$ (623,244.85)
	Ending Balance 5/31/2018	\$ 1,941,295.06
General Advisory	Beginning Balance 5/1/2018	\$ 18,248.09
	Receipts May 2018	\$ 0.00
	Expenditures May 2018	\$ 0.00

	Ending Balance 5/31/2018	\$	18,248.09
LPN Program	Beginning Balance 5/1/2018	\$	681,062.24
	Receipts May 2018	\$	44,948.30
	Expenditures May 2018	\$	(200,228.99)
	Ending Balance 5/31/2018	\$	525,781.55

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

CORRESPONDENCE: Mr. Duffey referred to the May General Advisory Committee meeting minutes which highlighted committee plans to: 1) Develop a process to raise money to replenish its marketing fund and 2) Assist with the planning for the school's 50th anniversary.

CHIEF ADMINISTRATIVE OFFICER'S REPORT: Dr. Kline mentioned that the Superintendents would not be meeting in July, but will hold their next meeting on August 9th which will include a review of safety and security measures with county leaders.

ADMINISTRATIVE REPORTS:

Jim Duffey:

- The parking lot project will be starting the week of July 16.
- Provided an update on the Columbia Gas trenching project for the natural gas line.
- Introduced Jim Sourbier and Jeff Conner from the Franklin Co. Safety Training Center and thanked them for the tour of their facility which occurred prior to the meeting.

Jeff Conner gave a history of the training center and how it operates with cooperation from county fire, police and EMS services. They have a need to expand their operations to offer additional training for local municipalities. Mr. Conner provided a drawing of the current 5-acre property that was included in the lease that was granted in 2003 and an outline of an additional 2 acres that is desired for expansion. He also detailed concern that exists with the entrance that they currently use off of route 11 and proposed a new entrance that would occur from the FCCTC property. He asked that the lease be revised to include the additional land.

Discussion occurred between the JOC and Sourbier/Conner regarding the exact acreage being utilized and whether or not expansion could occur on the existing property. It was determined that original drawings be reviewed and brought to the August meeting to determine if expansion could occur on the exiting 5 acres and if not, what the JOC may consider.

Jan Collier:

- Accreditation Visit – Sept 18-20
- Capital Campaign - Pledges (\$40,150) + Donations (\$288,548) = \$328,698 (65.74%)
- Save the date – July 14, 2018 – Celebrating Nursing Through the Ages
- Program Promotion - Allied Health Presentation May 16, Radio promotion July 11
- Enrollment *Aug 17-18 – 19 students Graduation Aug 16, 2018*
 Feb 18-19 – 18 students
 Aug 18-19 – 25 students Start Aug 20, 2018
 Feb 19-20 - Accepting Applications
- NCLEX-PN Pass Rate Feb 17-18 – 100% (20 of 20 graduates)

NEW BUSINESS:

Financial:

1. **HACC EMS Program Agreement (For Discussion Only)**
 Contract with Harrisburg Area Community College to provide a 400-hour Emergency Services program

at a cost of \$4,000 per student. The FCCTC would rent classroom space to HACC at a cost of \$1,000/month from January-May, 2019.

Discussion ensued regarding the pros and cons of the proposal. Questions arose regarding who was to pay for the program and whether or not graduation credits can be offered for the class. A handout was reviewed showing the savings that exists over the district cost per student. Mr. Duffey indicated that credits would likely be handled similar to a dual enrollment class and could be considered general elective credit. Mr. Suders also pointed out the similarity to dual enrollment at the home school and he is in favor of the proposal. Mr. Norcross said that this is a low risk option to start the program, but we need to check if students would be eligible based on their graduation requirements. Mr. Duffey will get answers to the questions, review with the Superintendents at their next meeting and bring the proposal back to the August JOC meeting for a decision.

Chairman Barton asked to combine Items #2 thru #5 into one vote.

2. Secondary Medical Assisting Affiliation Agreement

Approval is sought to renew the agreement with the Summit Physician Services in Chambersburg for the 2018-19 school year to provide the site for clinical training for the Medical Assisting program.

3. 2017-18 Occupational Advisory Committee Minutes

Acceptance is required by the JOC for the OAC Minutes as written for the 2017-18 school year. OAC Minutes can be found on our website at <http://www2.franklinctc.com/7-2/about/committees/occupational-advisory-committee/>.

4. Laurel Life Agreement

Approval is required for the letter of agreement with Laurel Life for school-based outpatient services for referrals of students as made by the FCCTC at no cost to the FCCTC.

5. FFA National Competitions

Approval is sought for travel to the following National Competitions:

Nursery Landscaping qualified to represent the PA FFA and compete at the National FFA Convention October 24-27 held in Indianapolis, IN at a cost of **\$5,035**. Veterinary Assisting qualified to represent the PA FFA at the Big E (Eastern Regional Competition) held September 14-15 in Springfield, MA at a cost of **\$2,325**. Breakdown of costs can be found in the board packet.

Nursery Landscaping Team

Tyler Laughman- SASD
Colby Keefer- CASD
Grover Morris- CASD
Rebecca Gabler - CASD
Teacher – Dave Perry

Veterinary Assistance Team

Stori Boggs - CASD
Emily Gavlak- SASD
Jenna Meyers- GASD
Destiny Cordell- CASD
Teacher – Lisa Cook

On a Norcross/Suders motion/second and carried unanimously on a voice vote, Items #2 thru #5 were approved as presented.

6. Act Upon Fannett-Metal Request

Approval is sought to change the Articles of Agreements to readmit into membership the Fannett-Metal School District as a Participating School District starting with the 2019-20 school year.

On a Yates/Reecher motion/second discussion followed regarding the number of slots that Fannett-Metal would be awarded and the recommendation made by the Superintendents to reduce the number of board seats from 9 to 7. It was confirmed that the number of slots for FM would be based on the quota system and that FM students would have an opportunity to fill at least 1 slot per program. On the board seat recommendation, the JOC felt that 10 or 11 members would be better than 7 bringing more expertise and representation into the decision-making of the board. After further discussion, it was determined that a board seat be added for Fannett-Metal and a 2nd board seat be added for

Greencastle based on current enrollment.

Further discussion occurred recommending inclusion in the Articles of when FM would start as a member school district. The desire would be that the FM board seat take affect at reorganization in December of 2018 and that financial contributions to the General Operating Budget start July 1, 2019. A recommendation was made to ask the solicitor to include language in the proposed revision to the Articles of Agreement to address these issues before sending back to the school districts for approval.

On an amended Yates/Reecher motion/second, it was determined that the total board seats be changed from 9 to 11 with a seat given to FM and an additional seat be given to Greencastle. Also, the solicitor will add language to the Articles of Agreement to allow for the changes of the board seats to occur at reorganization in December of 2018 and the financial contributions from Fannett-Metal to commence with the 2019-20 General Fund Operating Budget. The motion carried unanimously on a voice vote.

Chairman Barton asked to combine Items #7 thru #10 into one vote.

7. Support Staff Insurance and Co-Premium

Approval is sought for implementation of the 2018-2019 school year support staff insurance package. FCCTC shall provide individual, two-party or family medical insurance coverage with all participants paying 0.58% of the total premium cost, which is 2% below the teacher's co-premium percentage that is calculated each fiscal year (per the CBA).

8. HVAC System – PNP Building

Approval is sought to purchase the HVAC System for the PNP Building from HC Nye Company, Harrisburg, PA at the quoted price of \$90,463.41. HC Nye is on the state bid list (contract # 008-478/vendor # 131689).

9. Grant Funding

The 2018/19 Federal Perkins grant have been approved in the amount of \$314,470. Authorization sought to accept this funding.

<u>Project</u>	<u>Amount</u>
Total Approved 18-19 Budget	\$6,779,605
Carl Perkins Grant	<u>\$314,470</u>
TOTAL APPROVED BUDGET (18-19)	\$7,094,075

10. Surplus Equipment

Approval to have the following items from the CIM program sold through auction:

- 1 each Bridgeport Series II vertical mill with miscellaneous tool holders.
- 1 each South Bend CLC 8187R 10 "swing 4 ½ foot bed length.
- 3 each South Bend 145C 13' swing 6 'bed length with miscellaneous tooling.

On a Suders/Norcross motion/second and carried unanimously on a voice vote, Items #7 thru #10 were approved as presented.

Chairman Barton asked to combine Items #11 thru #14 into one vote.

11. UGG Procurement Policy

Approval is sought for the Uniform Grant Guidance (UGG) Procurement Policy that will be effective for the 2018-19 fiscal year. The UGG Procurement Policy is specific to federal awards that are awarded to FCCTC (i.e. Perkins grant) and needs to be approved prior to July 1, 2018 to maintain compliance for our Single Audit of federal awards.

12. Capital Reserve Fund Disbursements

Approval is sought for the disbursement of funds totaling **\$11,683.75** from the Capital Reserve Fund for the following. The first expense was part of the Building and Grounds Upkeep Plan that was approved

at the March 2016 JOC meeting while the second expense uses part of the \$7,500 donation from Volvo in May 2017.

- A. Stouffer Mechanical Contractor – Install Rooftop Units \$9,900.00
- B. BAPS – Paint training equipment for Volvo Room \$1,783.75

13. Permission Sought to Deposit Funds into Capital Reserve Fund

Approval is requested to deposit **\$7,500** from the Volvo donation into the Capital Reserve Fund to be earmarked for paint training equipment for the Volvo Room/Auto Body program.

14. Donation

Seeking approval to accept a 2002 Mercury Grand Marquis from Susan Matiejunas, 476 Fairton Drive, Monroe Township, NJ. Value is estimated at \$2,000.

Ms. Reeher inquired as to how we are receiving a vehicle from New Jersey. The donor was a Wilson College alumni and experienced the breakdown while attending Homecoming in early June. The car was parked at Mr. Tire.

On a Norcross/Suders motion/second and carried unanimously on a voice vote, Items #11thru #14 were approved as presented.

8:43 p.m. – Recess to Executive Session for Personnel
9:14 p.m. – Reconvened

Chairman Barton asked to combine Items #15 thru #17 into one vote.

15. Request to Hire

Approval is sought to hire the following instructor starting with the 2018-19 school year pending receipt of clearances.

Medical Assisting Instructor	Kelli Ellerman 19 Running Pump Road Newville, PA 17241	Step 3A
Automotive Tech Instructor	Andy Anderson 224 Hamilton Avenue Greencastle, PA 17225	Step 1A Probationary Assignment
Technical Skill Consultant	Daniel Stockman 1855 Baltimore Pike Gettysburg, PA, 17325	\$14.50/hour Paid for through Perkins
PT Financial Aide Assistant	Katrina Cole 1135 Black Gap Road Fayetteville, PA 17222	\$14/hour Practical Nursing Program 10-20 hours/week

16. Memorandum of Understanding

Approval is sought to enter into a MOU with the FCCTC Education Association regarding the probationary assignment of Andy Anderson, Automotive Tech Instructor.

17. Memorandum of Understanding

Approval is sought to enter into a MOU with the FCCTC Education Association regarding the grievance filed by Sharla Dunlap, Allied Health Instructor, regarding Unpaid Leave.

On a Suders/Reeher motion/second and carried unanimously on a voice vote, Items #15 thru #17 were approved as presented.

18. Business Manager Contract

Approval is sought to enter into an employment agreement as proposed with Neil Rotz, Business Manager, for the period July 1, 2018 through June 30, 2021.

On a Norcross/Yates motion/second and carried unanimously on a roll call vote, the agreement with Mr. Rotz was approved as presented.

Mr. Norcross – Yes Ms. Montero – Yes Mr. Suders – Yes
Mr. Wengert – Yes Ms. Reecher – Yes Mr. Yates – Yes
Chairman Barton – Yes

Chairman Barton asked to combine Items #19 thru #21 into one vote.

19. Resignation

Retroactive approval is sought to accept the resignation of Janine Frey, Instructional Assistant, effective June 6, 2018.

20. Permission to Advertise, Interview and Hire

Approval is sought to hire an Instructional Assistant prior to the start of the 2018-19 school year.

21. Letter of Agreement for Training

Approval is sought to act as a community service training site through the National Council on Aging with Path Stone for the 2018-19 school year.

On a Suders/Montero motion/second and carried unanimously on a voice vote, Items #19 thru #21 were approved as presented.

Solicitor’s Report – Mr. Duffey provided correspondence from Beard Legal Group on the Supreme Court decision on “Fair Share”.

Addenda – None

Adjournment – There being no further business to discuss, the meeting adjourned at 9:19 p.m.

Respectfully submitted,

Neil D. Rotz
Recording Secretary