

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

The monthly meeting of the Franklin County Career and Technology Center's Joint Operating Committee was held on Thursday evening, August 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
	Mark Schur	Chambersburg – Alternate
	Joan Smith	Chambersburg
	Linda Farley	Greencastle – Alternate
	Susan Spicka	Shippensburg
	Charlie Suders	Shippensburg
	Jon Heebner	Tuscarora
	Beth Reecher	Waynesboro
	Patti Strite	Waynesboro – Alternate
MEMBERS ABSENT:	Ed Norcross	Chambersburg
	Shannon Yates	Greencastle
	Curtis Wengert	Waynesboro
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
	Jeff Daughenbaugh	FCCTC
	Jeff Conner	Coroner - Franklin Co. Safety Training Center
	Allen Piper	CRG

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

PUBLIC COMMENT: Mr. Piper expressed that he and his family enjoyed the PNP celebration in July; Noted that the new blacktop is a job-well-done; Asked that the board take a stand against the proposed federal fuel increase. Chairman Barton advised that individual boards would each deal with the fuel increase.

APPROVAL OF THE AUGUST 23, 2018 AGENDA:

On a Suders/Smith motion/second and carried unanimously on a voice vote, the revised agenda was approved.

APPROVAL OF THE JUNE 28, 2018 MINUTES:

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

FINANCIAL REPORTS:

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

General Fund	Beginning Balance 6/1/2018	\$	1,941,295.06
	Receipts June 2018	\$	1,360,998.03
	Expenditures June 2018	\$	(1,436,946.94)
	Ending Balance 6/30/2018	\$	1,865,346.15
	Beginning Balance 7/1/2018	\$	1,865,346.15
	Receipts July 2018	\$	1,115,136.46
	Expenditures July 2018	\$	(1,216,374.96)
	Ending Balance 7/31/2018	\$	1,764,107.65
General Advisory	Beginning Balance 6/1/2018	\$	18,248.09
	Receipts June 2018	\$	0.00
	Expenditures June 2018	\$	(700.62)
	Ending Balance 6/30/2018	\$	17,547.47
	Beginning Balance 7/1/2018	\$	17,547.47
	Receipts July 2018		0.00
	Expenditures July 2018		0.00
	Ending Balance 7/31/2018	\$	17,547.47
LPN Program	Beginning Balance 6/1/2018	\$	525,781.55
	Receipts June 2018	\$	151,393.30
	Expenditures June 2018	\$	(13,097.06)
	Ending Balance 6/30/2018	\$	664,077.79
	Beginning Balance 7/1/2018	\$	664,077.79
	Receipts July 2018	\$	110,518.89
	Expenditures July 2018	\$	(51,552.71)
	Ending Balance 7/31/2018	\$	723,043.97

Chairman Barton noted that Mr. Rotz is looking into getting FCCTC's money into higher interest rate vehicles or accounts.

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

CORRESPONDENCE: Mr. Duffey spoke to two thank you letters:

1. From Mrs. Janet Happel for helping to alleviate the flooding in her basement.
2. From Robin Harmon, Greater Chambersburg Chamber Foundation, for being a part of the Scoop-a-Palooza fundraiser this past July.

CHIEF ADMINISTRATIVE OFFICER'S REPORT: Dr. Kline reported from the PAC meeting on August 9; attended a security meeting run by John Theirwechter and Steve Nevada; Dr. Nace from the LIU discussed a workshop taking place in the spring. The guest speaker will be a former superintendent from a Wisconsin school district, and all superintendents are invited to attend.

ADMINISTRATIVE REPORTS:

Jan Collier:

- Preparing for the accreditation visit September 18-20.
- Graduation was held Thursday, August 16.
- The HVAC system is on site and she will be working with H.C. Nye Company to get it installed, with the help of our HVAC students and instructor.
- Complemented Benjamin Koser who kept the electrical work going all summer.
- The Capital Campaign is moving ahead with a large donation expected soon.

Ben Mordan:

- Great start to the school year. We have many new teachers and everyone is pitching in to help.
- Productive in-service sessions.
- Presented an enrollment update for 2018-19.

Jim Duffey:

- Working with Tod on goals and, in turn, the FCCTC administrative team.
- The Articles of Agreement passed in all six districts – working on getting original signatures.
- Reviewed the Adult Ed course listing for Fall 2018. Discussed the challenges with the C.N.A. program.
- Reviewed the summary from Penn College on dual enrollment credits earned.

OLD BUSINESS:

Building & Grounds

1. Land Lease

Franklin Fire Chief’s Association - Discussion Only.

Discussion led by Jim Duffey and Jeff Conner:

- Lease changes
- Access to the site for Fire Chief’s Association
- Funding for HACC’s program

Mr. Conner stated that the Franklin County Fire Chief’s Association does not have the money to provide any scholarships for the proposed HACC program. He is asking for the lease to turn into a donation from FCCTC to the Fire Chief’s Association. Mr. Conner posed two questions for the JOC to consider: *What is the advantage of leasing the property to the Fire Chief’s Association? What about an accident on the property?* The Fire Chief’s Association wants the land in order to apply for grants, do fundraisers, etc. Mr. Duffey will work on getting the next steps for the JOC to consider going forward.

NEW BUSINESS:

Chairman Barton asked that Action Items #1 & #2 be combined into one vote.

Personnel:

1. Resignation:

Approval sought to accept the resignation of Kelli Ellerman, Medical Assisting Instructor, effective August 18, 2018.

2. Appointments:

Approval sought to hire the following:

Michelle Doyle	Fayetteville, PA	Medical Assisting Instructor	Step 5A of the CBA
Lori Ebersole	Greencastle, PA,	Admin Assistant	\$14.79/hour/186 days.
Benjamin Koser	Shippensburg, PA	Maintenance Assistant	\$12.00/hour (NTE 1 Year)

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

Chairman Barton asked that Action Items #3 thru #6 be combined into one vote.

3. Substitute Teacher List

Approval sought for the Substitute Teacher List for the 2018-19 school year. Approval was also sought to add subsequent substitute teachers to the active list based on the Assistant to the Director's recommendation.

4. School Physician

Recommended contracting with Dr. Stephen Flack, Summit Primary Care, 3106 Philadelphia Avenue, Chambersburg, PA to serve as the FCCTC School Physician at a rate of \$500 for the year.

5. Adult Education Pay Rates

Approval sought to accept the adult education pay rates for the 2018-19 school year.

Policy:

6. Policy Update – 335 FMLA

Approval sought to update policy 335 regarding the use of Family and Medical Leave.

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

Chairman Barton asked that Action Items #7 thru #12 be combined into one vote.

Financial:

7. Marketing Contract

Approval sought to enter into an agreement with Bullseye Video Productions to update website videos and to provide social media control services for the 2018-19 school year. Total cost = \$7,000 and \$650/month for social media support to include PNP/Capital Campaign. Services will be paid for through the General Advisory Committee Marketing Funds.

A question arose on the video contract and what we will get for it. A brief discussion ensued.

8. Bid Change Order – Parking Lot Project

Approval sought to accept a change order made to the parking lot bid to include separate access for the PNP Building from the main driveway. Total cost of \$5,220 to be paid through the Capital Reserve Fund.

9. Non-Resident Tuition Rates

Approval sought to set the overall Non-Resident Tuition Rates for the 2018-2019 school year at **\$7,256** per student. (Total Budget {\$6,779,605} ÷ Avg. 2015-16, 2016-17, and 2017-18 ADM's {934.36}). The Fannett Metal rate will be established at **\$5,373** per student {Total amount shared by member districts {\$5,020,761} ÷ Avg. 2015-16, 2016-17, and 2017-18 ADM's {934.36}).

10. Reimbursement of General Fund

Permission requested to reimburse the General Fund for instructional equipment purchased during the 2017-18 school year with Capital Reserve funds in the amount of \$88,791.99.

11. National School Lunch Program Sponsorship – Chambersburg Area School District

Approval sought to permit the Chambersburg Area School District to act as sponsoring agency for the FCCTC school lunch program for reimbursement under the National School Breakfast

and Lunch programs for the 2018-19 school year.

12. Donation

Approval sought to accept the donation of two electric vehicles (1984 Ford Ranger & 1961 Ford Falcon) to the Electrical Occupations program from Robert Shannon, 1855 Criders Church Rd, Chambersburg PA. The total value of the vehicles is estimated at \$500.

On a Suders/Smith motion/second and carried unanimously on a voice vote, Action Items #7 thru #12 were approved as presented.

Curriculum:

13. HACC EMS Program Agreement

Approval sought to contract with Harrisburg Area Community College to provide a 400-hour Emergency Services program at a cost of \$3,500 per student starting 2nd semester of 2018-19. Per student costs are to be drawn from the Fireman's Relief Fund, District Funds and Tuition Rate to Family as TBD.

Discussion followed regarding the cost of the program and how FCCTC and the districts would pay it. Mr. Suders is in favor of the program. Ms. Reecher says it is worth a try because there is a need in the community.

On a Suders/Smith motion/second and carried unanimously on a roll call vote, Action Item #13 was approved as presented.

Ms. Smith – Yes
Dr. Schur – Yes
Mr. Suders – Yes

Ms. Reecher – Yes
Ms. Farley – Yes
Ms. Strite – Yes

Mr. Heebner – Yes
Ms. Spicka – Yes
Chairman Barton – Yes

Chairman Barton asked that Action Items #14 thru #16 be combined into one vote.

14. Faculty and Student Handbooks

Recommended approval of the Faculty and Student Handbooks for the 2018-2019 School Year.

15. Student Competition

Approval sought to send five students and an advisor for Hot Rodder's National competition at SEMA in Las Vegas, NV Oct 28 - Nov 3. Total cost estimated at \$4,000 paid by Hot Rodder's.

Brock Dubbs, SASD
Josh Sabold SASD
Caleb Keck WASD

Jonathan Chanelli CASD
Skylar Testerman GASD
Mr. Bard, Advisor

16. Memorandum of Understanding – 2018-2019 School Year

Approval sought for the Memorandum of Understanding between Career and Technical Centers and Participating School Districts and the Bureau of Career and Technical Education for participation in the Technical Assistance (TAP) Program.

On a Suders/Smith motion/second and carried unanimously on a voice vote, Action Items #14 thru #16 were approved as presented.

17. Lancaster CDL Contract Termination

Approval sought to act upon the request received from the Lancaster Career and Technology Center to terminate the contract to provide Adult CDL classes at FCCTC.

Mr. Duffey explained Lancaster County CTC's situation and why they are asking to terminate the CDL agreement immediately. After discussion, the JOC decided to exercise their part of

the contract and ask for six months' rent before termination.

On a Suders motion (based on 4b. of the CDL contract) and on a Heebner second and carried unanimously on a roll call vote, the Lancaster CDL contract termination was approved.

Dr. Schur – Yes
Ms. Strite – Yes
Ms. Farley – Yes

Ms. Spicka – Yes
Ms. Smith – Yes
Mr. Heebner – Yes

Mr. Suders – Yes
Ms. Reeher – Yes
Chairman Barton – Yes

Solicitor's Report – None

Addenda – None

Adjournment – There being no further business to discuss, the meeting adjourned at 8:39 p.m.

Respectfully submitted,

Neil D. Rotz
Recording Secretary