

**FRANKLIN COUNTY CAREER AND TECHNOLOGY CENTER  
JOINT OPERATING COMMITTEE  
September 27, 2018**

The monthly meeting of the Franklin County Career and Technology Center's Joint Operating Committee was held on Thursday evening, September 27, 2018 in the boardroom with Chairman Barton calling the meeting to order at 6:59 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
	Jon Heebner	Tuscarora
	Beth Reecher	Waynesboro
	Curtis Wengert	Waynesboro

MEMBERS ABSENT:	Ed Norcross	Chambersburg
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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
	Ben Holmquist	New Franklin Fire Co.
	Jeff Conner	Franklin County Coroner
	Elizabeth Heller	Fayetteville Fire Co.
	Jenna Myers	Vet Assisting student
	Destiny Cordell	Vet Assisting student
	Emily Gavlak	Vet Assisting student

**RECOGNITION OF VISITORS:** Chairman Barton welcomed everyone to the meeting, recognizing the students from the Veterinary Assisting class, and Mr. Holmquist, Ms. Heller, and Mr. Conner, advocates for the Franklin County Public Safety Training Center and EMS program.

**PUBLIC COMMENT:** None

**APPROVAL OF THE SEPTEMBER 27, 2018 AGENDA:**

Chairman Barton noted a revision to the agenda to include Item #4 under Financial in New Business. On a Wengert/Smith motion/second and carried unanimously on a voice vote, the revised agenda was approved.

**APPROVAL OF THE AUGUST 23, 2018 MINUTES:**

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

**FINANCIAL REPORTS:**

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

General Fund	Beginning Balance 8/1/2018	\$	1,764,107.65
	Receipts August 2018	\$	779,116.62
	Expenditures August 2018	\$	(990,908.71)
	Ending Balance 8/31/2018	\$	1,552,315.56

General Advisory	Beginning Balance 8/1/2018	\$	17,547.47
	Receipts August 2018	\$	0.00
	Expenditures August 2018	\$	0.00
	Ending Balance 8/31/2018	\$	17,547.47
LPN Program	Beginning Balance 8/1/2018	\$	723,043.97
	Receipts August 2018	\$	38,802.56
	Expenditures August 2018	\$	(198,783.98)
	Ending Balance 8/31/2018	\$	563,062.55

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

#### **CORRESPONDENCE:**

Mr. Duffey referred members to the GAC minutes from the meeting on September 17, 2018.

Highlights included:

- Bullseye Video Productions has been engaged to produce promotional videos and will be in-house on October 9-11. The videos, scheduled to post in November or December, will update and enhance our website.
- In an effort to replenish the marketing fund, Mr. Duffey introduced a Marketing Fund Proposal starting with the 2019-20 SY. GAC members are actively presenting ideas and names of businesses in an effort to draw new sponsors and re-engage current sponsors.
- Discussed plans for the 50<sup>th</sup> Anniversary celebration in the 2019-20 SY.

**CHIEF ADMINISTRATIVE OFFICER'S REPORT:** Dr. Kline reported from the PAC meeting on September 13: Discussed the proposed emergency training center and EMS program; a county-wide school calendar; and school safety and security.

#### **ADMINISTRATIVE REPORTS:**

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

- Supplied an overview of the accreditation visit on September 18-20 that resulted in ongoing accreditation for the PNP at FCCTC.
- Students continue to be very active in the progression of the PNP building.
- The Capital Campaign is at 67.5% of the \$500,000 goal. An announcement of a large pledge is expected soon.
- Program Promotion – Activity noted on Facebook (FCCTCPNP1) and Instagram (fcctc\_pnp)

##### **Ben Mordan:**

- Recruitment season has started and 9<sup>th</sup> grade tours are scheduled in October along with an open house for high school students in November.
- Applications are due January 10, 2019.
- Presented the Vet Assisting team who updated the JOC on the Big E Competition in Massachusetts earlier this month. Dr. Mordan also shared a thank you note from the students.

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

- Discussed the Job Related Expenses Administrative Guideline AR 331.1 that clarifies expectations for employees.
- Currently working on equipment and safe school grants with PDE.

##### **Mr. Duffey introduced Ben Holmquist, New Franklin Fire Dept.**

Mr. Holmquist reviewed the HACC proposal and feels that there are some things that can be done better for the benefit of the students and the schools.

- Worked with Bucks CC and their relationship with the Franklin County Fire Chief's Association to provide a better proposal.
- Students under age 18 are permitted to take the course and then submit the "birthday book" to the state after they turn 18 (within 365 days) to receive their certificate without any additional costs or training.
- Few additional costs for national certifications/tests, approximately \$300 per student.
- Overall cost is \$1,000
- Logistics – Use the space at FCCTC; Possible ride-a-longs for students; station visits; offer additional education, i.e., Volunteer vs Career Fire Fighter; Visit the National Fire Academy in Emmitsburg, MD.; Issue uniforms, holding students to a high standard of respect for the field.
- The goal is to encourage students to stay locally by engaging them in opportunities within the communities in Franklin County.
- Classes to start January 2019

## **OLD BUSINESS:**

### **Building & Grounds**

#### **1. Land Lease**

Franklin Fire Chief's Association – Discussion continued from the JOC meeting in August.

Mr. Suders and Ms. Reeher are not in favor of gifting the land, and both feel that the lease should stay intact. Mr. Duffey will research what the FCCTC's liability would be related to accidents that may occur on leased land. He will bring this as an agenda item for a vote at the October 2018 meeting.

## **NEW BUSINESS:**

Chairman Barton asked to combine Personnel action items #1 & #2 into one vote.

### **Personnel:**

#### **1. School Safety and Security Coordinator**

In accordance with Section 1309-B of Act 44 Of 2018, appoint **Justin Sholes**, Principal, as, School Safety and Security Coordinator. Responsibilities include: reviewing school safety policies and procedures, coordinating school safety and security assessments; reporting to JOC on current safety and security practices, and serving as the liaison to the PA Commission for Crime and Delinquency (PCCD) School Safety and Security Committee, PDE, local law enforcement and any other organizations regarding matters of school safety and security.

#### **2. CTSO and Other Participatory Organizations**

Approval sought for following individuals to serve as club advisors for the 2018-19 school year.

<b>CTSO:</b>	DECA -	Sue Mills
	FFA -	Lisa Cook, Dave Perry
	SKILLS USA -	Kathy Estep, Steve Grove, Bryan Hawbecker
	HOSA -	Marla Moore, Sharla Dunlap

<b>OTHER:</b>	AWS -	Elisa Donaldson
	Hot Rodder's -	Bobby Bard (through Dec 31, 2018)
	NTHS -	Brenda Kimple

Mr. Wengert questioned if it is common for the Principal to act as the safety and security coordinator. Mr. Duffey affirmed, stating it is a new requirement of Act 44. Mr. Sholes is the contact person for law enforcement and the fire company, and assists in writing the grants.

On a Suders/Yates motion/second and carried unanimously on a voice vote, Personnel action items #1 & #2 were approved as presented.

Chairman Barton asked to combine Finance action items #3 and #4 into one vote.

### **Financial:**

#### **3. Transfer into Capital Reserve**

Approval sought to transfer **\$40,555** from the adult education account to the Capital Reserve account to pay back the Capital Reserve account for funds used to build the CDL Driving Lot.

#### **4. Farm Land Lease**

Approval sought to renew the agreement with John Ocker, 2459 Fisher Road, Chambersburg, PA 17202 to lease approximately 40 acres of farm land at the price of \$9,010 per year under the terms of the previous agreement.

On a Suders/Wengert motion/second and carried unanimously on a voice vote, Finance action items #3 & #4 were approved as presented.

Chairman Barton asked to combine Curriculum action items #5 & #6 into one vote.

### **Curriculum:**

#### **5. Occupational and General Advisory Committee Membership – 2018-19**

JOC approval needed for the GAC and OAC rosters for the 2018-19 school year.

#### **6. Off Campus Suspension Contract**

Approval sought to enter into an agreement for the period October 1, 2018 through June 30, 2020 with Affinity Educational Solutions to provide services for student disciplinary suspensions 1 day per week at a rate of \$150/day.

Regarding the off-campus suspension contract, Ms. Smith questioned when students are no longer eligible to return to FCCTC. Dr. Mordan and Mr. Duffey explained the point system in place for discipline/suspension. FCCTC uses Saturday school and OSS as well.

On a Heebner/Suders motion/second and carried unanimously on a voice vote, Curriculum action items #5 & #6 were approved as presented.

#### **7. HACC EMS Program Agreement**

Approval sought to rescind the previous month's approval to contract with Harrisburg Area Community College to provide a 400-hour Emergency Services program at a cost of \$3,500 per student starting 2<sup>nd</sup> semester of 2018-19.

On a Heebner/Yates motion/second and carried unanimously on a voice vote, the agreement was rescinded.

#### **8. Fire and Rescue Program Agreement**

Approval sought to reach an agreement with the Franklin County Public Safety Training Center to provide 400 hours of training in Fire and Rescue to interested students at a cost of \$1,000 per student starting with the 2<sup>nd</sup> semester of 2018-19.

Mr. Yates asked how the cost will be paid. Mr. Duffey stated that it would be covered out of FCCTC's fund balance, and allocated to the Districts through the three-year weighted average.

On a Yates/Wengert motion/second and carried unanimously on a voice vote, the agreement was approved as presented.

Chairman Barton asked to combine Curriculum action items #9 & #10 into one vote.

**9. Articulation Agreement**

Approval sought for the FCCTC PNP to enter into an arrangement with Wilson College to offer students articulated credit to attend Wilson College for a BSN degree upon the conditions set forth in the agreement.

**10. FFA National Competitions**

Approval sought to allow **Kaitlyn Hampton- WASD** to replace **Colby Keefer, CASD** on the Nursery Landscaping Team traveling to the FFA National Competitions October 24-28 held in Indianapolis, IN.

On a Suders/Smith motion/second and carried unanimously on a voice vote, Curriculum action items #9 & #10 were approved as presented.

**Solicitor's Report** – None

**Addenda** – Discussion

The JOC's consensus is to continue to lease the land and increase the amount of land to the Fire Chief's Association to use. Mr. Duffey will gather all the information and discuss with the solicitor before having an agenda item to vote on in October.

**Adjournment** – There being no further business to discuss, the meeting adjourned at 8:42 p.m.

Respectfully submitted,

Neil D. Rotz  
Recording Secretary