

FRANKLIN COUNTY CAREER AND TECHNOLOGY CENTER  
JOINT OPERATING COMMITTEE  
December 20, 2018

The monthly meeting of the Franklin County Career and Technology Center's Joint Operating Committee was held on Thursday evening, December 20, 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
	Kris Scritchfield	Chambersburg – Alternate
	Von McGee	Fannett-Metal
	Scott Hart	Greencastle
	Shannon Yates	Greencastle
	Susan Spicka	Shippensburg
	Charlie Suders	Shippensburg
	Jon Heebner	Tuscarora
	Beth Reecher	Waynesboro
	Curtis Wengert	Waynesboro

MEMBERS ABSENT:	Ed Norcross	Chambersburg
	Joan Smith	Chambersburg

ALSO PRESENT:	Jim Duffey	Admin. Director
	Ben Mordan	Assistant Director
	Neil Rotz	Business Manager
	Justin Sholes	Principal
	Jan Collier	LPN Administrator
	Kevin Grove	FCCTC Instructor
	Stacie Grove	
	Rebecca Gabler	FCCTC
	Dave Perry	FCCTC Instructor
	Breanne Myers	CMS
	Ray Fair	GAC

**RECOGNITION OF VISITORS:** Chairman Barton welcomed everyone to the meeting, recognizing FCCTC staff, DECA students, CMS student and Ray Fair (GAC).

**PUBLIC COMMENT ON AGENDA ITEMS:** Mrs. Mills (DECA) introduced the DECA winners from the District competition.

Mr. Grove thanked the JOC for their support. He visited the Mack Plant and saw a former Diesel student who got a job over 300 applicants due to the diesel training and experience he received at FCCTC. He also explained the cross training between diesel and welding.

Mr. Perry went to Nationals with FFA in October finished with a bronze medal. He brought poinsettias for the JOC that were grown by the landscape and horticulture program.

**REORGANIZATION**

The Articles of Agreement for the establishment and operation of the Franklin County Career and Technology Center, Page 3, Section 8:

**Officers:**

“In the December meeting each year of the Technical School Committee, a Chairman and Vice Chairman should be elected to serve for a period of one (1) year, to take office the first Monday of the following January. The two officers shall not represent the same participating school district, shall not be eligible to serve in the same office more than two (2) successive years, and shall not come from the same participating school district for more than two (2) successive terms.”

**ELECTION OF CHAIRMAN & VICE CHAIRMAN**

On a Wengert motion, Mr. Yates was nominated for Chairman. On a Scritchfield/Schur motion/second, the nominations for Chairman were closed and the motion carried unanimously on a voice vote.

The motion to approve Mr. Yates as Chairman carried unanimously by a roll-call vote:

- |                         |                       |
|-------------------------|-----------------------|
| Ms. Spicka – Yes        | Mr. Heebner – Yes     |
| Mr. Suders – Yes        | Mr. Wengert – Yes     |
| Dr. Schur – Yes         | Mr. Yates – Yes       |
| Ms. Schritchfield – Yes | Mr. McGee – Yes       |
| Ms. Reecher – Yes       | Chairman Barton – Yes |
| Mr. Hart – Yes          |                       |

On a Suders motion, Ms. Spicka was nominated for Vice-Chairman. On a Wengert/Heebner motion/second, the nominations for Vice-Chairman were closed and the motion carried unanimously on a voice vote.

The motion to approve Ms. Spicka as Vice-Chairman carried unanimously by a roll-call vote:

- |                   |                        |
|-------------------|------------------------|
| Mr. Yates – Yes   | Ms. Scritchfield – Yes |
| Mr. Wengert – Yes | Mr. Hart – Yes         |
| Mr. McGee – Yes   | Ms. Reecher – Yes      |
| Mr. Suders – Yes  | Mr. Heebner – Yes      |
| Dr. Schur - Yes   | Chairman Barton – Yes  |
| Ms. Spicka – Yes  |                        |

**Meeting Dates:**

It was recommended that meeting dates and time for our regular monthly meeting be established during the reorganization in December. At the present time, the Joint Operating Committee meets on the 4<sup>th</sup> Thursday of each month, with the exception of November and December when the Joint Operating Committee meets earlier due to the Thanksgiving and Christmas Holidays. The set time is 7:00 p.m. Any changes will be advertised accordingly.

On a Schur/Scritchfield motion/second and carried unanimously on a voice vote, the meeting dates for 2019 were approved as follows:

- |             |             |  |
|-------------|-------------|--|
| January 24  | May 23      | September 26                           |
| February 28 | June 27     | October 24                             |
| March 28    | July – none | November 21 (3 <sup>rd</sup> Thursday) |
| April 25    | August 22   | December 19 (3 <sup>rd</sup> Thursday) |

**APPROVAL OF THE DECEMBER 20, 2018 AGENDA:**

Chairman Barton called for an Executive Session for Personnel prior to Personnel. On a Yates/Heebner motion/second and carried unanimously on a voice vote, the revised agenda was approved.

## APPROVAL OF THE OCTOBER 25, 2018 MINUTES:

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

## FINANCIAL REPORTS:

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

General Fund	Beginning Balance 10/1/2018	\$	1,465,895.42
	Receipts October 2018	\$	595,977.30
	Expenditures October 2018	\$	(567,307.82)
	Ending Balance 10/31/18	\$	1,494,564.90
	Beginning Balance 11/1/2018	\$	1,494,564.90
	Receipts November 2018	\$	692,113.03
General Advisory	Expenditures November 2018	\$	(531,554.28)
	Ending Balance 11/30/18	\$	1,655,123.65
	Beginning Balance 10/1/2018	\$	17,147.47
	Receipts October 2018	\$	0.00
	Expenditures October 2018	\$	(9,255.01)
	Ending Balance 10/31/18	\$	7,892.46
LPN Program	Beginning Balance 11/1/2018	\$	7,892.46
	Receipts November 2018	\$	0.00
	Expenditures November 2018	\$	(5,900.00)
	Ending Balance 11/30/2018	\$	1,992.46
	Beginning Balance 10/1/2018	\$	564,537.13
	Receipts October 2018	\$	117,960.80
	Expenditures October 2018	\$	(99,501.41)
	Ending Balance 10/31/18	\$	582,996.52
	Beginning Balance 11/1/2018	\$	582,996.52
	Receipts November 2018	\$	42,423.41
	Expenditures November 2018	\$	(63,293.32)
	Ending Balance 11/30/18	\$	562,126.61

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

**CORRESPONDENCE:** Mr. Duffey reviewed the GAC meeting minutes from November, which included the following: watching the video for the homepage done by Bullseye, discussing that the funds are going down and looking for program sponsorships starting in the 2019/2020 school year, looking at new program development and planning for the 50<sup>th</sup> anniversary celebration.

**CHIEF ADMINISTRATIVE OFFICER'S REPORT:** None.

## ADMINISTRATIVE REPORTS:

### Jan Collier:

- Gave a brief overview of her program and the building project
- They are almost at 75% of the capital campaign
- 100% placement resulting in top 5% practical nursing programs in PA
- Staff member received Masters

**Ben Mordan:**

- Reviewed Facebook initiative
- Thanked JOC for allowing him to attend and present at the ACTE Conference
- Reviewed the enrollment, recruitment and application data

**Justin Sholes:**

- Reviewed the student achievements

**Jim Duffey:**

- Proposed 2019-2020 calendar-close to each sending school
- Reviewed the preliminary 2019-2020 budget and what the shares will be for each district
- Shared results of lead testing (per Act 39); school is under the limit for the lead in drinking water
- 1/18/19 – hosting SKILLS USA District competition at FCCTC
- Invited the JOC on 1/24/19 at 5:30pm for dinner at the Chef's Table
- Passed CNA review by PDE for 2 years for Adult and Secondary level

**OLD BUSINESS:**

Chairman Barton asked that Agenda Items #1 and #2 be combined into one vote.

**Policy:**

**1. Policy Revision #604 – 2nd Reading**

A revision of policy 604 is sought to change the language related to what affirmative vote is required to pass the annual operating budget from “three (3) of the five (5)” to “four (4) of the six (6)” participating school districts.

**NEW BUSINESS:**

**Policy:**

**2. Policy Revision #101 – 1<sup>st</sup> Reading**

A revision of policy 101 is sought to change to update the school's mission and vision statement because of discussions occurring in our Academy Representative meetings associated with our initiative to develop a positive school culture.

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

**7:59 p.m. – Recess to Executive Session for Personnel**

**8:36 p.m. – Reconvened**

Chairman Barton asked that Agenda Items #3 thru #5 be combined into one vote.

**Personnel:**

**3. Resignation**

Retroactive approval is sought to accept the resignation of **Michelle Shank, Allied Health Instructor**, effective December 5, 2018, for retirement purposes.

**4. Employment**

- Approval is sought to hire **Sandra Strait**, 1082 Camp Ridge Road, Harrisonville, PA 17228, as a long-term substitute in Allied Health for the second semester of the 2018-19 school year at a rate of \$180 per day after the first 10-day period served.
- Retroactive approval is sought to hire **Reed Byers**, 373 Shatzer Orchard Road,

Chambersburg, PA effective November 28, 2018 as Maintenance Assistant at a rate of \$12.57/Hour.

**5. FMLA Request**

Retroactive approval is required for request for extended medical leave under the Family Medical Leave Act.

*Melissa Kuhns                  PNP Secretary                  22 days 11/16/18 – 1/2/19*

On a Heebner/Yates motion/second and carried unanimously on a voice vote, Agenda Items #3 thru #5 were approved as presented.

Chairman Barton asked that Agenda Items #6 and #7 be combined into one vote.

**6. Stipend Payment**

Ann Aldrich, Administrative Assistant through Mission One, resigned effective November 16, 2018. Approval is sought to re-distribute this workload among three existing support staff employees (Dawn Black, Angie Wagaman and Allison Hu) for the remainder of the school year and pay each a \$1,000 stipend for additional duties.

**7. Board Secretary**

Retroactively appoint Neil Rotz as JOC Secretary for a 4-year term effective July 1, 2018 through June 30, 2022 at a rate of \$1,732 per year.

On a Schur/Suders motion/second and carried unanimously on a voice vote, Agenda Items #6 and #7 were approved as presented.

**8. Determination and Assignments of Committees for the Calendar Year – 2019**

It is recommended the Joint Operating Committee members assign necessary representatives for committees selected for the Calendar Year 2019. The committees are; Personnel and Negotiation, Budget and Finance and Building and Grounds Committee. Current committee members are as follows:

**Personnel & Negotiations:** *Beth Reecher, Carl Barton, Charlie Suders, (No Alternate).*  
**Budget & Finance:** *Susan Spicka, Joan Smith, Curtis Wingert, Shannon Yates (Alt).*  
**Building & Grounds:** *Shannon Yates, Ed Norcross, Jon Heebner, Joan Smith (Alt)*

Committee assignments will be finalized at the January 2019 meeting as Mr. Yates will work on filling the committees based on the prior year.

Chairman Barton asked that Agenda Items #9 thru #12 be combined into one vote.

**Financial:**

**9. Supplemental and Competitive Equipment Grant Funding**

The Franklin County Career and Technology Center was awarded \$61,600 by the PA Bureau of Career and Technical Education for the purchase of the following equipment;

<u>Competitive Grant</u>		<u>Supplemental Grant</u>		
Hydraulics Trainer Diesel	\$20,000 (Match \$10,000)	Motor Control Trainer	Mechatronics	\$17,600
Mini-Split Trainer HVAC	\$13,500 (Match \$6,750)	Powermatic Lathe	Carpentry	\$7,900
Manual Lathe CIM	\$18,500 (Match \$9,250)	Surface Grinder	CIM	\$10,100

Approval is sought to add this amount to our General Operating Budget.

Current General Operating Budget	\$7,094,075
<u>Supplemental Equipment Grant</u>	<u>\$61,600</u>
TOTAL APPROVED BUDGET (18-19)	\$7,155,675

#### 10. Donation

Request approval to accept a 2005 Chrysler Town and Country mini-van as a donation from Alicia Notarianni, 8 Frederick Road, Funkstown, MD 21734. The value of the vehicle is estimated at \$1,800.

#### Curriculum:

##### 11. Affiliation Agreements for Clinical Experiences

Approval is sought to renew the affiliation agreements for the following long-term care facilities for adult and secondary student clinical experiences for Nurse Assisting training.

*Shook Home - Adult and Secondary*

*Menno-Haven - Adult and Secondary*

##### 12. Occupational Advisory Committee Meeting Minutes – Fall, 2018

Acceptance is required by the JOC of the Fall, 2018 OAC Minutes. Minutes have been posted on our website at <http://www2.franklinctc.com/7-2/about/committees/occupational-advisory-committee/>

On a Heebner/Yates motion/second and carried unanimously on a voice vote, Agenda Items #9 thru #12 were approved as presented.

Solicitor's Report - None

Addenda - None

Adjournment - There being no further business to discuss, the meeting adjourned at 8:47 p.m.

Respectfully submitted,

Neil D. Rotz  
Recording Secretary