

FRANKLIN COUNTY CAREER AND TECHNOLOGY CENTER
JOINT OPERATING COMMITTEE
January 24, 2019

The monthly meeting of the Franklin County Career and Technology Center's Joint Operating Committee was held on Thursday evening, January 24, 2019 in the boardroom with Chairman Yates calling the meeting to order at 7:09 p.m., followed by a moment of silence and salute to the flag.

MEMBERS PRESENT:

Carl Barton	Chambersburg
Kris Scritchfield	Chambersburg – Alternate
Von McGee	Fannett-Metal
Scott Hart	Greencastle
Shannon Yates	Greencastle
Susan Spicka	Shippensburg
Charlie Suders	Shippensburg
Brandy Linn	Tuscarora - Alternate
Beth Reecher	Waynesboro
Curtis Wengert	Waynesboro

MEMBERS ABSENT:

Ed Norcross	Chambersburg
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ALSO PRESENT:

Dr. Tod Kline	Waynesboro Superintendent
Jim Duffey	Admin. Director
Ben Mordan	Assistant Director
Neil Rotz	Business Manager
Justin Sholes	Principal
Jan Collier	LPN Administrator
Kathy Gress	ABC
Kylie Reed	CMS
Amber Beam	CMS
Rebecca Gabler	CMS
Camille Smith	CMS
Amy Brousse	SEK
Craig Witmer	SEK

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

PUBLIC COMMENT ON AGENDA ITEMS: None

APPROVAL OF THE JANUARY 24, 2019 AGENDA:

On a Suders/Wengert motion/second and carried unanimously on a voice vote, the agenda was approved. Ms. Scritchfield abstained.

APPROVAL OF THE DECEMBER 20, 2018 MINUTES:

On a Suders/Hart motion/second and carried unanimously on a voice vote, the minutes were approved. Ms. Scritchfield abstained.

FINANCIAL REPORTS:

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

General Fund	Beginning Balance 12/1/2018	\$	1,655,123.65
	Receipts December 2018	\$	1,117,512.87
	Expenditures December 2018	\$	(787,487.79)
	Ending Balance 12/31/18	\$	1,985,148.73
General Advisory	Beginning Balance 12/1/2018	\$	1,992.46
	Receipts December 2018	\$	0.00
	Expenditures December 2018	\$	(885.00)
	Ending Balance 12/31/18	\$	1,107.46
Adult Ed Program	Beginning Balance 12/1/2018	\$	18,499.88
	Receipts December 2018	\$	7,122.50
	Expenditures December 2018	\$	(14,617.50)
	Ending Balance 12/31/18	\$	11,004.88
LPN Program	Beginning Balance 12/1/2018	\$	562,126.61
	Receipts December 2018	\$	178,889.57
	Expenditures December 2018	\$	(63,599.18)
	Ending Balance 12/31/18	\$	677,417.00

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

CORRESPONDENCE: None.

CHIEF ADMINISTRATIVE OFFICER'S REPORT: Dr. Kline stated there was no Superintendent's meeting for January.

ADMINISTRATIVE REPORTS:

- SEK gave the audit presentation for the year ended June 30, 2018.

Jan Collier:

- Progress in building, inspection scheduled for February 1, 2019 on plumbing, electrical, and HVAC
- Capital campaign holding steady
- Step 2 of accreditation in process
- Deb Coombs received her doctorate degree
- Graduation on February 21 for the February 18-19 class

Ben Mordan:

- Reviewed information on recruitment and applications as of January 14, 2019
- Reviewed the student spotlight packet for the month of January 2019

Jim Duffey:

- Kathy Gress from ABC is here representing GAC
- State Ethics Commission Statement of Financial Interests form is due May 1, 2019
- Letter from PDE approving the nurse aide training program for two years
- Distributed the new logo for the 50th anniversary school year
- Provided article from York Dispatch on state funding for technical schools

OLD BUSINESS:

Policy:

1. Policy Revision #101 – 2nd Reading

A revision of policy 101 is sought to update the school's mission and vision statement as a result of discussions occurring in our Academy Representative meetings associated with our initiative to develop a positive school culture. On a Suders/Hart motion/second and carried unanimously on a voice vote, Policy Revision #101 was approved as presented.

NEW BUSINESS:

Policy:

1. Policy #251 – Transgender/Gender Expansive Students – 1st Reading

Policy 251 Transgender/Gender Expansive Students was presented for a first reading.

Personnel:

2. FMLA Request

Approval is required for a request for extended medical leave under the Family Medical Leave Act.

Steve Grove Instructor 22 days 2/18/19 – 3/1/19

On a Hart/Suders motion/second and carried unanimously on a voice vote, FMLA request was approved as presented.

Financial:

3. Approval of the Single Audit Report for year ending June 30, 2018

Approval is sought for the Single Audit Report for year ending June 30, 2018 prepared by Smith Elliott Kearns Co. On a Hart/Suders motion/second and carried unanimously on a voice vote, the Single Audit Report was approved as presented.

4. Donation

Approval is sought to accept the following donations:

1. \$1,000 Gift Card from Harbor Freight to the Building Construction Trades program as a result of Mr. Eric Wagaman's application for the Harbor Freight Tools for Schools Prize for Teaching Excellence. The donation is awarded to program semi-finalists.
2. A 2014 Ford Focus for the Automotive Technology program as a donation from the Ford Motor Company. The estimated value of the donation is \$8,000. Many thanks to Clayton Black and the team at Keystone Ford for making this possible.

On a Suders/Wengert motion/second and carried unanimously on a voice vote, the \$1,000 Harbor Freight gift card and 2014 Ford Focus donations were accepted as presented.

Curriculum:

5. 19-20 School Calendar

Approval is sought to accept the proposed 2019-20 Franklin County CTC School Calendar. On a Suders/Hart motion/second and carried unanimously on a roll call vote, the 19-20 School Calendar was approved as presented:

Ms. Scritchfield – Yes
Ms. Reecher – Yes

Ms. Spicka – Yes
Mr. Suders – Yes

Ms. Linn – Yes
Mr. Barton – Yes
Mr. McGee – Yes

Mr. Hart – Yes
Mr. Wengert – Yes
Chairman Yates - Yes

6. Training Agreement – Harrisburg Area Community College

Approval is sought to enter into an agreement with HACC to provide Nurse Assisting certification training for 8 Allied Health students at a total cost of \$9,600. Mr. Duffey reviewed the highlights of the agreement to provide CNA certification training. Also, the agreement has been reviewed by the solicitor. On a Suders/Hart motion/second and carried unanimously on a voice vote, the HACC Training Agreement was approved as presented.

7. Affiliation Agreement – Shippensburg Health Care Center

Request approval of affiliation agreement between the Practical Nursing Program and the Shippensburg Health Care Center as a clinical site effective immediately. On a Suders/Wengert motion/second and carried unanimously on a voice vote, the Shippensburg Health Care Center affiliation agreement was approved as presented.

Solicitor's Report - None

Addenda – Budget and Finance Committee to meet at 6pm prior to February's JOC Meeting.

Adjournment - There being no further business to discuss, on a Hart/McGee motion/second and carried unanimously on a voice vote, the meeting adjourned at 7:51 p.m.

Respectfully submitted,

Neil D. Rotz
Recording Secretary

aw: 2/7/19