

FRANKLIN COUNTY CAREER AND TECHNOLOGY CENTER
 JOINT OPERATING COMMITTEE
 February 28, 2019

The monthly meeting of the Franklin County Career and Technology Center's Joint Operating Committee was held on Thursday evening, February 28, 2019 in the boardroom with Vice-Chair Spicka 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 – late arrival 7:05
Ed Norcross	Chambersburg – late arrival 7:10
Joan Smith	Chambersburg
Von McGee	Fannett-Metal
Scott Hart	Greencastle
Susan Spicka	Shippensburg
Charlie Suders	Shippensburg
Jon Heebner	Tuscarora
Beth Reecher	Waynesboro
Curtis Wengert	Waynesboro

MEMBERS ABSENT:

Shannon Yates	Greencastle
---------------	-------------

ALSO PRESENT:

Dr. Tod Kline	Superintendent of Record
Jim Duffey	Admin. Director
Ben Mordan	Assistant Director
Neil Rotz	Business Manager
Jan Collier	LPN Administrator
Ezra Torrey	CMS
Bill Fosnot	GAC
Allen C. Piper	CRG, President/Taxpayer

RECOGNITION OF VISITORS: Vice-Chair Spicka welcomed Alan Piper, Bill Fosnot and Ezra.

PUBLIC COMMENT: Mr. Piper spoke about MS4 and storm water runoff affecting the Chesapeake Bay watershed and how a future proposed project is to be funded by taxpayers, including those in Franklin County. Also, he would like to recommend adding a public comment for items not on the agenda to be added at the end of the agenda.

APPROVAL OF THE FEBRUARY 28, 2019 AGENDA:

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

APPROVAL OF THE JANUARY 24, 2019 MINUTES:

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

FINANCIAL REPORTS:

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

General Fund	Beginning Balance 1/1/2019	\$	1,985,148.73
	Receipts January 2019	\$	920,981.20
	Expenditures January 2019	\$	(1,274,513.61)
	Ending Balance 1/31/2019	\$	1,631,616.32

General Advisory	Beginning Balance 1/1/2019	\$	1,107.46
	Receipts January 2019	\$	0.00
	Expenditures January 2019	\$	(400.00)
	Ending Balance 1/31/2019	\$	707.46
LPN Program	Beginning Balance 1/1/2019	\$	677,417.00
	Receipts January 2019	\$	228,666.91
	Expenditures January 2019	\$	(387,611.12)
	Ending Balance 1/31/2019	\$	518,472.79

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

CORRESPONDENCE: Mr. Duffey reviewed the GAC minutes from the January meeting. The GAC talked about the marketing campaign that will officially kick off at the Spring OAC Meetings.

CHIEF ADMINISTRATIVE OFFICER'S REPORT: Dr. Kline stated there was no Superintendent's meeting for February. Also, prior to the JOC meeting, there was a Budget and Finance Committee meeting to review the 2019-20 proposed budget.

ADMINISTRATIVE REPORTS:

Jan Collier:

- Building inspection was completed with minor items to fix.
- Capital campaign is at a standstill. A big promotion is coming up next month and the hope is to get it going again.
- PNP is in phase 2 of the accreditation process
- Graduation was held Thursday, February 21st for the February 18-19 class.

Ben Mordan:

- 75% of the interviews for new students is complete.
- FCCTC hosted a workshop, "Counseling for Careers and College, Flipping the College/Postsecondary Decision-making Paradigm" that included sending school counselors and personnel.
- Reviewed the monthly spotlight, highlighting notable events in the shops, Shining Stars and industry influences.

Neil Rotz:

- Reviewed the 17-18 Annual Financial Report validation error with JOC that the transfer from the Capital Reserve Fund to the General Fund for instructional capital equipment is unallowable, per the school code. This will not be a concern going forward in 18-19 as there is no transfer planned.

Jim Duffey:

- Reviewed ADM's with JOC to be used for 19-20 budget allocation between districts.
- Reviewed the new Administrative Guideline for the adoption of new programs for FCCTC.

OLD BUSINESS:

Policy:

1. Policy #251 – 2nd Reading

The creation of policy is needed to provide guidance on the inclusion of Transgender/Gender Expansive Students within the education program.

Following a Suders/Norcross motion/second, a brief discussion followed on the term 'gender

expansive students' and what it means. Mr. Duffey stated that the policy is to help the staff be consistent when serving transgender students. Policy #251 was approved as presented on the following roll call vote:

Mr. Norcross – Yes	Ms. Smith – No
Mr. McGee – Yes	Ms. Reeher – Yes
Mr. Hart – Yes	Mr. Heebner – No
Mr. Suders- Yes	Mr. Barton – Yes
Mr. Wengert – Yes	Vice-Chair Spicka - Yes

NEW BUSINESS:

Vice-Chair Spicka asked that Agenda Items #2 thru #5 be combined into one vote.

Personnel:

2. FMLA Request

Seek approval of the request from Marla Moore, Allied Health Instructor, for a leave of absence, March 11th to May 6th, for medical reasons.

3. Long-Term Substitute - Michelle Myers Allied Health

Approval is sought to appoint Michelle Myers as a long-term substitute in Allied Health at a rate of \$180 per day.

4. Mentor

Approval is required to replace Marla Moore, Allied Health Instructor, with Lisa Cook, Veterinary Assisting Instructor, to serve as the mentor for Michelle Doyle, Medical Assisting Instructor, for the remainder of the school year at a pro-rated rate of \$200.

5. Hiring

Approval of Joyce M. Burkholder, MSN, RN for position as Practical Nursing Program Part Time Faculty at an hourly rate of \$30.50. 1077 Twin Bridge Road, Chambersburg, PA 17202.

On a Norcross/Hart motion/second and carried unanimously on a roll call vote, Agenda Items #2 thru #5 were approved as presented.

Mr. Suders – Yes	Ms. Reeher – Yes
Mr. Barton – Yes	Mr. Heebner – Yes
Mr. Wengert – Yes	Mr. McGee – Yes
Mr. Hart - Yes	Mr. Norcross – Yes
Ms. Smith – Yes	Vice-Chair Spicka – Yes

Vice-Chair Spicka asked that Agenda Items #6 thru #7 be combined into one vote.

Financial:

6. Seek Bids

Approval is sought to go out for bids for the following work to be performed on the PNP Building:

Materials and Installation of Ceiling System
Materials and Installation of Flooring

7. Capital Campaign Donations

Approval is needed to accept donations totaling \$29,976 for the period July, 2018 – February, 2019 into the Alumni Association in support of the PNP Building project.

Following a Heebner/Smith motion/second, a brief discussion ensued on the funding and timing of the bids for the PNP Building. After the discussion concluded, Agenda Items #6 thru #7 carried unanimously on a voice vote and were approved as presented.

Curriculum:

8. 18-19 School Calendar

Approval is sought to change the use of a Snow makeup day from Friday, April 19, 2019 to Thursday, May 30, 2019 since none of the of participating school districts are in session on April 19th.

On a Suders/Hart motion/second and carried unanimously on a voice vote, the 18-19 School Calendar is approved as presented.

Solicitor's Report - None

Addenda - Vice-Chair Spicka shared a resolution from PA Schools that Work Coalition for adequate and equitable funding for schools. She passed out copies and offered to email anyone interested in the resolution for them to share with their school boards to make them aware and get involved.

Adjournment – There being no further business to discuss, the meeting adjourned at 8:03 p.m.

Respectfully submitted,

Neil D. Rotz
Recording Secretary