

FRANKLIN COUNTY CAREER AND TECHNOLOGY CENTER  
JOINT OPERATING COMMITTEE  
April 25, 2019

The monthly meeting of the Franklin County Career and Technology Center's Joint Operating Committee was held on Thursday evening, April 25, 2019 in the boardroom with Chairman Yates 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
	Ed Norcross	Chambersburg
	Scott Hart	Greencastle
	Shannon Yates	Greencastle
	Susan Spicka	Shippensburg
	Charlie Suders	Shippensburg
	Beth Reecher	Waynesboro
	Curtis Wengert	Waynesboro

MEMBERS ABSENT:	Joan Smith	Chambersburg
	Von McGee	Fannett-Metal
	Jon Heebner	Tuscarora

ALSO PRESENT:	Dr. Tod Kline	Superintendent of Record
	Jim Duffey	Admin. Director
	Ben Mordan	Assistant Director
	Neil Rotz	Business Manager
	Jan Collier	LPN Administrator
	Terry Miller	FCCTC
	Kathy Estep	FCCTC
	Blake Perry	FCCTC
	Michele Forsyth	Parent
	Nick Forsyth	FCCTC
	David Perry	FCCTC
	Bryan Hawbecker	FCCTC
	Hayley Shockey	CMS
Baylee Krug	FCCTC	

**RECOGNITION OF VISITORS:** Chairman Yates welcomed the visitors.

**PUBLIC COMMENT:** None

**APPROVAL OF THE APRIL 25, 2019 AGENDA:**

Chairman Yates called for an Executive Session for Property after Administrative Reports. On a Wengert/Norcross motion/second and carried unanimously on a voice vote, the agenda was approved as presented.

**APPROVAL OF THE MARCH 28, 2019 MINUTES:**

On a Suders/Smith motion/second and carried unanimously on a voice vote, the minutes were approved as presented. Chairman Yates and Mr. Norcross abstained.

**FINANCIAL REPORTS:**

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

General Fund	Beginning Balance 3/1/2019	\$	1,712,719.24
	Receipts March 2019	\$	1,001,596.98

	Expenditures March 2019	\$	(1,072,869.82)
	Ending Balance 3/31/2019	\$	1,641,446.40
General Advisory	Beginning Balance 3/1/2019	\$	307.46
	Receipts March 2019	\$	0.00
	Expenditures March 2019	\$	(307.46)
	Ending Balance 3/31/2019	\$	0.00
Adult Education	Beginning Balance 3/1/2019	\$	14,110.93
	Receipts March 2019	\$	22,875.00
	Expenditures March 2019	\$	24,670.94
	Ending Balance 3/31/2019	\$	12,314.99
LPN Program	Beginning Balance 3/1/2019	\$	525,170.58
	Receipts March 2019	\$	148,355.96
	Expenditures March 2019	\$	(61,331.81)
	Ending Balance 3/31/2019	\$	612,194.73

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

**CORRESPONDENCE:** Mr. Duffey reviewed the minutes from the GAC meeting, held on March 25, 2019. Marketing Fund Sponsorship is in place and it was rolled out at the recent OAC meetings. Mr. Duffey talked about enrollment and safety and security with the group. Four GAC members attended the OAC meetings.

**CHIEF ADMINISTRATIVE OFFICER'S REPORT:** Dr. Kline stated that the Superintendent's met in April and they discussed the FCCTC budget and enrollment at FCCTC for next school year. There was also discussion on the Superintendent of Record transition to Rodney Benedict of Tuscarora School District.

#### **ADMINISTRATIVE REPORTS:**

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

- Informed the JOC than an Open House for the Public Safety Training Center is scheduled for Saturday, May 11, 2019. The Fire and Rescue program graduation will be taking place during the Open House.

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

- Introduced SKILLS Advisors, Mr. Hawbecker and Ms. Estep who introduced the State Skills USA winners.  
Blake Perry – Elected as State Officer for 2019-2020 school year  
Nick Forsyth – 1<sup>st</sup> Place winner in Graphics Communication
- NOCTI assessments began this week and results will be reported at the May or June JOC meeting.
- Enrollment updated and close to being finalized.
- FCCTC Awards Ceremony will be May 16, 2019 at Greencastle Auditorium, 6pm.
- Reviewed the program accomplishment handout with the JOC highlighting multiple programs and their accomplishments.
- Ryan O'Donnell, from Graphics Communication, won a logo design competition for Associated Builders and Contractors.

**Jan Collier:**

- Drywall is finished at the building and the next step is picking out paint colors.
- Award ceremony coming up next month where PNP will be acknowledging and thanking the seniors that played a part in the PNP Building Project.
- Donations are coming in based on pledges.
- Collaborative planning day scheduled with PSU Mont Alto, HACC, Wilson College and PNP, where all four schools will be coming together for a hazardous and active shooting workshop.
- Advisory Committee is pleased with the students.

**Recess to Executive Session for Property – 7:23pm**

**Reconvene from Executive Session for Property – 7:30pm**

**OLD BUSINESS:** None

**NEW BUSINESS:**

**Curriculum:**

**1. Skills USA National Competition**

Approval is sought to send two (2) students and two (2) advisors to the National Skills USA Competition in Louisville, KY from June 21-29, 2019 at a cost of approximately \$6,977. Student meals will be covered by Skills USA funds.

Expenditure Breakdown for 2 Advisors: Byran Hawbecker, Kathy Estep	Lodging	\$3,036
	Transportation	\$1,250
	Meals	\$ 720
	<u>Registration</u>	<u>\$ 400</u>
	Estimated Total	\$5,406

Expenditure Breakdown for 2 students: Nicholas Forsyth, Blake Perry	Lodging	\$1,171
	<u>Registration</u>	<u>\$ 400</u>
	Estimated Total	\$1,571

There was a question on the cost of lodging between advisors and students. The State Officer lodging for Blake Perry is 50% paid by the state. On a Suders/Norcross motion/second, Skills USA National Competition Support was approved as presented on the following roll call vote:

- |                    |                      |
|--------------------|----------------------|
| Mr. Norcross – Yes | Mr. Wengert – Yes    |
| Mr. Hart – Yes     | Ms. Reecher – Yes    |
| Ms. Spicka – Yes   | Mr. Barton – Yes     |
| Mr. Suders – Yes   | Chairman Yates – Yes |

**Personnel:**

**2. Hiring**

Request approval of Diane Bailey, MSN, RN, 10 Sheffield Drive, Chambersburg, PA 17201 for a position as Practical Nursing Program Part Time Faculty at an hourly rate of \$30.50 effective March 25, 2019. On a Hart/Norcross motion/second the request to hire Diane Bailey was approved as presented on the following roll call vote:

- |                   |                      |
|-------------------|----------------------|
| Ms. Spicka – Yes  | Mr. Hart – Yes       |
| Mr. Suders – Yes  | Ms. Reecher – Yes    |
| Mr. Barton – Yes  | Mr. Norcross – Yes   |
| Mr. Wengert – Yes | Chairman Yates – Yes |

**3. SREB Conference**

Approval is sought to permit Ben Mordan, Assistant to the Director, to attend the National SREB (Southern Regions Education Board) Conference "Making Schools Work" in Baltimore, MD, July 10-13 at a cost of \$900 (3 nights hotel at \$170/night plus \$30/night for parking and registration of \$300). On a Suders/Wengert motion/second, approval to send Dr. Mordan to the National SREB Conference was approved as presented on the following roll call vote:

Mr. Suders – Yes	Ms. Reecher – Yes
Mr. Barton – Yes	Mr. Norcross – Yes
Mr. Wengert – Yes	Ms. Spicka – Yes
Mr. Hart – Yes	Chairman Yates – Yes

**4. Affiliation Agreement**

Request approval of agreement between the Practical Nursing Program and Prime Care Medical, Inc. (Franklin County Jail) as a clinical site effective immediately.

A question was raised on the relationship with the jail to be a clinical site. There is a need in the community Correctional Nursing. The Solicitor reviewed the agreement. Also, the students are excited about the new clinical site. On a Suders/Wengert motion/second, approval of the Affiliation Agreement between the Practical Nursing Program and Prime Care Medical, Inc. was approved as presented on the following roll call vote:

Mr. Wengert – Yes	Mr. Norcross – Yes
Ms. Reecher – Yes	Ms. Spicka – Yes
Mr. Hart – Yes	Mr. Suders – Yes
Mr. Barton – Yes	Chairman Yates – Yes

**Financial:**

**5. 2019-2020 General Fund Operating Budget**

Approval is requested for the 2019-2020 General Fund Operating Budget of **\$6,999,195** which is an increase of **\$48,032**, or **0.96%** to be shared by the districts over the 2019-2020 budget. On a Norcross/Hart motion/second, approval of the 2019-2020 General Fund Operating Budget was approved as presented on the following roll call vote:

Ms. Reecher - Yes	Mr. Suders – Yes
Mr. Norcross – Yes	Mr. Hart – Yes
Mr. Barton – Yes	Mr. Wengert – Yes
Ms. Spicka – Yes	Chairman Yates – Yes

**6. Permission Sought to Deposit Funds into Capital Reserve Fund**

Approval is requested to deposit non-member district tuition revenue of **\$85,968** into the Capital Reserve Fund. The non-member district tuition revenue is from Fannett-Metal from the 2018-2019 school year. On a Suders/Hart motion/second, approval to deposit funds into the Capital Reserve Fund was approved as presented on the following roll call vote:

Ms. Reecher – Yes	Mr. Barton – Yes
Mr. Norcross – Yes	Mr. Hart – Yes
Ms. Spicka – Yes	Mr. Wengert – Yes
Mr. Suders – Yes	Chairman Yates – Yes

**Solicitor's Report** – None

**Addenda:**

Terry Miller, Workforce Development Coordinator, introduced Baylee Krug, who is a co-op student from Dental Assisting. Baylee gave a presentation to the JOC on her experience. She is extremely thankful for the hands-on experience as a way to learn and she plans to pursue a career in Dental Hygiene.

Ms. Spicka explained that new EITC (Educational Improvement Tax Credit) money has only gone to private school scholarships, where elite and private schools are benefiting in Philadelphia and Pittsburg most. A letter is being written to Governor Wolf saying this is unacceptable, as all kids should benefit from the EITC monies. It's possible that future EITC money may be available to career and technology centers.

**Adjournment** – There being no further business to discuss, the meeting adjourned at 7:50 p.m.

Respectfully submitted,

Neil D. Rotz  
Recording Secretary

aw: 5/2/19