

**FRANKLIN COUNTY CAREER AND TECHNOLOGY CENTER  
JOINT OPERATING COMMITTEE**

**PROPOSED AGENDA: MAY 23, 2019 - 7:00 p.m.**

Call to Order

Moment of Silence and Flag Salute

Roll Call

Recognition of Visitors

Public Comment

Approval of the May 23, 2019 Agenda

Approval of April 25, 2019 Meeting Minutes

Financial Reports: General and LPN Accounts

Correspondence      **General Advisory Committee Meeting Minutes – May 13, 2019**

Chief Administrative Officer's Report

Administrative Reports

**OLD BUSINESS:**

**Financial:**

1. **2019-20 General Operating Budget**  
For discussion only – Status of approval.

**NEW BUSINESS:**

**Financial:**

1. **Depository**  
Approval is sought to retain Orrstown Bank as the depository for the Franklin County Career & Technology Center for the 2019-2020 school year.
2. **Transfer of Funds**  
Approval is sought to transfer \$25,000 from the Adult Education Fund into the PNP Capital Campaign at the end of the 2018-19 fiscal year. Further recommend that a classroom be named after Janyce Collier.

### 3. Donations

Approval is needed to accept the following donations:

Two (2) each Arc Flash Suits from Martin's Famous Pastry, Chambersburg, PA to our Electrical Occupations program valued at **\$2,000** as per the agreement established.

A 2005 Honda Pilot with 185,000 miles from Todd Street, 12432 Garnes Road, Mercersburg, PA 17236 to our Auto Technology program valued at **\$3,800**.

One (1) complete box stair training set and 900 board feet of popular hardwood from Apple Way Custom Stairs and Railings, St. Thomas, PA to our Carpentry program at a minimum estimated value is **\$1,800** (\$2.00/board foot).

### 4. Acquisition

Permission is requested to purchase a 1997 Ford 450 Pickup with 12' Dump Bed from Brian Yeager, Agricultural Mechanics Instructor, for **\$7,000** to be used by our Maintenance Department. The truck has 106,000 miles and was assessed by the Building & Grounds Committee.

### 5. Disposal

Permission is requested to take the 2003 F450 Pickup with 196,000 miles currently owned by the FCCTC and used by our Maintenance Department to auction.

### 6. Service Agreement

Approval is sought for the Practical Nursing Program to enter into an event planning service agreement with Cherished Perspective Event Planning and Design to plan a fundraising event for the PNP Building Capital Campaign.

## Personnel:

### 7. Request to Advertise and Interview

Approval is sought to advertise and interview for the following positions for the 2019-20 school year:

- a. Receptionist (previously Mission One)
- b. Counseling Assistant (previously Mission One)
- c. Administrative Assistant (previously Mission One)
- d. Electronics Instructor

### 8. Student Summer Help

Permission is requested to advertise, interview and hire the following part-time student workers summer help for up to twenty-nine (29) hours per week per worker at an hourly wage of \$7.25 per hour. Expected start date is June 3, 2019:

- 2 students - Maintenance Department
- 2 students - IT Department

### 9. Tenure

Approval is needed to grant tenure to **Aaron Barrick, Culinary Arts Instructor**, upon completion of 3 years of satisfactory performance.

#### **10. Professional Development**

Approval is sought from Megan Baker, Engineering Technology Instructor, to attend Project Lead the Way Core Training for Digital Electronics at UMBC August 5 - 16 at a cost of \$3,856 (\$2,400 Tuition & Meals and \$1,456 Hotel for 10 nights).

#### **11. Election of a Treasurer for the 2019-20 School Year**

Policy for the election of a Treasurer, as written in the Articles of Agreement, Paragraph 8, ***“At the May meeting each year of the Joint Operating Committee, a Treasurer shall be elected to take office the first Monday of July following such election for a term of one (1) year”***. Recommend retention of **John Fitz** as Treasurer of the Franklin Co Career and Technology Center.

#### **12. Election of a Solicitor for the 2019-20 School Year**

Policy for the election of a Solicitor, as written in the Articles of Agreement, Paragraph 8, ***“At the May meeting each year of the Joint Operating Committee, a Solicitor shall be elected to take office the first Monday of July following such election for a term of one (1) year”***. Recommend retention of **Andrews and Beard** as Solicitor of the FCCTC at the rates of \$135/hour for solicitor type work performed on behalf of the FCCTC and \$165/hour for specialized services. These rates are increased by **\$5** over those established for the 18-19 school year.

#### **Facilities:**

##### **13. School-wide Intercom System**

The Franklin County Career and Technology Center received notice on May 1<sup>st</sup> that its application for funding through the PA Commission on Crime and Delinquency (PCCD) was tentatively approved in the amount of **\$65,000** to acquire a new intercom system for the school. Approval is sought to send a letter of support to PCCD for this purchase from the Joint Operating Committee and go out for bid for the installation of a new school-wide intercom system upon final PCCD approval.

#### **Solicitor’s Report:**

#### **Addendum**

#### **Adjournment**