

FRANKLIN COUNTY CAREER AND TECHNOLOGY CENTER
JOINT OPERATING COMMITTEE
May 23, 2019

The monthly meeting of the Franklin County Career and Technology Center's Joint Operating Committee was held on Thursday evening, May 23, 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:	Kris Scritchfield	Chambersburg
	Joan Smith	Chambersburg
	Walter Hoffman	Fannett-Metal
	Shannon Yates	Greencastle
	Jon Heebner	Tuscarora
	Beth Reecher	Waynesboro
	Curtis Wengert	Waynesboro

MEMBERS ABSENT:	Ed Norcross	Chambersburg
	Scott Hart	Greencastle
	Susan Spicka	Shippensburg
	Charlie Suders	Shippensburg

ALSO PRESENT:	Dr. Tod Kline	Superintendent of Record
	Jim Duffey	Admin. Director
	Ben Mordan	Assistant Director
	Neil Rotz	Business Manager
	Jan Collier	LPN Administrator
	Justin Sholes	Principal
	Jeff Daughenbaugh	FCCTC
	Chad Rosenberry	Orrstown Bank/GAC

RECOGNITION OF VISITORS: Chairman Yates welcomed the visitors.

PUBLIC COMMENT: None

APPROVAL OF THE MAY 23, 2019 AGENDA:

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

APPROVAL OF THE APRIL 25, 2019 MINUTES:

On a Reecher/Wengert motion/second and carried unanimously on a voice vote, the minutes were approved as presented.

FINANCIAL REPORTS:

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

General Fund	Beginning Balance 4/1/2019	\$	1,641,446.40
	Receipts April 2019	\$	815,841.17
	Expenditures April 2019	\$	(599,822.88)
	Ending Balance 4/30/2019	\$	1,857,464.69

LPN Program	Beginning Balance 4/1/2019	\$	612,194.73
	Receipts April 2019	\$	67,953.14
	Expenditures April 2019	\$	(205,349.56)
	Ending Balance 4/30/2019	\$	474,798.31

On a Heebner/Smith motion/second, the financial reports were approved as presented on the following roll call vote:

Ms. Smith – Yes	Mr. Heebner – Yes
Ms. Scritchfield – Yes	Mr. Wengert – Yes
Mr. Hoffman – Yes	Chairman Yates – Yes
Ms. Reecher - Yes	

CORRESPONDENCE: Mr. Duffey presented the GAC minutes from May 13, 2019. The program sponsorship was discussed and Mr. Duffey detailed the signage that the school programs will make. Enrollment was also discussed and the final numbers will be shared at the next JOC meeting.

SUPERINTENDENT OF RECORD REPORT: Dr. Kline shared that the Superintendents did not meet in April, but he enjoyed attending the April GAC meeting.

ADMINISTRATIVE REPORTS:

Jan Collier:

- Recognized the seniors who have worked on the building at the Awards Ceremony. In total, 54 students have participated on the project.
- PNP accreditation: Findings were received, but PNP was granted continuing accreditation with conditions for 18 months with one area needing to be fixed.
- Summit Health sponsored a Community Health Needs Assessment and will be presenting their findings on June 5th in Greencastle. Jan highly recommend attendance and all are invited.

Ben Mordan:

- Reviewed the teacher recognition packet with the JOC highlighting multiple programs and their accomplishments.
- Reviewed information on how our students at FCCTC earn college credits through their coursework as a secondary student.
- At our Best of the Best Awards Night, there were 283 seniors who received awards. There was over \$40,000 in awards given and \$150,000 worth of scholarships awarded. The Wall of Fame awards were also presented.

Jim Duffey:

- Provided articles of FCCTC in the local news over the past month that highlighted the Landscaping and Mechatronics programs.
- The Wall of Fame nominees were discussed, which included alumni Shane Stouffer (Stouffer Mechanical Contractor), Pat Cassner (Manitowoc Cranes), and Tim Rife (T & T Electric).
- This summer we're looking at ways to expand the welding program. Space is limited so we're looking to reconfigure some existing space.

OLD BUSINESS:

Financial:

1. 2019-20 General Operating Budget

Mr. Rotz shared that five (5) districts have approved the 2019-20 General Operating Budget with Chambersburg voting on Wednesday, May 29, 2019. Per JOC Policy, only four of the six districts need to approve the budget, therefore, the budget is set for July 1, 2019.

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. On a Heebner/Wengert motion/second, retaining Orrstown bank as depository for the 2019-2020 school year is approved as presented on the following roll call vote:

Ms. Scritchfield – Yes	Mr. Heebner – Yes
Mr. Wengert – Yes	Mr. Hoffman – Yes
Ms. Smith - Yes	Chairman Yates - Yes
Ms. Reecher - Yes	

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. On a Reecher/Scritchfield motion/second, the transfer of funds and the room naming is approved as presented on the following roll call vote:

Ms. Scritchfield – Yes	Ms. Reecher – Yes
Mr. Wengert – Yes	Mr. Heebner – Yes
Mr. Hoffman – Yes	Chairman Yates – Yes
Ms. Smith - Yes	

3. Donations

Approval is needed to accept the following donations:

Two (2) each Arc Flash Suits from Martin's Famous Pastry 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 to our Auto Technology valued at \$3,800.

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

On a Heebner/Wengert motion/second, the donations are approved as presented on the following roll call vote:

Mr. Wengert – Yes	Mr. Hoffman – Yes
Ms. Smith – Yes	Ms. Scritchfield -Yes
Ms. Reecher – Yes	Chairman Yates – Yes
Mr. Heebner – Yes	

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. On a

Scratchfield/Hoffman motion/second, the Ford 450 acquisition is approved as presented on the following roll-call vote:

Ms. Smith – Yes	Mr. Hoffman – Yes
Ms. Reecher – Yes	Mr. Wengert – Yes
Mr. Heebner – Yes	Chairman Yates – Yes
Ms. Scratchfield – Yes	

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. On a Heebner/Hoffman motion/second, the disposal of the 2003 F450 pickup is approved as presented on the following roll-call vote:

Ms. Reecher – Yes	Ms. Smith - Yes
Mr. Heebner – Yes	Mr. Hoffman – Yes
Ms. Scratchfield – Yes	Chairman Yates – Yes
Mr. Wengert - Yes	

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. On a Wengert/Heebner motion/second, Cherished Perspective Event Planning service agreement is approved as presented on the following roll-call vote:

Mr. Hoffman – Yes	Mr. Heebner - Yes
Mr. Wengert – Yes	Ms. Scratchfield - Yes
Ms. Smith – Yes	Chairman Yates - Yes
Ms. Reecher -Yes	

Recess to Executive Session – 7:28 p.m.

Reconvene from Executive Session – 8:09 p.m.

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

On a Hoffman/Smith motion/second, the request to advertise and interview is approved as presented on the following roll-call vote:

Ms. Scratchfield – Yes	Ms. Reecher – Yes
Mr. Wengert – Yes	Mr. Heebner – Yes
Mr. Hoffman – Yes	Chairman Yates – Yes
Ms. Smith - Yes	

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

On a Hoffman/Scritchfield motion/second, the request to hire student summer help is approved as presented on the following roll-call vote:

Mr. Hoffman – Yes	Mr. Heebner – Yes
Mr. Wengert – Yes	Ms. Scritchfield – Yes
Ms. Smith – Yes	Chairman Yates – Yes
Ms. Reecher - Yes	

9. Tenure

Approval is needed to grant tenure to **Aaron Barrick, Culinary Arts Instructor**, upon completion of 3 years of satisfactory performance. On a Wengert/Hoffman motion/second, the tenure for Mr. Barrick is approved as presented on the following roll-call vote:

Ms. Scritchfield – Yes	Mr. Heebner - Yes
Mr. Wengert – Yes	Mr. Hoffman - Yes
Ms. Smith – Yes	Chairman Yates – Yes
Ms. Reecher - Yes	

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 \$3,400 (\$2,400 Tuition & Meals and \$1,000 Hotel for 10 nights). On a Reecher/Heebner motion/second, the request for Megan Baker to attend Project Lead the Way is approved as presented on the following roll-call vote:

Ms. Scritchfield – Yes	Ms. Reecher – Yes
Mr. Wengert – Yes	Mr. Heebner – Yes
Mr. Hoffman – Yes	Chairman Yates – Yes
Ms. Smith – Yes	

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. Chairman Yates brought up discussion about Mr. Fitz and his role as Treasurer. A question was raised on the Treasurer’s role in working with Mr. Rotz and the Business Office. A brief discussion ensued. On a Heebner/Smith motion/second, and carried unanimously on a voice vote, the election of John Fitz as Treasurer has been tabled.

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. On a

Heebner/Smith motion/second, the election of solicitor for the 19/20 SY is approved as presented on the following roll-call vote:

Ms. Smith – Yes	Mr. Hoffman – Yes
Ms. Reecher – Yes	Mr. Wengert – Yes
Mr. Heebner – Yes	Chairman Yates – Yes
Ms. Scritchfield - Yes	

Facilities:

13. School-wide Intercom System

The Franklin County Career and Technology Center received notice on May 1st that its application for funding through the PA Commission on Crime and Delinquency (PCCD) was tentatively approved in the amount of **\$65,000**. The proposal was written 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. A discussion occurred regarding the need for a new intercom system and the problems that currently exist from a school security standpoint with the current system. All members were in agreement that this purchase should be made. On a Heebner/Smith motion/second, the letter of support to PCCD for the school-wide intercom system is approved as presented on the following roll-call vote.

Ms. Reecher – Yes	Ms. Smith – Yes
Mr. Heebner – Yes	Mr. Hoffman – Yes
Ms. Scritchfield – Yes	Chairman Yates – Yes
Mr. Wengert - Yes	

Solicitor's Report: None

Addendum: None

Adjournment: There being no further business to discuss, the meeting adjourned at 8:29 p.m.

Respectfully submitted,

Neil D. Rotz
Recording Secretary