

FRANKLIN COUNTY CAREER AND TECHNOLOGY CENTER JOINT OPERATING COMMITTEE

PROPOSED AGENDA – August 26, 2021 – 7:00 p.m.

Call to Order

Moment of Silence & Flag Salute

Roll Call

Recognition of Visitors

Public Comment

Approval of August 26, 2021 Agenda

Approval of June 24, 2021 Meeting Minutes

Financial Reports: General Account, LPN Account

Correspondence

Administrative Reports

NEW BUSINESS:

Personnel:

1. Resignations

Approval is sought to accept the following resignations:

- A. Michelle Doyle, Medical Assisting Instructor Effective Aug.18, 2021
- B. Janelle Wagaman, PT Custodian, PNP Effective July 31, 2021

2. Advertise and Interview

Retroactive approval is sought to advertise and interview for a Medical Assisting Instructor and Full-time Custodian for the 2021-22 school year.

3. Request to Hire

Approval is sought to hire the following individuals for the 2021-22 school year pending receipt of all relevant clearances.

- | | | |
|---------------------------------|---|---|
| A. Medical Assisting Instructor | Janae Parkolay
265 Ridgeview Drive
Berkeley Springs, WV 25411 | Step 5A
Start Date; Sept 13 th |
| B. PT Maintenance Worker | Kendrick Dawson,
Coop Student -BCT | \$8/Hour
NTE 20 Hours/Week
Start Date: Aug 30 th |

4. Mentor Stipend

Approval to compensate Marla Moore, Allied Health Instructor, \$500 to serve as mentor to Janae Parkolay.

5. Support Staff Salary Scale

Approval is sought to adjust the support staff salary scales for custodial workers by \$1/hour, 200-day employees by \$500 and 238-day employees by \$1,000.

6. Substitute Teacher List

Approval is sought for the Substitute Teacher List for the 2021-2022 school year and to add subsequent substitute teachers during the school year to the active list based on the Assistant to the Director's recommendation.

7. School Physician

Recommend contracting with Dr. Stephen Flack, Summit Primary Care Suite 203, 12 St. Paul Drive, Chambersburg, PA to serve as the FCCTC School Physician at a rate of **\$500** for the 2021-22 school year.

8. Adult Education Pay Rates

Approval is sought to accept the adult education pay rates for the 2021-22 school year.

9. Organizational Chart

Approval is requested to accept the FCCTC Organizational Chart for the 2021-22 school year.

Financial:

10. Non-Resident Tuition Rates

Approval is sought to set the overall Non-Resident Tuition Rate for the 2021-2022 school year at **\$7,859/student**. (Total Budget **(\$7,267,018)** ÷ 3 Year Avg. ADM **{924.70}**).

11. National School Lunch Program Sponsorship – Chambersburg Area School District

Approval sought to permit the Chambersburg Area School District to act as sponsoring agency for the FCCTC school lunch program for reimbursement under the National School Breakfast Lunch programs for the 2021-22 school year.

Curriculum:

12. Health and Safety Plan

Approval is sought to update the Health and Safety Plan of the Franklin County Career and Technology Center to include additional information on masking and contact tracing.

13. Faculty and Student Handbooks

Recommend approval of the Faculty and Student Handbooks for the 2021-2022 School Year. Documents can be reviewed at the following links:

Faculty Handbook  [1\) Faculty Handbook 2021-22.docx](#)

Student Handbook <https://www.franklinctc.com/wp-content/uploads/2021/08/Student-Handbook-2021-2022.pdf>

14. Memorandum of Understanding – 2021-2022 School Year

Approval is sought for the Memorandum of Understanding between Career and Technical Centers and Participating School Districts and the Bureau of Career and Technical Education for participation in the Technical Assistance (TAP) Program.

15. Affiliation Agreements for Clinical Experiences

Approval is sought to renew the affiliation agreements for the following long-term care facilities for adult and secondary student clinical experiences for Nurse Assisting training.

Menno Haven Chambers Pointe
Menno Haven Brookview Healthcare Center

Laurel Lakes Rehabilitation & Wellness Center

Solicitor's Report

Addenda

Adjournment

