

FRANKLIN COUNTY CAREER AND TECHNOLOGY CENTER
JOINT OPERATING COMMITTEE
August 25, 2022 Meeting Minutes

The monthly meeting of the Franklin County Career and Technology Center's Joint Operating Committee was held on Thursday evening, August 25, 2022 in the Large Group Instruction room with Chairman Burt calling the meeting to order at 7:00 p.m., followed by a moment of silence and salute to the flag.

MEMBERS PRESENT:	Faye Gaugler	Chambersburg
	Ed Norcross	Chambersburg
	Joan Smith	Chambersburg
	Walter Hoffmann	Fannett-Metal – late arrival 7:06pm
	Eileen Dickinson	Greencastle – alternate
	Shannon Yates	Greencastle
	Dwayne Burt	Shippensburg
	Charlie Suders	Shippensburg
	Allen Piper	Tuscarora
	Rachel Fortney	Waynesboro
	Patricia Strite	Waynesboro

MEMBERS ABSENT:	Rich Davis	Greencastle
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ALSO PRESENT:	Dr. Tara Will	Superintendent of Record
	Terry Miller	Admin. Director
	Dr. Lesli Shuman	Assistant Director
	Neil Rotz	Business Manager
	Kathleen Rundquist	PNP Administrator
	Jeff Daughenbaugh	FCCTC
	Kathy Gress	ABC

RECOGNITION OF VISITORS: Chairman Burt welcomed Kathy Gress and Jeff Daughenbaugh to the meeting.

PUBLIC COMMENT: None

APPROVAL OF THE AUGUST 25, 2022, AGENDA: Mr. Burt stated that the Personnel Committee met in Executive Session prior to the regular meeting for personnel matters. Also, item #5 will be removed from the agenda and item #9 will be revised to include “with a termination date of August 24, 2022.”

On a Norcross/Yates motion/second, the revised agenda was approved as presented on the following roll call vote:

Mr. Yates – YES	Mr. Suders – YES
Mr. Norcross – YES	Ms. Smith – YES
Ms. Strite – YES	Ms. Dickinson – YES
Mr. Piper – YES	Ms. Fortney – YES
Ms. Gaugler – YES	Chairman Burt – YES

APPROVAL OF THE JUNE 23, 2022, MINUTES:

On a Gaugler/Strite motion/second, the minutes were approved as presented on the following roll call vote:

Ms. Gaugler – YES	Ms. Fortney – YES
Mr. Suders – YES	Mr. Norcross – abstain
Mr. Yates – YES	Ms. Smith – YES
Ms. Dickinson – YES	Ms. Strite – YES
Mr. Piper – YES	Chairman Burt – YES

FINANCIAL REPORTS:

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

General Fund	Beginning Balance 6/1/2022	\$	2,035,507.76
	Receipts June 2022	\$	970,734.23
	Expenditures June 2022	\$	(1,114,678.02)
	Ending Balance 6/30/2022	\$	1,891,563.97
	Beginning Balance 7/1/2022	\$	1,891,563.97
	Receipts July 2022	\$	1,108,168.64
	Expenditures July 2022	\$	(1,342,694.30)
	Ending Balance 7/31/2022	\$	1,657,038.31
LPN Program	Beginning Balance 6/1/2022	\$	848,654.69
	Receipts June 2022	\$	50,161.19
	Expenditures June 2022	\$	(163,151.57)
	Ending Balance 6/30/2022	\$	735,664.31
	Beginning Balance 7/1/2022	\$	735,664.31
	Receipts July 2022	\$	100,030.02
	Expenditures July 2022	\$	(31,097.78)
	Ending Balance 7/31/2022	\$	804,596.55

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

Ms. Smith – YES	Ms. Dickinson – YES
Mr. Suders – YES	Ms. Gaugler – YES
Mr. Norcross – YES	Mr. Hoffmann – YES
Ms. Strite – YES	Mr. Piper – YES
Ms. Fortney – YES	Mr. Yates – YES
Chairman Burt – YES	

CORRESPONDENCE: Mr. Miller shared a letter from The Chambersburg Project thanking Franklin County CTC for the usage of the kitchen and cafeteria for the week that they stayed on site at CMS. Mr. Miller also shared a letter from Mr. Lewis Kauffman in memory of Ed Bard that accompanied a donation to the school.

SUPERINTENDENT OF RECORD REPORT: No report. Chairman Burt provided a status update of the activity since Dr. Betts resigned from Chambersburg. He is looking forward to working with Dr. Tara Will from Fannett-Metal as our next Chief Administrative Officer for the next three years.

ADMINISTRATIVE REPORTS:

Kathleen Rundquist:

- Looking for a full-time instructor to replace Tara McCartney, who is resigning effective September 3, 2022.
- The next graduation ceremony will be Thursday, September 1, 2022.
- The next class will begin on September 8th with 27 students enrolled.

Lesli Shuman:

- Reviewed the Penn College dual enrollment report that was sent to our school counselor with the dual enrollment credits earned and tuition dollars saved by our secondary students at FCCTC.
- Provided an update of her time at FCCTC since starting in July. Her focus has been on preparing for teacher in-service and professional development.

Terry Miller:

- Thanked Jeff Daughenbaugh for his hard work over the summer in preparing the building and grounds for the beginning of the school year.

NEW BUSINESS:

Personnel:

1. Superintendent of Record

Approval is sought for Dr. Tara Will, Fannett-Metal School District, to serve a 3-year term as Superintendent of Record of the Franklin County Career and Technology Center for the period July 1, 2022, through June 30, 2025, at a rate of **\$3,000** per year.

On a Yates/Hoffmann motion/second, Chairman Burt asked if there were any questions or comments. Mr. Piper asked about Dr. Will and her background to be Superintendent of Record. Chairman Burt clarified the process that occurred since Dr. Betts resigned for Mr. Piper and the JOC. The bottom line is that we are simply moving Fannett-Metal ahead of Chambersburg for this 3-year term since Chambersburg is currently looking a Superintendent. Mr. Norcross apologized for the late notice to the JOC on Chambersburg's deferral of the Superintendent of Record at this time. There being no further discussion, the Superintendent of Record (Dr. Tara Will) was approved on the following roll call vote:

Mr. Norcross – YES	Mr. Hoffmann – YES
Ms. Dickinson – YES	Mr. Yates – YES
Mr. Suders – YES	Ms. Fortney – YES
Ms. Smith – YES	Ms. Strite – YES
Mr. Piper – YES	Ms. Gaugler – YES
Chairman Burt – YES	

Chairman Burt requested that agenda items 2-4 and 6-9 be combined into a single vote.

2. Substitute Teacher List

Approval is sought for the Substitute Teacher List for the 2022-2023 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.

3. 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 2022-23 school year.

4. Adult Education Pay Rates

Approval is sought to accept the adult education pay rates for the 2022-23 school year.

5. 2022-23 Organization Chart – Removed

6. Contract Revision

Approval is sought to accept the revised contract for Jim Duffey.

7. Resignation

Approval is required for the resignation of Tara McCartney for personal reasons as a full-time Instructor and become an adjunct instructor of the Practical Nursing Program effective September 3rd, 2022.

8. Advertise for PNP Instructor

Approval is sought to advertise, interview, and hire a full-time PNP instructor prior to the next JOC meeting.

9. Hire

Approval is sought to hire Kahyle LeMay for Maintenance Technician effective August 1, 2022. Step 5 (261 days) - \$30,406. Amended to add a termination date of August 24, 2022.

On a Smith/Hoffmann motion/second, agenda items 2-4 and 6-9 were approved as presented on the following roll call vote:

- | | |
|---------------------|--------------------|
| Mr. Yates – YES | Mr. Suders – YES |
| Ms. Gaugler – YES | Ms. Fortney – YES |
| Ms. Dickinson – YES | Ms. Smith – YES |
| Ms. Strite – YES | Mr. Piper – YES |
| Mr. Hoffmann – YES | Mr. Norcross – YES |
| Chairman Burt – YES | |

Financial:

Chairman Burt requested that agenda items 10-15 be combined into a single vote.

10. Non-Resident Tuition Rates

Approval is sought to set the overall Non-Resident Tuition Rate for the 2022-2023 school year at \$8,077/student (Total Budget {\$7,582,730}/3 Year Avg ADM {938.83}).

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

Approval is 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 2022-23 school year.

12. School Mental Health & Safety and Security Grant

Approval is sought to allocate 2-year funding of the School Mental Health & Safety and Security grant to the following areas:

- School Security: \$70,000 for updating door locks, visitor security systems, security cameras, PA system improvements.
- Mental Health: \$70,000 mental health counselor and/or training.

13. Disposal of vehicles

Approval is sought to dispose of the Ford Expedition and GMC Envoy due to them being beyond repair.

14. Donation

Approval is sought to accept a donation of miscellaneous HVAC tools and equipment to the HVAC Program. The total value is estimated at \$500.

15. Capital Reserve Expenditures

Approval is sought to pay the following amounts from the Capital Reserve Fund:

- \$18,800.00 to R.A. Hill for general construction work related to the new administrative offices area by removing rolling steel door and furnishing/installing aluminum storefront system.
- \$39,230.50 to Tanner Furniture for office furniture and filing cabinets in the new administrative offices.

On a Strite/Suders motion/second, agenda items 10-15 were approved as presented on the following roll call vote:

Mr. Suders – YES	Ms. Gaugler – YES
Ms. Fortney – YES	Mr. Hoffmann – YES
Ms. Smith – YES	Ms. Dickinson – YES
Ms. Strite – YES	Mr. Piper – YES
Mr. Norcross – YES	Mr. Yates – YES
Chairman Burt – YES	

Chairman Burt requested that agenda items 16-18 be combined into a single vote.

16. Health and Safety Plan

Reapproval is sought for the Health and Safety Plan of the Franklin County Career and Technology Center. There have been no changes to the plan. Review of the Health and Safety Plan is required every six months during the period of the ESSER grant.

17. Faculty and Student Handbooks

Recommend approval of the Faculty and Student Handbooks for the 2022-2023 School Year. Documents can be reviewed at the following links:

Faculty Handbook –

https://fcctc.sharepoint.com/:w/s/FCCTCEmployees/ES7APx_UIHxCsIfjtUFhY1EBLzfCY41bw4JiFQfdmlb-FQ?e=K9e981

Student Handbook –

<https://www.franklinctc.com/wp-content/uploads/2022/07/2-Student-Handbook-2022-2023.pdf>

18. Memorandum of Understanding – 2022-2023 School Year

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

On a Hoffmann/Gaugler motion/second, agenda items 16-18 were approved as presented on the following roll call vote:

Ms. Fortney – YES	Ms. Smith – YES
Ms. Strite – YES	Ms. Dickinson – YES
Mr. Piper – YES	Mr. Hoffmann – YES
Ms. Gaugler – YES	Mr. Norcross – YES
Mr. Yates – YES	Mr. Suders – YES
Chairman Burt – YES	

Solicitor’s Report: None

Addenda: Chairman Burt officially welcomed Dr. Will to the JOC. Dr. Will introduced herself to the JOC and provided her background with CTE in Fulton County.

Adjournment: There being no further business to discuss, the meeting adjourned at 7:40 p.m.

Respectfully submitted,

Neil D. Rotz
Recording Secretary