

FRANKLIN COUNTY CAREER AND TECHNOLOGY CENTER
JOINT OPERATING COMMITTEE
September 22, 2022 Meeting Minutes

The monthly meeting of the Franklin County Career and Technology Center's Joint Operating Committee was held on Thursday evening, September 22, 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
	Rich Davis	Greencastle
	Shannon Yates	Greencastle
	Dwayne Burt	Shippensburg
	Charlie Suders	Shippensburg
	Allen Piper	Tuscarora
	Rachel Fortney	Waynesboro
	Patricia Strite	Waynesboro

MEMBERS ABSENT:	Joan Smith	Chambersburg
	Walter Hoffmann	Fannett-Metal

ALSO PRESENT:	Dr. Tara Will	Superintendent of Record
	Terry Miller	Admin. Director
	Dr. Lesli Shuman	Assistant Director
	Justin Sholes	Principal
	Neil Rotz	Business Manager
	Kathleen Rundquist	PNP Administrator
	Judy Plank	Parent
	Corbin Merit	CMS
	Angelina Heaton	CASHS
	Noah Norton	CMS
	Hannah Dean	CASHS
	Logan Miller	CMS
	Stephanie Norton	FCCTC
	Jolene Passmore	CMS

RECOGNITION OF VISITORS: Terry Miller welcomed the students in attendance for their civics class along with Stephanie Norton.

PUBLIC COMMENT: None

APPROVAL OF THE SEPTEMBER 22, 2022 AGENDA: Mr. Miller stated that item #11 needed to be revised from a "12-passenger van" to "10-passenger van."

On a Strite/Gaugler 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. Strite – YES
Mr. Davis – YES	Mr. Piper – YES

Ms. Fortney – YES
Chairman Burt – YES

Ms. Gaugler – YES

APPROVAL OF THE AUGUST 25, 2022 MINUTES:

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

Ms. Gaugler – YES
Mr. Suders – YES
Mr. Yates – YES
Ms. Strite – YES
Chairman Burt – YES

Ms. Fortney – YES
Mr. Norcross – YES
Mr. Davis – abstain
Mr. Piper – YES

FINANCIAL REPORTS:

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

General Fund	Beginning Balance 8/1/2022	\$	1,657,038.31
	Receipts August 2022	\$	1,125,412.63
	Expenditures August 2022	\$	(659,153.12)
	Ending Balance 8/31/2022	\$	2,123,297.82
LPN Program	Beginning Balance 8/1/2022	\$	804,596.55
	Receipts August 2022	\$	39,483.85
	Expenditures August 2022	\$	(162,410.21)
	Ending Balance 8/31/2022	\$	681,670.19

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

Mr. Davis – YES
Ms. Gaugler – YES
Ms. Strite – YES
Ms. Fortney – YES
Chairman Burt – YES

Mr. Suders – YES
Mr. Norcross – YES
Mr. Piper – YES
Mr. Yates – YES

CORRESPONDENCE: None

CHIEF ADMINISTRATIVE OFFICER’S REPORT: Dr. Will reported that the superintendents met on September 8. Inclement weather was discussed for the upcoming winter months along with sharing contact information. There are some districts that are facing decisions on educating students who have not fully received their school-age vaccinations. The superintendents reviewed their proposals for the Physical Safety and Mental Health PCCD grants with a common thread being to include school based mental health supports. Dr. Will thanked Mr. Miller and his team for the weekly updates that he provides.

ADMINISTRATIVE REPORTS:

Kathleen Rundquist:

- Hired Laura McLaughlin to replace Tara McCartney.
- A career day was held at the LPN program and twelve healthcare facilities were in attendance.
- A nursing collaborative day has been scheduled for October 8th with Wilson College and Penn

State Mont Alto.

Lesli Shuman:

- Dr. Perna met with each teacher and her to review their individual Professional Development plan. The goal is to get the teachers in front of each other to share what they are doing.
- The Fall Occupational Advisory Committee (OAC) meetings are in progress for each program.
- The Approved Program Evaluation (APE) files are being created for the review, which occurs every five (5) years. Mr. Tim Byers has helped with the preparation of the templates for the review.

Justin Sholes:

- Provided an update on the recruitment for the 2023-24 school year and the applications received to date. The recruitment of prospective students has been consolidated to the beginning of the school year as opposed to being various times during the school year. Ms. Gaugler asked about the 200 or so students that did not get placed into a program at FCCTC for the 2022-23 school year. Mr. Sholes said that some did not qualify due to their grades, attendance, or discipline. There were 65-70 eligible students remaining on the waitlist. Mr. Miller added that we will continue to look at adding other programs to increase the capacity of FCCTC as space allows. Mr. Norcross said he favors more programs, but not at the expense of sacrificing the quality of student being placed in a program. Mr. Piper pointed out that the skilled trades are growing and asked if we should consider adding on to the physical building. Mr. Miller will begin working through these questions with the administrative team and look to provide some options for the JOC to discuss at future meetings.

Terry Miller:

- The Early Childhood Education outdoor playground area in the one courtyard is nearing completion. Also, the HVAC and Carpentry programs are working on some final items in the new administrative office suite.

NEW BUSINESS:

Policy:

1. Policy #248 reapproval

Approval is sought for the reapproval of policy # 248 Unlawful Harassment. There are no changes to the policy however per PDE must be reviewed every 3 years.

On a Yates/Davis motion/second, Policy #248 was approved as presented on the following roll call vote:

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

**Recess to Executive Session for Personnel and Legal – 7:26 p.m.
Reconvene from Executive Session for Personnel and Legal – 7:34 p.m.**

Personnel:

Chairman Burt requested that agenda items 2-5 be combined into a single vote.

2. Organizational Chart

Approval is sought to accept the FCCTC Organizational Chart for the 2022-23 school year.

3. Mentor Stipend

Approval is required to compensate the following individuals \$500 each to serve as mentors for nontenured teachers for the 2022-2023 school year.

Lisa Cook for Marsha Egolf
Todd Swan for Caitlin O'Donnell

4. Maternity Leave

Approval is sought for the maternity leave request of Caitlin O'Donnell, Welding Instructor, beginning approximately December 13, 2022, for 12 weeks with an approximate return date of March 7, 2023.

5. Request to Hire

Approval is sought to hire the following personnel:

- Approval is sought to hire Laura McLaughlin as a full time PNP faculty member to replace Tara McCartney with a retroactive start date of August 31, 2022. Salary is \$60,000 per year.
- Approval is sought to hire Charles Hunt for Maintenance Technician effective October 17, 2022 (pending receipt of all clearances) at Step 14 (261 days) for \$37,603.

On a Gaugler/Strite motion/second, agenda items 2-5 were approved as presented on the following roll call vote:

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

6. Retain Ron Repak

Approval is sought to retain Ronald Repak and Dillion, McCandless, King, Coulter, & Graham LLP as solicitor for FCCTC.

On a Yate/Strite motion/second, retention of Ron Repak was approved as presented on the following roll call vote:

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

7. Revision to the Articles of Agreement

Approval is sought to accept the revision to the Articles of Agreement. This change would provide direction when a participating district is unable to approve or does not meet the criteria of a Superintendent of Record.

On a Strite/Davis motion/second, Chairman Burt asked if there were any questions or comments. Mr. Burt explained the rationale behind the change to the Articles of Agreement that will allow the Superintendent of Record to skip a member district for the three-year term, but it will then go back to the skipped member district following the three-year term. There being no further discussion, the revised Articles of Agreement was approved as presented on the following roll call vote:

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

8. Business Manager Contract Revision

Approval is sought to accept the addendum to the business manager's contract.

On a Norcross/Strite motion/second, Mr. Burt asked Mr. Yates (Personnel Committee) to comment on the salary adjustment presented for the Business Manager. Mr. Yates explained that the Personnel Committee compared our school to the school districts in Franklin County as well as similar CTC's in south central PA. The proposed adjustment will bring the salary of our Business Manager more in line with the market based on his experience and job performance. There being no further discussion, the addendum to the Business Manager's contract was approved as presented on the following roll call vote:

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

Financial:

Chairman Burt requested that agenda items 9 and 11 be combined into a single vote.

9. Capital Reserve Expenditures

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

- \$22,100.00 to R.A. Hill for constructing concrete pad for the playground equipment for Early Childhood Education and sidewalks from the two doorways into the courtyard/playground area.
- \$9,704.62 to 84 Lumber for workroom cabinets in the new administrative offices.

11. School Van

Approval is sought to request bids for a 10-passenger van for student use.

On a Gaugler/Strite motion/second, agenda items 9 and 11 were approved as presented on the

following roll call vote:

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

10. PlanCon Part J Consulting Service

Approval is sought to contract with John Casey to complete the PlanCon Part J document that is required by the Pennsylvania Department of Education. This is related to the Series of 2011 Bonds that were issued for the construction/renovation project at FCCTC.

On a Yates/Fortney motion/second, the contract with John Casey for PlanCon Part J was approved as presented on the following roll call vote:

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

Solicitor's Report: None

Addendum: None

Adjournment: There being no further business to discuss, the meeting adjourned at 7:44 p.m.

Respectfully submitted,

Neil D. Rotz
Recording Secretary

aw: 10/12/2022