

FRANKLIN COUNTY CAREER AND TECHNOLOGY CENTER  
JOINT OPERATING COMMITTEE  
December 14, 2022 Meeting Minutes

The monthly meeting of the Franklin County Career and Technology Center's Joint Operating Committee was held on Wednesday evening, December 14, 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
	Dr. Mark Schur	Chambersburg – alternate
	Joan Smith	Chambersburg
	Walter Hoffmann	Fannett-Metal
	Rich Davis	Greencastle
	Shannon Yates	Greencastle
	Dwayne Burt	Shippensburg
	Charlie Suders	Shippensburg
	Allen Piper	Tuscarora
	Rachel Fortney	Waynesboro
	Patricia Strite	Waynesboro

MEMBERS ABSENT:	Ed Norcross	Chambersburg
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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
	Kevin Grove	FCCTC Instructor

**RECOGNITION OF VISITORS:** Chairman Burt welcomed Kevin Grove to the meeting.

**PUBLIC COMMENT:** None

**REORGANIZATION**

The articles of Agreement for the establishment and operation of the Franklin County Career and Technology Center, Page 3, Section 8:

**1. Officers:**

“In the December meeting each year of the Technical School Committee, a Chairman and Vice Chairman should be elected to serve for a period of one (1) year, to take office the first Monday of the following January. The two officers shall not represent the same participating school district, shall not be eligible to serve in the same office more than two (2) successive years, and shall not come from the same participating school district for more than two (2) successive terms.”

**Election of Chairman and Vice Chairman**

Chairman Burt requested nominations for Chairman. Ms. Gaugler nominated Mr. Norcross. Ms. Smith seconded the nomination.

On a Gaugler/Smith motion/second, the nomination of Mr. Ed Norcross for Chairman was approved on the following roll call vote:

Dr. Schur – Yes	Mr. Hoffmann – YES
Mr. Davis – 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 nominations for Vice-Chairman. Mr. Yates nominated Ms. Strite. Ms. Smith seconded the nomination.

On a Yates/Smith motion/second, the nomination of Ms. Patricia Strite for Vice-Chairman was approved on the following roll call vote:

Mr. Yates – YES	Mr. Suders – YES
Ms. Gaugler – YES	Ms. Fortney – YES
Mr. Davis – YES	Ms. Smith – YES
Ms. Strite – YES	Mr. Piper – YES
Mr. Hoffmann – YES	Dr. Schur – YES
Chairman Burt – YES	

Chairman Burt requested nominations for Treasurer as Mr. Norcross would not be able to hold both the Chairman and Treasurer offices. Mr. Hoffmann nominated Ms. Gaugler. Ms. Smith seconded the nomination.

On a Hoffmann/Smith motion/second, the nomination of Ms. Faye Gaugler for Treasurer was approved on the following roll call vote:

Mr. Suders – YES	Ms. Gaugler – YES
Ms. Fortney – YES	Mr. Hoffmann – YES
Ms. Smith – YES	Mr. Davis – YES
Ms. Strite – YES	Mr. Piper – YES
Dr. Schur – YES	Mr. Yates – YES
Chairman Burt – YES	

## 2. Meeting Dates:

It is recommended that meeting dates and time for our regular monthly meeting be established during the reorganization in December. Currently, the Joint Operating Committee meets on the 4th Thursday of each month, except for November and December when the Joint Operating Committee meets earlier due to the Thanksgiving and Christmas Holidays. The set time is 7:00 p.m. Any changes will be advertised accordingly.

January 26	May 25	September 28
February 23	June 22	October 26
March 23	July – none	November 15 (3 <sup>rd</sup> Wednesday)
April 27	August 24	December 20 (3 <sup>rd</sup> Wednesday)

On a Smith/Hoffmann motion/second, the meeting dates for 2023 were approved as presented on the following roll call vote:

Ms. Fortney – YES	Ms. Smith – YES
Ms. Strite – YES	Mr. Davis – YES
Mr. Piper – YES	Mr. Hoffmann – YES
Ms. Gaugler – YES	Dr. Schur – YES
Mr. Yates – YES	Mr. Suders – YES
Chairman Burt – YES	

**3. Determination and Assignments of Committees for the Calendar Year – 2023**

It is recommended the Joint Operating Committee members assign necessary representatives for committees for the Calendar Year 2023. The committees are Personnel & Negotiation, Budget & Finance and Building & Grounds. The committee meetings are generally held one hour prior to regular JOC meetings. Proposed committee members are as follows:

**Personnel & Negotiations:** Shannon Yates, Allen Piper, Charlie Suders (Rachel Fortney, Alt.)

**Budget & Finance:** Patti Strite, Dwayne Burt, Joan Smith (Rachel Fortney, Alt.)

**Building & Grounds:** Rich Davis, Walter Hoffmann, Faye Gaugler (Rachel Fortney, Alt.)

The Reorganization Meeting adjourned at 7:09 p.m.

The Regular Meeting was called to order by Chairman Burt at 7:09 p.m.

**APPROVAL OF THE DECEMBER 14, 2022 AGENDA:**

On a Strite/Smith motion/second, the agenda was approved as presented on the following roll call vote:

Mr. Yates – YES	Mr. Suders – YES
Dr. Schur – YES	Ms. Smith – YES
Ms. Strite – YES	Mr. Davis – YES
Mr. Piper – YES	Ms. Fortney – YES
Ms. Gaugler – YES	Mr. Hoffmann – YES
Chairman Burt – YES	

**APPROVAL OF THE NOVEMBER 16, 2022 MINUTES:**

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

Ms. Gaugler – YES	Ms. Fortney – YES
Mr. Hoffmann – YES	Mr. Suders – YES
Dr. Schur – YES	Mr. Yates – YES
Ms. Smith – YES	Mr. Davis – 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 11/1/2022	\$	1,887,518.44
	Receipts November 2022	\$	805,556.97
	Expenditures November 2022	\$	(813,185.31)
	Ending Balance 11/30/2022	\$	1,879,890.10

LPN Program	Beginning Balance 11/1/2022	\$	826,874.54
	Receipts November 2022	\$	44,528.41
	Expenditures November 2022	\$	(180,778.50)
	Ending Balance 11/30/2022	\$	690,624.45

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

Ms. Smith – YES	Mr. Davis – YES
Mr. Suders – YES	Ms. Gaugler – YES
Dr. Schur – YES	Mr. Hoffmann – YES
Ms. Strite – YES	Mr. Piper – YES
Ms. Fortney – YES	Mr. Yates – YES
Chairman Burt – YES	

**CORRESPONDENCE:** Mr. Miller reviewed an email from Dr. Lee Burket on the newly released PA Department of Health/CDC grant that FCCTC was allocated \$245,701. Mr. Burt asked if the entire amount is supposed to be used for hiring new employees. Mr. Miller responded that it appears to be the main intent, but the funding can also be used to support the individual(s) hired. The supporting costs could include supplies, training, and software. There were questions and discussion on meeting the “diversity of staff hired and equity and including activities” language that is attached to the money. The administrative team will apply by the deadline of January 6, 2023 for the funding and work towards writing in supporting costs rather than hiring new staff. Mr. Miller is prepared to say no to the grant funding if the use of the funding does not align with the direction the school is going.

**CHIEF ADMINISTRATIVE OFFICER’S REPORT:** Dr. Will reported the LIU held a legislative forum on Monday. There were twelve Superintendents from Franklin, Adams and York Counties that were in attendance. This meeting was arranged at the request of the superintendents to allow them to share their educational concerns and issues with our local representation. At the Superintendent’s meeting on December 8, there was a brief discussion on the JUUL litigation. Waynesboro’s new superintendent, Rita Sterner-Hine, was in attendance for her first Franklin County superintendents meeting. Finally, Dr. Will praised the preparedness and response by staff and students at FCCTC during the evacuation of the building due to the fire in the Welding shop.

**ADMINISTRATIVE REPORTS:**

**Kathleen Rundquist:**

- Attended the PA Association of Practical Nursing Administrators Conference that was geared to new administrators.
- Provided an update on the current classes and their student enrollment.
- The September 2021-22 class is currently taking their NCLEX exams and 14 have received notification that they passed.

**Lesli Shuman:**

- Introduced Kevin Grove to review his Diesel Mechanics program and the success of his students this semester. Kevin discussed how he was approached by Kenworth Trucking and the opportunity to provide their training to his secondary students. He shared about how he felt this would have to be an “outside of the classroom” project for eligible students as he did not have time to incorporate the Kenworth training into the existing curriculum. The students that signed up completed the training ahead of schedule and they were successful in passing the

assessment for Kenworth. A Kenworth executive flew from Washington to meet Kevin and tour his shop in November. The goal would be to continue to build upon this outcome with Kenworth to give future students this same opportunity.

- Kevin also shared about the growth of his program and students from when he started over 15 years ago up to where he is now. He worked diligently to build a program where he has a wait list so that better overall students are able to come through his program without all of the other issues he was dealing with at the start of his teaching career. He does not want the program to back slide by opening up a second diesel program. There was a lengthy discussion on the pros and cons of expanding the diesel shop to place more students who are interested.

#### **Justin Sholes:**

- Provided a recruitment update on the application status compared to last year (12/22 vs 12/21). There is still strong overall interest in FCCTC as shown by the higher number of applicants this year when compared to last year.
- Reviewed Act 158 and stated that students with a pathway needed from the sending schools are being serviced by FCCTC to provide that pathway for graduation.

#### **Terry Miller:**

- The JUUL litigation has settled and we are working with the solicitor to get it finalized for our school.
- The school applied for an Impact Grant with the Franklin County Commissioners and received a notice that we were awarded \$34,000 for CIM (Machining).
- Provided an update after the visit to Lancaster County CTC and their Heavy Equipment Program. The goal would be that the Heavy Equipment Program would complement the Diesel program. We are also talking to Berks Count CTC, as they just opened this program recently. There are businesses in the county that we could potentially partner with for the Heavy Equipment program. Mr. Yates suggested that we consider our needs first to see what program(s) make the most sense. Ms. Gaugler stated that the Essential Skills program would be easier to launch and meet the current needs of the districts. Mr. Davis asked if it would be possible to follow a varsity/junior varsity model (like in sports) and apply that to a successful program (like Diesel) to increase enrollment. After a lengthy discussion on programming, Mr. Miller stated that he would like to come back to the JOC in January with a more formal plan for the programming and student needs at FCCTC.

#### **NEW BUSINESS:**

##### **Policy:**

##### **1. Policy Revision # 249 Vol III 2021 – 1<sup>st</sup> Reading**

An update of policy 249 is sought to amend the FCCTC bullying policy to include language on cyberbullying. PDE requires updating this policy every 3 years.

Mr. Miller stated that there is no action to be taken at this time as the policy will be up for approval at next month's meeting after the JOC has had time to review and make any revisions. Dr. Schur cautioned the JOC to be sure to compare the current approved policy to the PSBA revised policy up for approval as PSBA only has bold text for their changes from their most recent policy.

**Personnel:**

Chairman Burt requested that agenda items 2-3 be combined into a single vote.

**2. Long Term Sub**

Approval is sought to hire a long-term substitute for Mrs. O’Donnell’s maternity leave beginning December 6, 2022, for 12 weeks. Payment will be at the daily substitute rate of \$150/day for the first 10 days and will be \$200/day beginning on day 11 in the program.

**3. Additional Credits**

Approval is sought to provide five (5) additional credits beyond the 12-credit limit for a total of 17 credits to Kathy Estep to complete her Master’s degree. The Collective Bargaining Agreement allows teachers to take up to 18 credits with JOC approval.

On a Yates/Smith motion/second, agenda items 2-3 were approved as presented on the following roll call vote:

Ms. Smith – YES	Ms. Strite – YES
Mr. Piper – YES	Dr. Schur – YES
Ms. Gaugler – YES	Mr. Hoffmann – YES
Mr. Yates – YES	Mr. Suders – YES
Mr. Davis – YES	Ms. Fortney – YES
Chairman Burt – YES	

**Financial:**

**4. Program Sponsorship and Donation**

Approval is sought to accept Custom Machine as the Program Sponsor of the Computer Integrated Manufacturing (CIM) program that includes \$2,100 for the General Advisory Committee Marketing Campaign.

On a Smith/Piper motion/second, the program sponsorship and donation was approved as presented on the following roll call vote:

Ms. Strite – YES	Mr. Piper – YES
Dr. Schur – YES	Mr. Yates – YES
Mr. Suders – YES	Ms. Gaugler – YES
Mr. Davis – YES	Ms. Fortney – YES
Ms. Smith – YES	Mr. Hoffmann – YES
Chairman Burt – YES	

**Curriculum:**

**5. K-12 Career Counseling Plan**

Approval is requested to accept the Franklin County Career Tech K-12 Career Counseling Plan. The plan is updated and approved every 5 years and is part of the upcoming Approved Program Evaluation (APE) review.

On a Strite/Smith motion/second, the K-12 Career Counseling Plan was approved as presented on the following roll call vote:

Mr. Hoffmann – YES  
Mr. Yates – YES  
Ms. Fortney – YES  
Ms. Strite – YES  
Ms. Gaugler – YES  
Chairman Burt – YES

Dr. Schur – YES  
Mr. Suders – YES  
Ms. Smith – YES  
Mr. Piper – YES  
Mr. Davis – YES

**Solicitor’s Report:** None

**Addendum:** Mr. Piper asked if we/JOC have an “Agreement” or a “Contract” with our solicitor (Mr. Ron Repak). Mr. Miller stated that he will get the answer and explain it to the JOC at the January meeting. Mr. Miller presented Mr. Burt with a Certificate of Appreciation for his service as the Chairman for the past two years. Mr. Burt reviewed the accomplishments over the past two years that included getting through COVID, negotiating a new teacher’s contract with a QHDHP for the medical insurance, updated the wage scales for the support staff, appointed a new Director (Terry Miller) following Mr. Duffey’s retirement, and a new Assistant Director (Lesli Shuman). Mr. Burt thanked Mr. Yates for his hard work and long hours as he chaired the Personnel Committee the past two years along with the help of Mr. Suders and Mr. Norcross.

**Adjourned:** There being no further business to discuss, the meeting adjourned at 8:46 p.m.

Respectfully submitted,

Neil D. Rotz  
Recording Secretary

aw: 12/21/2022