

FRANKLIN COUNTY CAREER AND TECHNOLOGY CENTER  
JOINT OPERATING COMMITTEE  
March 24, 2022 Meeting Minutes

The monthly meeting of the Franklin County Career and Technology Center's Joint Operating Committee was held on Thursday evening, March 24, 2022 in the Large Group Instruction room with Chairman Burt calling the meeting to order at 7:06 p.m., followed by a moment of silence and salute to the flag. Chairman Burt noted that the JOC held an Executive Session for Personnel on Tuesday, March 15 to review the applicants for the Administrative Director.

MEMBERS PRESENT:	Faye Gaugler	Chambersburg
	Ed Norcross	Chambersburg
	Joan Smith	Chambersburg
	Walter Hoffmann	Fannett-Metal
	Shannon Yates	Greencastle
	Dwayne Burt	Shippensburg
	Jim Bard	Shippensburg – alternate
	Allen Piper	Tuscarora
	Rachel Fortney	Waynesboro
	Patricia Strite	Waynesboro

MEMBERS ABSENT:	Rich Davis	Greencastle
	Charlie Suders	Shippensburg

ALSO PRESENT:	Rodney Benedick	Superintendent of Record
	Jim Duffey	Admin. Director
	Terry Miller	Assistant Director
	Neil Rotz	Business Manager
	Kathleen Rundquist	PNP Administrator
	Chad Rosenberry	GAC
	Bryan Hawbecker	Instructor FCCTC

**RECOGNITION OF VISITORS:** Chairman Burt welcomed Chad Rosenberry and Bryan Hawbecker to the meeting.

**PUBLIC COMMENT:** None

**APPROVAL OF THE MARCH 24, 2022 AGENDA:**

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

Mr. Yates – YES	Mr. Bard – YES
Mr. Norcross – YES	Ms. Smith – abstain
Ms. Strite – YES	Mr. Piper – YES
Ms. Fortney – YES	Ms. Gaugler – YES
Mr. Hoffmann – YES	Chairman Burt – YES

**APPROVAL OF THE FEBRUARY 24, 2022 MINUTES:**

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

Ms. Gaugler – YES	Ms. Fortney – YES
Mr. Hoffmann – YES	Mr. Bard – YES
Mr. Norcross – YES	Mr. Yates – YES
Ms. Smith – YES	Ms. Strite – YES
Mr. Piper – YES	Chairman Burt – abstain

#### **FINANCIAL REPORTS:**

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

General Fund	Beginning Balance 2/1/2022	\$	1,671,522.91
	Receipts February 2022	\$	851,720.37
	Expenditures February 2022	\$	(587,673.76)
	Ending Balance 2/28/2022	\$	1,935,569.52
LPN Program	Beginning Balance 2/1/2022	\$	770,616.05
	Receipts February 2022	\$	181,632.64
	Expenditures February 2022	\$	(204,656.97)
	Ending Balance 2/28/2022	\$	747,591.72

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

Ms. Smith – YES	Mr. Bard – 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. Duffey shared a thank you note from the Berkley County, WV school system who visited our school last month.

**SUPERINTENDENT OF RECORD REPORT:** Mr. Benedick reported on the March 10, 2022 Superintendent meeting held at Chambersburg Area SD. There was more discussion about the substitute teacher service with ESS and current issues. Kelly Service will present their proposal for substitute teacher services to the districts on April 8. Mike Ross from FCADC talked about business partnerships in the community and how the schools can be involved. The county tax assessment process was discussed along with what virtual teaching looks like moving forward.

#### **ADMINISTRATIVE REPORTS:**

##### **Kathleen Rundquist:**

- The PNP drew down the last of the CARES FIPSE monies.
- The State Board of Nursing is looking at requiring two math and physical science courses prior to students enrolling in post-secondary nursing programs.
- The graduation ceremony for the March 2022 class was held on March 3, 2022. The new class began on March 7.

##### **Jim Duffey:**

- Welcomed and thanked Mr. Rosenberry for attending from the GAC.
- Advised the JOC that there will be a dinner prior to the April 28, 2022 JOC meeting.

- Dr. Betty Mosely Brown, a graduate of FCCTC, came to speak to the female CTE students about her experiences along with her newly released book.

Mr. Duffey and Mr. Rotz gave a presentation of the proposed budget for the 2022-23 school year. The overall proposed budget increase is \$10,841, or 0.21%. The changes in expected revenues and expenditures were reviewed along with the programmatic changes from the current budget year (2021-22) to the next budget year (2022-23). The proposed budget includes the third and final year of allocating \$100,000 from the member districts to help fund FCCTC's Capital Reserve Fund since Fannett-Metal SD is now a member district and their tuition will no longer be used to fund the Capital Reserve Fund. The Series of 2011 Bonds were refinanced to the 2021 Note with Truist Bank on June 8, 2021 and the resulting savings will have a positive effect on the member district's debt service in 2022-23. Approval of the 2022-23 budget will be requested at the next meeting scheduled for Thursday, April 28, 2022.

**NEW BUSINESS:**

**Financial**

**1. CASD Classroom Lease – Discussion Only**

The lease with CASD for the Board Room will automatically renew for the 22-23 school year unless notice is given in writing not less than 90 days preceding June 30, 2022.

Mr. Duffey explained the current lease and that CASD intends to lease the board room for the 2022-23 school year. There was a brief discussion on other possible uses for the room. There being no further discussion, the lease with CASD for the Board Room will automatically renew for the 2022-23 school year.

**2. 2022-23 Practical Nursing Program Budget**

A request is made for approval of the PNP Budget for 2022-23 in the amount of \$942,467, a decrease of 6.38% over 2021-22.

On a Piper/Norcross motion/second, Chairman Burt asked if there were any questions or comments. There was a brief discussion surrounding the enrollment numbers and questions on the difficulty of getting applicants for the program. There being no further discussion, the 2022-23 Practical Nursing Program Budget was approved as presented on the following roll call vote:

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

**3. Acceptance of Low Bids**

Approval is sought to accept the high bids on the following unused/excess material:

Uni-Hydro 3/8" Plate Shear	Brian Yeager	\$876
	4673 Rotz Rd	
	Chambersburg, PA 17202	

Meadow Creek Smoker                      Michael Norris                                      \$505  
341 Old Waynesboro Rd  
Fairfield, PA. 17320

On a Gaugler/Yates motion/second, the low bids were approved as presented on the following roll call vote:

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

#### 4. Audit Services

Approval is sought to retain Smith Elliott Kearns and Company, LLC as Local Auditor for the FCCTC and sign a three (3) year contract in the amount of \$68,800 - \$21,900 for 2021-22, \$22,900 for \$2022-23, and \$24,000 for 2023-24.

On a Smith/Strite motion/second, the retention of Smith Elliott Kearns and Company, LLC as local auditor was approved as presented on the following roll call vote:

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

#### 5. Capital Reserve Fund Deposit

Approval is requested to deposit the member district share of Capital Reserve funding included in the 21-22 FCCTC Budget of \$100,000 into the Capital Reserve Fund.

On a Norcross/Strite motion/second, the Capital Reserve Fund deposit was approved as presented on the following roll call vote:

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

#### 6. Donation

Approval is sought to accept the following program sponsorships through the General Advisory Committee Marketing Fund.

Volvo Road Construction                      Diesel Technology Program                                      \$750

On a Hoffmann/Yates motion/second, the donation was approved as presented on the following roll call vote:

Ms. Strite – YES  
Mr. Norcross – YES  
Mr. Bard – YES  
Ms. Fortney – YES  
Mr. Hoffmann – YES

Mr. Piper – YES  
Mr. Yates – YES  
Ms. Gaugler – YES  
Ms. Smith – YES  
Chairman Burt – YES

## **Personnel:**

### **7. Resignation**

Approval is sought to accept the resignation of **Kaitlyne Swenson**, 371 Bradley Lane, Shippensburg, PA as Guidance Secretary effective March 25, 2022.

On a Strite/Norcross motion/second, the resignation of Kaitlyne Swenson 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

Mr. Norcross – YES  
Mr. Bard – YES  
Ms. Smith – YES  
Mr. Piper – YES  
Chairman Burt – YES

### **8. Employment**

Approval is sought to hire Guidance Secretary pending receipt of all clearances:

Emma Grove                      Guidance Secretary                      186-day work schedule  
14789 Wingerton Rd                      \$13.67/hour to start April 11, 2022.  
Waynesboro, PA 17268

On a Yates/Hoffmann motion/second, the hiring of Emma Grove was approved as presented on the following roll call vote:

Mr. Yates – YES  
Ms. Gaugler – YES  
Mr. Hoffmann – YES  
Ms. Strite – YES  
Mr. Norcross – YES

Mr. Bard – YES  
Ms. Fortney – YES  
Ms. Smith – YES  
Mr. Piper – YES  
Chairman Burt – YES

## **Curriculum:**

### **9. Emergency Instructional Time Template**

Retroactive approval is sought to submit the Emergency Instructional Time Template to the Pennsylvania Department of Education for the 2021-22 school year on behalf of the Franklin County CTC.

On a Yates/Strite motion/second, Chairman Burt asked if there were any questions or comments. Mr. Duffey clarified why the Emergency Instructional Time Template is being approved retroactively in March rather than at the beginning of the school year. There being no further discussion, the Emergency Instructional Time Template was approved as presented on the following roll call vote:

Mr. Norcross – YES  
Mr. Yates – YES  
Ms. Fortney – YES  
Ms. Strite – YES  
Ms. Gaugler – YES

Mr. Hoffmann – YES  
Mr. Bard – YES  
Ms. Smith – YES  
Mr. Piper – YES  
Chairman Burt – YES

**Solicitor's Report:** None

**Addenda:** There will be an Executive Session for Personnel for the JOC to review the first-round interviews for the Administrative Director following adjournment.

**Adjournment:** There being no further business to discuss, the meeting adjourned at 8:19 p.m.

Respectfully submitted,

Neil D. Rotz  
Recording Secretary

aw: 4/12/2022