

FRANKLIN COUNTY CAREER AND TECHNOLOGY CENTER  
JOINT OPERATING COMMITTEE  
April 28, 2022 Meeting Minutes

The monthly meeting of the Franklin County Career and Technology Center's Joint Operating Committee was held on Thursday evening, April 28, 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
	Chad McClure	Fannett-Metal – alternate
	Rich Davis	Greencastle
	Eileen Dickinson	Greencastle – alternate
	Dwayne Burt	Shippensburg
	Charlie Suders	Shippensburg
	Allen Piper	Tuscarora
	Rachel Fortney	Waynesboro
	Patricia Strite	Waynesboro

MEMBERS ABSENT:	Walter Hoffmann	Fannett-Metal
	Shannon Yates	Greencastle

ALSO PRESENT:	Rodney Benedick	Superintendent of Record
	Jim Duffey	Admin. Director
	Terry Miller	Assistant Director
	Justin Sholes	Principal
	Neil Rotz	Business Manager
	Kathleen Rundquist	PNP Administrator
	Lesli Shuman	CPACTC
	Chad Rosenberry	GAC
	Lori Ebersole	FCCTC

**RECOGNITION OF VISITORS:** Chairman Burt welcomed Lesli Shuman, Chad Rosenberry and Lori Ebersole to the meeting.

**PUBLIC COMMENT:** None

**APPROVAL OF THE APRIL 28, 2022 AGENDA:**

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

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

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

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

- |                       |                     |
|-----------------------|---------------------|
| Ms. Gaugler – YES     | Ms. Fortney – YES   |
| Mr. McClure – abstain | Mr. Suders – YES    |
| Mr. Norcross – YES    | Ms. Dickinson – 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 3/1/2022	\$	1,935,569.52
	Receipts March 2022	\$	977,023.21
	Expenditures March 2022	\$	(939,655.90)
	Ending Balance 3/31/2022	\$	1,972,936.83
GAC Fund	Beginning Balance 3/1/2022	\$	15,466.17
	Receipts March 2022	\$	750.00
	Expenditures March 2022	\$	(4,341.89)
	Ending Balance 3/31/2022	\$	11,874.28
LPN Program	Beginning Balance 3/1/2022	\$	747,591.72
	Receipts March 2022	\$	119,595.32
	Expenditures March 2022	\$	(7,784.08)
	Ending Balance 3/31/2022	\$	859,402.96

On a Strite/Davis 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   |
| Mr. Norcross – YES  | Mr. McClure – YES   |
| Ms. Strite – YES    | Mr. Piper – YES     |
| Ms. Fortney – YES   | Ms. Dickinson – YES |
| Chairman Burt – YES |                     |

**CORRESPONDENCE:** Mr. Duffey shared two letters from PDE. The first was from the Secretary of Education approving the instructional time template that was submitted last month after JOC approval. The second was a notice regarding the Approved Program Evaluation review that will be completed during the 2022-23 school year.

**SUPERINTENDENT OF RECORD REPORT:** Mr. Benedick reported that there was no April Superintendent meeting. Mr. Benedick noted that he will not be at the May JOC meeting, but will have a written report for Mr. Duffey to present. Also, the June JOC meeting will be his last as Superintendent of Record.

## ADMINISTRATIVE REPORTS:

### Kathleen Rundquist:

- Deb Ramer will be retiring on June 15, 2022 and her replacement is on the agenda to be approved this evening.
- The March 21-22 graduating students have a good pass rate on their NCLEX exam.

### Terry Miller:

- Reviewed enrollment numbers from 2019-20 to 2022-23 that show continued growth, which is exciting.

### Justin Sholes:

- Highlighted the Diesel program and their soybean crop that was used to make biodiesel fuel.
- The school hosted Leadership Franklin County in April as the group learned from educational leaders about the education industry in the county.
- Hosted Dr. Betty Moseley Brown who spoke about leadership along with her career and past in CTE.

### Jim Duffey:

- Reviewed the GAC meeting held on April 25<sup>th</sup>. There were discussions on future initiatives of the school. The GAC would like to invite a JOC member to attend GAC meetings starting next school year.
- The Alumni Association of FCCTC is holding their golf tournament in October and are looking for sponsors and teams to compete. This is the main fundraiser for the Alumni Association.
- Summarized the rotation of the Superintendent of Record (Dr. Betts, Chambersburg, 3-year term starting July 2022), JOC Chair (Tuscarora, 2-year term starting December 2022) and JOC Vice-Chair (Waynesboro, 2-year term starting December 2022).

## NEW BUSINESS:

### Financial

#### 1. 2022-23 General Fund Operating Budget

Approval is requested for the 2022-23 General Fund Operating Budget of **\$7,582,730** which is a net increase of **\$10,841**, or **0.21%** to be shared by the districts over the 2021-22 budget.

On a Suders/Norcross motion/second, Chairman Burt asked if there were any questions or comments. Mr. Duffey explained the process for the FCCTC budget approval. Mr. Norcross commended the FCCTC administration for another efficient budget brought to the JOC for approval. There being no further discussion, the 2022-23 General Fund Operating Budget was approved as presented on the following roll call vote:

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

## 2. Donation

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

Novae LLC (CAM SuperLine)	Welding Program	\$750
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On a Davis/Strite motion/second, the donation was approved as presented on the following roll call vote:

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

**Recess to Executive Session for Personnel – 7:20 pm**

**Reconvene from Executive Session from Personnel – 7:42 pm**

## Personnel:

### 3. Resignations

Approval is sought to accept the following resignations for the purpose of retirement:

Deb Ramer	PNP Instructor	Effective 6/15/22
Jim Duffey	Administrative Director	Effective 6/30/22

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

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

### 4. Act 93 Agreement Revision

Approval is sought to revise the current Act 93 Agreement to include salary bands for positions and to extend it to run through June 2025.

On a Strite/Smith motion/second, the Act 93 Agreement revision was 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. McClure – YES
Ms. Gaugler – YES	Mr. Norcross – YES
Ms. Dickinson – YES	Mr. Suders – YES
Chairman Burt – YES	

## 5. Employment

A. Approval is sought to fill the following administrative positions effective July 1, 2022.

Administrative Director	Terry Miller 240 Woodvale Drive Chambersburg, PA 17201	\$115,000/year (7/1/22-6/30/25)
Assistant to the Director	Lesli Shuman, Ed. D 15 Sir William Drive Newville, PA 17241	\$105,000/year Act 93 Agreement

On a Smith/McClure motion/second, the hiring of Mr. Miller and Dr. Shuman were 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. McClure – YES
Ms. Dickinson – YES	Mr. Suders – YES
Mr. Davis – YES	Ms. Fortney – YES
Chairman Burt – YES	

B. Approval to hire an instructor for the Practical Nursing Program, part-time May 2-June 10, and full-time starting June 13, 2022.

Practical Nursing Instructor	Jennifer Hockenberry 10575 Richmond Road Fort Loudon, PA 17224	\$60,000/year
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On a Strite/Davis motion/second, the hiring of Ms. Hockenberry was approved as presented on the following roll call vote:

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

C. Approval to hire a Coop student for the remainder of the school year to assist with mowing and outdoor maintenance.

Coop Student-Landscaping	Wyatt Graham 14 Koser Lane Shippensburg, PA 17257	\$8.00/hour NTE 20 hours/week
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On a Suders/Norcross motion/second, Chairman Burt asked if there were any questions or comments. Mr. Suders stated he would like to amend the hourly rate from \$8.00/hour to \$10.00/hour. Mr. Norcross seconded the amendment. Mr. Rotz noted that the JOC approved James Bushman and Nathan Kerstetter as coop student workers at the February 2022 meeting for \$8.00/hour. After a brief discussion, Mr. Suders revised the amended

motion to retroactively include Mr. Bushman and Mr. Kerstetter at \$10.00/hour. Mr. Norcross seconded the revised amendment. There being no further discussion, the coop student hires (Graham, Bushman, Kerstetter) were approved with a \$10.00/hour pay rate on the following roll call vote:

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

## 6. Job Descriptions

Approval of the following job descriptions is requested.

Outreach Coordinator  
Recruitment Coordinator

On a Strite/Davis motion/second, the job descriptions were approved as presented on the following roll call vote:

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

## 7. Maternity Leave

Retroactive approval is sought for the maternity leave request of Katie Wilmot, Early Childhood Education Instructor, beginning on April 5, 2022, through the remainder of the 2022-23 school year.

On a Strite/Suders motion/second, the maternity leave for Ms. Wilmot was approved as presented on the following roll call vote:

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

## Curriculum:

### 8. Affiliation Agreement

Approval is sought to initiate an affiliation agreement with ProMedica Skilled Nursing and Rehabilitation, 1070 Stouffer Ave, Chambersburg, PA 17201 for adult and secondary student clinical experiences for Nurse Assisting training.

On a Piper/Suders motion/second, the affiliation agreement with ProMedica Skilled Nursing was

approved as presented on the following roll call vote:

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

**Solicitor's Report:** None

**Addenda:** None

**Adjournment:** There being no further business to discuss, the meeting adjourned at 7:59 p.m.

Respectfully submitted,

Neil D. Rotz  
Recording Secretary

aw: 5/12/2022