

FRANKLIN COUNTY CAREER AND TECHNOLOGY CENTER
JOINT OPERATING COMMITTEE
May 26, 2022 Meeting Minutes

The monthly meeting of the Franklin County Career and Technology Center's Joint Operating Committee was held on Thursday evening, May 26, 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:	Joan Smith	Chambersburg
	Walter Hoffmann	Fannett-Metal
	Rich Davis	Greencastle
	Eileen Dickinson	Greencastle – alternate
	Dwayne Burt	Shippensburg
	Charlie Suders	Shippensburg
	Allen Piper	Tuscarora
	Rachel Fortney	Waynesboro
	Patricia Strite	Waynesboro

MEMBERS ABSENT:	Faye Gaugler	Chambersburg
	Ed Norcross	Chambersburg
	Shannon Yates	Greencastle

ALSO PRESENT:	Jim Duffey	Admin. Director
	Terry Miller	Assistant Director
	Justin Sholes	Principal
	Neil Rotz	Business Manager
	Kathleen Rundquist	PNP Administrator
	Kathy Gress	ABC/GAC
	Jeff Daughenbaugh	FCCTC

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

PUBLIC COMMENT: None

APPROVAL OF THE MAY 26, 2022 AGENDA:

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

Ms. Dickinson – YES	Mr. Suders – YES
Ms. Smith – YES	Ms. Strite – YES
Mr. Davis – YES	Mr. Piper – YES
Ms. Fortney – YES	Mr. Hoffmann – YES
Chairman Burt – YES	

APPROVAL OF THE APRIL 28, 2022 MINUTES:

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

Ms. Fortney – YES	Mr. Hoffmann – YES
Mr. Suders – YES	Ms. Dickinson – YES

Ms. Smith – YES
Ms. Strite – YES
Chairman Burt – YES

Mr. Davis – YES
Mr. Piper – YES

FINANCIAL REPORTS:

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

General Fund	Beginning Balance 4/1/2022	\$	1,972,936.83
	Receipts April 2022	\$	970,584.43
	Expenditures April 2022	\$	(644,647.55)
	Ending Balance 4/30/2022	\$	2,298,873.71
LPN Program	Beginning Balance 4/1/2022	\$	859,402.96
	Receipts April 2022	\$	135,589.91
	Expenditures April 2022	\$	(204,836.92)
	Ending Balance 4/30/2022	\$	790,155.95

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

Ms. Smith – YES
Mr. Suders – YES
Ms. Strite – YES
Ms. Fortney – YES
Chairman Burt – YES

Mr. Davis – YES
Mr. Hoffmann – YES
Mr. Piper – YES
Ms. Dickinson – YES

CORRESPONDENCE: Mr. Duffey reviewed the GAC minutes from the April 25, 2022 meeting with the JOC.

SUPERINTENDENT OF RECORD REPORT: Mr. Duffey shared Mr. Benedick’s report as he was not able to be in attendance. The LIU has filled two of their vacant administrative positions. There was discussion around school resource officers and how they are utilized at each of the districts. The LIU has transitioned to Kelly Services for their substitute staffing solution, but the county school districts are still working with ESS at least through the 2022-23 school year. The administrative transition at FCCTC was reviewed as all positions are now filled as Mr. Duffey is retiring June 30, 2022.

ADMINISTRATIVE REPORTS:

Kathleen Rundquist:

- Capital campaign donations are still coming in and we are over 90% of the \$500,000 goal.
- Kris Hockenberry is working with Deb Ramer prior to Deb’s retirement on June 15 to transition into the instructional position.
- Pam Hoffeditz presented at the PA Association of Practical Nursing Administrators Conference.
- Keystone Health System is beginning a tuition assistance program.

Justin Sholes:

- Reviewed discipline trends at FCCTC from 2017-18 through 2021-22.
- Shared the final COVID-19 numbers for FCCTC for the 2021-22 school year.

Terry Miller:

- Reviewed the post-NOCTI exam results from 2018-19 through 2021-22.
- Shared the New Student Orientation attendance numbers from last week. The New Student Orientation was scheduled for one night for the new students who will be attending FCCTC in the 2022-23 school year.

Jim Duffey:

- There is a new plaque in the LGI/Board room to recognize the program sponsors as their sponsorship funds go towards marketing and recruitment efforts. The program sponsorship is an initiative of the GAC.
- Troy Daywalt and Ray Fair were inducted into the Alumni Wall of Fame during the Senior Recognition event held on campus on May 19, 2022.
- Mr. Miller is working with Mr. Duffey to transition information related to the Administrative Director position prior to Mr. Duffey’s retirement.
- FCCTC has been approved for a \$200,000 School-to-Work grant with the PA Department of Labor to train machinists in the county.

OLD BUSINESS:

Financial:

1. 2022-23 General Operating Budget

For discussion only – Status of Approval.

Mr. Rotz provided a status update of the 2022-23 General Fund budget. To date, five member districts (except Chambersburg) unanimously approved the budget, so it is officially approved for the 2022-23 school year, per the Articles of Agreement. Chambersburg has not voted on our budget but will be voting on it at their June 7, 2022 meeting.

NEW BUSINESS:

Personnel:

1. Resignation

Approval is required for the resignation of **Sherry Rothrock, Maintenance Secretary**, for the purpose of retirement effective June 30, 2022. Sherry has been employed at the FCCTC for 27 years.

On a Hoffmann/Smith motion/second, the resignation of Sherry Rothrock was approved as presented on the following roll call vote:

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

2. Employment

A. Approval is sought to advertise, interview, and hire a Maintenance Secretary prior to the next JOC meeting.

On a Hoffmann/Strite motion/second, employment item 2A was approved as presented on

the following roll call vote:

Ms. Dickinson – YES	Mr. Suders – YES
Ms. Fortney – YES	Mr. Davis – YES
Ms. Smith – YES	Ms. Strite – YES
Mr. Piper – YES	Mr. Hoffmann – YES
Chairman Burt – YES	

- B. Approval is sought to advertise and interview for the position of Outreach Coordinator to start in or around July 1, 2022.

On a Strite/Smith motion second, employment item 2B was approved as presented on the following roll call vote:

Mr. Suders – YES	Ms. Fortney – YES
Mr. Hoffmann – YES	Ms. Smith – YES
Mr. Davis – YES	Ms. Strite – YES
Mr. Piper – YES	Ms. Dickinson – YES
Chairman Burt – YES	

- C. Approval to hire 3 summer helpers in the Maintenance Department for up to twenty-five (25) hours per week at **\$10.00 per hour**. Expected start date is May 31st, 2022.

On a Piper/Hoffmann motion second, employment item 2C 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. Hoffmann – YES
Ms. Dickinson – YES	Mr. Suders – YES
Chairman Burt – YES	

3. Contractual Services

Approval is sought to contract with **Steve Grove, Honing Stone Training Solutions LLC**, for assistance with recruiting and OSHA training for students for the 2022-23 school year. Funding will come out of the Perkins Grant.

On a Strite/Fortney motion/second, the contract with Steve Grove/Honing Stone Training Solutions, LLC was approved as presented on the following roll call vote:

Ms. Smith – YES	Ms. Strite – YES
Mr. Piper – YES	Mr. Hoffmann – YES
Ms. Dickinson – YES	Mr. Suders – YES
Mr. Davis – YES	Ms. Fortney – YES
Chairman Burt – YES	

4. Tenure

Approval is needed to grant tenure to **Steven Wilmot, Electronics Instructor**, upon completion of Induction Program and 3 years of satisfactory performance through the 2021-22 school year.

On a Smith/Strite motion/second, tenure for Steven Wilmot was approved as presented on the following roll call vote:

Ms. Strite – YES	Mr. Piper – YES
Ms. Dickinson – YES	Mr. Suders – YES
Mr. Davis – YES	Ms. Fortney – YES
Ms. Smith – YES	Mr. Hoffmann – YES
Chairman Burt – YES	

5. Appointments

According to the Articles of Agreement, “Each fourth year, at the May meeting of the Joint Operating Committee, a secretary, who may or may not be a member of the Committee, shall be elected to take office the first Monday of July following such election, to serve for a term of four years. At the May meeting each year of the Committee, a treasurer shall be elected to take office the first Monday of July following such election for a term of one year. A depository and a Solicitor shall also be selected to serve for a one-year term at the May meeting of the Committee each year. The officers, depository, and Solicitor of the Joint Operating Committee, chosen as above set forth, shall also be the officers, depository, and Solicitor of the Technical School Board.”

- A. **Board Secretary** - Appoint Neil Rotz as JOC Secretary for a 4-year term effective July 1, 2022 through June 30, 2026 at a rate of \$2,000 per year
- B. **Board Treasurer** – Retain Ed Norcross as Treasurer for the 2022-23 school year.
- C. **School Solicitor** – Retain Beard Legal Group as Solicitor at \$165/hour for all services performed on behalf of the FCCTC. These rates have not been increased over those established for 2020-21.
- D. **School Depository** - Retain Orrstown Bank as the depository for the FCCTC for the 2022-2023 school year.

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

Mr. Hoffmann – YES	Ms. Dickinson – YES
Mr. Suders – YES	Ms. Fortney – YES
Ms. Smith – YES	Ms. Strite – YES
Mr. Piper – YES	Mr. Davis – YES
Chairman Burt – YES	

Financial:

6. Donation

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

Tele-Plus Corporation	Supporter	\$250
The Pet Store	Sponsor - Marketing Program	\$750
Negley’s Well Drilling	Sponsor - Large Group Instruction Room	\$950

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

Mr. Davis – YES	Ms. Dickinson – YES
Mr. Suders – YES	Ms. Fortney – YES
Mr. Hoffmann – YES	Ms. Smith – YES
Ms. Strite – YES	Mr. Piper – YES
Chairman Burt – YES	

7. Grant Funding

Approval is sought to accept the following grant funding to be received through 2024:

ARP ESSR Funding	Federal Programs	\$633,716	7/1/22 – 9/30/24
School-To-Work Grant	Dept of Labor	\$200,000	7/1/22 – 12/31/24

On a Strite/Hoffmann motion/second, the grant funding was approved as presented on the following roll call vote:

Mr. Hoffmann – YES	Mr. Davis – YES
Ms. Dickinson – YES	Mr. Suders – YES
Ms. Fortney – YES	Ms. Smith – YES
Ms. Strite – YES	Mr. Piper – YES
Chairman Burt – YES	

Solicitor's Report: None

Addenda: There will be an Executive Session for Personnel and Property following adjournment of the regular meeting.

Adjournment: There being no further business to discuss, the meeting adjourned at 7:34 p.m.

Respectfully submitted,

Neil D. Rotz
Recording Secretary