

FRANKLIN COUNTY CAREER AND TECHNOLOGY CENTER  
JOINT OPERATING COMMITTEE  
June 23, 2022 Meeting Minutes

The monthly meeting of the Franklin County Career and Technology Center's Joint Operating Committee was held on Thursday evening, June 23, 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
	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:	Rodney Benedick	Superintendent of Record
	Jim Duffey	Admin. Director
	Terry Miller	Assistant Director
	Neil Rotz	Business Manager
	Kathleen Rundquist	PNP Administrator
	Michelle Mellott	FCCTC

**RECOGNITION OF VISITORS:** Chairman Burt welcomed Michelle Mellott to the meeting.

**PUBLIC COMMENT:** None

**APPROVAL OF THE JUNE 23, 2022 AGENDA:**

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

Mr. Yates – YES	Mr. Suders – 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 MAY 26, 2022 MINUTES:**

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

Ms. Gaugler – abstain	Ms. Fortney – YES
Mr. Hoffmann – YES	Mr. Suders – YES
Mr. Yates – abstain	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 5/1/2022	\$	2,298,873.71
	Receipts May 2022	\$	482,426.56
	Expenditures May 2022	\$	(745,792.51)
	Ending Balance 5/31/2022	\$	2,035,507.76
LPN Program	Beginning Balance 5/1/2022	\$	790,155.95
	Receipts May 2022	\$	96,586.12
	Expenditures May 2022	\$	(38,087.38)
	Ending Balance 5/31/2022	\$	848,654.69

On a Hoffmann/Smith 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. Hoffmann – YES | Ms. Strite – YES    |
| Mr. Piper – YES    | Ms. Fortney – YES   |
| Mr. Yates – YES    | Chairman Burt – YES |

**CORRESPONDENCE:** None

**SUPERINTENDENT OF RECORD REPORT:** Mr. Benedick’s reported that there was no June superintendent’s meeting. The next scheduled meeting will be on July 14, 2022. He thanked the JOC for their support over the past three years as well as the administration at FCCTC. The list of accomplishments over the past three years included increased student enrollment, a new teacher’s contract, and hiring a new Director and Assistant Director. Mr. Burt presented Mr. Benedick with a Certificate of Appreciation for his service to FCCTC.

**ADMINISTRATIVE REPORTS:**

**Kathleen Rundquist:**

- Dr. Curtis Berry donated \$18,500 to establish the Helen J. Berry Scholarship.
- The graduation ceremony for the September 2021-22 class will be held on September 1, 2022.
- Thanked Josh Campbell, Ethan Johnson and Tim Byers for their IT assistance in getting the PNP network back online and operational.

**Jim Duffey:**

- Provided a handout from the courthouse of the plot of 34 acres that the Teens & Greens and Farmhouse/Barn currently sit on for the JOC to review.
- Reviewed the June 2022 graduating senior placement survey totals with the JOC.

**Terry Miller:**

- Mr. Burt presented Mr. Duffey with a plaque to honor his service to the Franklin County CTC.

**NEW BUSINESS:**

**Personnel:**

**1. Support Staff Salary Scale Adjustments**

Approval to adjust the Support Staff Salary Scale as recommended by the Administration.

On a Yates/Smith motion/second, the Support Staff salary scale adjustments were approved as presented on the following roll call vote:

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

**2. Employment**

Approval is sought for the following effective July 1, 2022.

Michelle Mellott 1168 Lincoln Way West McConnellsburg, PA 17233	Outreach Services Coordinator	Level I Step 5 - \$55,475/year
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Stephanie Norton 990 Anthony Highway Chambersburg, PA 17202	Maintenance Secretary	Level II Step 5 - \$15.53/hour
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On a Smith/Hoffmann motion/second, employment for Michelle Mellott and Stephanie Norton was 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. Smith – YES
Ms. Strite – YES	Mr. Piper – YES
Mr. Hoffmann – YES	Chairman Burt – YES

**3. Administrative Salary Increases**

Approval is sought to approve a salary increase of 4.07% for Justin Sholes, Principal, for the 2022-23 school year for satisfactory performance as per the Act 93 agreement.

<u>Description</u>	<u>Calculation</u>	<u>Increase</u>	<u>Total Salary</u>
Performance:	\$92,415 * 2%	= \$1,848	\$92,415
+ <u>Cost of Living Adjustment</u>	<u>(\$98,738 + \$92,415)/2 * 2%</u>	= <u>\$1,912</u>	<u>\$3,760</u>
Total Increase		= \$3,760	\$96,175 (4.07%)

On a Hoffmann/Strite motion second, the salary increase for Justin Sholes was approved as presented 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

Mr. Yates – YES

Chairman Burt – YES

**4. Superintendent of Record**

Approval is sought for Dr. Dion Betts, Chambersburg Area School District, to serve a 3 year term as Superintendent of Record of the Franklin County Career and Technology Center for the period July 1, 2022 through June 30, 2025 at a rate of **\$3,000** per year.

On a Suders/Hoffmann motion second, the Superintendent of Record 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. Gaugler YES

Mr. Yates – YES

Mr. Suders – YES

Chairman Burt – YES

**Financial:**

**5. Support Staff Insurance and Co-Premium**

Approval is sought for implementation of the 2022-2023 school year support staff insurance package. FCCTC shall provide individual, two-party, or family medical insurance coverage with all participants paying **2%** of the total premium cost, which is 2% below the teacher’s co-premium percentage agreed upon in the CBA.

On a Suders/Yates motion/second, the Support Staff insurance and co-premium package was approved as presented on the following roll call vote:

Ms. Smith – YES

Ms. Strite – YES

Mr. Piper – YES

Ms. Gaugler – YES

Mr. Hoffmann – YES

Mr. Yates – YES

Mr. Suders – YES

Mr. Davis – YES

Ms. Fortney – YES

Chairman Burt – YES

**6. Donations**

Approval is sought for the following donations:

Wellspan Health      \$1500

Allied Health Program  
Medical Assisting Program

Keystone Ford      \$700

Automotive Technology Program

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

Ms. Strite – YES

Mr. Piper – 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

**7. Financial Aid Consulting Services Agreement**

Approval is sought for the Practical Nursing Program to enter into an agreement with the Lancaster County CTC for financial aid consulting services for participation in Federal PELL grant and Stafford Student Loan programs for adult students at a rate of **\$15,000** for the 2022-23 school year.

On a Strite/Hoffmann motion/second, the Financial Aid Consulting Services Agreement was approved as presented on the following roll call vote:

Mr. Hoffmann – YES	Mr. Yates – 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

**8. Resolution**

Approval is sought to permit Terry Miller, Administrative Director, through board resolution, to serve as both written and e-signatory for “any and all contracts, agreements, grants and/or licenses with the Pennsylvania Department of Education.

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

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

**Curriculum:**

**9. 2021-22 Spring Occupational Advisory Committee Minutes**

Acceptance is required by the JOC for the Spring OAC Minutes as written for the 2021-22 school year. OAC Minutes can be found on our website at <https://www.franklinctc.com/about/committees/>.

On a Strite/Davis motion/second, the 2021-22 Spring OAC minutes were approved as presented on the following roll call vote:

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

**10. Health and Safety Plan (First Read)**

Every 6 months, the Health and Safety Plan is to be reviewed and any changes are to be approved by the JOC. A decision will be needed regarding quarantine practices prior to the next JOC meeting.

**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 7:28 p.m.

Respectfully submitted,

Neil D. Rotz  
Recording Secretary