

FRANKLIN COUNTY CAREER AND TECHNOLOGY CENTER
JOINT OPERATING COMMITTEE
January 26, 2023 Meeting Minutes

The monthly meeting of the Franklin County Career and Technology Center's Joint Operating Committee was held on Thursday evening, January 26, 2023 in the Large Group Instruction room with Chairman Norcross 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
	Walter Hoffmann	Fannett-Metal
	Rich Davis	Greencastle
	Shannon Yates	Greencastle
	Charlie Suders	Shippensburg
	Allen Piper	Tuscarora
	Rachel Fortney	Waynesboro
	Patricia Strite	Waynesboro

MEMBERS ABSENT:	Joan Smith	Chambersburg
	Becky Wolfinger	Shippensburg

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
	Eric Wagaman	FCCTC
	Janelle Wagaman	FCCTC
	Jared Clever	James Buchanan High School
	Ewan Kick	Chambersburg High School
	Jorge Serrano	Chambersburg High School
	Devondre Hockersmith	Shippensburg High School
	April Piper	Shippensburg High School

RECOGNITION OF VISITORS: Chairman Norcross welcomed Mr. Wagaman and his BCT students as well as Janelle Wagaman.

PUBLIC COMMENT: None

APPROVAL OF THE JANUARY 26, 2023 AGENDA:

On a Hoffmann/Davis motion/second and carried unanimously on a voice vote, the agenda was approved as presented.

APPROVAL OF THE DECEMBER 14, 2022 MINUTES:

On a Yates/Hoffmann motion/second and carried on a voice vote, the minutes were approved as presented. Mr. Norcross abstained.

FINANCIAL REPORTS:

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

General Fund	Beginning Balance 12/1/2022	\$	1,879,890.10
	Receipts December 2022	\$	1,783,427.21
	Expenditures December 2022	\$	(1,664,508.92)
	Ending Balance 12/31/2022	\$	1,998,808.39
GAC Committee	Beginning Balance 10/1/2022	\$	20,974.28
	Receipts 4 th Quarter 2022	\$	8,850.00
	Expenditures 4 th Quarter 2022	\$	0.00
	Ending Balance 12/31/2022	\$	29,824.28
LPN Program	Beginning Balance 12/1/2022	\$	690,624.45
	Receipts December 2022	\$	22,404.89
	Expenditures December 2022	\$	(21,554.10)
	Ending Balance 12/31/2022	\$	691,475.24

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

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 Norcross – YES	

CORRESPONDENCE: Mr. Miller shared a letter from PDE on the compliance review of the nurse aide training program at FCCTC. The state granted “approved status” for two (2) years or until the next review is completed by PDE.

CHIEF ADMINISTRATIVE OFFICER’S REPORT: Dr. Will reported the superintendents met two weeks ago. There was a presentation by ESS on substitutes and placement across the county. The districts will need to decide if they will continue with ESS for 2023-24 – there will be an action agenda item for the February PAC meeting. Shippensburg Area SD is finalizing plans to host the Folium program and is preparing an MOU for the other districts to sign. Dr. Tod Kline, WASD Superintendent, was recognized for his upcoming retirement.

ADMINISTRATIVE REPORTS:

Kathleen Rundquist:

- The PNP was notified they received the Dittmar Trust Award for \$27,000 that will be used to purchase a mannequin for maternity training.
- Diane Bailey will be retiring on July 27, 2023.
- All graduates from the September 2021-22 class have passed their NCLEX exam.

Lesli Shuman:

- Introduced Mr. Eric Wagaman and his students from BCT to present about the work they performed at the GASD Environmental Center. All four students (Jared, Ewan, Jorge and Devondre) shared their part of the work completed at the pavilion and spring house. Mr. Wagaman thanked the JOC for the opportunity to present and share the work that his students are doing in the community.

Justin Sholes:

- Reviewed the status of the applications received by the deadline this school year and compared these numbers to the prior year. Also, showed the number of slots allocated for each school district for each program.

Terry Miller:

- Reviewed CDC grant application for the allocation of \$245K. The school applied for supplies, equipment and training for our school nurse and did not apply for any new staff.
- Talked about the new program that we are looking to start in 2023-24 – Essential Skills. The program would be considered “work-based learning.” It would be a two-semester program and the school would submit for it to be an approved program with PDE. Therefore, NOCTI testing would be offered. There is potential for this to be an intergenerational offering for adults, too. The Heavy Equipment Operator program is still on the horizon, but Essential Skills is quicker and more cost effective to start for 2023-24. Mr. Yates asked about the certifications that would be offered. Mr. Miller didn’t have a specific list of industry certifications besides the NOCTI and OSHA, but there is potential for a Chamber of Commerce certification that could be used for our students to be hired after completion of the program. Mr. Norcross asked Dr. Will if the superintendents have discussed this potential new program. Dr. Will responded that the superintendents are supportive of the proposed Essential Skills program. Mr. Norcross asked how this doesn’t become a spot for discipline issues. Mr. Miller said that the application and interview/placement process for FCCTC is there to help students with discipline issues not being fast tracked to this program (or any other existing program). Mr. Miller stated the administration is looking for a “green light” from the JOC to move forward with this new program and include it in the 2023-24 budgeting process.

NEW BUSINESS:**Policy:****1. Policy Revision # 249 Vol III 2021 – 2nd 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.

On a Suders/Gaugler motion/second and carried unanimously on a voice vote, the Policy Revision #249 Vol III 2021 was approved as presented.

Personnel:

Chairman Norcross requested that agenda items 2-7 be combined into a single vote.

2. Maternity Leave

Approval is sought for the maternity leave request of Casey Fore, Cosmetology Instructor, beginning approximately February 21, 2023, with a return date of August 21, 2023

3. Retirement

Approval is sought to accept the retirement of Diane Bailey, PNP instructor effective July 27, 2023.

4. Advertise for PNP Instructor

Approval is sought to advertise and interview a full time PNP instructor.

5. Resignation

Approval is sought for the resignation of Krista Heinbaugh (custodian) effective January 6, 2023

6. Advertise and Interview

Approval is sought to advertise and interview for a full-time custodian.

7. Employment

Approval is sought to hire the following personnel pending receipt of all clearances.

Beverly Conner Substitute Custodian \$12.50/hour Effective 1/6/23.

On a Hoffmann/Davis motion/second, agenda items 2-7 were 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. Strite – YES
Mr. Piper – YES	Mr. Hoffmann – YES
Chairman Norcross – YES	

Financial:

Chairman Norcross requested that agenda items 8-10 be combined into a single vote.

8. Program Sponsorship and Donation

Approval is sought to accept the following Program Sponsors and donations:

- Stouffer Mechanical Contractor to sponsor BCT – \$700.00
- Thermo Fisher Scientific to sponsor Marketing and Web Design – \$750.00
- Russell Standard to sponsor the Counseling Suite – \$950.00
- Educational Solutions Enterprises to sponsor Mechatronics - \$750.00
- Forrester Lincoln to sponsor Auto Collision and Auto Tech – \$1500.00
- Schaedler Yesco Distribution to sponsor Electrical Occupations – \$2300.00

9. Purchase 10 Passenger Van

Approval is sought to purchase a 10-passenger van from Boyo Transportation for \$3000. A \$1500 donation from Boyo Transportation will bring the purchase price to \$1500.

10. Donation

Approval is sought to accept a \$1500 donation from Boyo Transportation toward the purchase of a 10-passanger van.

On a Hoffmann/Piper motion/second, agenda items 8-10 were approved as presented on the following roll call vote:

Mr. Suders – Abstain	Ms. Gaugler – YES
Ms. Fortney – YES	Mr. Hoffmann – YES
Mr. Davis – YES	Ms. Strite – YES
Mr. Piper – YES	Mr. Yates – YES
Chairman Norcross – YES	

Curriculum:

11. Emergency Instructional Time Template

Retroactive approval is sought to submit the Emergency Instructional Time Template to the Pennsylvania Department of Education for the 2022-23 school year on behalf of the Franklin County CTC.

On a Piper/Hoffmann motion/second and carried unanimously on a voice vote, the Emergency Instructional Time Template was approved as presented.

Solicitor's Report: None. Mr. Miller did note that the JUUL litigation is being settled but we have not received any finalized documentation to date. Mr. Piper stated that there is a difference between a contract and an agreement as it relates to our solicitor. He asked if we got confirmation as to what our solicitor is working under. Mr. Miller said that he sent an email to the JOC where the document says "agreement" however the first sentence in the document says "contract." Mr. Piper asked for continued clarification at next meeting. Mr. Miller will reach out directly to Mr. Repak to get an answer.

Addendum: None

Adjourned: There being no further business to discuss, the meeting adjourned at 8:11 p.m.

Respectfully submitted,

Neil D. Rotz
Recording Secretary

aw: 02/03/2023