

FRANKLIN COUNTY CAREER AND TECHNOLOGY CENTER  
JOINT OPERATING COMMITTEE  
February 23, 2023 Meeting Minutes

The monthly meeting of the Franklin County Career and Technology Center's Joint Operating Committee was held on Thursday evening, February 23, 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
	Joan Smith	Chambersburg
	Walter Hoffmann	Fannett-Metal
	Rich Davis	Greencastle
	Charlie Suders	Shippensburg
	Becky Wolfinger	Shippensburg
	Kevin Hoffman	Tuscarora – alternate
	Rachel Fortney	Waynesboro
	Patricia Strite	Waynesboro

MEMBERS ABSENT:	Shannon Yates	Greencastle
	Allen Piper	Tuscarora

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
	Kristin Delauter	SEK
	Craig Witmer	SEK
	Nate Shreiner	CMS
	Chase Beidel	CMS
	Heidi Beidel	Parent
	Regina Shreiner	Parent
	Belinda Lake	Parent
	Colton Lake	CMS
	Otis Cretin	CMS
	Michael Cretin	Parent
	Elizabeth Suey	CMS
	Jacob Moore	CMS

**RECOGNITION OF VISITORS:** Chairman Norcross welcomed Craig and Kristin from SEK and the Civics students attending from CMS.

**PUBLIC COMMENT:** None

**APPROVAL OF THE FEBRUARY 23, 2023 AGENDA:** On a Gaugler/Strite motion/second, Mr. Norcross asked if there were any questions or comments on the agenda. Mr. Miller requested that the Financial agenda items be moved to the beginning of the agenda (prior to Personnel) under New Business to vote on the Single Audit Report after SEK's presentation. On a Suders/Davis

motion/second and carried unanimously on a voice vote, the request to amend the agenda was approved as presented.

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

**APPROVAL OF THE JANUARY 26, 2023 MINUTES:**

On a Suders/Gaugler motion/second and carried unanimously on a voice vote, the minutes were approved as presented.

**FINANCIAL REPORTS:**

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

General Fund	Beginning Balance 01/01/2023	\$	1,998,808.39
	Receipts January 2023	\$	1,443,032.27
	Expenditures January 2023	\$	(1,402,645.38)
	Ending Balance 01/31/2023	\$	2,039,195.28
LPN Program	Beginning Balance 01/01/2023	\$	691,475.24
	Receipts January 2023	\$	216,469.12
	Expenditures January 2023	\$	(42,574.64)
	Ending Balance 01/31/2023	\$	865,369.72

On a Strite/Smith motion/second and carried unanimously on a voice vote, the financial reports were approved as presented.

**CORRESPONDENCE:** Mr. Miller shared a letter from Wertime Guyer LLC regarding destruction of files pertaining to Steven Hughes (2006), Jill Sipes (2004), and Cecil Clugston (2003). There was a brief discussion and it was determined that we should send a representative to pick up the files from the law practice prior to them being destroyed. Mr. Sholes will pick up the files on behalf of the school.

**CHIEF ADMINISTRATIVE OFFICER'S REPORT:** Dr. Will reported that the superintendents had more discussions about continuing substitute placement services with ESS. Dr. Will requested a 1% discount from ESS for a multi-year contract for the Franklin County districts, which ESS subsequently accepted. Senator Mastriano has requested to visit and tour the area school districts. There was discussion about virtual programming currently being offered at the each district and how the superintendents are looking to provide the most cost effective "in-house" virtual programming. The FID application was also discussed and the consensus was that they may no longer be necessary.

**ADMINISTRATIVE REPORTS:**

**Terry Miller:**

- Provided clarification between a contract and agreement with our solicitor. Per Ron Repak, we have Engagement Letter for services that the solicitor provides to the school. He is not aware of a difference between a "contract" and an "agreement" as it relates to services provided by a solicitor.
- Introduced Craig Witmer and Kristin Delauter from SEK to present the June 30, 2022 Financial Statements and Single Audit Report. The audit for the 2021-22 fiscal year was successful as there is an unmodified audit opinion on the financial statements with one finding in the Single Audit Report.

**Kathleen Rundquist:**

- Provided an update on the current classes that are in session. The March 22-23 class will be graduating on March 2<sup>nd</sup>.
- The next class (March 23-24) will be starting on March 6<sup>th</sup> with 17 students enrolled.

**NEW BUSINESS:****Financial:**

Chairman Norcross requested that agenda item 8 be moved ahead of agenda item 7.

**8. Single Audit Report**

Approval is sought for the Single Audit Report for the year ending June 30, 2022.

On a Smith/Davis motion/second and carried unanimously on a voice vote, the Single Audit Report was approved as presented.

**7. Program Sponsorship and Donation**

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

Keystone Health to sponsor Dental Assisting – \$750.00

Document Solutions to sponsor Graphic Communications – \$2,100.00

Martin's Famous Pastry to sponsor Mechatronics – \$750.00

On a Smith/Suders motion/second, Mr. Norcross asked if there were any questions or comments. Mr. Norcross asked if we have evaluated the sponsorship levels/amounts recently. Mr. Miller responded we have adjusted and increased each sponsorship level. We have seen that there has been more competition to sponsor programs as the "Platinum" level has sold out for 2023. We have used the program sponsor funds to update the signage by each program that displays the logo of the sponsor. There being no further discussion, the program sponsorships and donations were approved as presented and carried unanimously on a voice vote.

**Personnel:**

Chairman Norcross requested that agenda items 1-2 be combined into a single vote.

**1. Resignation**

Approval is sought to accept the resignation of Ainsley Hogle as Executive Assistant from the PNP program effective April 14, 2023.

**2. Employment**

Approval is sought to hire the following:

- Donna Irons-Zimmerman as Administrative Assistant for the PNP program at an annual salary of \$30,000 effective February 13, 2023.
- Susan Laye as Custodian with an hourly rate of \$15.75 effective February 13, 2023.

On a Suders/Smith motion/second, agenda items 1-2 were approved as presented on the following roll call vote:

Mr. Suders – YES  
Ms. Fortney – YES  
Ms. Smith – YES  
Ms. Strite – YES  
Ms. Wolfinger – YES

Ms. Gaugler – YES  
Mr. W. Hoffmann – YES  
Mr. Davis – YES  
Mr. K. Hoffman – YES  
Chairman Norcross – YES

### 3. Long Term Sub

Approval is sought to hire a long-term substitute for Mrs. Fore's maternity leave, beginning February 21, 2023, through the end of the school year. Payment will be at the daily substitute rate of \$150/day for the first 10 days and will be \$200/day beginning on day 11 in the program.

On a Suders/Smith motion/second, the long-term sub was approved as presented on the following roll call vote:

Ms. Fortney – YES  
Ms. Strite – YES  
Mr. K. Hoffman – YES  
Ms. Gaugler – YES  
Mr. Suders – YES

Ms. Smith – YES  
Mr. Davis – YES  
Mr. W. Hoffmann – YES  
Ms. Wolfinger – YES  
Chairman Norcross – YES

Chairman Norcross requested that agenda items 4-5 be combined into a single vote.

### 4. FMLA Leave

Approval is sought extended medical leave under the Family Medical Leave Act

Bryan Alleman          CIM Instructor          2/13/23 – 6/5/23

### 5. Long Term Sub

Approval is sought to hire a long-term substitute for Mr. Alleman's FMLA leave beginning February 13, 2023, through the end of the school year. Payment will be at the daily substitute rate of \$150/day for the first 10 days and will be \$200/day beginning on day 11 in the program.

On a Suders/Gaugler motion/second, agenda items 4-5 were approved as presented on the following roll call vote:

Ms. Smith – YES  
Mr. K. Hoffman – YES  
Ms. Gaugler – YES  
Mr. Suders – YES  
Ms. Fortney – YES

Ms. Strite – YES  
Ms. Wolfinger – YES  
Mr. W. Hoffmann – YES  
Mr. Davis – YES  
Chairman Norcross – YES

### 6. Tenure

Approval is sought to grant tenure to Daniel Stockman, Mechatronics Instructor.

On a W. Hoffmann/Strite motion/second, tenure was approved as presented on the following roll call vote:

Ms. Strite – YES  
Ms. Wolfinger – YES  
Ms. Gaugler – YES

Mr. K. Hoffman – YES  
Mr. Suders – YES  
Mr. Davis – YES

Ms. Fortney – YES  
Mr. W. Hoffmann – YES

Ms. Smith – YES  
Chairman Norcross – YES

**Solicitor's Report:** None

**Addendum:** None

**Adjourned:** There being no further business to discuss, the meeting adjourned at 7:37 p.m.

Respectfully submitted,

Neil D. Rotz  
Recording Secretary

aw: 03/16/2023