

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

The monthly meeting of the Franklin County Career and Technology Center's Joint Operating Committee was held on Thursday evening, March 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
	Walter Hoffmann	Fannett-Metal
	Shannon Yates	Greencastle
	Charlie Suders	Shippensburg
	Kevin Hoffman	Tuscarora – alternate
	Rachel Fortney	Waynesboro
	Patricia Strite	Waynesboro

MEMBERS ABSENT:	Joan Smith	Chambersburg
	Rich Davis	Greencastle
	Becky Wolfinger	Shippensburg
	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
	Wilmer Redline	Chambersburg
	Devin Brandt	Chambersburg
	Lila Parson	Chambersburg
	Gavin Speece	Chambersburg
	Tyler Jones	Chambersburg
	Carson Elhajj	Chambersburg
	Jeff Daughenbaugh	FCCTC
	Cameron Beidel	Chambersburg

RECOGNITION OF VISITORS: Chairman Norcross welcomed the Civics students attending from Chambersburg.

PUBLIC COMMENT: Wilmer Redline thanked Justin Sholes, the teachers, and staff while he was at FCCTC as a long-term substitute for Mrs. O'Donnell in the welding program.

APPROVAL OF THE MARCH 23, 2023 AGENDA:

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

APPROVAL OF THE FEBRUARY 23, 2023 MINUTES:

On a Gaugler/Fortney 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 02/01/2023	\$	2,039,195.28
	Receipts February 2023	\$	710,734.62
	Expenditures February 2023	\$	(553,394.67)
	Ending Balance 02/28/2023	\$	2,196,535.23
LPN Program	Beginning Balance 02/01/2023	\$	865,369.72
	Receipts February 2023	\$	24,582.52
	Expenditures February 2023	\$	(33,448.06)
	Ending Balance 02/28/2023	\$	856,504.18

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

CORRESPONDENCE: None

CHIEF ADMINISTRATIVE OFFICER’S REPORT: Dr. Will reported the superintendents had a discussion on community service requirements. A few districts are looking into awarding a distinguished diploma to students. There was also discussion about tuition waivers for employees who live outside of the district. It was viewed as a good incentive for existing employees to help with teacher retention. PDE has recently added a new requirement that every school district has to have a cooperative agreement with an outside institution to facilitate high school students seeking college level classes. Finally, virtual learning was discussed. It was suggested that virtual teachers from each school district attend the next meeting to look into creating a county-wide consortium for virtual learning.

ADMINISTRATIVE REPORTS:

Kathleen Rundquist:

- Held a successful graduation for the March 2022-23 class on March 2 and many of the students are sitting for their exam.
- The March 2023-24 class began on March 1 with an enrollment of 16 students.

Justin Sholes:

- Provided an enrollment update following the recruitment season. We have placed a total of 1,130 students for the 2023-24 school year, which is the largest number to date. The current maximum capacity is 1,242 students. There is a current wait list of 105 qualified students and 190 students did not qualify.

Lesli Shuman:

- The APE/339 team conducted a review of all 25 programs. We were provided with a long list of accommodations. The building and grounds were in great shape and the school was top of industry standards. There were lots of pictures taken by evaluators as student pride was obvious throughout their evaluation. They also noted that we have been successful in NOCTI & Co-op.

Terry Miller:

- Reported on the status of the annex roof as it is getting time for it to be replaced. The roof is original and has been there since 1978 and regular maintenance/patching is no longer an option. Jeff provided two (2) options for the roof replacement. The first option would be a rubber roof with an estimated cost of \$750,000 and a 20-year warranty. The second option would be a composite roof, which is what we currently have, with an estimated cost of \$1,200,000 and a 30-year warranty. The goal would be to have this completed over the summer when no students are in the building, but that would be set based on the contractor selected. We plan to have a Buildings and Grounds Committee meeting an hour before April’s JOC meeting to do a walkthrough and review additional information.

NEW BUSINESS:

Curriculum:

1. Memorandum of Understanding – 2023-2024 School Year

Approval is sought for the Memorandum of Understanding between Career and Technical Centers and Participating School Districts and the Bureau of Career and Technical Education for participation in the Technical Assistance (TAP) Program.

On a W. Hoffmann/Strite motion/second and carried unanimously on a voice vote, the Memorandum of Understanding was approved as presented.

2. Wellspan Health Affiliation Agreement

Approval is sought for the Affiliation Agreement between Career and Technical Centers and Wellspan Health for the purpose of providing a clinical rotation site for the Allied Health and Medical Assisting Programs.

On a Strite/Yates motion/second and carried unanimously on a voice vote, the Wellspan Health Affiliation Agreement was approved as presented.

Financial:

3. CASD Classroom Lease – Discussion Only

The lease with CASD for the Board Room will automatically renew for the 2023-24 school year unless notice is given in writing not less than 90 days preceding June 30, 2023.

Mr. Miller explained the current lease and that CASD intends to lease the board room for the 2023-24 school year. There was a brief discussion on other possible uses for the room. There being no further discussion, the lease with CASD for the Board Room will automatically be renewed for the 2023-24 school year.

4. Capital Reserve Fund Deposit

Approval is requested to deposit the member district share of Capital Reserve funding included in the 2022-23 FCCTC Budget of \$100,000 into the Capital Reserve Fund.

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

Ms. Gaugler – YES
Mr. Yates – YES

Mr. Walter Hoffmann – YES
Mr. Suders – YES

Mr. Kevin Hoffman – YES Ms. Fortney – YES
Ms. Strite – YES Chairman Norcross – YES

5. 2023-24 Practical Nursing Program Budget

A request is made for approval of the PNP Budget for 2023-24 in the amount of \$884,338 a decrease of 6.17% over 2022-23.

On a W. Hoffmann/Fortney motion/second, Mr. Norcross asked if there were any questions or comments. Mr. Norcross asked Mrs. Rundquist how she achieved savings from the prior year's budget. Mrs. Rundquist responded that she has three newer faculty members that have lower salaries than who they replaced along with a more conservative student enrollment projected for next school year. There being no further discussion, the 2023-24 Practical Nursing Program Budget was approved as presented on the following roll call vote:

Ms. Gaugler – YES Mr. Walter Hoffmann – YES
Mr. Yates – YES Mr. Suders – YES
Mr. Kevin Hoffman – YES Ms. Fortney – YES
Ms. Strite – YES Chairman Norcross – YES

6. Program Sponsorship and Donation

Approval is sought to accept the following program sponsors and donations:

Burnside America to sponsor Ag Mechanics – \$2,100.00
Shafer Equipment to sponsor Ag Mechanics – \$2,100.00
Shafer Equipment to sponsor Marketing and Web Design – \$2,100.00

On a Yates/W. Hoffmann motion/second and carried unanimously on a voice vote, the Program Sponsorships and Donations were approved as presented.

7. Solicit Bids

Approval is sought to solicit bids for the following equipment:

Two (2) wall-mounted mechanized cleaning units for the Welding Program. The cleaning units will be purchased with Perkins Grant funds.
One (1) graphic cutting plotter for the Graphic Communications Program. The plotter will be purchased with Supplemental Equipment Grant funds.

On a W. Hoffmann/Yates motion/second and carried unanimously on a voice vote, the request to solicit bids was approved as presented.

8. JUUL Settlement

Approval is sought to accept the recommendation of the solicitor to accept the settlement offer for JUUL labs in the amount of \$8,325.00 minus the attorney's fees, case costs, and the court ordered Common Benefit Expense assessment (amount TBD).

On a K. Hoffman/Strite motion/second, approval to accept the JUUL Settlement was approved as presented on the following roll call vote.

Ms. Gaugler – YES Mr. Walter Hoffmann – YES
Mr. Yates – YES Mr. Suders – YES
Mr. Kevin Hoffman – YES Ms. Fortney – YES

Ms. Strite – YES

Chairman Norcross – YES

As a continuation of administrative reports, Mr. Miller and Mr. Rotz gave a presentation of the proposed budget for the 2023-24 school year. The overall proposed budget increase is \$280,506, or 5.40%. The changes in expected revenues and expenditures were reviewed along with the programmatic changes from the current budget year (2022-23) to the next budget year (2023-24). The Essential Skills program as well as a second school counselor are new additions to the 2023-24 budget while the allocation of \$100,000 from the member districts to help fund FCCTC's Capital Reserve Fund has been removed as the final year of the three-year commitment was the 2022-23 school year. Mr. Rotz shared that the average of the previous seven (7) budget increases was 1.82% and the previous four (4) budget increases was 0.88%. Approval of the 2022-23 budget will be requested at the next meeting scheduled for Thursday, April 28, 2022.

Solicitor's Report: None

Addendum: Mr. Miller brought forward the idea of running the JOC meetings on an electronic platform to eliminate the copying/paper expense for the JOC packets. Through discussion, those in attendance were in favor of an electronic platform over the current paper board packets. Mr. Miller will work on having a platform in place to test at the April JOC meeting.

Adjourned: There being no further business to discuss, the meeting adjourned at 8:24 p.m.

Respectfully submitted,

Neil D. Rotz
Recording Secretary

aw: 03/30/2023