

FRANKLIN COUNTY CAREER AND TECHNOLOGY CENTER  
JOINT OPERATING COMMITTEE  
May 28, 2020 Meeting Minutes

The monthly meeting of the Franklin County Career and Technology Center's Joint Operating Committee was held virtually on Thursday evening, May 28, 2020 in the boardroom with Chairman Yates calling the meeting to order at 7:00 p.m., followed by a moment of silence and salute to the flag.

MEMBERS PRESENT:	Carl Barton	Chambersburg
	Ed Norcross	Chambersburg
	Kris Scritchfield	Chambersburg
	Von McGee	Fannett-Metal
	Pat Fridgen	Greencastle
	Shannon Yates	Greencastle
	Jim Bard	Shippensburg
	Charlie Suders	Shippensburg
	Allen Piper	Tuscarora
	Beth Reecher	Waynesboro
	Curtis Wengert	Waynesboro

MEMBERS ABSENT:

ALSO PRESENT:	Rodney Benedick	Superintendent of Record
	Jim Duffey	Admin. Director
	Ben Mordan	Assistant Director
	Justin Sholes	Principal
	Neil Rotz	Business Manager
	Janyce Collier	LPN Administrator
	Josh Campbell	FCCTC Network Supervisor
	Jeff Daughenbaugh	FCCTC Maintenance Supervisor
	Kathy Estep	FCCTC Instructor
	Chelsea Miller	FCCTC Instructor
	Bryan Hawbecker	FCCTC Instructor
	Bryan Alleman	FCCTC Instructor
	Mike Tosten	FCCTC Instructor
	Marla Moore	FCCTC Instructor

**RECOGNITION OF VISITORS:** Chairman Yates welcomed the FCCTC staff to the meeting.

**PUBLIC COMMENT:** Mr. Piper stated that the month of May is National Military Appreciation Month and thanked those who have served our country in the military.

**APPROVAL OF THE MAY 28, 2020 AGENDA:**

Mr. Yates stated there was an Executive Session for Personnel prior to the regular JOC meeting being called to order. On a Fridgen/Reecher motion/second and carried unanimously on a voice vote, the agenda was approved as presented.

**APPROVAL OF THE APRIL 23, 2020 MINUTES:**

On a Wengert/Barton 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 4/1/2020	\$	1,835,253.69
	Receipts April 2020	\$	402,267.58
	Expenditures April 2020	\$	(526,503.37)
	Ending Balance 4/30/2020	\$	1,711,017.90
General Advisory	Beginning Balance 4/1/2020	\$	10,501.17
	Receipts April 2020	\$	0.00
	Expenditures April 2020	\$	(840.00)
	Ending Balance 4/30/2020	\$	9,661.17
LPN Program	Beginning Balance 4/1/2020	\$	553,645.07
	Receipts April 2020	\$	110,502.62
	Expenditures April 2020	\$	(13,851.91)
	Ending Balance 4/30/2020	\$	650,295.78

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

**CORRESPONDENCE:** None

**SUPERINTENDENT OF RECORD REPORT:** Mr. Benedick reported on the May 14<sup>th</sup> superintendent's meeting. There has been lots of discussion on back to school planning, but it is difficult to make any concrete decisions due to the fluid nature of the pandemic. The discussions have been centered on the school calendar as well as the daily schedule, but all the districts are awaiting guidance from PDE for the 2020-21 school year. Social distancing will be extremely difficult to maintain during a regular school day at all levels of education. The 2020-21 budgets were also discussed as the districts are finalizing them to be voted on by their school boards. It was announced that Dr. Laura Hanks would be the new superintendent for Greencastle-Antrim School District.

#### **ADMINISTRATIVE REPORTS:**

##### **Jan Collier:**

- Reported that the virtual classroom/clinical work was completed through May 28, but the students will be back in the physical classroom starting June 1 since Franklin County will be "Yellow." There is currently no plan to return to clinical sites.
- The PNP received approximately \$44,000 from the CARES Act to pass through to students and Jan expects to receive another disbursement from the CARES Act in the same amount to go towards the operation of the program.
- Provided an update on the status of the building as she is working with contractors to help the FCCTC construction academy instructors complete the construction so that it can be occupied in August/September.
- The capital campaign is at 83% of goal and Jan will be working to get additional donations.
- Enrollment has been holding steady through the virtual learning that has been needed over the past two months. This is a testament to the PNP instructors as they are working hard to keep the students engaged and on track with their learning.

##### **Ben Mordan:**

- Completed the Perkins Stakeholders meeting on May 21 and has received approval to submit the 2020-21 Perkins Grant in the eGrants system (PDE).
- There was a Continuity of Education survey that was provided to our instructional staff to get their thoughts on how the last quarter of the school year is going during this current distance learning environment from a CTE perspective. Dan Perna, who is a consultant paid through the Perkins grant, put the survey together and is compiling the results for the school to review with the administration and instructional staff.

- Ben expressed his thanks to the JOC for working with him over the past six years and stated that he is willing to help out during the transition to the next Assistant Director.

**Jim Duffey:**

- Reviewed a proposed schedule for the 1<sup>st</sup> semester of the 2020-21 school year with the JOC. Career and Technical instruction would utilize an A/B schedule if a normal schedule cannot be used. Approximately 50% of the students would attend for in-person instruction at FCCTC for 2 days a week while the other 50% of the students would be completing virtual assignments. There would be an “off day” at FCCTC to clean and sanitize prior to flipping the students. The instructional staff would use the “off day” to work with all of their students virtually.

**Recess to Executive Session for School Safety – 7:42 p.m.**

**Reconvene from Executive Session for School Safety – 7:54 p.m.**

**OLD BUSINESS:**

**Financial:**

- 1. 2020-21 General Operating Budget**  
For discussion only – Status of approval.

Mr. Rotz provided a status update on the approval of the 2020-21 FCCTC General Operating Budget. All six districts approved the FCCTC budget with a cumulative vote of 51-2.

**NEW BUSINESS:**

**Financial:**

**1. Depository**

Approval is sought to retain Orrstown Bank as the depository for the Franklin County Career & Technology Center for the 2020-2021 school year.

On a Wengert/Bard motion/second, the motion to retain Orrstown Bank as depository was approved as presented and carried unanimously on a voice vote.

**2. Bid Acceptance**

Approval of the low bid is needed on the following:

- |                           |  |           |
|---------------------------|--|-----------|
| • Perimeter Fence Project | <b>R. Perry Fence Co.</b> , Chambersburg, PA | \$117,150 |
|                           | Abel Fence, Wrightsville, PA                 | \$138,800 |
| • PNP Flooring            | <b>Factory Direct</b> , Chambersburg, PA     | \$24,200  |

On a McGee/Wengert motion/second, Mr. Yates asked if there were any questions or comments. Mr. Duffey stated the fence project is for the PCCD Grant that has been awarded for \$95,000 so both bids received are over the grant amount. Mr. Yates expressed concern over not having the electrical work with the project bids, but Mr. Daughenbaugh stated that the electrical work could be tied in at a later date. It was decided to vote on both project bids individually. There being no further discussion, the motion to approve the low bid for the Perimeter Fence Project to R. Perry Fence Co. was approved on the following roll call vote:

Mr. Bard – YES	Mr. Suders – YES
Mr. Barton – YES	Mr. Wengert – YES
Ms. Fridgen – YES	Ms. Scritchfield – YES
Ms. Reecher – YES	Mr. Piper – YES

Mr. McGee – YES                      Mr. Norcross – YES  
Chairman Yates – YES

On a Fridgen/Barton motion/second, the motion to approve the low bid for the PNP Flooring Project to Factory Direct was approved on the following roll call vote:

Mr. Bard – YES                      Mr. Suders – YES  
Mr. Barton – YES                  Mr. Wengert – YES  
Ms. Fridgen – YES                  Ms. Scritchfield – YES  
Ms. Reecher – YES                  Mr. Piper – YES  
Mr. McGee – YES                      Mr. Norcross – YES  
Chairman Yates – YES

**Personnel:**

**3. Employment**

Approval is needed to hire **Mallory Waltman**, Everett, PA, as School Nurse for the Franklin County Career and Technology Center effective August 10, 2020 at Step 4D (\$56,226/year) of the Instructional Salary Scale.

On a Reecher/Barton motion/second, Mr. Yates asked if there were any questions or comments. Mr. Piper asked if Ms. Waltman has enough experience and if she has her Bachelor's Degree. Mr. Duffey responded that Ms. Waltman has her BSN and had great references. She was also the only candidate who had successfully completed her Certified School Nurse (CSN). Mr. Piper also asked if Jan Collier was involved in the interview process. Mr. Duffey responded that she was not, but we had the Principal, Business Manager, outgoing School Nurse and Allied Health instructor, who is a CSN, on the interview panel. There being no further discussion, the motion to hire Mallory Waltman was approved as presented and carried on the following roll call vote:

Mr. Suders – YES                      Mr. Barton – YES  
Mr. Wengert – YES                  Mr. McGee – YES  
Ms. Scritchfield – YES              Ms. Fridgen – YES  
Ms. Reecher – YES                  Mr. Piper – YES  
Mr. Norcross – YES                  Mr. Bard – YES  
Chairman Yates – YES

\*Upon further review with the Association and PDE, it was determined that Mallory Waltman will be hired at Step 4B, not 4D, effective August 10, 2020. Ms. Waltman agreed to Step 4B.

**4. Tenure**

Approval is needed to grant tenure to **Chelsea Miller, Dental Assisting Instructor**, upon completion of 3 years of satisfactory performance.

On a Scritchfield/Wengert motion/second, the motion to grant tenure to Chelsea Miller was approved as presented and carried unanimously on a voice vote.

**5. Election of a Treasurer for the 2020-21 School Year**

Policy for the election of a Treasurer, as written in the Articles of Agreement, Paragraph 8, ***“At the May meeting each year of the Joint Operating Committee, a Treasurer shall be elected to take office the first Monday of July following such election for a term of one (1) year”***. Recommend retention of **Ed Norcross** as Treasurer of the Franklin Co Career and Technology Center.

On a Piper/Suders motion/second, the motion to retain Ed Norcross as Treasurer of the Franklin Co Career and Technology Center was approved as presented and carried unanimously on a

voice vote.

**6. Election of a Solicitor for the 2020-21 School Year**

Policy for the election of a Solicitor, as written in the Articles of Agreement, Paragraph 8, ***“At the May meeting each year of the Joint Operating Committee, a Solicitor shall be elected to take office the first Monday of July following such election for a term of one (1) year.*** Recommend retention of **Beard Legal Group** as Solicitor of the FCCTC at the rates of \$135/hour for solicitor type work performed on behalf of the FCCTC and \$165/hour for specialized services. These rates have not increased over those established for the 19-20 school year.

On a Fridgen/Reecher motion/second, Mr. Yates asked if there were any questions or comments. Mr. Norcross noted that there is no increase to the billing rates. Mr. Piper spoke highly of Beard Legal Group. There being no further discussion, the motion to retain Beard Legal Group as Solicitor of the FCCTC was approved as presented and carried unanimously on a voice vote.

**Curriculum:**

**7. Agreement with Kaplan, Inc.**

Request approval for agreement between FCCTC PNP and Kaplan, Inc. This agreement is a contract renewal for online and textbook services to prepare PN students for practice and the licensing exam – NCLEX-PN.

On a Barton/Suders motion/second, the motion to enter into the Agreement with Kaplan, Inc. was approved as presented and carried unanimously on a voice vote.

**8. Mack Truck TES90 Online Training Agreement**

Request approval for our Diesel Technology program to enter into an agreement with the Mack/Volvo Truck Academy at no charge in order for students to access entry-level online technical training. The program is intended to support students who are planning to enter the heavy-duty trucking industry as a technician.

On a Piper/Scratchfield motion/second, the motion to enter into the Mack Truck TES90 Online Training Agreement was approved as presented and carried unanimously on a voice vote.

**Solicitor’s Report – None**

**Addenda – None**

**Adjournment:** There being no further business to discuss, the meeting adjourned at 8:25 p.m.

Respectfully submitted,

Neil D. Rotz  
Recording Secretary