

FRANKLIN COUNTY CAREER AND TECHNOLOGY CENTER  
JOINT OPERATING COMMITTEE  
October 22, 2020 Meeting Minutes

The monthly meeting of the Franklin County Career and Technology Center's Joint Operating Committee was held virtually on Thursday evening, October 22, 2020 in the Main Conference Room with Vice-Chairman Suders calling the meeting to order at 7:08 p.m., followed by a moment of silence and salute to the flag.

MEMBERS PRESENT:	Kris Scritchfield	Chambersburg
	Von McGee	Fannett-Metal
	Pat Fridgen	Greencastle
	Charlie Suders	Shippensburg
	Allen Piper	Tuscarora
	Curtis Wengert	Waynesboro
	Linda Zimmerman	Waynesboro

MEMBERS ABSENT:	Ed Norcross	Chambersburg
	Shannon Yates	Greencastle
	Jim Bard	Shippensburg

ALSO PRESENT:	Rodney Benedick	Superintendent of Record
	Jim Duffey	Admin. Director
	Terry Miller	Assistant Director
	Justin Sholes	Principal
	Neil Rotz	Business Manager
	Jan Collier	PNP Administrator

**RECOGNITION OF VISITORS:** None

**PUBLIC COMMENT:** None

**APPROVAL OF THE OCTOBER 22, 2020 AGENDA:**

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

**APPROVAL OF THE SEPTEMBER 24, 2020 MINUTES:**

On a Wengert/McGee motion/second and carried unanimously on a voice vote, the minutes were approved as presented. Ms. Zimmerman abstained.

**FINANCIAL REPORTS:**

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

General Fund	Beginning Balance 9/1/2020	\$	1,654,086.15
	Receipts September 2020	\$	922,870.16
	Expenditures September 2020	\$	(1,296,673.36)
	Ending Balance 9/30/2020	\$	1,280,282.95

General Advisory	Beginning Balance 9/1/2020	\$	9,941.17
	Receipts September 2020	\$	0.00
	Expenditures September 2020	\$	0.00
	Ending Balance 9/30/2020	\$	9,941.17
LPN Program	Beginning Balance 9/1/2020	\$	555,689.47
	Receipts September 2020	\$	34,722.10
	Expenditures September 2020	\$	(43,230.30)
	Ending Balance 9/30/2020	\$	547,181.27

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

Ms. Scritchfield – YES	Ms. Fridgen – YES
Mr. McGee – YES	Ms. Zimmerman – YES
Mr. Piper – YES	Mr. Wengert – YES
Vice-Chairman Suders – YES	

**CORRESPONDENCE:** Mr. Duffey shared a letter from Accreditation Commission for Education in Nursing (ACEN) giving formal notification of their Board of Commissioners granting continuing accreditation to the PNP through their next evaluation visit scheduled for Fall 2026.

**SUPERINTENDENT OF RECORD REPORT:** Mr. Benedick reported on the PAC meeting held on October 8, 2020. All Franklin County school districts, including FCCTC, have applied for and received approval for Flexible Instruction Days (FID) for 2020-21. Substitute teachers are still an issue across the county as it has been challenging to achieve high fill rates when there are openings during in-person instruction. There was initial discussion on the 2021-22 school calendar with the goal to have as close to a uniform calendar across the county schools as possible. Finally, the group talked about the vacated space within FCCTC that the PNP had been using since July 2015.

#### **ADMINISTRATIVE REPORTS:**

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

- Reported on the ACEN accreditation approval through Fall 2026.
- Reported a 100% passing rate for recent graduates on their licensure exam.
- The permanent occupancy permit was received on 10/8/2020.
- Reported that a student tested positive for COVID-19 on 10/17/2020. Jan worked with the Department of Health and all necessary precautions were taken for the students and staff that may have had sustained contact with the positive case.

##### **Terry Miller:**

- Reviewed the JOC Teacher Recognition Summary for October 2020.
- A survey was provided to the students doing the Home-Based CTE. The results showed that the biggest challenges are time management and for the students to be able to motivate themselves at home. Overall, the results were positive.
- The Open House on 11/18/2020 will be done virtually this year.

##### **Justin Sholes:**

- Provided an update on the COVID-19 impacts so far this school year.
- Discussed the impacts of Chambersburg (i.e. CMS) returning for in-person learning beginning on Monday, October 26.

**Jim Duffey:**

- Welcomed Linda Zimmerman to the JOC. She is Beth Reecher’s replacement from Waynesboro.
- Thanked Carl Barton for his service to the JOC after he resigned from the Chambersburg school board.
- Thanked the JOC members for their flexibility as the regular meeting moved to a virtual platform at the last minute.
- Submitted a PDE Competitive Equipment Grant that will be reviewed over the next month by PDE. The grant is a matching grant with the state for \$37,000.

**OLD BUSINESS:**

**Property**

**1. Land Lease Agreement**

Approval is sought to accept the amendment to the land lease agreement made with the Franklin County Fire Chief’s Association (i.e. Franklin County Public Safety Training Center) and refer the agreement to the Franklin County Joint Authority for final approval.

On a Piper/Fridgen motion/second, Mr. Suders asked if there were any questions or comments. Mr. Piper stated that he reviewed the lease agreement and thought it was well written and covered both parties equally. He thinks it is a great idea and very well thought out. There being no further discussion, the motion to refer the Land Lease Agreement to the Franklin County Joint Authority was approved as presented on the following roll call vote:

Mr. McGee – YES	Ms. Fridgen – YES
Mr. Wengert – YES	Ms. Scritchfield – YES
Ms. Zimmerman – YES	Mr. Piper – YES
Vice-Chairman Suders - YES	

**Policy:**

**2. Policy Revision #103 – 2<sup>nd</sup> Reading**

Approval of a revision of policy 103 is sought to include amended regulations implemented for Title IX. The updates contain procedural changes, new definitions, mandated training for officials, grievance processes and multi-investigator models.

On a Wengert/Scritchfield motion/second, Policy Revision #103 was approved as presented on the following roll call vote:

Mr. Wengert – YES	Ms. Fridgen – YES
Ms. Scritchfield – YES	Ms. Zimmerman – YES
Mr. Piper – YES	Mr. McGee – YES
Vice-Chairman Suders - YES	

**NEW BUSINESS:**

**Personnel:**

**3. Resignations**

Approval is sought to accept the following resignations:

Conner Riley	IT Assistant	Effective October 9, 2020 (Retroactive)
Marissa Chanhpheng	Receptionist/Admin Ass’t	Effective October 30, 2020

On a Wengert/McGee motion/second, the resignations were approved as presented on the following roll call vote:

Mr. Wengert – YES                      Mr. McGee – YES  
Ms. Scritchfield – YES                Ms. Fridgen – YES  
Ms. Zimmerman – YES                Mr. Piper – YES  
Vice-Chairman Suders - YES

**4. Employment**

Approval to hire **Ethan Johnson**, 72 Colorado Street, Marion, PA as IT Assistant at \$12.32/hour upon receipt of all required clearances.

On a Piper/Fridgen motion/second, Ethan Johnson’s employment was approved as presented on the following roll call vote:

Mr. Wengert – YES                      Ms. Scritchfield – YES  
Ms. Zimmerman – YES                Ms. Fridgen – YES  
Mr. Piper - YES                         Mr. McGee – YES  
Vice- Chairman Suders – YES

**5. Advertise, Interview and Hire**

Approval is sought to advertise, interview, and hire a Receptionist/Admin Assistant prior to the next JOC meeting at a starting salary estimated at \$13.50/hour based on experience according to the support staff wage and salary scale.

On a Wengert/Fridgen motion/second, the motion to advertise, interview and hire a Receptionist/Admin Assistant was approved as presented on the following roll call vote:

Ms. Scritchfield – YES                Ms. Zimmerman – YES  
Mr. Piper – YES                         Mr. McGee – YES  
Ms. Fridgen- YES                        Mr. Wengert – YES  
Vice-Chairman Suders – YES

**Financial:**

**6. Sealed Bid for Excess Material**

Approval is sought to accept the following bids for excess material.

Hunter Alignment Machine DSP600	Bulger’s Garage & Auto Sales	\$250
Brake Lathe	Brian Yeager	\$457
Drill Press	Brian Yeager	\$257
Exterior Steel Atrium Door	Todd Swan	\$250
Vulcan Double Stack Oven	Frank Zimmerman	\$50
Vinyl Printer/Cutter		No Bid
Centrifugal Pump		No Bid
ITW Illitron Measuring Instruments (3 ea.)		No Bid
Storage Cabinets (4 ea.)		No Bid

On a McGee/Scritchfield motion/second, the sealed bids for excess material listed above were approved as presented on the following roll call vote:

Ms. Zimmerman – YES      Mr. Piper – YES  
Ms. Fridgen – YES      Mr. Wengert – YES  
Ms. Scritchfield – YES      Mr. McGee - YES  
Vice-Chairman Suders – YES

## 7. Bids for Equipment

Approval is sought to accept the low bid for each of the following equipment:

Miller Welding Stations	11 ea. Pre-Apprenticeship	AWG	\$61,685.80
CNC Plasma Table	1 ea. Welding Program	Ed. Solutions	\$24,132.00

On a Fridgen/Piper motion/second, the bids for equipment were approved as presented on the following roll call vote:

Mr. McGee – YES      Mr. Wengert – YES  
Ms. Scritchfield – YES      Ms. Zimmerman – YES  
Mr. Piper - YES      Ms. Fridgen – YES  
Vice-Chairman Suders – YES

## 8. EITC Donation

F&M Trust Co. has designated that the FCCTC receive \$10,000 through the Commonwealth Charitable Management to reimburse students for expenses incurred for participation in career and technical programs. Approval is sought to accept this donation.

On a Piper/McGee motion/second, Mr. Suders asked if there were any questions or comments. Ms. Fridgen asked what would be considered a reimbursable expense for the students. Mr. Duffey responded that some examples of reimbursable expenses would be tool kits, uniforms, special shoes, and some tuition/certification costs. There being no further discussion, the motion to approve the EITC donation was approved as presented on the following roll call vote:

Ms. Fridgen – YES      Mr. Wengert – YES  
Mr. McGee – YES      Ms. Scritchfield - YES  
Ms. Zimmerman – YES      Mr. Piper – YES  
Vice-Chairman Suders – YES

## Curriculum:

### 9. Health and Safety Plan

Approval is sought to revise the Health and Safety Plan of the Franklin County Career and Technology Center to include all day virtual studies on Wednesdays starting October 28, 2020 (2<sup>nd</sup> marking period) during the COVID-19 pandemic.

On a Wengert/Fridgen motion/second, Mr. Suders asked if there were any questions or comments. Mr. Duffey reviewed the Administrative Guideline that he prepared related to the proposed virtual Wednesdays during COVID. There being no further discussion, the motion to approve the Health and Safety Plan was approved as presented on the following roll call vote:

Mr. McGee – YES      Ms. Fridgen – YES  
Mr. Wengert – YES      Ms. Scritchfield – YES  
Ms. Zimmerman – YES      Mr. Piper – YES  
Vice-Chairman Suders – YES

**Property:**

**10. Service Agreement – HC Nye**

Approval is needed for an annual service agreement between the Practical Nursing Program and HC Nye Service Company for preventative maintenance, minor repairs during routine inspections and emergency calls related to HVAC system in the PNP Building.

On a Piper/Scratchfield motion/second, Mr. Suders asked if there were any questions or comments. Mr. Duffey said the HVAC system installed in the PNP Building is a newer type of system and this service agreement would be needed to maintain the system. There being no further discussion, the motion to approve the service agreement with HC Nye was approved as presented on the following roll call vote:

Mr. Wengert – YES	Ms. Fridgen – YES
Ms. Scratchfield – YES	Ms. Zimmerman – YES
Mr. Piper – YES	Mr. McGee – YES
Vice-Chairman Suders - YES	

**Solicitor’s Report** - None

**Addenda** – Mr. Piper asked who the FCCTC solicitor is as well as if anything was on Mr. Duffey’s mind. Mr. Duffey responded that the Beard Legal Group is our solicitor and we work with Ron Repak. Mr. Duffey said he is proud of the team of administrators, instructors and support staff who have worked together well to have a successful start of the school year thus far. Mr. Piper also asked if we have any dealings with PSBA. Mr. Duffey responded that there is not really any correspondence with PSBA outside of policy updates they provide with our annual membership.

**Adjournment** – There being no further business to discuss, the meeting adjourned at 8:12 pm.

Respectfully submitted,

Neil D. Rotz  
Recording Secretary

aw: 10/30/20