

FRANKLIN COUNTY CAREER AND TECHNOLOGY CENTER
JOINT OPERATING COMMITTEE
December 16, 2020 Meeting Minutes

The monthly meeting of the Franklin County Career and Technology Center's Joint Operating Committee was held virtually on Wednesday evening, December 16, 2020 in the Main Conference Room with Chairman Yates calling the reorganization meeting to order at 7:03 p.m., followed by a moment of silence and salute to the flag.

MEMBERS PRESENT:	Sally Brooks	Chambersburg
	Ed Norcross	Chambersburg
	Kris Scritchfield	Chambersburg
	Pat Fridgen	Greencastle - late arrival 7:40 pm
	Shannon Yates	Greencastle
	Dwayne Burt	Shippensburg
	Charlie Suders	Shippensburg
	Allen Piper	Tuscarora
	Patricia Strite	Waynesboro
	Curtis Wengert	Waynesboro

MEMBERS ABSENT:	Von McGee	Fannett-Metal
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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
	Patricia McCampbell	Parent
	Cherry Shives	CASD

RECOGNITION OF VISITORS: Chairman Yates recognized and welcomed the new JOC members.

PUBLIC COMMENT: Mr. Duffey thanked Shannon Yates for his service as Chairman the previous two years. Mr. Piper welcomed Ms. Sally Brooks to the JOC. Mr. Duffey also welcomed Ms. Patti Strite and Mr. Dwayne Burt.

REORGANIZATION

The articles of Agreement for the establishment and operation of the Franklin County Career and Technology Center, Page 3, Section 8:

1. Officers:

"In the December meeting each year of the Technical School Committee, a Chairman and Vice Chairman should be elected to serve for a period of one (1) year, to take office the first Monday of the following January. The two officers shall not represent the same participating school district, shall not be eligible to serve in the same office more than two (2) successive years, and shall not come from the same participating school district for more than two (2) successive terms."

Election of Chairman and Vice Chairman

Chairman Yates requested nominations for Chairman. Ms. Scritchfield nominated Mr. Suders. Mr. Suders declined the nomination. Mr. Suders nominated Mr. Burt. Mr. Norcross seconded the nomination.

On a Suders/Norcross motion/second, the nomination of Mr. Dwayne Burt for Chairman was approved on the following roll call vote:

Mr. Norcross – YES	Mr. Yates – YES
Mr. Suders – YES	Mr. Wengert – YES
Ms. Scritchfield – YES	Ms. Strite – YES
Mr. Piper – YES	Mr. Burt – YES
Ms. Brooks – YES	

Mr. Yates requested nominations for Vice-Chairman. Mr. Piper nominated Mr. Norcross, but then withdrew the nomination after Mr. Duffey explained the order of the districts serving in the roles of Chair and Vice-Chair. Mr. Suders nominated Mr. Piper. Mr. Burt seconded the nomination.

On a Suders/Burt motion/second, the nomination of Mr. Allen Piper for Vice-Chairman was approved on the following roll call vote:

Mr. Yates – YES	Mr. Suders – YES
Ms. Brooks – YES	Mr. Wengert – YES
Ms. Scritchfield -YES	Ms. Strite – YES
Mr. Piper – YES	Mr. Norcross – YES
Mr. Burt – YES	

2. Meeting Dates:

It is recommended that meeting dates and time for our regular monthly meeting be established during the reorganization in December. Currently, the Joint Operating Committee meets on the 4th Thursday of each month, except for November and December when the Joint Operating Committee meets earlier due to the Thanksgiving and Christmas Holidays. The set time is 7:00 p.m. Any changes will be advertised accordingly.

On a Suders/Yates motion/second, the meeting dates for 2021 were approved as follows on the following roll call vote:

January 28	May 27	September 23
February 25	June 24	October 28
March 25	July – none	November 17 (3 rd Wednesday)
April 22	August 26	December 15 (3 rd Wednesday)

Mr. Suders – YES	Ms. Brooks – YES
Mr. Wengert – YES	Ms. Scritchfield – YES
Ms. Strite – YES	Mr. Piper – YES
Mr. Norcross – YES	Mr. Yates – YES
Chairman Burt – YES	

3. Determination and Assignments of Committees for the Calendar Year – 2021

It is recommended the Joint Operating Committee members assign necessary representatives for committees for the Calendar Year 2021. The committees are: Personnel and Negotiation, Budget and

Finance and Building and Grounds Committee. The committee meetings are generally held one hour prior to regular JOC meetings. Proposed committee members are as follows:

Personnel & Negotiations: Shannon Yates, Charlie Suders, Kris Scritchfield (Patti Strite, Alt.)

Budget & Finance: Curtis Wengert, Von McGee, Sally Brooks (Patti Strite, Alt.)

Building & Grounds: Ed Norcross, Pat Fridgen, Allen Piper (Patti Strite, Alt.)

On a Yates/Piper motion/second, the committees assignments for 2021 were approved as presented on the following roll call vote:

Mr. Wengert – YES	Ms. Scritchfield – YES
Ms. Strite – YES	Mr. Piper – YES
Ms. Brooks – YES	Mr. Norcross – YES
Mr. Yates – YES	Mr. Suders – YES
Chairman Burt – YES	

On a Suders/Yates motion/second and carried unanimously on a voice vote, the Reorganization Meeting adjourned at 7:19 p.m.

The Regular Meeting was called to order by Chairman Burt at 7:20 p.m.

APPROVAL OF THE DECEMBER 16, 2020 AGENDA:

On a Yates/Suders motion/second, the agenda was approved with the addition of #3 Engagement Agreements under Financial on the following roll call vote:

Mr. Yates – YES	Mr. Suders – YES
Mr. Norcross – YES	Ms. Scritchfield – YES
Ms. Strite – YES	Mr. Piper – YES
Mr. Wengert – YES	Ms. Brooks – YES
Chairman Burt – YES	

APPROVAL OF THE NOVEMBER 18, 2020 MINUTES:

On a Yates/Norcross motion/second, the minutes were approved on the following roll call vote:

Ms. Brooks – abstain	Mr. Wengert – YES
Mr. Suders – YES	Mr. Norcross – YES
Mr. Yates – YES	Ms. Scritchfield – abstain
Ms. Strite – abstain	Mr. Piper – YES
Chairman Burt – abstain	

FINANCIAL REPORTS:

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

General Fund	Beginning Balance 11/1/2020	\$	1,440,018.81
	Receipts November 2020	\$	881,044.23
	Expenditures November 2020	\$	(562,188.51)
	Ending Balance 11/30/2020	\$	1,758,874.53

LPN Program	Beginning Balance 11/1/2020	\$	624,466.68
	Receipts November 2020	\$	58,043.44
	Expenditures November 2020	\$	(186,373.72)
	Ending Balance 11/30/2020	\$	496,136.40

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

Ms. Scritchfield – YES	Mr. Suders – YES
Ms. Brooks – YES	Mr. Norcross – YES
Ms. Strite – YES	Mr. Piper – YES
Mr. Wengert – YES	Mr. Yates – YES
Chairman Burt – YES	

CORRESPONDENCE: Reviewed the Franklin County Technical School Authority meeting minutes from November 23, 2020. The Authority approved the lease amendment to give the additional land to the Franklin County Fire Training Center.

SUPERINTENDENT OF RECORD REPORT: Mr. Benedick provided a summary of the December 10th superintendent’s meeting. They reviewed the complaint process to PDE about safety protocols not being followed in school buildings. There was discussion about the lack of substitutes. Currently, all Franklin County districts are virtual except for some in-person classes at Greencastle. The 2021-22 school calendar for Career Tech was reviewed and it will look to be approved at the January JOC meeting.

ADMINISTRATIVE REPORTS:

Jan Collier:

- The PNP was awarded CARES II and CARES III funding.
- The PNP building is basically complete inside, but the sign on the building still needs to be hung.
- Some contributions are still coming in for the capital campaign.
- Some clinical rotations are occurring for the students, which is so important for the students and their hands-on learning.

Terry Miller:

- Reviewed the Teacher Recognition Summary for December 2020.

Justin Sholes:

- Talked about the calendar and the discrepancies that were worked out this year with individual school districts.
- He shared we have lost some students for the spring semester due to early graduation.
- Career Tech’s completion percentage for work by students has been greater than 95% during the virtual learning (i.e. Home-Based CTE).
- The instructors have been working with businesses to prepare lessons for the students.

Jim Duffey:

- Reviewed a meeting with PFM and Eckert Seamans on refinancing the Series of 2011B Bonds as the call date is 7/15/2021. There is \$1M savings (net of fees) if we refinance at today’s rates. Mr. Norcross questioned if we are locked into working with PFM or if we could work with other

financial institutions to refinance. Mr. Norcross referenced the Tax Act of 2018. There was a brief discussion that ensued on the relationship with PFM as well as we could potentially save additional monies by looking at other alternatives. Mr. Piper and Mr. Burt also agreed with Mr. Norcross's comments.

NEW BUSINESS:

Financial:

1. Grant Funding

The 2020 Competitive Equipment Grant received final approval of \$37,000 and needs to be added to the 2020-21 General Operating Budget. Authorization is sought to accept the following funding:

	<u>Amount</u>
Current 20-21 Budget	\$7,794,381
2020 Competitive Equipment Grant	\$37,000
Revised 20-21 Budget	\$7,831,381

On a Yates/Wengert motion/second, the grant funding was approved as presented on the following roll call vote:

Ms. Scritchfield – YES	Ms. Strite – YES
Mr. Piper – YES	Mr. Norcross – YES
Ms. Brooks – YES	Mr. Yates – YES
Mr. Suders -YES	Ms. Fridgen – YES
Mr. Wengert – YES	Chairman Burt – YES

2. Permission to Bid

Request approval to solicit bids for an Augmented Reality Welding System to be purchased with funding acquired through the Competitive Equipment Grant.

On a Suders/Yates motion/second, the request to solicit bids was approved as presented on the following roll call vote:

Ms. Strite – YES	Mr. Piper – YES
Mr. Norcross – YES	Mr. Yates – YES
Mr. Suders – YES	Ms. Brooks – YES
Ms. Fridgen – YES	Mr. Wengert – YES
Ms. Scritchfield – YES	Chairman Burt – YES

3. Engagement Agreements

Approval is sought to signify intent to engage with PFM Financial Advisors and Eckert Seamans, Attorneys at Law to conduct business for the refinancing of our Series 2011B Bonds associated with school renovations.

On a Piper/Norcross motion/second, the request to table the engagement agreements was approved on the following roll call vote:

Mr. Norcross – YES	Mr. Yates – YES
Mr. Suders – YES	Mr. Wengert – YES
Ms. Scritchfield – YES	Ms. Strite – YES
Mr. Piper – YES	Ms. Brooks – YES
Ms. Fridgen – YES	Chairman Burt – YES

Property:

4. Farm Lease

Approval is sought to amend the land lease agreement with John Ocker, 2459 Fisher Road, Chambersburg, PA 17202 for the farming of land owned by the Franklin Joint Authority due to the agreement to lease additional land to the Fire Chief's Association.

On a Yates/Norcross motion/second, Mr. Burt asked if there were any questions or comments. Mr. Piper asked about how this amendment relates to the current farmland lease. Mr. Duffey explained that the current farmland lease included the 4.5 acres that the Authority approved in November to be used by the Franklin County Fire Training Center. This amendment of the farmland lease is to remove that 4.5 acres and recalculate, or pro-rate, the annual lease payment for the reduction in farmland. Ms. Fridgen asked about the farmer and his thoughts. Mr. Duffey responded that he never talked to Mr. Ocker, but left messages for him and his calls were never returned. There being no further discussion, the request to amend the farm lease was approved as presented on the following roll call vote:

Ms. Fridgen – YES	Mr. Yates – YES
Mr. Suders – YES	Ms. Brooks – YES
Mr. Wengert – YES	Ms. Scritchfield – YES
Ms. Strite – YES	Mr. Piper – YES
Mr. Norcross – YES	Chairman Burt – YES

Curriculum:

5. Health and Safety Plan

Due to the increase of COVID transmission in Franklin County, approval is sought to continue full virtual instruction, returning to the hybrid model on or about 1/11/21. Any extension beyond this time can occur at the discretion of the Director, based on transmission levels, up until the next JOC meeting scheduled for 1/28/21.

On a Suders/Yates motion/second, the request to accept the Health and Safety Plan as presented was approved on the following roll call vote:

Mr. Norcross – YES	Ms. Fridgen – YES
Mr. Yates – YES	Mr. Suders – YES
Mr. Wengert – YES	Ms. Scritchfield – YES
Ms. Strite – YES	Mr. Piper – YES
Ms. Brooks – YES	Chairman Burt – YES

6. Affiliation Agreement

Approval is sought to renew the affiliation agreement for the Shook Home for adult and secondary student clinical experiences for Nurse Assisting training.

On a Suders/Piper motion/second, the request to renew the affiliation agreement was approved as presented on the following roll call vote:

Mr. Yates – YES	Mr. Suders – YES
Ms. Brooks – YES	Mr. Wengert – YES
Ms. Fridgen – YES	Ms. Scritchfield – YES
Ms. Strite – YES	Mr. Piper – YES

Mr. Norcross – YES

Chairman Burt – YES

Solicitor's Report - None

Addenda – None

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

Respectfully submitted,

Neil D. Rotz
Recording Secretary

aw: 01/08/20