

FRANKLIN COUNTY CAREER AND TECHNOLOGY CENTER
JOINT OPERATING COMMITTEE
January 28, 2021 Meeting Minutes

The monthly meeting of the Franklin County Career and Technology Center's Joint Operating Committee was held virtually on Thursday evening, January 28, 2021 in the boardroom with Chairman Burt calling the meeting to order at 7:00 p.m., followed by a moment of silence and salute to the flag.

MEMBERS PRESENT:	Sally Brooks	Chambersburg
	Ed Norcross	Chambersburg
	Kris Scritchfield	Chambersburg
	Von McGee	Fannett-Metal
	Pat Fridgen	Greencastle
	Shannon Yates	Greencastle
	Dwayne Burt	Shippensburg
	Charlie Suders	Shippensburg
	Allen Piper	Tuscarora
	Patricia Strite	Waynesboro – late arrival 7:04 pm
	Curtis Wengert	Waynesboro

MEMBERS ABSENT: None

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
	Chad Rosenberry	GAC
	John Frey	PFM
	Lori Ebersole	FCCTC
	Michelle Doyle	FCCTC
	Mike Tosten	FCCTC
	Ryan Mentzer	Eckert Seamans
	Toni Parson	FCCTC
	Marla Moore	FCCTC
	Kathy Estep	FCCTC
	Sharla Dunlap	FCCTC
	Bryan Hawbecker	FCCTC

RECOGNITION OF VISITORS: Chairman Burt recognized and welcomed the visitors that included FCCTC staff, Chad Rosenberry (GAC), John Frey (PFM) and Ryan Mentzer (Eckert Seamans).

PUBLIC COMMENT: None

APPROVAL OF THE JANUARY 28, 2021 AGENDA:

On a Yates/Wengert motion/second, the agenda was approved on the following roll call vote:

Mr. Yates – YES	Mr. Suders – YES
Mr. Norcross – YES	Ms. Scritchfield – YES
Ms. Fridgen – YES	Mr. Piper – YES

Mr. Wengert – YES
Mr. McGee – YES

Ms. Brooks – YES
Chairman Burt – YES

APPROVAL OF THE DECEMBER 16, 2020 MINUTES:

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

Ms. Brooks – YES
Mr. McGee – YES
Mr. Norcross – YES
Ms. Scritchfield – YES
Ms. Strite – YES
Chairman Burt – YES

Mr. Wengert – YES
Mr. Suders – YES
Mr. Yates – YES
Ms. Fridgen – YES
Mr. Piper – YES

FINANCIAL REPORTS:

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

General Fund	Beginning Balance 12/1/2020	\$	1,758,874.53
	Receipts December 2020	\$	1,247,741.43
	Expenditures December 2020	\$	(2,041,377.41)
	Ending Balance 12/31/2020	\$	965,238.55
LPN Program	Beginning Balance 12/1/2020	\$	496,136.40
	Receipts December 2020	\$	30,939.39
	Expenditures December 2020	\$	(17,340.69)
	Ending Balance 12/31/2020	\$	509,735.10

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

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

Ms. Fridgen – YES
Ms. Brooks – YES
Mr. McGee – YES
Mr. Piper – YES
Mr. Yates – YES

CORRESPONDENCE: Mr. Duffey shared the Completion Letter on the Perkins Review from the state. The state completed their review with no findings. Mr. Duffey thanked Mr. Miller for his work on a successful review.

SUPERINTENDENT OF RECORD REPORT: Mr. Benedick reported on the PAC meeting. There was discussion on the CBA status for all the districts and their upcoming negotiations. They talked about the COVID vaccines and how they could positively impact the schools reopening. Flexible Instruction Days (FID's) are being used for the first time this school year with the winter weather affecting in-person instruction at the districts that are open.

ADMINISTRATIVE REPORTS:

Jim Duffey:

- Recognized the JOC members for their support as January is School Director Recognition Month.
- Introduced John Frey (PFM) and Ryan Mentzer (Eckert Seamans) to present information about the potential refinance of our Series of 2011 bonds. We are looking at a net savings of over \$1,000,000 to pass along to the districts. There are 18 years remaining on the bonds.
 - Ms. Fridgen asked about the odds of refinancing again before 2039. Mr. Frey answered that it is highly likely based on the term shortening that would lead to a reduced interest rate.
 - Mr. Norcross asked about the annual savings. Mr. Frey responded that, based on the current information, there would be approximate savings of around \$75,000 annually split amongst the districts.
 - Mr. Norcross asked about the interest rate changes with a refinanced bond issue. Mr. Frey replied that the interest rate changes, but the payment/amortization schedule remains the same for the districts at the time the bonds are refinanced. Mr. Yates asked a clarifying question about the interest rates showing on the amortization schedule.

Jan Collier:

- Reported that the PNP is continuing their in-person classes and clinicals with very few interruptions for COVID protocols.
- Provided an update on the status of the building. The permanent signage is up on the building.
- The next graduation ceremony is scheduled for May 4, 2021.

Terry Miller:

- Reported that the Perkins review was a success and had good comments from the staff at PDE who were reviewing our information and records. He recognized Dr. Mordan for his work having the documentation in order after his resignation.
- Provided an enrollment update to the JOC after 1st round applications have been received by FCCTC.

Justin Sholes:

- Reviewed Home-Based CTE results for the first semester. We had a 96.6% work completion rate and there were only six (6) students who failed.
- Reviewed the details for days lost to COVID/COVID exposure for students and staff.

OLD BUSINESS:

Financial:

1. Engagement Agreements – Take off Table

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 Suders/Strite motion/second, the tabled engagement agreements were approved as presented to be taken off the table on the following roll call vote:

Mr. Norcross – NO

Mr. McGee – YES

Ms. Fridgen – YES	Mr. Yates – YES
Mr. Suders – YES	Mr. Wengert – YES
Ms. Scritchfield – YES	Ms. Strite – YES
Mr. Piper – NO	Ms. Brooks – YES
Chairman Burt – YES	

On a Suders/Scritchfield motion/second, Chairman Burt asked if there were any questions or comments. Mr. Piper asked if the agreements have been reviewed by the FCCTC solicitor. Mr. Duffey responded that Ron Repak, from Beard Legal Group, has reviewed both agreements and had no comments or revisions to propose. Mr. Piper asked about engaging with a bond counsel when we have our own solicitor (i.e. Beard Legal Group). Mr. Duffey answered that for bond issues and refinances the Beard Legal Group cannot represent the FCCTC as well as be bond counsel for the transaction. Therefore, a separate bond counsel is required for the bond refinancing. Mr. Piper asked if we have discussed refinancing our bonds with other financial advisors. Mr. Duffey said that PFM has been the main contact as they were involved with the original bond issue in 2011. Mr. Norcross asked to get confirmation from PFM to see if they will check with financial institutions in addition to the bond market for this refinance. Mr. Rotz assured the JOC that PFM has stated multiple times to him that they will inquire with and send the RFP to financial institutions and not just force us into bonds again if that is not the direction the JOC would like to go. PFM did state that, due to the outstanding bonds being greater than \$10,000,000, financial institutions are less likely to have interest in submitting a proposal. Mr. McGee asked about the cost of the fees that will be incurred for a refinance. Mr. Rotz answered that he was unsure of the total of the fees, but the net savings is projected to be greater than \$1,000,000 to the districts. Chairman Burt asked if we could have PFM come back to answer further questions. Mr. Duffey said that we would request PFM to return to the February JOC meeting to present more details and get a direction on whether we will refinance with bonds or a financial institution. There being no further discussion, the engagement agreements with PFM Financial Advisors and Eckert Seamans Attorneys at Law were approved as presented on the following roll call vote:

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

NEW BUSINESS:

Personnel:

2. Employment

- Kimberly Senecal, PS MA student, Human Development & Family Studies, Internship within the Guidance Department. Non-Paid
Retro Start 1/18
- Corbin Haldeman, WASD Coop Student, BCT, PT Custodian (every other week NTE 25 hours/week thru the remainder of the school year) \$8.00/hour
Start 2/16

On a Yates/McGee motion/second, the employment was approved as presented on the following roll call vote:

Mr. Yates – YES	Mr. Suders – YES
Ms. Brooks – YES	Mr. Wengert – YES

Ms. Scritchfield – YES
Mr. Piper - YES
Mr. Norcross – YES

Ms. Strite – YES
Mr. McGee – YES
Chairman Burt – YES

Policy

3. Revision of Policy 202 – First Reading

A first reading of a revision to policy 202 is offered to include not only eligibility of non-resident student enrollment into the FCCTC but also the eligibility of resident students enrolled in non-member schools.

Mr. Duffey reviewed the revisions to Policy 202 as well as the related Administrative Regulation. Mr. Norcross asked about the districts paying for students enrolled in cyber charter school in addition to paying for that student while enrolled at FCCTC. There was a brief discussion that followed regarding the scenario presented by Mr. Norcross and how that could be covered by Policy 202.

Curriculum:

4. 2021-22 School Calendar

Approval is sought to accept the proposed 2021-22 Franklin County CTC School Calendar.

On a Suders/McGee motion/second, the 2021-22 school calendar was approved as presented on the following roll call vote:

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

Ms. Scritchfield – YES
Ms. Fridgen – YES
Mr. McGee – YES
Mr. Norcross – YES
Mr. Suders – YES

5. Health and Safety Plan

Retro-active approval is sought to return to a week-about, A/B delivery schedule for Semester II students starting January 19, 2021. Any return to full remote instruction can be made at the discretion of the Administrative Director, based on transmission levels, up until the next JOC meeting scheduled for 2/25/21.

On a Suders/Fridgen motion/second, the revised Health and Safety Plan was approved as presented on the following roll call vote:

Ms. Scritchfield – YES
Mr. Norcross – YES
Mr. McGee – YES
Mr. Suders – YES
Mr. Wengert – YES

Ms. Strite – YES
Ms. Brooks – YES
Mr. Yates – YES
Ms. Fridgen – YES
Chairman Burt – YES

Financial:

6. Approval of Low Bid

Approval is sought to accept the low bid for the Augmented Reality Welding System to be purchased with funding acquired through the Competitive Equipment Grant from Praxair Company in the amount of \$22,239.36.

Praxair	\$22,239.36
Roberts Oxygen	\$24,000.00

On a Suders/McGee motion/second, the low bid from Praxair 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	Mr. McGee – YES
Chairman Burt – YES	

7. PNP Donations

Approval is sought to accept donations in the amount of \$7,934 to the PNP Capital Campaign for the period March – December 2020.

On a Yates/Suders motion/second, the PNP donations were approved as presented on the following roll call vote:

Mr. McGee – YES	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	

8. Contract for Web Services

Approval is sought to contract with Olivia Billman, Alumna and Independent Contractor, for website creation and consultation provided at a total cost of \$8,940.

On a Yates/Suders motion/second, Chairman Burt asked if there were any questions or comments. Mr. Yates questioned the cost and if it is budgeted. Mr. Duffey responded that the funding is in IT budget, but we will plan to allocate this project in the next round of stimulus monies. The plan is to get the redesigned website up by the start of the 2021-22 school year and have the Marketing/Wed Design class operate it with IT's oversight. There being no further discussion, the contract for web services with Olivia Billman 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	Mr. McGee – 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 8:28 pm.

Respectfully submitted,

Neil D. Rotz
Recording Secretary

aw: 02/10/21