

FRANKLIN COUNTY CAREER AND TECHNOLOGY CENTER
JOINT OPERATING COMMITTEE
February 25, 2021 Meeting Minutes

The monthly meeting of the Franklin County Career and Technology Center's Joint Operating Committee was held virtually on Thursday evening, February 25, 2021 in the Main Office conference room with Chairman Burt calling the 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
	Von McGee	Fannett-Metal
	Pat Fridgen	Greencastle
	Shannon Yates	Greencastle
	Dwayne Burt	Shippensburg
	Charlie Suders	Shippensburg
	Allen Piper	Tuscarora
	Patricia Strite	Waynesboro
	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
	John Frey	PFM
	Craig Witmer	SEK
	Jonathan Cox	Eckert Seamans
	Kristin Delauter	SEK
	Lance Walker	CASD Board Member

RECOGNITION OF VISITORS: Chairman Burt recognized and welcomed Craig Witmer and Kristin Delauter with Smith Elliott Kearns & Co., John Frey with PFM, and Jonathan Cox with Eckert Seamans.

PUBLIC COMMENT: None

APPROVAL OF THE FEBRUARY 25, 2021 AGENDA:

On a Suders/Strite 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. Strite – YES	Ms. Fridgen – YES
Mr. Piper – YES	Mr. Wengert – YES
Ms. Brooks – YES	Mr. McGee – YES
Chairman Burt – YES	

APPROVAL OF THE JANUARY 28, 2020 MINUTES:

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

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

FINANCIAL REPORTS:

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

General Fund	Beginning Balance 1/1/2021	\$	965,238.55
	Receipts January 2021	\$	1,295,415.31
	Expenditures January 2021	\$	(508,277.10)
	Ending Balance 1/31/2021	\$	1,752,376.76
GAC Fund	Beginning Balance 1/1/2021	\$	9,816.17
	Receipts January 2021	\$	0.00
	Expenditures January 2021	\$	0.00
	Ending Balance 1/31/2021	\$	9,816.17
LPN Program	Beginning Balance 1/1/2021	\$	509,735.10
	Receipts January 2021	\$	165,702.02
	Expenditures January 2021	\$	(210,463.39)
	Ending Balance 1/31/2021	\$	464,973.73

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

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

CORRESPONDENCE: Mr. Duffey shared a letter from PDE approving the Single Audit Report for the year ended June 30, 2020.

SUPERINTENDENT OF RECORD REPORT: Mr. Benedick reported on the PAC meeting held on 2/11/21. There was a presentation by Leg Up Farms as they are looking to develop a relationship with the school districts for special education services needed for the students in Franklin County. The superintendents reviewed the in-person instruction plans for the districts. There was discussion about the daily rate of pay for substitutes. The FCCTC 2021-22 proposed budget was reviewed that also included a discussion on the potential of new programming for next school year.

ADMINISTRATIVE REPORTS:

Jim Duffey:

- Introduced Craig Witmer and Kristin Delauter from SEK to present the June 30, 2020 Financial Statements and Single Audit Report. The audit for the 2019-20 fiscal year was successful as there is an unmodified audit opinion on the financial statements and there are no findings in the report.

- Introduced John Frey (PFM) and Jonathan Cox (Eckert Seamans) to provide a status update on the refinancing of the Series of 2011 Bonds and a proposed timeline. Mr. Frey reviewed a projection of the savings based on his best estimates prior to sending out the RFP's. Mr. Norcross asked about the current bond interest rates compared to the proposed interest rates used in the projection. Mr. Piper questioned the status of the interest rates used in the projection considering our current economy. Mr. McGee asked about the ability to prepay the loan after refinancing as well as the estimated cost of refinancing the current bond issue. There was a lengthy discussion on these questions presented by the JOC with Mr. Frey providing the additional details on the differences between refinancing into the bond market versus refinancing into a bank loan with a local financial institution. Mr. Cox reviewed the Authority items that need to be completed. The corporate life of the Authority will need to be formally extended with Corporation Bureau for another 50 years. A resolution will be needed to be agreed to and approved by each sending school district to use the Authority to refinance the current bonds through. In preparation, the Authority should look to call a special meeting to appoint a secretary and assistant secretary before the end of March.
- (For Jan) The PNP Graduation is scheduled for March 4, 2021. The next class will begin on March 8th with 22 students.
- Looking to schedule a Budget and Finance meeting the week of March 1 with Von, Sally and Curt.
- Act 109 has been approved to allocate \$17.5 million to Career and Technical Centers. We are still waiting on our allocation and the ability to apply for these funds. Mr. Norcross asked about the Legacy Protection product and how it would work at the school. Mr. Duffey responded that Legacy did a walk through at the school and said that the application would work for 90 days to kill germs and viruses, including COVID-19. Mr. Norcross asked the JOC about the possibility of giving funding to FCCTC since they were not included in the recent ESSR grant that the districts received. There was a brief discussion on relief monies going to FCCTC.

Terry Miller:

- Reviewed the Teacher Recognition Summary for February 2021 with the JOC.

Justin Sholes:

- Provided a status report of the programs/shops that had to close short term to deal with COVID during the first semester.

OLD BUSINESS:

Policy:

1. Revision of Policy 202 (Eligibility of Non-Resident or Non-Member School District Students) Second Reading

A final 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.

On a Piper/Strite motion/second, the revision of Policy 202 was approved as presented on the following roll call vote:

Mr. Norcross – YES	Mr. McGee – 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	

NEW BUSINESS:

Financial:

2. Single Audit Report

Approval is sought for the Single Audit Report for year ending June 30, 2020.

On a Yates/Suders motion/second, the Single Audit Report for year ending June 30,2020 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. McGee – YES	Mr. Norcross – YES
Chairman Burt – YES	

Personnel:

3. Resignation

Approval is sought to accept the resignation of Michelle Clugston, Guidance Secretary, effective March 12, 2021.

On a Suders/Fridgen motion/second, the resignation of Michelle Clugston was approved as presented on the following roll call vote:

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

4. Advertise and Interview

Permission is requested to advertise and interview for the position of Guidance Secretary (186 day) prior to the March 25, 2021 JOC meeting.

On a Suders/Yates motion/second, the request to advertise and interview for the position of Guidance Secretary was approved as presented on the following roll call vote:

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

Solicitor's Report – None

Addenda – There will be an Executive Session scheduled at the next JOC meeting (March 25) to update the JOC on the teacher contract negotiations and status of administrative contracts. Mr. Piper asked for an addition to next month's agenda for other board discussion.

Adjournment – There being no further business to discuss, the meeting adjourned at 8:41 pm.

Respectfully submitted,

Neil D. Rotz
Recording Secretary

aw: 02/10/21