

FRANKLIN COUNTY CAREER AND TECHNOLOGY CENTER  
JOINT OPERATING COMMITTEE  
March 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, March 25, 2021 in the Main Office conference room 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 – late arrival 7:15pm
	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
	Janyce Collier	PNP Administrator
	John Frey	PFM
	Jonathan Cox	Eckert Seamans

**RECOGNITION OF VISITORS:** Chairman Burt recognized and welcomed John Frey with PFM and Jonathan Cox with Eckert Seamans.

**PUBLIC COMMENT:** None

Prior to the approval of the current agenda, Chairman Burt reviewed the background of the JOC agenda format citing Policy 006 (page 2, item number 2).

**APPROVAL OF THE MARCH 25, 2021 AGENDA:**

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

Mr. Yates – YES	Mr. Suders – 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 FEBRUARY 25, 2021 MINUTES:**

On a Yates/Scritchfield 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. 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 2/1/2021	\$	1,752,376.76
	Receipts February 2021	\$	739,242.14
	Expenditures February 2021	\$	(504,259.19)
	Ending Balance 2/28/2021	\$	1,987,359.71
GAC Fund	Beginning Balance 2/1/2021	\$	9,816.17
	Receipts February 2021	\$	0.00
	Expenditures February 2021	\$	0.00
	Ending Balance 2/28/2021	\$	9,816.17
LPN Program	Beginning Balance 2/1/2021	\$	464,973.73
	Receipts February 2021	\$	12,178.85
	Expenditures February 2021	\$	(8,733.78)
	Ending Balance 2/28/2021	\$	468,418.80

On a Wengert/Fridgen 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. McGee - YES	Ms. Strite – YES
Mr. Piper – YES	Mr. Wengert – YES
Mr. Yates – YES	Chairman Burt – YES

**CORRESPONDENCE:** None

**SUPERINTENDENT OF RECORD REPORT:** Mr. Benedick reported that there was no Superintendent meeting held in March. On behalf of the county superintendents, Mr. Benedick toured the Leg Up Farms facility in York and noted that ground has been broken near Penn National for a Leg Up Farms in Franklin County. The Vice President of ESS is scheduled to present at the Superintendent’s meeting in April about the substitute shortage concern across the county and how the problem can be resolved.

**ADMINISTRATIVE REPORTS:**

**Jim Duffey:**

- Provided a status update of the percentage of staff who have been vaccinated or are in the process of being vaccinated.
- Introduced John Frey (PFM) and Jonathan Cox (Eckert Seamans) to provide a status update on the refinancing of the Series of 2011 Bonds. Mr. Frey reported that PFM is ready to launch the RFP to 26 banks on Friday, March 26 with a due date of Thursday, April 22. The goal is to present a proposal to accept at the April 29 JOC meeting. Mr. Cox shared that each of the member districts are returning their approved Authority revival documents with the last one expected to be received on Friday, March 26. Everything has been moving on schedule for both PFM and Eckert Seamans.

**Jan Collier:**

- The PNP is back to an almost normal operation with 70% of the clinical sites open for the students.
- The most recent PNP graduation was completed successfully on March 4, 2021.
- There was a new class that started in mid-March.
- There is an Open House tentatively scheduled at the new PNP building on April 29, 2021 prior to the next JOC meeting.

**Terry Miller:**

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

**NEW BUSINESS:**

**Financial:**

**1. Presentation Only – Proposed 2021-22 FCCTC General Operating Budget**

Mr. Duffey and Mr. Rotz gave a presentation of the proposed budget for the 2021-22 school year. The overall proposed budget increase is \$116,455, or 2.30%. The changes in expected revenues and expenditures were reviewed along with the programmatic changes from the current budget year (2020-21) to the next budget year (2021-22). There are funds included for a new program to start in January 2022 with the second semester of the 2021-22 school year. Mr. Duffey explained that he has been gathering input on new programming from the superintendents along with local business and industry partners. Logistics and Child Care are two options that are being considered at this point. The proposed budget includes allocating \$100,000 from the member districts to help fund FCCTC’s Capital Reserve Fund since Fannett-Metal SD is now a member district and their tuition will no longer be used to fund the Capital Reserve Fund. The refinancing of the Series of 2011 Bonds will have a positive effect on the member district’s debt service starting in 2021-22, but the exact savings will not be known until after the proposals are received and analyzed. Approval of the 2021-22 budget will be requested at the next meeting scheduled for Thursday, April 29, 2021.

**2. CASD Classroom Lease – Discussion Only**

The lease with CASD for the Board Room will automatically renew for the 21-22 school year unless notice is given in writing not less than 90 days preceding June 30, 2021.

Mr. Duffey explained the current lease and that CASD intends to lease the board room for the 2021-22 school year. There being no further discussion, the lease with CASD for the Board Room will automatically renew for the 2021-22 school year.

**3. 2021-22 Practical Nursing Program Budget**

A request is made for approval of the PNP Budget for 21-22 in the amount of **\$1,004,573**.

On a Yates/Piper motion/second, Chairman Burt asked if there were any questions or comments. Jan explained the changes from the prior year to the current year. There being no further discussion, the 2021-22 Practical Nursing Program Budget was approved 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. Solicit Bids

Approval is sought to solicit bids for an Iron Worker for our Welding Program. The Iron Worker would be purchased with funds anticipated through the Supplemental Equipment Grant.

On a Yates/Norcross motion/second, soliciting bids for an Iron Worker was approved 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	

#### 5. Copier Lease Agreement

Approval is sought to renew the lease agreement with Document Solutions Inc. for a five-year period starting June 2021. The monthly payment remains the same at \$3,500 with the school receiving upgraded equipment and revised limits on color and black and copy volume. Konica Minolta is a Co-Star vendor.

On a Suders/Strite motion/second, Chairman Burt asked if there were any questions or comments. Mr. Yates asked if there were any concerns with the service with Document Solutions. Mr. Duffey responded that Document Solutions has always been very responsive when a machine goes down to get it back online within the day. There was a brief discussion on the volumes included in the agreement as well as the accountability of staff using the copiers. There being no further discussion, the copier lease agreement with Document Solutions, Inc. was approved on the following roll call vote:

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

#### 6. Program Sponsorships

Approval is sought to accept the following Program Sponsorships through the General Advisory Marketing Campaign:

Educational Solutions	Mechatronics Program	\$750
Keystone Health	Dental Assisting Program	\$750

On a Yates/Fridgen motion/second, the Program Sponsorships were approved 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. Capital Reserve Fund Deposit

Approval is requested to deposit the member district share of Capital Reserve funding included in the 20-21 FCCTC Budget of **\$100,000** into the Capital Reserve Fund.

On a Suders/Wengert motion/second, the Capital Reserve Fund Deposit was approved 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	

## Policy:

### 8. Resumption of Policy 006.1

At the March 2020 JOC meeting, approval was given to suspend all language in Policy 006.1 indicating that a majority of JOC members must be physically present at a JOC meeting when participation of any JOC member occurs via electronic means, due to the extraordinary circumstances arising as a result of the COVID-19 pandemic.

Approval is sought for the resumption of Policy 006.1 providing for in-person JOC meetings starting with the April 29, 2021 meeting.

On a Piper/Norcross motion/second, the Resumption of Policy 006.1 was approved 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	

## Personnel:

### 9. Resignation

Approval is sought to accept (with regret) the resignation of **Janyce Collier**, Nurse Administrator for the Practical Nursing Program, for retirement purposes effective June 30, 2021.

On a Brooks/Wengert motion/second, Janyce Collier's resignation was approved 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	

## 10. Employment - Advertise

Request approval to advertise for the position of **Nurse Administrator** for the Practical Nursing Program.

On a Fridgen/Wengert motion/second, the request to advertise for a Nurse Administrator was approved 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	

## 11. Employment - Hire

Approval is sought to hire **Kaitlyne Swenson**, 371 Bradley Lane, Shippensburg, PA as Guidance Secretary, 186-day work schedule, at a rate of \$13.33/hour to start March 29, 2021.

On a Suders/Strite motion/second, the request to hire Kaitlyne Swenson was approved 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	

## Curriculum

### 12. Waiver of NOCTI Performance Assessment

*Act 136 of 2020 states “the Secretary of Education may waive the NIMS assessment and the NOCTI exam on a school-wide basis or for a specific career and technical education programs provided by a school entity based on the recommendations of the Directors of career and technical education programs under 22 Pa. Code Ch. 339. The recommendations shall account for the length of time a career and technical center was open for in-person student instruction and the subject matter of the program affected”.*

Approval is sought to waive the performance portion of the NOCTI exam this Spring due to COVID concerns. The school will still administer the written portion of NOCTI.

On a Norcross/Suders motion/second, the request to waive the performance portion of the NOCTI exam this spring was approved 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	

### **13. Triangle Tech Articulation Agreement**

Approval is sought to enter into an articulation agreement with Triangle Tech of Chambersburg offering opportunities for Welding students enrolled at FCCTC.

On a Suders/Yates motion/second, the articulation agreement with Triangle Tech was approved on the following roll call vote:

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

**Solicitor’s Report** – None

**Addenda** – Chairman Burt passed along the Director and Business Manager contracts to the Personnel Committee.

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

Respectfully submitted,

Neil D. Rotz  
Recording Secretary

aw: 04/14/21