

FRANKLIN COUNTY CAREER AND TECHNOLOGY CENTER
JOINT OPERATING COMMITTEE
April 29, 2021 Meeting Minutes

The monthly meeting of the Franklin County Career and Technology Center's Joint Operating Committee was held on Thursday evening, April 29, 2021 in the Cosmetology classroom with Chairman Burt calling the meeting to order at 7:02 p.m., followed by a moment of silence and salute to the flag.

MEMBERS PRESENT:	Sally Brooks	Chambersburg
	Ed Norcross	Chambersburg
	Kris Scritchfield	Chambersburg – 8:15 pm departure
	Von McGee	Fannett-Metal
	Pat Fridgen	Greencastle
	Shannon Yates	Greencastle
	Dwayne Burt	Shippensburg
	Charlie Suders	Shippensburg
	Allen Piper	Tuscarora
	Cynthia Sullivan	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
	Kathleen Rundquist	PNP
	Todd Swan	FCCTC
	Chad Rosenberry	Orrstown Bank/GAC

RECOGNITION OF VISITORS: Chairman Burt recognized and welcomed the visitors.

PUBLIC COMMENT: None

APPROVAL OF THE APRIL 29, 2021 AGENDA:

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

APPROVAL OF THE MARCH 25, 2021 MINUTES:

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

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

FINANCIAL REPORTS:

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

General Fund	Beginning Balance 3/1/2021	\$	1,987,359.71
	Receipts March 2021	\$	967,160.38
	Expenditures March 2021	\$	(993,929.38)
	Ending Balance 3/31/2021	\$	1,960,590.71
GAC Fund	Beginning Balance 3/1/2021	\$	9,816.17
	Receipts March 2021	\$	750.00
	Expenditures March 2021	\$	0.00
	Ending Balance 3/31/2021	\$	10,566.17
Adult Ed Fund	Beginning Balance 3/1/2021	\$	30,361.26
	Receipts March 2021	\$	10,457.75
	Expenditures March 2021	\$	(16,797.92)
	Ending Balance 3/31/2021	\$	24,021.09
LPN Program	Beginning Balance 3/1/2021	\$	468,418.80
	Receipts March 2021	\$	60,737.74
	Expenditures March 2021	\$	(17,891.33)
	Ending Balance 3/31/2021	\$	511,265.21

On a Piper/Brooks 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	McGee – YES
Ms. Sullivan – YES	Mr. Piper – YES
Mr. Wengert – YES	Mr. Yates – YES
Chairman Burt – YES	

CORRESPONDENCE: Mr. Duffey reviewed the Franklin County Technical School Authority minutes from the March 24, 2021 meeting. Mr. Rotz was elected as secretary for the Authority for a five year term.

SUPERINTENDENT OF RECORD REPORT: Mr. Benedick reported on the April Superintendent meeting. The Vice-President of ESS was there and presented on the steps that will be taken to improve the substitute fill rate. The county school districts agreed to a one-year extension with ESS as this is not a good time to change. Dr. Trail provided a status update on the vaccines administered by the LIU. There were discussions on the end of school year events and how to get them in with COVID restrictions in place. Jim reviewed details of potential new programs that FCCTC is looking to start in the 2021-22 school year.

ADMINISTRATIVE REPORTS:

Jim Duffey:

- Introduced Todd Swan, who won the ABC 2021 Craft Instructor of the Year. Mr. Norcross commended Todd on the accomplishment and stressed the significance of the award to come to FCCTC.
- John Frey, PFM, and John Cox, Eckert Seamans, reviewed the results of the refinance of the Series of 2011 Bonds. Mr. Frey stated that there were five responses to the RFP and BB&T/Truist responded with the best proposal, which was a 2.28% interest rate fixed to maturity that provides over \$2 million of savings over the remaining life of the note. Mr. Norcross questioned the rates and the difference between the Bank Qualified and Non-Bank Qualified responses. Ms. Brooks asked if this note could be refinanced in the future. Mr. Frey responded that it could be refinanced again, but the interest rate is low enough that it could be a while. Mr. Cox said the Authority revival paperwork has been submitted and approved by the state. The resolution that needs to be approved tonight by the JOC will start the process to issue the new note in the Authority's name. The Authority will need to have a meeting in May to close on the refinance on the Series of 2011 Bonds that is tentatively scheduled for June 8, 2021.

Jan Collier:

- Introduced Kathleen Rundquist to the JOC. Kathleen is on the agenda to be approved to succeed Jan as the Nurse Administrator of the Practical Nursing Program.
- CARES I grant monies will be distributed to current students enrolled as of April 29, 2021.
- Discussed the new student management system that is on the agenda for approval.

Terry Miller:

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

Justin Sholes:

- Provided an update from the Building and Grounds tour of the space that is available after the PNP moved into their new building and how it will be utilized going into the 2021-22 school year.

NEW BUSINESS:

Financial:

1. 2021-22 General Fund Operating Budget

Approval is requested for the 2021-22 General Fund Operating Budget of **\$7,267,018** which is a net increase of **\$116,455**, or **2.30%**, to be shared by the districts over the 2020-21 budget.

On a Suders/Wengert motion/second, Chairman Burt asked if there were any questions or comments. Mr. Piper asked for a quick summary of the increases to the 2021-22 General Fund budget. Mr. Rotz and Mr. Duffey responded that the two main increases are due to starting the Early Childhood Education program in January 2022 along with additional funds to allocate towards the internal space renovations needed for the space vacated by the LPN Program. There being no further discussion, the 2021-22 General Fund Operating Budget 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. Sullivan – YES
Mr. Piper – YES	Ms. Brooks – YES
Chairman Burt – YES	

2. Resolution for Debt Refinance

Motion to adopt the Resolution as presented by bond counsel, accepting the purchase proposal for the 2021 Note and authorizing the refunding of the 2011 Bonds for debt service savings purposes.

On a McGee/Brooks motion/second, the Resolution for Debt Refinance 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. Sullivan – YES	Mr. Piper – YES
Mr. McGee – YES	Mr. Norcross – YES
Chairman Burt – YES	

3. Bids for Equipment

Approval to accept low bid of **\$22,208.15** from **American Welding & Gas** on an Iron Worker for our Welding Program. The Iron Worker will be purchased with funding anticipated through the Supplemental Equipment Grant.

American Welding & Gas, Inc	\$22,208.15	Roberts Oxygen Co.	\$22,771.44
Praxair	\$26,031.00		

On a Piper/Suders motion/second, the American Welding and Gas, Inc bid 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. Sullivan – YES	Mr. Piper – YES
Mr. Norcross – YES	Mr. Yates – YES
Chairman Burt – YES	

4. Financial Aid Consulting Services Agreement

Approval is sought for the Practical Nursing Program to enter into an agreement with the Lancaster County CTC for financial aid consulting services for participation in Federal PELL grant and Stafford Student Loan programs for adult students at a rate of **\$76/hour NTE a total of 275 hours** for the 2021-22 school year.

On a Fridgen/Piper motion/second, Chairman Burt asked if there were any questions or comments. Ms. Fridgen asked Jan to explain the agreement for Financial Aid Consulting Services with Lancaster County CTC. Jan detailed the need for the change of financial aid consultants and stated that the cost is equivalent to the current consultant. There being no further discussion, the Financial Aid Consulting Services Agreement with Lancaster County CTC was approved on the following roll call vote:

Mr. Wengert – YES	Ms. Scritchfield – YES
Ms. Sullivan – 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. Software License Agreement

Approval is sought for the Practical Nursing Program to enter into a two-year agreement with Training Masters Inc. for use of the STARS Software for a set up and training cost of **\$1,500**, with a monthly cost of **\$6/student**.

On a Piper/Fridgen motion/second, Chairman Burt asked if there were any questions or comments. Mr. Piper asked about the student management system and the need for it. Jan explained that their current enrollment and student database is comprised of manual spreadsheets and this software will provide a better way for students to apply and be tracked after acceptance into the program. There being no further discussion, the Software License Agreement with Training Masters Inc was approved on the following roll call vote:

Ms. Scritchfield – YES	Ms. Sullivan – 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	

Curriculum:

6. Clinical Site Agreement

Approval is sought for the Practical Nursing Program to enter into an agreement with the Chambersburg Gastroenterology for clinical experiences at their facility effective retroactively to April 1, 2021.

On a Yates/Sullivan motion/second, the Clinical Site Agreement with Chambersburg Gastroenterology was approved on the following roll call vote:

Ms. Sullivan – 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. Early Childhood Education Program

Approval to begin the process to open an Early Childhood Education Program (CIP 19.0708) to start second semester of the 2021-22 school year giving the Administrative Director authorization to complete all necessary documentation required by PDE and all other provisions as required.

On a Yates/Suders motion/second, Chairman Burt asked if there were any questions or comments. Ms. Sullivan thought this new offering is a great idea. Mr. Duffey wants to focus this program on early childhood education as that has been a stated priority under the Biden administration. Ms. Fridgen asked how many students would be in the program. Mr. Duffey responded that for the first semester we would look to place between 10 and 12 students. There being no further discussion, the Early Childhood Education Program was approved on the following roll call vote:

Mr. McGee – YES	Mr. Norcross – YES
Mr. Yates – YES	Mr. Suders – YES

Mr. Wengert – YES
Ms. Sullivan – YES
Ms. Brooks – YES
Chairman Burt – YES

Ms. Scritchfield – YES
Mr. Piper – YES
Ms. Fridgen – YES

Policy:

8. PSBA's Policy Maintenance Program Renewal

Approval is sought to renew the annual Policy Maintenance program with PSBA for the 2021-22 school year in the amount of **\$1,575**.

On a Suders/Wengert motion/second, Chairman Burt asked if there were any questions or comments. Mr. Piper asked about the details of the PSBA Policy Maintenance Program. Mr. Duffey responded on how the program works with our current board policies. This program provides the ability to maintain our current policies as PSBA is in communication with the school on any revisions to current policies. Mr. Piper stated that PSBA should be viewed as an advisor to the school and that they work for the school. There being no further discussion, the renewal of the PSBA Policy Maintenance Program was approved on the following roll call vote:

Ms. Fridgen – YES
Mr. Suders – YES
Mr. Wengert – YES
Ms. Scritchfield – YES
Mr. Piper – YES
Chairman Burt – YES

Mr. Yates – YES
Ms. Brooks – YES
Mr. McGee – YES
Ms. Sullivan – YES
Mr. Norcross – YES

Personnel:

9. Resignation

Approval is sought to accept, with regret, the resignation of **Steve Grove**, Construction Academy Instructor, for the purpose of retirement effective June 4, 2021. Steve has completed 31 years in education, all with Career Tech.

On a Suders/Yates motion/second, the resignation of Steve Grove was approved on the following roll call vote:

Mr. Norcross – YES
Ms. Fridgen – YES
Mr. Suders – YES
Ms. Scritchfield – YES
Mr. Piper – YES
Chairman Burt – YES

Mr. McGee – YES
Mr. Yates – YES
Mr. Wengert – YES
Ms. Sullivan – YES
Ms. Brooks – YES

10. Student Summer Help

Permission is requested to advertise, interview, and hire two (2) part-time student workers for summer help in the Maintenance Department for up to twenty-five (25) hours per week per worker at an hourly wage of **\$8.00 per hour**. Expected start date is May 31st, 2021.

On a Piper/Yates motion/second, the request to advertise, interview and hire two (2) part-time student workers for summer help was approved on the following roll call vote:

Mr. Yates – YES
Ms. Brooks – YES

Mr. Suders – YES
Mr. Wengert – YES

Ms. Fridgen – YES
Ms. Sullivan – YES
Mr. McGee – YES
Chairman Burt – YES

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

Recess to Executive Session for Personnel – 8:14pm
Reconvene from Executive Session for Personnel – 8:25pm

11. Employment

Request approval to hire Kathleen Rundquist for the position of Nurse Administrator for the Practical Nursing Program effective July 1, 2021 at a starting salary of \$82,000/year. Kathleen will orient to the position with Mrs. Collier May 17-June 30th at her current per diem rate.

On a Piper/Brooks motion/second, Kathleen Rundquist was approved on the following roll call vote:

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

Ms. Brooks – YES
Mr. McGee – YES
Ms. Sullivan – YES
Mr. Norcross – YES
Chairman Burt – YES

Solicitor's Report: None

Addenda: The JOC will adjourn to an Executive Session for Personnel.

Adjournment: There being no further business to discuss, the meeting adjourned at 8:26 p.m.

Respectfully submitted,

Neil D. Rotz
Recording Secretary

aw: 05/10/21