

FRANKLIN COUNTY CAREER AND TECHNOLOGY CENTER
JOINT OPERATING COMMITTEE
May 27, 2021 Meeting Minutes

The monthly meeting of the Franklin County Career and Technology Center's Joint Operating Committee was held on Thursday evening, May 27, 2021 in the Cosmetology classroom 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
	Kris Scritchfield	Chambersburg
	Von McGee	Fannett-Metal – late arrival 7:03 pm
	Shannon Yates	Greencastle
	Dwayne Burt	Shippensburg
	Charlie Suders	Shippensburg
	Allen Piper	Tuscarora
	Patricia Strite	Waynesboro
	Curtis Wengert	Waynesboro

MEMBERS ABSENT:	Ed Norcross	Chambersburg
	Pat Fridgen	Greencastle

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
	Kathleen Rundquist	PNP

RECOGNITION OF VISITORS: None

PUBLIC COMMENT: None

APPROVAL OF THE MAY 27, 2021 AGENDA:

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

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

APPROVAL OF THE APRIL 29, 2021 MINUTES:

On a Wengert/Strite 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. Strite – YES	Mr. Piper – YES
Chairman Burt – YES	

FINANCIAL REPORTS:

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

General Fund	Beginning Balance 4/1/2021	\$	1,960,590.71
	Receipts April 2021	\$	665,993.90
	Expenditures April 2021	\$	(536,882.76)
	Ending Balance 4/30/2021	\$	2,089,701.85
GAC Fund	Beginning Balance 4/1/2021	\$	10,566.17
	Receipts April 2021	\$	0.00
	Expenditures April 2021	\$	0.00
	Ending Balance 4/30/2021	\$	10,566.17
LPN Program	Beginning Balance 4/1/2021	\$	511,265.21
	Receipts April 2021	\$	94,753.13
	Expenditures April 2021	\$	(77,415.72)
	Ending Balance 4/30/2021	\$	528,602.62

On a Suders/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 | McGee – YES |
| Ms. Strite – YES | Mr. Piper – YES |
| Mr. Wengert – YES | Mr. Yates – YES |
| Chairman Burt – YES | |

CORRESPONDENCE: Jim reviewed the GAC meeting minutes from the April 19, 2021 meeting along with the Authority meeting minutes from the May 20, 2021 meeting.

SUPERINTENDENT OF RECORD REPORT: Mr. Benedick reported on the May Superintendent meeting. Dr. West reported on the LIU business from the 2020-21 school year. There was discussion on the announcement by Governor Wolf regarding the reduction of the COVID-19 mitigation efforts and how this will affect planning for next school year. Substitute shortages were reviewed as well as the on-going efforts to get more substitutes on board for next school year. Mr. Duffey spoke about the Early Childhood Education program for 2021-22 along with the results from the 2020-21 NOCTI assessments. Also, the next round of GEER grant funding is available for CTC’s and Jim will be finalizing the application for FCCTC by the end of May.

ADMINISTRATIVE REPORTS:

Jan Collier:

- The PNP still has CARES II and III funding available to be drawn down based on meeting the criteria of eligible uses of funds.
- The grand opening of the new PNP building is scheduled for June 7, 2021 from 3-5pm.

Terry Miller:

- Reviewed the Teacher Recognition Summary for May 2021 with the JOC.
- Reviewed the Enrollment Summary for the 2021-22 school year that has a breakdown by semester, program, and sending district.

Jim Duffey:

- Recognized the two Wall of Fame recipients for the 2020-21 school year – Rod Tosten and Shannon Yates.
- Reviewed the current school map and showed the movement of program areas to accommodate the new Early Childhood Education program that is set to begin in January 2022. The work will be starting over the summer to get prepared for the moves.
- The Franklin County Public Training Center came to Jim with a request about hosting a DUI training sponsored by PA DUI Association. He wanted to get the JOC’s thoughts on training before it gets scheduled for October as there would be alcohol on school property due to the leasing of the land by the school to the Training Center. A lengthy discussion ensued with pros and cons to having the DUI training at the Training Center. The consensus was to bring a representative in from the Training Center to talk to the JOC if the training could not be held elsewhere in the county. There was discussion on possibly revising the school policy or getting a waiver/exemption for this specific training.

Recess to Executive Session for School Safety and Security Coordinator Annual Report – 7:42 pm

Reconvene from Executive Session for School Safety and Security Coordinator Annual Report – 7:48 pm

OLD BUSINESS:

Financial:

1. 2021-22 General Operating Budget

Mr. Rotz provided a status update of the 2021-22 General Fund budget. All six member districts unanimously approved the budget, so it is officially approved for the 2021-22 school year.

NEW BUSINESS:

Personnel:

1. Employment

- A. Approval to advertise and interview for a full-time Cosmetology Instructor starting with the 2021-22 school year.
- B. Approval to hire **Corbin Haldeman** for summer help in the Maintenance Department for up to twenty-five (25) hours per week at **\$8.00 per hour**. Expected start date is May 31st, 2021.
- C. Approval to hire **Tara McCartney** BSN, RN for the position of adjunct faculty for the Practical Nursing Program, retroactive to 5/3/21, at a per diem rate of **\$31.50 per hour**.

On a Yates/Piper motion/second, the employment items noted above were approved as presented on the following roll call vote:

Mr. McGee – 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	

2. Contractual Services

Approval is sought to contract with **Steve Grove, Honing Stone Training Solutions LLC,**

for assistance with recruiting and OSHA training for students for the 2021-22 school year.

On a Yates/Suders motion/second, the contract with Honing Stone Training Solutions LLC 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	Ms. Strite – YES
Mr. Piper – YES	Mr. McGee – YES
Chairman Burt – YES	

3. Tenure

Approval is needed to grant tenure to the following instructors upon completion of Induction Program and 3 years of satisfactory performance:

Andy Anderson	Automotive Technology
Michelle Doyle	Medical Assisting

On a McGee/Strite motion/second, tenure was approved on the following roll call vote:

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

4. Election of a Treasurer for the 2021-22 School Year

Policy for the election of a Treasurer, as written in the Articles of Agreement, Paragraph 8, ***“At the May meeting each year of the Joint Operating Committee, a Treasurer shall be elected to take office the first Monday of July following such election for a term of one (1) year”***. Recommend retention of **Ed Norcross** as Treasurer of the Franklin Co Career and Technology Center.

On a Piper/Strite motion/second, retention of Ed Norcross as Treasurer for the 2021-22 school year was approved on the following roll call vote:

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

5. Election of a Solicitor for the 2021-22 School Year

Policy for the election of a Solicitor, as written in the Articles of Agreement, Paragraph 8, ***“At the May meeting each year of the Joint Operating Committee, a Solicitor shall be elected to take office the first Monday of July following such election for a term of one (1) year”***. Recommend retention of **Beard Legal Group** as Solicitor of the FCCTC at the rates of \$135/hour for solicitor type work performed on behalf of the FCCTC and \$165/hour for specialized services. These rates have not increased over those established for the 2020-21 school year.

On a Yates/Wengert motion/second, Chairman Burt asked if there were any questions or comments. Ms. Brooks asked about the rates noted and how they are applied if multiple solicitors show up. Mr. Duffey responded that we have only had one solicitor from Beard Legal

Group work on our account. Mr. Piper spoke highly of Beard Legal Group from his experience on Tuscarora's school board. Mr. McGee asked when the last time solicitor services went to bid. Mr. Rotz responded that it was in the 2013-14 school year. There being no further discussion, the retention of Beard Legal Group as Solicitor for the 2021-22 school year was approved on the following roll call vote:

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

Financial:

6. Depository

Approval is sought to retain Orrstown Bank as the depository for the Franklin County Career & Technology Center for the 2021-2022 school year.

On a Wengert/Brooks motion/second, the retention of Orrstown Bank as the depository for the 2021-22 school year was approved on the following roll call vote:

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

7. Solicit for Bids

Approval requested to solicit for bids for 20 each Air Filtration System/Stationary Welding Fume Extractors for the Pre-Apprenticeship Program. Funding would be obtained through the GEER II Grant (COVID Relief funding).

On a Suders/Yates motion/second, the request to solicit bids for 20 each Air Filtration System/Stationary Welding Fume Extractors was approved as presented on the following roll call vote:

Mr. McGee – 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	

Solicitor's Report: None

Addenda: None

Adjournment: There being no further business to discuss, the meeting adjourned at 7:59 p.m.

Respectfully submitted,

Neil D. Rotz
Recording Secretary

aw: 6/8/21