

FRANKLIN COUNTY CAREER AND TECHNOLOGY CENTER
JOINT OPERATING COMMITTEE
June 24, 2021 Meeting Minutes

The monthly meeting of the Franklin County Career and Technology Center's Joint Operating Committee was held on Thursday evening, June 24, 2021 in the LPN Building Student Lounge 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
Patricia Strite Waynesboro
Curtis Wengert Waynesboro

MEMBERS ABSENT: Allen Piper Tuscarora

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
Jim Sourbier FCPSTC

RECOGNITION OF VISITORS: Chairman Burt welcomed Mr. Sourbier to the meeting.

PUBLIC COMMENT: None

Recess to Executive Session for Personnel – 7:02 pm

Reconvene from Executive Session for Personnel – 7:25 pm

APPROVAL OF THE JUNE 24, 2021 AGENDA:

Mr. Yates made a recommendation on behalf of the Personnel Committee to remove Item #7 (Superintendent of Record) from the June 24, 2021 Agenda for further discussion with the Administration. On a Suders/Strite motion/second, the revised 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. Wengert – YES	Ms. Brooks – YES
Mr. McGee – YES	Chairman Burt – YES

APPROVAL OF THE MAY 27, 2021 MINUTES:

On a Wengert/Fridgen 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 – abstain	Mr. Yates – YES
Ms. Scritchfield – YES	Ms. Fridgen – YES
Ms. Strite – YES	Chairman Burt – YES

FINANCIAL REPORTS:

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

General Fund	Beginning Balance 5/1/2021	\$	2,089,701.85
	Receipts May 2021	\$	651,241.53
	Expenditures May 2021	\$	(602,089.76)
	Ending Balance 5/31/2021	\$	2,138,853.62
GAC Fund	Beginning Balance 5/1/2021	\$	10,566.17
	Receipts May 2021	\$	0.00
	Expenditures May 2021	\$	0.00
	Ending Balance 5/31/2021	\$	10,566.17
LPN Program	Beginning Balance 5/1/2021	\$	528,602.62
	Receipts May 2021	\$	86,889.61
	Expenditures May 2021	\$	(200,823.06)
	Ending Balance 5/31/2021	\$	414,669.17

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

CORRESPONDENCE: None

SUPERINTENDENT OF RECORD REPORT: Mr. Benedick reported that the June Superintendent meeting was not held due to scheduling conflicts. He reported on a few items that all the districts are currently working through, which includes the Health and Safety Plan that is due to PDE by July 30, 2021. Act 13 will be effective for the 2021-22 school year and is the new teacher evaluation process. The threat assessment team at each district will now need to include staff across all functions of the district and not only a few key administrators/stakeholders. Alternative Education Disruptive Youth program audits are taking place across the state as the regulations are becoming more cumbersome on the districts who have this program.

ADMINISTRATIVE REPORTS:

Jim Duffey:

- Introduced Jim Sourbier to present on the DUI training that is scheduled to be held in October 2021 at the Franklin County Public Safety Training Center. The PA DUI Association is holding a training for patrol officers to identify the signs to detect a blood alcohol content (“BAC”) of 0.08 while on the job. The volunteers are regulated until they reach a BAC of 0.05 to then have them be in a training scenario for the patrol officers to work with. The trainers know how to provide each volunteer enough alcohol based on age, weight, and gender to control the training. The volunteers are solicited throughout the community. There was a brief discussion between the JOC and Mr. Sourbier on the logistics of the training as well as getting details clarified on the legality of the training on the school premise. After all questions were answered by Mr. Sourbier and Mr. Repak, on a Norcross/Strite motion/second, the DUI training was approved to be held at the Franklin County Public Safety Training Center in October 2021 on the following roll call vote:

Ms. Scritchfield – YES	Ms. Strite – 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

- Reviewed the GEER II grant and related budgeted expenditures with the JOC that has been approved by PDE. These expenditures will need to be procured by June 30, 2022.
- Provided a listing of the JOC meeting dates for the 2021-22 school year.

Jan Collier:

- Thanked the individuals who have been involved with her career at the FCCTC-PNP.
- The PNP is looking to schedule another dedication of the new building in the fall for those who were unable to be at the ribbon cutting ceremony.
- The grand opening of the new PNP building was a success on June 7, 2021.

Justin Sholes:

- Reviewed the Graduating Senior Placement Survey Totals with the JOC.

Terry Miller:

- Reported that our new, redesigned website is active and asked for any feedback from the JOC.

NEW BUSINESS:

Personnel:

1. Employment

Approval is sought for the following:

- A. Early Childhood Education Instructor – Request to advertise for the position.
- B. Cosmetology Instructor – Request to hire Casey Lehman, 600 Apple Way, St. Thomas, PA 17272, as Cosmetology Instructor to start August 16, 2021 at Step 6A of the teacher’s contract.

On a Yates/Wengert motion/second, Chairman Burt asked if there were any questions or comments. Mr. Norcross stated that Mary Finucane would be a great asset to help get the Early Childhood Education program started at the FCCTC as she is currently instructing a similar course at CASHS. Mr. Duffey noted that Mrs. Finucane was involved in the first OAC meeting.

There being no further discussion, the employment items noted above were 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
Ms. Brooks – YES	Chairman Burt – YES

2. Substitute Teacher Rates

Approval is sought to increase the day-to-day substitute teacher rate from \$100/day to \$120/day starting with the 2021-22 school year.

On a Wengert/Brooks motion second, the substitute teacher rate 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. McGee – YES
Mr. Norcross – YES	Chairman Burt – YES

3. Administrative Salary Increases

Approval is sought for administrative salary increases as per respective contracts for satisfactory performance.

Assistant to the Director	3.9%
Principal	4.1%

On a Fridgen/Suders motion/second, the administrative salary increases were 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. Norcross – YES
Mr. Yates – YES	Chairman Burt – YES

4. Business Manager Contract

Approval is sought to enter into an employment agreement as proposed with Neil Rotz, Business Manager, for the period July 1, 2021 through June 30, 2026.

On a Norcross/McGee motion/second, the Business Manager Contract was approved on the following roll call vote:

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

5. Administrative Director Contract

Approval is sought to extend the employment agreement of Jim Duffey, Administrative Director,

for a one-year period through June 30, 2022.

On a Norcross/Suders motion/second, the Administrative Director Contract was approved on the following roll call vote:

Ms. Scritchfield – YES	Ms. Strite – 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. Part-time Adult Education/Administrative Mentoring Agreement

Approval is sought to enter into an agreement as proposed with Jim Duffey to oversee the Adult Education and Pre-Apprenticeship Programs and provide Administrative consultation on a part-time (NTE 25 hours/week, 108 Days) and on-call basis for the period July 1, 2022 through June 30, 2024.

On a Norcross/Suders motion/second, the Part-time Adult Education/Administrative Mentoring Agreement was approved on the following roll call vote:

Ms. Strite – 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

Financial:

7. (Original Item #8) Support Staff Insurance and Co-Premium

Approval is sought for implementation of the 2021-2022 school year support staff insurance package. FCCTC shall provide individual, two-party or family medical insurance coverage with all participants paying 1.63% of the total premium cost, which is 2% below the teacher's co-premium percentage that is calculated each fiscal year (per the CBA).

On a Suders/Wengert motion/second, Chairman Burt asked if there were any questions or comments. Ms. Fridgen asked a clarifying question on the co-premium percentage for the teachers. Mr. Rotz explained the calculation that is based upon the sending district's co-premium percentages. There being no further discussion, the support staff insurance and co-premium were 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	Ms. Brooks – YES
Ms. Fridgen – YES	Chairman Burt – YES

8. (Original Item #9) Donations

Approval is sought for the following donations:

Capital Campaign	PNP	Building Fund (1/1/21 – 6/24/21)	\$27,410
Keystone Ford	Auto Tech	21-22 Program Sponsorship	\$700

On a Yates/Suders motion/second, the donations were 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. Norcross – YES	Chairman Burt – YES

9. (Original Item #10) Bids

Approval is requested to accept the low bid of \$48,075 from American Welding & Gas, Inc. for 20 each Air Filtration System/Stationary Welding Fume Extractors for the Pre-Apprenticeship Program. Funding would be provided through the GEER II Grant (COVID Relief funding).

American Welding & Gas, Inc.	\$48,075
Fume Dog	\$65,635

On a McGee/Suders motion/second, the low bid from American Welding & Gas, Inc. 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
Ms. Brooks – YES	Chairman Burt – YES

Curriculum:

10. (Original Item #11) Health and Safety Plan Amendment

As the county has reached the Low Level of Community Transmission for COVID-19, Franklin County schools may transition into a full in-person model of instruction. Guidance provided by PDE requires that schools desiring to return to a full in-person model of instruction must complete a Safe Return to In-Person Instruction and Continuity of Services Plan (Health and Safety Plan) which is to be approved by their governing body and posted on their website by July 30, 2021.

Approval is sought to accept the FCCTC plan to return to full-time instruction, with the wearing of masks optional, starting on August 16, 2021 as long as Franklin County remains at a Low Level of Transmission. Should transmission levels increase in Franklin County to the Moderate Level, the school will consider returning to a hybrid model with masking required.

On a Suders/Fridgen motion/second, Chairman Burt asked if there were any questions or comments. Mr. Repak explained the CDC guidance and how it will apply to our school moving forward. Ms. Brooks asked that each person in the school respect their choice in masking. There being no further discussion, the Health and Safety Plan Amendment 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. McGee – YES
Mr. Norcross – YES	Chairman Burt – YES

11. (Original Item #12) 2020-21 Spring Occupational Advisory Committee Minutes

Acceptance is required by the JOC for the Spring OAC Minutes as written for the 2020-21 school year. OAC Minutes can be found on our website at <http://www2.franklinctc.com/7-2/about/committees/occupational-advisory-committee/>.

On a Suders/Yates motion/second, the 2020-21 Spring Occupational Advisory Committee minutes were 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. Norcross – YES
Mr. Yates – YES	Chairman Burt – YES

Solicitor's Report: Mr. Repak reviewed Senate Bill 644 that provides a parent the right to have their child repeat a grade for any reason. The parent needs to notify the school before July 15, 2021.

Addenda: Ms. Brooks reported that she spoke to Mr. Piper and wanted to share that he is at home resting and recovering after his heart attack. He is looking forward to returning to our next meeting and appreciated the correspondence from others at the school and JOC.

Adjournment: There being no further business to discuss, the meeting adjourned at 8:35 p.m.

Respectfully submitted,

Neil D. Rotz
Recording Secretary