

FRANKLIN COUNTY CAREER AND TECHNOLOGY CENTER
JOINT OPERATING COMMITTEE
August 26, 2021 Meeting Minutes

The monthly meeting of the Franklin County Career and Technology Center's Joint Operating Committee was held on Thursday evening, August 26, 2021 in the Large Group Instruction 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:	Ed Norcross	Chambersburg
	Von McGee	Fannett-Metal
	Pat Fridgen	Greencastle
	Shannon Yates	Greencastle
	Dwayne Burt	Shippensburg
	Charlie Suders	Shippensburg
	Allen Piper	Tuscarora
	Patricia Strite	Waynesboro

MEMBERS ABSENT:	Sally Brooks	Chambersburg
	Kris Scritchfield	Chambersburg
	Curtis Wengert	Waynesboro

ALSO PRESENT:	Rodney Benedick	Superintendent of Record
	Jim Duffey	Admin. Director
	Terry Miller	Assistant Director
	Justin Sholes	Principal
	Neil Rotz	Business Manager
	Kathleen Rundquist	PNP Administrator

RECOGNITION OF VISITORS: None

PUBLIC COMMENT: None

APPROVAL OF THE AUGUST 26, 2021 AGENDA:

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

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

APPROVAL OF THE JUNE 24, 2021 MINUTES:

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

Mr. McGee – YES	Mr. Suders – YES
Mr. Norcross – YES	Mr. Yates – YES
Ms. Fridgen – YES	Ms. Strite – YES
Mr. Piper – abstain	Chairman Burt – YES

FINANCIAL REPORTS:

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

General Fund	Beginning Balance 6/1/2021	\$	2,138,853.62
	Receipts June 2021	\$	1,008,151.56
	Expenditures June 2021	\$	(1,127,467.97)
	Ending Balance 6/30/2021	\$	2,019,537.23
	Beginning Balance 7/1/2021	\$	2,019,537.23
	Receipts July 2021	\$	581,290.20
	Expenditures July 2021	\$	(520,091.96)
	Ending Balance 7/31/2021	\$	2,080,735.47
GAC Fund	Beginning Balance 6/1/2021	\$	10,566.17
	Receipts June 2021	\$	700.00
	Expenditures June 2021	\$	0.00
	Ending Balance 6/30/2021	\$	11,266.17
	Beginning Balance 7/1/2021	\$	11,266.17
	Receipts July 2021	\$	0.00
	Expenditures July 2021	\$	0.00
	Ending Balance 7/31/2021	\$	11,266.17
LPN Program	Beginning Balance 6/1/2021	\$	414,669.17
	Receipts June 2021	\$	340,002.77
	Expenditures June 2021	\$	(186,457.19)
	Ending Balance 6/30/2021	\$	568,214.75
	Beginning Balance 7/1/2021	\$	568,214.75
	Receipts July 2021	\$	156,372.35
	Expenditures July 2021	\$	(47,720.73)
	Ending Balance 7/31/2021	\$	676,866.37

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

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

CORRESPONDENCE: Mr. Duffey shared a letter from Representative John Joyce honoring Jan Collier on her retirement and career achievements.

SUPERINTENDENT OF RECORD REPORT: Mr. Benedick reported on the August 12, 2021 superintendent meeting. There was discussion around the Critical Race Theory that has become a hot topic in the community. The superintendents reviewed their back-to-school plans, which included mask mandates in the buildings and on buses and how to report/track positive COVID cases. The districts are back in session and in person to start the 2021-22 school year. Mr. Duffey presented a proposed revision to the FCCTC support staff salary and wage scales based upon weighted averages of the sending districts support staff.

ADMINISTRATIVE REPORTS:

Kathleen Rundquist:

- Kathleen has been approved as the Nurse Administrator by the PA State Board of Nursing contingent upon Jan Collier's mentorship for one year.
- Kathleen has also been approved as the Nurse Administrator by Accreditation Commission of Education in Nursing (ACEN).
- Provided an update on capital campaign – currently at 88.25% of \$500,000 goal.
- Dedication of the PNP building is being planned for this fall – most likely November.
- Provided an enrollment update for the two current classes and the class beginning on September 7th.

Terry Miller:

- Reported that we have had a good start to the school year as the kids are excited to be back at the school and are focused on their schoolwork. Most of the Chambersburg students came to school on Thursday (8/19/21) and Friday (8/20/21) even though it was optional as CASD did not provide transportation.

Justin Sholes:

- Reported that there are late adds/drops being processed by the counseling office to start the school year.
- COVID exposure tracking is in place again like last school year. There is a potential COVID positive case in Allied Health.

Jim Duffey:

- Provided an update on the LGI/Board Room and detailed the progress of the room over the summer months. Jeff Daughenbaugh and Eric Wagaman helped with the renovation.
- FCCTC has been awarded approximately \$660,000 through the ARP ESSER grant to spend over the next three years (by June 30, 2024). There needs to be a tie-in to COVID mitigation.
- Presented the Fall 2021 Adult Education course listing with the number of students currently enrolled in each class.

Recess to Executive Session for Personnel – 7:36 pm

Reconvene from Executive Session for Personnel – 8:13 pm

NEW BUSINESS:

Personnel:

1. Resignations

Approval is sought to accept the following resignations:

- A. Michelle Doyle, Medical Assisting Instructor Effective Aug.18, 2021
- B. Janelle Wagaman, PT Custodian, PNP Effective July 31, 2021

On a Yates/Strite motion/second, the request to accept the resignations 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	Ms. Strite – YES
Mr. Piper – YES	Chairman Burt – YES

2. Advertise and Interview

Retroactive approval is sought to advertise and interview for a Medical Assisting Instructor and Full-time Custodian for the 2021-22 school year.

On a Yates/Suders motion/second, advertising and interviewing for a Medical Assistant Instructor and full-time Custodian was approved as presented on the following roll call vote:

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

3. Request to Hire

Approval is sought to hire the following individuals for the 2021-22 school year pending receipt of all relevant clearances.

A. Medical Assisting Instructor	Janae Parkolay 265 Ridgeview Drive Berkeley Springs, WV 25411	Step 5A Start Date; Sept 13th
B. PT Maintenance Worker	Kendrick Dawson Coop Student -BCT	\$8/Hour NTE 20 Hours/Week Start Date: Aug 30 th

On a Suders/Fridgen motion/second, the request to hire Janae Parkolay and Kendrick Dawson was approved as presented on the following roll call vote:

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

4. Mentor Stipend

Approval to compensate Marla Moore, Allied Health Instructor, \$500 to serve as mentor to Janae Parkolay.

On a Piper/Fridgen motion/second, the mentor stipend for Marla Moore was approved as presented on the following roll call vote:

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

5. Support Staff Salary Scale

Approval is sought to adjust the support staff salary scales for custodial workers by \$1/hour, 200-day employees by \$500 and 238-day employees by \$1,000.

Mr. Suders made a motion to amend the support staff salary scale for custodial workers by \$2/hour. Mr. Norcross seconded the motion. Chairman Burt asked if there were any questions or comments. Ms. Fridgen stated that she didn't feel it was necessary to adjust the custodial workers by an additional \$1/hour as there has been sufficient staffing. Mr. Duffey added that he

felt it would be necessary for future employment interest and retention of future employees. There being no further discussion, the adjustments to the support staff salary scale as amended were approved as presented on the following roll call vote:

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

6. Substitute Teacher List

Approval is sought for the Substitute Teacher List for the 2021-2022 school year and to add subsequent substitute teachers during the school year to the active list based on the Assistant to the Director's recommendation.

On a Yates/McGee motion/second, the Substitute Teacher List was approved as presented on the following roll call vote:

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

7. School Physician

Recommend contracting with Dr. Stephen Flack, Summit Primary Care Suite 203, 12 St. Paul Drive, Chambersburg, PA to serve as the FCCTC School Physician at a rate of \$500 for the 2021-22 school year.

On a Strite/Fridgen motion/second, Dr. Stephen Flack was approved as the school physician on the following roll call vote:

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

8. Adult Education Pay Rates

Approval is sought to accept the adult education pay rates for the 2021-22 school year.

On a Suders/Strite motion/second, the Adult Education Pay Rates were approved as presented on the following roll call vote:

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

9. Organizational Chart

Approval is requested to accept the FCCTC Organizational Chart for the 2021-22 school year.

On a Suders/Fridgen motion/second, the Organizational Chart was approved as presented on the following roll call vote:

Mr. Norcross – YES	Mr. McGee – YES
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Ms. Fridgen – YES
Mr. Suders – YES
Mr. Piper – YES

Mr. Yates – YES
Ms. Strite – YES
Chairman Burt – YES

Financial:

10. Non-Resident Tuition Rate

Approval is sought to set the overall Non-Resident Tuition Rate for the 2021-2022 school year at \$7,859/student. (Total Budget {\$7,267,018} ÷ 3 Year Avg. ADM {924.70}).

On a Yates/Suders motion/second, the Non-Resident Tuition Rate was approved as presented on the following roll call vote:

Mr. Yates – YES
Ms. Fridgen – YES
Mr. Piper – YES
Mr. Norcross – YES

Mr. Suders – YES
Ms. Strite – YES
Mr. McGee – YES
Chairman Burt – YES

11. National School Lunch Program Sponsorship – Chambersburg Area School District

Approval sought to permit the Chambersburg Area School District to act as sponsoring agency for the FCCTC school lunch program for reimbursement under the National School Breakfast Lunch programs for the 2021-22 school year.

On a Suders/McGee motion/second, the National School Lunch Program Sponsorship with Chambersburg Area School District was approved as presented on the following roll call vote:

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

Mr. McGee – YES
Ms. Strite – YES
Mr. Norcross – YES
Chairman Burt – YES

Curriculum:

12. Health and Safety Plan

Approval is sought to update the Health and Safety Plan of the Franklin County Career and Technology Center to include additional information on masking and contact tracing.

On a Suders/Fridgen motion/second, Chairman Burt asked if there were any questions or comments. Ms. Strite commented that we are treating students differently based on the vaccination status. Mr. Duffey responded with Mr. Repak's email on his opinion on the ability of the school to quarantine students and staff. Mr. Norcross commented that he views the vaccination as an incentive. There being no further discussion, the Health and Safety Plan was approved as presented on the following roll call vote:

Ms. Strite – NO
Mr. Piper – NO
Mr. Norcross – YES
Mr. Suders – YES

Ms. Fridgen – NO
Mr. McGee – YES
Mr. Yates – YES
Chairman Burt – YES

13. Faculty and Student Handbooks

Recommend approval of the Faculty and Student Handbooks for the 2021-2022 School Year. Documents can be reviewed at the following links:

Faculty Handbook  [1\) Faculty Handbook 2021-22.docx](#)

On a Suders/Yates motion/second, the Faculty and Student Handbooks were approved as presented on the following roll call vote:

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

14. Memorandum of Understanding – 2021-2022 School Year

Approval is sought for the Memorandum of Understanding between Career and Technical Centers and Participating School Districts and the Bureau of Career and Technical Education for participation in the Technical Assistance (TAP) Program.

On a McGee/Piper motion/second, the Memorandum of Understanding for the 2021-2022 school year was approved as presented on the following roll call vote:

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

15. Affiliation Agreements for Clinical Experiences

Approval is sought to renew the affiliation agreements for the following long-term care facilities for adult and secondary student clinical experiences for Nurse Assisting training.

Menno Haven Chambers Pointe Laurel Lakes Rehabilitation & Wellness Center
Menno Haven Brookview Healthcare Center

On a Suders/Fridgen motion/second, the affiliation agreements for clinical experiences were approved as presented on the following roll call vote:

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

Solicitor's Report: None

Addenda: None

Adjournment: There being no further business to discuss, the meeting adjourned at 8:39 p.m.

Respectfully submitted,

Neil D. Rotz
Recording Secretary

aw: 9/9/21