

FRANKLIN COUNTY CAREER AND TECHNOLOGY CENTER  
JOINT OPERATING COMMITTEE  
October 28, 2021 Meeting Minutes

The monthly meeting of the Franklin County Career and Technology Center's Joint Operating Committee was held on Thursday evening, October 28, 2021 in the Large Group Instruction room with Vice-Chairman Piper 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
	Walter Hoffmann	Fannett-Metal – alternate
	Pat Fridgen	Greencastle
	Shannon Yates	Greencastle
	Charlie Suders	Shippensburg
	Allen Piper	Tuscarora
	Patricia Strite	Waynesboro
	Curtis Wengert	Waynesboro

MEMBERS ABSENT:	Von McGee	Fannett-Metal
	Dwayne Burt	Shippensburg

ALSO PRESENT:	Jim Duffey	Admin. Director
	Terry Miller	Assistant Director
	Neil Rotz	Business Manager
	Kathleen Rundquist	PNP Administrator
	Brianna Giles	Allied Health Student
	Trinity Calder	Allied Health Student
	Johanna Knepper	Allied Health Student
	Charles & Amy Giles	Parents
	Michael & Katina Knepper	Parents
	Jaime McGuire	Allied Health Student
	Chad Rosenberry	GAC Member
	Emma Lowans	Allied Health Student
	Brittney Bautista	Allied Health Student
	Marla Moore	Allied Health Instructor
	Chelsea Miller	Dental Assisting Instructor
	Sharla Dunlap	Allied Health Instructor
	Daniel Perna	James Daniel & Associates, LLC
	Don Hilbinger	SASD

**RECOGNITION OF VISITORS:** Mr. Duffey welcomed all visitors to the meeting including the Health Care Academy students and instructors, parents, Mr. Rosenberry, Mr. Hilbinger and Dr. Dan Perna.

**PUBLIC COMMENT:** None

**APPROVAL OF THE OCTOBER 28, 2021 AGENDA:**

On a Yates/Strite motion/second and carried unanimously on a voice vote, the agenda was approved as presented.

**APPROVAL OF THE SEPTEMBER 23, 2021 MINUTES:**

On a Norcross/Brooks motion/second and carried on a voice vote, the minutes were approved as

presented. Mr. Wengert abstained.

**FINANCIAL REPORTS:**

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

General Fund	Beginning Balance 9/1/2021	\$	2,089,884.04
	Receipts September 2021	\$	933,382.17
	Expenditures September 2021	\$	(909,733.24)
	Ending Balance 9/30/2021	\$	2,113,532.97
GAC Fund	Beginning Balance 9/1/2021	\$	11,266.17
	Receipts September 2021	\$	0.00
	Expenditures September 2021	\$	0.00
	Ending Balance 9/30/2021	\$	11,266.17
LPN Program	Beginning Balance 9/1/2021	\$	667,007.88
	Receipts September 2021	\$	45,169.70
	Expenditures September 2021	\$	(194,964.21)
	Ending Balance 9/30/2021	\$	517,213.37

On a Wengert/Fridgen motion/second and carried unanimously on a voice vote, the financial reports were approved as presented.

**CORRESPONDENCE:** Mr. Duffey reviewed the GAC minutes from the September 20, 2021 meeting.

**SUPERINTENDENT OF RECORD REPORT:** Mr. Duffey shared Mr. Benedick’s report from the October 14<sup>th</sup> Superintendent’s meeting. There were discussions surrounding Early Childhood Education as there is a growing need for daycares and preschools in the county. The lack of day-to-day substitutes was reviewed again as there have been multiple unfilled positions at each district depending on the day. Discussions began on the 2022-23 school calendar and there was a consensus to start a week later in August compared to this year.

**ADMINISTRATIVE REPORTS:**

**Kathleen Rundquist:**

- Student lounge furniture has been purchased.
- Donor signs are getting updated throughout the PNP building.

**Terry Miller:**

- Reported on the professional development for the instructors this school year. Introduced Dr. Dan Perna, who is working with the staff on their professional development.
- Dr. Perna reported on the steps he is taking to keep the teachers moving forward on their personal mission statement for this school year. The teachers are genuinely concerned about the future of their students and their career paths after they leave FCCTC.

**Jim Duffey:**

- Recognized the Health Care Academy students and their teachers for their dedication to the health care employers in the community during the COVID-19 pandemic.
- Reviewed the ARP ESSER Grant and what items have been submitted to PDE for approval. There was a brief discussion on some of the items in the grant application, specifically the instructional aide and the potential on-going cost beyond the term of the grant.

## NEW BUSINESS:

### Personnel:

#### 1. Resignations

Approval is sought to accept the following resignations:

<u>Name</u>	<u>Effective</u>	<u>Reason</u>
Elisa Ramsey, Welding Instructor	10/15/21	Disability Retirement
Lilia Wallace, Custodian	12/21/21	Retirement

On a Suders/Hoffmann motion/second and carried unanimously on a voice vote, the resignations were approved as presented.

#### 2. Advertise and Interview

Retroactive approval is sought to advertise and interview for a Welding Instructor.

On a Norcross/Yates motion/second and carried unanimously on a voice vote, the request to retroactively advertise and interview for a Welding Instructor was approved as presented.

#### 3. Employment

Approval to hire Caitlin O'Donnell, 60 Coldspring Road, Fayetteville, PA at Step 3A upon receipt of all required clearances for the Welding Instructor. Anticipated start date would be November 15, 2021.

On a Yates/Scratchfield motion/second, Vice-Chairman Piper asked if there were any questions or comments. Mr. Yates provided positive feedback on Caitlin based on discussions he had with her previous employer. Ms. Fridgen commented on replacing our outgoing female welding instructor with another female. Mr. Duffey responded that Caitlin was a student in Ms. Ramsey's program and a big influence for her to go into welding was having a female instructor. There being no further discussion, Caitlin O'Donnell was approved on a unanimous voice vote.

#### 4. Mentor Stipend

Approval to compensate Todd Swan, Carpentry Instructor, \$500 to serve as mentor for Caitlin O'Donnell.

On a Yates/Suders motion/second and carried unanimously on a voice vote, the mentor stipend for Todd Swan was approved as presented.

### Financial:

#### 5. Sealed Bid for Excess Material

Approval is sought to accept bids on the following unused/excess material:

Scotchman Metal Worker	Welding
M11 Midmark Automatic Autoclave	Veterinary Assisting
3D Systems 460 Printer	Pre-Engineering
Hospital Type Table Stretcher	Allied Health
Cleveland Electric Skillet	Culinary Arts
Food Prep Unit	Culinary Arts
18" Sectional Range	Culinary Arts
Norlake Combination Heating/Proofing Cabinet	Culinary Arts

On a Strite/Hoffmann motion/second and carried unanimously on a voice vote, accepting sealed bids for excess material was approved as presented.

## 6. EITC Donation

F&M Trust Co. has designated that the FCCTC receive up to \$10,000 during the 2021-22 school year through the Commonwealth Charitable Management to reimburse students for expenses incurred for participation in career and technical programs. Approval is sought to accept this donation.

On a Brooks/Fridgen motion/second and carried unanimously on a voice vote, the EITC Donation was approved as presented.

## Curriculum:

### 7. Fall Occupational Advisory Committee Minutes

Acceptance is required by the JOC for the Fall OAC Minutes as written for the 2021-22 school year. OAC Minutes can be found on our website at <https://www.franklinctc.com/about/committees/> under Occupational Advisory Committee.

On a Scritchfield/Wengert motion/second and carried unanimously on a voice vote, the Fall Occupational Advisory Committee Minutes were approved as presented.

**Solicitor's Report:** None

**Addenda:** Mr. Piper reported on a discussion he had with a member of the community on the Franklin County CTC. The individual stated how much they loved FCCTC and how the school has helped them in their career after graduating. Mr. Piper commended the administration, teachers and staff for a job well done and to keep up the good work.

**Adjournment:** There being no further business to discuss, the meeting adjourned at 7:50 p.m.

Respectfully submitted,

Neil D. Rotz  
Recording Secretary

aw: 11/10/21