

FRANKLIN COUNTY CAREER AND TECHNOLOGY CENTER
JOINT OPERATING COMMITTEE
January 27, 2022 Meeting Minutes

The monthly meeting of the Franklin County Career and Technology Center's Joint Operating Committee was held on Thursday evening, January 27, 2022 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:	Faye Gaugler	Chambersburg
	Ed Norcross	Chambersburg
	Joan Smith	Chambersburg
	Walter Hoffmann	Fannett-Metal
	Rich Davis	Greencastle
	Shannon Yates	Greencastle
	Don Hilbinger	Shippensburg – alternate
	Charlie Suders	Shippensburg
	Allen Piper	Tuscarora
	Rachel Fortney	Waynesboro – late arrival 7:49pm
	Patricia Strite	Waynesboro – late arrival 7:49pm

MEMBERS ABSENT:	Dwayne Burt	Shippensburg
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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
	Craig Witmer	SEK
	Kristin Delauter	SEK
	Bryan Hawbecker	FCCTC Instructor
	Brandon Boyer	Tuscarora SD

RECOGNITION OF VISITORS: Mr. Duffey welcomed Mr. Hawbecker (FCCTC Instructor) and Mr. Witmer and Ms. Delauter with Smith Elliott Kearns & Co.

PUBLIC COMMENT: None

APPROVAL OF THE JANUARY 27, 2022 AGENDA:

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

APPROVAL OF THE DECEMBER 15, 2021 MINUTES:

On a Yates/Hoffmann motion/second and carried unanimously on a voice vote, the minutes were approved as presented. Mr. Norcross and Ms. Smith abstained.

FINANCIAL REPORTS:

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

General Fund	Beginning Balance 12/1/2021	\$	2,149,588.77
	Receipts December 2021	\$	828,450.05
	Expenditures December 2021	\$	(1,063,702.56)
	Ending Balance 12/31/2021	\$	1,914,336.26
GAC	Beginning Balance 12/1/2021	\$	11,266.17
	Receipts December 2021	\$	2,800.00
	Expenditures December 2021	\$	0.00
	Ending Balance 12/31/2021	\$	14,066.17
LPN Program	Beginning Balance 12/1/2021	\$	679,478.39
	Receipts December 2021	\$	31,951.14
	Expenditures December 2021	\$	(33,994.73)
	Ending Balance 12/31/2021	\$	677,434.80

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

CORRESPONDENCE: Mr. Duffey reviewed the December 20, 2021 GAC meeting minutes along with the Comprehensive Plan revisions that need to be submitted to PDE by March 9, 2022.

SUPERINTENDENT OF RECORD REPORT: Mr. Benedick reported on the January 13, 2022 Superintendent meeting. There was discussion around shared services and grant writing to see if any services could be coordinated across the school districts in Franklin County. The Superintendents reviewed their current Health and Safety Plans, especially after the mask mandate was dropped in December. The contract with ESS for substitute placement was discussed along with the 2022-23 FCCTC school calendar.

ADMINISTRATIVE REPORTS:

Jim Duffey:

- Introduced Craig Witmer and Kristin Delauter from SEK to present the June 30, 2021 Financial Statements and Single Audit Report. The audit for the 2020-21 fiscal year was successful as there is an unmodified audit opinion on the financial statements with one finding in the Single Audit Report.
- Reviewed the weather emergency scenarios for delays and closings at FCCTC.
- Provided the 2022 JOC committee assignments to the members.

Kathleen Rundquist:

- Provided a capital campaign update and noted that there are a few more contributions to be received.
- Reported that the PNP will be presenting a poster abstract at the upcoming Nurse Tim conference.

Justin Sholes:

- Provided an update on the quarantining COVID cases from 10 days to 5 days at FCCTC that is reflected in the Health and Safety Plan to be approved later in the meeting. There was a lengthy discussion that ensued on quarantining at the other districts and how to handle close contacts for students who are healthy and showing no symptoms.

Terry Miller:

- Reviewed recruitment and student application data for the 2022-23 school year with the goal being appropriate placement for each student. Discussion ensued on the application numbers and if they justify expanding programming in the future.

NEW BUSINESS:

Financial:

1. Single Audit Report

Approval is sought for the Single Audit Report for year ending June 30, 2021.

On a Yates/Smith motion/second and carried unanimously on a voice vote, the Single Audit Report was approved as presented.

2. Donations

Approval is sought to accept the following program sponsorships through the General Advisory Committee Marketing Fund.

Truck Mounts	Ag Mechanics Program	\$700
Forrester's Lincoln Mercury	Auto Technology and Auto Collision & Repair Program	\$1,400

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

3. Grant Funding

Approval has been received for funding under the 2021 Perkins, GEER II, Competitive Equipment and Supplemental Equipment Grants which need to be added to the 2021-22 General Operating Budget. Authorization is sought to accept the following funding:

<u>Amount</u>	
Current 21-22 Budget	\$7,267,018
Carl D. Perkins Grant	\$356,339
GEER II	\$291,363
Competitive Equipment Grant	\$10,500
<u>Supplemental Equipment Grant</u>	<u>\$81,350</u>
Revised 21-22 Budget	\$8,006,570

On a Hoffmann/Norcross motion/second and carried unanimously on a voice vote, the grant funding was approved as presented.

4. Approval of Low Bid

Approval is sought to accept the low bid for the following items to be purchased through the Supplemental Equipment Grant.

Airgas	\$54,068.28	350 CC/CV 208-575 Volt Digital Welders	7 Each
Kempler Industries	\$24,500.00	Metal Cutting Shear Machine	1 Each

On a Smith/Hoffmann motion/second and carried unanimously on a voice vote, the low bid for the items noted above was approved as presented.

Recess to Executive Session for Personnel – 8:29 pm

Reconvene from Executive Session for Personnel – 8:59 pm

Personnel:

5. Resignation

Approval is sought to accept the following resignations.

Cindy Crider	Custodian	Effective 1/12/22
Janae Parkolay	Medical Asst Instructor	Effective 1/31/22
Reed Byers	Maintenance Assistant	Effective 2/2/22

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

6. Employment

Approval to hire the following pending receipt of all clearances.

Krista Heinbaugh	Custodian	\$12/Hour	Effective 1/24/22
Marsha Egolf	Medical Asst Instructor	Step 5A (\$55,498 pro-rated)	Effective 2/14/22

On a Norcross/Hoffmann motion/second and carried unanimously on a voice vote, the hiring requests noted above were approved as presented.

7. Mentor Stipend

Approval to compensate Lisa Cook, Vet Assisting Instructor, \$250 to serve as mentor for Marsha Egolf.

On a Hoffmann/Norcross motion/second and carried unanimously on a voice vote, the mentor stipend for Lisa Cook was approved as presented.

8. Advertise & Interview

Approval is sought to advertise and interview for the following positions:

Administrative Director	to start no later than July 1, 2022.
Maintenance Assistant	to start ASAP

On a Smith/Hoffmann motion/second and carried unanimously on a voice vote, the request to advertise and interview the positions noted above was approved as presented.

9. Adult Education Pay Rates

Approval is sought to adjust adult education pay rates starting with the Spring Semester of the 2021/22 school year based on the number of students enrolled in the classes.

On a Suders/Davis motion/second and carried unanimously on a voice vote, the adult education pay rates were approved as presented.

Curriculum:

10. 2022-23 School Calendar

Approval is sought to accept the proposed 2022-23 Franklin County CTC School Calendar.

On a Hoffmann/Suders motion/second, Mr. Piper asked if there were any questions or comments. Mr. Yates asked about how close the county school districts are to the FCCTC calendar along with transportation to FCCTC on the days where there are differences. Mr. Duffey replied that we are as close as we have been since he has been Director and that the districts are providing transportation to FCCTC on the days that their students are not in

session. There being no further discussion, the motion to approve the 2022-23 school calendar carried unanimously on a voice vote.

11. Health and Safety Plan

Approval is sought to update the FCCTC Health and Safety Plan to reflect changes in masking, air purification and quarantining.

On a Suders/Hoffmann motion/second, Mr. Piper asked if there were any questions or comments. Mr. Davis questioned what prompted the additional language in section g. of the Health and Safety Plan where it will state that vaccination opportunities “will continue to be encouraged for our student population.” Mr. Davis feels that, as an educational institution, we should be leaving that decision up to the parents and health care provider. Mr. Duffey agreed that the word ‘encouraged’ might not be appropriate as the school is not actively promoting the vaccine to the student population. Mr. Sholes added that the vaccination status of a student does impact the quarantine requirements that the school is following even though it is a personal choice. After a lengthy discussion on the wording of section g., there was a Davis/Smith motion/second to amend section g. that carried on the following roll call vote:

Mr. Suders – NO	Ms. Gaugler – YES
Ms. Fortney – YES	Mr. Hoffmann – NO
Ms. Smith – YES	Mr. Davis – YES
Ms. Strite – YES	Mr. Hilbinger – NO
Mr. Norcross – NO	Mr. Yates – YES
Vice-Chairman Piper – YES	

On a Yates/Davis motion/second and carried unanimously on a voice vote, the amended Health and Safety Plan was approved with the language in section g. to read “Vaccination opportunities were provided to staff in March/April 2021 through the IU12. Vaccination opportunities have been available to H.S. students since September 2021.”

Solicitor’s Report: None

Addenda: Mr. Hoffmann asked about the status of the CDL testing application with PennDOT. Mr. Duffey reported that we are waiting on approval from the state, but we have a meeting with a local bus contractor to see about them using our location to hold CDL tests.

Adjournment: There being no further business to discuss, the meeting adjourned at 9:15 p.m.

Respectfully submitted,

Neil D. Rotz
Recording Secretary

aw: 2/11/2022