MINUTES
LANCASTER COUNTY CAREER & TECHNOLOGY CENTER
MOUNT JOY CAMPUS
THURSDAY, FEBRUARY 26, 2015

Attendees:

Dr. Zimmerman
Mr. Kreiser
Mr. Smucker
Ms. Readman
Mr. Cronin
Ms. Miller
Mr. Sauders
Mr. Byrnes
Mr. Geesey
Mr. Straub
Mr. Miller
Mr. Rohrer
Mr. Risk
Mr. Eppig

Absent:

Mr. Melleby
Ms. Garner

Also Present:

Dr. Gerald Huesken, Superintendent of Record, David Warren, Executive Director, Keith Stoltzfas, Business Manager, Alison Ault, Joseph Fullerton, Ronald Wilson, Margaret Roth, James Catino, Jason Wise, Kirk Schlotzhauer, Britney Hevner, Michelle Moretz, Ron Wilson, (Grant Winners - Lori Hess, Lee Summers, Carolyn Daneker, John Samson, Susan Spayd, Marie Kelly, Kay Hudak, Tiffany Brenner) Corey Andrew, Tony Gillespie, Darryl Gordon.

There was an Executive Session to discuss personnel issues before the regularly scheduled JOC meeting.
The regularly scheduled meeting started at 7:08PM

**WELCOME** - Mr. Smucker welcomed the JOC members.

**ROLL CALL** - Ms. Ault took roll call.

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF AGENDA** – JOC members voted on approving the current agenda as presented.

Mr. Risk motioned and Dr. Zimmerman seconded to approve the agenda as presented.

**PUBLIC PARTICIPATION** – Mr. Smucker asked the audience if anyone cared to make comments at this time. There were no comments at this time.

**PRESENTATIONS** - Corey Andrew, Commercial Construction Instructor, presented and highlighted the projects he and his students are working on.

He explained the importance of opportunity for the students and the involvement within the community to assist with learning and placement after graduating. Majority of his students are on co-op working with local business and the projects they are involved in include churches, school districts and historical societies.

**Foundation Presentation**- Mr. Gillespie and Mr. Gordon from the Foundation presented.

Mr. Gordon thanked the JOC members for their involvement and the importance of members like the board making a difference within the community.

LCCTC instructors who were given grant funds highlighted how each grant helped to improve their classroom with such things like, technology, functionality of the classroom, and equipment necessary to instruct hands-on learning.

The JOC members asked to have a list of all of the grants sent to them to share to the districts.

Mr. Gordon mentioned the Taste of Success and Fly on the Run events. This will be the 9th Annual Taste of Success event.
**SUPERINTENDENT’S REPORT** – There was no meeting held this month. Dr. Huesken updated the committee on the Guidance Counselor Workshop. He and Mr. Warren agree that this event should continue to be held and think more staff should be invited to attend. Staff such as STEM teachers, Special Ed, as well as middle school teachers and staff will be invited to attend in future sessions.

Mr. Warren also suggested scheduling it into an in-service with classroom teachers as well. This event will be discussed again at the next PAC meeting.

Dr. Huesken briefly mentioned the impact the new clearance law will have on students, mentors, and co-ops with the business community. There have been ongoing meetings about this topic and will continue to monitor any new information.

**DIRECTOR’S REPORT –**

**Minutes of the January 22, 2015 Board Meeting, Finance Committee Minutes, Planning and Development Committee Minutes, Building and Property Committee Minutes**

Mr. Warren asked the JOC members to approve the January 22, 2015 minutes as presented. A copy of the minutes is attached to the minute book.

**SkillsUSA Winners** - On Friday, February 13, 2015, students from LCCTC traveled to Technical College High School Brandywine Campus to participate in the SkillsUSA competition for District 4/5. The students who placed in the competition are listed by campus. Students receiving 1st Place will compete in April at the State competition in Hershey. Congratulations to all students who competed.

A list of the winners was presented to the JOC members.

**Student Enrollment Update** - Mr. Warren briefly updated the JOC members on student enrollment numbers as of February 11, 2015. There were 1481 applications which is about a 130 increase from last year. Mr. Warren feels most programs will run, however, he is worried about enrollment numbers in the Masonry Program. He will have recommendations based on the most current numbers for next month.

**Fly on the Run - Policy 707 Amendment for Facilities Use** - A copy of the policy was presented to the JOC members.

**Local, State, and Federal Projects** – Mr. Warren provided the committee with updates.
**Post Secondary Education Projects (no updates)** – There were no updates to report at this time.

**Taste of Success/Fly on the Run Sponsorship** - Mr. Warren proposed to have JOC members involved with the Taste of Success and Fly on the Run events and would like to sponsor a table of at least eight members. He asked to let him know who wishes to attend.

**State Ethics Forms** - The State Ethics Form is due in the Executive Director’s office by May 1, 2015.

Mr. Risk motioned and Ms. Miller seconded to approve the Director’s report as presented. All members present voted in favor.

**COMMITTEE REPORTS**

**PERSONNEL COMMITTEE**

Chair – James Byrnes

Members – Melissa Readman, Kim Garner, Harvey Miller

Administrators – David Warren

Mr. Miller updated the committee on the following Personnel Committee items:

All hourly employee appointments are on a 90 working day probation period beginning on individual effective dates.

**Appointments**

- Angela Baker - Full-time Guidance Administrative Assistant at MJ, $11/Hr with benefits, effective 3/02/15.
- Joshua Lingle - Full-time RV/Outdoor Power Equipment Instructor, effective 2/9/15. Annual exempt status salary is $44,130, which is Step A1 on the teacher salary scale, with benefits. Resume
- Brian Keith Yohn - Full-time Assistant Executive Director - MOU attached

**Adjustments/Additional Assignments**

- Corey Andrew - Salary Movement from Column B to Column C, effective beginning of 2014/15 school year.
- Janelle Simms and Cheryl Frey, Clinical Instructors from April 7-May 22, 2015, $32.58/Hr with no benefits.
- **Eric Cook** - Additional Assignment for ABC PT Sheet Metal evening, effective 3/2/15.

**Resignations/Retirements**
- **Amber Ort** - Full-time Guidance Administrative Assistant at MJ, resignation effective 2/16/15.
- **Patricia Stetter** - Full-time Payroll Manager, retirement effective 8/28/15.
- **Julia Holtzer** - Part-time Front Desk Receptionist at WS, effective 2/26/15.
- **Michelle Moretz** - Assistant Principal at BT, resignation effective tbd.
- **Rebekah Bollinger** - FT Custodian at MJ, resignation 2/26/15

**Permission to Hire**
- PT Receptionist at WS
- PT Adult Ed Technical Math and Psychology Instructor
- FT Custodian at MJ

**Mentor**
Dan Frey to mentor Joshua Lingle, RV/OPE Instructor

**Policy 919 - Right-to-Know Revisions**

Mr. Miller motioned and Mr. Rohrer seconded to approve the Personnel Committee items as presented. All members present voted in favor.

**FINANCE COMMITTEE**

Chair - Robert Sauders

Members – Robert Cronin, Christopher Straub

Administrators– Keith Stoltzfus, Britney Hevner, David Warren

Mr. Sauders updated the committee on the following Finance Committee items.


**2015/16 General Fund Budget Approval** - The 2015/16 General Fund Budget was approved. Administration shared the results from each district and the final budget information. A copy of the reports is attached to the minute book.
Permission to Purchase - The administration asked permission to purchase software renewal. A copy of the items presented is attached to the minute book.

Student Uniforms - Administration asked to approve a one year extension for student uniform vendors, Apex and Prolook, through the 2015/16 School Year. There was a modest increase; however it would be the first increase in twelve years.

Mr. Sauders motioned and Mr. Cronin seconded to approve the Finance Committee items present. All members present voted in favor.

BUILDING AND PROPERTY COMMITTEE
Chair – Steve Risk
Members – Charles Rohrer, John Smucker, Jenny Miller
Administrator – Keith Stoltzfus, David Warren

Mr. Risk updated the committee on the following Building and Property Committee items presented.

Construction Manager’s Report - There is a Willow Street renovation change order and two Mount Joy renovation change orders to be approved. A copy of the change orders is attached to the minute book.

Submission to PDE of PlanCon PartJ - Project accounting based on final costs are in line for reimbursement. A copy of the PlanCon PartJ document is attached to the minute book.

MJ Sub Division Final Approval - All 16 sending schools unanimously approved the Mount Joy subdivision resolution.

Updates:
Mr. Risk briefly updated the JOC members regarding financing for renovations. Mr Stoltzfus will go back to alternate lists and building needs over the next five years for consideration.

Mr. Risk motioned and Mr. Byrnes seconded to approve the Building and Property items as presented including the Construction Manager’s item to meet with the design team to discuss and potentially negotiate how some of the design items were missed in the third project.
PLANNING AND DEVELOPMENT COMMITTEE
Chair – Millard Eppig
Members – Tim Zimmerman, Matthew Kreiser, Nathan Geesey, Ron Melleby
Administrator – Joseph Fullerton, David Warren

Mr. Eppig updated the committee on the items discussed at the Planning and Development Committee meeting. He briefly updated the JOC members on future program planning, as well as the Vet Tech Program approval process. Vet Tech is anticipated to be approved at the next state meeting.

He also mentioned the Post-Secondary enrollment numbers that were shared at the Planning and Development meeting.

2015/16 School Calendar - The administration asked to approve the 2015/16 School Calendar and Holiday Schedule

Mr. Eppig motioned and Mr. Byrnes seconded to approve the 2015/16 calendars as presented. All members present voted in favor.

Field Trips (Informational)

<table>
<thead>
<tr>
<th>Date</th>
<th>Place</th>
<th>Program/Campus</th>
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<tbody>
<tr>
<td>4/07/15</td>
<td>Hershey Convention Center</td>
<td>Culinary/MJ</td>
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<tr>
<td>4/8/15 - 4/10/15</td>
<td>SkillsUSA, Hershey, PA</td>
<td>BT/MJ/WS</td>
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<tr>
<td>5/01/15</td>
<td>Whitaker Center for Science and Arts</td>
<td>Nursing Assist/Home Health Aid/WS</td>
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Mr. Stoltzfus thanked the JOC members for the budget approval.

OLD BUSINESS - There was no Old Business discussed.

NEW BUSINESS - There was no New Business discussed.
OPEN JOC DISCUSSION – Mr. Smucker opened the floor for JOC member comments. There were no comments at this time.

ADJOURN – Mr. Smucker called for adjournment at 8:07PM.

Mr. Risk motioned and Mr. Byrnes seconded to adjourn. All members present voted in favor to adjourn.

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Mr. James Byrnes, Secretary

2/26/15