Attendees:
  Dr. Zimmerman
  Mr. Smucker
  Mr. Melleby
  Ms. Readman
  Mr. Cronin
  Ms. Miller
  Mr. Byrnes
  Ms. Garner
  Mr. Geesey
  Mr. Risk
  Mr. Rohrer
  Mr. Eppig

Absent:
  Mr. Kreiser
  Mr. Sauders
  Mr. Miller
  Mr. Straub

Also Present:
Dr. Gerald Huesken, Superintendent of Record, David Warren, Executive Director, Keith Stoltzfus, Business Manager, Alison Ault, Joseph Fullerton, Ronald Wilson, Margaret Roth, James Catino, Carolyn Voorhees, Jason Wise, Peggy Dell, Alan Jones, Kirk Schlotzhauer, Daniel McCauley.

The regularly scheduled meeting started at 7:00PM

WELCOME

ROLL CALL - Alison Ault took roll call.

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA – JOC members voted on approving the current agenda as presented.
Mr. Byrnes motioned and Mr. Risk seconded to approve the agenda as presented. All members present voted in favor.

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

**SUPERINTENDENT’S REPORT** – There was no meeting held this month. Dr. Huesken briefly discussed the counselor workshop, which was held October 8, 2014. The next counselor workshop is scheduled February 11, 2015 at Brownstown Campus. The next Superintendent meeting is November 11, 2014. Dr. Huesken will report on that meeting at the next scheduled JOC meeting.

**DIRECTOR’S REPORT –**

**Minutes of the September 25, 2014 Board Meeting, Finance Committee Minutes**
The administration asked the JOC to approve the minutes of the September 25, 2014 meetings.

**Local, State, and Federal Projects**– Mr. Warren provided the committee with updates. Mr. Warren discussed the Tait Towers contract. Unfortunately, the CTC was unable to fulfill the contract needs because there was no instructor with the appropriate background available for the hours they wanted the class.

**Post Secondary Education Projects**

**Executive Director - MOU** - Mr. Smucker updated the committee briefly on Mr. Warren’s MOU. A copy was presented to the JOC members.

**Open House, October 18, 2014** -Mr. Warren briefly updated the JOC committee on the Open House event. The event was successful for the most part. One suggestion for next year is to shorten the time of the event.

Mr. Byrnes motioned and Mr. Melleby 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. Byrnes updated the committee on the following personnel items.

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

**Appointments**
- **Josie Campbell** - PT Evening Clinical PN Instructor, $32.58/Hr with no benefits effective immediately.
- **Amanda Funk** - FT Transitional Educational Coordinator, $40,000 annually for 220 day grant funded contract with benefits, effective 11/03/14.
- **Steven McCrea** - PT Custodian, $10.50/Hr with no benefits, effective pending clearances.
- **Lawrence Summers** - FT Electrical Instructor, $44,803 annually, which is step A2 on the teacher salary scale, effective 10/13/14.
- **Dennis Funk** - CDL Substitute, $100/day sub rate, effective immediately.

**Adjustments/Additional Assignments**
- **James Stewart** - Additional Assignment - PT Adult Ed Evening Welding as needed, $25/hr, effective immediately.
- **Stephanie Nallo** - From FT Curriculum Assistant to FT Executive Assistant, $18/Hr with benefits, effective immediately.

**Horizontal Move – Salary Scale**
- **Corey Andrew** - From Step B on the teacher salary scale, effective 2014/15 school year.
- **Brian Beiler** - From Step B to Step C on the teacher salary scale, effective 2014/15 school year.
- **Mark Maisano** - From Step G to Step H on the teacher salary scale, effective 2014/15 school year.
- **James Stewart** - From Step B to Step C on the teacher salary scale, effective 2014/15 school year.

**Resignations/Retirements**
- **Susan Bower** - PT Cafeteria, resignation effective 10/14/15.
- **Diane Garber** - FT Protective Services Instructor, resignation effective 1/04/15.
- **Penelope Kuntz** - FT Administrative Assistant at MJ, retirement effective 1/02/15.
- **Klaudia Lewis** - PT evening Clinical Instructor, resignation effective 10/06/14.
- **Daniel Mekeel** - PT Custodian, resignation effective 10/10/14.
Permission to Hire
- FT Protective Services Instructor
- Curriculum Assistant

Approval to make adjustments for Warehouse/Custodial needs

In the absence of a November Meeting the Administration asked for permission to hire open positions as they become needed.

Mr. Byrnes motioned and Mr. Melleby seconded to approve the items listed above, with the exception of a Horizontal Movement for Mr. Andrew. All members present voted in favor.

Update:
**BOARD MEMBERS TRAVEL ACCIDENT INSURANCE** - Mr. Byrnes reminded the committee on this topic. An email with attachments was also sent to the JOC members.

**FINANCE COMMITTEE**
Chair - Robert Sauders
Members – Robert Cronin, Christopher Straub
Administrators– Keith Stoltzfus, Britney Hevner, David Warren

Mr. Cronin updated the committee on the following Finance Committee items as discussed at the 10/22/14 conference meeting.


**IU-13 Bulk Fuels Procurement Program** - The administration requested permission to continue participating in the collaborative procurement of bulk fuels as presented. A copy of the report is attached to the minute book.

**Permission to Pay November 2014 Expenses Due to Absence of November JOC Meeting** - The administration asked permission to pay November 2014 expenses in the absence of a meeting.

**IRS Section 125 Plan Document and Appendix A** - The administration asked permission to continue with the IRS section 125 Plan as presented. A copy of the document is attached to the minute book.
Permission to Bid - The administration asked permission to bid on Auto Tech program startup equipment and supplies as presented. A copy of the supplies and cost is attached to the minute book.

Permission to Purchase - The administration asked permission to bid on the items presented. A copy of the items is attached to the minute book.

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

Updates:
- **Quarterly Reports** – Print Center and Activity/Production Accounts - A copy of the Print Center and Activity Production reports is attached to the minute book.
- **Budget Timeline** - The 2015/16 budget timeline was presented.

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 items.

Affirmation of Brownstown Sediment Basin Remediation Bid Award to KC Construction based on lowest responsible bid. - Administration asked the JOC members to affirm the bid award to KC Construction for the Sediment Remediation at Brownstown. A copy of the bid summary is attached to the minute book.

Resolutions for Mount Joy Campus Development for Home Building Project - Resolution Form and Ballot Form
The administration updated the committee on the Home Building Project and asked permission to continue with the plans to subdivide the land, be able to sell it and continue to build on it. A resolution form and ballot will be sent to all of the school district board members. Mr. Smucker asked that some talking points be added with the packets.

Construction Manager’s Report – Fidevia
Mr. Risk mentioned Willow Street electrical delays and that administration is still going through a to-do punch list.

For the Mount Joy renovations, Phase 1 is completed. Phase 2 is progressing well.
A copy of the change orders is attached to the minute book.

Mr. Risk motioned and Ms. Garner seconded to approve the Building and Property items as presented, including Willow Street and Mount Joy change orders and totals as discussed. All members present voted in favor.

**PLANNING AND DEVELOPMENT COMMITTEE**

Chair – Millard Eppig  
Members – Tim Zimmerman, Matthew Kreiser, Nathan Geesey, Ron Melleby  
Administrator – Joseph Fullerton, David Warren

There was nothing to approve this month.

Mr. Eppig updated the committee on some of the items discussed at the Planning and Development Committee meeting such as a verbal approval to start an esthetician program in the cosmetology program, Adult Ed working on starting an online program, a 5 week blueprint reading program, and the recent open house event.

**Field Trips (Informational)**

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<thead>
<tr>
<th>Date</th>
<th>Place</th>
<th>Program/Campus</th>
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<tr>
<td>11/19-11/21/14</td>
<td>Eisenhower Inn and Conference Center</td>
<td>SkillsUSA/All</td>
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<tr>
<td>12/05/14</td>
<td>NYC/Empire State Building</td>
<td>Arch/CAD at BT</td>
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<tr>
<td>12/10/14</td>
<td>Weaver Precast, Ephrata</td>
<td>Arch/CAD at BT</td>
</tr>
<tr>
<td>4/20/15</td>
<td>Whitaker Center - Surgery Live!</td>
<td>Clinical Care Assistant/WS</td>
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**OLD BUSINESS** - Mr. Rohrer asked about the Open House turnout and if it was successful. Mr. Warren mentioned some positive comments received by parents and staff. He would like to send out a survey. One change may be a shorter length of the event. According to Carolyn Voorhees, 33 new prospects came in because of the open house.

Mr. Smucker mentioned that more information will follow regarding the Assistant Executive Director position.

**NEW BUSINESS** - There was no New Business at this time.
**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 7:24PM. Mr. Melleby motioned and Mr. Byrnes seconded to adjourn. All members present voted in favor.

Mr. James Byrnes, Secretary
10/23/14