MINUTES  
LANCASTER COUNTY CAREER & TECHNOLOGY CENTER  
WILLOW STREET CAMPUS  
THURSDAY, AUGUST 28, 2014

Attendees:
Dr. Zimmerman  
Mr. Smucker  
Mr. Melleby  
Ms. Readman  
Mr. Cronin  
Ms. Miller  
Mr. Sauders  
Mr. Byrnes  
Mr. Miller  
Mr. Kreiser  
Ms. Garner  
Mr. Geesey  
Mr. Straub  
Mr. Rohrer

Absent:  
Mr. Risk  
Mr. Eppig

Also Present:  
Dr. Gerald Huesken, Superintendent of Record, David Warren, Executive Director, Matthew Mann, Assistant Executive Director, Keith Stoltzfus, Business Manager, Alison Ault, Joseph Fullerton, Kirk Schlotzhauer, Ronald Wilson, Margaret Roth, Jason Wise, Britney Hevner, James Catino, Michelle Moretz.

The regularly scheduled meeting began at 7:02PM

WELCOME

ROLL CALL

PLEDGE OF ALLEGIANCE

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

Mr. Byrnes motioned and Mr. Geesey 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 at this time. There were no comments.

SELECTION OF VOTING DELEGATE – Approval for Jenny Miller to represent the CTC as a voting delegate at the 2014 PSBA Legislative Policy Council, Tuesday, October 21, 2014.

Mr. Byrnes motioned and Mr. Rohrer seconded to approve Ms. Miller as voting delegate for LCCTC. All members present voted in favor.

PRESENTATIONS – Mr. Mann showed the JOC members the new website, with address www.Lancasterctc.edu. He highlighted what the new website has to offer the public, such as, online program enrollment forms and payment, a job board, as well as a student portal. He also mentioned that ads will be running at Penn Cinema before movie showings and several commercials will be shown throughout the day. The website will go live September 2, 2014.

CHAIRMAN’S REPORT – The Chairman did not have a report this month.

SUPERINTENDENT’S REPORT – There was no meeting held this month. Dr. Huesken acknowledged the meeting scheduled September 9, 2014.

DIRECTOR’S REPORT –

Approve the minutes of the June 26, 2014 Board Meeting, Finance Committee Minutes, Planning and Development Committee Minutes, Building and Property Committee Minutes – Administration asked to approve the meetings of the June 26, 2014 meeting.

Local, State, and Federal Projects – Mr. Warren provided the committee with updates. He pointed out the $845,475 Perkins grant for counseling.

Post Secondary Education Projects – Mr. Warren provided the committee with updates. He acknowledged that doing business within the community is progressing.

►Alumni Software – Mr. Warren updated the committee on new alumni software from Neon. Representatives of Neon met with the Foundation. The rate is about $259 per month which is based on anticipated amount of usage. This system will allow donations, awareness and newsletter postings.

►Post Secondary Enrollment Update – A copy of the enrollment report was presented. Total enrollment so far for Post-Secondary Ed is 151.

►Strategic Planning Discussion – Mr. Warren introduced the topic of strategic planning. The Administrative team met over the summer and budget was a concern. The discussion needs to start now on thinking and planning on how to manage the budget. One way in mind is to reduce the number of bussing companies the CTC currently contract with. Another idea is to consolidate the oil purchased in the auto programs. The next budget approval discussion is as
early as November.

► **GoogleDocs Agenda Process** – Mr. Warren updated the JOC that the JOC agendas will be sent directly to JOC members using Googledocs.

- Ms. Garner motioned and Mr. Cronin 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, Matthew Mann

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**
- Corinne Bailey – PT Cafeteria at BT, $9.00/Hr, effective 8/26/14.
- Susan Cazillo – FT AE Administrative Assistant/Registrar, $14.50/Hr with benefits, effective 8/19/14.
- Susan Grogan – PT Cafeteria at MJ, $9.36/Hr with no benefits, effective 2014/15 school year.
- Terry Erb – PT AE Auto Tech Instructor, degree program, $25/Hr with no benefits, effective immediately.
- Donna Sheaffer – PT Clinical PN Instructor, $32.58/Hr with no benefits, effective 8/05/14.
- Lynette Thomas – FT School Counselor, annual salary is $64,016 which is based on Step H5 on the teacher salary scale on an exempt level status with full-time instructional benefits, effective 8/18/14.
- Laura Hanfman – PT Speech Instructor, $25/Hr with no benefits, effective 9/02/14.
- Donald Kauffman – PT AE Auto Tech Instructor, $25/Hr with no benefit, effective immediately.
- June Nafziger-Eberly – FT PN Instructor, $56,010 annually which is Step E3 on the teacher salary scale, effective 9/02/14.

**Adjustments/Additional Assignments**
- Nora Miller – From PT PN to substitute status, effective immediately.
- Leah Ann VanBuskirk - From PT PN to substitute status, effective immediately.
- Alan Wakefield – From PT AE Auto Instructor to FT Auto Tech Instructor at WS
campus. $46,822 annually which is Step A5 on the teacher salary scale, effective 8/18/14 with full-time instructional benefits.

- Sara Norman – Additional Assignment; PT Speech Instructor, $25/Hr with no benefits, effective immediately.

### Permission to Hire

- PT AE Mechanical Design & Drafting Instructor (Customized Training for Tait Towers)
- FT AE Auto Tech Facilitator/Instructor for Specialized Training
- PT AE EFDA Instructor
- PT PN Clinical Instructors
- FT Transitional Educational Coordinator – New Choices grant funded

### Approve ABC Instructor List – 2014/15 School Year

A list of ABC instructors and pay rates was presented.

### Horizontal Move – Salary Scale (Informational Only)

- Samuel Betancourt – From Step D to Step E on the teacher salary scale, effective 2014/15 school year.
- Kristy Houston – From Step D to Step E on the teacher salary scale, effective 2014/15 school year.
- Janet Rhoads – From Step C to Step D on the teacher salary scale, effective 2014/15 school year.

### Resignations/Retirements

- Adriana Atencio – PT Speech Instructor, resignation effective 8/26/14.

### Club Advisors – 2014/15

- **SkillsUSA Advisors**
  Brownstown - Dave Ecenrode, James A Smith  
  Mount Joy – John Boyer, Alison Kriner  
  Willow Street – Wilda Hackman, Melody Miller

- **NTHS Advisors**
  Brownstown – Jay Kopp, John Samson  
  Mount Joy – Susan Spayd  
  Willow Street – Diana Smith, Ben Stiles

- **HOSA**
  Mary Barr – WS

- **FFA**
  Lori Hess - WS
**Mentors**
- James Smith
- Samuel Betancourt
- Christiaan Baird
- Ruth Mallinson

**New Instructor/School Counselor**
- Alan Wakefield
- David Singer
- Michael Dodson
- Lynette Thomas

**Approve Tenure Status**
- Corey Andrew
- James Stewart

**Contracted Services**
- McCoy Consultant – Total Cost from 8/2014 to March, 2015 $9,500; Secondary Perkins Grant funded. Student Bullying and Prevention Consultant.
- STS – PT Culinary Aide; $13-15/Hr. depending on experience

**2014/15 School Bus Drivers** – A list of contracted school bus drivers was presented.

- Mr. Byrnes motioned and Mr. Melleby 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 members on the following finance committee items.


**Bid Award** – Mr. Sauders updated the JOC members on the following bid award information. Copies of the reports are attached to the minute book.
- Cage and Bottle Washer – Vet Tech
- Prep Cabinets – Vet Tech
- Waste Disposal
- BT Pole Building

**Bid Award Affirmation – Cafeteria Drinks and Breads** – The administration asked to approve the bid award affirmation for cafeteria drinks and breads. A copy of the report is attached to the minute book.

**Permission to Purchase** - The administration asked permission to purchase the items presented. A copy of the items is attached to the minute book.
**Tentative Transportation Schedule for School Year 2014/15** - The administration presented the 2014/15 tentative transportation schedule. A copy of the schedule is attached to the minute book.

**Free/Reduced Lunch Guidelines – 2014/15** – The administration presented the free/reduced lunch guidelines. A copy of the guidelines is attached to the minute book.

**Second and Final Reading – Policy 600 Series** – The administration asked the JOC to adopt Policy Series 600.

**Proposed Contracted Meal Prices 2014/15 School Year** – The administration asked to approve the proposed meal prices for the 2014/15 school year. A copy of the proposed prices is attached to the minute book.

**Permission to Raffle 1925 Ford Model T** – The administration asked permission to raffle a 1925 Form Model T.

**Transportation Services Contract – STA** – The administration asked approval to sign for the STA transportation service contract. A copy of the contract that was presented is attached to the minute book.

**Updates:**
- Activity Account Quarterly Report – A copy of the report is attached to the minute book.
- Culinary Report – A copy of the culinary report is attached to the minute book.

  ➢ Mr. Sauders motioned and Mr. Rohrer seconded to approve the finance committee items as presented. All members present voted in favor.

Mr. Geesey asked for a little more information on the raffle. Mr. Mann said raffles would take place at county fairs, car shows, and other similar places.

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

Ms. Miller updated the committee on the following Building and Property items.

**Construction Manager’s Report – Fidevia**
Brownstown still needs to complete punch list in order to submit paperwork for PlanCon J

Willow Street at this time is not completed up to what was expected. The contractors have been given a two week extension. Penalties will be applied if they are not corrected or completed in those two weeks.

Ms. Miller highlighted the change orders that need to be approved presented in the
Revised Mount Joy Campus Renovation PlanCon H – Project Financing – The administration shared the revised Mount Joy Campus Renovation PlanCon H. A copy of the report is attached to the minute book.

- Ms. Miller motioned and Mr. Byrnes seconded to approve the Building and Property items presented. All members present voted in favor.

Updated:

- **Old Market Street Home sold** – The house on Old Market Street in Mount Joy was sold. There was a loss, but good to have sold.
- **Health Sciences Campus** – Ms. Miller updated the committee that a tree root broke a sewer line. The Heavy Equipment program took care of it at a minimum cost.

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

Mr. Geesey updated the committee on the following Planning and Development items.

**Permission to sell student built Tumbleweed Tiny Houses** – Currently, the Construction Cluster builds sheds. The administration would like to start building the Tumbleweed Houses, which can be sold for up to $50,000. The students would benefit building an actual livable home.

**TAP Plan** – Ms. Miller briefly mentioned that NOCTI goals and student objectives were discussed at the committee meeting, as well as, moving teaching plans to electronic documents.

- Mr. Melleby motioned and Ms. Garner seconded to approve the Planning and Development items discussed. All members present voted in favor.

OLD BUSINESS – There was no old business discussed at this time.

NEW BUSINESS – There was no new business discussed at this time.

OPEN JOC DISCUSSION – Mr. Smucker opened the floor for JOC member comments. Mr. Geesey inquired about the chimney issue at the student built house. Mr. Stoltzfus updated the committee that the owners have not contacted the school since a letter was sent to them.

Mr. Rohrer asked about the National Scores. Mrs. Roth said there were no metals but students remained in the top ten.

Mr. Mann mentioned the October 18 Open House and encouraged JOC members to attend.
ADJOURN – Mr. Smucker called for adjournment at 8:04PM.

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