MINUTES
LANCASTER COUNTY CAREER & TECHNOLOGY CENTER
MOUNT JOY CAMPUS
THURSDAY, SEPTEMBER 25, 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. Risk
Mr. Rohrer
Mr. Eppig

Absent:
Ms. Garner

Also Present:
Dr. Gerald Huesken, Superintendent of Record, David Warren, Executive Director, Keith Stoltzfus, Business Manager, Alison Ault, Joseph Fullerton, Ronald Wilson, Margaret Roth, Britney Hevner, James Catino, Michelle Moretz, Carolyn Voorhees, James Miller, Daniel McCauley.

There was an executive session to discuss legal and personnel issues before the regularly scheduled meeting.

The regularly scheduled meeting began at 7:37PM.
WELCOME

ROLL CALL

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA – JOC members approved the current agenda as presented.

➢ Mr. Eppig motioned and Mr. Byrnes 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.

SUPERINTENDENT’S REPORT – There was no meeting held this month.

DIRECTOR’S REPORT –

Minutes of the August 28, 2014 Board Meeting, Finance Committee Minutes, Planning and Development Committee Minutes, Building and Property Committee Minutes - Mr. Warren asked that the minutes from the August 28, 2014 meetings be approved.

Local, State, and Federal Projects – Mr. Warren provided the committee with updates presented on the projects list.

Annual Report - The 2013/14 Annual Report booklet was distributed to the JOC members. Mr. Warren highlighted some of the information within the booklet. He mentioned the NOCTI scores as having a school average of 94% and plans to keep that number as the goal for this school year. The state average is currently 70%. Dr. Huesken suggested adding the state average in schoolwide results on the report for reference. Also Mr. Warren mentioned the goal for student placement is 97%.

Budget Discussion - Mr. Warren and the Administrative Team had discussed the future budget increase and are now focusing on how to cut back costs. Some changes were made such as using STS for substitute needs and shifting personnel. Currently, the CTC has multiple contracts with different transportation companies. It may be more cost effective to use one company that bids. Also, school supply purchases need to be looked at and consolidated by program.
The capital reserve fund cap was discussed briefly. JOC members explained the history of how the fund was initially put in place. Mr. Warren asked if raising the cap percentage would be possible. They felt that it may benefit to see actual data to analyze. Mr. Warren will present more concrete data to justify raising the cap.

**Secondary Enrollments**
The administration shared the secondary enrollment rates. Most of the totals reflect full-time students. Enrollment currently is about 1100. Full capacity is roughly 1450.

**Post Secondary Enrollment** - A copy of the most recent Post-Secondary enrollment numbers was presented. Mr. Warren mentioned that the full-time Vet Tech program should help increase the total number of enrollments.

**Open House MOU - October 18, 2014** - Mr. Warren updated the JOC members that the Open House scheduled for October 18, 2014 was advertised from 9-3pm. He and the union member reps had a meeting to discuss the Open House MOU and will ask the union to re-approve the MOU as discussed at the meeting with Mr. Warren.

Mr. Risk motioned and Mr. Byrnes 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**
- **Joe Almoney** - PT ABC Instructor, $38/Hr with no benefits, effective immediately.
- **Mechelle Horning** - PT Front Desk at BT, effective 9/29/14.
- **Ruth Martin** - PT Cafeteria at BT, $9/Hr with no benefits, effective immediately.
  - **Klaudia Lewis** - PT Adult Ed Clinical PN Instructor, $32.58/Hr with no benefits, effective 9/29/14.
  - **Keith Snowberger** - PT Public Safety Instructor, at a rate from $10-$225 ($10/hr up to $225/day) with no benefits, effective immediately.

**Adjustments/Additional Assignments**
- **Ted Cunrod** - From Custodian Substitute to Regular PT Custodian, effective immediately.
- **Brian Singer** - From PT Adult Ed Auto to FT AE Auto Tech Instructor, 220 days/yr contract with benefits, effective 9/29/14.

**Additional Practical Nursing Substitute**
- Josie Campbell
- Marilyn Berger-Shank

**NTHS Advisor Update**
- Tiffany Brenner will split NTHS with Sue Spayd

**Horizontal Move – Salary Scale**
- **David Brooks** - From Step D to Step E on the teacher salary scale effective 2014/15 school year.
- **Donald Lingle** - From Step A to Step B on the teacher salary scale, effective 2014/15 school year.
- **Daniel McCauley** - From Step C to Step D on the teacher salary scale effective 2014/15 school year.
- **James Stewart** - From Step A to Step B effective 2014/15 school year.

**Resignations/Retirements**
- **Paula Funk** - FT Warehouse Clerk, retirement effective 1/05/15.
- **Curt Gibble** - FT Plumbing Instructor, retirement effective 6/30/15.
- **Caleb Kenderdine** - PT Custodian, resignation effective 9/18/14.
- **David Singer** - FT Electrical Instructor, resignation effective 9/08/14.
- **Heather Valentine** - FT Executive Assistant, resignation effective 9/15/14.
- **Matthew Mann** - FT Assistant Executive Director, resignation effective 9/15/14.
- **Kathy Wenger** - PT CNA Instructor, resignation effective immediately.
Permission to Hire

- Executive Assistant
- FT Electrical Instructor at BT

Approve Job Description - Assistant Executive Director

Mr. Byrnes motioned and Mr. Eppig seconded to approve the personnel items as presented. All members present voted in favor.

PSBA Officer Voting - Voting for PSBA officer closes October 6, 2014 - JOC Members should access the delegate bio and information links via the links provided in the PSBA Daily Bulletin. Mr. Byrnes recommended casting the vote and president elect to a member named.

Mr. Byrnes motioned and Mr. Risk seconded to vote as discussed. All members present voted in favor except Mr. Miller abstained. Motion carried.

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 items.


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

2014/15 Bond Repayment and Direct Payment Schedule - The administration asked to approve the bond repayment and direct payment schedule as presented. A copy of the reports is attached to the minute book.

Childcare Center - 2013/14 Financial Summary - The administration asked to approve the 2013/14 financial summary for the child care center. A copy of the report is attached to the minute book.
**YWCA Contract to Purchase Meals From School - 2014/15** - The administration asked to approve the YWCA contract to purchase meals. A copy of the contract is attached to the minute book.

**Grace Place Agreement** - The administration asked to approve the agreement with Grace Place as presented. A copy of the agreement is attached to the minute book.

Mr. Sauders motioned and Mr. Eppig seconded to approve the Finance Committee items as presented. All members voted in favor.

**Updates:**

- **e-Print Center** - Mr. Sauders briefly updated the committee on the most current e-Print Center report. A copy of the report is attached to the minute book.

**BUILDING AND PROPERTY COMMITTEE**

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

**Construction Manager’s Report** - Mr. Risk briefly updated the committee on some finalizations to the Brownstown campus renovations. He mentioned that some things are still being worked on at the Willow Street campus. A copy of the Construction Manager’s financial report is attached to the minute book.

**Brownstown Campus Sediment Basin Remediation** - The administration requested permission to review sealed bids scheduled to opened on 9/30/14 and move forward with the award prior to the October JOC meeting.

**Mount Joy Campus Home Building Project Subdivision** - Mr. Stoltzfus shared the conceptual map plan which was also discussed with the Authority Board.

Mr. Risk motioned and Mr. Melleby seconded to approve the Building and Property items as presented including the Mount Joy building project based on the Conceptual Site Plan dated 4/4/14.
PLANNING AND DEVELOPMENT COMMITTEE
Chair – Millard Eppig
Members – Tim Zimmerman, Matthew Kreiser, Nathan Geesey, Ron Melleby
Administrator – Joseph Fullerton, David Warren

There were no items to approve this month.

Field Trips (Informational)

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<th>Date</th>
<th>Location</th>
<th>Program/Campus</th>
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<tr>
<td>10/03/14</td>
<td>Maple Grove Raceway</td>
<td>Auto Mechanics/WS</td>
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<td>10/02/14</td>
<td>Midd-West High School,</td>
<td>Animal Science/WS</td>
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<td>FFA Conference</td>
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<td>10/06/14</td>
<td>HACC - Lancaster</td>
<td>Healthcare Center/WS</td>
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<td>10/08/14</td>
<td>Sight and Sound Theater</td>
<td>Vet Assist/WS</td>
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<td>10/17/14</td>
<td>Lions Club</td>
<td>SkillsUSA Officer Meeting</td>
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<td>12/03/14</td>
<td>Franklin Institute</td>
<td>Vet Assist/WS</td>
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<td>1/12/15</td>
<td>PA Farm Show</td>
<td>Vet Assist/WS</td>
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<td>2/17/15</td>
<td>Westminster Kennel Club</td>
<td>Vet Assist/WS</td>
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<td>3/24/15</td>
<td>Central Manor Dairy Farm</td>
<td>Vet Assist/WS</td>
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<td>12/05/14</td>
<td>NYC Museum of Art</td>
<td>Commercial Art/BT</td>
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<td>NYC/ Rockefeller Center</td>
<td>Photography/BT</td>
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<td>NYC/ Discovery Museum</td>
<td>Intro to Health/BT</td>
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<td>03/30/15 Baltimore Fashion Focus Show</td>
<td>Cosmo/WS</td>
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<td>4/14/15</td>
<td>Adventure Aquarium</td>
<td>Vet Assist/WS</td>
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<tr>
<td>5/12/15</td>
<td>Phi Zoo; Vet Tour</td>
<td>Vet Assist/WS</td>
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<tr>
<td>5/22/15</td>
<td>Red Rose Search and Rescue</td>
<td>Vet Assist/WS</td>
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**OLD BUSINESS** - There was no Old Business to discuss this month.

**NEW BUSINESS** - There was no New Business to discuss this month.

**OPEN JOC DISCUSSION** – Mr. Smucker opened the floor for JOC member comments. as compare to last year at this time. Mr. Rohrer asked about the child care facility and whether any changes have been made to make it more profitable. Mr. Warren said he met with them recently. They plan on marketing and they also reviewed current numbers. Mr. Stoltzfus mentioned that there seems to be an up trend in daycare numbers and Ms. Readman who is in the daycare industry agreed with that.

**ADJOURN** – Mr. Smucker called for adjournment at 8:33PM.

Mr. Byrnes motioned and Mr. Risk seconded to adjourn.