

AGENDA
LANCASTER COUNTY CAREER & TECHNOLOGY CENTER
CLIPPER MAGAZINE STADIUM
THURSDAY, APRIL 28, 2016
5:00 PM

Finance Committee	Conference Call – 4/27/2016 @ 2:00 p.m.
Executive Session	After the regularly scheduled meeting to discuss contract negotiation items.

PLEASE NOTE:

No Committee Meetings will be held prior to the regularly scheduled JOC meeting.

WELCOME

ROLL CALL

PLEDGE OF ALLEGIANCE

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

PUBLIC PARTICIPATION – Mr. Cronin will ask the audience if anyone cares to make comments at this time.

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

DIRECTOR’S REPORT

Minutes of the March 24, 2016 Board Meeting, Finance Committee Minutes, Planning and Development Committee Minutes, Building and Property Committee Minutes

Skills/HOSA Cost Sheet Estimate

Local, State, and Federal Projects –Mr. Warren will provide the committee with any updates.

Program Enrollment Update, District Program Totals, Chart

339 Review Update

Workforce Development Board Nomination

State Ethics Forms Due in the Executive Director's office by May 1, 2016.

Certificate and Awards- May 31, 2016. Please RSVP by May 13, 2016.

Approve Director's Report – Roll Call Vote

COMMITTEE REPORTS

PERSONNEL COMMITTEE

Chair – James Byrnes

Members –Melissa Readman, Kim Garner, Patrick Mitchell

Administrators – David Warren, Keith Yohn

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

Assignments

- **Margie Gatz**- Part Time Public Safety Center Instructor, at a rate from \$10-\$225 (\$10/hr up to \$225/day) with no benefits, effective immediately.
- **Mark Barto**- Part Time Public Safety Center Instructor, at a rate from \$10-\$225 (\$10/hr up to \$225/day) with no benefits, effective immediately.

Adjustments/Additional Assignments

- **Dr. Marie Kelly** – New program curriculum development for PDE approval, stipend of \$2665.80, effective May 2 – June 30, 2016
- **Ann Foley**- From PT LPN Instructor to Substitute LPN Instructor, effective 4/18/2016.

- Karen Shenk Zeager- From PT LPN Instructor to Substitute LPN Instructor, effective 4/14/2016.
- Sue Breneman- From PT LPN Instructor to Substitute LPN Instructor, effective 5/31/2016.
- Janelle Simms, PT Spring Clinical Instructor, hourly rate based on Step 1A, currently \$33.21, with no benefits.
- Cafeteria Leads

Resignations/Retirements

- Karen Conley (hired 9/12/2005)- PT Adult Education CNA Instructor, resignation effective 4/1/2016.
- Diane Harnish (hired 8/22/2013)- Practical Nursing Substitute Instructor, resignation effective 4/1/2016.
- Melaney Holtz (hired 10/05/2009)- PT School Nurse at BT, resignation effective 4/15/2016.
- Melissa Etzweiler (hired 12/17/2014)-FT Protective Services Academy Instructor, resignation effective 4/29/2016.
- Steve McCrea (hired 10/24/2014)- PT Custodian at HSC, resignation effective 4/11/2016.
- Tammy DeJesus (hired 08/24/2000)- PT Cafeteria-MJ, resignation effective 4/27/2016.
- June Nafziger-Eberly (hired 08/28/2014)- FT Practical Nursing Instructor, resignation effective 5/5/2016.

Cafeteria Manager Severance Agreements Bowman, Breneman, Hatton

Summer Camp Personnel

Position	Employee	Pay Rate
Pre-Planning Coordinator	Kirsten Walton	\$33.30/hr x 60 hours
Campus Coordinator	Melody Miller	\$33.30/hr x 7.5 hours x 5 days
Instructors	Brett Reider Jay Kopp Tracie Gotshall Christiaan Baird Dan McCauley	\$33.30/hr x 6.5 hours x 5 days

Camp Nurse	Diana Smith	\$33.30/hr.
Mentors	Kirsten Walton Tiffany Brenner Erin Miles	\$200/day

Mentor

Kristy Houston

Teacher

Deborah Kostingo

Permission to Hire

- Part Time Nurse Aide Instructor
- Part Time Expanded Function Dental Assistant (EFDA) Instructor
- Part Time Chemistry Instructor
- Part Time Administrative Assistant- Chambersburg
- Part Time CDL Instructor- MJ and Chambersburg
- Part Time Laboratory Animal Care Assistant
- Full Time Practical Nursing Level 2 Instructor

Contracted Services

- PT School Nurse Substitute Agreement
- Renewal with Walter L Aument Family Health Center

Approve Personnel Committee Report – Roll Call Vote

FINANCE COMMITTEE

Chair - Robert Sauders

Members – Robert Cronin, Christopher Straub

Administrators– Keith Stoltzfus, David Warren

Financial Reports - General Fund-Treasurer’s Report, Treasurer’s Report-2014 Bond Fund, Treasurer’s Report- 2013 Bond Fund, Treasurer’s Report- Capital Reserve Fund, General Fund- Line Item Report, Bill Payment Listing, Bill Payment Summary, Internal Service Funds Reports, Culinary Center Report, E-Print Center Report, Activity Account Quarterly Report, Childcare Center Report

Permission to Purchase

General Fund- Budget Transfers

Bid Award

Childcare Center 2016/17 Proposed Budget

Approve Finance Committee Report – Roll Call Vote

BUILDING AND PROPERTY COMMITTEE

Chair – Steve Risk

Members – Charles Rohrer, John Smucker, Jenny Miller, Fanny Castellanos

Administrator – James Catino, David Smith, Michael DelPriore, Sue Garrett, Vance Miller, David Warren

LCCTC & CCIU/TCHS Pickering Lease Agreement

Designation of Agent Resolution for Snow Disaster Declaration-January 2016 Update

Approve Building and Property Committee Report – Roll Call Vote

PLANNING AND DEVELOPMENT COMMITTEE

Chair – Millard Eppig

Members – Nathan Geesey, Richard Brenner, Cole Knighton

Administrator – Michael Moeller, David Warren

Program Cost Sheet List

Textbook Vendor Agreement

2015-16 Occupational Advisory Committee Members BT MJ WS- Approve the school's Occupational Advisory Committees.

Approve Planning and Development Committee Report – Roll Call Vote

Field Trips (Informational)

Date	Place	Program/Campus
4/27/16	Longwood Gardens	Photo/BT
5/4/16	IU13 Adventure Challenge Training Course	Commercial Art/BT
5/13/16	Architectural Testing, Inc.	Arch/CAD/BT
5/17/16	Rutt Machine Shop	Adult Auto Tech/WS
5/17/16	IU13 Adventure Challenge Training Course	Heavy Equip./BT
5/19/16	IU13 Adventure Challenge Training Course	Painting/ BT
5/23/16	Bird in Hand Bakery & Creamery	Baking & Pastry/MJ
5/24/16	Haller Enterprises, Main Offices	Plumbing/ BT
5/25/16	Chocolateworld & Hotel Hershey	Baking & Pastry/MJ
6/1/16	CNH Industrial	AM & PM Manufacturing Cluster/ MJ
6/1/16	Shady Maple Bakery & Smorgasbord	Baking & Culinary/MJ
6/21/16	HOSA International Leadership Conference, TN	HOSA/WS

OLD BUSINESS

NEW BUSINESS

OPEN JOC DISCUSSION – Mr. Cronin will open the floor for JOC member comments.

ADJOURN – Mr. Cronin will call for adjournment.

The Next JOC Meeting will be held May 26, 2016 at the Mount Joy campus.