

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

Attendees: Charles Rohrer, Christopher Straub, James Byrnes, Jenny Miller, John Smucker, Melissa Readman, Millard Eppig, Nathan Geesey, Robert Cronin, Steven Risk

Absent: Bob Sauders, Cole Knighton, Fanny Castellanos, Kim Garner, Patrick Mitchell, Richard Brenner

Also Present: David Warren- Executive Director, Keith Yohn- Assistant Executive Director, Keith Stoltzfus- Business Manager, Stephanie Nallo, David Smith, Michael DelPriore, James Catino, Mike Moeller, Darla Gettle, Kirk Schlotzhauer, Kim Hatch, Jason Wise, Sue Garrett, Josie Campbell, Shannon Downing, Vance Miller, Tom Wolfe, Susan Cazillo

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

Mr. Cronin called the meeting to order at 5:17 PM. He thanked the Barnstormers for use of their room.

ROLL CALL

PLEDGE OF ALLEGIANCE

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

Mr. Eppig motioned and Mr. Geesey seconded to approve the agenda as presented. All members present voted in favor.

PUBLIC PARTICIPATION – Mr. Cronin 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.

DIRECTOR'S REPORT

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

SkillsUSA/HOSA Cost Sheet Estimate- Mr. Warren explained historically half of the student cost and all of advisors costs are covered by the CTC and requested approval to do the same for 2016. He was asked if this is in the budget. Mr. Stoltzfus explained that we will be just a bit over budget, due to the amount of students who were eligible to attend states, however funds are available.

Local, State, and Federal Projects –Mr. Warren provided the committee with updates.

Program Enrollment Update, District Program Totals, Chart

Mr. Warren shared that LCCTC programs are almost at full enrollment. Architectural CAD/Design, plumbing and event planning are programs with openings. Due to the full enrollment, Mr. Warren explained he is receiving phone calls asking for additional student placement solutions, including the possibility of having students sent to other counties' CTCs. Mr. Warren expressed the need to come up with solutions for the future, as LCCTC is currently at the highest enrollment in the history of the school. Mr. Warren explained he is planning meetings to discuss solutions with the administration team and PAC in May. Possible solutions and challenges were discussed, including the need for additional funding from the districts if instructors are added and a lack of available space at the current campuses to expand current programs. It was agreed that a solution needs to be determined, not just for the future but also for the 2016-17 school year. There was discussion on possible off site locations and which programs have the highest interest. Mr. Warren was asked to continue making a plan and to keep this a high priority.

339 Review Update- Mr. Warren updated the board on the 339 Review. OAC members were not previously approved by the JOC, which is a requirement and is on tonight's agenda. Mr. Warren thanked Mike Moeller and the administration for their work on this review.

Workforce Development Board Nomination

Mr. Warren was asked to join the board to represent the CTC and asked for the recommendation of the board.

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.

Fly on Run is full, both fishing teams and banquet. Raffle tickets are still available. Contact Keith Stoltzfus in the business office prior to May 11.

Mr. Byrnes motioned and Mr. Geesey 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, Patrick Mitchell

Administrators – David Warren, Keith Yohn

Mr. Byrnes reviewed the personnel items as listed.

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 Brenneman- 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	\$200/day

	Erin Miles	
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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

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

FINANCE COMMITTEE

Chair - Robert Sauders

Members – Robert Cronin, Christopher Straub

Administrators– Keith Stoltzfus, David Warren

Mr. Sauders presented the information on the finance committee. Capital reserve is in good shape. Permission to purchase, explained the awnings at MJ and a replacement bus. Childcare Center budget is looking at a tuition increase and employee pay increase, asking to stay at 1.5%. Request to update the name of the center from Dr. Michael K. Curley Early Childhood Training Institute to Mount Joy Early Learning Center at the Dr. Michael K. Curley Training Institute.

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

Mr. Sauders motioned and Mr. Smucker seconded to approve the Finance committee items presented. All members present voted in favor.

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

Mr. Risk requested Mr. Warren present the information. Mr. Warren reviewed the agreement with the Chester County IU.

LCCTC & CCIU/TCHS Pickering Lease Agreement

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

Mr. Stoltzfus explained the Agent Resolution change to Amanda Allison to attend the required meetings. He requested members stay after the meeting, as he needs six signatures.

Mr. Risk explained he is having a local firm develop the house plans rather than buying them, as it will be a significant cost savings.

Mr. Risk motioned and Mr. Eppig seconded to approve the Building & Property committee items presented. All members present voted in favor.

PLANNING AND DEVELOPMENT COMMITTEE

Chair – Millard Eppig

Members – Nathan Geesey, Richard Brenner, Cole Knighton

Administrator – Michael Moeller, David Warren

Mr. Eppig deferred to Mr. Moeller. Mr. Moeller explained the Program cost sheets and Textbook vendor agreement. Having students directly purchase textbooks will assist with the tracking down of money from students by building principals. Will be both cost and time efficient. The OAC member list is also listed for approval. All were on the agenda for review.

Program Cost Sheet List

Textbook Vendor Agreement

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

Mr. Eppig motioned and Mr. Rohrer seconded to approve the Planning and Development committee items presented. All members present voted in favor.

Mr. Eppig pointed out current field trips as listed.

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 There was no old business discussed.

NEW BUSINESS There was no new business discussed.

OPEN JOC DISCUSSION – Mr. Cronin opened the floor for JOC member comments. Mr. Rohrer asked that the JOC be updated on the students over-enrolled. Mr. Warren will send the information to the JOC members for all school districts students not placed. Mr. Cronin reminded members an executive session would follow the meeting. Mr. Warren thanked the Barnstormers for use of their space and reviewed the materials that were available for the board members.

ADJOURN – Mr. Cronin called for adjournment at 5:51 PM to commence with executive session.

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

Mr. James Byrnes, Secretary

4/28/2016